

Minutes – City Academy Council

Version:	Final	
Date	24 October 2018	
Location:	City Academy	
Time:	5.30 pm	
Present:	Ruth Pickersgill (RP)	Sponsor Councillor (Chair)
	Jon Angell (JA)	Principal
	Sherrie Eugene-Hart (SEH)	Sponsor Councillor
	Clare Colvin (CC)	Sponsor Councillor
	Alex Crook (AC)	Sponsor Councillor
	Leon Tikly (LT)	Sponsor Councillor
	Jendayi Serwah (JS)	Parent Councillor
	Hanna Ahmed (HA)	Sponsor Councillor
	Dan Nicholls (DN)	Executive Director of Education <i>[Items 1-7.1]</i>
	Claire Rodgers	Teacher Councillor
Attendees:	Ben Tucker (BT)	Senior Vice Principal
	Holly Little (HL)	Academy Business Manager <i>[Items 1- 5]</i>
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Ben Pearce (BP)	Student Advocate Councillor
Absent:	Peter Jefferies (PJ)	Parent Councillor
	Azmina Mitha (AM)	Staff Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome by RP. Claire Rodgers and Hanna Ahmed were introduced as this was their first meeting.	
2	Declarations of Interest	
2.2	None.	
3	Minutes of Previous Meeting	
3.1	The minutes of meeting held 13 June 2018 were approved as accurate.	
4	Matters Arising not dealt with elsewhere	
4.1	<ul style="list-style-type: none"> Prevent Risk Assessment – not yet completed. RP advised that this was now called the Prevent Action Plan. <u>JA would follow up with AT for his next meeting with RP.</u> Youth Links details re attendance support to JA – noted as complete. CEIAG Statement for website – BT advised this had not yet been finalised. AC, CEIAG Link Councillor, would be meeting with the Careers Lead (JM) shortly. <u>Council delegated approval of the statement to AC, requesting circulation to Council and publication on the website asap.</u> Results of City Voice re Careers to be emailed to Councillors – not yet received. <u>AC would chase BP to circulate.</u> 	<p>JA</p> <p>AC</p> <p>AC</p>

Item	Description	Action
	<ul style="list-style-type: none"> Policy review update – HL had reviewed policies and written an action plan with policies requiring review allocated to SLT members. Statutory policies had been prioritised. Council requested an update on progress at the next meeting. 	HL
8.1	Academy Council Report – ABM <i>(Item taken out of order)</i>	
	<p>HL briefed Council on the Finance Report which had been circulated:</p> <ul style="list-style-type: none"> 17/18 Budget, final position last year was a surplus of £79k against a surplus budget of £62k which meant the academy achieved the business rules. Major variances were detailed in the report. It was noted that all surplus went towards paying off the debt which was previously owed to the DoE and had been paid for by CLF. Discussion took place on the higher costs of the astro turf. Council questioned the process for deciding spending allocation e.g. linking to AIP/Risk Register, top-up/Pupil Premium spend. Council noted the AIP was rag rated and discussions took place regarding spend on a termly basis, along with risk items. Council asked if JA was happy that they were aware of priority points in the academy. JA responded ‘yes’. HL advised that she would shortly be changing roles due to a re-structure of staffing across the schools. Council thanked HL for her efficient work and reports to Council. RP would take query re ABM Reporting going forward to COAC. 	RP
5	Governance	
5.1	Council noted the visit reports which had been circulated for CiC, E Safety, PSHE (June) and T&L (Sept). There were no questions from Council.	
5.2	Training and expectations – RP encouraged councillors to undertake as much training as possible. All councillors were advised that they were required to undertake the safeguarding training annually. The clerk outlined the training available this year, which included that offered by the Local Authority, courses delivered by CLF and a new offer from National Governors Association for schools in the School Improvement Scheme and new online modules from CLF (NIMBLE). The clerk would email details shortly.	LC
5.3	<p>Chair of Council Report – RP advised that the academy’s priorities for Writing, SEND, Attendance, Behaviour and Exclusions, Humanities and Science had been discussed at the recent CLF scrutiny meeting.</p> <ul style="list-style-type: none"> Council asked if extending writing was in the Academy Improvement Plan. BT responded that all students writing coherently was in the AIP under Literacy. Discussion followed on the challenges/impact of technology, with council noting there were pockets of excellent in English and RE which needed to be shared across other subjects. The Year 7 cohort were stronger readers/writers than the previous cohort. Council asked if there was the same reading focus as last year with students reading regularly. It was explained that there was a new structure in place this year with morning meetings focussing on subject writing, but DEAR (Drop Everything and Read) was still happening. Period 7 (after school) for Year 11s was discussed; Council noted its popularity amongst students. 	
6	SEND Presentation	
6.1	BT presented details of the SEND focus this year as a result of the -0.74	

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	<p>P8 score for SEND last year. Council discussed the aim to get to a positive figure, which was the main priority on the AIP. It was noted that the overall % of SEND students in school was recorded as 19%, although the SENCo would say the figure should be 30%. Council discussed the identifying of SEND students. The biggest primary need was SEMH – Council asked how this was being addressed. It was noted actions being taken were to use PP spend on staff and diagnosis. The attendance officer was also focussing on SEND attendance (135 students).</p> <ul style="list-style-type: none"> • Council asked if new cohort's needs were known on entry. It was explained that if they had ECHPs they were known, if not it took time to assess. There is a need for improved transfer of KS2 information, as SEND staff can only visit primaries for Y6 review if they know a pupil is coming. • Council questioned staff development around SEND. BT explained the monitoring of SEND students and seating plans using 'MINT'. The academy had received positive feedback from a recent Academy Review Meeting which had focussed on SEND, although it was still an ongoing priority. The issues being addressed with training and planning included SEMH, ensuring staff know how to meet the needs of the lowest attainers, phonics, EAL and SEND students and ensuring all staff were aware of the primary needs. Focussed SEND lesson walks would also increase. Council questioned the SEND focus through staff CPD, within staff meetings and the awareness of parents. Council noted that 25 minutes every other week were focussed on EAL/SEND priorities. Parents were very involved in SEND through EHCPs. Parents of other SEND students were not so involved. Council asked if there were culture issues arounds SEND, e.g. Somali parents understanding of SEND. JA explained that EDI/culture awareness was in the AIP. RP suggested that SEN could be included in the Adult Learning Course which was available for Somali parents. RP would take forward suggestion to Adult Learning. • Council asked if there was SEND expertise shared across CLF. JA advised that the Inclusion Team met termly and SENCos met regularly. • Council asked if there was student voice from SEN students. It was confirmed there was student voice as part of EHCPs and on pupil profiles. RP met a group of SEND students to hear their voices as part of visit last year. Student voice re SEND to be circulated before next meeting • Council questioned the monitoring of SEND notional funding. Council noted that it was not a requirement at present to report SEND funding in the same way as Pupil Premium. • Council discussed a whole school audit on Inclusion, looking at materials etc. RP to send contact to BT re audit. 	<p>RP</p> <p>BP</p> <p>RP</p>
7	Annual Reports to Agree	
7.1	Annual Reports had been circulated for Safeguarding, Looked after Children and SEND. Council noted the reports, progress and actions being taken.	
8	Academy Council Report	
8.1	ABM Report – see above.	
8.2	Council noted the Principal's report which had been circulated prior to the meeting. Council questioned:	

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	<p>Attendance</p> <ul style="list-style-type: none"> • Council noted this was a key trail for the academy. Council commented on the improvement in attendance which was currently at 94% with PP attendance at 0.7% points above NA and non PP above NA; an increase of 1.9% on this time last year. Council asked what the academy had done to make the improvements. It was explained that the new attendance clerk was having a positive effect and raising the profile of attendance. There were now only 2 students recorded as 'missing in education'. • RP advised that on her recent visit she had been impressed with the more coherent policies and focus. JA commented on the staff capacity and more stable team. • Council questioned communication with parents/students. It was explained that the new attendance officer already knew the students well and there was more capacity in the team to follow up with parents. This was to be topic of next Parent Café. Council emphasised the effectiveness of good communication with parents regarding attendance. <p>Numbers on roll:</p> <ul style="list-style-type: none"> • Council noted the numbers on roll had risen to 725 (from 643 in Term 6) with 190 in Year 7 and the possibility this may increase to 203. Council asked if staffing was adequate for the rising numbers. JA responded that there was now more staffing to cope with the numbers, however there would be a limit to how many they could accept this year <p>Outcomes:</p> <ul style="list-style-type: none"> • Council commented on the P8 score for history, asking what was being done to improve attainment this year. JA explained that History was improving this year, with a P8 score currently at 0.5. • Council asked why ICT was dropped last year. It was explained that the exam board syllabus had been difficult for students and after the ICT teacher left they had made the decision to replace it with an IFS Award in Personal Finance taught by BT. • Council asked what actions were being taken to improve Geography. JA advised that two new members of staff had been recruited this year to replace teachers who left last year. In addition, as part of the SSIF bid, there was extra support in place for History and Geography. <p>Exclusions:</p> <ul style="list-style-type: none"> • Council commented on the data which showed an increase in exclusions for violent conduct, although noted that overall exclusions had fallen. It was explained that although there had been an increase in exclusions for fighting, these had been less serious incidents that previously. Many had been within Year 7. Council supported the setting of standards for Year 7s. Council requested a previous year's comparison and more clarity about numbers of pupils rather than incidents in future reports. 	JA
8.3	Risk Register – taken forward to meeting with RP and next Academy Council meeting for review.	
9	SEF and AIP	
9.1	The SEF and AIP had been circulated and were noted by Council. LT/RP had already sent comments to JA. RP requested that Council should email any further comments to JA.	ALL
10	Pupil Premium Plan 2018-19	

Item	Description	Action
10.1	Council noted the reports on PP Funding Evaluation 17-18 and the PP Funding Plans 2018-19 which had been circulated. CC (Link Councillor) had met with BT to discuss the plans. There were no further questions. To be considered further at next meeting	Agenda Jan
11	Student Voice / Student Advocate Report	
11.1	<u>BT would follow up requested feedback with BP.</u>	BT
12	Matters for the attention of the Board	
12.1	None.	
13	AOB	
13.1	<ul style="list-style-type: none"> • <u>Council requested EDI on next agenda, to include staff recruitment.</u> JA advised that AT was meeting with the central team shortly regarding positive action. • <u>Community Event (brought forward from last year) to be on next Agenda.</u> 	JA JS/JA

The meeting closed at 7.30 pm

Next meetings: **16 January, 13 March, 29 April, 25 June** (all at 5.30 pm with 5.00 pre meet)