Minutes of the Academy Council Meeting
Thursday 9th June 2016
5.00pm – BBA Meeting Room

Present
Suzanne Carrie (SC) Chair
Jon Jones (JJ), Principal
Nicola Pearce (NP)
Amanda Horril (AH)
Michelle Sims (MS)
Geoff Pugh (GP)
Sally Apps (SA) Executive Principal

In Attendance:
Cameron Shaw (CS), Vice Principal
Jon Cusack, AP Cultural Ethos [part]
Pete Gandon, Associate AP, Teacher and Learning [part]
Colleen Litchfield, AAP, Raising Teacher [part]
Becki Thielen (BT), Assistant Principal [part]
Simon Bowker (SB), Chief Operating Officer [part]
Wendy Hellin (WH) Clerk
Nicola Reeves (NR) Observer

Quorum
5 members

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<th>Minute</th>
<th>Action</th>
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<tr>
<td>1. Welcome, Introductions and Apologies</td>
<td>SC welcomed everyone to the meeting and introductions were made. Apologies were received from Emma McAvoy. Michelle Sims will be late. Ruth Pickersgill has become a Local Authority Councillor in the Easton ward and has decided to refocus her attention. Ruth has therefore resigned from her role on the Academy Council. SC has thanked Ruth for her hard work and valuable support she provided to BBA. JJ echoed this. Nicola Reeves was welcomed to the meeting as an observer. Nicola is an Operations Manager for a conservation media charity and is considering joining the Academy Council.</td>
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<td>2. Declarations of Interest</td>
<td>There were no declarations of interest reported.</td>
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<td>3. Minutes of Previous Meeting</td>
<td>The minutes of the meeting of 25th April 2016 were approved.</td>
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<td>4. Matters Arising</td>
<td>JJ will speak with RP about setting equality objectives for the academy – this item will be closed due to RP’s resignation.</td>
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<td>Link Councillors - RP is going to schedule a date to meet Jenny Cusack. SC will schedule a date to meet Becki Thielen – this item will be closed due to RP’s resignation.</td>
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<td>SC will re-circulate the Councillor Training Programme - this has been actioned. The programme for next year will be circulated as soon as has been finalised.</td>
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<td>RP will provide JJ with information about the Race Equality Mark for schools – due to RP’s resignation, SC will now raise quality issues at the COAC meeting.</td>
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<td>5. Education Report /</td>
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## Principal’s Report

### 5.1 FTE and Isolation Referrals

#### 5.1.1 BT gave a presentation on Fixed Term Exclusions (FTE) and Referrals.

Isolations are reported. The increase occurs when new things are added to the standards expected under the behaviour system; for instance in Term 3 there was a focus on blazers and ties. AH asked if anything further will be added. JC reported that homework is likely to be an addition at some point.

#### 5.1.2 SC asked GP how the students are reacting to the new behaviour system.

GP reported that students only appear to have an issue when there is inconsistency in how the code 3 and 4s are awarded. JC explained that there have been times when codes have been revoked with students returning to the lesson at the start of the next period. LG said that teachers and students are having positive conversations during restorative justice. AH reported that some students are pleased that their learning is less interrupted.

#### 5.1.3 BT presented FTE information and shared several case studies of students to demonstrate the support measures and interventions that are used. These include negotiated transfers, immersion days and pastoral meetings. SC asked if there were any EAL issues to note. BT said there were not. Jj said that there was a link with reading ages and SEN.

### 5.2 Literacy, Numeracy and Reading initiative

#### 5.2.1 JJ spoke about the Literacy, Numeracy and Reading initiative. It has been identified through review and assessment that reading is the biggest barrier to students.

#### 5.2.2 PG said the remit is broad and encompasses lots of staff. It has been key to engage as many stakeholders as possible, including student body representatives, parents and carers. The goals of the programme are:

- Better access to learning in all key stages;
- Consistent delivery of literacy and numeracy skills across all subjects;
- Closing of the gap between reading age and chronological age, especially for PP students.

Evidence based interventions are used. PG and CL have visited other schools, utilised the Education Endowment Foundation Funds projects and collected evidence in order that those interventions proven to work can be explored.

#### 5.2.3 CL said that oracy skills need to develop and the student’s vocabulary needs to expand. CL presented information on reading ages. It is clear PP students are coming in to Y7 well below the chronological reading age. The Academy has engaged with key people that can have an influence on this, including local businesses, primary schools, Councillors, students, leaders and parents.

#### 5.2.4 The next steps are:

- A series of briefings for teachers this term;
- The formation of a working party;
- A department review of the literacy provision;
- The transfer of reading and comprehension data on to Mint Class;
- To trial and evaluate the whole school literacy marking policy.

#### 5.2.5 SC asked how confident staff were in delivering this initiative. AH said staff will embrace it. PG said a series of assemblies were planned for students but that these would provide an informal environment for staff to get support with any areas they were unsure of. GP said there were some staff that were not experts in English. PG reported that Helen Angell will be delivering information on what staff should expect of Year 7s on arrival.
Ideas around how to encourage students to read more were discussed. SA has some experience of this from BMA that she will share with CL.

5.2.6 SA and SB join the meeting.

5.3 **Target Setting**

5.3.1 SC provided feedback on the Academy Scrutiny meeting that took place involving BBA. One question asked at scrutiny was around how much staff buy in to target setting for the school. BT said they somewhat buy in to it and explained that it is really important that staff predict what they genuinely believe the students will achieve. It has been difficult to track the accuracy of predictions historically due to the previous transition curriculum.

5.3.2 MS joined the meeting.

5.3.3 BT said that the academy now has evidence based predictions. Whole grades are broken down further into fine grades. There are rigorous mock examinations, internal and external moderation and the academy has more confidence in its predictions. There remains some uncertainty around grade boundaries.

5.3.4 AH reported that grade boundaries are shared with students so they are aware of what they need to do to progress to the next level. Feedback is provided about which exam questions they need to work on and they are directed to resources to help with this.

5.3.5 Historically, departments have set target matrices. The current Y11 targets have been reached by setting Y10 targets based on Fischer Family Trust (FTT) data. A bartering system has been trialled whereby if a student is targeted a B for one subject and a D for another they can discuss these with teachers to make for a better fit for the student. The trial received a mixed response.

5.3.6 From September, Y9 targets for KS4 will be set using the Progress 8 matrix. SC asked for some data on outcomes vs targets and outcomes vs predictions to see if there is a gap. JJ said it is also important to consider if the right students were predicted the right grade.

5.3.7 NP asked if any analysis had been carried out to see what happened to the results if a student does not want to study a bucket 2 subject. CS said the Academy generally tries not to allow the students to not meet the requirements of the bucket system. However there are about 6 students that will not meet the requirements. These students are struggling and would have not succeeded even if they met the Progress 8 requirements. By allowing them to take qualifications more suited to them, it meets the morale purpose of the academy and is unlikely to effect the position in the published results.

5.4 **Progress 8**

5.5 CS gave a presentation on the Progress 8 measure. The buckets contain:
- Bucket 1 – English and maths (double weighted)
- Bucket 2 – Sciences, Computer Science, Geography, History and languages;
- Bucket 3 – All other qualifying subjects.

Attainment 8 is the raw attainment score and is based on the average grade on 8 subjects. The Progress 8 figure also considers the progress made from the students starting point. This replaces the VA figure. A positive Progress 8 figure shows the student has made more progress than expected. A Progress 8 figure of -0.5 is below floor standard.

5.5.1 JJ highlighted the following from the Principals report:
- The report is data heavy due to JJ sharing the data sent to the
Scrutiny panel;
- Targets are included;
- The new style AIP is included;
- The new HR policies are referenced;
- Attendance is at 94.5% which shows a gradual rise;
- A summary of data shows that the predictions have dipped slightly in this round but this is not uncommon at this time of year;
- The 5ACEM figures is about 45% at present;
- Information has been provided for the 4 Looked After Children (LAC).

5.5.2 JJ invited questions on any aspect of his report.

5.5.3 SC asked if there was confidence in the 5ACEM prediction and asked if there will be a point in time when predictions are such that there will not be the term 5 dip in the forecast. JJ reported that there are 11 students that are predicted to not gain either English or maths GCSE at level C or above. The predictions for these students are fine graded e.g. D1 to C3. Everything is being done to ensure the students gain the most marks. The majority of students at BBA sit on the boundary line and it cannot be guaranteed which way the results will fall. Predictions will become even more challenging as the syllabus moves away from coursework.

5.5.4 SC noted NP is linked to the Teaching and Learning aim and asked if rigorous performance management had been discussed with her. NP said it had to some degree and it would be picked up again at the next visit.

6. Student Voice

6.1 Most of the issues raised by members of the student council at a previous meeting have been dealt with:
- The staircases are now one way;
- A trial is underway to stagger lunch times by 5 minutes to reduce the queue and some additional barriers have been purchased;
- The issue of teachers using mobile phones has been investigated and resolved; it emerged this was a much smaller issue than initially conveyed.

JJ has now asked the students to consider ways of reducing the amount of litter around the academy. SC will speak to GP about some members of the Student Council attending a future Academy Council meeting.

7. Equality and Diversity

7.1 SC would like to discuss the academy’s equality and diversity data. This is currently held centrally by HR. SC has asked if the academy can access the data. SC will also raise this at the COAC meeting.

8. Governance

8.1 SC asked Councillors to complete the recently circulated skills audit.

8.2 The training schedule for next year will be circulated once finalised.

8.3 SC and RP attended the PP and EAL training at BPA and reported that the training provided was excellent.

9. Finance

9.1 JJ reported in JG’s absence. The budget has been set and for the coming year meets all the business rules. JJ thanked JG and the central team for their work in achieving this. The budget has been achieved through cost savings.
This does result in a low surplus of teachers and a challenging timetable.

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<th>10. HR and Wellbeing</th>
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<td>Staff from the University of Bristol are running a staff wellbeing study with the academy. Several academy initiatives are proving popular, especially Pilates.</td>
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<th>11. Site / legal / Health and Safety</th>
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<td>A Health and Safety audit was carried out on 19th May and the academy is waiting for the report. The Health and Safety Committee met and issues discussed included the need for First Aid boxes in high risk areas and a refresh of Risk Assessments. The academy is exploring the option of using CPOMS as a tool for recording accidents and near misses.</td>
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<th>12. Any other business</th>
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<td>There was no other business reported.</td>
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<th>13. Meeting close</th>
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<td>The meeting closed at 7.10pm.</td>
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