



Bristol Brunel Academy

Bristol Brunel Academy Council Meeting Minutes Monday 7th December 2020, 5.30pm Venue – Microsoft Teams

Key Issues (OFSTED Inspection Oct 2017)

1. Progress made by the most able pupils continues to improve so that more of them achieve the highest grades
2. A greater proportion of pupils achieve a strong pass in both English and Mathematics.

Academy Council:

Nicky McAllister (NM) CHAIR	Sponsor 1	Sally Apps (SA)	Executive Principal
Nicola Pearce (NP)	Sponsor 2	Jon Jones (JJ)	Principal
Emma Thorn (ET)	Sponsor 3	<i>Vacancy</i>	LA Rep
Helen Pascoe (HP) VICE CHAIR	Sponsor 4		
Emma McAvoy (EM)	Sponsor 5	In Attendance	
<i>Vacancy</i>	Teacher	Vic Boynton (VB)	Vice Principal
Sophie Elsbury (SE) * & Student Advocate	Support Staff	Abbigael Bainton (AB)	Asst Principal
Rahana Davis (RD)	Parent	Jen Cusack (JC)	Asst Principal
Sonny Richards (SR) *	Parent	Charlotte Seavill	Clerk
Indicates Action		Alison Levinge	Observer
Indicates question/challenge			
*	<- <i>Indicates absent.</i>		

1, Introduction, Administration, and Apologies

AC Chair welcomed everyone to the meeting and introductions were made.
Apologies were received and accepted for: SE & SR
The meeting was deemed to be quorate.

2, Declaration of Interests

None.

3, Approve minutes from the previous meeting

The minutes from the meeting (5th October 2020) are to be approved via email to the Chair and Clerk by 10th December 2020.

4, AC Membership

The council discussed the current vacancies, ongoing process to recruit staff councillors, the appointment of Sophie Elsbury to the Student Advocate role in addition to her current Support Staff Councillor role, and upcoming process for the parent councillor roles.

Councillors were reminded to complete their Nimble training by the end of term as this is now overdue.

5, Actions and Matters Arising

- Action – all Councillors: If councillors have any comments or recommendations for the roles going forward please email the AC Chair and Clerk. – TBC when parent councillor election is complete – Clerk to move to Feb agenda.
- Action – all Councillors: Nimble training, including reading KCSIE, is to be completed by October half term. - Ongoing
- Action Clerk: Arrange an additional meeting on 16th November. – complete – meeting is booked for 10th December.
- Action for SJ: To provide a report outlining how and where the curriculum supports Black History Month.
- Action for all Councillors - The AC were asked to consider what the intent means for them and to respond via email
- Action Principal – The council requested that the Principal pass this message of congratulations to the staff involved in securing this success for Y11 students.
- Action: Clerk to update the glossary to include SMSC
- Clerk reminded all Councillors to complete the Declaration of Interests form online as soon as possible - complete

Academy Council Report

Anti-Bullying update

The Council received an update on the academies anti-bullying approach including the term by term plan, feedback from students and staff, the interventions used when bullying occurs, the anti-bullying policy that is available on the academy website and the schools work with the Anti-Bullying Alliance. There have been updates and improvements in the ways that CPOMS is used to log occurrences of bullying and the tracking of different types of behaviour. The student council discuss anti-bullying as a regular agenda item. Staff have received training and have been introduced to the Anti-Bullying Alliance work and action plan. The next formal review of this work is in February when the academy hopes to be awarded their award.

Feedback from students included the need for visual reminders about bullying behaviour and so printed banners have been placed in each of the bubble zones. There have been focused assemblies and PSHE sessions based on feedback from students and CPOMS records including disablist behaviour and a student friendly 1-page summary Anti-Bullying Policy which is valuable for all tutors and in all pastoral offices.

There has been great work happening in tutor times discussed how people treat each other and a specialist intervention group has been introduced for some students who have been identified as engaging in bullying behaviour.

There is a project to work with parents and invite them to understand the work that is going on in school in this area and invite their views and input for future topics.

Students have been learning about the different roles in group bullying such as being a target, a ringleader or a defender. Students have been able to recognize themselves in these categories and student groups are working together to deliver assemblies to the rest of the school.

The Council asked if there are trends emerging in CPOMS data and if the number of incidents are increasing because of the improvements in staff logging occurrences.

The academy has seen an increase in the number of occurrences logging in CPOMS using the new tagging system which is positive as it means that behaviour is being tracked and logged properly.

However, the goal in the long term is obviously to see the number of incidents decreasing as students become more aware of their behaviour towards each other.

The Council asked if the new pastoral team structure has helped in addressing anti-bullying.

The pastoral team is much bigger this year and the extra capacity has allowed for more one-to-one interventions, restorative meetings and fortnightly check-ins with students.

The Council asked how success will be measured.

The long-term goal is for the number of incidents to reduce and for students to be able to speak confidently to staff to report incidents and provide feedback.

COVID update

The academy has been communicating regularly with parents to keep families up to date with regards to COVID. The risk assessment is updated inline with the ever-changing guidance from the government which includes the current guidelines for staff and students to wear masks in corridors and communal spaces. Both staff and students have responded well to this and are wearing masks when needed. During the second national lockdown, students or staff who were considered clinically extremely vulnerable were required to stay at home but have been able to return to the academy in the tiered system. Where needed, some duties have been adapted to make work as safe as possible. SLT are carrying out a track and trace response to positive cases within the academy with great success so far.

The Council requested further information about the data showing the number of cases reducing but the number of isolations increasing.

It was explained that for most students who test positive, the number of “close contacts” is between 30-50, however in one case, a student had over 100 close contacts that then had to isolate.

The council raised concerns about the additional workload on all staff at the moment, but in particular those involved in the track and trace system. The Council asked if the current workload is sustainable for potentially the next 3-6 months.

The academy is supporting staff through this difficult period and accepting that some work will have to wait while other work is prioritized. There are more staff being trained in the track and trace system which will spread the workload and leave the authorization to SLT rather than the administrative work. This should hopefully release some time for more progressive strategic work to continue by senior members of staff. The leadership team agreed however that it probably isn't sustainable for length of time and will take time to consider the options available.

The Council requested an update on workload for staff at the next meeting – action Principal.

One of the measures in place to help prevent the spread of COVID is to ensure good ventilation throughout the building. This is obviously easier during warm months however as the weather gets colder, students are complaining about the cold. Students are being encouraged to wear additional layers underneath and over their school uniforms as the windows and doors will remain open.

There have been some questions from parents and students about the students moving around the academy instead of remaining in classrooms and staff moving around. The rationale behind the decision was to give staff ownership of their rooms, have their room set up in a way that helps them teach within the guidelines and stop students being left alone in classrooms while staff move around. It also gives students and staff access to specialist rooms such as science labs and kitchens. Movement around the academy has been reduced to a minimum and double lessons are especially helping in this area.

Public Health England has confirmed that although there have been positive cases within the academy, there is no onward transmission within the academy. All cases have been transmitted outside of school which is very positive news for staff and students. The data currently suggest that the longer students are in school, the less likely they are to get it.

The academy is in receipt of Covid Catch Up Funding from the government and is required to present how it is being spent. The council noted that the academy has not received the usual Year 7 Catch up funding (circa £30k). The spending plan was shared with the council.

The Council raised concerns that the estimated £12k for cover costs was too little.

It was agreed that it probably was but that the funding was finite. The academy is in a position to be able to complete the year on budget with the expected cover costs, however that could change if guidance changes from central government.

The Council questioned how the impact of the funding would be measured, how many students it would impact and what will be done if the desired impact isn't reached.

The funding is available for anyone who needs it but as a starting point, students who would not have reached the required grade at KS2 are being targeted.

The new Distance Learning Coordinator has been gathering information around the number of lessons the academy has made available online, how many students are engaging with it etc which is a good measure and staff will also be collecting student voice feedback.

Blended Learning

The Quality of Education Team have been working on a blended learning offer for students in the academy and working from home. The approach to learning is adjusted depending on the number of students working from the academy or from home. All students progress is tracked and interventions put in place where needed. There is a dedicated HLTA working with LAC students. The academy was incredibly lucky with the DfE Laptop distribution and has ensured that everyone has access to a laptop and Wi-Fi.

The council asked if parents are being supported to use programs such as Show my Homework and being able to access and return work to teachers.

Staff are working hard with students to ensure they understand how to access their learning when they are at home and the Distance Learning Coordinator has been working with families to resolve any problems. Where problems have been identified, staff are looking at other methods to ensure work is accessed and returned.

Attendance

The academy has been tracking attendance during the pandemic period using the new X code which is for when someone is isolating either because they are awaiting a test or because they have been in close contact with someone who has tested positive. If that person tests positive themselves, then they are marked as ill. Data was shared with the council included and excluding X codes. There is significantly lower attendance for students with SEND and PP and support is in place to address this.

When students are working from home, engagement is highest when lessons are streamed live. The academy was audited by the CLF CEO earlier in the term who provided areas for improvement and strong feedback which has been enacted on and shared across other CLF and East Bristol Principals. The follow up visit went well and improvement could be tracked.

As well as live lessons there are assemblies for students first thing in the morning to engage them in their learning for the day and to share key messages.

The academy is tracking the attendance at remote lessons and the actual completion and submission of work and will provide an update at the next meeting. The council also asked for an update on extended writing at the next meeting.

There has been significant work done by the new CLF Attendance Officer and the BBA Attendance Officer to bring the roll, processes and procedures up to date. Penalty notices are still being issued where appropriate and processes are much more rigorous. Codes are being checked and followed up and data is much more useful.

Council members shared their praise at the impressive improvement in this area and asked how it is working so well.

There have been three staffing changes in this area, including the introduction of a new Attendance Officer who has surpassed expectations and is making a huge impact on attendance. Secondly, bringing SLT members with expertise in this area back to focus on attendance has really helped. The CLF have appointed a central Attendance Lead who has brought a wealth of legal and procedural knowledge to the team.

Mock Exams

The attest set of mock exam data will be available later this week but early indications show that students knowledge base is fine but they are unable to express it in a structured manner. This will be the focus throughout the academy going forward. Staff have been submitting predicted grades for students bearing in mind the potential need for CAG again, college applications and morale. These predictions need to be submitted in January.

Parents' Evening

Parental surveys were completed to ascertain how parents would best like parents' evenings to run this year and so the plan for the upcoming Y11 parents' evening is heavily based on parent feedback. Parents will be able to log into an app that students have been trained to use beforehand and talk to teachers about their children while looking at books that students will take home. Lessons will be stopped a little early that day at 1.30m to accommodate the parents' evening however it is not the plan to do this at every parents' evening.

Pan & Post 16 Provision.

The council discussed the academies PAN & Post 16 provision changes and questions and challenge raised where appropriate.

6, Safeguarding

There were no new updates to share by the SG AC link will be attending the upcoming anti-bullying review meeting in January.

7, Finance, H&S and Estates

The academy is in a good position financially and is within budget outside of the additional COVID costs. The supply budget is causing some concern moving forward but that can't be predicted at this stage in such unusual circumstances.

8, Policies that require review

There was an update on the system of reviewing policies and the feedback from the council was that the new system was very thorough and the academy has covered a huge amount of work to bring policies up to date.

9, Student Voice / Student Advocate

SE has been appointed the new Student Advocate member and will provide an update at the next meeting.

10, Matters for the attention of the Board/COAC

None

11, AOB

There is an extraordinary meeting on 10th December 2020 to discuss the 5 year strategic ambitions for the academy which will be chaired by HP.

The council wanted to acknowledge the phenomenal work that staff are doing in the current circumstances and share how impressed they are with the control and safety they have managed to nurture in the academy.

Future dates:

8th February 2021 – location tbc

26th April 2021 – location tbc

28th June 2021 – location tbc

Approved: _____ Date _____