

Minutes – CLF Post 16 Academy Council

Version: Draft

Meeting held online via Teams on 19 May 2025 at 4.30pm

Attendees: Kath Cooper, Caroline Black, Sam Bunn, Bob Thompson, Isabel Hopwood, Adeline Okpiyalele

Invitees: Sally Apps, Alison Ashman, Matt Elliott, Andrew Buck

Apologies: Dereth Wood

Absent: Lisa Kelly, Lo Prasad

Clerk: Jacqueline Friday

Actions brought forward from previous meeting on 17th March:

4.1	<u>ACTION: Councillors requested the agreed table of responsibilities for each policy going forward</u> 17 March - CS to follow up with the governance team. 19 May – Clerk to follow up with the Governance Team	CS
7.3	<u>ACTION: DW write a letter from AC to staff to congratulate them on the fantastic Ofsted result.</u> 17 th March – ongoing 19 May – ongoing – to be completed by the end of next term.	DW
10.1	<u>ACTION: CS to file minutes in both the folder for the meeting and the next meeting when they are approved.</u> 19 May – New clerk noted action for future reference. Action closed for purposes of minutes.	CS

Item	Description	Action
1	Introductions	
1.1	Everyone was welcomed and introductions were made.	
2	Declarations of Interest	
2.2	There were no new declarations.	
3	Academy Council Membership	
3.1	Councillors discussed the current and future membership of the Academy Council and best practice in the absence of a Chair. <u>ACTION – Councillors to appoint a Deputy Chair with a view to stepping up if/when the Chair leaves their post.</u>	ALL
3.2	A review of link roles is pending to take effect from September 2025. IH to switch from SEND link role to Safeguarding link role.	
3.3	Discussions are ongoing regarding P16 connections with Councillors and ways of working.	
3.4	Clerk updated the meeting re. parent election process – arranging to meet with parents to go through application forms. Meeting to take place after school break.	
4	Minutes of previous meeting and matters arising	
4.1	Were Sports and ESOL discussed at the previous meeting? There were references to sports and ESOL in the Academy Report – Raising Attainment.	
4.2	Admissions Policy to go out to consultation between October - December 2025.	

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4.3	DW will be writing to staff regarding Ofsted before the end of term.	
4.4	The minutes of the last meeting on 17 th March 2025 were approved.	
5	Student Voice	
5.1	One student councillor has stepped down and is leaving P16 so there is a vacancy which will need to be filled.	
6	Mock Data (ME)	
6.1	A PowerPoint presentation "Raising Attainment" was circulated prior to the meeting, focusing on Year 12 data which compares progress between 2025 data and 2024 data, considers changes in predicted grades and subject progress and ends with an analysis of Y12 data.	
6.2	Progress measured by VA has improved and students are predicted to achieve higher than target grades, but there has been a decline in the figures between AP2 and AP4 figures, particularly HAP students (PP/disadvantaged students). Prioritising disadvantaged students is a key focus area.	
6.3	Next steps: <ul style="list-style-type: none"> • Priority groups of students have been identified, as well as classes which are having an impact on overall VA progress figures. • Meetings to be held with priority Y12 students before end of Y12. Discussing aspirations and pathways with students. • Setting clear targets for pupils and implementing appropriate support. 	
6.4	Is this intervention the same as the PINT strategy that we read about in the principal's report? No. PINT sessions may be an outcome following initial meetings with the priority students. SLT have already started to meet with priority students ('U' students and transition students) to identify priority areas of need and support for individual students.	
6.5	What is the criteria for key areas of deterioration in VA?	
	Size of the deterioration, size of the group and negative drops in VAR. Sometimes the collective background of the cohort filters across all of the student areas. Outliers in a particular trail or subject affect the data in the benchmark of how it is measured. It may only be a few students significantly affecting drops in VA. Strategies in different tiers is a forensic approach that is followed to mitigate the effect of outliers. The assessment data calendar was changed for 2024-2025; data is available earlier and SLT meetings with students have also begun earlier. Reassessments will be taking place in 5 school weeks' time.	
	65 year 12 students have attended PINT sessions this year. Of 37 students currently enrolled on level 3 courses, 19 students have shown positive improvement from AP2 to AP4, so PINT does make a difference. Students are reporting that they feel more organised and appreciate how PINT sessions benefit them.	
	Subjects significantly affecting VAR have been identified, including BTEC and Cambridge business subjects, science and maths. These subjects are heavily vocational and contain a high level of priority students which impacts on VA progress. Support is in place for staff to support students with coursework. Predicted grades compared to accurate grades proved to be generally accurate so we can have confidence in the data.	
	<i>Summary:</i> progress positive but less so in AP4 than AP2. Data from this term is more robust. Positive VAR overall of 0.29. Priority students have been identified, and support is being implemented earlier than in previous years. Staff are drawing up progress plans for priority students. Student attendance at PINT sessions to continue to be encouraged.	
	Are there different issues affecting the subjects impacting VA progress data?	
	Further maths, for example, has a very high entry criterion. Not all students are HAP students. Entry is grade 6; some students have been accepted with grade 5 after passing	

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	<p>the entry exam. Students are being provided with support around time management and organisation.</p> <p>The difference between the courses and the qualification were acknowledged. It takes time and learning for the foundation to build; progress and attainment is lower than projected but increases latter in the year. Academy is also currently reviewing the assessments being used for vocational qualifications.</p>	
	<p>Staff were complimented for their work in analysing and explaining the progress data as well as their work and support with the students.</p>	
7	Attendance Update (AB)	
7.1	<p>PowerPoint slides were circulated prior to the meeting, which considered attendance in the YTD, compared attendance data for 2025 with 2024 data, and considered attendance by tutor and by class.</p>	
7.2	<p>Key events affecting attendance positively and negatively in the YTD have been identified, especially the timing of Eid this year compared to last year. Other drop-off periods have been identified, including dips in attendance at end of term and during mock exam weeks. Students with low attendance to be identified and spoken to earlier to encourage better attendance. Discussions are being held with the school community as to how we can minimise the impact of social/religious events whilst still supporting their culture/faith.</p>	
7.3	<p>Subjects with weakest attendance have been identified. Areas of improvement have been identified and are being addressed e.g. minimising last minute timetable changes and how to better engage students in lessons with poor attendance. Reasons for unauthorised absence are being identified and addressed. A review of tutor group attendance is also in progress. AB is working with ME to address crossover between VA progress data and attendance data.</p>	
8	Staffing and Wellbeing Update (AB)	
8.1	<p>PowerPoint slides were circulated prior to the meeting, focusing on the staff survey results.</p>	
8.2	<p>Stress scales were based on the Anna Freud model; not a specific CLF system. Same number of staff completed the survey as last year. The perceived stress score has reduced from moderate to low stress category. A few individuals still identify in the high stress category.</p>	
8.3	<p>What would the total sample have been if all eligible staff had completed the survey? Approximately 40. The survey is completed anonymously.</p>	
	<p>Approximately 40.</p>	
	<p>Do you have any feeling why other staff declined to respond?</p>	
	<p>Some staff complete the CLF survey rather than the P16 survey as both surveys fell close together. There are always a proportion of colleagues who opt out. It could be fear of not being anonymous. It could be staff are too busy. It could be staff think that nothing will change. Difficult to invoke change if trails cannot be identified fully.</p> <p>Other mechanisms for obtaining staff voice include the CLF Edurio survey which a higher number of P16 staff completed.</p> <p>Review is underway as to how staff voice is gathered locally. SLT have each made a commitment to adopt a method of communicating/connecting with staff to obtain their voice. Principal has been meeting each staff member individually and will be reviewing data on completion.</p>	
	<p>Key areas of concern for staff:</p> <ul style="list-style-type: none"> • Workload • Work-life balance • Admin tasks • Balance of wellbeing check-ins 	
	<p>What staff want:</p>	

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	<ul style="list-style-type: none"> • Flexible working schemes • Reduction/limited workload • Less supervision of staff 	
	<p>Actions taken in response to P16 survey results:</p> <ul style="list-style-type: none"> • CPD Sessions to discuss workload issues • Individual meetings with staff members 	
	<p>Mental health and wellbeing are everybody's responsibility. Differences have been identified in how 'workload' is interpreted/articulated by staff and support provided as appropriate. P16 works to ensure all staff feel valued. Addressing staff wellbeing is a complex piece of work.</p>	
	<p>There are boundaries and limits as to what a workplace can be reasonably expected to provide in respect of staff wellbeing. Staff expectation and wellbeing must be considered alongside whether a particular career is the right fit for that person.</p>	
	<p>Colleagues stated how much they value face-to-face conversations and support provided by the principal. SLT must also ensure they have support available to themselves.</p>	
9	Principal's report	
9.1	<p>The Principal's Academy Council Report was shared prior to the meeting in Governor Hub. The principal updated the meeting in respect of the processes and support which has been put in place for students currently sitting exams/assessments.</p>	
9.2	<p><u>ACTION – Clerk to feedback concerns about frequency and length of time between AC meetings.</u></p>	Clerk
	<i>Finance Report</i>	
9.3	<p>A copy of the finance report was circulated prior to the meeting.</p>	
9.4	<p>A surplus is forecast for this academic year which will go into our reserves for next year. Expenditure was increased but is a cost neutral. Business rules for the 2025-26 budget have been met; difficult decisions have had to be made but the budget has been signed off at Board level.</p>	
9.5	<p>A project bid has been submitted for Total Pro Soccer as this boost's recruitment of students into the Academy.</p>	
	<p>The academy has been unable to recruit a teacher for the project and design course so this is unable to be offered next year. Engineering will be taught internally. Advertised for new history teacher; successful applicant actually turned down a full time role to take a part-time position at P16. Other vacancies will be advertised after the May break.</p>	
	What are the savings that will be made regarding exam fees?	
	<p>Less has been spent on exam entries and if we have had to change courses or students have withdrawn refunds have been obtained. Savings have also been made regarding invigilators – recruited directly rather than from an agency to keep costs down.</p>	
	<p><i>Free School Bid</i></p> <p>New government has put a bid on free school bids. No movement since September. Review document submitted to the DfE – not gone for consideration/approval. Contingency is now being considered. Five-year planning permission comes to an end next summer. Building lease ends next summer. Compliance group meeting has been held to consider options. Extension building planning is underway supported by Atkins.</p>	
10	Policies	
10.1	<p>The following policy was approved by the meeting – awaiting Chair's signature.</p> <ul style="list-style-type: none"> • Health and Safety <p>The following policies/statements were noted by the meeting:-</p> <ul style="list-style-type: none"> • Complaints Policy • Modern Slavery and Human Trafficking Statement • Safeguarding Policy 	

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	<ul style="list-style-type: none"> Data Protection Policy <u>ACTION: Clerk to arrange for approved/noted policies to be uploaded onto the P16 website (if not already listed).</u>	Clerk
10.2	When do we expect to know how the actions in the statement will be moved forward? Actions are taken locally by safeguarding team. <u>ACTION – Academy to implement actions in Modern Slavery and Human Trafficking Statement</u>	Principal
11	Equality and Diversity	
11.1	An update was submitted in the Academy Report which was circulated prior to the meeting. No further comments/questions were raised.	
12	Matters for the Attention of the Board	
12.1	No matters were raised at the meeting.	
13	Any Other Business	
13.1	<u>ACTION – Clerk to confirm TOOs for Chair and ACs.</u>	Clerk
14	Close of Meeting and Date of Next Meeting	
14.1	The meeting closed at 18.13.	
14.2	<i>Date of Next Meeting: 7 July 2025 from 16.30-18.30 (In-Person).</i>	

Actions Summary for meeting held on 19th May 2025:

3.1	<u>ACTION – Councillors to appoint a Deputy Chair with a view to stepping up if/when the Chair leaves their post.</u>	Academy Council
9.2	<u>ACTION – Clerk to feedback concerns about frequency and length of time between AC meetings.</u>	Clerk
10.1	<u>ACTION: Clerk to arrange for approved/noted policies to be uploaded onto the P16 website (if not already listed).</u>	Clerk
10.2	<u>ACTION – Academy to implement actions in Modern Slavery and Human Trafficking Statement.</u>	Principal