

Minutes – CLF Post 16 Academy Council

Version: Approved

Date 13 December 2021

Location: Online via Teams

Time: 4.30 pm

Present:

Dereth Wood (DW)	Chair of Academy Council
Chris Millward (CM)	Sponsored Councillor
Mark Woodgate (MW)	Sponsored Councillor
Caroline Black (CB)	Sponsored Councillor
Ranjit Singh (RS)	Sponsored Councillor
Lana Crosbie (LC)	Teaching Staff Councillor
Rochelle Ng'onga (RN)	Support Staff Councillor
Joanne Hemmings (JH)	Parent Councillor
Kath Cooper (KC)	Principal
Dan Nicholls (DN)	Director of Education
Amber Witcombe (AW)	Student Representative

Attendees:

Charlotte Seavill (CS)	Academy Council Clerk
Matt Elliott (ME)	Assistant Principal
Hamish Crow (HC)	Teacher of Geography and Engineering

Apologies: Mohamed Hassan (MH) Student representative

Item	Description	Action
1	Introductions	
1.1	Introductions were made. DW welcomed RS to the council.	
2	Declarations of Interest	
2.2	There were no new declarations of interest.	
3	Academy Council Membership	
3.1	No updates.	
4	Minutes of previous meeting and matters arising	
	The minutes of the meeting were agreed as accurate.	
4.1	ACTION: First meeting of the year, invite HC back to share updates and progress of the work that the ESG has done. (Carry forward to Dec 21) COMPLETE	Clerk
4.2	ACTION: AIP to be circulated as a remote feedback document with the minutes. COMPLETE	KC
4.3	Year on year the academy is improving in terms of understanding every student and which vocational and A level courses are best for them. The academy is not yet there with maths and English in the same way. A quarter of students have a maths or/and English issue which will form one of the main strands for the academy council and the AIP. ACTION: Ensure this sits within the AIP. COMPLETE	KC

Item	Description	Action
4.4	ACTION: The council asked the student representatives to discuss what student voice looks like at Post16 and what the various groups are talking about. IN AGENDA	MH/AW
4.5	ACTION: KC to share ARV documentation with the council. COMPLETE	KC
4.6	ACTION: T&L Link councillor to focus on this in link meetings/visits. IN REPORT	CB
4.7	ACTION: KC to provide update on Voice 21 project. IN REPORT	KC
4.8	ACTION: MH/AW to provide student voice feedback on Voice 21 project. ONGOING	MH/AW
4.9	ACTION: KC to share assessment data at the next meeting. IN AGENDA	KC
4.10	ACTION: KC to confirm the percentage of student records received from previous settings. COMPLETE	KC
4.11	ACTION: KC to share budget 21/22 highlights with the AC at the next meeting. COMPLETE	KC
4.12	ACTION: KC to continue work with the central team with regards to changes to the admissions policy and feedback to the AC. ONGOING	KC
4.13	ACTION: DW to feedback outcomes of collaboration around outstanding governance. IN AGENDA	DW
4.14	ACTION: DW/KC/CS to plan December meeting. N/A	DW/KC/CS
4.15	ACTION: DW to discuss communication and parental engagement as a focus with JH. ONGOING	DW
4.16	ACTION: Councillors asked for clear aims and targets for their link roles. CS TO SHARE ROLE DESCRIPTIONS.	DW
4.17	ACTION: Clerk to add Environmental Action to the next agenda. COMPLETE	CS
4.18	ACTION: All councillors were asked to complete Nimble training as soon as possible. ONGOING	ALL
5	Raising Attainment with Matt Elliott	
5.1	<p>MT gave a presentation on the current set of predicated grades and current grades, which are being used to support students. The slides for the presentation will be shared with the minutes of the meeting.</p> <p>There are currently 16 subjects not meeting VA, however 11 of these subjects are already showing improvement. There are 5 subjects with lower than expected VA.</p> <p>All 94 courses have been looked at individually to check the performance of particular groups and provide strategies for staff to support individual students and lift them closer to their targets. This process is done through the lens of disadvantage.</p> <p>The council discussed the subjects in need to improvement and the support in place for these areas.</p> <p>The council discussed the large cohort sitting GCSE resits in English and or Maths in January. The central English team have been working with academy staff and assisted with the recent ARV.</p> <p>The council discussed the larger number of HAP students than in previous year groups, with a large number of HAP students in Y12 with negative VA, disadvantaged HAP students are performing below target with boys a particular concern. Actions being taken include all students being linked to a HOD or SLT and focussed support from an academic coach. There is a pattern of negative VA in subjects with extended writing, especially in Y12.</p>	
5.1.1	Are there particular areas of catch up required as learners have had 18 months of disrupted learning?	

Item	Description	Action
5.1.2	<p>Most learners have missed at least 1 if not 2 rounds of formal exams (GCSE and or AS Level) so they are feeling the pressure of exams for the first time. LAP students in Y12 have been identified as a trail and key focus for RAT meetings. Staff are identifying students in need of IT provision, revision materials and study space. Disadvantaged students are given priority sessions with Academic Coaches. Proactive students are really keen to work with the new maths specialist academic mentor.</p> <p>The gaps in knowledge are different to the areas that have been removed from exams by exam boards which is a challenge for staff. On the 7th February, we will know what exams look like this summer and will be able to support students accordingly.</p>	
5.1.3	<u>ACTION: KC to provide resit data by year group at the next meeting.</u>	<u>KC</u>
5.1.4	<u>ACTION: Add January results review to next agenda</u>	<u>CS</u>
5.1.5	Could you give an update on improvement in English?	
5.1.6	There has been follow up with English teachers following the recent mock exams and ongoing support for teachers including feedback from the ARV and bespoke training.	
6	Environmental Update	
6.1	<p>The council discussed the committee of 6 students who are working towards the Gold Eco Schools Award. The woodland onsite at JCA shows signs of varied wildlife and types of trees. There are 150 new saplings to plant in this area. This area used to be used for a mountain biking track and there was a pond but both have fallen out of use. The committee has also been evaluating the energy rating and making comparisons with other academies. There are improvements to be made in this area.</p> <p>Another focus is the level of waste and the amount of recycling that can be improved. This could not only positively impact the planet but would also save the academy money. The Environmental Link Councillor and the Environmental Lead at the academy will continue to work together and will also look to the new building to ensure any reasonable improvements are made.</p> <p>The council discussed the recycling services available to the academy. The council agreed that there needs to be one or two priorities that would have the most impact or be most helpful.</p> <p>The work done by the committee is based on federation-wide agenda which will continue to build momentum.</p>	
7	EDI Action Plan	
7.1	<p>LC has been appointed Assistant Principal for EDI, Behaviour and Attitudes. There has been lots of work centrally and at academy level to bring the trust together and align in terms of EDI. The work from last year has been reviewed and updated. There has been work with the CLF SCITT to recruit teachers from more diverse backgrounds and increase representation across the staff body. There has also been improvement in terms of ensuring that SCITT training includes equality training.</p> <p>There is an ongoing audit on the curriculum, looking at representation in the curriculum for each subject. Ensuring that staff have the confidence to take opportunities to make discussion broader and more engaging. There has been work to ensure that there are writers from LGBT, black, SEND and different</p>	

Item	Description	Action
	gender groups and lots of discussions around topics and how all subjects can be more representative while maintaining the integrity of qualifications. The statement has been written to ensure it captures what staff at the academy are actually going to do and not just be a tick box exercise. The policies are used and actively engaged with. There is an EDI student voice group to capture and share the diverse backgrounds and experiences to the student body and bring that to lessons also. There is a meeting booked at the end of January to look at topics such as trans bullying and racist bullying.	
7.1.1	As a council, what can we expect to see/hear/feel to know that this work is making an impact?	
7.1.2	A review of the curriculum now and in a period of time would be able to show the improvement journey. If a student feels seen, heard and included then they will buy into their studies more and ultimately do better.	
7.1.3	<u>ACTION: LC to provide list of key foci and actions needed so the council can review progress at the next meeting.</u>	<u>LC</u>
7.1.4	<u>ACTION: Councillors to contact DW if they would like to volunteer to be the EDI link councillor.</u>	ALL
8	Student Voice	
8.1	<u>ACTION: The student councillors would like to arrange a confidential questions/comments box at the student reception for anyone who has a question or needs help.</u>	KC
8.2	A student from Pupil Parliament attended the CLF pupil parliament and received lots of praise around the academy's involvement. There have been meetings with college reps to gather student voice. There has been work around how student voice has enriched activities on offer and how students feel safe, the environment, culture and ethos.	
8.3	How are students feeling about the upcoming exams in January?	
8.4	Some people are feeling stressed, sometimes because of the actual exam, sometimes about the threat of catching COVID and the impact of restrictions.	
8.5	Is there mass COVID testing at the academy?	
8.6	Yes there is. All students were offered testing kits before the holidays to keep them safe and will offer testing to everyone on the first day back also.	
9	Academy Council Report	
9.1	<u>Are you getting catch up funding this year to close the disadvantage gap?</u>	
9.2	Yes, we have received £49k catch up funding which has been allocated to the 2 new Academic Coaches; one for STEM and one for Literacy. Some of the budget has been allocated to SEMH support such as counselling and pastoral support with feelings such as stress and anxiety.	
9.3	How does the academy communicate with parents and carers? Does that connection continue as they are described as young adults?	
9.4	Yes, we empower our students to make the transition from KS4 to KS5 and have good relationships with our families. Parents are a key factor in their child's success. Parent voice feedback is very strong and parents feel well informed. Staff are approachable and informative. Students report feeling supported and safe at the academy.	
9.5	Can you provide an update on the removal of provision at BBA?	

Item	Description	Action
9.6	There have been discussions with students and parents around the rationale for the move and impact on staff and students. Communication is clear and ongoing to try to alleviate any anxieties about the changes.	
10	Safeguarding	
10.1	There are two main areas for the Academy Council to note this term: Anxiety and nervousness is high and is leading to pressure. It is a cause for concern but the academy is providing lots of care, workshops and support. The other area is attendance of students on the safeguarding register as it is lower than average. The council discussed the very specific processes that are carried out daily to ensure the safety of all absent students who can't be contacted, especially those with known safeguarding concerns.	
10.2	There is a waiting list for counselling at the moment. What is the limit for a student to wait and what other support is being offered?	
10.3	There is capacity but we do need to monitor efficiency as there are a large number of repeated no shows and so we need to have a process for these students and how they can be better supported. We also need to be clear that referrals to agencies are having the desired impact. The council discussed some alternatives to counselling, such as workshops, opportunities to develop confidence and assertiveness, conversation skills and ensuring students are ready for live after P16. There needs to be a mindfulness about the difference between anxiety and being anxious and how other strategies can be used to help.	
10.4	<u>ACTION: DW to follow up counselling waiting list, no shows and support for students not engaging/attending in their appointments, in the next SG meeting.</u>	DW
11	Finance	
11.1	Details of the budget were shared in the academy council report. There is a clear remit and business need for a reserve bid but it doesn't fit within the scope of the panel. This shouldn't pose a challenge for the in-year budget and all staffing and resources are fully met in the budget.	
12	Policies	
12.1	Policies for review will be shared and approved via email.	
13	Matters for the attention of the Board/COAC	
13.1	At the last COAC meeting, Chairs of Academy Councils discussed what good governance looks like and largely, the P16 council fulfils the criteria such as, having a good range of people to talk about key issues and hold people to account, doing deeper dives into certain areas, effective minutes, regular meetings between COAC and the Principal and strong links between councillors and their link leaders. The council feels much more involved this year.	
14	AOB	
14.1	<u>ACTION: Clerk to email councillors whose Nimble training remains outstanding</u> <u>ACTION: Add oracy to the next agenda.</u>	CS CS

The meeting closed at 6.30pm.

Actions Summary:

Action	Initials
ACTION: KC to provide resit data by year group at the next meeting.	KC
ACTION: Add January results review to next agenda	CS
ACTION: LC to provide list of key foci and actions needed so the council can review progress at the next meeting.	LC
ACTION: Councillors to contact DW if they would like to volunteer to be the EDI link councillor.	ALL
ACTION: The student councillors would like to arrange a confidential questions/comments box at the student reception for anyone who has a question or needs help.	KC
ACTION: DW to follow up counselling waiting list, no shows and support for students not engaging/attending in their appointments, in the next SG meeting.	DW
ACTION: Clerk to email councillors whose Nimble training remains outstanding	CS
ACTION: Add oracy to the next agenda.	CS