

CLF Post 16 Academy Council Meeting Redacted Minutes

Meeting Date:	26 th September 2016
Location:	John Cabot Academy
Time:	16:00 – 18:00
Chair:	Guy Keith-Miller (GKm)
Present:	Kath Cooper (KC) Dereth Wood (DW) Chris Milward (CM) Steve Topham (ST) Jeremy Hunt (JH) Rob Alner (RA) Roger Dickinson (RD) Marian Curran (MC) Lucy Gibert (LG)
Apologies	Dan Nicholls (DN) Mark Woodgate (MW) Student 1

Minutes

Item	Description	Action
1	Introduction, Membership & Apologies	GKm
1.1	LG introduced as KC's new PA and new Academy Council clerk.	
1.2	GKm welcomed councillors to the start of the new academic year and thanked all for contributions. GKm formally thanked Joe Bwye and Heena Ahmed in their absence; elections for new student representatives to be held on Friday 30 th September. This will form part of the new local Leadership Committees at each P16 centre.	
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	DBS checks – LG will be contacting everyone with missing data to ensure we have all the correct documentation for each member so we do not breach protocol.	LG
4.2	KC - Parent Voice feedback form has been sent out, and feedback gathered at every event where parents are present. The feedback has a common thread of communication and transport. GKm requested that a formal Ofsted style parent survey is conducted and data kept for year-to-year comparison. Paper to be brought to the Academy Council once complete.	KC
4.3.	Teaching trackers: Quality Assurance (QA) completed last year was inconsistent across all academies. This has been fed into the Academy Improvement Plan (AIP) and gaps have been identified. KC to provide a summary report.	KC

4.4	CAB joined the CLF in June. Various aspects of the transition have proved challenging and exposed lots of operational legacy errors, some of which are complex. The Post 16 SLT are tackling these as and when they are discovered. Despite this feedback from CAB students is positive, they are motivated, have made new friends, are happy to travel to other sites for lessons and overall feel it is a better quality of provision.	
5	Risk Register	KC
5.1	<p>The draft Risk Register template is developing. KC talked through some of the key points, where risks have been identified and how we hope to manage and move forward. Main points discussed:</p> <p>Strategic – Communication is an ongoing issue over the 6 sites. Clarity is required to reduce complaints and keep communication strong. There is some need for training, and a need to deal with teaching underperformance. Partnerships with the SLT in each academy have been brokered and they are eager to be involved in this process.</p> <p>GKm asked how the Risk Register will be embedded within day to day management. KC will look in detail at one risk area per P16 SLT meeting which will the practice at Academy Council meetings.</p> <p>GKm questioned the current scoring and felt that there were too many high risk & high probability risks, especially within Health and Safety. – KC advised she had submitted the worst case scenario at this point to accurately reflect progression made in future. The scoring for each risk is indicative and will be looked at again.</p> <p>Discussion continued around the financial implications, and the link to recruitment & educational outcomes being a risk. KC confirmed we have a streamlined curriculum model and cannot diversify further. We are lag funded therefore funding for this year is based on last year’s numbers; the risk to be identified and planned for is that next year will be funded on this year’s numbers. It is timely to begin forecasting for this now.</p>	KC
5.2	<p>KC suggested that each Council member should take ownership of a thread to scrutinise outside of the meetings and then report back to Academy Council. All agreed. LG to contact Academy Councillors to establish the areas of interest.</p> <p><i>GKm will take on the governance thread.</i></p> <p><i>MC offered to take on/share finance and education.</i></p>	All LG
6	Finance Report	JH
6.1	<p>JH presented the Post 16 accounts, which runs to the year end (August 2016). JH explained that this will be the first year operating as one entity. JH explained that some of the expected deficit was offset by staff vacancies and maternity leave.</p> <p>MC queried the budget forecast moving forward. JH identified that we did not get the exam funding forecast correct due to the lack of knowledge about becoming a single registration centre. A review has been conducted and figures adjusted for this year. We have an expanded vocational offer this year which is more expensive but critical for our students.</p> <p>GKm asked if all Post 16 costs are contained within this budget or are there still costs carried by the individual schools. JH/KC confirmed that this is a central</p>	

	<p>document, which reflects all P16 costs for all centres combined, no additional costs.</p> <p>MC asked about the finance plan in place. JH confirmed this is a three-year forecast based on existing situations. Will be reviewed and revised before Christmas. JH will be able to present the updated three-year forecast at the next meeting.</p> <p>JH explained that CAB has a high number of disadvantaged students and we have recruited the majority of these. This will give us additional income and a contingency.</p> <p>KC informed the Academy Council that the budget allowed for the purchase of three laptop trollies, but have so far only bought one, located at JCA. This is being reviewed to possible change to desktop computers instead as they are cheaper to maintain and less portable. The cost would remain in budget and it is suggested that they are located at CAB as a start up to get the rooms fit for purpose. RA supported this suggestion and recommended the full desktop PC's rather than laptops.</p>	JH
7	Directors Report	KC
7.1	KC introduced new standardised format of the Directors report, based on a model that principals are now using. GKm congratulated KC on the structure and detail of the report. GKm assumed that Academy Councillors had read the report and took questions for KC.	
7.2	<p><u>Results</u></p> <ul style="list-style-type: none"> • Post 16 team pleased with AS results, positive value in progress. Disappointed with A2 results, as the predictions were better. High concern over U grades and the reasons why top students are not achieving their potential. • A detailed conversation took place relating to the increase in U grades: • GKm questioned whether the strategy to reduce U grades worked. KC confirmed yes as U grade results could have been worse. KC that too many students were not tracked consistently and a tighter collaboration is needed to be put in place across the academies to maintain this. Andy Hunter (AH) leading on this, supported by DN through Raising Attainment. • KC also commented that measures are now in place to give additional support to entering P16 with lower grades. • GKm asked at what point do we consider not putting a student in for an exam if they are predicted a U? KC commented that not entering students for exams has been contrary to the moral purpose of P16. It is felt that greater tracking throughout the year to support them to achieve is a preferable option. • GKm asked MC if students are permitted to take the exam by March if predicted a U. MC said that North Bristol Post 16 centre said no. • GKm asked how many students achieved U grades in all subjects. KC said none. KC continued that whilst we have allowed amended entry level grades to join P16, she is confident we have the right students on the right courses. • KC commented that low attainment can be attributed to some students having challenging personal circumstances outside of school, leading to missed lessons/coursework & therefore lower attainment than expected. AP sheets will make it clear to students where they are underperforming and conversations will be held about progress. 	

	<ul style="list-style-type: none"> • GKm challenged the moral purpose view regarding entering students for an exam when they are predicted a U or E3. KC does not want to affect a student getting the right UCAS points by making them drop a course or pulling them from the exam. KC explained that there are so many reasons why students are underperforming and we will work with them throughout to help them achieve their potential. MC commented that University is not the only pathway. • GKm commented that the strategy to reduce those studying 4 AS levels to 3 where they were predicted a U in one, may have reduced a potentially higher number of U grades but did not succeed in reducing the number from last year. • RD asked how accurate are our predictions. KC replied that AH is analysing whether grade predictions by teachers match the achieved grades to standardise progress through all AP points. Mocks are used as a good point to review progress/potential. • GKm asked KC to provide the Academy Council with data relating to the number of U and E3 predictions and the actual grades achieved for both AS and A2. • GKm also asked that that this data is used to review our U/E3 grade strategy. Paper to be brought to the next Academy Council meeting. • GKm outlined a clear priority identified by Ofsted and internal reviews to improve the quality of teaching provision. KC advised that the first AP will be done next week and this can be used as a starting point to working on this. • GKm asked if we are confident that we selecting the right teachers for Post 16 courses considering the number of classes with very high levels of underperformance. KC indicated that Federation Network Nights (FNN) are in place to drive improvement, supporting the development of teachers, stronger accountability being asked for, better planning of the academic year to get the syllabus delivered in a timely manner. Consistent SLT meetings in place to keep on top of this with regular reviews. KC also commented that the reduction in classes taught has helped to match teachers to their strengths. • FNN's also looking at P16 Pedagogy, putting the right things in place to be successful across all sites. KS5 just as important as KS4. • RA raised the discrepancy between teaching DT at JCA and KOA – different software accesses. KC to look into and feedback. • DW asked why maths had a high number of students with low attainment. KC replied that her team are working with maths teams using entrance tests, some of whom were good GCSE students but got low marks on the test and the resit. Conversations are undergoing to check pathways are still appropriate which may result in a reduced number studying maths. KC confirmed subject leaders are taking responsibility for development of quality in teaching. 	<p>KC</p> <p>KC</p> <p>KC</p>
7.3	<p>GKm raised another significant issue resulting from the Ofsted inspection concerning attendance, student absence and cancelled lessons. KC agreed that this is a concern and repeated that 25% of classes did not happen last year. This will certainly be reduced this year to the alignment of staff inset days. Staff absence is being looked in to, whether through illness, training or pre-planned events.</p>	

	Historically they email the students to let them know they won't be there, set the work, but the students don't attend which affects attendance. Cover of post 16 lessons is a concern. KC has brought the issue to the Principals forum with a proposal for Principals to cover the first hour of absence where the teacher has a planned absence for any reason, setting work & giving guidance so they stay on site. Currently principals have not agreed to this due to budget concerns. This will be a high risk & needs to be added to the risk register. GKm to take to the board (via COAC) to address. GKm to also raise at Post 16 scrutiny.	KC GKm
7.4	DW asked about post 16 destinations. KC reported very positive results - 1.2% NEET against national average 4.2% and Bristol 5%. KC clarified that we do not let students leave without supporting them to get something in place. Retention is high. In year leavers left to go to things better for them - 0% NEET for those students. MC asked if the HE data could be further broken down into how many got first choice uni places.	KC
8	Executive Principal Update	DN
	DN sends apologies therefore no update provided.	
9	Chair Update	GKm
9.1	Post 16 scrutiny will take place on Wednesday 28 th September. KC and GKm to attend. He will update on that at the next meeting. GKm thanked KC and team for the paperwork that was put together at short notice.	GKm
9.2	Update on the Free School. Intention is still to resubmit the bid in the next wave, however this is dependent on other external factors beyond the control of Post 16. In the meantime, we are working to implement as much of the bid as possible.	
9.3	The Chair of CLF (Ron Ritchie) will step down at the next board meeting (6 th October) and a replacement will be elected. RR has been working on a competency framework for governance for the Department of Education. Due to be published soon.	
9.4	Multi Academy Trust league tables have been published on the Department of Education's website for the first time. MAT's are not ranked by any of the performance measures, but if they were CLF would fall mid/low table for both KS2 and KS4. No results for KS5.	
9.5	GKm confirmed that work was underway to progress the Post 16 Director (permanent) position. GKm to update council.	GKm
10	AOB	GKm
10.1	DW commented on the regular return of Health and Safety incidents on the last Director reports but not on this one – could it be a regular inclusion.	KC