

Minutes – CLF Post 16 Academy Council

Version: Approved

Meeting held online 20th May 2024 at 4.30pm

Attendees: Dereth Wood (Chair), Kath Cooper, Dan Nicholls, Lisa Kelly, Bob Thompson, Charlotte Seavill

Apologies: Isabel Hopwood, Sam Bunn (Observer), Caroline Black

Invitees: Matthew Elliott, Andrew Buck, Lana Crosbie

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 membership of the Academy Council.	
4	Minutes of previous meeting and matters arising	
4.1	Minutes were approved for the last meeting.	
4.2	<u>ACTION - Principal to meet with QB to discuss operational issues (site, timetable, absence and punctuality) and to explain strategic responses in further detail after the meeting.</u> 20 th May 2024 – Carry forward	KC
4.3	<u>ACTION – Re-visit exam access arrangements with students.</u> ongoing – students have been made aware of dates and that it needs to be a daily way of working. Arrangements cant be put in place now – we don’t have facilities to have single students in single rooms. Some students are finding that hard, but most are using smaller venues. 20 th May 2024 – Carry forward	KC/AB
4.4	There is no quick fix regards the careers and tutor sessions, but discussions are ongoing. <u>ACTION – Provide feedback to students re. careers and tutor sessions</u> 20 th May 2024 - Complete	KC/AB
4.5	<u>ACTION – Address student concerns re. the prayer room and feedback to the students</u> 20 th May 2024 – Carry forward	KC/LC
4.6	<u>ACTION –Liaise with students regards setting up student societies.</u> 20 th May 2024 – Complete	KC/Miss Preece
4.7	<u>ACTION – Student Councillor to retain their slides and record against each bullet point the actions taken/feedback provided by the Academy.</u> 20 th May 2024 – Carry forward	QB
4.8	<u>ACTION – Detailed update on the New Build to be provided at next meeting.</u> 20 th May 2024 - Complete	DN
4.9	<u>ACTION – Graph focusing on core lessons to be presented at all future meetings.</u>	AB

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	20 th May 2024 - Complete	
4.10	<u>ACTION – Further information/breakdown of EAL competencies to be provided to the next meeting.</u> 20 th May 2024 - Carry forward	LC/ME
4.11	<u>ACTION – All audits including ARV work to have an action plan and shared with Academy Councillors/Link Councillors as appropriate.</u> 20 th May 2024 – Carry forward	KC
4.12	<u>ACTION – Actions arising from safeguarding audit/safety survey to be reported on at the next meeting</u> 20 th May 2024 – Carry forward	DW/KC/LC
4.13	<u>ACTION - DW and C to approve the Admissions policy on behalf of the Council.</u> 20 th May 2024 – Carry forward	DW/CB
4.14	<u>ACTION – Acronyms to be omitted from reports or added to the glossary.</u> 20 th May 2024 – Complete	CS
5	Attendance	
5.1	Councillors discussed the current attendance data for the academy and noted an improvement since the last meeting. A tracker was introduced to monitor students who had been attending in the mornings and going home in the afternoons without an authorised reason. This has helped to identify patterns and target those in need of support or intervention. There are key lessons that students are missing, such as Core, and Pathway Leads are working with students to address these patterns of attendance. Where students have a genuine reason for their absence, we are supporting them as necessary. Year 13 attendance is dropping as we reach the end of term and their final year. Year 12 attendance remains steady and persistent absence continues to decrease. After a period of improvement, unauthorised absence has increased. There is a significant improvement since the new procedure was introduced.	
5.2	Q: What is our expectation for Y13 attendance at this point in the year? DO we offer study leave?	
5.3	A: No, we don't offer study leave. Students are expected to attend their usual timetable until the end of Term 5, studying for exams in lessons that may have already finished. It has opened the question of study leave in the past, but we find it is often better to keep students in lessons for as long as possible.	
5.4	Q: How can we support students as they are currently voting with their feet.	
5.5	A: Study leave is something that could be considered next year. It would be coded as an authorised absence so would significantly effect our attendance data. We also need to be very mindful of our safeguarding responsibility for students during this time. Councillors discussed the current processes in place for understanding every students whereabouts and safety. Where it is appropriate, we have individual plans in place to support students attendance, which includes some home study.	
5.6	Q: Is there anything that can be offered other than studying in lesson time that might interest or develop them?	
5.7	A: Careers sessions have been focussed on a series of independent career choices, understanding taxes, payslips, getting mortgages, job applications etc. We need to ensure that Y13 are aware of these sessions as they are better attended by Y12 currently.	
5.8	There was a discussion around an anonymous survey, which has been very successful in other academies, about the barriers for attendance and feedback	

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	from families was really honest and helpful in terms of supporting families with attendance going forward. P16 are looking to introduce a similar survey and will include questions for Y13 about what they would like to see offered.	
5.9	ACTION: Clerk to add attendance to the next agenda	Clerk
6	SEND	
6.1	<p>There was a presentation on the support available and progress of students in the EAL group. Data and case studies were shared with Councillors to see the impact of the support in place and the types of interventions available to students. Attendance for this group was shared, and Councillors discussed how students are prioritised for support such as increased mentoring opportunities, prioritised guidance meetings, parental meetings and support in PINT referrals. Students backgrounds and contexts are well understood so that they can be well supported, especially in attendance issues. For those with SEND, funding is secured and ringfenced to pay for resources and support, including 121 intervention in literacy and numeracy and bespoke mentoring sessions. External agencies have been engaged and training undertaken to ensure that staff feel confident in supporting our families in the correct way, there is quicker more streamlined support for young people and localised issues are identified and supported appropriately.</p> <p>The ARV feedback and academy action plan was shared. The ARV included a T&L walk that showed there is a range o engagement from SEND learners in a cross section of lessons. Where the specific subject matter was of interest, students engaged well and were well supported with high expectations, were able to access learning and make progress. Systems and processes are developing well and student voice is positive. Areas for development are greater consistency in adaptive teaching and ensuring the vision for SEND is clearly communicated to all staff.</p> <p>The SEND audit tool has been used to appraise and self-evaluate areas for development and to shine a light on bright spots. This will feed into next steps for the action plan.</p>	
6.2	Q: Are you comfortable that you are supporting SEND learners and how do you know? Is there anything that you could or should be doing or are there any barriers?	
6.3	A: It's about ensuring there is cross referencing with other areas of the academy so that SEND isn't isolated and ensuring that there is a SEND lens in our work. All data should be reviewed with the lens and patterns joined up to create a bigger picture.	
6.4	Q: Have you been able to go through the SEND tool and gather more reflections? How did you find the process?	
6.5	A: It was helpful and productive. It sharpened our focus and helped pick our key detail. Perhaps is would have more impact at a different phase school but as an accompaniment to the ARV it was useful.	
6.6	Q: Should we embark on work with the external provider the Trust are working with?	
6.7	A: Our numbers don't make it viable but should the demographic start to change it would be useful in the future.	
6.8	Q: How is funding provided?	
6.9	A: Funding is provided by student and allocated according to need.	
7	Curriculum update 2025	

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7.1	There was a presentation on the key factors leading to changes to the curriculum from 2025 including the introduction of T Levels as the main vocational route for P16, reinforcing A Levels as the route for academic education for KS5. There will be the removal and defunding of qualifications that overlap and the DfE expectations for students were shared. Courses facing change were shared and the impact for CLF P16 students including the very popular courses that will cease and not be replaced.	
7.2	Q: Will the course changes impact the perception of the success of grades? Is there going to be any education for employers to understand the new qualifications?	
7.3	A: T Level is an equivalent qualification to 3 A Levels but in one specific area. At the moment, our students tend to take a wide variety of subjects. Very few students are currently studying T Levels and so they are a scarcely understood qualification. There is therefore some need for explanation and supporting students to provide context to their next steps.	
7.4	Q: What does a student do if A levels aren't the right route? Are there alternatives?	
7.5	There was a discussion around the options available to students and the combination of qualifications available going forward.	
7.6	Q: Do these changes put us in a good position when compared to other local providers?	
7.7	A: We are one of only a few school based sixth forms to offer T Levels from 2025 so we will need to ensure we get it right in terms of marketing and making sure students and families understand what we can offer them. Councillors discussed timelines for the introduction and recruitment of students for 2025/26 and 2026/27.	
7.8	<u>ACTION: Clerk to add curriculum offer 2025 to the next agenda for an updated position.</u>	Clerk
7.9	Councillors thanked the team for their proactive work on this and for keeping ahead of the changes to support our future students.	
8	Academy Council Report	
8.1	There was an update on the academy budget, which is healthy, and how surplus money is being spent. Councillors discussed the Free School bid and new build updates, staff wellbeing and health and safety. BT gave an update on the RAC status of the school, Evolve training for staff and wheelchair friendly access in the Eye.	
8.2	Q: Has there been progress since the H&S visit?	
8.3	A: Yes, staff have completed Evolve training and quotes have been obtained to change the door in the eye to improve wheelchair access to the outside area.	
9	Safeguarding	
9.1	The termly safeguarding report was shared along with the action plan and the monthly meeting continues between the Safeguarding Link Councillors and DSL.	
10	Policies	
13.1	There were no policies for review.	
11	AOB	
11.1	CS gave an update on the imminent Governor Hub implementation and collated questions for the central governance team to provide feedback on.	

Actions Summary:

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