

# Minutes – Broadoak Academy Council Meeting

**Version** Final  
**Issue Date:** 24 June 2025  
**Location:** Broadoak Academy  
**Time:** 17:00 – 19:00

**Chair** Becky Frise (BF) Chair of Academy Council  
**Present** Susan Marshall (SM) Sponsor Councillor  
 Sarah Matthews (SMA) Sponsor Councillor  
 Stuart Veal (SV) Parent Councillor  
 Louise Eddins (LE) Parent Councillor  
 Cath Back (CB) Support Staff Councillor

**In Attendance** Tony Searle (TS) Executive Principal  
 Danny MGilloway (DMG) Principal  
 Carina Rigde Vice Principal  
 David McFaul Assistant Principal T&L  
 Minna Koo (MK) Clerk

## Apologies

**Absent** Sarah Hardwidge (SH) Staff Councillor

Date of meeting	Minutes	Action	
May 2024	9.8	SH to feedback at the next meeting on progress against the issues raised in student voice – This will be covered in today’s meeting and next student voice discussion. - COMPLETE	SH
May 24	9.4	DM to include staff absence as an indicator in future Staff Survey outcome data. – This action will be carried forward to next meeting.	DM
July 24	5.9	Rose to circulate a summary of the DfE RSE non-statutory guidance and the BA EDI statement.- (GQC Guidance uploaded in Governor Hub. EDI statement awaiting). – COMPLETE	
Dec 24	5.6	LDL to look at attendance case studies. – COMPLETE	LDL
Feb 25	4.1	Clerk to support with staff election on their return to work. – The action will be	Clerk

		carried forward to September.	
Feb 25	4.2	Information on Caroline Maud James Trust to be provided to the Chair. – COMPLETE	Principal
Feb 25	11.3	Data/information to be provided to next meeting regards service children. This action is the same as action 6.3 below (14 May)	Principal
14 May	1.2	ACTION: To check with SH regarding her continuation of role. – This action will be carried forward to the next meeting.	DMG
14 May	5.5	ACTION: To enable a clearer understanding of the attendance data ('black box'), the Council requested that a list of registration codes used be included. – COMPLETE	DMG
14 May	6.8	ACTION: To share and put together figures by PP Vs Non-PP by demonstrating work experience and the impact – COMPLETE	GW
14 May	6.30	There was a clarification provided regarding the data presented in the report. ACTION: To provide outcome data of service children. This action will be carried forward to the next meeting.	DMG
14 May	9.3	ACTION: To share this feedback with the relevant teams for consideration and potential future arrangements. -COMPLETE	MK

Item	Description	Action
<b>1.0</b>	<b>Introductions and Welcome</b>	
1.1	The Chair welcomed everyone to the meeting. Introductions were made.	
1.2	SH was absent.	
<b>2.0</b>	<b>Declaration of Interest</b>	
2.1	There were no declarations of interest.	
<b>3.0</b>	<b>Minutes of the Previous Meeting</b>	
3.1	The minutes of meeting on 14 <sup>th</sup> May 2025 were approved.	
<b>4.0</b>	<b>Matters Arising not otherwise on the agenda</b>	
4.1	List of actions from previous meetings as per above table were reviewed with updates.	

<b>5.0</b>	<b>Attendance</b>	
5.1	The school has made progress consistently and it is in the right direction. Satisfaction has been expressed regarding the progress achieved, which aligns with the goals that had been set.	
5.2	This progress has been made possible through strong team support and the solid culture across the school. Positive momentum is being picked up, and valuable support has been received from the Cabot Learning Federation (CLF).	
5.3	Although Term 2 was a challenging period, it was successfully navigated with the support and guidance that were provided. Improvements were made as a result of effective teamwork.	
5.4	In the recent desktop review conducted by CLF, the school was ranked among those showing the highest levels of progress. This recognition was made possible by the implementation of accurate coding systems used to track attendance. The next desktop review will be held by the end of the year.	
5.5	Strategic planning for September is being shared and discussed. The team has been sharing best practice with other schools.	
5.6	While overall attendance has improved compared to last year, it is still below the national average. The gap in attendance for Pupil Premium (PP) students has been reduced.	
5.7	A significant effort has been made by the team, with strong collaboration and support being provided at the Trust level. The direction being taken by the team is clearly aligned with continued improvement.	
<b>6.0</b>	<b>KS3 Update</b>	
6.1	<p><b>Q: Would you give us an update on KS3, including highlights and key focus areas?</b></p> <p>The team is currently tracking a cohort from last year's assessment to this year. However, there is a data gap because the most recent data was not available at the time of the meeting. The reference point is the December–January assessment from the previous year.</p> <p>The team explained how to interpret the data in light of this gap. The focus is on the percentage of students who are on track or above, with particular attention to PP students and core subjects. There has been noticeable progress across various subjects.</p>	
6.2	<p><b>Q: Regarding Year 7 cohort, is their progress due to a strong KS2 foundation?</b></p> <p>There has been positive progress when comparing the current Year 8 cohort to Year 7. However, the Year 7 data is being compared across various data points due to the absence of last year's data, making it difficult to conduct a like-for-like comparison. Overall, KS3 results have improved, and schools across the Trust are now more aligned, with data becoming increasingly</p>	

	comparable over recent years.	
6.3	<b>Q: What about the alignment of the timetable?</b> The timetable is aligned, and additional support is being provided where needed.	
6.4	<b>Q: What are we doing to attract better staff? Do we understand the needs?</b> Various initiatives have been implemented to attract better staff, although it takes time to see the impact. It has been a challenging year for teacher recruitment, but a strategy is in place. Academy Council (AC) members are invited to visit in October to gain a deeper understanding of the situation.	
6.5	<b>ACTION: The school will share the work that has been done to enhance the classroom learning atmosphere in September, including what is currently in place and how it is expected to make a difference.</b>	
6.6	The school team emphasized that the data cannot be compared like-for-like due to the timing of meetings. It was advised that the AC meeting schedule be reviewed to better align with data cut-off times. However, given that the Trust includes over 30 schools, it is difficult to coordinate similar meeting times across all schools.	
6.7	The team has applied lessons learned from English and Maths to support progress in Science, using data to drive improvement.	
6.8	<b>Q: Can we conduct a baseline assessment?</b> Yes, although the challenge lies in identifying the appropriate data points to track student progress. Baseline assessments are valuable, but comparing them with last year's data is complex. Practically, further consultation with teachers is needed, with a focus on identifying vulnerable students to enable more effective tracking of individual progress.	
6.9	<b>Q: Where are we with independent learning?</b> The strategy separates KS4 and KS3 students. Independent learning was launched in KS3 during Term 3, with a more uniform approach to help students review their learning. The culture of independent learning is currently stronger in KS4 than in KS3. Reports were shared prior to the meeting.	
6.10	<b>Q: Is there consistency in the amount of homework across Year 9?</b> The team is working with faculties and teaching staff to balance homework throughout the year, aiming to change habits. This initiative began this year, and greater consistency is expected next year.	
6.11	<b>Q: Do we have a clear homework strategy?</b> This year's focus is on building systems and processes. English, Maths, and Science already have marking systems in place. Students are given opportunities to respond and redraft elements of their learning. Repetition and rehearsal are emphasized, particularly in Term 5, to prepare for the new term. Execution in English and Maths is progressing well.	
6.12	<b>Q: Shall we replicate this system in Science?</b> Yes, the focus is now on execution. Humanities is also working on implementing similar systems. Teachers are being supported to understand the importance of redrafting, rephrasing, and repeating elements of learning.	

6.13	<p><b>Q: How is teachers' workload and well-being affected by the independent learning strategy? Has the curriculum been adjusted due to marking and extra work requirements?</b></p> <p>The marking system is pre-set and well-structured, making it an efficient process. Teachers are not required to rewrite answers, which helps manage workload effectively.</p>	
6.14	<p>An academy councillor commented that it was noted that different subjects may require different marking approaches. For example, Humanities and Maths may differ significantly in how marking is conducted.</p>	
7.0	<p><b>Student &amp; Staff Voice</b></p>	
7.1	<p><b>Student Voice</b></p> <p>There are currently multiple channels through which student voice is gathered, making it difficult to present findings in a single, consolidated format. The school team is working with the senior leadership team to explore a more structured approach. It is expected to receive update in September. Overall, student feedback has been positive and encouraging.</p>	
7.2	<p><b>Staff Voice</b></p> <p>The results of the staff survey conducted by CLF have been shared with all staff members.</p> <p>Highlights from the survey include: The response rate for the CLF survey at this school was slightly lower than the CLF average. Most attributes were benchmarked against the CLF average and discussed with staff.</p> <p><b>Communication</b> The school recognizes the need to improve communication and consultation, particularly from the leadership team before decisions are made. This is largely due to the significant amount of direction provided to staff over the past two years. The school will continue to use staff surveys to gather feedback and inform future actions.</p> <p><b>Leadership</b> The leadership team has taken a directive approach to ensure tasks are completed effectively. Middle leaders provided positive feedback regarding school leadership. However, the administration team has been identified as an area requiring more attention.</p> <p><b>Workload</b> Senior leadership needs to focus more on workload concerns. While staff are enthusiastic and committed to their work, there is a need to address workload pressures. Staff feel well-supported professionally, but this remains a key area for improvement.</p> <p>Leadership dynamics and workload were central themes in the discussion. Line management within middle leadership is functioning well.</p> <p><b>Career Opportunities</b> Feedback on professional development is expected, and it is recognized that more attention needs to be given to career growth opportunities.</p> <p><b>Job Satisfaction</b></p>	

	Overall job satisfaction is above CLF average.	
<b>8.0</b>	<b>Policies</b>	
8.1	The Independent Learning Policy will be shared again by October with the Academy Council (AC) for formal approval.	
8.2	The Remote Learning Policy, presented for noting, was approved.	
<b>9.0</b>	<b>Academy Council Membership/training/feedback</b>	
9.1	Feedback of Academy Council training has been shared with the Clerk, who has already passed it on to the Governance Team for review with HR team.	
9.2	Regarding Academy Councillor recruitment, it was suggested that the vacancy be promoted through the school newsletter and within the local community. The Clerk updated that the Governance Team has provided additional support by advertising the vacancy with a SEND background on LinkedIn.	
<b>10.0</b>	<b>Any other Business</b>	
10.1	Culture Week was a great success, receiving a wealth of positive feedback. The celebration of songs and dances from different cultures contributed to a stronger sense of belonging within the school community.	
<b>11.0</b>	<b>Close of meeting</b>	
11.1	The meeting closed at 19.01	
<b>12.0</b>	<b>Date of next meeting</b>	
12.1	To be confirmed.	

## ACTION SUMMARY

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