

CLF Post 16 Academy Council Meeting

Meeting Date:	Monday 17th July 2017
Location:	John Cabot Academy Media Room
Time:	4.00 – 6.00pm
Present:	Chair: Guy Keith-Miller (GKm) Kath Cooper (KC) Steve Topham (ST) Mark Woodgate (MW) Chris Millward (CM) – by telephone
In attendance:	Sarah Lovell (SL) Clerk: Lucy Gibert (LG)
Apologies:	Dereth Wood (DW) Marian Curran (MC) Roger Dickinson (RD) Dan Nicholls (DN)

Minutes

Item	Description	Action
1	Introduction, Membership & Apologies	GKm
1.1	CM dialled into the meeting.	
1.2	GKm has written to the student councillors to thank them for their contributions. They have now left CLF P16.	
1.3	LG has been requesting compliance documentation for some time now and there are still outstanding items. GKm requested that all missing documentation be provided to LG as soon as possible so that we can be compliant. CM advised that he would bring his in as soon as possible.	
1.4	GKm advised that his term of office is coming to an end and he will be stepping down to seek other opportunities. A new Chair will be appointed but GKm will continue to support until this has been secured. Please speak to KC if you are interested in taking on this role.	
2	Declarations of Interest	GKm
2.1	There were none on this occasion.	
3	Minutes of Previous Meeting	GKm
3.1	The previous minutes were confirmed as an accurate reflection of the meeting.	
4	Matters Arising from previous minutes	GKm
4.1	GKm confirmed that the management of change process had been reviewed as part of a wider change to the Delegated Authority Framework. SL will share the 5-year plan, which confirms that this is affordable.	SL
4.2	The student newsletter is now on hold until September.	
4.3	Risk Register:	

	<ul style="list-style-type: none"> CM asked what is reflected in the RR regarding the Government funding policy for schools. SL advised that the National Funding Formula has yet to be approved, but will be implemented in 2018/2019. Until we have more intelligence on this, we are forecasting for rates to stay flat. Rates are fixed for next year but we have a built in contingency. We will await an announcement on funding. SL queried the mitigation for item P16-21 – is it right that the score is the same once mitigation has been done. KC advised that no, it will go down. GKm brought attention to an error in P16-8, where it indicated a score going up instead of down. KC will amend this. 	KC
6	Scrutiny / AIP	KC
	<p>KC described how this is looked at with the Post 16 SLT, choosing key areas to discuss with reports from key post holder areas. They RAG grade it and link it to the CLF Post 16 Self Evaluation Form (SEF). This demonstrates progress towards our aspiration to move from a Good to Outstanding Post 16. There is currently a new risk with Academy Council vacancies and the need to recruit a new Chair.</p> <p>For T & L, we are looking at the quality of delivery and pedagogy. A CLF central policy on pedagogy will be rolled out. This is currently graded red but some good practise is happening. Quality Assurance (QA) work continues and is developing. We had a very successful Ofsted monitoring visit recently, with KC having a 1.5 hour meeting with the inspector and regional lead inspector, who were compelled by Post 16, and gave very positive feedback. They were impressed particularly by the links between student voice and the impact on T & L. There is the possibility of a full inspection in the next academic year.</p>	
7	Finance Report	SL
	<p>SL introduced her report and advised that the June accounts were now finished. Post 16 are investing in IT next year to support the move to two centres. SL invited questions on the report.</p> <ul style="list-style-type: none"> GKm asked if there is a saving in reducing the number of sites. SL advised that the estimated savings would be £100k. She confirmed that Post 16 has made savings in other areas as well; exams, transport, staff. KC confirmed that the A level reforms have given cost savings in terms of exam entries. MW queried if prospective numbers have reduced in light of the changes. KC advised that we have lost some, but gained others, with currently 220 selecting us as their first choice provider, and another 237 selecting us as a backup option. MW asked what the maximum number of students was that we could support. KC advised a total of 220 at BBA and 350 at JCA, the target being 500 between the two sites. SL commented that the funding is fixed for next year as it is based on this year's student numbers, 2018/2019 will be based on the September 2017 intake. The budget is affected by larger numbers of students being supported with a lower budget from the previous year's funding. SL referred to the 2018/2018 budget highlights on page 2 of her report. Post 16 is unique in the way we allocate funding, using a formula calculating the 	

	<p>number of courses, the hours being taught and the number of teachers required. This gives a maximum teaching budget with a built in contingency for educational consumables. 12 – 14 students in a class is viable, on average. Some are over, some under, but this is an affordable and sustainable model.</p> <p>KC added that legacy groups bring the numbers down slightly, but we have built in efficiency for next year with no less than 6 per class, aiming for a recommended 14 per class.</p> <ul style="list-style-type: none"> • ST asked how it works if there are two classes in different blocks, one class with a high number and another with a low number. <p>KC confirmed that equity is required but this can only be looked at once the students have been enrolled and we know their confirmed choices.</p> <p>SL presented her management accounts, demonstrating that money has been included for the additional costs required to set up certain courses and new IT (including telephones) being required to support the new structure. The procurement manager ensures that the lowest costs are obtained and the budget was approved by the board in June. 2017/2018 is a break-even budget but there is a working contingency in place to ensure the reality matches the plans for the curriculum. It is possible that further curriculum adjustments will need to be made to ensure a break-even budget for 2018/2019.</p>	
8	Principals Report	KC
8.1	<p>KC introduced the report.</p> <p>GKm asked if the management lines could now be put into the structure, on page 3, to show direct lines of responsibility. KC advised it is as the structure, with staff in orange being her direct reports.</p>	
8.2	<ul style="list-style-type: none"> • GKm asked if KC was still confident with the numbers on page 4. <p>KC responded that yes she was; however, AP5 is not ready to report on yet. There is not much variation to the predictions. Staff are being more cautious with predictions due to the A level reforms and uncertainty around the differences in the new A levels.</p> <p>KC commented that there has been improved vocational delivery with massive improvements. The grades are secure as they have been marked and moderated. Resit grades are up as well, with much improved data.</p> <ul style="list-style-type: none"> • GKm asked about the issue previously raised concerning maths resits. <p>KC confirmed that two classes are being taught very well and the rates are higher. One group is not doing so great, but there has been lots of teacher support and intervention. This will not happen again next year.</p>	
8.3	<p>Destinations:</p> <ul style="list-style-type: none"> • CM asked what is driving the numbers comparing UCAS entries vs apprenticeships. • KC detailed how a number of things have contributed to this: <ul style="list-style-type: none"> * The cohort; the transition curriculum is more vocational therefore the students are more likely to go on to apprenticeships rather than university. * There is not much to benchmark the quality of the apprenticeships that are being secured. * This year's Y12, going into Y13, are a different cohort again – they are more into going to university. 	

	<ul style="list-style-type: none"> * Equity in the delivery of careers guidance may have turned people's minds towards apprenticeships rather than university. * Money may be a driver – earning while learning. * Higher apprenticeships (particularly engineering) are being promoted – we have had eight so far this year, and another three on degree level 4 apprenticeships. <ul style="list-style-type: none"> • GKm suggested that it might be useful to split the data to demonstrate the different numbers at L3/L4. • CM asked if we could quality assure the apprenticeships. KC advised that this is difficult to judge, as the partnerships are not in place with every apprenticeship provider. We do check with each employer that the student has indeed secured that position, but we do not then check that they stay on and finish the qualification. • GKm pointed out some gaps in the data on page 4, which KC will address. • GKm questioned the low number of NEET (Not in Education, Employment or Training) KC described how we do not allow students to leave without a destination of some sort. We work with them to do their CV's, mock interviews, how to apply for and secure a job, hence why the NEET numbers are so low. We have had only three students not engage in the programme despite all intervention and support. 	<p>KC</p> <p>KC</p>
8.4	<p>Attendance:</p> <p>KC pointed out that it has been hard to get students in following their exams and attendance has dropped from 92% to 84%. As a result, the mocks have been moved to later in the term next year. The attendance officer and Heads of Post 16 will continue to manage attendance issues robustly.</p>	<p>KC</p>
8.5	<p>Achievements and Standards:</p> <p>There was a strong discussion about how targets are set centrally and KC explained how the CLF set additional targets to the Oxford Analytics targets, effectively providing two sets of aspirations to achieve which is unrealistic. She will be discussing this with DN to request that we use Oxford Analytics targets only as we may never achieve the goals set.</p> <ul style="list-style-type: none"> • GKm asked why we were still under target for HAP students in Y13. KC confirmed that some were underperforming. • GKm enquired at what point you say they are no longer HAP students. KC replied that you do not remove them from this group; we remove the barriers and support them to achieve their potential. Some are doing four A levels, one of which they may be less invested in and drop, so this will improve their scores overall. • MW asked if it is worth allowing them to do four in the first place. KC replied that some of the very bright students can cope with this; we just need to ensure it is a realistic option for that individual. ST reminded the council that he has one HAP student who has been unwell since March, which will influence the data. KC added that the A level reform is also affecting the data; is it underperforming if their target is a C? They are classed as HAP through points achieved through their GCSEs, but this may not have been A-B GCSE grades in that subject. 	<p>KC</p>

	<ul style="list-style-type: none"> GKm commended KC on the reduction in U grades from last year; however, the numbers still need some improvement. Have the interventions worked or is there still more to do? KC confirmed that the interventions are working but there is still progress to be made. Where we have been concerned, we have managed those students, however, we cannot account for those that fail when they were not previously a concern for underperformance. MW enquired as to whether this was students or teacher underperformance. KC confirmed that some students might not have been well enough prepared for their exams. This will be addressed and improvements made. Quality First will be improved for SEND students. GKm asked if there was any safeguarding concerns that KC wanted to share. KC confirmed that we currently have some tricky safeguarding students but an amazing job is being done by the P16 team to overcome barriers, support medical issues, and help with challenging personal situations. GKm confirmed that DW would be taking on the Council Safeguarding lead role from September. He has received the Safeguarding update and endorses KC's praise of the team for the work they do for these students, and wishes to thank them for their efforts. KC to pass on. All Post 16 team members will have completed the safeguarding and WRAP (Prevent) training by the end of September. If any councillors wish to do this training as well, they would be welcomed to attend a session. 	KC
9	Policy Approval	
	<p>Attendance Policy: KC asked for feedback for this policy and explained how we use this in conjunction with the Post 16 Work Policy to be robust; this policy demonstrates how the process is structured.</p> <ul style="list-style-type: none"> GKm requested that the post holder name is amended and the date approved is added to the front page. The policy is therefore approved with effect from today. <p>LG will update and get the amended version uploaded to the website.</p> <p>Charging and Remissions Policy:</p> <ul style="list-style-type: none"> SL advised that a CLF central charging policy would be going to the Board in October for ratification. It was agreed that there should be a link to the bursary policy to make it clearer about the financial support available. It was also requested that it be made clearer who is responsible for the payments, i.e. the student or the parents, especially relating to the fact that students will turn 18 during their studies. This especially related to payments for damages. KC agreed to make this age related – if under 18, the parents/guardians are liable, if over 18, the student will be. SL commented that digital copies of textbooks might be available for download to remove/reduce costs. KC advised that the subscriptions to the digital text service is approximately £300 per year and that not all texts were available. Students like a hard copy of books therefore they can purchase and apply through bursary for support/reimbursement. 	LG

	<ul style="list-style-type: none"> • GKm advised that UWE have access to a huge library of E-books, which are only paid for if used. It may be worth exploring if this model would suit Post 16's needs. • SL mentioned that the procurement manager could investigate the best suppliers for textbooks. • It was agreed that this one be approved with effect from today to use in the interim, with a review date set for October to tie in with the CLF central one being approved. KC advised there were Post 16 specific charges that need to be borne in mind, i.e. exam entries and fees. <p>Some further amendments were suggested to the wording, which LG will update before being uploaded to the website.</p> <p>Admissions policy:</p> <ul style="list-style-type: none"> • GKm highlighted that JCA and CAB were not listed as feeder schools. Also on page 2, grades A – C now needs to show the new number gradings. • GKm enquired as to the number of young carers – KC advised we currently have 11. • It was agreed that young carers be listed alongside children in care as a protected group when we may be oversubscribed (point 6.1) • SL asked why, in point 3.1, JCA is singled out? • KC confirmed that this is due to Post 16 being centrally linked to JCA. This was checked with BG prior to inclusion. • It was agreed that subject to the changes this was approved with effect from today. <p>LG to make the required amendments and get the revised version uploaded to the website.</p> <p>Exclusion policy:</p> <p>KC advised that, contrary to previous suggestions, there is no CLF central exclusions policy. This has therefore been created using best practice from other academies, with the Post 16 work policy being included.</p> <ul style="list-style-type: none"> • GKm queried P18 – the appeals process. The wording states that an appeal should be put in writing to the Chair of the Academy Council. This is inaccurate; it needs to be amended to reflect the lead of the independent review panel. There are two documents that direct this by law: the Education Act 2002 and the School Discipline Regulations 2012. This should be referred to in the policy. • GKm also raised the wording “internal case review” – is the language right. The Council hear the case, and do not get involved with the “internal” part of the investigation. KC agreed this should be amended. • Page 15 – amend to reflect the new structure of two rather than six sites. • It was agreed that subject to the amendments this was approved with effect from today. <p>Some minor spelling/grammatical amendments were also highlighted. LG will make the amendments and get the policy uploaded to the website.</p> <p>KC advised that due to us creating new policies or revising existing ones, there are a lot to get through. It was agreed that a discussion was useful therefore will still take place; however, policies would be circulated well in advance of the</p>	<p>LG</p> <p>LG</p> <p>LG</p>
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	meeting for Councillors to review and provide written feedback. This will reduce the amount of time discussing in the meeting prior to approval.	
10	Executive Principal Update	DN
	There was no update for this meeting.	
11	Safeguarding Update	GKm
	This was covered earlier in the meeting.	
12	Chair Update	GKm
	<ul style="list-style-type: none"> • LG has circulated training opportunities for Councillors – please do take advantage of these. • The recent CLF conference was a success. This is also open to Councillors - it was useful to see the size of the CLF and get some useful training. • GKm, with support from DN & KC, has written a paper to clarify protocols and operational procedures relating to Governance specifically relating to the relationship with BBA & JCA. The draft paper has gone to colleagues for wider discussion and will be brought to Academy Council in due course. • CM signed out at this point from the phone call link – 17:55. • Scrutiny: GKm provided a list of items that scrutiny will be focussing on next year: <ul style="list-style-type: none"> * Overall outcomes improvement * Quality of T & L; how quality assurance work across two sites * A focus on science and maths where there has been year on year underperformance * Transition from Y12 to Y13 * Focus on LAP students and U grades (urgency around cancelling courses) and ensuring robust IAG * Monitoring of classes cancelled * Draft policies to be ratified by the Council and published on the website • MW enquired what scrutiny does. KC explained the process and that we have had three scrutiny processes this year; it challenges what we are doing and inspires confidence in our leadership. • GKm mentioned the new expenses policy that Councillors can use to claim of they incur expenses on behalf of Council business. • Wendy Hellin (WH) has circulated a list of statutory things that need to be on our website. KC and Post 216 are working through this list to ensure compliance. • Next year’s Academy Council dates for your diary are: <ul style="list-style-type: none"> * 18th September 2017 * 27th November 2017 * 21st February 2018 * 14th May 2018 * 2nd July 2018 • Academies will now be aligned in “Clusters”, which have now been circulated. Post 16 is unique, in that JCA is in South Gloucestershire and BBA is in Bristol. As P16 is still developing, it has been aligned with North Somerset cluster so that DN can continue to lead and support its development. There will be changes to our HR support, Finance Manager 	

	and IT support. A group consisting of Principals of P16, JCA, BBA & DN has been formed with effect from September 2017.	
13	AOB	
	<p>MW asked if there was an update on the Free School bid.</p> <p>GKm advised that there has not been any further developments. We were initially advised that following the election a new 'wave' date would be announced. This however has not happened and large amounts of the white paper have been retracted. It is currently not known if the previous 'wave' process would be resurrected. GKm reiterated that he had stressed a need during the last scrutiny meeting to develop a back up strategy. SL confirmed that the Federation is committed to pursuing other alternatives to investigate the possibility of creating our own free school style provision. Funding is key, and investigations are continuing.</p> <p>KC thanked GKm for his commitment to the Council and to Post 16; the rigour has been welcomed, as has his patience and support. We wish him well for the future.</p>	

The meeting closed at 18:05.