

Minutes – Broadoak Academy Council

Issue Date: 26th June 2023
Location: Broadoak Academy
Time: 17:00 – 19:00

Members:

Susan Marshall (SM)	Sponsor Councillor
Felicity Williamson (FW)	Sponsor Councillor
Sarah Matthews (SMa)	Sponsor Councillor
Becky Frise (BF)	Sponsor Councillor and Chair
Danny McGilloway (DM)	Principal, BA
Steve Taylor (ST)	CEO & Executive Principal
Stuart Veal (SV)	Parent AC
Cath Back (CB)	Student Advocate

Attendees:

Carina Smith (CS)	Vice Principal
Mark Tipler (MT)	AP for Safeguarding & Pastoral Care
Sue Burns (SB)	Clerk
Jason Clarkson (JC)	CAB Head of Y10 (shadowing ST)
Rose Hook (RH)	
Jon Jones (JJ)	BBA Principal (joined via Teams at 6.00pm)
Fleur	School Dog

Apologies:

Mel Gee (MG)	Support Staff Councillor
Sarah Hardwidge (SH)	Teacher Councillor

Absent:

Jason Adams (JA)	Parent Councillor
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Item	Description	Action
1.0	Introductions and Welcome	
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 SH, CB and MG.	
1.4	Absent without apologies: JA	
1.5	DM advised the AC that the CLF HR Team has formally apologised for the delay in processing SV's application and references.	
2.0	Declarations of Interest:	
2.1	There were no declarations of interest.	
3.0	Minutes of the Previous Meeting	
3.1	The minutes of 20 th April 2023 were approved.	
4.0	Matters Arising not otherwise on the agenda	

4.1	<p>5.2 MT to provide a report of the CPOM incident types – Completed and included in the report.</p> <p>6.18 DM to arrange for persistent absence and severely absent data to be circulated for the next meeting - Completed and included in the report.</p> <p>7.17 DM to circulate the staff retention data - Completed and included in the report.</p> <p>7.18 DM to liaise with BF to determine what data trends she would like to pursue – Carried forward.</p> <p>8.10 DM to split the truancy data between on-site and off-site – Completed. We are defining truancy/punctuality, to ensure consistent reporting across the school.</p> <p>10.2 All ACs to email Sue Marshall to confirm that they have read and noted the policies – Completed. The Ops Manager will customise the policies for Broadoak.</p>	
5.0	Y11 Exam Update	
5.1	<p>How have the students and staff responded to the exam season?</p> <p>The Raising Attainment Team have worked tirelessly and effectively and the Y11s have been supported to attend the exams. We have had almost 100% attendance in the exams. 104 students had access arrangements which were all efficiently catered for. There has been positive feedback from the invigilators about how the students have conducted themselves.</p>	
5.2	<p>What is your prediction?</p> <p>DM: I am predicting -0.16 based on observations and speaking with the students.</p>	
5.3	<p>What has happened recently to change the prediction?</p> <p>We have spent time with Dan and Steve and analysed the data and what the likely projection would be based on the completed assessment information that we have.</p>	
5.4	<p>How will you ensure that predictions are more accurate in the future?</p> <p>As an SLT team we are honing our predictions and how each subject is measured in the buckets. We have developed our Bucket 3 curriculum to mitigate some of the other subjects.</p>	
5.5	<p>Was Bucket 3 an issue last year?</p> <p>English Lit, DT, Combined Science and MFL were all a concern last year. These have been addressed during the course of the year which will support us moving to -0.16. Moving forward we will continue to develop Bucket 3 to improve outcomes. We have concentrated on PP students and individual ‘must get’ students this year and will improve this process again next year. The curriculum design and qualification offer have not developed as quickly as we would have liked but we have made some changes for the upcoming Y10s.</p>	
5.6	<p>DM: My focus until December was the pastoral system and therefore, I was not able to focus on the curriculum development before this calendar year. We are now more informed, and the AIP will indicate the focus on the curriculum next year.</p>	
5.7	<p>[REDACTED]</p>	
5.8	<p>[REDACTED]</p>	
5.9	<p>What are you doing to attract candidates?</p>	

	We are improving the school as a whole including attendance, staff wellbeing, the development of the curriculum, etc. We have used the SKITT programme very effectively. We need Ofsted to inspect and determine that we are Good which will make the school attractive to candidates.	
5.10	We are below average in the staff survey in terms of offering staff opportunities, is this an issue? We have created six individual leadership positions and we offer talent management to all our colleagues which is well received. We have made some strong recruitment in Maths and Science and the staff turnover has reduced over the years.	
5.11	ST: The school had a difficult inspection in 2017 and was graded RI. The outcomes have improved every year since, and -0.16 represents a continuation of this trend. This cohort began in 2018 when the school was at a weak point, followed by a pandemic. Moving forward, we need to support the KS3 cohort which will underpin their Y11 experience. The accuracy of predictions and how to convert key marginals is essential to obtain the best P8 and A8 outcomes.	
5.12	DM: We reviewed KS3 at the last meeting and we have three colleagues visiting lessons each week and feeding back to staff. KS3 will be part of the AIP next year and we are reviewing the groupings of Y7s next year.	
5.13	The school identified a challenge in the Y8 cohort because the DOYA was stronger in Y7 and in Y9? Y9 have been the focus of our curriculum intent to ensure that we can provide a curriculum that can meet their needs. They are a smaller year group which will provide an opportunity to work with them.	
5.14	BF: I visited the school during the exams and noted the calm atmosphere. There has also been a lot of very positive feedback from the students about their exam experience and Y11 attendance is to be commended.	
5.15	What were the arrangements for stakeholder feedback? CS: I saw the students every day to discuss any concerns they had and to take feedback about the exam arrangements. We also collated staff and parent voice via email.	
5.16	'Managing visiting moderation during this time', what does this refer to? We had visiting moderators booked in to review coursework which could have taken place at another time in the term. The timing of this will be reviewed for next year.	
5.17	The AC noted the JCQ Inspectors positive comments and the invigilators feedback.	
5.18	Do all the students have destinations? A small number of students do not have confirmed destinations yet, but these are being developed with the individuals; some students will not make a decision until they get their results. Every student has an application to WHA as an option (where appropriate). There are 12 students identified who may access the new LA NEET programme if required. We exploit levelling-up opportunities wherever possible.	
6.0	Rose Hook	
6.1	I have come from an inner-city school in Bristol and have EDI experience that may be helpful to BA. We have developed a festival of culture which was started in school with Ted-style talks about the history of the town and lessons on different cultural elements of our community.	
6.2	We arranged a food tasting session on the Friday which also raised money for charity.	
6.3	On the Saturday we held out multi-cultural day to celebrate who we are which was very successful and well-received.	
6.4	In addition, I am working with 'Integrate' and students are producing a film about key challenges for students.	
6.5	What is the Equalities Council? This consists of students from Tutor Groups and some from Integrate. They are looking at how we can extend the EDI offer.	

6.6	A group of students have formed 'ENTER' - Educate now to end racism – who are working with primary schools.	
6.7	We have worked with a range of external agencies and celebrated Ramadan and Eid and fasted with the students. DM visited the local mosque to break fast and we now have a dedicated prayer space and are developing links with the community.	
6.8	We are reviewing our extracurricular offer and enrichment week and how this can be used to springboard connection and representation moving forward.	
6.9	I am planning a curriculum audit next year and am working with the CLF Central Team to arrange this Trust-wide.	
6.10	The Academy Council congratulated the staff on the amount of work undertaken in a short space of time.	
6.11	Are you planning any attitude surveys? We did student voice following Black History Month and 72% of students engaged in the full range of activities. Students have indicated that they would like to be involved in these arrangements moving forward.	
6.12	We are anticipating a spike in reporting following the work that we are doing which indicates that the learning is having an impact.	
6.13	There has been a reduction in incidents in key CPOMS categories.	
6.14	We are exploring social cohesion and how to bring year groups together and a sense of belonging.	
6.15	Are you seeing a difference in the language used in the school? Yes, there has been an improvement in both language and behaviour. We have a Pride Party that is going to be well attended and no-one feels intimidated about attending it.	
6.16	How close is personal development to being Outstanding? It has been reported as Good in the AC Report, but the amount of development that we have done over the year indicates that we could meet the Ofsted criteria for Outstanding because we can evidence impact, particularly once we have collected student voice.	
6.17	Rose Hook left the meeting at 6.05pm	
6.18	The Academy Council noted that Rose has been nominated for teacher of the year award by the EDI Trust Lead.	
7.0	What to expect during an Ofsted Inspection – Jon Jones	
7.1	There are two types of inspection: Section 5 (graded) and Section 8 (ungraded). BA are anticipating a Section 5 inspection.	
7.2	Day 1 will focus on the Deep Dive process where Inspectors will talk to Senior Leaders about the curriculum intent, speak to the Curriculum Leaders, undertake work scrutinies, and undertake deep dives into specific subject areas.	
7.3	Day 2 will look at securing evidence for all the other judgment areas and meeting with the Academy Council.	
7.4	There are six key areas that define effective governance, as outlined in the DfE Governance Handbook .	
7.5	Inspectors have been trained to build an understanding of how governance works in a Trust, and that there is evidence of compliance with PREVENT, KCSIE and the Equality Act.	
7.6	Inspectors are trained in how to prepare for an Inspection and will have a list of potential questions that they may ask Academy Councillors.	
7.7	<i>The Academy Councillors took part in a spot-quiz of potential questions to identify what tools they utilise to hold the Principal to Account for the quality of education and other key areas.</i>	
7.8	The Academy Councillors were reminded to prioritise the areas that they wish to discuss with the Inspectors because time is limited.	
7.9	The AC thanked JJ for his informative presentation. JJ left the meeting at 6.45pm.	
8.0	Y10 Data	
8.1	There is a big gap between the start of the year and the first formal assessment, how are students assessed during this time to ensure that they are not falling behind?	

	Continuous assessment takes place and the transition from Y9 to Y10 informs the Raising Attainment Plan.	
8.2	The Academy Council agreed that the Y10 Data will be reviewed at the next AC meeting when the PP data will also be included.	
9.0	Safeguarding - MT	
9.1	The Safeguarding Audit was undertaken by Steve Bane two weeks ago and we have received the report which indicates which areas we need to focus on, which we had already identified.	
9.2	T5 trends include an increase in verbal bullying; we use a graduated response to this including restorative conversations, off-site directions, and liaising with an external partner.	
9.3	Substance misuse (vapes) is a concern, and we are working with the Police around access to vapes and the shops who are selling them to students.	
9.4	Self-injury has also increased due to the impact of social media.	
9.5	Is self-injury restricted to incidents outside of school? The vast majority of incidents are off-site. We link with external agencies to enhance PSHE and we have a safety plan to work with students and their families.	
9.6	Next year we will further develop our work around bullying, harmful sexual behaviour, online safety and PREVENT.	
9.7	ACTION: MT to distil the Safeguarding Audit Report into key priorities and share with the AC.	MT
9.8	Is the parenting course provided externally? Yes.	
9.9	Is the parenting course successful? Yes, when the parents engage.	
9.10	The School Counsellor Referrals has reduced, what do you attribute that to? The additional earlier triage and support that is provided is having a positive impact and the PSHE curriculum and Tutor Time and new Pastoral Structure and House Team results in day-to-day support. We have a range of skilled practitioners in our Pastoral Support Team.	
10.0	Attendance	
10.1	The Academy Council congratulated the staff on the improvement in attendance and noted the positive impact of the attendance initiatives and culture in the academy.	
10.2	The Academy Council noted the granularity of reporting in the attendance data and the ongoing commitment to improving attendance which is indicated by the results.	
11.0	Staff Voice	
11.1	The Academy Councillors reviewed the high-level data and key findings.	
11.2	What are your next steps? I will present the outcomes to the staff, along with our own survey results and determine what areas they are most concerned about. I will then work with the SLT to address these areas and look for improvement at the next survey. This model has been adopted across the Trust which validates its impact.	
11.3	We are aware that the comments are more positive than the score which illustrates the ongoing improvement trajectory.	
11.4	Is the survey norm-referenced? Yes. The survey uses national benchmarks as a comparator.	
11.5	Some of the outcomes are below the CLF outcome for the same question which we are analysing.	
12.0	Policies	
12.1	<ul style="list-style-type: none"> Exam Contingency Plan – Approved. Update on T&L Policy (info required from Academy no action for Council) 	
13.0	Governance	
13.1	All the Academy Councillors were reminded that the CLF Conference Day is scheduled for Friday 7th July 2023 at City Academy Bristol.	

14.0	Matters for the attention of the Board	
14.1	None.	
15.0	Finance - DM	
15.1	The carpets need urgent replacement because they smell; this will cost £4k - £5k	
15.2	A Food Pod is being installed outside, along with landscaping, both of which have been funded.	
15.3	We are experiencing the benefits of Trust investment, for which we are grateful, and have saved £180k in expenditure this year; we have had 124 applications for Y7 and have forecast 135 for budgeting purposes. We have also had 20 in-year admissions in the last 4 weeks.	
15.4	We are opening an SEMH Nurture Hub next year which will be funded by the LA. We will receive £7k per student and are anticipating 10 students. These will be students with SEMH needs, identified via Boxall profiling, who don't have an EHCP.	
15.5	Eight support staff and eight teachers are leaving Broadoak, eleven support staff and fourteen teachers are joining us.	
16.0	AOB	
16.1	The Academy Council thanked the SLT for the amount of work that they do to prepare for the meetings.	
16.2	DM thanked all the Academy Councillors for their thoughtful and thorough questioning during the year.	
16.3	The BA Newsletter will be circulated to Councillors along with a list of events that they can attend.	
17.0	Close of Meeting	
17.1	The meeting closed at 7.30pm	