Minutes – CLF Post 16 Academy Council

Version: Approved

Meeting via Teams on 10th October 2022 at 4.30pm

Attendees: Dereth Wood (Chair), Kath Cooper, Caroline Black, Jo Hemmings, Rochelle Ng'Onga, Dan Nicholls, Ella-Mae Hemmings, Charlotte Seavill

Apologies: Ranjit Singh

Invitees: Matt Randle, Lana Crosbie, Rubina Akhtar

Item	Description	Action
1	**Introductions**	
1.1	Everyone was welcomed and introductions were made.	
2	**Declarations of Interest**	
2.2	All councillors were asked to complete their declaration for 22/23 if they haven't already done so.	
3	**Academy Council Membership**	
3.1	Councillors discussed the technical issues with Nimble training and will be notified when training is available to complete. Councillors welcomed RA to the meeting as an observer, while HR checks and COAC approval is confirmed for a sponsored councillor role. Councillors welcomed EMH as a student councillor. Councillors discussed current vacancies which include a sponsored role, a teaching staff councillor role and a student councillor role.	
4	**Minutes of previous meeting and matters arising**	
4.1	The minutes of the meeting were agreed as accurate.	
4.2	ACTION: Councillors asked for clear aims and targets for their link roles. **CS TO SHARE ROLE DESCRIPTIONS. – Complete** **4th April – follow up action – DW to liaise with Central Team to ensure role descriptions are relevant to Post 16 setting.** **DW & CB to meet to discuss role descriptions.** Carry forward	DW/CB
4.3	ACTION: LC to provide list of key foci and actions needed so that council can review progress at the next meeting. **Carry forward**	LC
4.4	ACTION: AW to repeat the survey next term to gather comparison data. **CARRY FORWARD TO T1**	AW
4.5	ACTION: DN to provide update on the new build project. **COMPLETE**	DN
4.6	ACTION: KC & CB to meeting to discuss the risk register format **ONGOING – REMOVE FROM ACTIONS LIST**	KC & CD
4.7	ACTION: DW & KC to meet with potential councillors **COMPLETE**	DW & KC
4.8	ACTION: KC to provide feedback/update on the new structure and CPD for all staff in Term 2. **CARRY FORWARD**	KC
4.9	ACTION: KC to provide feedback on a few case studies to see how enriched oracy has improved writing. **CARRY FORWARD**	KC
4.10	ACTION MR to ensure that reteaching/resits are included in the new structure and a measure of knowing that reteaching and resit teaching is good at P16.	MR
4.11	ACTION: DW to send letter to all staff thanking them for their work this year.	DW

Item	Description	Action
	COMPLETE	
4.12	ACTION: KC to write the AC report in full terms not acronyms going forward **COMPLETE**	KC
4.13	ACTION: KC to include comparative data in the next report with regards to the work of the environmental group. **COMPLETE**	KC
4.14	ACTION: DW to speak to DN re link roles for P16 **CARRY FORWARD**	DW
4.15	ACTION: Councillors to review policies in folder and provide feedback where appropriate. **COMPLETE**	DW
4.16	ACTION: KC & DW to meet re dates for next year to ensure they work with the P16 academy calendar. **COMPLETE**	DW/KC
4.17	ACTION: Clerk to email minutes and papers to councillors as well as making them available in Teams. **COMPLETE**	CS
4.18	ACTION: KC to provide a list of exam board who do or don't mark SPAG – **CARRY FORWARD**	KC
5	**Achievement & Standards**	
5.1	Councillors and Academy Leaders alike are very pleased with summer outcomes with pass rates higher in all areas and very positive trends in particular subjects. Last year saw a widening gap in outcomes for students experiencing disadvantage and GCSE retake outcomes were lower than anticipated. Some subjects having a lower value added score than in previous years. There are explanations for that and resulting outcomes.	
5.2	**ACTION: KC to provide data for help councillors understand comparisons against national data, starting points and progress for resits.**	KC
5.3	**ACTION: SLT to agree a measure for varying levels of passive attendance to share with AC at the next meeting as this is a key trail for the year.**	KC
6	**Quality of Education – Presentation from LC**	
6.1	The presentation slides will be made available in Teams. **ACTION: Presentations to be shared in advance of the meeting going forward.**	**KC**
6.2	LC gave a presentation on teaching and learning strategies, how ambitions are conveyed to students, the hallmarks of a good learning experience, meeting need through planning with intention, QA approach at P16, Ofsted readiness, scrutiny, drop ins and learning walks, curriculum reviews, action plans, work of SLT and SILs and the QA schedule for the year. LC shared data which represented the findings to date in terms of practice in lessons and the emerging picture of good or better practice in place consistently.	
6.3	**Does this data include academic coaches or non-teachers who are supporting students for example in Maths and English resits?**	
6.4	Academic coaches are line managed differently to teaching staff. They have observations but in a less formal way and are given ongoing support and feedback around their work.	
6.5	**Do they have 121 sessions with students or smaller groups of students where notes are taken so information can be shared and benchmarks set to ensure they are supporting in the right way? And how comfortably can we say that they are offering support of a consistently high standard?**	
6.6	They are more likely to be doing small group and 121 work addressing misconceptions and doing mock papers so the support the provide is very different to a teacher and therefore the we line manage them differently.	
6.7	**Whilst observing, do you look at books, marking, feedback etc?**	

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6.8	Yes, we take a holistic approach using student voice, marking & feedback and taking into account previous observations so that we can be confident in seeing good practice over all every term.	
6.9	**Do we think that we should share a presentation with parents and carers around what good looks like, so they can speak with their students about their experiences and provide feedback?**	
6.10	Yes, that would be really helpful to understand what's expected at school and to be able to feedback to both the school and the student when needed to maintain expectations.	
6.11	**ACTION: KC to communicate the expectations around what good looks like in lessons and key findings from T1 with parents so that parents can speak with their students about their courses in a more informed way in an age appropriate way with suitable language for non-specialists.**	**KC**
7	**Safeguarding & Attendance with MR**	
7.1	MR shared attendance data for the term so far, overall and by groups such as college and students experiencing disadvantage. Councillors looked at comparisons with last years data and discussed the processes in place and strategies used to improve attendance this year, such as the Y12 induction programme, the suitability process and using registers differently to register each lesson rather than AM and PM sessions. There is a gap emerging for students experiencing disadvantage. Students with SEND are attending really well in comparison with their peers. Councillors discussed the use of Parent Call to make safeguarding calls for each lesson to ensure staff understand where a student is at all times. This has impacted both attendance and safeguarding.	
7.2	**ACTION: KC to provide report of how many students are attaining 94% or above attendance and a general attendance update in the AC report.**	**KC**
7.3	Councillors discussed the use of Parent Call and feedback of some calls being made in error. These calls have often been a result of punctuality issues and staff would rather send a call if they are unsure of a students whereabouts, than not call and there be a safeguarding issue. Councillors discussed the importance of ensuring calls are sent as accurately as possible.	
7.4	**What do you do if a student consistently doesn't attend?**	
7.5	Staff spend time with the student and their family to understand the barriers to attending, and offer support in the relevant areas. Staff spend time building good relationships to ease any anxiety or stress related to coming to school and adapting time tables etc to meet students needs. For students who essentially vote with their feet, rather than having any extenuating circumstances, we have a robust structure around conduct, progress and behaviour. We share attendance data with parents in real time using the Show my Homework app. We also don't accept student voice with regards to registering a student as absent, we must have contact with a parent or carer.	
7.6	Councillors discussed the upload of CTF for all new starters, including the safeguarding records. Records have been RAG rated and red records have been given immediate support, working in a multi-professional way in line with the Gold, Silver, Bronze system.	
7.7	The safeguarding email account has been set up for the DSL and DDSLs with reminders to staff to ensure they are recording all concerns.	

Item	Description	Action
7.8	MR shares a case study with councillors.	
7.9	Next steps in safeguarding include being more proactive in engagement with external agencies and charitable and voluntary work.	
8	**Student Voice**	
8.1	EMH was introduced and gave a presentation on the recent Student Voice survey. The survey received positive feedback generally, including students feeling they have had a good start to the year and have access to support when they need it. There was some constructive feedback about the use of space in JCA and access to enrichment which will be taken forward.	
8.2	Councillors discussed the next steps for EMH, including working with the newly appointed student reps, feeding back the resulting actions from this survey and planning the next survey.	
8.3	**ACTION: MR to liaise in the catering team to ensure there is a wide variety and enough food available for students in the Eye.**	**MR**
9	**EDI Action Plan**	
9.1	The EDI action plan will be shared with the minutes. Councillors discussed the strong commitment to the Anti-Racist School Award.	
10	**Destinations**	
10.1	**Are there any trends in student destinations or unexpected outcomes? What are we going to do differently this year if anything?**	
10.2	There was a decline in university applications last year, however applications from students from BAME communities maintained a strong number. There are many changes this year, the programme is much stronger and students have access to support for UCAS writing which is going really well. There are weekly support sessions which are going well but numbers could be stronger.	
10.3	**Do we send a letter home each term or a newsletter to remind families to get involved in planning and applications now, access support early and not wait until the deadline?**	
10.4	There is a robust careers communication each week for students and families. We offer our communications in Somali and are looking to close wider language barriers also.	
10.5	**How are 1-2-1 sessions going?**	
10.6	Sessions are now full but we do have an attendance issue. So reminders are being sent and non-attendance is being followed up with the HOC and Academic Mentor.	
10.7	**Councillors discussed giving parents reminders of careers appointments and the complexity in the appointment being confidential. ACTION RN to seek appropriate way forward for parents to support attendance at career appointments.**	**RN**
11	**New site**	
11.1	Councillors discussed progress with moving to the new site, including the recent Free School Bid process. There will be a decision in early 2023.	
12	**Policies**	
12.1	**ACTION: Councillors to review and note the H&S policy, Gifts and Hospitality, Information Security, Records Retention and Data Protection policies.**	**ALL**
13	**AOB**	
13.1	**ACTION: Councillors discussed documenting link visits and meetings. CS to share the link visit report template.**	**CS**

Actions Summary:

Action	Initials
ACTION: KC to provide data for help councillors understand comparisons against national data, starting points and progress for resits.	**KC**
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