Minutes – Bristol Metropolitan Academy

Meeting Date: 4 Mar 2024
Location: BMA
Time: 5.00pm

Members:	Laura Walder (LW)	Sponsor Councillor & Chair
	Cameron Shaw (CS)	Principal
	Jon Hallett (JH)	Parent Councillor & Vice Chair
	Sofia Rashid (SR)	Parent Councillor (observing)
	Vacancy	Student Advocate
	Jo Duffy (JD)	Sponsor Councillor
	Minna Koo (MK)	Sponsor Councillor
	Aysha Muzaffar (AM)	LA Representative Councillor
	Daisy Mason (DM)	Sponsor Councillor (joined via Teams)
	David Vince (DV)	Teacher Councillor
	Vacancy	Support Staff Councillor
Apologies	Vacancy	Sponsor Councillor
	Dan Nicholls (DN)	Executive Principal
Attendance:	Sue Burns	Clerk
	Kris Bridgeman	Vice Principal

Item	Description	Action
1	**Welcome, Introductions and Apologies**	
1.1	Laura Walder welcomed everyone to the meeting and introductions were made.	
1.2	Apologies were received and accepted for Dan Nicholls.	
2	**Declarations of Interest**	
2.1	None declared.	
3	**Minutes of Previous Meeting**	
3.1	The minutes of the meeting of 7th December 2023 were approved.	
4	**Matters Arising**	
4.1	None.	
5	**Academy Council Membership**	
5.1	Ross Goodman-Brown will join the Academy Council once his references are received. Sofia Rashid has submitted her application form.	
5.2	Aysha Muzaffar (new Sponsor Councillor) has taken the Safeguarding Link Role.	
5.3	Daisy Mason will be the new PSHE Link Role.	
5.4	Minna Koo is the Careers Link.	
5.5	Natasha Martin will be the new Student Advocate from T5.	

6	AIP 2023-24 – Kris Bridgeman	
6.1	*Papers shared via screen.*	
6.2	We track the progress against the two key AIP areas. **'Thing 1':** Co-construction of learning and active participation in lessons resulting in gradual release of responsibility of learning. **'Thing 2':** Promote and embed our proud values. To create a culture of respect.	
6.3	'Thing 1' intended outcomes include building student confidence, increased productivity, reduced negative behaviour in lessons, more active engagement, improving quality of teaching and learning, improved PP progress.	
6.4	Whole school CPD progress takes place in T1, T3 and T5. Reflection and joint planning take place every term. Department CPD is planned for each term.	
6.5	'Thing 2' intended outcomes include improvement in belonging scores, UNICEF silver, improvements in staff voice, creating a belonging calendar, supporting mental health and wellbeing, tutor times and assemblies to promote belonging, EDI in the workplace meetings, parent voice and support.	
6.6	There are three key things for the SLT to focus on during T1 and T2. This is then monitored to ensure that they align to the AIP.	
6.7	**How do you record changes in priorities?** We colour code them in a different colour e.g. black	
6.8	**Is the belonging work used during tutorials?** We have a calendar for the year so that we celebrate all cultures. The next phase will be student led belonging which will commence in T5 and T6.	
6.9	**What rewards are available?** Proud points and proud postcards.	
6.10	**Do you use student voice?** Yes, we have a belonging survey, and the Trust is adopting a Trust-wide survey. The PD cycles include student voice in T3 and T4 whilst we look at the books of five students with them, at least of two of whom will be PP students.	
6.11	**Do you positively sample SEND students?** We have work scrutinies for departments who focus on key groups. We also do this for learning walks.	
6.12	We share best practice from learning walks across the school. Areas for improvement are shared with the teacher and appropriate support is put in place.	
6.13	**Do staff do peer observations?** Programme Leaders observe SLT and critique their practice. We have used triads in the past, but that stops at Deputy Programme Leaders.	
	Safeguarding – Kris Bridgeman	
6.14	Presentation shared via screen.	
6.15	We have a team of trained DSLs and DDSLs who provide training, make referrals, promote safeguarding across the schools, monitor alerts and write Trust reports.	
6.16	The House Teams are the first point of contact for students and families and act on CPOM actions, undertake home visits and parent meetings.	
6.17	*Kirs Bridgeman left the meeting at 6.00pm*	
7	Academy Council Report - CS	
7.1	**How are you managing the social contract element of the Ofsted outcomes?** Attendance is a focus area for BMA. We are developing our belonging strategy, and we refresh our attendance processes and re connect with some of our key families. There is no quick and simple remedy. School anxiety is also a key challenge.	
7.2	**Do you have a breakdown of data for illness absence?**	

	We record the parent's reason for their child absence using the DfE defined category codes. There is no sub-categorisation for illness.		
7.3	**Is illness the key absence reason for illness?** Yes. Often the parent's mental health underlies the child's absence.		
7.4	**Do parents follow the calling-in to report absence protocol?** Some parents are proactive, others require chasing via a first-day absence text. Pupils on the vulnerable list receive a phone call. The school has to authorise absence from school which some parents find challenging.		
7.5	**Do you signpost to Council parent courses?** Yes, we had one arranged last year which 20 families signed-up to, but it was cancelled shortly before it took place.		
7.6	**ACTION: CS to investigate parenting courses that can be held at the school.**	**CS**	
7.7	**ACTION: CS to arrange for key communication emails to be shared with the ACs.**	**CS**	
7.8	The AC Attendance Link Councillor congratulated BMS on the Y11 PP gap attendance gap which is less than 2% which is less than half the gap in other years.		
7.9	**Do you track lesson truancy?** Yes, a register is taken for each lesson. We have some habitual lesson avoiders due to SEMH needs which are addressed on an individual basis. We don't have significant numbers of truanting students; they tend to be seeking out a trusted adult.		
7.10	**Do you use thrive?** We don't have a thrive license, but we have two staff who have been thrive trained in the past.		
7.11	**How did the Y11 mocks go?** The deadline for marking is 8th March 2024. A 'golden envelope' assembly will take place two weeks later which the students are prepared for and is well received by the students. The Y10 PMR reviews across the Trust took place this evening for English, Maths and Science		
7.12	**What is your prediction for GCSE results this year vs last year?** We are anticipating an improvement in GCSE outcomes than last year. They are a good cohort of students who have had a good attitude to their mocks.		
8	**Policies**		
	Policies to be noted: • CLF Complaints **Policies to be approved:** • Admissions Policy 2025-26 **Proposal to approve the CLF Admissions Policy: LW** **Seconded: JH** **Show of Hands: Unanimous**		
9	**Governance**		
9.1	Careers Link Visit – Minna Koo		
10	**Matters for the attention of the Board/COAC.**		
10.1	None.		
11	**AOB**		
11.1	None.		
11.2	The meeting closed at 7.05pm		