

Minutes – CLF Post 16 Academy Council

Version: Approved

Meeting at the academy on 7th February 2023 at 4.30pm

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

Apologies: Rochelle Ng'Onga, Ilyas Farow, Lisa Kelly

Invitees: Lana Crosbie, Bob Thomson

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	BT attended as an observer pending HR checks. COAC approval has been confirmed. There is a live advert for recruiting sponsored councillors.	
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 7 th Feb - COMPLETE	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. COMPLETE	LC
4.9	ACTION: KC to provide a list of exam board who do or don't mark SPAG – COMPLETE	KC
4.11	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. COMPLETE	KC
5.6	Students experiencing disadvantage are priority group and will prioritise Y13 students for positive outcomes this summer. 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. 7 th Feb – Carry forward	KC
5.7	ACTION: Clerk to diarise assessment of impact in terms of the stated intent of careers programme in T6 2023. 7 th Feb – Carry forward	Clerk
6.4	ACTION: Clerk to add T&L to the next agenda including how extended writing is linking to T&L and whether we are go far enough fast enough. COMPLETE	Clerk
7.2	ACTION: KC to share academic mentoring session attendance for last year	KC

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	for comparison with this year, at the next meeting. COMPLETE	
7.9	<u>ACTION: KC to ensure attendance is reflected appropriately in the risk register and share with AC.</u> COMPLETE	KC
9.2	<u>ACTION: KC to take feedback to SLT regarding a weekly updates email for students including key dates, signposting for parents evening and consistency for staff when tackling mobile phone use.</u> COMPLETE	KC
10.3	<u>ACTION: KC to bring clarity of the benchmark for behaviour to the next meeting.</u> CARRY FORWARD	KC
10.5	<u>ACTION: DW & KC to discuss the budget and savings requirement at their next 121 including how it could affect T&L.</u> COMPLETE	DW/KC
5	Teaching & Learning	
5.1	The presentation was shared via Team in advance of the meeting. Councillors discussed how judgements are made, what's included in the judgement, including learning walks, ARV feedback, planning, student voice and curriculum reviews. Data was shared showing where teacher practise is good or better, where there are specific areas for development and where support is in place. Trails for development were discussed including working towards being an anti-racist academy and cultural capital. Councillors discussed the academy's investment in PD. The focus on disadvantage continues with councillors discussing how students are being supported through teaching and learning, including the reading intervention programme, bursary payments and laptop loans. The Literacy Coordinator has had a big impact on literacy at the academy, with vocab lists and the audible programme, amongst other things, helping students with their literacy.	
5.2	How long would we anticipate support being in place to see a teacher before seeing impact?	
5.3	It's dependant on the subject and area of concern. As a benchmark, we would hope to see improvements within 2 terms	
5.4	<u>ACTION: Councillors requested that percentages in the data be shared using the number of teachers seen rather than the total number of teachers.</u>	KC
5.5	There is lots of great work around reading but how are we improving writing at the academy?	
5.6	Reading has been prioritised this term which will go far enough but we will need to pick up speed next term. We need to form experts in what good extended learning looks like in each subject area and continue our work to offer support as needed. In the past there has been an assumed vocabulary and literacy level which we've now realised isn't there in all cases, so we have set out a plan for the year and introduced different styles of writing and a draft literacy policy to move into the next phase. There is now a focus on extended writing marks in exams. We are focussing on the difference between academic vocab and subject specific vocab, ensuring that staff are modelling vocabulary well and that	

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	students understand the vocabulary being used and there is scaffolding where needed.	
5.7	Further information was shared in the Teams chat that will be added to the Teams folder.	
5.8	How do we know we are doing the best we can when we have supply staff or vacancies?	
5.9	We make cover as consistent as possible and use the same teacher throughout the period of cover. Our approach is student centred, and we ensure we don't use external cover where at all possible.	
5.10	Do we prioritise cover lessons when roaming/dropping into lessons?	
5.11	We look at data and the quality of lessons during periods of cover and ensure that progress is strong.	
5.12	<u>ACTION: Ensure that cover and long-term absence is reflected in the risk register.</u>	KC
5.13	<u>ACTION: KC to add the term-by-term teaching data to the AC report going forward and include an update on approach to writing.</u>	KC
6	Student Voice	
6.1	Student feedback has been positive around the weekly email including key dates and information, the careers information is very helpful, and enrichment is going well. Marking is consistent and holiday work is more focussed because students understand that they need to do and how to prepare for mock exams.	
6.2	<u>ACTION: EMH & IF to collate news and issues arising from other student rep groups and bring to the next AC meeting.</u>	EMH & IF
6.3	Student voice is much stronger this year with students feeling they can approach staff around the issues they are experiencing. This is helping us to better support students. It's strengthened our culture.	
6.4	<u>ACTION: Councillors to share information about warm spaces, open spaces etc with KC for sharing with students.</u>	Councillors and KC
7	Raising Attainment	
7.1	GCSE resit data was shared in English and Maths in Teams. Over all staff are pleased with the results and conversions. Councillors looked at progress and actions going forward. The academy has introduced Functional Skills for those students who need it as a stepping stone to GCSEs. Resit motivation can be really challenging for some students so we are ensuring our best staff are assigned to resits and make the sessions as engaging as possible. The CLF Institute have provided lots of support in navigating the course and teaching to gaps. We have removed barriers for students including paying for resources and revision materials as well as reviewing the payment platform in use.	
7.2	We did Functional Skills before and didn't feel it was successful, what have we learned to make it successful this time?	
7.3	We need to ensure we offer it to students at the right time and ensure that teacher expertise are right. It's something we hope to use as a confidence booster for students, a stepping stone towards GCSE success.	
7.4	When is the next Functional Skills assessment window?	
7.5	We can chose the right time for us. We would anticipate stating after Easter.	
7.6	Do we have all of the materials we need?	

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7.7	Yes we do, we have included this in our improvement plan as one of the new approaches to success.	
7.8	Can we ask ex-students to talk to current students about how Functional Skills helped them in the long term?	
7.9	<u>ACTION: KC to consider how ex students talking to current students about functional skills could work going forward.</u>	KC
8	Academy Council Report	
8.1	Councillors discussed attendance and the local picture compared to other providers who are all sharing the same challenges with attendance and retention. For the most part, retention strategies are working well and students are remaining in education, but in some cases, students are really difficult to reach. Challenges include transport and caring responsibilities.	
8.2	Councillors were satisfied that the academy is doing the right things to support students and systems have been externally checked. There has been internal scrutiny of processes and really healthy discussion and reinforcement of what is being done is the right thing but no new expertise to take on board as yet.	
9	Safeguarding	
9.1	The safeguarding report was shared in Teams prior to the meeting. The main areas include the audit tool from South Glos which has been very useful and raised some areas for improvement. There is a focus next term on supporting staff who deal with safeguarding. Councillors were satisfied that core practice is good and continues to improve. The counselling provision is now at the right level with good levels of engagement. There are additional monies available to get more mental health support materials. There has been a focus on young carers. Support continues for students at risk of CCE and the academy continues to support in complex multi-agency work.	
9.2	Councillors discussed the complexities in economic situations for students and families and the drop in food sales through Aspens. Staff are reviewing the number of students eligible for FSM and the actual number who claim their lunch each day. Free breakfast is offered to all students but again take up is limited so SLT are looking at ways that students can be encouraged to take up what's on offer. Councillors discussed the possibility of offering snack boxes and help-your-self stations as well as encouraging students to consider food waste and the eco benefits of using the services offered to them.	
9.3	SLT are pursuing a new role at the academy to help eliminate some of the barriers between school and families. The role would be a Community Liaison Officer with an EDI focus, a warm and welcoming person to build relationships and the ability to speak several languages.	
9.4	<u>ACTION: KC to bring update on Community Liaison Officer role at the next meeting.</u>	KC
9.5	<u>ACTION: KC to bring student voice feedback to the next meeting, including understanding around whether all students know how they and who they can speak to regarding their concerns and whether they are comfortable using those methods.</u>	KC
10	Policies	
10.1	<u>Policies are available in Teams for review. They are to be noted by the AC. If councillors have any comments or feedback, please email CS.</u>	All

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10.2	How do we know that we are doing all of the jobs listed for ACs in the policies?	
10.3	<u>ACTION: CS to understand how other academies ensure these responsibilities are completed by councillors and how this can be better communicated with AC such as a check list.</u>	CS
13	AOB	
13.1	Councillors were reminded of the upcoming training and networking dates.	

Actions Summary:

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