



**Bristol Metropolitan Academy Council Meeting Minutes**  
**Tuesday 4<sup>th</sup> February 2020, 6.00pm**  
**Venue – Conference Room**

**Academy Council:**

Clare Ryder (CR) <b>CHAIR</b>	<b>Sponsor 1</b>	Sally Apps (SA)	<b>Executive Principal</b>
Marie Mooney (MM) <b>V. CHAIR</b>	<b>Sponsor 2</b>	Cameron Shaw (CS)	<b>Principal</b>
Martin Neary (MN) *	<b>Sponsor 3</b>	Vacancy	<b>LA Rep</b>
Charlotte Muzabazzi (CM)	<b>Sponsor 4</b>	Nigel Cooley (NC)	<b>Student Advocate</b>
Alison Delyth (AD) *	<b>Sponsor 5</b>		
Mark Swallow (MS) *	<b>Teacher</b>	<b>In Attendance</b>	
Helen Harman (HH)	<b>Support Staff</b>		
Aggie Bennett (AB) *	<b>Parent</b>		
Helen Bruten (HB)	<b>Parent</b>	Sue Burns	<b>Clerk</b>
*	<b>&lt;- Indicates absent.</b>		<b>&lt;- Indicates question asked</b>

**Interpreting Data (Part 1) – Sally Apps**

Sally Apps provided the Academy Council will training on how to interpret data.

**1, Welcome and Apologies:**

Apologies were received and accepted for: AD, MS, MN and AB

The meeting was deemed to be quorate.

**2, Declaration of Interests**

The Councillors signed and submitted an annual pecuniary interest form.

**3, Minutes of the last meeting**

The minutes of the previous meeting (17<sup>th</sup> December 2019) were agreed to be a true and accurate record and were signed by the Chair.

**4, Actions**

3, CR to liaise with AB re LGBTQ Link Role – Action transferred to CM and **Carried forward.**

C/F T1, CS to determine the Trust strategy for Attendance with overview at next meeting – **Superseded.**

C/F T1, CR (as new Safeguarding Councillor) to challenge patterns of absence for safeguarding issues (e.g. being used for sibling childcare) – **Carried forward, meeting arranged for next week.**

4, CS to produce a summary rational, and KPIs for the AIP – **Carried forward, progress has been made.**

4, CS to share the AIT with CR – **Completed.**

5, SA to circulate the Ofsted Inspection Framework Slides - **Completed.**

### **Attendance Strategy – John Price (Assistant Principal)**

Our current attendance is 94.3% (the second highest in the CLF) vs a target of 96%. Attendance is 0.7% below the same time last year due to excessive illness in T2.

#### **Was there illness across the region?**

Yes, it was a national picture in T2.

We are above the CLF average for year group attendance and above or in line with national average attendance, except for Y10.

Persistent absence is above the national average with the exception of Y7. There has been a rise of 1.6% compared to last year, again due to T2.

#### **What constitutes persistent absence?**

Attendance below 90%. Persistent absence is a binary figure e.g. 89.9% attendance and 20% attendance would both be recorded within the persistent absence category.

#### **Persistent absence used to be recorded by year group in the dashboard but is not included in the summary that is presented to the Academy Council?**

The full data pack can be circulated each term.

#### **ACTION: CS to circulate the black box data with the Academy Council papers.**

PP attendance is the highest in the CLF and is above national average.

Female attendance is above CLF and the national average.

CiC attendance is above the CLF and national average.

SEN K is above the CLF average but below the national average.

SEN E is above both the CLF average and the national average.

#### **What attendance strategies are in place?**

We take registers at every period and the House Teams phone the families of absent pupils, prioritising PP families. We focus on building relationships with families and encourage students to attend for the afternoon session if possible.

Home visits for students that we are concerned about are undertaken to check on student welfare.

We display attendance per house in the office windows which creates a sense of competition.

We regularly use praise for students returning after absence, and additional support if required.

House attendance meetings take place once a week along with data analysis.

Counselling is provided for students where absence is linked to mental health issues.

We arrange fortnightly meetings with the Heads of House, Education Welfare Officer, and parent meetings for students who are at risk of persistent absence.

Good attendance is celebrated and students with 100% attendance and punctuality receive a certificate.

All termly reward trips are linked to attendance, although we do use wild cards for students where extenuating circumstances have impacted on attendance.

Annually, links will be built with the primary schools.

We use a graduated response based on the previous term's data; a letter is issued to parents when students fall below 95% attendance.

Letters are sent home and attendance cards are issued for students with attendance of 93%-94%.

90-93% attendance results in workshops for students, and parents are invited to an attendance meeting.

If attendance continues to drop, we introduce an attendance panel and contract and, a parent meeting with the Education Welfare Officer. The Head of House is able to indicate if this is not appropriate due to extenuating circumstances.

If attendance has still not improved, we make a decision to prosecute.

#### **How often do you prosecute?**

We have not yet had to prosecute for poor attendance. Last year there were three prosecutions, one of which went to Court.

#### **What happens in a student workshop?**

They include discussions around all aspects of attendance and are supportive as opposed to punitive. We identify barriers to attendance and how these may be overcome.

#### **When will the workshops recommence?**

From T4.

#### **Do the workshops have impact?**

Yes, there is data from last year which indicates impact.

**ACTION: CS to circulate the data demonstrating the impact of attendance initiatives.**

**ACTION: CS to track the data for students whose attendance improved following a workshop, but then fell back (or not).**

#### **You prioritise the PP student calls; can this be extended to other vulnerable groups?**

We monitor our CiC students closely and will also consider other groups for focus. We know that historically PP student attendance is below non-PP attendance. PP absence is below the national average however it is still higher than their peers and therefore will remain a focus.

SEN K can be broken down by physical impairment vs SEMH/mental health issues which historically have significantly lower attendance.

#### **In T1 there were zero CiC recorded for persistent absence, there are now 18%?**

This represents two of our CiC children and was due to the illness in T2. CiC attendance can also be impacted by foster placements changing.

#### **Do you monitor improving attendance?**

Yes, we monitor improving attendance for persistently absent students.

#### **What language is used with the students?**

We are open about the graduated response and the layers within it. We explain why we are concerned about attendance and find attendance assemblies very impactful, particularly when given in context, e.g. attendance vs outcomes and earning potential.

**ACTION: CS to share the attendance slides via TEAMS.**

The Academy Councillors thanked Jon for his informative presentation.

*(Jon left the meeting at 6.50pm)*

## 5, Academy Council Report

### *Papers circulated in advance*

#### **Behaviour and Exclusions**

##### **What was the 'serious incident' in T2 and T3?**

Students fighting which is not uncommon in Secondary Schools. BMA has very few incidents of fighting, but when there is an incident, we undertake investigations where required and sanction appropriately.

##### **Fixed-term exclusions have increased from 23 to 36 between T2 and T3, why is this?**

Some of this data is a result of the serious incident in T2 and T3. The overall exclusion data for 2019-20 indicates a reducing trend but exclusions remain higher than we aspire them to be. The Trust is discussing initiatives to lower the number of exclusions whilst ensuring student safety.

#### **Student Outcomes**

The Y11's will take their second round of mock exams at the beginning of next term.

##### **Is the data included in the summary for Y11 the predicted outcomes?**

Yes, this is based on the mock outcomes. BMA traditionally has accurate outturn predictions.

##### **Are the predictions lower than your targets?**

They are significantly above the national average, but lower than the targets we set.

##### **Which groups do you remain concerned about?**

Boys and HAPs.

##### **Why do HAPs not make the expected progress?**

Last year they had really strong outcomes. Staff tend to be more hesitant about predicting an 8 or 9. Only 2.5% of students nationally can achieve a Grade 9, therefore we have to wait until all the results are in before this information is released. We often see an increase in predicted outcomes following the last mocks, if students have taken feedback onboard.

##### **Do you use access arrangements for SEND students?**

We have 36 students with access arrangements this year including 25% of additional time, a reader or a scribe, etc. Teachers also ensure quality first teaching and differentiate appropriately for the needs in their class.

##### **How do you resource access arrangements?**

We use the SEND Team and admin staff to ensure consistency for the students wherever possible.

*The Academy Council commended the staff for the individualised support that they identify and provide for the students during exams.*

##### **Are you receiving more EHCP students?**

We are receiving more students overall, so statistically this will increase the number of EHCP students, but also students with additional needs who do not have an EHCP. The CLF has identified that speech and language issues at KS1 and KS2 can result in increased SEMH in KS3 and KS4. The Trust has therefore increased the focus on speech and language provision in the feeder schools, but it is too early to determine if this has had an impact in KS3 yet.

## **Pupil Premium and LAC**

The PP report has been updated with additional data.

## **6, Governance**

### **PP Link Visit**

CR has visited the academy and undertaken an initial visit; she will visit again tomorrow to review the PP plan which is being progressed.

### **Safeguarding Link Visit**

CR has visited the academy and has included the Link Visit report in the Academy Council papers. Unauthorised access to the building is being addressed. A new McDonalds has opened in the community, despite planning being refused prior. Students from different schools are using the McDonalds as a leisure area which has resulted in some minor conflict and additional litter. The academy is aware of the challenges and are liaising with the community and McDonalds whilst the situation settles down.

A Fire Risk Assessment has taken place, the report is anticipated next term.

### **Is the Legionella check overdue?**

It is not uncommon to have a positive legionella check. SKANSKA respond very quickly which requires shutting off one leg of the pipework and running the water at a higher temperature and then re-checking. Auto flushing taps have also been installed. Some certificates were not available for the auditors due to SKANSKA centralising all their paperwork at their head office. However, all the testing records were available and compliant.

### **Careers Link Visit**

MM has completed a careers link visit and will circulate the report with the next Academy Council papers.

### **Behaviour and Ethos**

HB has arranged a visit for later this term.

### **Risk Register**

CR has undertaken a full review of the Risk Register with CS.

An Operational Risk Register will be introduced for CS to utilise on a day to day basis.

### **AC Membership**

AB has retired as an Academy Councillor and a card and flowers have been sent to her.

A Parent Councillor election will take place next term.

The LA Councillor role could be filled by Alison Delyth, then the final Sponsor Councillor will be recruited to increase the diversity of the Academy Council where possible.

***The Councillors were reminded to submit their Link Councillor Reports following a visit and to complete their Nimble training by the end of the term.***

## **7, Equality & Diversity**

Nothing to report.

## **8, Matters for the attention of the Board**

None.

## **9, Papers for Information**

- **Updated AIP**

## **10, AOB**

### **Community Development Group**

CR has been liaising with MM, CM and some of the teachers to ascertain the objectives and to draft the Terms of Reference.

A budget has been set to support disadvantaged students to attend a Y8 camp, a Y11 revision camp, some assisted places for the Duke of Edinburgh and additional culture capital visits that link to the curriculum. A budget of £15k a year was derived, and some corporate sponsors have already been approached which resulted in a donation of £5k a year for three years.

RSM accountancy firm will provide mock interviews later in the year and AXA PPP is sending a member of staff to meet the Careers advisors and CR, to discuss supporting with work experience.

### **Has the Schools Officer settled in, has he identified any trends?**

Avon and Somerset Police are undertaking a wider project to re-design the Schools Officer role and to make it available for most of the Secondary Schools in Bristol. A clear role-description will be distributed as part of this initiative and a Sergeant will over-see the Schools Officer Team.

### **How has BMA qualified for a Schools Officer?**

BMA's demographic meets the criteria. City Academy meets the criteria, but the role is vacant. Bristol Brunel Academy have a PCSO in post.

### **Student numbers for next year**

2017: 170 1<sup>st</sup> choice, 360 applications in total

2018: 160 1<sup>st</sup> choice, 370 applications in total

2019: 198 1<sup>st</sup> choice, 450 applications in total

2020: 252 1<sup>st</sup> choice, 481 applications in total

***The Academy Council congratulated the staff at BMA on their increased applications and commended them for their ongoing support of the students and the Academy***

**11, Date of Next Meeting:** Tuesday 28<sup>th</sup> April 2020

***Meeting ended at: 8.00pm***

<b>Item</b>	<b>Action</b>	<b>Initials</b>
<b>C/F T2</b>	<b>CM to liaise with AB re LGBTQ Link Role</b>	<b>CR</b>
<b>C/F T1</b>	<b>CR (as new Safeguarding Councillor) to challenge patterns of absence for safeguarding issues (e.g. being used for sibling childcare)</b>	<b>CR</b>
<b>C/F T3</b>	<b>CS to produce a summary rational, and KPIs for the AIP</b>	<b>CS</b>
<b>4</b>	<b>CS to circulate the black box data with the Academy Council papers.</b>	<b>CS</b>
<b>4</b>	<b>CS to circulate the data demonstrating the impact of attendance initiatives.</b>	<b>CS</b>
<b>4</b>	<b>CS to track the data for students whose attendance improved following a workshop, but then fell back (or not).</b>	<b>CS</b>
<b>4</b>	<b>CS to share the attendance slides via TEAMS.</b>	<b>CS</b>

Approved: \_\_\_\_\_ Date \_\_\_\_\_