

**KING'S OAK ACADEMY**

**Academy Council Meeting No 30  
Monday 3 October 2016**

**Present**

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

**In attendance**

Simon Jones	Vice Principal (Interim)
	Ass. Principal
	Ass. Principal
	Ass. Principal
Emma Mignaud	Primary Phase Leader
Andrea Gould	Business Manager
Hugh Wilson	Clerk

**Apologies:** Tom Taylor, Nicola Read

**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.

<b>Item</b>	<b>Note</b>	<b>Action</b>
1	<p><b>Introduction, Administration and Apologies</b></p> <ul style="list-style-type: none"> <li>The Chair welcomed all present to the meeting and in particular to Rachel Wellington, recently appointed Sponsor Councillor.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Apologies for non-attendance were received, and accepted, from Tom Taylor and Nicola Read.</li> </ul>	
2	<p><b>Declarations of Interest:</b> There were none declared.</p>	
3	<p><b>Minutes of Previous Meeting:</b> <b>19 September 2016:</b></p> <ul style="list-style-type: none"> <li>• <b>Accuracy:</b> No inaccuracies were reported and the minutes were signed as a true record.</li> <li>• <b>Actions:</b> refer to Appendix 1.</li> </ul>	
4	<p><b>Matters Arising:</b> It was suggested, and agreed that in order for Councillors to more effectively track policies, an additional column is added to the table at Appendix 2 of the 19 September 2016 minutes to record the status/next review date of the policy, including any monitoring information gathered during Councillor visits.</p> <p><b>Action: DOn to arrange to update the policy schedule.</b></p>	<b>Action 30-1</b>
5	<p><b>Governance:</b></p> <p><b>Risk Register:</b></p> <p>The Risk Register had been available to Councillors for review prior to the meeting. It was reported that:</p> <ul style="list-style-type: none"> <li>• Comments received were being addressed and incorporated in the Risk Register.</li> <li>• DOn has scheduled a meeting with RCh and AGd to conduct a thorough review of the Risk Register in November. The outcomes will be reported to the next AC meeting.</li> </ul>	
6	<p><b>Safeguarding:</b></p> <p>Refer to the Principal's report, section 8 for the details.</p> <ul style="list-style-type: none"> <li>• Councillors were pleased to the improvements made to the Single Central Record (SCR) which is now compliant and an example of best practice.</li> <li>• Councillors were also pleased to note the impact of the on-line referral system CPOMs.</li> <li>• SSe (Safeguarding Councillor) arranged to visit the school (SJs and ARe) on 13<sup>th</sup> October to discuss safeguarding matters and to see CPOMs in action.</li> <li>• <b>Councillors questioned whether safeguarding matters in the Primary Phase are now as they should be?</b> <ul style="list-style-type: none"> <li>○ Yes, EMD explained what changes have been introduced. Councillors were very pleased to note this.</li> </ul> </li> </ul>	

	<p><b>“Keeping Children Safe in Education”</b></p> <p>This document had previously been provided to Councillors to read. Councillors reported to the Chair that they have read the document “Keeping Children Safe in Education”.</p>																						
7	<p><b>Strategic Developments:</b></p> <p><b>AIP and SEF:</b></p> <p>Refer to the academy Improvement Plan for the details. Matters arising and questions raised included:</p> <ul style="list-style-type: none"> <li>• <b>It was noted that two strands of the AIP did not have a link Councillor identified.</b> Following discussion it was agreed that: <ul style="list-style-type: none"> <li>○ Gender Gap – all link Councillors would address this matter during their link visits to the school.</li> <li>○ CEIAG – GPe and MPy both undertook to cover this aspect in concert with their existing link roles.</li> </ul> </li> <li>• SLT focus for link Councillors were identified as follows:</li> </ul> <table border="1" data-bbox="340 646 1635 1305"> <thead> <tr> <th>SLT Member</th> <th>Curriculum/Key Area of Academy</th> <th>Trails</th> </tr> </thead> <tbody> <tr> <td>SJS</td> <td>English Maths</td> <td>Safeguarding Behaviour Attendance SEND</td> </tr> <tr> <td>AGD</td> <td>H&amp;S Finance HR Site</td> <td></td> </tr> <tr> <td>EMD</td> <td>EYFS KS1</td> <td>EYFS and KS1 Disadvantaged SEND High Attaining Pupils</td> </tr> <tr> <td>JMY</td> <td>World Affairs MFL</td> <td>Disadvantaged (Pprem and LAC)</td> </tr> <tr> <td>RJK</td> <td>Science Design technology and Computing</td> <td>High Attaining Pupils CEIAG</td> </tr> <tr> <td>CBD</td> <td>Performance and participation</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Primary AIP – EMD briefly outlined the Primary Phase improvement plan for Councillors.</li> </ul>	SLT Member	Curriculum/Key Area of Academy	Trails	SJS	English Maths	Safeguarding Behaviour Attendance SEND	AGD	H&S Finance HR Site		EMD	EYFS KS1	EYFS and KS1 Disadvantaged SEND High Attaining Pupils	JMY	World Affairs MFL	Disadvantaged (Pprem and LAC)	RJK	Science Design technology and Computing	High Attaining Pupils CEIAG	CBD	Performance and participation		
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	<p><b>Action: RCK to provide Councillors with the Primary Phase AIP.</b></p> <p><b>Term dates:</b> RCK highlighted for Councillors the dilemma faced by the school due to the differing term dates for 2017/18 published by SGlos and Bristol local authorities. His personal preference for the school is to adopt the Bristol dates and he provided his reasoning for this but added that the situation could be exacerbated when other local authorities eg BANES and north Somerset publish their term dates. Ultimately, the decision on which term dates are chosen will be confirmed by the CLF Board but that it was important that the Academy Council discusses the matter and takes a view.</p> <p>Following a discussion taking account of all the factors; likely impact on attendance, staff inset days etc, the consensus reached was to recommend adoption of the Bristol proposed term dates for 2017/18.</p>	<p><b>Action 30-2</b></p>
<p>8</p>	<p><b>Education Report:</b></p> <p>Refer to the Principal’s report for the details. Discussion matters and questions raised included the following:</p> <p><b>Attainment and Progress:</b></p> <ul style="list-style-type: none"> <li>○ Councillors noted the detailed information provided within the Principal's report regarding progress and actions linked to each of the threads identified by board scrutiny. These were discussed and reviewed and it was noted that in the future these would now be monitored very clearly through the links now established to the AIP.</li> <li>○ Up to the present the rate of progress in Years 7 to 9 has not been sufficiently challenging which leads to the need for exhaustive catch-up measures in Years 10 and 11. <ul style="list-style-type: none"> <li>▪ Councillors were pleased to note that from the present, in order to “raise the bar”, based upon a student’s baseline data their target will be set using age-related expectations and thus enable more effective monitoring of progress against intermediate milestones.</li> </ul> </li> <li>○ <b><i>Will that mean there will be new Schemes of Work?</i></b> <ul style="list-style-type: none"> <li>▪ Yes, all schemes of Work are being revised.</li> </ul> </li> <li>○ <b><i>Re “narrowing the gap for boys” what is the evidence trail to show the impact of the measures used?</i></b> <ul style="list-style-type: none"> <li>▪ Data.</li> <li>▪ Review of work-books during Councillor visits.</li> <li>▪ Quality First Teaching remains the focus.</li> </ul> </li> <li>○ Predictions – Councillors acknowledged RCK’s honesty in describing the issues that are impacting the level of inconsistency and accuracy around predicted performance. <ul style="list-style-type: none"> <li>▪ Councillors also noted the efforts being made to improve, which include: <ul style="list-style-type: none"> <li>● Coaching.</li> <li>● Increased moderation, including across the CLF especially in English and Maths (approx. 1000</li> </ul> </li> </ul> </li> </ul>	

students participating in tests twice per year) and in years 7&8 in ebacc subjects two common assessments across all CLF academies to inform ARE assessment.

- **How does the AC feel about the 2016 exam outcomes?**
  - A range of feelings were expressed:
    - Relieved results were up compared to last year but not elated.
    - Worried.
    - Encouraged by the greater honesty and more objective scrutiny being applied at all levels and the greater focus on challenging middle leaders.
    - Need to see another step forward next year.
- **How does KOA compare with other CLF schools?**
  - Middle of the bottom half of the schools in CLF.
- **Are we looking at other Academies and learning from their good practice?**
  - Yes, RCK outlined for Councillors examples of how this was being done.

#### **Attendance:**

- Councillors were pleased to note the appointment of a Pastoral Support Worker with a focus on Attendance.
  - Councillors were pleased to note the ongoing work to identify families where there is low attendance and seeking to work with them to improve attendance.
  - Councillors were informed of a particular SEN student who currently is not attending and noted that the school is in close contact with the family and other authorities to resolve.
- Noting the higher than usual instances of authorised absence Councillors wondered whether this was due to a low level of health or false excuses. In response, it was noted that for some families there may be too low a threshold for keeping children at home for minor health issues and therefore there is a need to work with parents on attitudes towards attendance.
- **When will we see the impact of the measures being taken to address attendance?**
  - Tracking takes place on a weekly basis and so the impact of initiatives will be evident very soon.

***Councillors welcomed the measures being undertaken to address and improve student attendance at the school and looked forward to hearing about the positive impact in future meetings.***

#### **Exclusions and Behaviour:**

- Councillors welcomed the news that the introduction of the new Behaviour policy has already had a positive impact. Whilst there has been a predicted short term “spike” in fixed term exclusions, behaviour is better.
- Low level disruption within the classroom is significantly reduced.
- There remains a small core of students whose behaviour is much more challenging.

	<p><b>Assessment:</b></p> <p>Councillors were appraised of the new Assessment calendar for 2016/17, refer to the separate paper for the details. A presentation on new assessment arrangements is scheduled for the next meeting.</p> <p><b>Pupil Premium:</b></p> <p>Refer to the separate paper for the details from the Review conducted in June 2016.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked what now?</b> <ul style="list-style-type: none"> <li>○ 221 students at the school are eligible for PP funding (approx. 35%), funding available is £208187. Planned expenditure for 2016/17 is £236k.</li> </ul> </li> <li>• <b>Does the school use the EEF toolkit?</b> <ul style="list-style-type: none"> <li>○ Yes. Rck explained that this toolkit found that good teaching has the highest impact for disadvantaged students – hence the focus on quality-first teaching.</li> </ul> </li> <li>• <b>Is there any one to one provision at the school, since this has been shown to have a significant impact on student progress?</b> <ul style="list-style-type: none"> <li>○ Yes, there is some 1 to 1 provision.</li> </ul> </li> </ul> <p>It was agreed there would be a greater focus on PP issues at the next AC meeting in November.</p> <p><b>Action: Rck to provide Councillors with a copy of the PP Plan for 2016/17.</b></p> <p><b>Acorn:</b></p> <p>Refer to separate report for the detail. Questions arising and matters discussed included:</p> <ul style="list-style-type: none"> <li>• <b>Given the number of PP pupils, does the primary Phase have its own PP funding allocation?</b> <ul style="list-style-type: none"> <li>○ No the total PP funding allocation for the school (Primary and Secondary) is a single pot. The PP spending plan will show how the funding is allocated.</li> </ul> </li> <li>• <b>Councillors recommended that any gap (PP – non PP) needs to be identified and addressed at the earliest opportunity, money spent early to address gaps should lead to less funding being necessary in later years.</b></li> </ul>	<p><b>Action 30-3</b></p>
<p>10</p>	<p><b>Finance:</b></p> <p>Refer to the Business Manager’s report for the details. Question and discussion matters included:</p> <ul style="list-style-type: none"> <li>• <b>How does the financial outlook for this year appear?</b> <ul style="list-style-type: none"> <li>○ It looks good.</li> </ul> </li> <li>• <b>Regarding the Astroturf business case the AC was keen to see some progress being made since the lack of such a facility</b></li> </ul>	

	<p><b>would have a detrimental effect upon the sports curriculum the school can offer.</b></p> <ul style="list-style-type: none"> <li>○ AGd commented that the business case was strong.</li> </ul>	
13	<p><b>Site/Legal/Health &amp; Safety:</b></p> <p><b>Health &amp; Safety:</b></p> <p>Councillors congratulated AGd on achieving an Outstanding assessment in the H&amp;S Audit.</p> <p><b>Critical Incident Plan:</b></p> <p>Councillors had had the opportunity to review the Critical Incident Plan. Discussion items arising included:</p> <ul style="list-style-type: none"> <li>● <b>Has a practice “lock down” been carried out?</b> <ul style="list-style-type: none"> <li>○ Yes – for the Secondary Phase. Plans for a lock down procedure in the Acorn (where the layout is more open plan) are being worked on.</li> </ul> </li> <li>● <b>Councillors asked whether fire/lockdown drills can be practiced in different locations and times, eg assembly hall, during playtime etc.</b> <ul style="list-style-type: none"> <li>○ To be addressed in planning for future practice drills.</li> </ul> </li> <li>● <b>Have fire drills been carried out in the primary school?</b> <ul style="list-style-type: none"> <li>○ Yes.</li> <li>○ Following a request by councillors, it was agreed that it would be helpful to include reports on completed drills in future H &amp; S updates.</li> </ul> </li> </ul>	
15	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>● Date of next meetings <ul style="list-style-type: none"> <li>○ 14<sup>th</sup> November 2016</li> <li>○ 23<sup>rd</sup> January 2016</li> <li>○ 13<sup>th</sup> March 2016</li> <li>○ 5<sup>th</sup> June 2016</li> </ul> </li> </ul>	

Approved .....

Date: .....

Diane Owen



## KOA Academy Council

## Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
19 Oct 2015	24-4	<b>DO to raise a query about post-16 governance at the next meeting of Academy Chairs</b> – remains ongoing. It was reported that there is work going on at CLF level which will have an impact on this.	DOn	Open
27 Jun 2016	28-3	<b>RCh to advise Councillors re SLT links (with link Councillors)</b> – on agenda, completed.	RCh	Closed
27 Jun 2016	28-6	<b>RCh to ensure Table on page 3 of report is reproduced alongside 2016 results for October meeting</b> – included in report, completed.	RCh	Closed
27 Jun 2016	28-7	<b>RCh to include repeat offender detail in future exclusion data reports</b> – in report, completed.	RCh	Closed
19 Sep 2016	29-1	<b>RCh to arrange for the policies to be updated to take account of the comments and observations raised</b> – completed.	RCh	Closed
19 Sep 2016	29-2	<b>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 &amp; Corporate heading</b> – ongoing.	DOn	Open
19 Sep 2016	29-3	<b>All Councillors to read the document “Keeping Children Safe in Education” before the meeting on 3<sup>rd</sup> October 2016</b> – Councillors indicated they had read the document.	All	Closed
3 Oct 2016	30-1	<b>DOn to arrange to update the policy schedule</b>	DOn	Open
3 Oct 2016	30-2	<b>RCh to provide Councillors with the Primary Phase AIP</b>	RCh	Open
3 Oct 2016	30-3	<b>RCh to provide Councillors with a copy of the PP Plan for 2016/17</b>	RCh	Open