

CLF Post 16 Academy Council Meeting Redacted Minutes

Meeting Date:	12 th December 2016
Location:	John Cabot Academy
Time:	16:00 – 18:00
Chair:	Guy Keith-Miller (GKm)
Present:	Kath Cooper (KC) Andy Hunter (AH) Dan Nicholls (DN) Mark Woodgate (MW) Steve Topham (ST) Sarah Lovell (SL) Roger Dickinson (RD) Student 1 Student 2 Lucy Gibert (LG)
Apologies	Rob Alner (RA) Dereth Wood (DW) Chris Milward (CM) Marian Curran (MC)

Minutes

Item	Description	Action
1	Introduction, Membership & Apologies	GKm
1.1	New student members were welcomed and introduced as the new student council representatives.	
1.2	Apologies from MC, RA, DW and CM.	
1.3	No current vacancies on the Council.	
2	Declarations of Interest	GKm
2.1	There were none on this occasion.	
3	Minutes of Previous Meeting	GKm
3.1	Previous minutes were confirmed as an accurate reflection of the meeting.	
4	Matters Arising from previous minutes	GKm
4.1	Councillor data – LG collected paperwork provided by members – she will continue to chase any remaining missing data to ensure we are compliant. This is now a priority for all councillors to complete.	LG
4.2	Risk Register – KC has received training from BG. The document is live and likely to change over time. KC and GKm attended a Risk Management audit undertaken by Muriel Lewis. Her findings will be reported to a future Council Meeting. KC confirmed the councillor leads for sections of the risk register. These are shown in the final column of the Risk Register, which will be recirculated with these minutes. KC was asked to send a description to each lead detailing what the role and expectations are for this.	KC
4.3.	A discussion took place around whether students should be entered into the summer exam if they had achieved a U grade in their mock exam in January (at	

	<p>North Bristol Post 16 they are not entered). KC will put together a paper detailing the CLF proposal about how this situation is handled as discussions so far have proved inconclusive either way. KC wants to be certain that the decisions made are the right ones for our students and reflect the CLF P16 ethos. GKm requested this paper be presented at the next meeting to show how we are developing our protocol.</p> <p>LH & ABC commented that a policy of not giving students the opportunity to sit the exams comes across poorly, demonstrating a lack of care and support. They are taught exam techniques later in the year, following the mocks, and this could be the difference. They quoted friends who achieved U grades in the mocks but B grades in the summer exam.</p> <p>ST agreed that different circumstances require different approaches. ABC noted that the support is inconsistent across academies/subjects.</p> <p>RD raised that counselling may be an option if a U grade is achieved – is this the right thing to do to continue? KC advised that this currently happens - the 15% U grades would have been 25% if these interventions had not been put in place.</p>	KC
4.4	A discrepancy raised in DT teaching has been resolved – KC to update RA.	KC
4.5	<p>GKm raised non-attendance at the Scrutiny meeting. KC is concerned and looking at a strategy with DN regarding teacher absence. KC explained the data from investigations into this, which is in the Directors Report.</p> <p>GKm requested that this is cross referenced with attendance data to show correlation between student and teacher absences.</p> <p>ABC said could this be used as part of the strategy for addressing the U grades due to teacher absences.</p> <p>KC raised the fact that academy budgets are not ring-fenced to support the cover of P16 teacher absences. BBA & JCA will cover the 1st and 4th period each day, CAB have been covering all lessons due to the volume of voluntary redundancies –once these staff have left however, this will hit us hard. HWA & KOA provide no cover at all. KC wants to investigate a partnership with other academies to provide a cover teacher to bridge some of these gaps.</p> <p>DN – Buying in cover is not done for P16 lessons, only lower school. We should move towards covering P16 lessons that goes beyond babysitting.</p> <p>KC – there is no money as the cover budgets for the whole year are already over due to high levels of staff sickness. We are looking to be more prescriptive in future about how teaching funding is split – i.e. what should cover teaching & cover. Options were discussed for cover, and the comparison of 25% lost learning last year with 4% this year. This was mainly due to misaligned inset days last year, which has now been resolved. Data is also being recorded more constructively.</p>	KC
4.6	AH was requested to prepare a further breakdown of HE destinations to show how many got first choices. This has not been possible to complete by tonight's meeting. AH to prepare for the next one.	AH
4.7	Health and Safety is now included within the Director's report.	
5	Risk Register – Educational Risks	KC
5.1	<ul style="list-style-type: none"> <u>Risk Register item P16-16</u> - AH explained that Assessment Point1 (AP1) was not as robust as we would have liked therefore AP2 is much improved. Raising Attainment Team(RAT) boards are focussed on prior attainment, we have a High Ability Pupil (HAP) plan in place and underperforming teachers are being supported on site (dependent on situation – individual/departmental) 	

	<ul style="list-style-type: none"> • <u>Risk Register item P16-15</u> - Ofsted risk – Education. The risk is still there, work is in progress for Teaching & Learning <p>Discussion took place as to the level of tolerance in the mitigation of risk. We should strive to reduce the number of High Risks.</p> <ul style="list-style-type: none"> • <u>Risk Register item P16-14</u> - KC advised that there are a lack of forums to discuss T & L with faculty staff leading to the development of our P16 professionals. A review is planned for term 3 – we want to affect change through collaboration. Results will be reviewed after the mocks through SLT. <p>GKm requested that the risk owners are added to the register, and that more description is added to the mitigating factors.</p>	KC
6	Finance Report	SL
6.1	<p>SL was welcomed to the meeting to present the finance report.</p> <ul style="list-style-type: none"> • Grant income had increased due to the inclusion of funding from CAB students not subject to a funding clawback following negotiations with the EFA. SEN funding is reduced due to a lack of SENCO until January • 2017/2018 is forecast to be a deficit of £700k due to a drop in income as funded student numbers dropped from 672 vs 493 (on a lagged basis so a comparison of 2015/16 vs 2016/2017 October census) • Savings plans include: <ul style="list-style-type: none"> ○ Rationalisation of the curriculum to an attractive but also financially viable offer ○ Reduce the number of CLF sites Post 16 is taught from <p>RD enquired whether there was a budget for CPD to support the underperformance of teachers, to correlate with the reasons for absence. Agreed that this would be desirable, but due to current budget constraints, this is not possible.</p>	
7	Directors Report - questions	KC
7.1	KC advised that we recently successfully recruited a careers adviser; however, she withdrew after accepting the role. We will be using an agency for the rest of this academic year and will revisit the recruitment in the future.	
7.2	KC asked ABC & LH how we could best communicate with students. Through tutors, assemblies. No notifications on phone mail apps for CLF mail therefore they miss out on alerts that something has arrived. It was confirmed that there were safeguarding issues with the use of social media and a text service is expensive.	
7.3	KC confirmed that we are investigating the possibility of subject specific mentors from UWE to do masterclasses & mentoring with some groups.	
7.4	<p>Parent survey: 100 families (65%) were surveyed and we should celebrate this good result. Overall responses were very positive, however did not indicate areas of weakness. KC reminded that the Council requested that this Ofsted style survey be used. KC explained that we have forums for concerns to be raised, which are used (57 parental concerns raised by email since September)</p> <p>GKm asked how this parental satisfaction can be measured by the council and compared year on year? KC responded that we need to create our own bespoke</p>	KC

	<p>survey to ask about the things that we want measured and include the data from the email mailboxes in the results.</p> <p>GKm concurred that this was a good yearly snapshot of how we are doing, but we need to know what is going on in the background. DN agreed we could show the types of complaints from the parent mailboxes to compare year on year.</p>	KC
7.5	<p>KC advised that the Student Voice on induction and enrolment has been gathered. We are working on the Friday pastoral sessions; KC is to attend one every half term to receive feedback from the students to consider and report back to them. KC raised that the student concerns mailbox is not being used. ABC/LH say this needs to be better advertised, referring back to previous conversations about communication with students. GKm stated that now a Parent Survey was in place, we needed a similar mechanism for students.</p>	KC
7.6	<p>ID Card issues – ABC raised the problems with access that students are facing. LG explained that there is no one card that will get access to all sites as the IT is different. The P16 cards issued can be programmed for access (locally at each site) for JCA, HWA and KOA. BBA, CAB and BMA need to produce their own for local access. Again, ABC & LH asked if this could be better advertised. ABC queried the protocol of sending students home if they do not have their ID card, due to the length of time taken to get there and back. Could we have temporary cards and use a strike system? It is a big issue to miss lessons. KC reiterated the safeguarding requirements that require every student to have a valid ID Card to be on any CLF site, but agreed that she will look at a revised temporary card system.</p>	KC KC
7.7	The new P16 SENCo will be reviewing the quality of T & L for SEND students.	
7.8	Outcomes and Targets – P16 targets have been set and are now in place. These will be brought to the next meeting. Targets/predictions and AP2 will be compared against AP3 (mock results)	KC
8	Executive Principal Update	DN
	Item waived.	
9	Safeguarding Update	KC
	KC reported that there has been an increase in mental health/depression this term; however, the impact of the counsellor has been positive. We are currently dealing with 5 major SG issues at present.	
9	Chair Update	GKm
9.1	GKm has been actively involved in the 'Schools for Everyone' green paper consultation. A response has been sent on behalf of the CLF indicating concerns relating to the expansion of Grammar Schools and linking University Sponsorship to school improvement and tuition fees. GKm stated that if any councillor would further information about this, to contact him.	
9.2	At the last Board meeting, the Federation considered a proposal to move to a 'hub' structure and to further grow the federation. The board gave support for the structure and to resubmit proposals for two Free Schools (including the Post 16 Free School). A strategy day (17/01/16) has been planned to further develop the proposals.	
10	AOB	GKm
10.1	Term 3 review – KC issued an open invitation to the Council to come and see what P16 does during the day, to enhance awareness and engagement. KC will issue dates, and would be pleased if you could see the great practice going on and help us celebrate it. GKm asked that dates are circulated	

		KC
10.2	MW asked if more councillor training dates are being rolled out. This time of year is difficult to attend but it would be good to schedule in some sessions. LG to investigate and issue more dates.	LG
10.3	ST, referring to the lost ID card problem, asked whether it would be practical to remove student's phones to secure getting the £6.00 payment for the card. KC will consider this when she reviews the card issue in January.	KC
10.4	GKm closed the meeting, thanked everyone for their attendance today, their commitment to the Council, and wished everyone a Merry Christmas and Happy New Year.	

Meeting closed 18.05