

Minutes – CLF Post 16 Academy Council

Version: Approved

Meeting at the academy on 27th November 2023 at 4.30pm

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

Apologies: Rochelle Ng'Onga, Bob Thompson, Ciara Johnson, Muhammad Qasim Butt

Invitees: Matt Randle, Matthew Elliott, Samantha Bunn

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	The new Student Councillors were welcomed to the team and Councillors look forward to meeting them at the next meeting. There is an advert with Governors for Schools to recruit Sponsored Councillors. There will be an election for a new parent councillor.	
3.2	<u>ACTION: DN to raise Councillor recruitment difficulties at P16 to the Board for assistance in finding appropriate councillors.</u> <u>ACTION: KC to share notes from her meeting with AF.</u>	DN KC
4	Minutes of previous meeting and matters arising	
4.2	Students experiencing disadvantage are priority group and will prioritise Y13 students for positive outcomes this summer. <u>ACTION: KC to bring data to the next meeting to show if there is a correlation between non-attendance at careers appointments at the PP group as well as SEND/SENK groups and destinations information.</u> 7 th Feb – Carry forward 27 th Nov - complete	KC
4.3	<u>ACTION: Clerk to diarise assessment of impact in terms of the stated intent of careers programme in T6 2023.</u> 7 th Feb – Carry forward 27 th Nov - complete	Clerk
4.4	<u>ACTION: KC to bring clarity of the benchmark for behaviour to the next meeting.</u> 25 th March - CARRY FORWARD	KC
4.7	Which of our interventions makes the biggest difference or has the biggest impact? What have we done that has improved outcomes for disadvantaged students and how can we provide this for all students? These questions were discussed generally but will be added to the September 23 agenda for discussion with the summer results. <u>ACTION: Clerk</u> 4 th July – Carry forward 27 th Nov - complete	Clerk
4.8	<u>ACTION: KC to provide report on the impact of careers guidance at the next meeting</u> 4 th July – Carry forward	KC

Item	Description	Action
	27 th Nov - complete	
4.9	<u>ACTION: KC to include staff absence data in the report going forward with the mitigations/contingency alongside wellbeing and preventative measures/policy/actions/things in place.</u> 27 th Nov - complete	KC
4.10	<u>Policies shared in Teams prior to the meeting are to be reviewed outside of the meeting and any feedback sent to CS directly.</u> 27 th Nov - complete	<u>All</u>
4.11	<u>Feedback for COAC/Board – policies need to be proof read prior to sharing with AC as there are often spelling or grammatic errors.</u> 27 th Nov – CS to share with the Governance Team. Councillors requested a single document detailing the responsibilities for Councillors in each policy.	<u>CS</u>
4.12	<u>ACTION: The health and safety audit was shared with BT, including risk assessments, follow up actions and ownership. BT to ensure that all completion dates are being recorded.</u> 27 th Nov - complete	<u>BT</u>
4.13	<u>ACTION: KC and BT to arrange a tour of the academy</u> 27 th Nov - complete	<u>KC</u>
5	Teaching & Learning update	
5.1	<p>DN gave an overview of the ambitions for excellent learning at P16, the benchmarks for lessons for outstanding teaching and how lesson planning documents are being readdressed. These are refined annually and simplified where possible. Staff understand the knowledge that students need to know and how that will be implemented in lessons. Teachers are confident with their planning with a good depth of knowledge. There has been both internal and external QA processes with quality instruction from subject specialists really evident.</p> <p>There is some passive behaviour in lessons but we are seeing traction in the oracy work and students are confident to talk about their learning and express themselves.</p> <p>There are a range of QA opportunities this year, there are new Pathway Leads, colleagues are working more closely with teachers to support T&L and there has been a QA check on planning. In term 1, the first round of drop-ins happened and although there wasn't any formal feedback or record, these were supportive and staff felt supported in getting students in the right place at the right time.</p> <p>During the last ARV, it was evident that middle leaders are supportive, hold expectations and set standards for their subject areas/pathways.</p>	
5.2	What is duty?	
5.3	Duty is where a member of staff on duty, will check in on as many classes as possible to check for standards and support teachers. Drop ins provide a deeper look with a focus on disadvantaged groups. Recent foci have been seating plans, removing barriers, student course changes and supporting disadvantage.	
5.4	Data representing the QA processes for Terms 1 and 2 with a comparison to last year was shared. Progress over time was shown as were some areas for improvement.	
5.5	Are you happy with this data?	
5.6	It would be goof to not has colleagues needing specific support and to have more green RAG rates. It's all subjective, we have a data drop shortly that will help us triangulate where teaching is against progress.	

Item	Description	Action
	<p>There is a focus on continuing to understand provision for disadvantaged groups, especially SEND and ensure that these students are getting what they need.</p> <p>Our next step in oracy work will be to embed the strategies used and ensure there is a key set of principles.</p>	
5.7	Councillors were assured of progress over time and discussed the mechanisms and ways that they can know how the school is performing using various forms of evidence, such as staff voice, ARV feedback and visits.	
5.8	<u>ACTION: KC to consider how the AC will know how consistent practice is using data going forward.</u>	
5.9	Passion for subjects and ambitions are very clear in lessons now, as is good classroom discussion and relationships across the academy. Students are happy in their lessons.	
5.10	Where are we with classroom displays now?	
5.11	We need more notice boards and it's difficult with electrics etc. We have up to 4 subjects sharing 1 classroom so we need to be really clear and targeted about our displays.	
5.12	Attendance has been a challenge, and ensuring that a student can catch up quickly if they miss a lesson.	
5.13	What is our approach to this?	
5.14	We review students folders, focussing on disadvantaged students, during the ARV. We encourage students to take the stationery they need to keep their work neat and tidy and in a state that can be used at a later date for revision and study. We have a set of folder standards for students to work to.	
5.15	There was a discussion around the Voice 21 oracy work last year and how it is being used and measured. This led to a discussion around a reading strategy for Y12 to fill any gaps for students whose reading age is younger than it needs to be to access P16 study.	
5.16	Is the oracy work transferring into writing?	
5.17	We have started a pilot scheme with students who need support with their writing. We have invited colleagues to purchase books to support their delivery and a pilot scheme to increase reading and writing proficiency. There is a session dedicated to this in the January INSET day.	
5.18	There was a discussion around behaviour expectations, ethos & culture, routines in assembly, praise, safeguarding (such as lanyard wearing) and staff setting expectations for students.	
5.19	DN shared some general Trust feedback, including an update on Trust growth, Ofsted inspection across the Trust, new Trustees and governance structure changes, attendance as a concern for the sector as well as behaviour and suspensions. feedback from the Autumn conference and the Trust's focus on belonging, P16 settings across the Trust and collaboration going forward.	
6	Raising Attainment	
6.1	<p>The presentation will be made available in Teams after the meeting. Black Box data was made available on 26 November 23.</p> <p>Combined data from AP4 in June 23 was shared alongside the predicted grades, based on mock exams, from this academic year. The trails and areas of focus were discussed. The average starting point for students is lower this year, when compared to last year. Attendance continues to be a concern and data was shared showing comparisons for student groups across this year and last. There is a clear correlation between outcomes and attendance.</p>	

Item	Description	Action
	<p>Executive targets for summer outcomes for the academy have been set so teaching and learning priorities have been identified including using the January exams has an opportunity to boost everyone and make sure they have what they need to be successful. There is a significant increase in the number of students taking exams in January.</p> <p>There was a discussion around how staff are seeking new ways to support disadvantage and increase VA for this group. There are a number of strategies in place that are being adjusted as needed to ensure that students are getting the support they need.</p> <p>There was a discussion about exam preparation and January exams.</p>	
6.2	Are we confident that teachers are preparing students for exams in January and how do we know?	
6.2.1	<p>This is part of the Pathway meeting agenda for the coming weeks. Anecdotal student voice gathered throughout the ARV suggested that students didn't feel ready or understand how to revise well. Therefore, a plan will be launched shortly to ensure students feel well prepared. Councillors talked about the skills foundation that students in these year groups are missing because of the COVID period and the use of CAGs and TAGs. There have been opportunities to learn about the exams process through mock exams and learn from mock papers.</p>	
6.3	When is the next data drop?	
6.3.1	<p>There will be external exams in January and results will be available in March. There will be mock exams for those not sitting external exams in January and mock exams for all in T4. There is a tracker in place so meetings will be scheduled around having data available to discuss.</p> <p>Councillors discussed the importance of being able to see data over time to make comparisons and see progress or trails over time.</p>	
7	Principal's Report	
7.1	<p>The report was shared via Teams before the meeting.</p> <p>There is a focus on attendance as this has been a challenge for the academy and the sector. The academy is being supported in this by the Trust School Improvement Team. Attendance is consistently under 80%. This hasn't been helped by the move to Bromcom and the technical issues resulting in lots of meticulous work analysing data to ensure that records and reports are correct. Mandatory sessions have been introduced and student attendance to these is low. Attendance at assemblies and core sessions are also low. Likewise, community and parent meetings are also poorly attended.</p> <p>SLT are meeting with families around attendance in much higher numbers than usual. We take a therapeutic approach and it is becoming unmanageable at this scale. Mental Health continues to be a concern across the board and services are difficult to access. Budgets have been set for support but students aren't engaging in their appointments. Attendance at counselling sessions is improving but it's still not where it needs to be.</p>	
7.2	What's is being done about assembly?	
7.3	<p>The programme is fit for purpose but students feedback is that they see careers, core, assembly and resits are irrelevant to them.</p>	
7.4	Do we know where they are when they aren't here?	
7.5	<p>The PA group is nearly 20% of the student cohort. We don't always know what they are doing but we are working on understanding barriers and implementing</p>	

Item	Description	Action																												
	<p>action plans for all students. Our catchment areas covers the whole city and lots of students have to take multiple buses to get here. Transport links aren't great and some students have caring responsibilities for younger siblings or family. Every student has a different story and we are working hard to understand all our students individual circumstances. Data at the next meeting will be more settled and reliable. By Christmas we will have met all students on a support plan, assess progress and wrap around care.</p> <p>Teachers have been emailing students directly about missed work and catch up which has had a good impact. We continue to ensure students have a sense of belonging and we are welcoming students back after a period of absence. There are a range of interventions in place.</p>																													
7.6	There was a discussion about resitting exams in the summer how it compounds as you go along with more exams to sit and a lack of feeling successful.																													
7.7	Behaviour and suspensions were discussed, including the recent permanent exclusion. When behaviour has been difficult, the team has been really strong and feels very secure.																													
7.8	There was a discussion around the EAL work that is going on in the academy and the work done with asylum seekers who are new to the country and city. Students are settling well and there are enrichment activities such as swimming and cooking, Bristol tours and teaching English as an additional language available. Attendance can be challenging for these students and so we will be offering more therapeutic interventions going forward.																													
8	Safeeguarding																													
8.1	The termly safeguarding meeting is scheduled for next week. There is a safeguarding update in the report.																													
9	Policies																													
9.1	Policies for approval or noting will be handled outside of the meeting.																													
10	AOB																													
10.1	<p>Dates for 23/24:</p> <table border="1"> <thead> <tr> <th>P16</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>AC1</td> <td>27/09/2023</td> <td>5-8pm</td> <td>online</td> </tr> <tr> <td>AC2</td> <td>27/11/2023</td> <td>4.30-6.30pm</td> <td>In person</td> </tr> <tr> <td>AC3</td> <td>05/02/2024</td> <td>4.30-6.30pm</td> <td>online</td> </tr> <tr> <td>AC4</td> <td>25/03/2024</td> <td>4.30-6.30pm</td> <td>In person</td> </tr> <tr> <td>AC5</td> <td>20/05/2024</td> <td>4.30-6.30pm</td> <td>online</td> </tr> <tr> <td>AC6</td> <td>08/07/2024</td> <td>4.30-6.30pm</td> <td>In person</td> </tr> </tbody> </table>	P16				AC1	27/09/2023	5-8pm	online	AC2	27/11/2023	4.30-6.30pm	In person	AC3	05/02/2024	4.30-6.30pm	online	AC4	25/03/2024	4.30-6.30pm	In person	AC5	20/05/2024	4.30-6.30pm	online	AC6	08/07/2024	4.30-6.30pm	In person	
P16																														
AC1	27/09/2023	5-8pm	online																											
AC2	27/11/2023	4.30-6.30pm	In person																											
AC3	05/02/2024	4.30-6.30pm	online																											
AC4	25/03/2024	4.30-6.30pm	In person																											
AC5	20/05/2024	4.30-6.30pm	online																											
AC6	08/07/2024	4.30-6.30pm	In person																											
10.2	<u>ACTION: Councillors were reminded to complete their Nimble training</u>	<u>ALL</u>																												
10.3	<u>ACTION: Chair & Principal to discuss the AIP and SEF at the their next meeting</u>	<u>DW/KC</u>																												
10.4	Meeting closed.																													

Actions Summary:

3.2	<u>ACTION: DN to raise Councillor recruitment difficulties at P16 to the Board for assistance in finding appropriate councillors.</u>	DN
	<u>ACTION: KC to share notes from her meeting with AF.</u>	KC

4.11	<p><u>Feedback for COAC/Board – policies need to be proof read prior to sharing with AC as there are often spelling or grammatic errors.</u> 27th Nov – CS to share with the Governance Team. Councillors requested a single document detailing the responsibilities for Councillors in each policy.</p>	<u>CS</u>
<u>10.2</u>	<u>ACTION: Councillors were reminded to complete their Nimble training</u>	<u>ALL</u>
<u>10.3</u>	<u>ACTION: Chair & Principal to discuss the AIP and SEF at the their next meeting</u>	<u>DW/KC</u>