

Minutes – Broadoak Academy Council

Issue Date: 29th November 2023
Location: Broadoak Academy
Time: 17:00 – 19:00

Members:	<p>Susan Marshall (SM) Felicity Williamson (FW) Becky Frise (BF) Steve Taylor (ST) Stuart Veal (SV) Carina Ridge (CR) Danny McGilloway (DM) Mel Gee (MG) Cath Back (CB)</p>	<p>Sponsor Councillor Sponsor Councillor Sponsor Councillor and Chair CEO & Executive Principal (left at 5.50pm) Parent AC Vice Principal Principal, BA Teacher Councillor Support Staff Councillor</p>
Attendees:	<p>Jackie Pratlett (JP) David McFaul (DM) Sue Burns (SB)</p>	<p>Associate Assistant Principal (T&L) Associate Assistant Principal (T&L) Clerk</p>
Apologies:	<p>Sarah Matthews (SMa)</p>	<p>Sponsor Councillor</p>
Absent:	<p>Sarah Hardwidge (SH)</p>	<p>Student Advocate Councillor</p>

Item	Description	Action
1.0	Introductions and Welcome & Declarations of Interest	
1.1	The meeting commenced at 5.00pm	
1.2	BF welcomed everyone to the meeting and introductions were made.	
1.3	Apologies were received and accepted for Sarah Matthews.	
2.0	Academy Council Membership	
2.1	<p>There are vacancies for a Sponsor Councillor, Support Staff Councillor, Parent Councillor and LA Councillor. Safeguarding or education background is required. The Parent AC election will be held in T3, following a clear advertisement about the role of the Parent Academy Councillor.</p> <p>ACTION: BF to draft a Parent AC advertisement prior to the Parent AC election.</p>	BF
3.0	Minutes of the Previous Meeting	
3.1	The minutes of 9 th October 2023 were approved.	
4.0	Matters Arising not otherwise on the agenda	
4.1	<i>5.17 ACTION: LDL to report on the impact of the Hub provision at the meeting in March. Move to agenda for meeting 4 KS3 focus.</i>	

	<p><i>6.0 ACTION: CR to investigate whether there is a trend in PP performance for subjects with quality teaching. Move to agenda for meeting 4 PP focus.</i></p> <p><i>6.17 ACTION: CR to analyse historic reading provision for Y11 students to determine how effective the interventions have been. Move to agenda for meeting 3A Yr 11 focus.</i></p> <p><i>7.6 ACTION: CR to clarify the attendance data and which cohort as above – See Attendance update in AC report</i></p> <p><i>7.9 ACTION: CR to include a representative group of Y10 children’s attendance data at each meeting for the AC to monitor. See attendance update in AC report</i></p> <p><i>7.11 ACTION: CR to determine the impact of attendance interventions last year. See Attendance update in AC report.</i></p> <p>The Academy Council agreed that the marking and feedback roll-out will be-revisited in the T5 meeting, with a selection of books from different faculties to review.</p> <p>The Academy Councillors agreed that the Black Box Attendance data will be circulated moving forward, along with a consistent report for persistent absenteeism trend over time, to include PP.</p> <p>The Risk Register will be reviewed by BF and DM before the next meeting.</p>	
5.0	Review Ofsted Feedback BF & DM	
5.1	<p>The recent Ofsted inspection was a robust but positive experience. The judgement remains confidential until the report is published in December. Deep dives included English, Maths, MFL and PE deep-dives.</p>	
5.2	<p>Becky Frise took notes during the Ofsted feedback session, these are some of the highlights:</p> <p>Quality of Education</p> <ul style="list-style-type: none"> - Broad & ambitious curriculum - Teachers involved in curation of curriculum. - Secure subject knowledge & good CPD - SEND well supported & the school understands need. - Pupils in Branch and Nurture provisions are well cared for and taught well. <p>Behaviour</p> <ul style="list-style-type: none"> - There were strong positive relationships – this was characteristic across the school. - Difficulties of self regulation were addressed in Branch and the curriculum enacted, lessons were returned to quickly. - Inclusive and supportive culture - Bullying is not common - Punctuality is good <p>Personal Development</p> <ul style="list-style-type: none"> - There is an age related curriculum that builds confidence - Strength in diversity and inclusion - The introduction of the house system has led to togetherness - The lead in EDI is good & pupils take a lead 	

	<p>Leadership & Management</p> <ul style="list-style-type: none"> - Strong moral purpose of both old and new staff - Majority of parents happy with school - AC relationship is good with a planned, purposeful and accurate understanding of the school - ECT are well supported - Safeguarding has a good knowledge and awareness and is effective <p>Overall Ofsted judgement is GOOD!!</p>	
5.3	The Academy Councillors congratulated DM and the staff for their positive Ofsted inspection and feedback.	
6.0	AC Visit – 2 November 2023	
6.1	SM and BF noted the exponential improvement since the last AC visit that they undertook. (See extensive visit notes on Teams)	
	Marking and Feedback – Jackie Pratlett	
6.2	The classrooms are settled and the ‘Do Now’s are in place.	
6.3	The Marking and Feedback Policy has been drafted and training took place during the inset day.	
6.4	We have been explicit about what to look for and strategies that are well-researched and impactful.	
6.5	David and I met with the Heads of Faculty, and we’ve agreed what Marking and Feedback will look like for specific subjects. This will be a priority focus next term.	
6.6	We’ve taken what we learnt about the Do Now process and we are driving the marking change through the Head of Faculty who will go on to monitor it because the implementation will be slightly different for different faculty areas.	
6.7	<p>How do you ensure that what goes into books is consistent?</p> <p>The principle around marking and feedback is that if the books aren’t monitored and marked then quality feedback can’t be provided.</p>	
6.8	The ARV indicated that the quality of the work is not consistent between PP and Non-PP children. The marking and feedback process will support this.	
6.9	Jackie used a visualiser to demonstrate how to mark ten books in eleven minutes which staff found impactful.	
6.10	The next consideration is how we quality assure marking and feedback moving forward.	
6.11	<p>Have you considered teacher workload?</p> <p>Yes. We aim to mark a set of books and plan the following lesson within an hour.</p>	
6.12	<p>Will live marking be included in the guidance document?</p> <p>Yes, because deliberate practice in the lessons and live feedback is very impactful.</p>	
6.13	The marking will also support the development of the curriculum because staff will be able to support students to talk about their learning during their journey through BA.	
6.14	<p>Will student voice be collated?</p> <p>Yes, we will re-frame what marking looks like for the students so that they feel that their work is valued.</p>	
6.15	<p>Will the new system streamline parents evening?</p> <p>Yes, because the staff are encouraged to note trends which will inform some of the conversations with parents.</p>	
6.16	Maths, Science and PSHE Link Visit notes from SM are available on Teams.	
6.17	SM: There were some very good examples of the Do Now’s. The Head of Faculty found this process impactful and that it was a good opportunity to reflect by speaking about their first term.	
6.18	An increase in consistent and positive engagement (leaning in) was observed in lessons.	
6.19	What is the difference between positive engagement and leaning in?	

	The terminology of engagement can be used as a proxy for learning; therefore we are challenging staff to consider that students being engaged doesn't mean that they are learning. The term 'leaning in' is an active movement that delineates an interest in their learning.	
6.20	If a student values good behaviour and conduct, they will value learning. Having a strong, sequenced curriculum that is delivered well will motivate students.	
7.0	Behaviour & Exclusions	
7.1	What is the average figure? The number of days, divided by the number of children.	
7.2	We had a period of re-set in T1 to re-set expectations from the summer and we raised our expectations about behaviour. We were explicit about what was expected of children and that they attend all six lessons each day and are on time. We also put in place some adjustments for vulnerable children.	
7.3	If the students fall below our explicit standards, there is a consequence.	
7.4	We reminded the students about the uniform requirements and there was some push back from a small group of children. There is also a small group of children that had a lot of behaviour points that we could identify through monitoring the class charts. Because their behaviour was on a trajectory, we met with all the families and put in behaviour contracts where the family and student agree that the sanction will be a suspension.	
7.5	We have a small group of students who are over-represented in the data. They have benefited from the Nurture Hub and as a result there has been a reduction in behaviour incidents. Only Carina and Danny make the decision to suspend, and this is done following consultation with each other.	
7.6	We work closely with parents which has been positive, even when their children are struggling to meet the standard.	
7.7	There has been a significant reduction of suspensions in T2 which we are seeking to maintain. A suspension review is planned for next term, which is good practice.	
7.8	91% of children have never been suspended. 13 children make up most of the suspensions across the school, 6 of whom are in Y8.	
7.9	What do you do to support student's learning whilst they're on suspension? We meet our statutory requirements to provide work during suspension. The Nurture Hub is a deliberate provision for pre-teach and catch-up requirements. A lot of these children have a school profile of missing learning. Therefore, in the Nurture Hub we are identifying what key aspects the children need to know.	
7.10	The age of the student plays a role in determining what bespoke learning we provide.	
7.11	Were children who were late to lessons given suspensions? This depends on what they did before they were late.	
7.12	There are clear criteria in the class charts which staff can use to log inappropriate behaviour. This results in consistent logging and tracking.	
7.13	David McFaul and Jackie Pratlett left the meeting at 6.15pm	
8.0	Attendance	
8.1	There are 13 severe persistent absentees that skew the data. Therefore, it's difficult to determine whether the attendance measures for the rest of the cohort are having an impact.	
8.2	What has been done to reduce PP Severe Absenteeism? We consistently engage with the families over time which has resulted in a 4% increase in attendance. Attendance is a symptom of other aspects of these students lives e.g. poverty. deprivation.	
8.3	Attendance will finish on 89.2% of 89.3% at the end of this term which is an improvement on last year. We've had an issue with Bromcom issuing letters which has impacted our attendance processes, otherwise our attendance for this term would probably have been over 90%. This is frustrating because we are the only Secondary School in the Trust who	

	have been impacted by this. Therefore, we are anticipating an increase in attendance next term.	
8.4	Lindsey's workload has increased with the Nurture Hub, how are you mitigating this? We have an Attendance Administrator who is training to be an Attendance Officer, and we will add an additional post for bespoke support of the hard-to-reach families which will be an internal appointment. The Nurture Hub has strong processes in place which also support staff workload.	
9.0	Health & Safety – Stuart Veal	
9.1	Stuart is the H&S Link Councillor.	
9.2	Stuart met with Jackie Vernon (Senior Operations Manager) on 3 rd October 2023 and has a tour of the premises. He looked at the effectiveness of policies and incident reporting.	
9.3	The H&S meeting scheduled for 9th November was moved to 30th November due to the Ofsted inspection.	
9.4	What is happening with the fire door issue? This is with the facilities central team. Some of the doors require replacing, and there is a cost implication. There is no risk that the doors won't function in a fire, but they are due to be upgraded.	
9.5	Can you pursue any grants? The Central Facilities Team are aware of grants and access them on behalf of all the schools in the CLF.	
9.6	ACTION: SV to update at the next meeting on the Fire Door issue.	SV
9.7	The new carpets will be installed over Easter, starting with the atrium.	
10.0	Matters for the attention of the Board	
10.1	None.	
11.0		
11.1	The mock exam data is not available for this meeting. Therefore, it will be reviewed in an additional January meeting with limited attendees.	
11.2	ACTION: CR to send BF dates that CR and DM are available in January 2023 for the additional Data Review meeting.	CR
11.3	Is the school discussing the use of AI with students and staff? We have discussed what safeguards we use as a staff body to mitigate the use of AI, but we have not discussed protocols with students.	
11.4	The CLF need to provide a central policy around the consistent use and approach to AI.	
11.5	ACTION: DM to liaise with ST re the CLF producing consistent guidelines for the use and application of AI across the Trust.	DM
11.6	The growth of student number is positive. Will this impact on your class sizes? I think we will get 160 students on roll next year. We have re-timetabled our Y9 and added a fifth group. After the offer day in March, we will know how many students to anticipate and therefore will begin our planning.	
11.7	Should we consider that the school may be full within two to three years? We have increased some of our staffing and are experimenting with some outside dining arrangements currently. We can accommodate an increase in students for the next two years, but we are planning further ahead.	
12.0	Close of Meeting	
12.1	The meeting closed at 6.55pm	