

# Minutes – Bristol Brunel Academy Council

**Version:** Approved  
**Date** 13<sup>th</sup> May 2024  
**Location:** Bristol Brunel Academy  
**Time:** 5.30 pm

## Academy Councillors:

Nicky McAllister (Chair) - Sponsor Councillor  
 Nicola Pearce – Sponsor Councillor  
 Naomi Soper – Teaching staff councillor  
 Nicky Goodall – Parent Councillor  
 Jen Cusack – Head of School  
 Heather Milburn – Student Advocate  
 Rosie Hunt – Sponsor Councillor  
 Saima Akhtar– Sponsor Councillor  
 Emma Thorn – (Vice Chair) Sponsor Councillor  
 Jon Jones – Executive Principal  
 Sharon Porter – LA Representative  
 Georgina Hopkins - Observer

## Invitees:

Kelly Jefferies – Vice Principal  
 Tricia Brabham – Deputy Head of Governance

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	NM welcomed everyone to the meeting and introductions were made. Apologies were received from SA, ET, SP.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	There were no verbal declarations.	
<b>3</b>	<b>Academy Council Membership</b>	
3.1	The Academy Council has no vacancies currently. Anyone with outstanding Nimble Training or Declaration of Interest has been contacted.	
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the meeting of 4 <sup>th</sup> March 2024 were agreed as accurate.	
<b>5</b>	<b>Matters Arising</b>	
5.1	We have seen it working well in another academy. Some departments have a really successful programmes but others don't so the idea was to introduce knowledge organisers, initially trialling them with the incoming Y7 cohort. We can then find the gaps and issues and improve it ready for the following Y7 cohort. DCLs will lead the project and will provide feedback at a later date. <b>ACTION: Clerk to diarise.</b> 3/7/23 – carry forward to Dec 23 04/04/2024 – carry forward 13/05/2024 – Action complete	Clerk
5.2	<b><u>ACTION: JC to liaise with other schools who use the same homework system to share best practice.</u></b>	JC

Item	Description	Action
	3/7/23 – carry forward to Dec 23 04/03/2024 – carry forward 13/05/2024 – Action complete	
5.3	<b><u>ACTION: JC to provide update on behaviour system application and progress at the next meeting.</u></b> 13/05/24 - In agenda – action complete.	JC
5.4	<b><u>ACTION: JC to bring the minutes late and actions to the next meeting.</u></b> 13/05/2024 - Data will be available at the next meeting – carry forward	JC
5.5	<b><u>ACTION: Student Council to feedback to the Academy Council directly in the summer term. They are to decide how they would like to do this.</u></b> 13/05/2024 - In agenda – action complete	JS
5.6	<b><u>ACTION: JC to arrange for the parent and pupil voice sections of the website to be updated.</u></b> 13/05/2024 - Ongoing – central websites team will be updating in Term 6 – action complete	JC
5.7	<b><u>ACTION: Clerk to add staffing &amp; wellbeing to the next agenda.</u></b> 13/05/2024 - In agenda – action complete	Clerk
<b>6</b>	<b>Student Voice</b>	
6.1	<p>HB gave a presentation to the Academy Council on the recently appointed and updated School Council structure, the application process for students, how the inclusion groups and houses feed into the structure and Pupil Parliament. A diverse group of students have been elected, who meet twice a term with planning activities in between. They use a dedicated email address which has been very active. Agendas are set, with specific tasks to find out something about the academy, that can be fed back to tutor groups and friendship groups for discussion. Councillors discussed the skills the students are learning such as wording emails, fulfilling actions, communication etc. So far, students have designed a school tie for the School Councillors, attended a meeting with Aspens regarding an inclusive menu in the canteen and attended the West of England School Summit and presented their ideas on issues young people face and actions planned for the future to the panel, including the CEO of the National Trust. Their presentation centred around a lack of facilities in local communities and linked that to crime rates, feeling safe and mental health. The feedback was great and as a result, they are going to make an interactive map of local services for young people.</p> <p>Going forwards, they are working on community focused projects and raising money for charity, writing articles for the school newsletter and working with the CLF Pupil Parliament.</p> <p>Councillors discussed the plans going forward including branching into Y11 and the trial running in Term 6 ready for September.</p> <p><b>Q: How do the House Council receive information to collate it and feed it back to the student council?</b></p> <p>A: There is a student representative from each tutor group (student councillor), and one of these representatives becomes a house representative, who takes a record of key things raised in meetings to be feedback to the student councillors.</p> <p>There was a discussion about the number of students involved and how the information in streamlined into House representatives, managed by the Head of House.</p> <p><b>Q: How often will the representatives change?</b></p> <p>A: Annually there will be an election. The next one will be in Term 2.</p> <p><b>Q: How many students apply to take part?</b></p>	

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	<p>A: There were over 50 applications this time and their applications were incredible to read. There was a steep learning curve for some in the art of application writing for some students.</p> <p>The Academy Council is keen to work with the Student Council going forward and make sure there is a clear line of communication between the two.</p> <p>There was a discussion about the CLF Pupil Parliament, who meet 4 times a year and work alongside the Student Council. Again, students are elected to take part and BBA has been commended on its consistency in student attendance at these events.</p>	
<b>7</b>	<b>Academy Council Report</b>	
7.1	The report was shared via Teams prior to the meeting for review. The recent ARV was discussed, with a focus on attendance processes at BBA. Coding has been simplified, there has been a new structure to the start of the day, a EWO surgery and new scripted conversations with parents about attendance.	
<b>7.2</b>	<b>Q: The new structure has improved uniform but has it improved lateness and attendance and what are we going to do next?</b>	
7.3	<p>The changes in the school day have massively improved lateness and attendance, but we aren't where we would like to be yet. The meet and greet system is working well and has improved the sense of belonging.</p> <p>We will hold another trial week where we will be able to better predict and manage the single lunchtime slot. We have worked with Aspens to ensure that queuing times are reduced, especially on Fridays. We are purchasing more outdoor seating and will replace some of the indoor seating with Skanska. Staff feedback has been positive so the new structure will be launched next year.</p>	
<b>7.4</b>	<b><u>ACTION: Clerk to add lateness to the next agenda.</u></b>	Clerk
<b>7.5</b>	<b>Q: What new interventions are planned for Term 6 to reduce the number of suspensions for students in disadvantaged groups (eg. FSM/PP/SEN)?</b>	
7.6	<p>Year Teams are working together in Term 6 to create a consistent approach for next year, bringing a collaborative and clear intervention plan to support students in school. The new SENDCo has been reviewing learning support for next year to ensure that we are meeting need. SLT have been considering the rule of 3, where if a student is sent out of a lesson 3 times, the Curriculum Lead reviews the situation to establish if there are any particular reasons and ensure that needs are being met. This will help avoid failed safety net sessions and Year Teams will be picking up the more complex interventions and safeguarding.</p> <p>Tutors will start to pick up the day to day issues that arise and will need to be trained in Terms 5 &amp; 6 to ensure the dynamics and relationships are ready to launch the new systems in Term 1. This will be reviewed in Term 2 to ensure that the system is working as planned.</p>	
<b>7.7</b>	<b>How far along are we with the meeting needs agenda and what can we do to support and monitor?</b>	
7.8	It's a really exciting phase where we've made changes to our R&R process to observe lessons for 10-15 minutes, using the EEF 5 a day guide, to monitoring meeting need really clearly in lessons. There will be further streamlining in September as this is a process that will continually evolve. This has also changed our reading scores and interventions are now more streamlined. The Academy Council will check in again at a later date to check progress and impact.	
<b>7.9</b>	<b><u>ACTION: Clerk to add meeting need agenda progress to the next agenda.</u></b>	Clerk
<b>7.10</b>	<b>How can successes be captured and shared for the whole school benefit?</b>	

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7.11	Our first aim is to ensure that all staff are good at meeting need. We have members of staff across the academy who are skilled at specific parts of it and so we have, and will continue to, run carousels to share best practice. We will also be asking for student voice to further review and perfect the process. There can be a key phrases and key aspects sheet for use when observing lessons that Academy Councillors can use during their visits too.	
<b>7.12</b>	<b>Have the student responses to the SEND questionnaire resulted in any changes to practice?</b>	
7.13	We expect students to feedback that good relationships are key to ensuring that needs are being met and we will use EEF research and our SEF to model our processes on. Consistency of approach across the academy is most in need of improvement currently. The recent Academy Councillor visit was really successful and gathered some valuable student voice, which Councillors are encouraged to do during their visits in the future.	
<b>7.14</b>	<b>Q: What impact does the new start to the day have on workload for Year Teams and other staff?</b>	
7.15	It's much better and brings better consistency. There is a comradery amongst the team and staff feel empowered. Everyone doing the same tasks and upholding the same standards has been really successful. It builds a great start for our students and sets them up for the day ahead.	
<b>7.16</b>	<b>Q: Is there a rule on the length of school skirts?</b>	
7.17	Yes, there is an expectation for a professional length skirt which has been really challenging to maintain. Students and staff need to be empowered and educated on having constructive conversations around expectations.	
<b>7.18</b>	<b>Q: There is a gap in lateness for EAL and non EAL groups? What is being done to close the gap?</b>	
7.19	The data is not yet as accurate as we would like it to be so we will be reviewing all data again at the end of term and will report new data and any required actions at the next meeting.	
<b>7.20</b>	<b>ACTION: Clerk to add lateness report to the next agenda.</b>	Clerk
<b>7.21</b>	<b>Q: How confident are year team staff in carrying out the attendance interventions with those pupils (and families) with PA 80-90%? Is there staff buy-in? Is there training and support planned in?</b>	
7.22	Attendance strategies operate at different levels, where the EWO supports in the most severe cases. Some interventions are very light touch, with others being developed for implementation in Term 1. Teachers are encouraged to make calls home instead of Year Teams and time has been made available for these calls.	
<b>7.23</b>	<b>Q: There are a significant number of new staff in Term 1. Is there enough training time available to ensure that they are well inducted?</b>	
7.24	There will be time dedicated to inducting new staff and training and upskilling existing staff in new expectations and processes.	
7.25	Councillors discussed the staffing for next year, the reasons for resignations, recruitment updates, budget and forecasting, current vacancies and the support received from the central team in various areas. The H&S meeting was rescheduled earlier in the term. Councillors discussed the requests made to the LA when numbers were increased and the progress from the LA. Two of the 5 requests have been actioned so far. Councillors discussed the process for following up on the last 3 items through the Skanska contract.	
<b>8.</b>	<b>Safeguarding</b>	
8.1	The termly safeguarding report was shared and discussed. The Safeguarding Link Governor has visited the DSL this term.	
<b>9</b>	<b>Policies</b>	
9.1	The policies committee is meeting regularly to ensure that all policies are up to date.	

Item	Description	Action
<b>10</b>	<b>Environment</b>	
10.1	Councillors discussed the school and Trust's ongoing climate work and requested an update at the next meeting. BBA students are attending the Climate Change event in June.	
<b>10.2</b>	<b><u>ACTION: JC to ensure that HM is on the mailing list for the climate action group.</u></b>	<b>JC</b>
<b>10.3</b>	<b><u>ACTION: Clerk to add Climate action group update to the next agenda.</u></b>	<b>Clerk</b>
<b>11</b>	<b>EDI</b>	
11.1	The Academy Council discussed all the ways in which EDI has been evident throughout their visits, reports and meetings, and made special note of the LGBTQ+ history presentation.	
<b>10</b>	<b>Matters for COAC/Board</b>	
10.1	None	
<b>11</b>	<b>AOB</b>	
11.1	The Trust is implementing Governor Hub for all Academy Councillors to use going forward. CS will provide more information about the implementation, and impact for BBA, shortly.	

**ACTIONS:**

5.4	<b><u>ACTION: JC to bring the minutes late and actions to the next meeting.</u></b> 13/05/2024 - Data will be available at the next meeting – carry forward	JC
<b>7.4</b>	<b><u>ACTION: Clerk to add lateness to the next agenda.</u></b>	Clerk
<b>7.9</b>	<b><u>ACTION: Clerk to add meeting need agenda progress to the next agenda.</u></b>	Clerk
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