

# Minutes – Broadoak Academy Council

**Issue Date:** 8<sup>th</sup> July 2024  
**Location:** Broadoak Academy  
**Time:** 17:00 – 19:00

<b>Members:</b>	<p>Susan Marshall (SM)          Becky Frise (BF)          Danny McGilloway (DM)          Sarah Hardwidge (SH)          Sarah Matthews (SMa)          Cath Back (CB)  <i>Vacancy</i>          Felicity Williamson (FW)          Jackie Pratlett (JP)</p>	<p>Sponsor Councillor          Sponsor Councillor and Chair          Principal, BA          Student Advocate Councillor          Sponsor Councillor          Support Staff Councillor          Teacher Councillor          Sponsor Councillor          Associate Assistant Principal (T&amp;L)</p>
<b>Attendees:</b>	<p>Mark Tipler (MT)          Caroline James (CJ)          Sue Burns (SB)</p>	<p>Assistant Principal           Clerk</p>
<b>Apologies:</b>	<p>Carina Ridge (CR)          Stuart Veal (SV)          Steve Taylor (ST)</p>	<p>Vice Principal          Parent AC          CEO &amp; Executive Principal</p>

Item	Description	Action
<b>1.0</b>	<b>Introductions and Welcome &amp; Declarations of Interest</b>	
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 Stuart Veal, Carina Ridge and Steve Taylor.	
<b>2.0</b>	<b>Academy Council Membership</b>	
2.1	Felicity Williamson is stepping down at the end of the academic year. The Academy Council thanked Felicity for her support and commitment to the school during her term of office.	
2.2	Lou Eddins is the new Parent Governor; she is in the process of providing her documentation and reference information.	
2.3	The meeting dates for 2024-25 have been circulated. The 7 <sup>th</sup> October meeting may be moved back to later in the term.	
<b>3.0</b>	<b>Minutes of the Previous Meeting</b>	
3.1	The minutes of 15 <sup>th</sup> May 2024 were approved.	
<b>4.0</b>	<b>Matters Arising not otherwise on the agenda</b>	
4.1	2.1 BF to liaise with Tricia re Stuart Veal's email address so that he receives emails from Central Team. <b>Actioned.</b>	

	<p>5.7 - DM to liaise with the CLF Attendance Officer re the new U-Code legislation – <b>Completed. The new legislation is that the register closes 30 minutes after the registration period, after which a student is marked as absent with a U-Code. The Trust has not yet indicated whether there will be a consistent time across the Trust of whether each school will base the closure on their tutor time.</b></p> <p>6. 8- David McFaul to RAG-rate the KS3 data in future data drops. <b>In progress.</b></p> <p>8.19 - Sarah Matthews to send the PP questions to Carina Ridge so that she can answer them – <b>Carried forward.</b></p> <p>9.5 - DMc to determine how non-specialist cover can be improved. <b>Carried over to next academic year</b></p> <p>9.7 - DM to follow up with Aspens about the nutritional content of the food and the portion size – <b>Completed. Aspens require time to determine the nutritional content. The portion sizes are based on the cost of the food, therefore if the size increases, the price will increase. We provide an additional 80p for the PP student meals. There will be a new protocol for students ordering food next year to prevent meal debt. This information will be fed back to the students via Student Parliament.</b></p> <p><b>Is there much food waste?</b> Very little food is thrown away. Surplus food is distributed to students.</p> <p>9.8 - SH to feedback at the next meeting on progress against the issues raised in student voice – <b>Carried forward.</b></p> <p>9.14 - DM to include staff absence as an indicator in future Staff Survey outcome data. <b>Carried over to new academic year/next staff survey.</b></p>	
<b>5.0</b>	<b>EDI - Rose</b>	
5.1	The new RSC guidance is non-statutory because draft guidance was leaked, and the General Attorney stated that it was in director conflict with the Equalities Act. The Unions have raised concerns about successful legal challenges against schools. The word ‘must’ is used where compliance is required and ‘should’ where it’s best practice.	
5.2	We have specific toilets for boys, and separate toilets for girls as well as a gender-neutral toilet for students who are ‘socially transitioning’.	
5.3	Where uniform is specific to biologic sex then it is suggested that this is enforced, although schools can be flexible if required. Our uniform is not likely to create any issues.	
5.4	Sport changing arrangements require that students of the same biological sex compete with other children of the same biological sex.	
5.5	<b>Are there many trans students in the school?</b> No, but some of issues in the guidance could be challenging for them.	
5.6	The new guidance suggests that pro-nouns for social transitioning students do not need to be used.	
5.7	<b>What is social transitioning?</b> That a student is proposing a change to their body but are not currently entering into medical procedures, which is part of the Equalities Act.	
5.8	A lot of the guidance ensures that parents are informed that their child has indicated that are intending to transition. But this is not statutory guidance due to safeguarding needs, therefore parents ‘may’ be informed, not ‘have’ to be informed.	
5.9	<b>ACTION: Rose to circulate a summary of the DfE RSE non-statutory guidance and the BA EDI statement.</b>	<b>R</b>
5.10	Attendance registers require the child’s given name to be recorded but ‘known as’ can be added. However, for exams, the given name has to be used unless the name is changed by Deed Poll.	
5.11	If a student wishes to be known by another name, parents must authorise it.	

5.12	Pride Month has been celebrated with a range of events including a Just Dance party. The Festival of Culture was very well received and has been very impactful.	
5.13	<b>When celebration events are organised, does it drive questions about cultures?</b> Yes, and we considered what to wear if you are 'White British'.	
5.14	We are going to audit the curriculum in terms of EDI next year.	
5.15	<b>Has there been any resistance to the EDI arrangements?</b> No. Rigorous professional development has ensured that the staff are more confident about EDI issues.	
5.16	The Academy Council congratulated Rose and the staff for their commitment to EDI.	
<b>6.0</b>	<b>Reading Strategy Update and Impact – Jackie Pratlett</b>	
6.1	Reading has had a positive year which has resulted in a shift in priorities. We have worked closely with the Trust-wide literacy network.	
6.2	Reading for pleasure in Y7 and Y8 has been embraced and the library is a popular area that is now being better used.	
6.3	<b>What caused the drop-off in Library usage?</b> During Covid the Library was out of use, therefore we have promoted it and introduced library lessons to Y7 once a week. This was so impactful that we rolled the initiative in Y8 and next year into Y9.	
6.4	<b>Y7 and Y8 have an increase in library loans, but there is a gap at Y10 and Y11, what is the strategy for that?</b> We will roll forward the library lessons. The Y10 and Y11's do a lot of research online. We have moved revisions sessions into the library so that they become familiar with it and the tutor programme will be included in Y10 and Y11 and we need to encourage the staff to take students to the library.	
6.5	<b>Is the library stock appropriate?</b> We have a section relevant to GCSE subjects available and will audit the library stock.	
6.6	<b>When will you know the new Y7s reading age?</b> They will all sit a reading test at the beginning of the year, and we will have the SATs results. Dyslexia screening has already taken place.	
6.7	<b>How many students are reading below their chronological age?</b> We have 39 students with a reading age lower than 8.6 years which is considered the threshold for being able to access the curriculum and have received small group interventions which is labour intensive.	
6.8	Students with functional reading skills may lack comprehension skills and require some one-to-one support which is challenging because there are over 100 children in that group.	
6.9	<i>The Academy Councillors thanked Jackie for her presentation.</i>	
<b>7.0</b>	<b>LAC Update – Mark Tipler</b>	
7.1	There has been an increase in the number of students in the school who have gone into care. They are well supported in the school.	
7.2	Attendance and behaviour data for CiC students has been circulated for information.	
7.3	There are a variety of reasons for students going into care, therefore some additional information has been included about what their aspirations are.	
7.4	<b>What support is available when they go to another school?</b> I continue to attend PEP meetings and the team around the child every two weeks. We continue with mentoring support and liaising with external agencies.	
7.5	<b>Is the LA able to place students in the local area, or do they have to commute long distances?</b> All the children live in Weston or the local area. Two are driven in from Bridgwater.	
7.6	<b>Are the students put in family placements?</b> Yes, except for one student who is in residential centre.	
7.7	<b>There are two LAC joining next year?</b> Yes, which will bring us up to 10 students.	

7.8	Ofsted recognised that we support our CiC students well and therefore there has been an increase in the number of referrals received. We are also able to access more support from the LA.	
<b>8.0</b>	<b>Safeguarding Audit – Mark Tipler</b>	
8.1	The audit had 120 areas last year and we were green in 55% of areas. We have made progress of 10% since last year, but there were over 200 areas in the audit this year which has been raised with the Trust.	
8.2	The process is useful and indicates the areas we need to address. However, the process is blind which means we can't prepare for the process.	
8.3	<b>Is it clear why the additional areas were included?</b> Yes. For example, filtering and monitoring is an area in KCSIE, but some of them were more obscure.	
8.4	<b>Key areas included specialist areas of training for the team?</b> The audit requires that all the certificates are made available, but we can't evidence them if the member of staff is not in school that day.	
8.5	There were some minor issues with the SCR e.g. the PREVENT training certificate dates were not recorded, Nimble training for a member of staff was considered as not completed because they work across several schools, and it was recorded in another school.	
<b>9.0</b>	<b>Maud Trust Update – Caroline James – Becky Frise</b>	
9.1	Six Y11 students applied for bursaries for equipment for their College Courses.	
9.2	All the students were articulate and enthusiastic about Broadoak. They understood their course choices and the rationale for their choice.	
9.3	The students were a testament to the amount of pastoral support and Careers advice they received, and they all felt invested in.	
9.4	All the candidates were a testament to the school.	
9.5	We are waiting for feedback to confirm that they'd all received their bursaries.	
	<b>Y6-Y7 Transition – Danny McGilloway</b>	
9.6	We have evolved the pack to ensure that it's engaging for the parents and provides all the information they require.	
9.7	A curriculum map was circulated, a welcome leaflet, a visual timetable, an invitation to the Festival of Culture and some sunflower seeds.	
9.8	The transition day was well organised, and the students engaged in the learning.	
9.9	There were four children from one primary school with complex needs that had not been communicated to us, including one on a part-time timetable. Three of the students will be on our roll from September but will have their education provided by the LA. Three EHCP applications have since been made.	
9.10	The parent event included a presentation of the work their children had done.	
9.11	The questionnaire results have been circulated and provided excellent feedback, including that 85% were very likely to recommend Broadoak Academy.	
9.12	An Admissions Appeal is required, and we have a waiting list of four children.	
9.13	A lot of positive comments about Broadoak have also been seen on social media recently.	
9.14	<b>What are the plans for stretching the students academically in Y7?</b> I'm going to meet with Marie Berry in Bournville and discuss it with Secondary Heads in North Somerset to raise the expectations for our Y7s. Our lessons are 100 minutes long which will build stamina in the students. The planning, marking and feedback are all key. We also have good staff retention, and the curriculum has embedded. We are changing the SLT structure next year to include Raising Attainment.	
	<b>Budget</b>	
9.15	The school is lag-funded. Some extra funding has almost doubled due to an increase in students and the income is 8% higher.	
9.16	We have worked hard to get the budget to a small deficit by not replacing three members of staff who are leaving. We are anticipating ending the year with a break-even budget.	

9.17	We will not be able to offer GCSE Music and the curriculum has been restructured slightly to take into account the existing staff and all subjects will be taught by a specialist teacher.	
9.18	We had a carry-forward of just over £50k from last year.	
9.19	<b>Are any of the staff specialists but are inexperienced in the subject?</b> No, but there are a few members of staff who have a lot of experience in teaching a subject but don't have a qualification in it.	
9.20	<b>Do you have capacity for cover?</b> We have been able to timetable the whole school without timetabling the cover teachers.	
9.21	<b>What will cover teachers do if they are not timetabled?</b> There is always staff absence due to illness or course attendance. If there isn't a class to cover then they develop a resource, do tutor time or provide reading support. We use them well and they are good value for money.	
<b>10.0</b>	<b>Policies</b>	
10.1	<b>Policies to note:</b> None.	
10.2	<b>Policies to approve:</b> <ul style="list-style-type: none"> <li>• Attendance (to approve)</li> <li>• H&amp;S Policy (to note)</li> </ul> <b>The Academy Council approved the above policies.</b>	
<b>11.0</b>	<b>Health &amp; Safety Update (move above policies)</b>	
11.1	A Fire Risk Assessment has taken place. All the fire doors will be installed over the summer.	
11.2	The actions arising from the audit will be addressed.	
11.3	<b>What are the Fire Risk Procedures that need to be actioned?</b> Some of the signs had fallen off the walls and need to be replaced.	
11.4	The fence is being re-positioned to accommodate the new minibus.	
<b>12.0</b>	<b>Matters for the attention of the Board</b>	
12.1	None.	
<b>13.0</b>	<b>AOB</b>	
13.1	Thursday 11 <sup>th</sup> July 2024 – Above and Beyond Awards Ceremony.	
13.2	Becky Frise thanked the Academy Council and the staff for their ongoing commitment to the academy and wished everyone a good summer break.	
13.3	Danny personally thanked Felicity for her commitment to education, having worked with her for many years in different roles.	
<b>14.0</b>	<b>Close of Meeting</b>	
14.1	The meeting closed at 7.00pm	