

KING'S OAK ACADEMY

**Academy Council Meeting No 39
Monday 11 June 2018**

Present

Academy Councillors		Sponsor Councillors	
Richard Clutterbuck	Principal	Diane Owen (Chair)	Sponsor Councillor
	Parent Councillor	Sandra Slocombe	Sponsor Councillor
Tim Anderson	Staff Councillor	Gary Pine	Sponsor Councillor
Nicola Read	Parent Councillor		Sponsor Councillor
Sarah Franklin	Staff Councillor	Vacancy	Sponsor Councillor
Dan Nicholls	Executive Principal	Adele Rice	Student Advocate
Andrew Bush	LA		

In attendance

Gemma Read	Vice Principal
	Ass. Principal
Emma Mignaud	Primary Phase Leader
	Business Manager
Hugh Wilson	Clerk

Apologies: A Stallard, M Pursey.

Item	Note	Action
1	<p>Introduction, Administration and Apologies</p> <ul style="list-style-type: none"> All were welcomed to the meeting. Apologies for non-attendance were received, and accepted, from A Stallard and M Pursey. 	

2	Declarations of Interest: None declared.	
3	Minutes of Previous Meeting: 23 April 2018: <ul style="list-style-type: none"> • Accuracy: No inaccuracies were reported and the minutes were signed as a true record. • Actions: refer to Appendix 1. 	
4	Matters Arising: There were no matters arising from the previous minutes.	
5	Achievement and Standards Student Outcomes 2017: <ul style="list-style-type: none"> • <i>Are the primary concerned that the SAT results for reading are below National average?</i> <ul style="list-style-type: none"> ○ Yes, we are aware that the results are below national average however these have yet to be moderated. Nevertheless, we have introduced a new reading scheme which should have a positive impact in the future. • <i>What strategies are being put in place to support both HAP boys and girls given that progress shown in Y10 mocks is poor/of concern?</i> <ul style="list-style-type: none"> ○ Making sure teaching is challenging in the right way. ○ Running intervention for the gaps identified – we started late with Y11 this year and so we are starting now for Y10. ○ <i>What impact has the changes to the curriculum had?</i> <ul style="list-style-type: none"> ▪ None. The changes in curriculum only affect Y7 and 8. ○ <i>Is there any evidence the curriculum is supporting HAP students in any way?</i> <ul style="list-style-type: none"> ▪ Yes, we can generally identify where the gaps are and focus attention there. ○ <i>Are you seeing any “good news”?</i> <ul style="list-style-type: none"> ▪ Yes but can’t be specific. It is noted that there is no national definition of a highly attaining student. ○ <i>Will there be any gaps in T9?</i> <ul style="list-style-type: none"> ▪ Regrettably, we will always find gaps somewhere. The aim is to achieve a better balance with a smaller percentage needing intervention. Attendance: <ul style="list-style-type: none"> • <i>This is a topic brought up at every Council meeting yet we see no real evidence of any significant change. This is on the Improvement Priorities. What works well for other CLF schools? How do we compare, what is being done?</i> <ul style="list-style-type: none"> ○ There is lots of good work going on to address improved attendance and including the benefit derived from CLF support measures. It has proved difficult recovering from the impact of the flu bug in Term 3. 	

	<ul style="list-style-type: none"> ○ Term time holiday remains a concern. <ul style="list-style-type: none"> ▪ <i>Are fines being imposed for term time holiday without authorisation?</i> <ul style="list-style-type: none"> ● Yes, but it is not helped by the different approaches being taken by the two LA's. Bristol will impose a fine after 1-day absence whilst S Glos wait until day 6 – most absences are no more than 5 days. Furthermore, some parents consider the cost of the fine as part of the holiday cost and so the fine is not much of a deterrent. <p>Behaviour:</p> <ul style="list-style-type: none"> ● <i>Is the strategy of placing students in other academies as an alternative to FTE having a positive impact on their behaviour? How are these students supported with keeping up to date with work?</i> <ul style="list-style-type: none"> ○ Yes, it is having a positive impact with the majority of students who have been temporarily placed in other academies. Some examples were shared with Councillors. ○ <i>Can the data on numbers of students being referred to other academies be shared?</i> <ul style="list-style-type: none"> ▪ Yes, it will be provided. ○ <i>Is it likely that students would remain at another academy?</i> <ul style="list-style-type: none"> ▪ Under the scheme, students will return to KOA. It is possible however, that if they get on well at another academy, parents could make a formal application to permanently transfer to that school. ○ <i>How do we support students to keep up with the curriculum?</i> <ul style="list-style-type: none"> ▪ As far as possible referrals are made to CLF academies and therefore the curriculum is common. Otherwise we provide work for the student. <p>Action: Rck to ensure future reports on behaviour include stats on students temporarily placed in other academies.</p>	Action 39-1
6	<p>SEF and Academy Improvement Plans (AIP) and Response to Ofsted:</p> <p>Attendance:</p> <ul style="list-style-type: none"> ● <i>It was reported at the last meeting that measures were being considered about what can be put in place to help students catch up on learning if they have been absent. Can we have an update on this?</i> <ul style="list-style-type: none"> ○ No formal methods have been introduced to-date as there is a danger of introducing an unwieldy process. This issue is still under review. <p>Staff Welfare:</p> <ul style="list-style-type: none"> ● <i>Will another staff survey be run to see if the responses and actions put in place has changed the mood of staff?</i> <ul style="list-style-type: none"> ○ Yes, it is planned to conduct a further survey of staff in January. In addition, however, we are planning to seek further feedback from staff during this term (term 6). ● <i>Looking at the responses given to staff, issue 40 covered a number of areas. Can you give a fuller response to the issue raised?</i> 	

	<ul style="list-style-type: none"> ○ We are determined to change the culture of the school including the need to ensure that staff are aware that they and their efforts are very much appreciated. 	
7	<p>Strategic Planning:</p> <p>All Through Provision and Governance:</p> <ul style="list-style-type: none"> ● Refer to page 12 of the Academy Report for the details. RCh briefly outlined for Councillors the matters to be considered to ensure proper governance of an all-through academy. RCh is due to meet soon with BG (CLF central team) to discuss this issue. ● Councillors noted that it would be important to involve KOA council members in discussions as these progress. The importance of establishing secure governance of an all-through academy was emphasised. ● RCh then explained the rationale for the proposed SLT structure of the all-through provision. ● <i>Does a model where the 2 VPs are responsible separately for the Acorn and Secondary Phases fully reflect an all-through approach?</i> <ul style="list-style-type: none"> ○ It is important that parents have a clear "lead person" identified for each phase. ● Councillors noted that it was planned to have Assistant Principal's 2, 3 and 4 in place for September 18. <p>Curriculum:</p> <ul style="list-style-type: none"> ● Refer to page 11 of the Academy Report for the details. RCh outlined for Councillors the rationale for the changes to the curriculum, particularly the changes to the content of PHSE, and described how it is to be achieved. ● Following a discussion, Councillors welcomed the changes noting that this was a positive move. 	
8	<p>Risk Register:</p> <ul style="list-style-type: none"> ● RCh briefly described any recent updates to the Risk Register. ● Councillors queried whether there was a need to raise any new risks, such as: <ul style="list-style-type: none"> ○ Staff morale, in light of staff survey outcomes. ○ Staff retention. ● Are there any emerging themes arising from staff departures? <p>Action: RCh to look at adding a risk around staff retention/morale.</p> <p>Action: RCh to report to the AC whether there are any emerging themes from staff departures.</p>	<p>Action 39-2</p> <p>Action 39-3</p>
9	<p>Finance, Health & Safety and Estates report:</p> <ul style="list-style-type: none"> ● Refer to the Business Manager's report within the ACR. ● Councillors stated they would like feedback with regard to payback details following the Astro turf upgrade work. <p>Action: AGd to provide details of payback following Astro turf upgrade.</p>	<p>Action 39-4</p>

	Action: Councillors to review the Business Manager’s report (available on the portal) and raise any questions of clarification via email to AGd.	Action 39-5
10	Staffing: Refer to the Business Manager’s report provided at the meeting. <ul style="list-style-type: none"> • <i>There has been a 15% increase in staff absence against the average over the previous 5 years. Why do we think that is?</i> <ul style="list-style-type: none"> ○ This is due largely to 5 members of staff who long term health matters. 	
11	Policies that Require Review: <ul style="list-style-type: none"> • None for this meeting. • Councillors discussed, and agreed, to hold an additional AC meeting in September with the aim of reviewing and approving all school policies. The date to be arranged. Action: DOn to arrange and advise date for the “policies review meeting” in September.	Action 39-6
12	Events Within and Beyond Academy: Refer to ACR for the details.	
13	Student Voice/Student Advocate: Nil report.	
14	Governance: Portal: <ul style="list-style-type: none"> • Councillors discussed their experiences to date on logging in and using the Portal. Observations were noted by Rck for feedback to the IT team. • It was agreed that it would be very useful for Councillors to receive a presentation or training materials on the Portal with advice on how it can be used to create and store governance related material. Rck undertook to arrange this for the September meeting. Action: Rck to arrange a Portal briefing or support materials for the September AC meeting. Skills Audit: <ul style="list-style-type: none"> • A number of the skills audit proforma have been returned. DOn to collate and report back. • Any skills gaps identified could assist with identifying the skills required to fill the existing vacancy. 	Action 39-7

	<p>Action: DOn to collate the results of the skills audit and report back.</p> <p>Self-Evaluation:</p> <ul style="list-style-type: none"> • Councillors broke out into pairs to consider the self-evaluation questionnaire. • DOn to analyse the completed SE questionnaires and report on outcomes. • The overall feeling amongst Councillors is that the AC has become more effective this year in supporting and challenging the school, although there remains a concern that this is less so with regard to the Primary phase. It was noted and agreed however that this will be addressed as part of the all-through academy work. <p>School Visits:</p> <ul style="list-style-type: none"> • The next round of visits are being scheduled by GRd, who will be in contact with Councillors very soon. 	Action 39-8
15	<p>Any Other Business:</p> <p>Date of next AC meetings</p> <ul style="list-style-type: none"> • September 2018 (TBA), 15 October 2018, 21 January 2019, 4 March 2019, 13 May 2019, 24 June 2019 <p>Clerk</p> <ul style="list-style-type: none"> • Councillors noted that following the CLF reorganisation of academies into geographical clusters and changes to the clerking arrangements, that this meeting was the final meeting for HWn; a new clerk will be appointed for September onwards. Accordingly, Councillors expressed their thanks and appreciation for his help and support to the KOA academy council. DOn expressed her personal thanks for his support to her as Chair, initially as Kingsfield school Governing Body and subsequently as Chair of the Kings Oak academy council. • In response HWn stated that it had been his privilege and an honour to serve as clerk and acknowledged his admiration for the AC members and their commitment in providing sterling challenge and support to the school, the Principal and staff. 	

Approved
Diane Owen
Chair King's Oak Academy Council

Date:

KOA Academy Council

Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
15 Jan 2018	37-2	Link Councillors on future visits to the school should ask to see the current Black Box data relevant to the visit – ongoing.	Link Councillors	Open
15 Jan 2018	37-3	AG to provide detailed staff absence statistics for the next meeting – completed.	AGd	Closed
23 Apr 2018	38-1	DOn to write an email to all staff expressing the thanks and appreciation of Councillors for their work in support of the school in retaining their “Good” Ofsted rating – completed.	DOn	Closed
23 Apr 2018	38-2	Rck to include the teaching assessment chart into the principal’s report to enable Councillors to track progress – completed.	Rck	Closed
23 Apr 2018	38-3	GRd to arrange for Councillors to receive the staff survey questions and scores – ongoing, feedback to follow.	GRd	Open
23 Apr 2018	38-4	Rck to provide an update on actions in place regarding improving parental communications at next meeting – ongoing.	Rck	Open
23 Apr 2018	38-5	DOn to follow up status and update of risk register with Rck – completed.	DOn	Closed
23 Apr 2018	38-6	GRd to arrange for the annual report on charging and remissions to be provided for the Autumn AC meeting (September/October 2018) – ongoing.	GRd	Open
23 Apr 2018	38-7	DOn to organise completion of Skills Audit and Self-evaluation at or before next meeting (June 2018) – completed.	DOn	Closed
23 Apr 2018	38-8	GRd to liaise with individual Councillors to organise visits during Term 5/6 – ongoing.	GRd	Closed
11 Jun 2018	39-1	Rck to ensure future reports on behaviour include stats on students temporarily placed in other academies	Rck	New
11 Jun 2018	39-2	Rck to look at adding a risk around staff retention/morale	Rck	New
11 Jun 2018	39-3	Rck to report to the AC whether there are any emerging themes from staff departures	Rck	New
11 Jun 2018	39-4	AGd to provide details of payback following AstroTurf upgrade	AGd	New
11 Jun 2018	39-5	Councillors to review the Business Manager’s report (available on the portal) and raise any questions of clarification via email to AGd	All	New
11 Jun 2018	39-6	DOn to arrange and advise date for the “policies review meeting” in September	DOn	New
11 Jun 2018	39-7	Rck to arrange a Portal briefing or support materials for the September AC meeting	Rck	New
11 Jun 2018	39-8	DOn to collate the results of the skills audit and report back	DOn	New

KOA Academy Council

Councillors Questions Register

Please note that this Appendix was not updated at this meeting as its continued use is under review.

Please note that for details of any supplementary or follow up questions, you should refer to the specific meeting minutes.

Date of initial question	Focus Area	Initial Question	Status R/A/G	Date(s) of most recent follow up question(s)
5 June 2017	Gender Gap	Do we understand the issues around the gender gap, the underperformance and achievement of boys?		15 Jan 2018
5 June 2017	Outcomes/Performance data	How confident can we be with regard to the predicted outcomes?		15 Jan 2018
5 June 2017	Outcomes/Performance data	The report shows student outcomes as “good” yet the Progress 8 measure is predicted as negative, how is that possible?		13 Nov 2017
5 June 2017	Outcomes/Performance data	What happens with pupils who are falling behind in Year 1?		15 Jan 2018
5 June 2017	Attendance	What is the school doing to address and improve attendance?		15 Jan 2018
5 June 2017	Quality of T & L	The report assesses T&L as “weak Good”. Given that there are now no formal lesson observations, how do you arrive at this assessment?		15 Jan 2018
5 June 2017	Exclusions	At 112 days lost to exclusions, this is considered to be still too high. What are we doing to address this?		13 Nov 2017
5 June 2017	Complaints	Of the complaints received to date are there any common themes, lessons learned?		
5 June 2017	Staffing	There are significant staffing changes within Science and since it is a subject of concern what are the implications of such changes?		Jan 15 2018
18 Sept 2017	Safeguarding	With regard to bullying, how much is down to cyber bullying?		15 Jan 2018
18 Sept 2017	Disadvantaged	What are we doing to ensure disadvantaged students are not being held back?		13 Nov 2017
13 Nov 2017	AIP	Which of the Trails are making most progress and are there any concerns?		13 Nov 2017
15 Jan 2018	Behaviour	The purpose and rationale of tutor period is not clear. How long is it? Is it worth having if no impact?		
15 Jan 2018	PP Plan	Has a PP review team now been set up in the Acorn or are they being included in the secondary PP review team? If yes how often are you meeting altogether?		

15 Jan 2018	Yr 7 Catch-up Plan	Is there any evidence of impact of the Y7 catch up plan yet?		
15 Jan 2018	SEND	What are the time scales for the whole school review of SEN and for the review of individual SEN support plans?		
15 Jan 2018	HAP	The report states that HAP performance in Years 7 & 8 is line with CLF. Can we have more detail on this. Eg: is there any difference in HAP performance across subject areas?		
15 Jan 2018	Finance	Apparently in the average secondary school, £1300 or 7.5 days is lost through staff absence per staff member annually, but the cost is much greater than this if you factor in temporary replacement costs and the impact on team morale and standards. Could we see what the average absence is at KOA?		

Safeguarding email Trail

Hi Hugh
 As mentioned in my email.
 Here are the questions and responses from Simon Jones.
 Thanks
 Sandra

Sandra Slocombe
 Chief Operating Officer

t.0117 954 3194

ASDAN, Wainbrook House, Hudds Vale Road, Bristol, BS5 7HY
 Browse and download hundreds of free teaching resources on [theOrb](#), ASDAN's Online Resource Bank



From: Mr S Jones [<mailto:jones@kingsoakacademy.org.uk>]
Sent: 05 June 2018 20:18
To: Sandra Slocombe
Subject: Re: * End of term report - KOA

Hi Sandra,

Thank you for your challenge as ever. My responses are below in red:

Simon Jones
 Assistant Principal



www.kingsoakacademy.org.uk

Tel: 01179 927127

King's Oak Academy, Brook Rd, Kingswood, Bristol BS15 4JT

From: Sandra Slocombe <SandraSlocombe@asdan.org.uk>
Sent: Monday, June 4, 2018 15:18
To: Mr S Jones; Steve Bane
Cc: Miss A Rice
Subject: RE: * End of term report - KOA

Hi Simon
 Thanks for the report!

My questions:

You recognise that the number of children on a CIN plan is high in comparison to other academies. When you say 'referrals have come from us internally', do you mean that KOA staff are just being more vigilant and aware than other schools?

An interesting question, particularly relating the 2 points. We do know that our safeguarding is strong and we do refer to social care quite often. I wouldn't want to discuss in detail how often others refer necessarily, but anecdotally I do feel as though we refer a lot. The Child in need plan has been used a lot in South Gloucestershire recently as an alternative to child protection conferences so this would also contribute to the higher numbers, particularly against the Bristol academies perhaps.

In relation to the 13 incidents of suspected bullying, are these high level or low level?

I would consider 5 of the 13 as bullying, when defined using the term 'repeated' to describe bullying. Of these:

1 is homophobic and happened online a while ago. The student was retrospectively sanctioned at home and in school.

1 was racist towards an Eastern European lad and focussed upon his accent. We have done some work with the children involved (year 7) and sanctioned accordingly.

1 was physical - a child hit another child 2 days in a row. He was secluded for his actions.

The other 2 were the same perpetrator. This child has an EHCP and we are working closely with him and his parents around the way that he speaks to other children. We are monitoring this closely.

I would describe the others as 'suspected' in the respect that they are incidents that the wider staff have noticed and brought to our attention. For example, incidents in the playground, or the medical team noting frequent visits. These are good as it allows us to investigate.

You have had 4 SAF meetings this term and no SAFs completed, stepped up or stepped down. Is this a concern?

No, In each of these cases the on - going SAFs are important for continued external support. On an ideal world, there may be more social care involvement for at least 2 of them, but unfortunately we know that their thresholds are very high currently.

How successful was the lock down you needed to action? As you had not completed a drill as yet this year, how did the year 7's react?

The VERY vast majority reacted well during the lock down, especially considering the time of day and circumstances. The staff were great, and we have acted accordingly with individual children that weren't great, and one or two logistical issues, such as door locks.

I look forward to seeing you next week and maybe we should try and schedule in a visit from me this term? I'm on holiday 21st to 26th June and 6th to 21st July.

Indeed. I saw an email from Gemma regarding possible times - did you receive this? Perhaps we can confirm on Monday and consider an agenda for the visit?

Happy for you and Adele to decide how best my visit can help you.

Kind Regards

Sandra

Sandra Slocombe

Chief Operating Officer

t.0117 954 3194

ASDAN, Wainbrook House, Hudds Vale Road, Bristol, BS5 7HY

Browse and download hundreds of free teaching resources on [theOrb](#), ASDAN's Online Resource Bank



From: Mr S Jones [<mailto:jones@kingsoakacademy.org.uk>]

Sent: 26 May 2018 16:57

To: Sandra Slocombe; Steve Bane

Cc: Miss A Rice

Subject: * End of term report - KOA

Hi All,

Please find attached the end of term report. Sandra, please can you challenge as usual? Steve, find attached - needs council scrutiny.

Many thanks,

Simon.

Simon Jones

Assistant Principal



www.kingsoakacademy.org.uk

Tel: 01179 927127

King's Oak Academy, Brook Rd, Kingswood, Bristol BS15 4JT

Company and disclaimer information related to this email can be found [here](#).

Company and disclaimer information related to this email can be found [here](#).