

## CLF Post 16 Academy Council Meeting

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| <b>Meeting Date:</b> | 17 <sup>th</sup> December 2018   |  |
| <b>Location:</b>     | John Cabot Academy Board Room  |  |
| <b>Time:</b>         | 4.15 Refreshments<br>4.30 – 6.30pm   |  |
| <b>Chair:</b>        | Dereth Wood  | DW   |
| <b>Present:</b>      | Kath Cooper - Principal Post 16<br>Marian Curran<br>Ben Gailey<br>Caroline Black<br>Mark Woodgate<br>Jane Day<br>Chris Millward<br>Marcus Abraham - Student Representative<br>Annabel Moller – Student Representative<br>Mike Bates<br>Lucy Gibert – Clerk | KC<br>MC<br>BG<br>CB<br>MW<br>JD<br>CM<br>MA<br>AM<br>MB<br>LG |
| <b>Apologies</b>     | Marian Curran<br>Dan Nicholls (Exec)<br>Sarah Lovell   | DW<br>DN<br>SL   |

### Minutes

| Item     | Description  | Action      |
|----------|--|-------------|
| <b>1</b> | <b>Introduction, Administration &amp; Apologies</b>  |             |
|          | Round table introduction for the benefit of the new staff (MB) and student (MA) representatives.<br>Reminder of focus of meetings – today is data from AP2 data drop and Y13 mocks, the Ofsted inspection and the achievement review meeting (ARM).  |             |
| <b>2</b> | <b>Declarations of Pecuniary Interest</b>  |             |
|          | There were no additional Declarations of Interest on this occasion. DW completed new form for change of employment status.   |             |
| <b>3</b> | <b>Minutes of Previous Meeting – Discussion Notes</b>  |             |
|          | The previous minutes were confirmed as an accurate reflection of the meeting. One small amendment made. Please see action sheet at the end of these minutes for an update on actions.  |             |
| <b>4</b> | <b>Student Voice</b>   |             |
|          | AM & MA presented the feedback from the student survey they issued and explained data collated.<br>AM: Trying to do Student Council with TW but it is proving more challenging than expected due to student engagement and time schedule.<br>KC: Feed the struggle back to TW as this links into Culture & Ethos so we can look at solutions during the planning meeting on January Inset day.<br>AM/MA to obtain a survey from students regarding masterclass subjects and topics by the end of W3 T3. Results to TW/KC so action plan and advertising can be done by end of W5 T3, ready for T4.<br>MA: Masterclasses and study sessions seemed like a sanction to some rather than a benefit. Need to advertise appropriately and meet the needs of students and relevant subjects. | AM<br>AM/MA |

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|   | <p>AM: Can we have duplicate seminars at both sites? Her experience is that it is sometimes hard to get from one to the other in time, which will put people off attending. Can we also have some wider topics such as life skills, banking, managing money, gap year travel, mental health etc.? KC to look at the planning of IAG for T3</p> <p>AM: There are more laptops but there is rarely enough available as people take them to lessons with them.</p> <p>KC: This should not be happening; we need to change the culture around their use. KC will follow up. Class sessions should be in IT rooms rather than students using the laptops.</p> <p>AM: She has only just found out about the study room available in main school that they can use. – Very few people know it is there, can this be advertised better?</p> <p>KC: Disappointed that people are not aware, this should have been advertised widely. The culture of the room needs addressing, the project bid to furnish it properly has been declined but it should be able to accommodate 30 people, with Y11 also using it at break and lunchtimes and after school. KC will ensure this is promoted, AM &amp; MA to also spread the word. We may need student voice on its suitability to enable us to resubmit a bid for furniture.</p> <p>KC: What would work well to get all students together in one place so she can address everyone at the same time? May need to surrender a teaching period.</p> <p>AM: Missing teaching would not be popular. Even if in P4, free period, people will leave, as they do not have to be there, even if it is made compulsory.</p> <p>MA: Can we split year groups to make it more accessible?</p> <p>KC/AM/MA to look into ways to address this. A continued challenge to bring the whole group of students together. KC to look at the planning on the inset day.</p> | <p>KC</p> <p>KC</p> <p>KC/AM/MA</p> <p>KC/AM/MA</p> |
| 5 | <p><b>Progress Update</b></p>   |   |
|   | <p>KC presented the synopsis of data and explained the dashboard and black box documents. AP2 reported on the November mock exams and bright spots were identified and shared. This showed the data compared with the same analysis last year. The areas identified as needing development last year are on track or exceeding targets.</p> <p>MW: Do you focus on the same things every year?</p> <p>KC: Yes – The presentation is only a snapshot but it ensures we are doing the right things, keeps the data comparable and identifies where impact is needed.</p> <p>+VA targets have subsequently been set. We are confident with the work being done to ensure realistic but challenging predictions and putting strategies in place. We have joined PiXL6 and they supply a wide range of supportive resources for teachers and students. This is being fully rolled out in January. AM/MA to feed back if this is being utilised in T3.</p> <p>We have piloted the Raising Attainment Lead (RAL) role, which is going well. We have created subject specific interventions and KC gave an example of what was put in place for Chemistry and how great the results were. There are high numbers on Work Policy; this is a supportive measure to have a structured pathway to improvement. Student voice feedback would be useful on this.</p> <p>From AP2 we are looking at barriers that can be removed to support Y13's ability to achieve.</p> <p>CM: How do you assess if this is working?</p> <p>KC: Frequent testing &amp; reviewing progress with the teacher/RAL/Head of P16, which measures impact.</p> <p>AM: In English Lit they are working on analysis and improving their writing skills – this is definitely working. People are more active in the class and feel better about how it is going.</p>  | <p>AM/MA</p>  |

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|   | <p>KC: VA subjects identified – teachers are being very honest with accurate predictions – no surprises for the students.</p> <p>MB: I encourage Y13 students to go back over Y12 work to show how they have developed and how far they have come.</p> <p>KC: We know the number of students with –VA; RALs will intervene. We are on the data and confident the right work is being done. We have had three recent reviews of our strategies (PiXL, Ofsted and ARM) and all were confident in our process. We are being transparent; students do better here than anywhere else and we are confident we will achieve +VA for both academic and vocational subjects.</p> <p>AM: Teachers are marking very strictly and they know what they need to do to achieve their predictions.</p> <p>KC: We have a very mixed cohort with a huge variety of variants. We do well with all of them, which demonstrates our tailored approach.</p> <p>DW: I agree, everyone is on the data and doing the right things. Can we please compare AP2 to AP3 at the next meeting? KC to arrange.</p> <p>MB: Feel the students understand the journey; it feels purposeful, with early interventions and clear direction. Work policy is a support.</p>  | <p>KC</p>                      |
| 6 | Ofsted & ARM   |                                |
|   | <p>Intense two days with Ofsted – KC explained the process we went through. Post 16 had its own inspector as they recognised that while we are linked to the JCA report, we are a separate academy. She was experienced in Post 16, passionate, and meticulous.</p> <p>The student body gave a great representation of the cohort and Ofsted were very complimentary about them as well as Post 16 in general. The Post 16 team were brilliant – focussed, busy, quick and accurate. The safeguarding of students was described as exceptional, impactful and focussed.</p> <p>KC asked the inspector what would make us outstanding - +VA is the only thing. A great school improvement journey “Every day good or better”</p> <p>CM: This report is a credit to you; very positive especially on leadership.</p> <p>DW: They were able to focus on the scrutiny of the Council – the challenges, trails, our key councillor roles. On behalf of the Council – Thank you. DW To write a note to the team (send to LG to circulate on her behalf)</p> <p>KC introduced the Ofsted synopsis action plan to show what will take place following the report. Requested that we appoint a dedicated IAG councillor to continue the challenge as want to work to improve. We are also trying to get a business partner to support the students, preferably a national company.</p> <p>MW: Agree that engagement with business can be invaluable to the students.</p> <p>KC: Parent voice indicates that support with employment options as well as university is welcomed.</p> <p>MW &amp; JD will consider this role outside this meeting.</p> <p>DW: Please can everyone consider links to business that they could identify or support with and bring to the next meeting.</p> <p>KC: Of 180 parent surveys completed for the Ofsted inspection, 120 were Post 16 parents. Council discussed the legacy issues with JCA – Five heads in five years has resulted in poor legacy opinions/perception with those parents. The reality is that teacher’s morale is higher, students are happier, but this has not reached the core parent group yet and the disconnect remains. JCA have an action plan to work on this.</p> <p>DW: If this is about JCA not Post 16, will this impact on our recruitment?</p> <p>KC: P16 will have its own marketing strategy from January based on the comments relating to us alone. This will have a positive impact on recruitment.</p> | <p>DW</p> <p>MW/JD<br/>All</p> |

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|          | <p>AM: Student voice about having ambassadors in KC's assemblies was good – will help with recruitment, as they liked talking to the students themselves.<br/>KC: This will continue as based on earlier Y11 student voice.</p> <p>Termly Achievement Review Meeting (ARM):<br/>KC explained the ARM done by MM (an ex HMI) the week after Ofsted. Key focus was vocational trails and SEND provision. A quote from the findings “Post 16 meets the additional needs of learners to an outstanding level”</p>   |                                      |
| <b>7</b> | <b>Safeguarding</b>   |                                      |
|          | <p>There has been some strong signposting this term to provide a quality support to the students. This protects them as well as the team, who are not experts. Some difficult situations for the team to deal with, KC applauds the team for doing so well with it.</p> <p>Confident we are making a difference and are reviewing the way we manage our safeguarding to ensure this continues.<br/>BG: All staff know their role and work well as a team.<br/>DW: Have all the things you have had to deal with identified any gaps?<br/>KC – Yes, more training is required so all staff are doing the Advanced Practitioners course on 7<sup>th</sup> January (Inset day). KD is also doing the mental health first aid course in January.<br/>DW: The extra audit done earlier in the year was helpful, showing we are effective with good actions in place.<br/>BG: We are recognising the needs of students earlier now, signposting and intervening sooner.</p>   |                                      |
| <b>8</b> | <b>Principal Update (Focus areas IAG, Finance, SEND)</b>  |                                      |
|          | <p>This was circulated for pre-reading; observations/questions to be discussed.</p> <p>CB: Why the difference on application numbers between academies?<br/>KC: The key personnel doing things differently. Link to BBA is strong; their staff push Post 16 “you are not leaving, you are continuing to the next stage”. DN has raised at LMM with academy principals. MH (marketing manager) has raised our Google search profile so we are highlighted when searches are made for Post 16 providers. All academies should have a link to Post 16 on their websites to encourage the perception of “all through” education.<br/>CB: Would be good to see the percentage of each academy Y11 numbers vs applicants.<br/>KC: We are lower than this time last year – we need 350 applicants by the end of January, with 450 applications needed in total so the conversion is right for enrolment. We are doing a lot but suggestions would be welcomed. Ambassadors in Y11 lessons could be an idea.<br/>BG: Homework clubs worked well with uni students attending to support and encourage enrolment. Could those who do not get WEX placements do something like this instead?<br/>AM: We can get student voice on this – know of several people who would be happy to do this – good for personal statements, CV's. AM/MA to get student voice on marketing, what would appeal, student testimonials to be used.<br/>MW: When is the budget set?<br/>KC: We are lag funded so budgets are already known for next year, based on this year's intake &amp; numbers on the census (October)<br/>CM: Will the Ofsted report help?<br/>KC: Yes, we can use it to promote the provision.<br/>Discussed the impact vs cost of banners highlighting the great report. Instagram use like St Brendan's? JD will mention when she meets with MH to look at next wave of marketing.</p> <p>KC to link LS and CB so CB can come to the next review in T3.</p> | <p><b>AM/MA</b></p> <p><b>KC</b></p> |
| <b>9</b> | <b>Executive Update</b>   |                                      |

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|           | DN had to send apologies therefore no update report this time.   |   |
| <b>10</b> | <b>Risk Register</b>   |   |
|           | DW explained how the risk register is structured & discussed its RAG status. Small positive amendments identified for KC to make following Ofsted and ARM.   |   |
| <b>11</b> | <b>Policies</b>  |   |
|           | <p>CB: The SPAG is very poor and inconsistencies are varied and common throughout.<br/>           KC: The central policies come to us like that and we tweak to add Post 16 specific detail. LG checks for SPAG and consistencies before its put on the website.<br/>           KC will broker a meeting with BG to feed back.<br/>           DW will raise at COAC.<br/>           CB offered support.<br/>           KC to add reportable H &amp; S incidents (and negative returns) to the Principals report.<br/>           DW to take on H &amp; S lead role on Council as sits with safeguarding.</p> <p>CB: Does anyone evaluate the impact of the bursary policy?<br/>           KC: Retention of PP students, attendance better, perform well. There are students we know are eligible but who have not claimed – we will address as we want them to access the fund.<br/>           AM: Not heard of bursary fund – do the students know they are eligible? Is there a stigma to claiming?<br/>           KC: We talk about this and financial incentives in assemblies.<br/>           LG: Can we look at changing the language to make it more comfortable? Grant rather than bursary?<br/>           KC to consider language change.<br/>           All three policies approved. SPAG and layout to be resolved &amp; published on website.</p> | <p>KC<br/>           DW<br/>           KC<br/>           KC<br/>           LG</p>   |
| <b>12</b> | <b>Any Other Business</b>  |   |
|           | <ul style="list-style-type: none"> <li>DW: Please respond in good time to requests from the Clerk for paperwork/responses.</li> <li>JD to complete KCSIE confirmation.</li> <li>References are being written for each councillor to make us compliant by DW &amp; KC.</li> <li>Online training (collectively known as Nimble) will be rolled out in the New Year (from the Centre) for councillors. This will include mandatory training and replace the safeguarding presentation training previously used. All to complete by the February meeting please.</li> <li>Recently sent a link to do an updated skills audit. LG to check if this needs to be done or if the previous forms completed can feed into it.</li> <li>Link sent today for a governance audit – please complete by 31 December.</li> <li>LG to send a poll out regarding the April and June dates issue.</li> </ul> <p>KC: thank you all for your support – I recognise that you are all busy and it is a challenge to keep the momentum. Governance is hard and without the Council we cannot move forward; your support at and in between meetings is invaluable. We are in a positive place.<br/>           CM: A great way to end the year.</p>  | <p>JD<br/>           All<br/>           LG<br/>           All<br/>           LG</p> |
|           | <b>Meeting closed 18:55</b>  |   |

| Action Summary List                     |  |          |
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| Reference Agenda Item                   | Action   | Who      |
| <b>Actions from meeting 11/6/2018:</b>  |  |          |
| 10                                      | JJ to circulate the Performance Management proposal for councillors to see and discuss before the next meeting.<br><b>Update: Still outstanding – JJ has taken this to the Board for approval and will be circulated once this has happened.</b><br><b>Further Update 17/12/2018: Being rolled out as a pilot at BBA. DN to provide more detail.</b> | JJ       |
| <b>Actions from meeting 24/9/2018:</b>  |  |          |
| 8                                       | CB to do student voice regarding equality and diversity. <b>UPDATE 17/12/2018: KC has raised at Leadership and all leaders have done an action plan on things that need to be addressed. CB to link with AM/MA to progress the Student Voice.</b>  | CB       |
| <b>Actions from meeting 17/12/2018:</b> |  |          |
| 4                                       | AM to raise student council difficulties with TW for a solution to be considered.  | AM       |
| 4                                       | AM/MA to obtain a survey from students regarding masterclass subjects and topics by the end of W3 T3. Results to TW/KC so action plan and advertising can be done by end of W5 T3, ready for T4.   | AM/MA    |
| 4                                       | KC to follow up laptops being taken out of the Eye, leaving not enough for students to work on.  | KC       |
| 4                                       | KC/AM/MA to ensure study room in JCA is promoted.  | KC/AM/MA |
| 4                                       | KC/AM/MA to look into ways to get everyone together for Kath to address the student body together.   | KC/AM/MA |
| 4                                       | KC to look at planning of student body assemblies on inset day   | KC       |
| 5                                       | AM/MA to do student voice on success of work policy interventions.   | AM/MA    |
| 5                                       | KC to prepare AP2/AP3 comparison for next meeting.   | KC       |
| 6                                       | DW to send Ofsted congratulations note to staff to LG to circulate.  | DW       |
| 6                                       | MW & JD to consider becoming the business link for the council.  | MW/JD    |
| 6                                       | Everyone to consider links to business that they could identify or support with and bring to the next meeting.   | All      |
| 8                                       | AM/MA to get student voice on marketing, what would appeal, student testimonials to be used.   | AM/MA    |
| 8                                       | KC to link LS and CB so CB can come to the next review in T3.  | KC       |
| 11                                      | KC will broker a meeting with BG to feedback poor SPAG and structure of central policies.  | KC       |
| 11                                      | DW will raise poor SPAG and structure of central policies at COAC.   | DW       |
| 11                                      | KC to add reportable H & S incidents (and negative returns) to the Principals report.  | KC       |
| 11                                      | KC to consider language change from bursary to grant – remove stigma?  | KC       |
| 11                                      | LG to SPAG and edit policies and publish on website.   | LG       |
| 12                                      | JD to complete KCSIE confirmation  | JD       |
| 12                                      | All to complete Nimble training once issued by the February meeting.   | All      |
| 12                                      | LG to check if recently circulated skills audit needs to be done or if the previous forms completed can feed into it?  | LG       |
| 12                                      | All to complete the link sent today for a governance audit by 31 December.   | All      |

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| <b>12</b> | LG to send a poll out regarding the April and June dates issue | <b>LG</b> |
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