

Minutes – Bristol Metropolitan Academy

Version: Final
Meeting Date: 5 October 2021
Location: Virtual via Teams
Time: 5.00pm

Chair: Clare Ryder (CR) Sponsor Councillor & Chair
Members: Marie Mooney (MM) Sponsor Councillor & Vice Chair
 Martin Neary(MN) Sponsor Councillor
 Cameron Shaw (CS) Principal
 Sally Apps (SA) Executive Principal
 Nigel Cooley (NC) Student Advocate
 Helen Bruten (HB) Parent Councillor
 Helen Harman (HH) Support Staff Councillor
 Kane Davis (KD) LA Representative Councillor
In Attendance: Sue Burns (SB) Clerk
Apologies: Charlotte Muzabazzi (CM) Sponsor Councillor
 Mark Swallow (MS) Teacher Councillor
 Herdeep Wynter (HW) Sponsor Councillor

Minutes

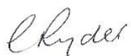
Item	Description	Action
1	Welcome, Introductions and Apologies	
1.1	CR welcomed everyone to the meeting and introductions were made.	
1.2	Apologies were accepted for CM, MS and HW.	
2	Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 22 June 2021 were approved.	
4	Matters Arising	
4.1	CR thanked MM for chairing the CLF Event meeting.	
5	Academy Council Report – Questions from Academy Council and response from CS unless indicated otherwise	
5.1	The AIP has been split into two distinctive documents: Improvement and ‘business as usual’.	
5.2	The AIP has four key areas: Literacy and Oracy, Quality of work, Active Participation, and Belonging.	
5.3	Are the bullet points in priority order? No, but the termly plans are in priority order.	
5.4	ACTION: CS to share the termly plans with the Academy Council.	CS
5.5	Is it possible to have a key for staff initials? Yes, a staff list can be added to the shared folder.	

5.6	ACTION: CS to add the staff list to the shared folder.	CS
5.7	The staff have received carousel training based on sexual harassment, discrimination, and gender stereotyping.	
6.0	Attendance	
6.1	Attendance started well but then dipped due to winter illnesses and some Covid infections, but we remain second highest in the trust.	
6.2	<p>Today's attendance is just under 94%. Persistent absence is 20% but to contextualise this it is worth reminding everyone that PA is binary (you tick it when your absence is above 10%) and after 4 weeks of term that only needs an absence of 2 days in that period to tick it. Given absence to take PCR tests and wait for results in the usual September cough/cold season it isn't hard to hit that mark currently.</p> <p>Week 4 CLF Average was 24%; we are 2nd lowest for PA with some of our schools sitting at nearly 40% of students. We don't have any national data on PA currently.</p> <p>By the end of Week 6 this figure had not increased although the CLF Average increased to above 25%. We still sit 2nd.</p>	
6.3	National attendance for Secondary Schools is just under 90% currently.	
6.4	<p>Do you have any issues with supplies for the school, following the recent lorry-driver shortage?</p> <p>No. Aspens, the catering provider have provided a contingency menu in case there is any impact from lack of perishable items.</p>	
6.5	<p>What is the current situation with Uniform supplies?</p> <p>There were supply issues early in the term, but these are settling down now.</p>	
6.6	<p>The LA are seeking additional places for the 2022 Y7 intake, what are the implications including for things such as social and lunchtime?</p> <p>We can only agree to eight form entry due to the site limitations, but we regularly receive admission appeals and therefore may consider additional pupils in the longer-term. We have made provision to make sure that lunch and social times are not impacted and monitor to make sure lunch, for example, is delivered in a timely fashion to all students.</p>	
6.7	Y11 have started well. Formal mock exams take place in November, therefore mock revision timetables have been circulated and have been well-received by the students.	
6.8	Y11 are a strong cohort so we are anticipating strong results, but the mock exams will provide more data around this.	
7	Safeguarding	
7.1	[REDACTED]	
7.2	[REDACTED]	
7.3	The 2020 Safeguarding Audit has been received and is being monitored by the Safeguarding Link (CR).	

7.4	<p>There have been issues of peer-on-peer abuse reported: the school is following the recommended processes, but what are these?</p> <p>We are recording these incidents discretely now as opposed to within another category e.g., bullying. We are taking steps to educate the students about the inappropriate use of language and have run some student-led activities. We have collated feedback from our LGBTQ+ Student Voice Group and other stakeholders who have advised that they are more comfortable in reporting incidents and feel supported. Helen Barnes is leading on anti-harassment.</p>	
7.5	ACTION: CR to arrange a deep dive into CPOMS data and context.	CR
7.6	Is there any plan to engage families in allyship?	
7.7	We have planned to invite some families into school to work with them in a change workshop which was delayed from July.	
8	Risk Register	
8.1	This is based on a CLF template and includes all risks including emerging and nd crystalised risks. The number of risks RAG-rated green has improved. The register will be reviewed again next term and circulated.	
9	Academy Council Updates	
9.1	ARVs are planned for 3rd November 2021 and 12th January 2022	
9.2	The scrutiny meeting is planned for November.	
9.3	ACTION SA to invite CR to the ARV wrap-up	SA
9.4	Aliya Douglas resigned wef 9 th September 2021.	
9.5	KD and HW visited the school for a tour and met with Tim Holmes re Careers.	
9.6	There remain ongoing issues with TEAMS access that the IT team have been unable to fix.	
9.7	ACTION: SA to raise the ongoing TEAMS access issues with the CLF IT team	SA
9.8	The Parent Academy Council advert will be circulated in the next few weeks.	
9.9	Meetings will resume in person from T2. A larger meeting room will be identified to allow for social distancing.	
10	Matters for the Board	
10.1	None.	
11	Governance	
11.1	Link Roles & Tracker	
11.2	The Link roles and tracker have been circulated and are designed to support the Academy Councillors in identifying what to focus on and who to liaise with. Link Councillors are asked to ensure that they attend the Academy in person (Covid issues allowing) a minimum of once each term (6 times per year) and to submit full reports on their visits. They are also asked to ensure that the Tracker (Link shared) is updated. Additional session via Teams are encouraged if necessary.	
11.3	CR thanked Cameron Shaw and Kris Bridgeman for working on the document over the summer.	
11.4	CR and CS have reviewed the AIP and BAU, ARV and Scrutiny feedback in order to identify key trails to pursue during link visits.	
11.5		
11.6	Link Visit Reports will be recorded after each Link meeting using the Link Tracker Report (in addition to the CLF standard template form). Key actions and follow-up can therefore be recorded in a timely fashion.	
11.7	ACTION: All Academy Councillors to review the Link Tracker and provide feedback to CR.	CR
11.8	What are the protocols for school visits?	

	Restrictions have been removed from schools; visitors are welcome to wear face coverings if they feel more comfortable doing so. Staff and students take lateral flow tests twice a week. If Academy Councillors are comfortable doing so then that would be appreciated, but it is not a requirement.	
11.9	ACTION: CS to circulate the latest BMA Risk Assessment	CS
11.10	Link Roles <ul style="list-style-type: none"> • LAC/PLAC – HW • Curriculum & Outcomes – KD • Careers – MM • Quality of Education: Teaching & Learning – MM • SEND – HB • Literacy & Oracy - HB • Behaviour & Ethos - CR • Safeguarding – CR • Pupil Premium – MN • Health & Safety – HH • Diversity & Equality – CM • AIP – CR • Eco - TBD • RSHE - TBD 	
11.11	The Student Council has been extended to include Y11 which will give them the opportunity to take on leadership roles and will provide role-models for younger students.	
11.12	Nimble . Although AC members were reminded of the need to complete Nimble training, they were asked to first check what had been allocated to them, screen shot it and check with the clerk before undertaking the work to ensure they had been provided access to the correct sections.	
12	Policies	
12.1	None.	
13	AOB	
13.1	The Academy Council thanked CS on behalf of the parent community for clear communication during the pandemic.	
14	Close of Meeting	
14.1	The meeting closed at 7.00pm	

Approved:



Date: 30th November 2021