

KING'S OAK ACADEMY

**Academy Council Meeting No 31
Monday 14 November 2016**

Present

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
Alice Stallard	Parent Councillor	Gary Pine	Sponsor Councillor
Tim Anderson	Staff Councillor	Sandra Slocombe	Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
	Staff Councillor		Sponsor Councillor
Dan Nicholls	Executive Principal	Adele Rice	Student Advocate
Sonia Jackson	LA		

In attendance

Simon Jones	Vice Principal (Interim)
Jonathon Mailey	Ass. Principal
	Ass. Principal
	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould	Business Manager
Sally Rouch	Councillor - HWA
Hugh Wilson	Clerk

Apologies: Tom Taylor, R Wellington

NB. Item numbers refer to the CLF Common Agenda Template. Not every item will be discussed at each meeting therefore only discussion items will be recorded.

Item	Note	Action
1	<p>Introduction, Administration and Apologies</p> <ul style="list-style-type: none"> The Chair welcomed all present to the meeting and in particular to Sally Rouch, a Councillor at HWA who is attending as an 	

	<p>observer.</p> <ul style="list-style-type: none"> • Apologies for non-attendance were received, and accepted, from Tom Taylor and Rachel Wellington. 	
2	<p>Declarations of Interest: Alice Stallard – Admissions policy discussion.</p>	
3	<p>Minutes of Previous Meeting: 3 October 2016:</p> <ul style="list-style-type: none"> • Accuracy: No inaccuracies were reported and the minutes were signed as a true record. • Actions: refer to Appendix 1. 	
4	<p>Matters Arising: There were no matters arising from the previous minutes.</p>	
5	<p>Governance:</p> <p>Risk Register:</p> <ul style="list-style-type: none"> • DOn reported she had met today with AGd and RCh to review the risk register and some minor amendments had been agreed. AGd will incorporate the changes and provide the updated Register to Councillors. • Councillors requested that any changes be highlighted in some way so that they can be more easily identified within the document. • Councillors were reminded that all risks should be reviewed, not just any changes. • DOn reminded all councillors of the importance of ensuring that “red risks” in particular receive due attention at each meeting and therefore everyone should familiarise themselves with the document. <p>Action: AGd to update the Risk Register (RR) with agreed amendments and provide updated RR to Councillors.</p> <p>Admissions Policy 2018:</p> <ul style="list-style-type: none"> • The draft Admissions policy had been made available to Councillors for review. • Councillors were reminded of the timescales involved for agreeing and publishing the policy, and that it was the CLF Board that would approve the policy: <ul style="list-style-type: none"> ○ CLF Board approval – November 2017 ○ Publish for consultation – November 2016 to February 2017 ○ End February 2017 • <i>Councillors were concerned regarding the proposed exception for siblings of the founding reception year pupils in the Primary phase. An extensive debate ensued when all the pros and cons were critically examined. Issues and questions raised included:</i> 	<p>Action 31-1</p>

Academy Improvement Plans (AIP) Primary and Secondary phases:

Refer to the updated AIP for the details. The Plan was made available to Councillors prior to the meeting for review. The principal briefly outlined the main changes. He reminded that it was a living document, subject to ongoing revision and invited Councillors to email any questions and comments at any time. ***The RAG rating, where this has been completed, was welcomed.***

It was noted that the planned visits by councillors would provide a means of monitoring the progress and impact of the AIP and therefore a more detailed analysis would be possible at future meetings.

Performance Management:

The Principal outlined for Councillors how performance management will change as a consequence of the new developmental teaching programme recently launched.

- ***Councillors welcomed the change in focus to ensure teachers' objectives align with department and school Improvement Plans.***
- Councillors noted that a presentation and summary of the development programme will be made at the next AC meeting.

Update from Board Scrutiny:

- DOn thanked MPy for representing the AC in her absence.
- MPy reported on his experience of the Board Scrutiny – that it was very challenging. He noted the points raised, that:
 - The AC is improving, ie:
 - Better at challenging the school whilst maintaining support.
 - Link Councillors visits are a stepping stone in addressing the key improvement trails.
- RCh confirmed the report and added that:
 - The quality of challenge from the AC is improving.
 - The visits made by Councillors need to be followed up with feedback in order to share experience and learning.
- ***Councillors welcomed and noted the priorities identified for KOA by the Board Scrutiny, that they will become standing items within future reports from the Principal and central to the observations and feedback of the AC link work.***
 - Continued development of the AC.
 - A focus on underperforming boys.
 - Monitoring of the gender gap in Years 7-10.
 - Development of middle leaders and line management processes.
 - Impact of PP review and how this is monitored.
 - A focus on attendance, particularly on value for money if current interventions or appointments are not showing impact.

All-through Vision:

	<p>RCK advised Councillors of the intention to set up a working group to develop the KOA Plan. It is proposed to include 2-3 Councillors in the group and the desire is to meet 2 times before the end of Term 2.</p> <p>Action: Councillors who are willing and able to participate in the proposed All-through vision plan working group should contact RCK.</p>	<p>Action 31-5</p>
<p>8</p>	<p>Education Report:</p> <p>Refer to the Principal’s report for the details. Discussion matters and questions raised included the following:</p> <p>Attainment and Progress:</p> <ul style="list-style-type: none"> ○ Councillors reviewed the detailed information provided regarding progress and actions linked for both primary and Secondary phases. These were discussed and reviewed and specific matters raised included: <ul style="list-style-type: none"> ▪ Table, page 4 - is the data based upon prediction? <ul style="list-style-type: none"> • Yes, with the exception of English (Year 10 mock grades), and Maths (current grade). ▪ What happens in period 6? <ul style="list-style-type: none"> • Intervention programmes. ▪ Councillors expressed concern regarding the potentially low EBacc data. <ul style="list-style-type: none"> • A number of disadvantaged students have dropped out and since it is a small cohort it has a significant impact on the data. It also has implications for the Progress 8 score. <p>Councillors welcomed the very detailed analysis and identification of key issues contained in the Principal’s report. Visits by link councillors will allow the AC to gain further insights into the work being undertaken to address key issues.</p> <ul style="list-style-type: none"> ▪ Primary phase data: <ul style="list-style-type: none"> • Councillors sought and received clarification around the colour coded banding of Year 1 assessments. • Councillors noted that the PP gap already exists at Year 1 and queried how this is to be addressed. • Are there National figures to compare? <ul style="list-style-type: none"> ○ Yes. It was agreed that it would be helpful to review KOA data in comparison with the national picture so that similarities and exceptions could be analysed. EM will look at this. • How often is the data collated? <ul style="list-style-type: none"> ○ 6 times per year. • Councillors requested that comparison data be provided for the next review. <p>Attendance:</p> 	

- Councillors welcomed the comprehensive and informative report on Attendance and **supported and encouraged the school with the measures and actions being put in place to improve student attendance.**
- **Councillors also noted and welcomed the Attendance Review planned for 17th November to be conducted by the principal of HPA.**
- **In view of the strict Uniform policy in place, Councillors queried the use of non-uniform days as a “reward” for good attendance.**
 - RCh informed Councillors that he was prepared to try anything to improve the level of student attendance including compromising on personal preferences.
- **Councillors recommended that a student voice exercise on improving attendance be conducted and outcomes presented to the next AC meeting.**

The Academy Council noted the efforts KOA is taking to improve student attendance and endorsed the measures being undertaken.

Exclusions and Behaviour:

- **Exclusions:**
 - Councillors were informed of the outcome of 2 recent Permanent Exclusion panels:
 - Student 1 - permanent exclusion upheld.
 - Student 2 – re-instated. It was explained that although the exclusion resulted from the same incident, there were specific extenuating circumstances that lead the panel to conclude that re-instatement for that student was the right decision.
 - The improvement in the quality of the evidence pack provided by the school was noted and the panel also complimented staff on the level of support provided to these challenging students.
 - **Councillors asked how KOA permanent exclusion numbers fared with other local schools?**
 - Comparable.
 - **How do fixed term exclusions compare?**
 - No data was available. Comparative data will be sought for the future.
- **Behaviour:**
 - **The data showed that there were some subject areas where the number of referrals was very high. Is there a problem with teachers sending out students from the class?**
 - There is a problem with a small number of inexperienced teachers who are receiving help which should result in a reduction in the number of instances.
 - Councillors welcomed the new and detailed analysis of behaviour incidents which provides the school with a much clearer picture of where problems exist and should enable these to be addressed. **It was agreed that the AC would be looking for impact of the new behaviour system when the next set of data is examined at the next meeting.**

	<p>New Assessment Requirements: Refer to the separate paper for the details (Our Approach to Life after Levels). Questions arising included:</p> <ul style="list-style-type: none"> • Age Related Expectations for Years 7 & 8 (ARE), are there any national criteria? <ul style="list-style-type: none"> ○ None, schools are free to devise their own. CLF will be setting their own expectations but these should be robust as they are being agreed across all the CLF academies. • How will we compare nationally? <ul style="list-style-type: none"> ○ We won't be able to initially but it is likely that Ofsted would comment if expectations were being set too low. <p>Pupil Premium: Refer to the separate PP presentation for the details. JM explained that there had been a thorough evaluation of the impact of the previous PP plan. This is informing future developments. Questions and discussion points arising included:</p> <ul style="list-style-type: none"> • Councillors sought clarification around the barriers to PP student performance. <ul style="list-style-type: none"> ○ Barriers are found within the school and at home and include T&L resources, uniform and access to technology. Where possible the school will provide help, including financial. The key driver is improving the quality of teaching and learning. • Are we confident we have identified all students affected, eg FSM? <ul style="list-style-type: none"> ○ FSM students remain difficult to identify as there can be a stigma associated and the universal provision of free meals at primary level has not helped in this process. • Does the school provide a breakfast club? <ul style="list-style-type: none"> ○ A breakfast facility is provided. • Councillors received a copy of the document "10 key questions for Governors". <p>Parental Voice: Councillors reviewed the results of the Year 7 parents survey. Discussion matters included:</p> <ul style="list-style-type: none"> • Councillors expressed concern that 2 responses indicated "my child does not feel safe at KOA" with 1 don't know. <ul style="list-style-type: none"> ○ Since the returns were anonymous, it is difficult to follow up. ○ Councillors did note however that of the 65 respondents, 64 would recommend KOA to another parent. • Councillors commented that the questions seemed to be "quite safe" and suggested the inclusion of a question about bullying. • How many questionnaires were issued? <ul style="list-style-type: none"> ○ The year group is 150 and the questionnaires were issued on a Year 7 parents evening with approximately 80% attendance, hence 120 and 65 were returned. 	
10	<p>Finance: Refer to the Business Manager's report for the details. Question and discussion matters included:</p> <ul style="list-style-type: none"> • Councillors sought clarification of the reasons for the reduced outturn forecasts. 	

	<ul style="list-style-type: none"> ○ It was explained that previous estimates were based upon best information available at the time, eg estimated student numbers vs actual student numbers. ● Can we take out insurance to cover staff sickness associated cost? <ul style="list-style-type: none"> ○ Not practical at single academy level due to high premium costs but may be considered more practical at a CLF level ● Are there any guidelines on “reserves”? <ul style="list-style-type: none"> ○ Yes, there are CLF regulations covering the treatment of reserves. ● Councillors were pleased to note that quotes are to be sought for the installation of a new Astro turf and changing area. 	
13	<p>Site/Legal/Health & Safety:</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> ● MPy reported he had attended the recent fire training session which was well led ● Councillors noted the Academy will complete a full fire Risk Audit in December 2016. 	
15	<p>Any Other Business:</p> <ul style="list-style-type: none"> ● The programme for subject reviews was circulated so that Councillors could sign up for visits aligned to these reviews. ● Date of next meetings <ul style="list-style-type: none"> ○ 23rd January 2016 ○ 13th March 2016 ○ 5th June 2016 	

Approved

Date:

Diane Owen
Chair King’s Oak Academy Council

KOA Academy Council

Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
19 Oct 2015	24-4	DO to raise a query about post-16 governance at the next meeting of Academy Chairs – remains ongoing. It was reported that there is work going on at CLF level which will have an impact on this.	DOn	Open
19 Sep 2016	29-2	DOn to report to the Academy Chairs meeting the outcomes from the Councillors policy review and query the progress in developing CLF wide policies, particularly those under the Administration & Corporate heading – ongoing.	DOn	Open
3 Oct 2016	30-1	DOn to arrange to update the policy schedule – completed.	DOn	Closed
3 Oct 2016	30-2	Rck to provide Councillors with the Primary Phase AIP – completed.	Rck	Closed
3 Oct 2016	30-3	Rck to provide Councillors with a copy of the PP Plan for 2016/17 – completed.	Rck	Closed
14 Nov 2016	31-1	AGd to update the Risk Register (RR) with agreed amendments and provide updated RR to Councillors	AGd	Open
14 Nov 2016	31-2	Rck to revise the 2108 Admissions policy in accordance with the agreed amendments	Rck	Open
14 Nov 2016	31-3	HWn to resend email containing details of the CLF training programme	HWn	Open
14 Nov 2016	31-4	DOn/HWn to ensure that a detailed review of CPOMS data is included on the agenda for the January 2017 AC meeting	DOn/HWn	Open
14 Nov 2016	31-5	Councillors who are willing and able to participate in the proposed All-through vision plan working group should contact Rck	All	Open