

## CLF Post 16 Academy Council Meeting

<b>Meeting Date:</b>	21 February 2018
<b>Location:</b>	John Cabot Academy Board Room
<b>Time:</b>	4.15 Refreshments 4.30 – 6.30pm
<b>Chair:</b>	Dereth Wood
<b>Present:</b>	Recorded
<b>Apologies</b>	Recorded
<b>Key</b>	Q - Question/challenge R - Response to question/challenge A - Action

### Minutes

Item	Description	Action
1	<b>Introduction, Administration &amp; Apologies</b>	
	DW welcomed everyone to the meeting and confirmed apologies.	
2	<b>Declarations of Pecuniary Interest</b>	
	New forms passed to LG	
3	<b>Minutes of Previous Meeting – Discussion Notes</b>	
	All agreed that the minutes were an accurate reflection of the meeting.	
4	<b>Matters Arising from previous minutes</b>	
5	<b>Academy Council Report</b>	
	<p>KC - The data is from AP3. Action plans are in place to address the U grade predictions and those that achieved U grades in their mocks. We have experience in bringing this down (concurring by CM).</p> <p>This will be an active month, with a strong RAT strategy to assess, support and develop students. This includes strategies for meeting coursework deadlines and facilitating the completion of overdue work outside the classroom. We are also entering students for AS levels to maintain momentum lost by transferring to linear process A levels where they are only assessed at the end of Y13. We are overhauling the Eye study space to make it more conducive to quiet studying. We will withdraw from exams if this is the right thing to do. We didn't have to withdraw many last year. There is the risk of more this year as we have an increased number of low prior attaining students. We are working on improving exam literacy, which relates to understanding questions, how to approach an answer, and the quality of answers (efficiency of answers vs marks awarded)</p> <p>KC to add into the data a narrative for the vocational provision and its progress.</p> <p>KC - can we please be robust with the chasing of outstanding Councillor data - Safeguarding requirements highlighted by the review.</p> <p>LG still chasing, yet to see MC's original documents. JJ confirmed that this is compulsory.</p> <p>KC - From the review: Safeguarding of children was excellent - but overall many areas for improvements in process have been identified. These are already well underway to being resolved. JJ concurred - contact Steve Bane, CLF Safeguarding Lead, if any support required.</p> <p>KC - a recheck of our systems is being planned following improvements made to ensure we are on the right track. The date of this is to be confirmed following the work that is being</p>	<p>KC</p> <p>LG/MC</p> <p>KC</p>



	<p>BG is trying to run literacy support sessions as we have a higher number of lower attainment students. However, attendance is low therefore this will be reviewed and plans made to improve goals for specific students with exam literacy given the highest priority.</p> <p>A full set of non-negotiables will be created for teachers - a set of principles for the classroom and CPD will focus on classroom literacy.</p> <p>CB - Will there be specific measures to show outcomes?          TW - The review showed that professional judgement from TW is sufficient to make that call during observations. The form allows us to make timely constructive feedback following the observation session.          JJ - Challenge to TW - team can spot good practice, can we open up the recording form to highlight more “professional judgement” areas and blank spaces for thoughts.          A - TW to address.          Q - DW - This is a good way to help people improve, but what are the measures to document the numbers improving?          R - TW - We have a tracker that is RAG’d to show movement through process.          A - KC to include numbers in each phase on the Principals Report. This should document who is in each R-A-G (do not include staff names), who may have moved, what is being done to move it.          DW - We should have a report by subject, which shows the number of RAG’s at the time of the meeting and some way to show movement between the judgements since last meeting.          Q - CB - Are you seeing an improvement from the drop ins?          R - TW - yes, confident in improvements.          Q - CB - How is the Peer observation plan going?          R - TW - Not as well as hoped. It needs to happen but will improve with the culture shift and we want teachers to do this voluntarily rather than when they have been told to by Head of Post 16 or KC. Staff feel uncomfortable with this and are not yet engaging.</p> <p>CB - Can you discuss with students the importance of being well organised?          KC - This will be added into the induction plan.          JJ - More work needs doing at KS4 to prepare students for Post 16.</p>	<p>TW</p> <p>KC</p> <p>KC</p>
5.2	<p><b>Student Voice</b>          The newly appointed student reps will be at the next meeting. JD will meet with them to discuss student voice gathering.          DW - can we put their input at the beginning of the meeting to allow them to leave for later items as necessary?</p>	
5.3	<p><b>Risk Register</b>          Discussed as part of the Principals report.</p>	

5.4	<p><b>Finance Report</b>          SL talked through the latest report (Flag G) and described how budgets are approved. Academy Council can challenge whether this money is well spent. SL is confident that KC has a strong handle on the budget.</p> <p>Discussed the impact and cost of the Post 16 counselling provision.          DW - can we bring in more counselling support?          KC - Considering an external agency to support. Will help with reducing reliance on CAMHS and adult MH services.</p>	<p>JJ/KC</p>
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	<p>JJ - BBA has a maternity leave returner who could support with counselling. A - JJ &amp; KC to explore this. KC - We are also exploring sessions on mindfulness and stress management around exams. JJ - can we forward plan the purchase of more student laptops? KC - a bid for money from last year's reserve is pending.</p> <p>SL explained how P16 is lag funded so low numbers this year will result in approximately 25% less funding next year. KC working hard on rationalising the curriculum to find savings while retaining broad curriculum. MW - Can you predict if there will be a surge in interest for a subject? KC - We predict not, but if we need to, we will need to find the support. Most of the reduction is in removing duplication. Post 16 recruitment is not centralised by the local authority like lower schools, who have strict deadlines and get their confirmed numbers in the summer so can prepare. We have to manage our own, involving duplicate applications, people applying to numerous provisions, and we do not know our confirmed numbers until enrolment day. The Bristol Post 16 providers all want a similar system and they are working together to aim for this. MW - St Brendan's requires a £10 deposit with each application to secure the place. Can we do something similar? KC - Something to consider - we will be getting confirmation in March of whether the students are accepting their places.</p>	
5.5	<p><b>Events within and beyond the Academy</b> These are noted in the Principals Report.</p>	
6	<p><b>Governance</b></p> <p>To be discussed at the next meeting.</p>	
7	<p><b>Equality &amp; Diversity</b></p> <p>Policy forms part of 7.1.</p>	
7.1	<p><b>Policies that require approval</b> DW confirmed that all Councillors had read the policies issued with the agenda and that no feedback had been received regarding the content. A - All to re-read the Equality Policy and forward comments or feedback for consideration. Please note the CLF templates do not always fit the policy that needs to be written so some inconsistencies may occur. A - CB to check them for SPAG prior to them being uploaded to the website.</p> <p>Decision made to sign off all in principle, except the equality policy for now. Fine-tuning (following CB review) can be done retrospectively.</p> <p>BG left meeting at 6.25pm</p>	<p><b>All</b></p> <p><b>CB</b></p>
8	<p><b>Matters for the Attention of the Board</b></p>	
9	<p><b>Any Other Business</b></p> <p>No AOB.</p> <p><b>Meeting closed at 18.45</b></p>	

### Action Summary List

Reference Agenda Item	Action	Who
5	KC to add a narrative for the vocational provision and its progress to the data in the Principals report.	KC
	LG to see MC's original DBS documents and confirm copies received are copied from the originals (not by another school)	MC/LG
	KC to confirm to DW when the recheck will happen, and provide a copy of the recheck report to DW as Academy Council SG Lead.	KC
	KC to send scrutiny feedback to DW.	KC
	DW to sample the SCR once updated.	DW
5.1	Circulate review feedback PowerPoint presentation with Councillors	JJ
	KC to look into disconnect between lower school and Post 16 with regards to taking responsibility in balancing lower school and P16 needs.	KC
	KC to discuss black box data with MC/DW and report on how quickly areas are worked on and the actions taken as a result.	KC
	Council to nominate someone to meet with teachers about ownership & accountability.	Council
5.2	Amend the observation form to include more space to record professional judgement.	TW
	Include tracker information in Principals report showing improvement progress of teachers through observations. (Numbers in R-A-G, who moving, what being done). No names to be included. Report by subject, which shows the number of RAG's at the time of the meeting and some way to show movement between the judgements since last meeting.	KC
5.4	JJ & KC to explore additional counselling support from BBA maternity returner.	JJ/KC
7.1	All to re-read Equality policy and send any feedback if required.	All
	CB to check policies for SPAG before LG uploads approved policies to website.	CB