

Appendix D – CLF Minutes Template

Minutes – Broadoak Academy Council

Version: Draft
Issue Date: 16th October 2019

Meeting Date: 10th October 2019
Location: Broadoak Academy
Time: 17:00 – 19:10

Chair:	Sue Marshall (SM)	Chair
Attendees:	Kathleen McGillicuddy (KM)	Principal, BA
	Becky Frise (BF)	Sponsored Councillor
	Clare Pearce (CP)	Sponsored Councillor
	Pat Horrigan (PH)	Sponsored Councillor
	Jackie Vernon (JV)	Student Advocate
	Tony Searle (TS)	Executive Principal
	Becky Farler (RF)	Clerk (temporary cover)
Apologies:	Mike Lawford	Sponsored Councillor
	James Willmott	Parent Councillor

Minutes

 Indicates question asked

Item	Description	Action
1	Introductions	
1.1	SM welcomed everyone to the meeting. Apologies have been received from Mike Lawford, and James Willmott who will be the new Parent Councillor.	
1.2	Actions and matters arising: SM confirmed that this is the first meeting of the Academy Council so there are no previous minutes or matters arising to review. It is, however, the second Academy Council meeting of the year within the Federation timetable; with the first meeting being the Saturday morning in Bristol which Broadoak Academy could not attend.	
1.3	Election of Vice Chair and Appointment of Link Councillors: It is not essential to have a Vice Chair but SM asked if this role could be filled even if just on a temporary basis. BF offered to take on the position so this was proposed by SM, seconded by CP and agreed by a unanimous vote. A number of Link Councillors for key areas need to be appointed. SM advised that she has been temporarily filling the role of Councillor for Safeguarding and requested that this is taken over by another Councillor. PH agreed to take on this role and was appointed.	

2	Declarations of Interest	
2.1	There were no Declarations of Interest. All Councillors completed a pecuniary interests form. TS advised that for future meetings this can be combined with the attendance sheet. Action – RF to forward an example of this to SM	RF
3	Academy Council Report	
3.1	<p>SM acknowledged that there is a lot of documentation for this meeting which is different from what members of the Academy Council may have seen before. She advised that the Academy Council will need to focus on particular areas of the Academy Council report at each meeting, and for this meeting the focus is on delivery of the curriculum. She advised that she has asked for information to be included about transitioning from the Broadoak curriculum to the CLF curriculum as there are some differences in delivery.</p> <p>KM has drafted an Academy Improvement Plan and a SEF which is a work in progress. All Academies in the Federation are currently writing new SEFs that fit in with the new Ofsted Framework with an emphasis on curriculum rather than data. If Councillors have any questions about the content of the AIP or SEF either during the meeting or subsequently, please contact KMM. The aim for Broadoak Academy is to achieve full alignment with the CLF curriculum by September 2020, although Maths alignment is currently being accelerated. Federation Network Nights, when all CLF Academies attend training together, will support with this process. There are six FNN's throughout the year and the first one is next Wednesday.</p>	
4	Quality of Education, including Curriculum Developments	
4.1	<p>Which Departments will have big changes?</p> <p>At the moment there is a lot of support in place for Maths to bring this subject in line with the CLF curriculum. There will be other big pieces of work over the year, but this is being staged so that staff do not feel overwhelmed. The changes will benefit staff in the long run because the curriculum will be there for delivery and there will be a lot more consistency.</p> <p>Good feedback has been received about the developments following support from the Temporary Assistant Principal. Will those developments remain in place?</p> <p>Yes at the moment.</p> <p>KM advised that the Academy Review Visit last week was very positive about the work being done in Year 7 and the effectiveness of Assessment Protocols. The plan is for the curators of these protocols to move through the school supporting Departments and giving everyone a say in how things progress. This is important because it would be very difficult for staff to deliver a curriculum that they have not been involved with and the whole school needs to work together to develop effective practice.</p> <p>With regard to the KS4 curriculum, all subjects will count in Progress 8 data but the extra time students have had does not seem to have impacted on attainment, particularly in computing. Why is this?</p>	

	<p>Year 10 Computer Science students do not currently have a specialist teacher, and unfortunately there were no applications for the vacancy when it was advertised. Computing is still being taught, but the teacher is a non-specialist so there is a narrowing of the curriculum.</p> <p>Will Computer Science still go onto the Option choices this year?</p> <p>Broadoak Academy would like to offer this subject because it would be a popular choice, but would only be feasible with a specialist teacher. Training could be offered if a member of staff came forward, and there may possibly be some options through linking in with new A-level teachers at Winterstoke Hundred Academy. There is a shortage of teachers for this subject at a national level.</p> <p>This could narrow the curriculum for students who prefer technology subjects rather than art subjects.</p> <p>The intent is to offer it but a poorly delivered course would not be helpful for students.</p> <p>How are students currently on the course being supported; and how many classes are there?</p> <p>Students currently on the GCSE course are being taught by an experienced science teacher and two members of the SLT, with support from staff at Hans Price Academy. However, the teachers are feeling the pressure of teaching outside of their specialism. There are two classes in Year 10 and one or two in Year 11.</p> <p>Are there any more key issues that we need to be aware of regarding Quality of Education and Curriculum Development?</p> <p>Vocational options have been expanded to include Health and Social Care and Catering which are both very popular. An advert has been placed for a Food Technology teacher but it has not been possible to recruit to this post yet. This is another subject that is popular for students and a good option for them, but with a lack of teachers. The impact of this could be fewer practicals for students in KS3 but this will be mitigated as much as possible.</p>	
5	Achievement and Standards	
5.1	<p>Student Outcomes</p> <p>KM has provided all of the data available so that the Academy Council can see the baselines and where the Academy is starting from. The results analysis sheet has been produced to support with the transition to the CLF Black Box data. Key points highlighted and discussed are as follows:</p> <ul style="list-style-type: none"> • PP gap is disappointing, but it is important to focus on the progress made • Progress 8 improvement has been good in science and this needs to be nurtured • A focus on high prior attaining students did result in improvements and in increase in EBAC. The curriculum needs to offer students the opportunity to take EBAC subjects but not at the expense of lower attaining pupils. • SEND outcomes need to be developed and this will be a key priority over the coming year. A SENCO has now been appointed which is great news. She is an existing member of staff who is very aligned with the Academy 	

	<p>values and priorities. She does not have an SEN qualification but she will receive training to achieve this alongside her existing skills and experience.</p> <ul style="list-style-type: none"> • The crossover of 9-4/9-5 is not as good as the Academy had hoped and work is being done to look at how this can be improved moving forward. • The main cohort that seems to need support is disadvantaged middle-attaining boys. It will be important to establish a curriculum that will get this cohort to engage. • The Black Box data for Year 10 has a significant number of U grades and empty slots. This is being analysed to gain understanding about why students are getting U grades. • Some students (at least 8) are dual registered with the VLC. [REDACTED] <p>[REDACTED]</p> <ul style="list-style-type: none"> ○ In North Somerset, the pathway for accessing funding for students at the VLC is for the money to come from the school they were at previously so, for example, a student receiving medical tuition at the VLC is funded by the school [REDACTED] ○ What are other schools doing in this situation? At Hans Price there are no students in that position [REDACTED]. However, there were two students receiving medical tuition last year. It is important to have a case study for each student so that the reasoning for a decision can be explained and justified. All decisions must always be in the best interests of the child. ○ The Academy Council will be kept updated on these decisions. <ul style="list-style-type: none"> • Updated data will be available in Term 2 after the PPE's (BA refer to mock exams as pre-public examinations to emphasise importance to students) • Key trails are SEND students and disadvantaged boys. All trails are highlighted on the black box data. • The recent Academy Review Visit (ARV) focussed on the English and Creative Arts to unpick what is happening in those areas. Another Academy Review Meeting (ARM) is scheduled in a week's time and the Academy Council will be updated again. There seems to be a discrepancy where there is good teaching in KS3 but this is not having an impact at KS4 and it is important to look into why this is the case. 	
5.2	<p>KM explained that the subject level overview shows levels of progress, and the impact column shows how many grades above or below national expected levels each subject is. This aids analysis and helps to identify key areas for improvement. It is clear that English Language, English Literature and Art and Design are currently high priority.</p>	

	<p>The other data is KS3 data from last year which will be used to have a validated baseline for Year 7 students. At the start of the year 44% of the cohort were meeting Age Related Expectations (ARE) and at end of the year with externally marked GL, 61% were meeting ARE. Although the tests are different it does illustrate progress made. An additional point to note is that the Teacher Assessments in English were not far away from the GL results which indicates that teacher assessments are fairly robust and accurate in English. Maths still needs to work on this area. Why are only 31% of students meeting ARE in Art? This needs to be looked at and would be a trail for the Academy Council to follow up on into KS4. Why are the music stats so high and is this accurate? Again it is important to look that this, establish whether it is accurate and if it is identify what is happening to make it so effective.</p> <p>TS advised that where there is no externally validated GL data there will be comparable data from the CLF which is benchmarked against 1000-1300 KS4 students within the Federation. KS3 benchmarking is an area for development but the multiple choice parts of KS3 testing are comparable with other Academies within the CLF, and when looking at groups the comparison does highlight trends for monitoring.</p> <p>TS recommended that Councillors arrange a training session with Jason Beddingfield from CLF Central so that he can explain the black box data in more detail. He highlighted parts of the black box data that can be particularly helpful for Academy Councils, including the graphs down the left hand side and the scatter graphs which show tighter grouping where there is consistent teaching.</p>	
5.3	<p>Attendance</p> <p>As a school, Broadoak has an average level of intake, but a slightly higher than average intake of disadvantaged students.</p> <p>Attendance is a concern, and there is a high rate of persistent absenteeism, but this can be seen across the Federation with many Academies facing similar challenges. Broadoak and the CLF have various processes in place to address attendance and these are being followed carefully. In some cases, specific members of staff have been linked with families to try to find a way forward and alongside these pieces of work are being done across the Federation to identify any systematic reasons for absence. There has been a surprising amount of holiday absence in Year 7. TSE suggested that in his new role as Safeguarding Councillor PH might want to look at a breakdown of the reasons for absences. KM confirmed that this analysis is available. SM advised that scrutiny of attendance is scheduled for meeting 4, and she was hopeful that by then there could be some updates on actions taken this Academic Year. Action – Mark Tipler to be invited to meeting 4 to discuss.</p> <p>Again, there is a need to look at the attendance key groups including Disadvantaged, SEND, LAC etc. The attendance of LAC students often improves after they start living with foster carers and a case study could potentially be put together to show how students were supported prior to coming into care and through the process of becoming a Looked After Child. Action – PH to meet with Mark Tipler to get an overview of LAC students.</p>	<p>SM/KM</p> <p>PH</p>

	<p>JV highlighted the fact that many Pupil Premium students do not always have the support from home to encourage attendance and although Broadoak are working with families there is only one Parent Support Advisor (PSA) so they have to prioritise and find the most effective ways to support families.</p> <p>KM advised that requests for Elective Home Education (EHE) have increased, and this is difficult to manage particularly when students are in Year 11. There have already been three requests for EHE this year. Broadoak will start to issue a letter that was initially adopted by Gordano School advising against EHE and explaining the reasons for this. Unfortunately there is no system for monitoring or supporting EHE students in North Somerset and although schools can make contact with families they are unable to influence or monitor these students.</p> <p>Does Hans Price have similar challenges around attendance? Yes, it is the worst year so far and includes 32 unauthorised holidays which is very high. There are also significant challenges around Year 10 attendance, and there have been high levels of fixed term exclusions during Term 1. KM confirmed that there has been a high level of FTE's at Broadoak as well, and the school has been facing significant behaviour challenges from a minority of students, predominantly in Years 7 and 8. Can the Academy Council have a breakdown of FTE absence at Broadoak as part of the attendance data in future please. Yes this will be arranged. At a meeting last year the Academy Council discussed students with chronic fatigue syndrome. Is this still a contributing factor towards persistent absence? KM will look into this and get back to the Academy Council to ensure that she can give an accurate response. JV advised that two of these students are now being home educated.</p>	
5.4	<p>Quality of teaching and learning, with reference to curriculum. Curriculum development has been discussed and it is recognised that it is about how pedagogy delivers the curriculum. A number of NQT's, SCITT trainees and trainee teachers from Bristol and Bath Universities have been working in the Academy and this is a good way of getting some great teachers into the school. There are fewer members of staff on support plans this year but there are various levels of informal support in place, particularly for new starters and trainees.</p> <p>Middle Leaders are aware of expectations and what they need to do to ensure performance within their teams.</p>	
5.5	<p>Pupil Premium and LAC</p> <p>The PP and LAC report is currently being updated and will be on the website. The strategy for these groups is also being reviewed. As discussed earlier the key issue is the curriculum that is being delivered. How will Pupil Premium money be spent this year? This has not been finalised and will be on the agenda for discussion at a future meeting.</p>	
6	Safeguarding	
6.1	<p>CPOMs is now online. This is an online management system for recording child protection concerns. It will be more efficient for responding to issues raised.</p> <p>[REDACTED]</p> <p>the link Councillor for Safeguarding at the time she was kept</p>	

	informed and she feels that Broadoak were well supported by the CLF Central Health and Safety Team.	
7	Finance, Health and Safety and Estates	
7.1	<p>An updated Finance Report is not available for this meeting because management accounts have not been closed off for last year yet. In November the Academy Council will be given a cover sheet and tracking information for key variances but the Council is no longer responsible for the finances because this is dealt with centrally. The Council will be responsible for monitoring spend and how the money is being used. KM will be meeting with the CLF Central finance team soon to go through spend, and she will receive monthly reports from November onwards. This is a different way of working for Broadoak and the Academy Council so it will be important to work closely with Joanna from the Central team.</p> <p>KM advised that the 5% saving has been met without implementing management of change, but although the ringfenced money is still available there are costs that will come out of that and there is a need to look at projects that could benefit from additional funding once KM has an accurate overview of the money available.</p> <p>A Health and Safety audit took place a couple of weeks ago with a 'Good' result. There was one RIDDOR incident at the start of term but this has been dealt with. TS advised that Broadoak should always check with Jo Crickson from the Central Team before reporting any incidents to RIDDOR because she can advise about what should be reported and potentially save a lot of unnecessary paperwork. The recent Fire Risk Assessment was rated as 'tolerable'. The Academy Council agreed that the language used in the report should be amended, for example tolerable risk should be changed to acceptable risk. A Link Councillor for Health and Safety will be identified at a future meeting; but the first Health and Safety meeting with the CLF is due to take place on 22nd October 2019 and it would be helpful to have an Academy Councillor present for that even if they do not ultimately take on the Link Councillor role. CP agreed to attend the meeting.</p>	CP
8	Policies	
8.1	<p>There are a number of policies that need to be adapted by Broadoak with agreement from the Academy Council but it was not possible for these to be considered alongside the volume of data for this meeting. TSE advised that within other Academy Councils it is usual for one person to take the lead on one or two policies each and then bring their comments to Council meetings.</p> <p>Broadoak need to look at CLF policies and decide whether to adopt them as they are or raise any issues with the CLF. CLF policies have been through various checks but it is important for Academy Councils to check them against the local context to ensure that they fit, and recommendations can be made if any changes are required.</p> <p>JV will be working on policies over half term for review in Term 2, and she will send them out to Councillors. There is a need for Broadoak to review existing</p>	JV

	<p>local policies and whether these are still required – some of them will be covered by existing CLF policies.</p> <p>The Academy Council agreed that it is a good idea to divide policies between Councillors for review and agreed the following:</p> <ul style="list-style-type: none"> • PH – Safeguarding Policy • SM – Complaints • BF – Health and Safety and Freedom of Information • CP – Governor Expenses and Charging Remissions • ML – GDPR <p>It was agreed that Councillors will circulate any comments they may have on their allocated policies by 25th October 2019. Colleagues on the Academy Council should then submit their comments during the half term break so that all policies can be finalised and adopted by 5th November 2019.</p>	All
9	Governance	
9.1	<p>An invitation was issued to parents and staff asking for volunteers to join the Academy Council. James Willmott responded as a potential parent councillor and was appointed with pleasure. He will join the Academy Council at the next meeting. There was a late application from a member of staff to be on the Council representing the staffing body and she will hopefully attend the next meeting. TSE highlighted the importance of remembering that staff who are on the Council have specific roles in terms of supporting students and staff, and that they should not be expected to answer questions about the running of the Academy.</p> <p>SM confirmed that the Academy Council will need to complete training on Nimble which an online system used by the CLF for core training. Logins were sent to Councillors yesterday. There will also be specific training events for Councillors during the year, focussing on the role of Academy Councillors generally, and the roles of Link Councillors. Dates will be circulated when available.</p> <p>TS confirmed with SM that if any issues arise that the Academy Council cannot deal with at a local level, these can be progressed through the Chairs of Academy Council (COAC) meetings up to Board level. SM commented that although the timing of Broadoak joining the CLF was good for the school, it presented a number of challenges for the Governing Body. TS advised that he will feed back to Steve Taylor that transition support for Governance could be improved, and thanked her for her feedback.</p>	TS
10	Any Other Business	
	<p><u>Academy Council Visits</u></p> <p>The Academy Council would like to become involved with school visits, lesson drop-ins and student voice but it will be important to agree a focus for such involvement. KM invited all Academy Councillors to come into the Academy any time they are available and she will agree with them areas to focus on. She requested that some dates are identified as soon as possible so they can be put in the diary. Action – Academy Council members to forward potential dates</p>	

<p>and times to SM within the next week so she can draw up a programme of visits with KM</p> <p>KM advised that each year Broadoak hold a 'tea and cake' session towards the end of Term 1 for new staff for a review of how things are going. She asked if any Academy Councillors could be available to attend this event and advised that the date can be arranged to fit in with their availability. BF agreed to represent the Academy Council. Action – KM to arrange the meeting for Monday 21st October 2019 and forward the time to BF.</p> <p><u>Federation Updates</u></p> <p>TS advised that a general CLF update is usually an agenda item for meetings. He updated the Academy Council about discussions around Uphill Primary joining the Federation this year, and advised that the recent Open Evening at Winterstoke Hundred Academy was well attended. Winterstoke Hundred will be opening in September 2020 with an intake of Year 7 and Post 16 students. Another Open Evening specifically aimed at Post 16 will take place on Monday 21st October, but there will also be an opportunity for parents of Year 7 to ask questions. There are currently five CLF Academies in Weston-super-Mare – Broadoak (BA), Hans Price (HPA), Haywood Village (HVA), Herons Moor (HMA) and Winterstoke Hundred (WHA), and there is good joint support and co-operation between the schools.</p> <p><u>Time of future meetings</u></p> <p>The Academy Council discussed the logistics of having an earlier start time. Meetings used to start at 6pm and the earlier start today was a little more problematic; but equally a late finish can also be problematic particularly for Broadoak staff as it is a very long day. It may be appropriate to compromise and start meetings at 5.30pm; and this will be considered further.</p> <p>As Executive Principal TS commented that there has been a really good level of challenge from the Academy Council at this meeting and this will be very valuable to the Academy moving forward.</p> <p>SM thanked everyone for their attendance and the meeting closed at 19:10</p>	<p>All</p> <p>KM/BF</p>
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