

Minutes – Bristol Metropolitan Academy

Meeting Date: 7 Nov 2023
Location: BMA
Time: 5.00pm

Members:

Laura Walder (LW)	Sponsor Councillor & Chair
Cameron Shaw (CS)	Principal
Jon Hallett (JH)	Parent Councillor
Vacancy	Parent Councillor
Vacancy	Student Advocate
Helen Harman (HH)	Support Staff Councillor
Jo Duffy (JD)	Sponsor Councillor
Minna Koo (MK)	Sponsor Councillor
Vacancy	LA Representative Councillor
Daisy Mason (DM)	Sponsor Councillor (joined via Teams)
David Vince (DV)	Teacher Councillor

Apologies Dan Nicholls (DN) Executive Principal

In Attendance: Sue Burns Clerk
 Aysha Muzaffar Observing
 Mark Allen Assistant Principal

Item	Description	Action
1	Welcome, Introductions and Apologies	
1.1	Laura Walder (new Chair) welcomed the new Academy Councillors Minna Koo, Daisy Mason, and David Vince to the meeting and Aysha Muzaffar, who is observing. Introductions were made.	
1.2	No apologies were necessary.	
2	Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 4th July 2023 were approved.	
4	Matters Arising	
4.1	7.29: CS to arrange for Mark to present ISR data to the new Academy Councillors at the next meeting – Action closed.	
5	Academy Council Membership	
5.1	There have been ten applicants for the Parent Councillor vacancy. A ballot has been arranged.	
5.2	Aysha Muzaffa has expressed an interest in being the LA Councillor and is in the process of completing an application form.	

5.3	Link Roles: Link roles will be appointed at the next meeting. Laura will hold the Safeguarding Link Role in the meantime.	
6	Attendance – Mark Allen	
6.1	Presentation shared via screen	
6.2	Attendance and persistent absence both declined following the pandemic. We had the strongest start to the academic year than for several years which was very encouraging.	
6.3	From week 4 onwards attendance declined across the city, due to illness, but we remain above the Bristol and national average.	
6.4	32% of our cohort are PP students and their attendance is currently 90.7%	
6.5	Our persistent absence YTD (24.7%) is higher than the national average which is disappointing.	
6.6	We track punctuality and have identified that the average late to school is declining and the gap between non-disadvantaged and disadvantaged students is narrowing and we have experienced a steady improvement.	
6.7	SEND attendance is 90.3% which compares favourably both nationally and within the Trust.	
6.8	PP attendance is receiving a constant focus, as well as SEND-K and SEND-E.	
6.9	There are 21 students on the Y9 SEND cohort and 7 of them are having a significant impact on the attendance statistics.	
6.10	SEND SEMH absence is challenging to address within a mainstream school. We are providing early interventions for any individuals who are on the cusp of persistent absence.	
6.11	Our attendance procedures are robust and embedded and we utilize prosecutions where appropriate.	
6.12	We are considering several new processes to introduce which will include 'proud cards', celebrations displays, attendance focused assemblies and detention for three lates to lessons.	
6.13	We are identifying attendance needs for our SEND students and have a good student support base and counselling team who can provide support.	
6.14	We are in the process of recruiting an Attendance Officer.	
6.15	The attendance statistics for SEND & PP compounds attendance issues.	
6.16	SEND-K students are on the SEND register, SEND-E students are on the SEND register and have an EHCP.	
6.17	ACTION: CS to determine the statistic for PP, SEND/SEMH Students.	CS
6.18	Is it possible that funding for SEND-K students could be removed by the LA? One of the proposals in the LA SEND Consultation is to remove top-up funding for students who don't have an EHCP.	
6.19	Has the EHCP application process improved? The LA was put into special measures for its SEND provision due to delays in the issue of EHCPs. The waiting time reduced, but this introduced additional complexities into the process. There now appears to be a bottle-neck due to an increase in perceived need and a lack of specialist provision.	
6.20	The Academy Councillors noted that BMA attendance is outperforming the other schools in the CLF.	
6.21	<i>Mark Allen left the meeting at 5.55pm</i>	
7	Academy Council Report - CS	
7.1	Are we receiving all the PP funding that we could be eligible for? No, we are almost certainly missing some students who are eligible. We communicate regularly with parents, but some of them are hard to reach. Therefore, we are considering	

	how to address this moving forward. We also need to repeat some myth busting sessions to address any stigma.	
7.2	Y11 outcomes were not as positive as previous years? The outcomes were almost exactly what we predicted, but the progress was higher because nationally they dropped. 2019 and 2022 outcomes put us in the top 10% of the country. We anticipated a fall in 2023 but were satisfied with the results and sit about fifth in Bristol which we are pleased about given the average point score on entry. Rank order for PP outcomes put us second in Bristol.	
7.3	We are confident that the current Y11 students are a strong cohort and will know shortly as they are in the mock season which they've approached well.	
7.4	Are the predicted grades based on last year's mocks an estimate of what they would achieve if they sat the exam this week? Yes, but we include teachers' improvement predictions which can't exceed an additional grade.	
7.5	Attendance and KS4 results data has been provided by ethnicity and when the suspension data is available, this will also be broken down by ethnicity.	
7.6	Do you monitor EAL? We have three subsets of EAL to finesse the data.	
7.7	ACTION: CS to interrogate the Y11 Black Box data based on EAL.	CS
7.8	Saima Akhtar is running a micro aggression and adultification training session at BMA on 5 December 2023.	
7.9	During year group bubbling in Covid, it was noted that the Y7 children were more childish at lunchtime, is this a trend that you've seen at BMA? We've used several models at BMA during and since the pandemic because there were some benefits. This year we have no segregation inside the building but have retained it in KS3 and KS4 areas outside.	
7.10	How is staff morale? Morale is good, the team pull together and support one another. There is also wellbeing support available from external agencies which is well signposted.	
7.11	What were the results of the staff survey? The statements were scored out of five and overall, the results were positive. We have relatively low staff turnover and relatively low HR process rates e.g. grievances, long-term sickness, etc. We are developing an action plan which will be shared with the staff.	
7.12	How often is the survey done? Historically, annually by the Trust. But we also provide our own in-house survey three times a year.	
7.13	The behaviour and ethos plan has a focus on consistency. What data underlies this; do you capture the reasons for an ISR referral? Yes, the category is captured, but also an open comment. The parent receives a text message to advise that their child has been referred to the ISR and why. Bromcom will provide parents with live access to their children's data. Warnings are also categorised, but the comment is optional.	
7.14	Are you monitoring how much work is being completed in the ISR? Yes, this is being tracked. The ISR is double staffed to ensure that we can support learners. We monitor the number of ISR referrals so that we can respond with a graduated response and provide external referrals if required.	
8	Link Visits	
8.1	Pupil Premium – JH See report on Teams. The school has noted that the meals portions are smaller. CS has met with SKANSKA to discuss the issue who have advised that the meal deals have increased by 20p, and it is the	

	<p>first increase in ten years. Some produce is more expensive and it's important that the facility operates commercially.</p> <p>This is the final year of three-year PP Plan. The plan links to the AIP which focuses on two key areas that are not directly targeted at PP children but does impact them.</p> <p>We use the Education Endowment Fund research to inform many of our interventions.</p>	
9	Policies	
9.1	<p>CLF Policies to Note:</p> <ul style="list-style-type: none"> • Collective Worship • Exclusions & Suspensions • H&S • Physical Intervention and Positive Handling • RHSE Policy • Safeguarding & CP • Trips Policy <p>The Academy Council noted the above policies.</p>	
10	Safeguarding	
10.1	LM will meet with the Safeguarding Lead next week.	
11	Matters for the attention of the Board/COAC.	
11.1	None.	
12	AOB	
12.1	<p>All the Academy Councillors are welcome to visit the school and see some classrooms in operation, class changeover time, the library and the ISR if they would like to.</p> <p>The Academy Councillors were reminded to email CS (cameron.shaw@clf.uk) in advance to arrange the visit, and to undertake a Link Visit at the same time.</p>	
12.2	Helen Harman is retiring at the end of T2, therefore the next meeting will be her last one.	
13		
13.1	The meeting closed at 7.05pm	