

Minutes – P16 Academy Council Meeting

Version: Draft
Meeting Date: 1 December 2025
Location: The Eye, JCA/Post 16 (In Person)
Time: 16.30 to 18.30

Chair: Dereth Wood
Attendees: Bob Thompson
 Stacey Gwynn

In attendance: Kath Cooper (Principal)
 Alison Ashman (Deputy Principal)
 Lana Crosby (AP)
 Matt Elliott (AAP)
 David Williams (AAP)
 Tony Searle (EP)
 Lo Prasad (Student)
 Rafa Rana (Student)

Observer: Rebecca Henderson

Apologies: Samantha Bunn

Clerk: Jacqueline Friday

Minutes

		Action
1	Introduction, Administration and Apologies	
1.1	The Chair welcomed everyone to the meeting. Introductions were made.	
2	Declarations of Interest	
2.1	There were no declarations of interest	
3	Minutes of Previous Meeting and Matters Arising	
3.1	The minutes of the previous meeting were approved.	
3.2	<u>ACTION</u> – Breakdown of LAP/EAL student outcomes to be provided by the principal. <u>ONGOING – Carry over to Feb 2026 Meeting</u>	Principal
3.3	<u>ACTION</u> – Maths GCSE and November 2025 re-sits to be discussed at the next academy council meeting in December 2025.	Principal
3.4	<u>ACTION</u> – Clerk to confirm if new Risk Register can be uploaded onto Gov Hub for councillors to review. <u>ONGOING – risk register still in draft format</u>	Clerk and Principal
3.5	<u>ACTION</u> – H&S report to be added to Agenda for Feb and July. Invite Ops Man and JR (H&S Officer) <u>COMPLETE for purposes of the Minutes.</u>	Clerk
3.6	<u>ACTION</u> – Councillors to appoint a Deputy Chair with a view to stepping up when the Chair leaves their post. <u>ONGOING – Carry over to Feb 2026 Meeting</u>	Academy Council

3.7	<u>ACTION:</u> To review and discuss the strategic plan for managing teacher absence. <u>ONGOING</u>	Principal
3.8	<u>ACTION:</u> To share the challenges involved in maintaining a wide-ranging curriculum. <u>ONGOING. Carry over to Feb 2026 Meeting</u>	Principal
4	Student Voice	
4.1	The students arrived at the meeting at 16.45. Introductions were made.	
4.2	Last year's prom was held on site. Students would prefer an external venue. <u>ACTION</u> - Student voice to be obtained regarding Prom suggestions via a survey or questionnaire and shared with SLT for consideration.	Student Reps
4.3	What is happening with regards to the professional artist who attends P16? DBS checks are being undertaken so they can act as a formal supplier of services to P16.	
4.4	Students would like more extracurricular activities e.g. teaching students to cook. Who decided the cooking session should be implemented? It was put into place following a suggestion from the student body. <u>ACTION</u> - Student voice on suggested extracurricular activities to be obtained via a survey or questionnaire and the results shared with SLT.	Student Reps
4.5	<u>ACTION</u> – Principal and student reps to meet on an agreed date/time once a term to catch up/discuss student voice feedback.	Principal & Student Reps
4.6	A community mapping project is being undertaken by P16 working with Reach. Student ambassadors have been requested to become involved in this. <u>ACTION</u> – Principal and student reps to meet after the meeting to discuss the community mapping project and agree the extent of their involvement.	Principal & Student Reps
4.7	Are Y13 feeling well supported in terms of university applications or other paths? Yes. The students feel supported with their choice of next steps and know how to get advice.	
4.8	Do year 12 feel settled? Yes. The students know where and who to go to if they need advice or assistance.	
4.9	What is happening with regards to the Culture Day? Proposed date for this event is 17 December. Could there be another Culture Day held later in the year e.g. in the summer term? That will be considered. P16 is a multicultural school so it is appropriate to mark celebrations from as many different cultures/religions as possible.	
	<i>The student reps left the meeting at 17.00.</i>	
5	Academy Council Report	
	<i>A copy of the principal's academy report was circulated to academy councillors prior to the meeting.</i>	
5.1	Student Outcomes (ME) Slides were shown to the meeting detailing the progress made by students made in Year 13 and Year 12 and the situation at AP1. AP1 progress review parental meetings have been held – 59 out of the 74 meetings arranged took place. Staff have contacted the families who did not attend. The meeting also discussed the progress made by PINT (Progress Intervention) students. AP2 will shortly be produced. A presentation was shown to the meeting which displayed the key principles of the CLF P16 support policy/strategy, including identification of barriers, clear targets	

	<p>and expectations, scheduled monitoring and staff feedback, timely escalation and improved communication with families.</p> <p>November 2025 Resits 2025 (results due January 2026) Number of pupils who sat these resits: - Maths – 45 (3 higher 42 foundation) c.f. 49 last year English – 59 c.f.38 last year Vocational exams due to be sat from 7-15 January 2026.</p> <p>Do you offer TEAMS meetings for parents to attend? Yes. Post-16 uses a creative model to boost attendance by and engagement with parents and carers following advice received from Reach.</p> <p>Who are making all of the phone calls to parents? Heads of House.</p> <p>Can we have copies of the slides before/after the meeting? The meeting noted that this year’s academy council dates do not align with black box/So What data release. ACTION – Copies of all presentation slides to be uploaded onto Governor Hub before/after each meeting.</p> <p>TS (P16 EP) advised the meeting that breakdowns of data should focus on key groups of students. The principal advised that the data provided to this meeting is a ‘soft approach’ as black box/so what data is not yet available.</p>	
	<p><i>LC and TS left the meeting at 17.50</i></p>	
<p>5.2</p>	<p>Attendance (DW) ACTION – attendance presentation to be made a standing item on future Agendas.</p> <p>Slides were shown to the meeting showing staff in the attendance team and structure changes to the house system. 25% of current cohort is level 2 or below. Parks House (L2, L1 and ESOL Foundation students) have 78% attendance cf approx. 90% attendance for L3 students.</p> <p>Foci groups are disadvantaged pupils, SEND E (pupils with EHCP) and SEND K (emotional wellbeing) and LAC (Looked after children or previously looked after children). Interventions are being put into place to address absenteeism.</p> <p>Concern was expressed about the attendance target value of 90% as this leaves 5% of pupils who are not in regular attendance. It was noted that the target value must be a readable value and that there is no national data for P16 attendance.</p> <p>Can you track attendance data by phase or by term? Data for individual students is broken down into terms. There are many different attendance tracks/trails that can be pulled out of the data. Data analysis this year is already much more detailed and show progress and impact already. Tutor trail has improved this year. Truancing remains a challenge to track – students may be on site but not attending lessons. Tracking truancing is a work in progress.</p> <p>The meeting discussed the impact of incentives (e.g. external trips) being offered to students to encourage attendance and whether the dates of the trips collated with</p>	<p>Clerk</p>

	significant changes in attendance data. It is necessary to pinpoint what areas of attendance are being most improved by incentives.	
	<i>DW and ME left the meeting at 17.30</i>	
5.3	<p>Staffing and Wellbeing (LC) Slides were shown to the meeting showing details of a new graduated approach to manage staff wellbeing, the existing wellbeing strategy/vision, the definition of wellbeing and aims of wellbeing. Focus this year is on staff mental health and social wellbeing following feedback from staff. Key features of the P16 Staff wellbeing strategy including visibility, confidentiality, consistency, empathy, shared responsibility and signposting.</p> <p><u>Graduated approach</u> <i>Universal Support (All Staff)</i></p> <ul style="list-style-type: none"> • Positive culture – building trust with staff. • CPD • Wellbeing resources • Surveys and feedback opportunities • Wellbeing champions <p><i>Targeted Support (Individuals)</i></p> <ul style="list-style-type: none"> • Structured conversations/Triage conversations with member of mental health team. Conversations not just with line manager. • Brief report of meeting for staff, mental health lead and designated staff for action/follow up. <p><i>Specialist Support (Internal trained staff/OH etc.)</i></p> <ul style="list-style-type: none"> • Triage conversations with trained member of mental health team. • Pulse survey • Termly review <p><i>External support from appropriate professionals</i></p> <ul style="list-style-type: none"> • GP • NHS etc. <p>Most support will be able to be provided internally via the bottom two tiers.</p> <p>Have you got any male staff on your mental health team? Not at the moment, no. Male staff are naturally part of the process as line managers, but the team is currently female dominated which reflects the gender imbalance in the staff body. Both male and female staff are involved in managing student wellbeing. CLF strategy this year is Investing in People – P16 wellbeing strategy links in closely with this.</p> <p>The meeting discussed issues that male and female staff have raised as part of a wellbeing group and the adjustments made to date. Pilots are being put in place to assist with managing teachers’ PPA time.</p> <p>When will you be able to look back and say this approach is making a difference? The staff voice has already been obtained this year and results show there is a higher level of positivity than before.</p> <p>When will the next staff survey be completed? The aim is to complete a survey termly for regular comparisons. The strategy is being implemented collaboratively and in accordance with staff strengths and feedback.</p>	

	<i>LC left the meeting at 17.59 pm</i>	
5.4	<p>Quality of Education (AA) What is the “V” qualification? Following a proposal to reform curriculum and assessment a white paper is currently out for consultation in respect of V-levels. The V-qualification will be a more specialist route which will enable students to access employment. There will be some students will be unlikely to access the new V-levels, widening the gap between level 2 and level 3 access. It is not yet clear how this new qualification will impact AAQs from 2027.</p>	
5.5	<p>Quality of Teaching and Learning (AA) Adaptive teaching – what are you looking for? There are seven key concepts based around planning, use of pupil passports, student need and reflection. The Trust strategy is also based around adaptive teaching and has been brought into CPD via network evenings for staff.</p> <p>AI marking is being used to give specific feedback to students. Drop-Ins are taking place. SLT/EPs observe lessons with key focus of oracy and literacy, adaptive teaching and meta-cognition. Challenge is ensuring all staff are embedding an adaptive approach to teaching and learning. Adaptive teaching isn't a new concept – just a new language.</p> <p>Are teachers quite accommodating regarding the use of AI? Some are keen and some are more wary. An AI project group has been set up. An AI policy is shortly to be published. Important to reassure staff that AI is a tool to help with workload not a replacement for staff. The meeting discussed the pros and cons of AI in the academy environment.</p> <p><u>ACTION – Include AI as foci for discussion in T&L section of Academy Report next meeting.</u></p>	Principal/ Deputy Principal
6	Policies	
6.1	The meeting noted the Accessibility Plan has been marked as signed by all ACs on Gov Hub.	
7	Link Reports	
7.1	No link reports were presented to the meeting	
8	Matters for the Attention of the Board	
8.1	There were no matters for the Board	
9	Any Other Business	
9.1	The meeting acknowledged that DW is stepping down as Chair when their term of office ends on 7 December 2025. The principal personally thanked DW for acting as P16 Chair. The clerk thanked DW on behalf of the Governance team.	
10	Close of Meeting and Date of Next Meeting	
10.1	Meeting closed at 18.34. Next Meeting is Monday 2nd February 2026, 16.30-18.30	

ACTIONS:

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