

CLF Post 16 Academy Council Meeting

Meeting Date:	27 November 2017
Location:	John Cabot Academy Board Room
Time:	4.15 Refreshments 4.30 – 6.30pm
Chair:	Dereth Wood
Present:	Recorded
Apologies:	Recorded
Key	Q - Question/challenge R - Response to question/challenge A - Action

Minutes

Item	Description	Action
1	Introduction, Administration & Apologies	
	DW first meeting as chair – welcome also to JD, CB and BG. DW reiterated what the council is here for, and how we will manage the meetings moving forward to support and challenge KC and the team, in line with her email to all with the agenda and flags.	
2	Declarations of Pecuniary Interest	
2.1	New forms were completed for this academic year by the members present. Any declared interests will be added to the register. A - LG to issue forms to those who sent apologies. A - LG also to send individual emails to those who still have outstanding information from the Single Central Register.	LG
3	Minutes of Previous Meeting – Discussion Notes	
3.1	The previous minutes were confirmed as an accurate reflection of the meeting. <ul style="list-style-type: none"> Actions confirmed closed from minutes 17/7/2017: 4.1, 4.4, 5, 8.3 (gaps in data sheet), 8.4, 8.5 (passing on thanks for good SG Work), 9 (all). Actions to be updated at this meeting: 4.3 - Teacher absences being recorded in Principals Report 4.3 - Council role descriptions - this is still being developed with BG in Compliance. 4.5 - Working with MC's data manager and sharing risk register template – this is being progressed but not closed. 8.3 - Retention within apprenticeships. We have a member of staff calling apprenticeship providers to ascertain this information. This will be reported on at the February meeting. 8.5 - Unrealistic aspirational targets - There is a review currently ongoing with DN. The targets need to reflect the cohort. Targets have been set for the students but the CLF overall targets are still to be set. Action for DN to confirm when this will be available. 	KC DN
4	Matters Arising from previous minutes	
4.1	Councillor Roles have been identified as follows: <ul style="list-style-type: none"> Safeguarding and Finance - DW Outcomes for Learners & data - MC Personal Development and Behaviour/Attendance - CM Student voice and student recruitment - JD 	

	<ul style="list-style-type: none"> Teaching and Learning - CB <p>Student Reps need to be recruited, one from each of Year 12 and 13. This can be done through the Pastoral programme and once elected, JD will meet with them prior to the next meeting. LG to get the process started.</p> <p>KC queried whether we should have a councillor role for destinations. MC suggested that we have a clearer idea of what that role would look like before allocating.</p>	<p>JD LG</p> <p>KC</p>
5	Academy Council Report	
5.1	<p>Achievement and Standards DW thanked KC for a good Principals report.</p> <p>A) Student Outcomes Q - MC - Is the data correct on page 3? The council discussed where the data did not seem to reflect what was expected. A - KC - Check with the data manager.</p> <p>MC - A report was published today (Excellence in teaching Maths and English), which will be very useful to understand. She will forward to all.</p> <p>MC - Some additional funding will be available for the additional recruitment of students studying L3 maths in 2018/2019, conditions apply of course. KC - CLF have Subject Lead Experts (SLE), and Post 16 has two staff driving our work on the conversion of maths and English resits. A - KC - report on progress.</p> <p>Black Box MC - a 1 in VA equals 1 grade so any +/- shows numbers of improvement/reduction. We need to look at it in terms of what percentage of grades have improved.</p> <p>Q - MC - Has L3 VA matched internal predictions for progress? R - KC - There have been some very slight variances. The prior attainment scores from the DFEE are slightly out, by as little as 0.02 in places, but affected the overall VA in each affected subject and did make a difference. Some placed us as over, other under our predictions.</p> <p>Q - MC - For A levels, this is slightly negative VA but is this in line with National figures? R - KC - Yes, they are in line. We had 18 add-backs from taking on HWA and CAB, which we had to cash in to be transparent, and this hit the VA scores.</p> <p>Q - MC - Are any of the stats very positive? R - KC - Yes; some subjects not as good as we would like just yet but progress being made. For maths, there are still some concerns but these are being managed - this is having an effective impact as we have reduced the Y13 U grades.</p> <p>Q - MC - Well done on last summer's great results. The data shows that the rate of progress this year is slower at JCA than BBA - what is being done to look at this? What is the comparison between last years and this year's Y13s? R - KC - Some subjects remain areas of concern. We have been, and continue to review that we have the right students on the right courses. We have a great deal of intervention work planned before the February exam entry deadlines. We are still predicting a positive VA, we are currently marginally up on the predictions this time last year. A - KC - review and provide feedback at the next meeting</p> <p>DN - there appears to be an error in one cell on the Black Box.</p>	<p>KC</p> <p>MC</p> <p>KC</p> <p>KC</p>

<p>A - KC- look into with data manager.</p> <p>DW - We need to decide “so what?” - What should we be looking at in the data, what is important to analyse? We need to be sure we are capturing the key themes. All members agreed that we need to look at areas of concern, have confidence in progress and ensure the accuracy of the data.</p> <p>A - MC & KC - link data support with DW.</p> <p>KC - The Black Box for the January mocks will be available in good time for the council to review prior to the next meeting.</p> <p>A - KC - check where subjects in green are still on track in relation to last year.</p> <p>DN - Can we identify travelling teachers and see if that affects the data? A - KC to follow up on this.</p> <p>A - KC - send narrative between meetings on the analysis of the Black Box data.</p> <p>B) Safeguarding The Safeguarding report in the Principals report has been read and understood. No questions arising from this.</p> <p>KC - Kate Winsor (Post 16 HR Manager) has checked the Post 16 Single Central Register (SCR). She was very complimentary about its structure and detail. DW to arrange to sample it herself.</p> <p>The medical and first aid process protocols in each academy (BBA, JCA, Post 16) are not aligned. KC to review to review the policy and protocol and align the systems in all 3 Academies . A - AW/KK - manage this review process A - KC - feed back to the Council that this is resolved and secure.</p> <p>C) Quality of teaching & learning (T & L) CB - Was great to be invited to see CPD, and to go to the drop-ins to see what is happening and what KC is hoping to achieve.</p> <p>KC - Term 1 drop-ins (10 minutes) were just a feel. We spent some time organising at the start of term, curriculum and rooming changes, supporting travelling teachers and aiming the focus at teaching and learning. We accept that this can be disruptive. Term 2 saw the T & L review expand to 15 minute drop-ins - 80% of teachers have been seen.</p> <p>ST confirmed that this is indeed a priority focus and explained how it can be off-putting having the reviewers in the room, and the feedback sheet may state that something was not evident, yet it may have been done just before or after the review slot. He suggested that the process would be even better if a short conversation could take place once feedback has been documented to be able to provide some context to what may or may not have been observed.</p> <p>KC advised that the feedback sheets are given to the relevant teacher, and this will invite further discussion where required. Professional dialogue is ongoing, and we are actively trying to support development. We continue to identify common threads in T & L and offer support such as peer mentoring opportunities. The feedback and support should be non-judgemental. JCA colleagues not as engaged as BBA at this point in time; improvements are being worked on.</p>	<p>KC</p> <p>MC/KC</p> <p>KC</p> <p>KC KC</p> <p>DW</p> <p>AW/KK KC</p>
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<p>Q - MC - What has been the impact of what has been done so far? Q - DW - Are there any other measures? When would you expect to see improvements? R - KC - We have used Student Voice to discuss with the teachers as a developmental tool. Following a theme identified of passive learning in Term 1, teachers were asked, "how are you engaging your students?" Some inconsistencies in delivery between co-teachers were also raised and improvements have been evident. The Student Voice from Term 2 reflects the positive changes we are seeing as a result. R - CB - Feedback on evidence seen today is that some managing of GPS is inconsistent, with some not being checked, or checked incorrectly with inconsistencies in marking. R - KC - Feedback on this will be given to the teacher and further reviews will document improvements made.</p> <p>KC - We have six schools providing teachers, many of whom are travelling. There are inconsistencies as a result that we are trying to balance through this feedback and we will continue to address it.</p> <p>DW – We need to consider what measures we will use to determine whether teaching and learning is improving as a result of the current activities and interventions. A - KC - Consider and bring to the next meeting.</p> <p>Q - MC - How are you doing with stretch targets? R - KC - Our practitioners tackled this well last year. At this point we are not able to say how we are doing in comparison. R - DN - It is hard to assess from what we have seen so far and will become more evident as the review continues.</p> <p>DW - For the next agenda, we should take a holistic view and identify specific areas of focus to discuss. The work that is going on is fantastic, great activity and good to see improvements being made and structured plans for the future.</p> <p>KC - Every teacher being reviewed is being asked, "how is the expert in the room being used?" DN - We are giving heightened accountability from these learning walks, with an increased dialogue being had. KC - In the name of transparency, we need to share concern around vocational delivery. We have some new teachers and plans have been put in place to develop and improve this. A - KC - Please provide an update on BTEC/Vocational delivery at the next meeting.</p> <p>D) Behaviour Pick up in agenda item 8.</p> <p>E) Attendance BG - There seems to be a culture of "it doesn't matter if we are late or just don't turn up". Some students have a general lack of understanding on the impact of this and that they need to arrive promptly and ready to learn. This is not just the SEND students he works with.</p> <p>KC - There is a slight disconnect around who deals with lateness issues. We have identified the non-negotiables (be on time, take off your coat, no phones on the desk) but need to ensure these are being enforced. We have been slow at addressing poor attendance but now more are going on the Work Policy. Transition groups and SEND students have the highest persistent absence.</p> <p>Q - MC - What are the barriers to the SEND students?</p>	<p>KC</p> <p>KC</p>
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	<p>R - KC - This is being identified and addressed through BG and the SENCO.</p> <p>Q - DW - Is there anything stopping us doing this faster?</p> <p>R - KC - Improvements have been identified and we are tackling this more strategically. Alex Lynett has been tasked to manage attendance robustly and we addressed many at Parents Evening with the students and their parents.</p> <p>A - KC - Show improvements to P16 attendance vs national averages.</p> <p>F) Exclusions</p> <p>KC - We have had 6 Fixed Term Exclusions (FTE) this term, no permanent, which would come to the Council as part of the process to permanently exclude a student. We have made a high number of referrals to Learning Partnership West (LPW) for a NEET worker to engage with these students. We also have some leaving as soon as they turn 18 to get jobs.</p> <p>Q - MC - Is there a thread to the location of students? Are there skills they need to be developing in lower school to enable them to cope better with the transition to Post 16?</p> <p>R - Across the board there is pressure on the students when transferring to A levels or transition courses even when we work hard to remove the barriers to attendance and learning.</p> <p>A - JD - Perform a Student Voice exercise at guidance meetings or Y11 parents evenings to ask them what they think it will be like - look at expectation vs reality. We can feed this into the taster sessions we run to manage their expectations and close some gaps in understanding. JD to liaise with KC over schedules to do this.</p>	JD
5.2	<p>Risk Register</p> <p>KC - Keen to get Councils input and thoughts on the Risk Register.</p> <p>DW split the council into groups to talk about specific themes for 10 minutes.</p> <p>A - KC - Collate feedback and put into one document to be shared.</p>	KC
5.3	<p>Finance, Health & Safety, Estates report</p> <p>KC - We are currently in a positive financial position as we have received top up funding for the SEN cohort we have. Changes in staffing and the move to linear exams has also brought some savings. There remains a real concern over the current structure and curriculum and KC is meeting with DN and SL to reduce the course offer by approximately 20 to balance the budget. Legacy courses with very small numbers have affected this.</p> <p>A - KC - To report on the outcome of this meeting.</p> <p>Recruitment of new students remains a concern. We are holding pop-up sessions regularly in each academy to generate interest and answer questions. We have had a constant flow; it is hard on resources but seemingly having a positive effect. The teachers not teaching in mock week will be engaged to help keep this warm.</p>	KC
5.4	<p>Staffing</p> <p>The latest P16 structure has now been circulated to all.</p>	
5.5	<p>CLF collaboration and input summary</p> <p>DN - there has been a change of Principal at JCA.</p> <p>Ofsted updates: BBA rated as Good and the report noted a good P16 provision. Digitech rated as RI, but the provision is only 2 years in and only a year on their new site. HWA had a week inspection, leading to them being placed in Special Measures. The new principal at JCA may affect the timing of the return visit there. JCA rated as RI but with good elements - Post 16. We anticipate 8 more Ofsted inspections this year Federation wide.</p>	

	As a result of SA moving to JCA, the Exec team have carried out a review of the risk areas and as a result have been reassigned in places. As Post 16 are in a good place (top 1/3), DN will no longer line manage KC or attend these meetings. This will be taken on by Jon Jones (JJ) Principal of BBA.	
5.6	<p>Policies that require review</p> <p>Admissions Policy for 2018 is in place. The 2019 one is being amended using a new template and will be circulated for the council's information. The approval process for this is via the board in this instance.</p> <p>A - LG - Complete 2019 policy and circulate for information and feedback.</p>	LG
5.7	<p>Actions for Academy Council Members</p> <p>None on this occasion.</p>	
5.8	<p>Events within and beyond the Academy</p> <p>These are noted in the Principals Report.</p>	
6	<p>Student Voice / Student Advocate</p> <p>To be reported on at the next meeting.</p>	
7	<p>Governance</p> <p>KC - Training is regularly available for councillors and information is circulated - please do take advantage of these opportunities.</p> <p>JD - Recently went on an exclusions seminar.</p> <ul style="list-style-type: none"> If you book onto something please let LG know so that it can be logged to maintain compliance. 	
8	<p>Equality and Diversity</p> <p>KC - There has been some diversity related tension recently that is being actioned and supported.</p>	
9	<p>Matters for the Attention of the Board</p> <p>There was none on this occasion.</p>	
10	<p>Any Other Business</p> <p>No AOB.</p>	
	<p>Meeting closed at 18.34</p>	

Action Summary List

Reference Agenda Item	Action	Who
2.1	Issue Pecuniary Interest forms to those not present.	LG
2.1	Send individual emails to those who still have outstanding information from the Single Central Register.	LG
3.1	Report on retention within Apprenticeships.	KC
3.1	Confirm when CLF additional aspirational targets will be available.	DN
4.1	Start election process for student reps through pastoral programme.	LG
4.1	Meet with elected students before next meeting.	JD
4.1	Consider the role of a destinations councillor.	KC
5.1a	Check data with DW.	KC
5.1a	Forward Excellence in teaching Maths and English report.	MC
5.1a	Report on SLE progress in maths and English.	KC
5.1a	Report on results of work done around rates of progress at JCA vs BBA, and current VA predictions against last years.	KC
5.1a	Investigate error in Black Box data.	KC
5.1a	Link data support with DW.	MC/KC
5.1a	Check that subjects in green on the Black Box are still on track in relation to last year.	KC
5.1a	Identify travelling teachers and see if this affects the data.	KC
5.1a	Send narrative between meetings on the Black Box analysis.	KC
5.1b	DW to arrange to see the P16 SCR.	DW
5.1b	Review the medical and first aid process protocols so BBA, JCA and P16 align.	AW/KK
5.1b	Feed back to the Council that the medical and first aid protocols misalignments are resolved and secure.	KC
5.1c	Provide update on quality of vocational delivery.	KC
5.1c	Consider what measures we will use to determine whether teaching and learning is improving as a result of the current activities and interventions.	KC
5.1e	Show improvements to P16 attendance in line with national averages.	KC
5.1f	JD to liaise with KC over schedules for performing student voice survey.	JD
5.2	Collate feedback on Risk Register into one document for sharing.	KC
5.3	Report on the outcome of the curriculum meeting with DN & SL.	KC
5.6	Complete 2019 admissions policy on new template and issue for information and feedback	LG