

**KING'S OAK ACADEMY**

**Academy Council Meeting No 35  
Monday 18 September 2017**

**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		Sponsor Councillor
Nicola Read	Parent Councillor	Martin Pursey	Sponsor Councillor
Tom Taylor	Staff Councillor		Sponsor Councillor
Sally Ayres	Executive Principal	Adele Rice	Student Advocate
	LA		

**In attendance**

	Vice Principal
	Ass. Principal
	Ass. Principal
	Ass. Principal
	Primary Phase Leader
A Gould (part time)	Business Manager
Hugh Wilson	Clerk

**Apologies:** S Slocombe, R Wellington

Item	Note	Action
	<p><b>Pre-Meeting Discussion</b></p> <p>Following the success of the revised approach in the June 2017 meeting, it was agreed to continue with this in future AC meetings.</p> <ul style="list-style-type: none"> <li>Councillors reviewed the questions raised last time and the responses received and annotated them (Red, Amber, Green).</li> <li>Councillors reviewed how the questions were presented at Appendix 2 of the meeting minutes and suggested:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Capturing the date(s) of the meeting(s) where a question was raised or reviewed.</li> <li>○ Discussed the merits, or otherwise of repeatedly asking the same question and agreed, yes, where it is appropriate.</li> <li>● Councillors agreed the focus should be on planning for the future and not look back, and so we need to consider the Improvement Plan and consider whether it is “fit for purpose”.</li> <li>● Councillors also acknowledged the need to review how well the predictions matched the actual exam outcomes.</li> </ul> <p>Councillors then worked through the Principal’s report for the meeting, agreed the areas which they considered required attention and then identified the specific questions arising. Refer to section 5 for further details.</p> <p>The principal was then invited to join the meeting.</p>	
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 Sally Ayres, newly appointed Executive Principal with responsibility for the SGlos CLF schools.</li> <li>● Apologies for non-attendance were received, and accepted, from Sandra Slocombe and Rachel Wellington</li> </ul>	
2	<p><b>Declarations of Interest:</b> None declared.</p>	
3	<p><b>Minutes of Previous Meeting:</b> <b>5 June 2017:</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> <li>● <b>Re Action 34-7:</b> A brief summary of the self-evaluation was circulated. It was noted that the key action going forward is to improve the effectiveness of the link Councillor role (see also Item 6 below).</li> </ul>	
4	<p><b>Matters Arising:</b> There were no matters arising from the previous minutes.</p>	
5	<p><b>Achievement and Standards</b></p> <p><b>Student Outcomes 2017:</b></p> <ul style="list-style-type: none"> <li>● Q1: <i>Predictions vs results were much improved this year. How do we ensure the improvement is maintained?</i> <ul style="list-style-type: none"> <li>○ More use of moderation.</li> <li>○ Greater knowledge of grade boundaries for all subjects, not just English and Maths.</li> <li>○ Strengthen systems and processes already in place.</li> <li>○ <b>Will you be conducting a “lessons learned” activity?</b> <ul style="list-style-type: none"> <li>▪ Yes, the Middle Leaders examination analysis starts next week and will be done on a class by class basis.</li> </ul> </li> </ul> </li> </ul>	

- Q2: ***with the new Maths gradings, are there any lessons to be learned?***
  - There are literacy issues with boys, being able to read and understand the questions is a problem that needs to be addressed.
  - The CLF grading bands were set higher than the actual bands.
  - **The predicted and actual Maths grades for HAP students were slightly low, why?**
    - Didn't know precisely where the grade boundaries would be.
    - Lessons learnt re curriculum coverage.
  - **Are the lessons learned feeding down into earlier years also and not just the new Year 11?**
    - Yes they are.
  - **How does the AC see the impact?**
    - The attainment gap will be closing.
    - Quality of work in books.
- Q3: **Given the estimated P8 measure of -0.25, are we not drifting towards "coasting"? Have we put the brakes on?**
  - Coasting metrics are based upon performance over a 3 year period.
  - On paper, we could be considered as coasting, however over a 3 year period we can demonstrate we are on a positive trajectory.
  - We have made good progress this year and the challenge is to maintain that improvement.
- Q4: ***Is there anything additional or different being done to address the gender gap?***
  - The gap is skewed by literacy with boys and the issue with reading and understanding questions and we need to get that right. To that end there is a Rapid Improvement Plan (RIP) in place to address this.

**Attendance:**

- Q5: **There is an improvement in attendance although still below the national average, what about persistent absence?**
  - Compared to the same period last year, we have got off to a good start.
  - We have a list of persistence absentees from last year, including from the Primary schools for the new Year 7 group and staff are working very proactively to engage these students, in particular, making home visits within the first hour of the day.
  - ***How are these home visits received? Are parents at home?***
    - Parents are not usually at home but when they are, they respond positively.
  - ***Is the "sick note" policy instigated last year still being utilised?***
    - Yes but its application is considered on a case-by-case basis.
  - ***What is the process for attendance and addressing persistent absence in the Acorn?***
    - The same processes and routines are followed.
  - ***Do we know from students with poor attendance records if there are certain subjects which act as barriers to them attending school?***
    - Yes, we are compiling a record of subjects and considering how they can be tailored to become less of a barrier to those students.



	<ul style="list-style-type: none"> <li>○ RCK noted that the line is being held on a policy of not accepting swearing.</li> </ul> <p><b>Councillors discussed the difficulties of recruiting someone to lead the SEED.</b></p> <p><b>Disadvantaged:</b></p> <ul style="list-style-type: none"> <li>● <b>Q9: <i>What are we doing to ensure disadvantages students are not being held back?</i></b> <ul style="list-style-type: none"> <li>○ The most significant barrier to learning for these students is persistent absence and hence the strong focus is on improving their attendance. When they are in attendance, they are engaged and do well. The other key areas of focus are boys performance and quality of teaching and learning.</li> <li>○ <b><i>Are we doing enough?</i></b> <ul style="list-style-type: none"> <li>▪ We need to identify the most persistent absentees in the early years so that early intervention can take place.</li> </ul> </li> <li>○ <b><i>Can we identify these students in the Acorn?</i></b> <ul style="list-style-type: none"> <li>▪ Yes.</li> </ul> </li> </ul> </li> </ul>	
6	<p><b>Academy Improvement Plans (AIP):</b></p> <p><b>Councillors reviewed the AIP:</b></p> <ul style="list-style-type: none"> <li>● <b>The performance of middle achievers dipped, how does the AIP address this?</b> <ul style="list-style-type: none"> <li>○ We have a focus on boys. Any positive impact there will automatically impact the performance of middle achievers.</li> </ul> </li> <li>● <b><i>Councillors discussed the arrangements for visits into school for the current academic year.</i></b> <ul style="list-style-type: none"> <li>○ It was agreed that all Councillors would endeavour to make 3 visits to the school for their focus areas.</li> <li>○ GRd to contact all Councillors to arrange visits this term.</li> <li>○ Councillors suggested that GRd could provide a steer for each visit.</li> </ul> </li> <li>● <b>Councillors noted that NRd had made a visit to the school on 6<sup>th</sup> July, visit report has been submitted to the Clerk – to be distributed to all Councillors.</b></li> </ul> <p><b>Action: RCK to arrange for GRd to contact Councillors to arrange visits and provide a steer for each visit.</b>  <b>Action: HWn to forward to all Councillors NRd’s visit report.</b></p>	<p><b>Action 35-3</b>  <b>Action 35-4</b></p>
7	<p><b>Strategic Planning – All Through Provision:</b></p> <p><b>Councillors noted that a sub-structure plan for the all-through provision will be on the agenda for the next meeting.</b></p>	
8	<p><b>Governance:</b></p> <p><b>Risk Register:</b></p>	

	<p>Following a brief review of the Risk register, Councillors:</p> <ul style="list-style-type: none"> <li>• <b>Noted that the register has been updated to reflect previous comments and discussions.</b></li> <li>• <b>Agreed the proposed new risks.</b> <ul style="list-style-type: none"> <li>○ Progress 8 score remains low.</li> <li>○ Coasting status continues from RSC.</li> </ul> </li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• SSe is scheduled to attend a Behaviour course run by Bristol LA.</li> <li>• Councillors were encouraged to consider any training opportunities.</li> </ul> <p><b>Permanent Exclusion:</b></p> <ul style="list-style-type: none"> <li>• PEX is scheduled on 4<sup>th</sup> October. Councillors were asked to consider if they could participate and advise as soon as possible.</li> </ul>	
9	<p><b>Finance:</b></p> <p>Refer to the Business Manager’s report provided at the meeting. There were no matters arising.</p>	
10	<p><b>Site/Legal/Health &amp; Safety:</b></p> <p>Refer to the Business Manager’s report provided at the meeting.  <b>Councillors queried the timing of the high risk projects and clarification was given.</b>  <b>Councillors welcomed the news that the astro-turf will soon be back in use. It was suggested that the academy seek a local sports celebrity to open the facility.</b></p>	
11	<p><b>Any Other Business:</b></p> <p>Date of next AC meetings</p> <ul style="list-style-type: none"> <li>• 2 October 2017, 13 November 2017, 15 January 2018, 23 April 2018, 11 June 2018</li> </ul> <p>Date of CLF meetings:</p> <ul style="list-style-type: none"> <li>• 6 November 2017 CLF Scrutiny</li> <li>• 9 November 2017 M Massey Review</li> </ul>	

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
5 Jun 2017	34-1	<b>RCK to provide the data to compare against results/outcomes in the new academic year – completed.</b>	RCK	Closed
5 Jun 2017	34-2	<b>RCK to provide within future AC reports clear references to where further or more detailed data was available ongoing.</b>	RCK	Open
5 Jun 2017	34-3	<b>RCK to ensure exclusion data is included in future AC reports completed.</b>	RCK	Closed
5 Jun 2017	34-4	<b>RCK to carry out analysis on the exclusion data to determine the impact of excluding the worst offenders from the data – ongoing.</b>	RCK	Open
5 Jun 2017	34-5	<b>RCK to arrange for the policies approved to be placed on the school website – completed.</b>	RCK	Closed
5 Jun 2017	34-6	<b>DOn to ascertain ruling on RWn ability to continue as an AC and email her – completed.</b>	DOn	Closed
5 Jun 2017	34-7	<b>DOn to consolidate SEF questionnaire and provide analysis – completed.</b>	DOn	Closed
18 Sep 2017	35-1	<b>RCK to arrange for bullying data to be broken out for primary and secondary phases</b>	RCK	New
18 Sep 2017	35-2	<b>RCK to provide evidence of the impact made by new staff in the Science department</b>	RCK	New
18 Sep 2017	35-3	<b>RCK to arrange for GRd to contact Councillors to arrange visits and provide a steer for each visit</b>	RCK	New
18 Sep 2017	35-4	<b>HWn to forward to all Councillors NRd's visit report</b>	HWn	New

## KOA Academy Council

## Councillors Questions Register

Please note that for details of any supplementary or follow up questions, you should refer to the specific meeting minutes.

Date of initial question	Focus Area	Initial Question	Status R/A/G	Date(s) of follow up question(s)
5 June 2017	Gender Gap	Do we understand the issues around the gender gap, the underperformance and achievement of boys?		18 Sept 2017
5 June 2017	Outcomes/Performance data	How confident can we be with regard to the predicted outcomes?		18 Sept 2017
5 June 2017	Outcomes/Performance data	The report shows student outcomes as “good” yet the Progress 8 measure is predicted as negative, how is that possible?		18 Sept 2017
5 June 2017	Outcomes/Performance data	What happens with pupils who are falling behind in Year 1?		
5 June 2017	Attendance	What is the school doing to address and improve attendance?		18 Sept 2017
5 June 2017	Quality of T & L	The report assesses T&L as “weak Good”. Given that there are now no formal lesson observations, how do you arrive at this assessment?		
5 June 2017	Exclusions	At 112 days lost to exclusions, this is considered to be still too high. What are we doing to address this?		18 Sept 2017
5 June 2017	Complaints	Of the complaints received to date are there any common themes, lessons learned?		
5 June 2017	Staffing	There are significant staffing changes within Science and since it is a subject of concern what are the implications of such changes?		18 Sept 2017
18 Sept 2017	Safeguarding	With regard to bullying, how much is down to cyber bullying?		
18 Sept 2017	Disadvantaged	What are we doing to ensure disadvantages students are not being held back?		