

Minutes – Broadoak Academy Council

Issue Date: 28th February 2024
Location: Broadoak Academy
Time: 17:00 – 19:00

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| Members: | <p>Susan Marshall (SM) Felicity Williamson (FW) Becky Frise (BF) Steve Taylor (ST) Stuart Veal (SV) Danny McGilloway (DM) Sarah Hardwidge (SH) Sarah Matthews (SMa)</p> | <p>Sponsor Councillor Sponsor Councillor Sponsor Councillor and Chair CEO & Executive Principal (joined via Teams) Parent AC Principal, BA Student Advocate Councillor Sponsor Councillor</p> |
| Attendees: | <p>Jackie Pratlett (JP) David McFaul (DM) Georgia Wilde Lindsey Mark Tipler (MT) Sue Burns (SB)</p> | <p>Associate Assistant Principal (T&L) Associate Assistant Principal (T&L) Careers & Aspirations Co-ordinator Associate Assistant Principal Assistant Principal Clerk</p> |
| Apologies: | <p>Cath Back (CB) Mel Gee (MG) Carina Ridge (CR)</p> | <p>Support Staff Councillor Teacher Councillor Vice Principal</p> |

| Item | Description | Action |
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| 1.0 | Introductions and Welcome & Declarations of Interest | |
| 1.1 | The meeting commenced at 5.10pm | |
| 1.2 | BF welcomed everyone to the meeting and introductions were made. | |
| 1.3 | Apologies were received and accepted for Cath Back and Mel Gee. | |
| 2.0 | Academy Council Membership | |
| 2.1 | There are vacancies for a Sponsor Councillor, Support Staff Councillor, Parent Councillor and LA Councillor. A 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. | |
| 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 | 2.1 BF to draft a Parent AC advertisement prior to the Parent AC election. <i>In progress, discussions with DG about format and wording.</i> | |

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| | <p>9.6 SV to update at the next meeting on the Fire Door issue. 15 new Fire Doors have been installed. They are compliant but not installed correctly, therefore the work will be revisited by an alternative contractor (who is also doing the carpets and flooring). One of the fire doors has been damaged since installation and will need to be replaced.</p> <p>11.2 CR to send BF dates that CR and DM are available in January 2023 for the additional Data Review meeting. Actioned: Meeting took place 30 Jan 2024</p> <p>11.5 DM to liaise with ST re the CLF producing consistent guidelines for the use and application of AI across the Trust. To be discussed at meeting 6.</p> <p>Matters arising from meeting T2. 5.17 LDL to report on the impact of the Hub provision at the meeting in March. – Actioned: Will be discussed at this meeting.</p> <p>6.0 CR to investigate whether there is a trend in PP performance for subjects with quality testing. To be discussed at meeting 6.</p> | |
| 5.0 | Safeguarding – Mark Tipler | |
| 5.1 | The audit took place last summer and was a new format containing 117 points that required evidence. The improvement in the culture of safeguarding in the academy was noted. | |
| 5.2 | We are in the process of providing evidence for all the areas listed in the audit and have moved back to a physical bound and numbered book which is stored centrally. | |
| 5.3 | Is the bound and numbered book used in conjunction with CPOMS? Yes. Physical restraint. | |
| 5.4 | PSHE delivery of lessons is tailored to the needs of the academy as and when issues arise, and which topics will be covered as part of the PSHE curriculum where it overlaps with safeguarding e.g. online safety. | |
| 5.5 | Child friendly versions of key policies. | |
| 5.6 | New staff induction and the introduction of a Safeguarding agenda for our meetings. | |
| 5.7 | British Values has been a focus. | |
| 5.8 | The next audit is due to take place after Easter. We now have a clear audit trail that key processes are taking place. | |
| 5.9 | There were two Ofsted meetings with the lead inspector lasting an hour. We discussed the safeguarding team, the structure of the team, the work we do with external agencies, and we discussed some complex cases. We reviewed case studies that involved escalation to social care, multi-agency works and one child-on-child allegation. I presented on our monitoring and filtering processes, and we discussed how students leave the school roll and why. We discussed the numbers and types of bullying and what action had been taken. | |
| 5.10 | The Ofsted Report made positive references to the robustness of safeguarding in the academy. | |
| 5.11 | DM: I've been a DSL for 15 years and have never had to deal with some of the trauma that the team have to deal with at BA. | |
| 5.12 | How many students are on a CP Plan? Currently 4, but we have had up to 10 at one time. There are 10 students in care, some of whom were on CP Plans. | |
| 5.13 | The T3 report (page 6) indicates zero incidents? | |

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| | The chart demonstrates cumulative data which is why the chart is the same as the previous term. | |
| 5.14 | ACTION: MT to update the safeguarding chart to indicate which of the data is cumulative. | MT |
| 5.15 | [REDACTED] | |
| 5.16 | Has there been an increase in race issues recently? We've not had experience of that here, but the Bristol Academies have. The Trust has provided a range of resources to support with this issue. There has been some very strong practice in the Bristol schools in response. | |
| 5.17 | In 2021-22 there were five referrals to PREVENT from NS Schools. The following year there were nineteen referrals which indicates a rise in radicalisation. However, we have not seen that trend at BA. | |
| 6.0 | Careers – Georgia Wilde and Sarah Matthews. | |
| 6.1 | SM: Jorgia has been in post for nearly two years, having moved from Weston College. I've visited the Careers Department during that time and seen the careers provision improve during this time. | |
| 6.2 | The Gatsby Benchmarks are used to measure progress which indicates that BA is in a strong position. The West of England Combined Academy monitors compliance with the Gatsby Benchmarks. | |
| 6.3 | BA is 100% compliant in 7 or the 8 benchmarks and are 90% compliant with the final one. | |
| 6.4 | Georgia has recently completed the Careers Lead qualification. | |
| 6.5 | Congrats from the AC. | |
| 6.6 | The Academy Council received a Careers Slide Show. | |
| 6.7 | How do you measure the 'right amount of exposure'? The PAL (Provider Access Legislation) compliance is more specific about the minimum number of careers experiences. | |
| 6.8 | How do you identify students who may become NEET in Y9 or Y10? They have low aspirations or lack a sense of direction when choosing their options. They are often school refusers or have low attendance. | |
| 6.9 | How do you ensure that no-one slips through the net? North Somerset have a working group and we liaise with our pastoral team because we know our students very well. | |
| 6.10 | We arranged 21 Careers trips which is impressive compared to other schools. | |
| 6.11 | We work with Into University, South Bristol Youth and The Wessex Inspiration Network. | |
| 6.12 | We have produced branded bags with prospectives and fliers that each Y11 student receives and a folder with their careers experience and certificates. | |
| 6.13 | Careers Week was very well received last year and takes place next week. We have made arrangements for each year group. We are using a cyber digital theme. Our link is Chris Woolly (ex-Head of Cyber Crime for the UK and Chief Home Office Advisor). | |
| 6.14 | The British Institute of Media Association (BIMA) attended the school for a day, and we won the national prize out of 2,500 entries. The whole Computer Science Group took part in the day and the group of five boys made the entry that won. The prize included £500 for the school and 10 Vue Cinema tickets each. | |
| 6.15 | We measure impact by using case studies. | |
| 6.16 | Compass provide a future skills questionnaire to measure students' experience of careers provision. We have used that with our Y11 cohort to capture any gaps. | |
| 6.17 | Our employers use a feedback survey, and 100% of respondents indicated that they would provide placements again. | |

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| 6.18 | We would like to introduce mock interviews and move to the Career Pilot programme for PSHE. An in-house Careers Fair, an employer partner for each subject area. PD for teaching staff and tutors to improve their confidence. Further promotion of the careers brand. | |
| 6.19 | 80.65% of the year group had a three-day work experience placements last year and the remaining students had a placement in school. This year these will be for five-days. | |
| 6.20 | Do the Tutors receive training on how to present careers? is the student and family's responsibility to find the placement as part of learning independence and the tutor's role to encourage them. Moving forward we can provide some materials to support parents and how to utilise the form. We have identified which students will need the most support so that the external careers advisor can help them find placements. It | |
| 6.21 | Of the 30 students in 2023 who had an in-school placement, what proportion were PP? I have this data and can circulate it after the meeting. | |
| 6.22 | ACTION: DM to liaise with Georgia Wilde to determine how many PP students had an on-site work experience placement. | DM |
| 6.23 | Is there an option for students to do a one or two-day placement? We prefer for them to have a longer placement, but a shorter placement is better than no placement. We sometimes use a hybrid offer of on and off-site placements. | |
| 6.24 | NEETs have reduced from 4 in 2020-21 to 1 in 2023-24. This year we have 54 students who have not yet applied, but it is early in the year and the WHA Day takes place next week which will attract many of them. | |
| 6.25 | ACTION: BF to liaise with Georgia Wilde re the Caroline Maud-James Trust | BF |
| 6.26 | <i>The Academy Council congratulated Broadoak on the level of work and commitment that is invested into careers provision and the resultant impact.</i> | |
| 7.0 | Nurture Hub - Lindsey | |
| 7.1 | There are 28 students using the Nurture Hub as a safe space. | |
| 7.2 | Is the pre-teaching for particular subjects? Core subjects (English, Maths, and Science) The students are pre-taught what they will cover that week so they are not removed from the lessons. | |
| 7.3 | Is there communication with the teachers? No, we use the curriculum plan and if a student needs more time on a specific area we can offer that. The Heads of Faculty receive the feedback. | |
| 7.4 | Are the students from different year groups? They are from Y8 and Y9 and visit in with their year group cohort. | |
| 7.5 | Is their attendance measured? Yes. We have no internal truancy. | |
| 7.6 | We support some students to be more confident in returning to a subjects. | |
| 7.7 | Has overall attendance improved? We measure attendance, behaviour, and engagement. Although the attendance may not have improved, if the Hub provision wasn't available, it would likely have declined. | |
| 7.8 | What impact are you hoping for? The Hub is designed to provide students with a safe space to build resilience. It is an intervention to support students to return to lessons. We have seen a significant reduction in suspensions for students. | |
| 7.9 | There will be a transition at Easter for some students as we change the Hub cohort. | |
| 7.10 | There is an entrance and exit strategy documented. | |
| 7.11 | Have any students requested to go back into lessons? Yes, and we are supporting them with transitions. | |
| 7.12 | What lessons do they come out of? Double PE or French. Only Y8 and Y9 are accessing the provision which is designed for KS3 as stipulated by Nurture. | |

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| 7.13 | <p>If there was no Nurture Hub and the students went on to ALP, what is available in the area?</p> <p>Not all of these students would require ALP. We are identifying students who are at risk of suspension or PEX. The Weston ALP provision is 'Boost Academy' and 'Elm Tree'. We can use a hybrid model between the ALP and the Nurture Hub when necessary, as part of our graduated response.</p> | |
| 7.14 | <p>How do you quality assure external providers?</p> <p>The students are escorted by teachers and visit as part of an intervention group, to build skills outside the classroom. External agencies also attend the hub and provide bespoke provision. SLAs, Safeguarding Policies and Ofsted registration is also provided, and we liaise with the LA.</p> | |
| 7.15 | <p>Do the students have a physical timetable?</p> <p>Yes.</p> | |
| 7.16 | <i>An example timetable was projected on the conference room screen.</i> | |
| 7.17 | The Academy Council thanked Lindsey for her presentation. | |
| | The Branch - MT | |
| 7.18 | The day-to-day workspace has been improved and remains a focus. The Assistant Heads of House support those students in the Branch which includes school refusers or students who have had a long absence and need bespoke plans to get them back into school. | |
| 7.19 | ACTION: BF to liaise with DM to arrange an AC visit to The Hub and the Branch when it is operating. | BF/DM |
| 8.0 | Policies | |
| 8.1 | <p>Policies to note:</p> <ul style="list-style-type: none"> Complaints | |
| 8.2 | ACTION: BF to feedback to Liz Tinknell that the Complaints Policy should stipulate what items are beyond the scope of a Complaints Policy e.g. Admissions, Staff Grievance. | BF |
| 8.3 | <p>Policies to approve:</p> <ul style="list-style-type: none"> Behaviour Addendum (Y11) <p>The Behaviour Policy is due for review, but the Y11 addendum can't be delayed, therefore the Y11 addendum for the Behaviour Policy will be reviewed and approved between meetings.</p> | |
| 9.0 | Academy Council Training | |
| 9.1 | CLF Conference – 5 July 2024 (Save the Date) | |
| 10.0 | Matters for the attention of the Board | |
| 10.1 | None. | |
| 11.0 | Attendance | |
| 11.1 | <p>At what point will we get 90% attendance across all year groups?</p> <p>Attendance is improving and the PP gap is smaller. We are now looking at granular data to determine trends in days and lessons. We've put a lot of interventions in place and anticipate attendance improving over the following terms. Cath Back has now been appointed as the Attendance Liaison.</p> | |
| 11.2 | Our PA statistic is better than the national average. | |
| 11.3 | ACTION: DM to circulate case studies for school refusers who are back on site. | DM |
| 11.4 | ACTION: DM to circulate the latest black box attendance data (released the Friday before the AC meeting). | DM |
| 11.5 | ACTION: BF to liaise with the ACs and CR to attend a Student Voice session | BF |
| 12.0 | AOB | |
| 12.1 | Friday 1 st March 2024: Radio Bristol interview in the morning and Points West Prom Shop in the evening. | |

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| 12.2 | BA is the only school whose Ofsted outcome was not reported in the Weston Mercury. DM is addressing this with other media outlets. | |
| 13.0 | Close of Meeting | |
| 13.1 | The meeting closed at 7.25pm. | |