

# Minutes – Bristol Metropolitan Academy

**Meeting Date:** 16 May 2023  
**Location:** Teams  
**Time:** 5.00pm

**Members:**

Clare Ryder (CR)	Sponsor Councillor & Chair
Cameron Shaw (CS)	Principal
Jon Hallett (JH)	Parent Councillor
Helen Bruten (HB)	Parent Councillor
Vacancy	Student Advocate
Dan Nicholls (DN)	Executive Principal
Helen Harman (HH)	Support Staff Councillor
Vacancy	Sponsor Councillor
Vacancy	Sponsor Councillor
Vacancy	LA Representative Councillor
Vacancy	Sponsor Councillor
Vacancy	Teacher Councillor

**In Attendance:** Sue Burns Clerk  
 Jo Duffy (JD) New Sponsor Councillor pending COAC

Item	Description	Action
<b>1</b>	<b>Welcome, Introductions and Apologies</b>	
1.1	CR welcomed Jo Duffy (observing) to the meeting and introductions were made.	
1.2	No apologies were necessary.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None declared.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the meeting of 28th February 2023 were approved.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<b>CS to arrange for a presentation on PP recidivists at a future meeting.</b>	<b>CS</b>
<b>5</b>	<b>Academy Council Membership</b>	
5.1	There are five potential new Academy Councillors in process including Dr Jo Duffy and Ross Goodman-Brown whose applications have been received.	
5.2	Marie Mooney has stepped down following the end of her term of office.	
5.3	Clare Ryder is stepping down at the end of the academic year after four years in post as Chair of the Academy Council.	
<b>6</b>	<b>Academy Council Report – CS</b>	
6.1	Today was supposed to be the final ARV of the year, but this has been postponed to the beginning of next term as both I and Kris Bridgeman were off-site today.	

6.2	An ARV takes place three times a year and is overseen by the Executive Principal and is an opportunity for colleagues to review key areas of our practise to focus on and then provide feedback.	
6.3	In April we hosted 7 Headteachers from Ambitions Academy Trust (see report) who were interested in visiting us because Jon Webb (Ambition Director of Education) was one of our Ofsted Inspectors last year. I will do a reciprocal visit in July.	
6.4	We will reduce the leadership team by one AP during a maternity leave, due to budget constraints.	
6.5	Our second annual culture day has taken place which was very popular with the students. We will build on this and extend it into the curriculum in the future.	
6.6	<b>The appointment of a new AAP is a departure from the traditional SLT model, how will you determine if this has been successful?</b> Traditionally an AAP also has some teaching responsibilities which will not be undertaken by Liz, so we have had to factor that in. We have recruited a new History teacher and will not replace Liz's substantive role as a Learning Mentor which she will retain. We have added some capacity to that role and Liz will focus on suspensions and attendance.	
	<b>Attendance</b>	
6.7	There was industrial action during T4 which impacted the attendance on the Friday before the bank holiday weekend which was to be anticipated.	
6.8	Overall attendance is 91.6% vs 89.9% (CLF), 88.5% (Bristol) and 90.7% (National). This is 1% above national average, but 3% below our pre-pandemic attendance statistics.	
6.9	<b>What are the reasons for the absence?</b> In the main, short-term illness.	
6.10	DN: We have 94% attendance in BMA today, the next best attendance is 93.2%. Attendance at Primary Schools nationally has almost recovered to pre-pandemic levels but Secondary and particularly Post-16 attendance is very challenging. Good schools appear to be recovering quicker than those who are judged as requires improvement or below. Up to 1 in 5 PP children are absent nationally each day which is extremely concerning.	
6.11	<b>What has the Y11 attendance been for exam days?</b> We had 100% exam compliance yesterday and today 3 out of 207 students missed the exam, one of whom is a long-term non-attende and two students who were ill. We visited the house and tried to collect the non-attende, but this strategy was regrestfully not successful.	
6.12	<b>Attendance for PP students who are also SEND is significantly lower which is not in line with other schools in the Trust?</b> It is variable across the schools in the Trust. A lot of our PP & SEND absence is due to SEMH concerns.	
6.13	<b>ACTION: CS to arrange a SEND deep dive at the next AC meeting with reference to SEMH concerns.</b>	<b>CS</b>
6.14	Society was concerned post-pandemic about SEMH needs in Y11 students who recovered well because they already had good learning habits in place. Younger students had disruption to key areas of their development and education and have taken longer to recover from these.	
	<b>Mocks and Predictions</b>	
6.15	We are still anticipating a reduced outcome compared to last year due to the dynamics of the cohort and the impact of the pandemic.	
6.16	The last round of mocks were positive and the prediction data is credible which suggests we will achieve a P8 score above zero. We have four students in Hospital Education which is significantly higher than historically.	
6.17	<i>The Academy Council noted the behaviour challenges presented by the Y11 cohort and the interventions that have been put in place to support them.</i>	

6.18	DN: Over 1600 students sat mocks in the Trust and we are anticipating that the predictions will be accurate, and this year are not a reflection on the Academy.	
6.19	<b>Some of the HAP student numbers are low in the table?</b> All students should make good progress; we don't expect HAPs to make more progress than their peers.	
6.20	<b>Are the French predictions disappointing?</b> This is the cohort who did not have access to German because we had a late resignation of a German teacher, therefore the curriculum included French and Spanish. We have been considering reducing the French offer and focusing on Spanish which is common in other schools. We are proud of the fact that we offer three languages and are recruiting for another language teacher which will determine our curriculum offer moving forward.	
6.21	<b>How many CLF Secondary Schools have compulsory language?</b> BMA is the only one.	
6.22	<b>Would you consider moving away from a compulsory language?</b> We have discussed it in the past but have been challenged by parents to improve the quality of language teaching instead of removing it, which we have systematically done and results have improved. We value languages and the skills that they bring.	
6.23	<b>Do you make exceptions for dyslexic students?</b> Yes, it is compulsory to study language until KS4 and then we make exceptions on a case-by-case basis.	
6.24	<b>Can non-language students do additional qualifications instead of the language qualification?</b> Yes. We often use the language sessions to achieve social skills and business skills and Princes Trust qualifications.	
6.25	<b>Have you recruited a Computer Science teacher?</b> Yes, we have recruited Frank Ward who is the Deputy Head of Computing and Maths at Wellsway.	
	<b>Safeguarding</b>	
6.26	There has been no movement in CiC or CP Plans. One addition to CiN.	
6.27	Lacey Hooper has returned from her secondment and the Safeguarding Team is now at full compliment.	
6.28	We have employed an additional Pastoral Support Assistant for 12 months which has increased capacity.	
6.29	The number of safeguarding incidents recorded is in line with previous terms.	
6.30	We continue to raise concerns about significant delays ( <i>months</i> ) in notifications from the LA about domestic violence incidents. Referrals to external agencies remain a concern and this has impacted on the number of suspensions because we are unable to offer external support to some of our students due to the change in thresholds.	
6.31	We assess our students and put in support wherever possible, but we rely on professional diagnosis to achieve top-up funding and specialist provision where applicable.	
	<b>Behaviour</b>	
6.32	We have an unusually high number of suspensions in Y11 which is a reflection of the cohort.	
6.33	Suspensions are higher at BMA than we would like but are lower than other schools in the Trust. We are working across the Trust to share best practice.	
6.34	<b>There is a huge variability between the number of suspensions and the number of days across the Trust?</b> The number of average days per suspension at BMA is 1.6 days, i.e., most of our suspensions are about 2 days long, whereas at other academies it may be a half-day or a single day.	
6.35	<b>What is the reason for the variation?</b>	

	There is no national standardisation for suspensions. At BMA we suspend for a longer period, but we suspend fewer students.	
6.36	<b>The national average is 8.5% which implies that the CLF academies are very high?</b> The national data is a year out of date; suspensions have increased significantly following the pandemic and therefore it is anticipated that the national data will increase. DN: We aspire to lower levels of suspension which are highly contextualised to the academy, and we discuss the use of suspensions at the Principals' Forum.	
6.37	<b>Is there any ambition for standardisation of suspensions across the CLF?</b> There is a 'suspension blueprint' of key principles that the Principals use to ensure that disadvantaged children are not further disadvantaged. The Behaviour Policy remains autonomous in each of the academies.	
6.38	DN: The CLF have developed a number of shared processes but if we standardise leadership responsibility in each of the schools then we risk stifling good practice. Therefore, a shared set of agreed principles leads to an element of alignment and the opportunity to share best practice.	
	<b>Health &amp; Safety</b>	
6.39	<b>Are SKANSKA responsible for getting the assessment for the building cladding?</b> It is anticipated that the age of the cladding does not meet the threshold for assessment.	
6.40	<b>ACTION: CS to liaise with SKANSKA to assess the building cladding.</b>	<b>CS</b>
6.41	<b>Can you assure the AC that the benches have been removed from the fire exit?</b> Yes, these have been removed.	
6.42	SKANSKA responded very quickly to all the requirements listed in the fire risk assessment.	
	<b>Finance</b>	
6.43	This is the most challenging year for the budget due to unfunded Support Staff pay awards and the cost-of-living increases.	
6.44	We are a PFI site, the rent for which is index-linked. Academies are funded based on an academic year, but PFI costs are determined by a fiscal year. We had budgeted for 3.5-4% increase but this transpired to be 11%.	
6.45	We are replacing SIMS with a new MIS 'Bromcom' which is cloud based.	
6.46	<i>DN left the meeting at 6.25pm</i>	
<b>7</b>	<b>Link Visit Reports</b>	
7.1	<b>Pupil Premium – Jon Hallet</b>	
7.2	It was a positive visit and we reviewed the PP and SEND students who have a double disadvantage.	
7.3	<b>SEND – Helen Bruten</b>	
7.4	It is a challenging time for the SEND Department who are reviewing how they deploy Teaching Assistants to achieve the best impact. This may unsettle some of the Support Staff who are used to working in a particular way and may have some philosophical objections to the new working arrangements.	
7.5	There is an increased amount of SEND need and the Y11 cohort have required a significant number of exam access arrangements which impacts provision lower down the school.	
7.6	The current Y7 have more EHCPs than any other year groups and the next Y7s will have more again which means that next year Y7 and Y8 will have more EHCPs combined than the rest of the school cohort.	
7.7	The SEND Parent Evening was a good opportunity to have a conversation with staff which has since been acted upon.	
7.8	<b>Safeguarding – Clare Ryder</b>	
7.9	I have visited the school and met with Sarah and Kris Bridgemen and discussed key safeguarding issues.	

<b>8</b>	<b>Staffing</b>	
8.1	The staff and parent surveys have been issued and completed.	
8.2	<b>Was the parent survey issued via text message?</b> No, we have reduced the number of text messages to reduce the cost. The new MIS system will have a free parent app.	
8.3	<b>How is staff morale?</b> There has been industrial action again this term which is disruptive.	
8.4	Next agenda – Staff survey results.	
<b>9</b>	<b>Policies</b>	
9.1	<b>CLF Policies to Note:</b> <ul style="list-style-type: none"> <li>• Treasury Management</li> <li>• First Aid</li> <li>• Online Safety</li> <li>• Remote Learning</li> <li>• Toileting and Intimate Care</li> </ul> <p>The Academy Council noted the above policies.</p>	
<b>10</b>	<b>Governance</b>	
10.1	We have a nomination for a new Vice Chair: JH  <b>Proposal to appoint JH as the VC: CR</b> <b>Seconded: HB</b> <b>Show of Hands: Unanimous</b>	
10.2	Scrutiny Panel is scheduled for 18 <sup>th</sup> May 2023 which JH will attend as CR is travelling.	
10.3	<b>What is Scrutiny Panel?</b> All CLF academies attend a session where they are scrutinised by a panel consisting of the CEO, the Trust Board Chair, the Executive Principal and another member of the Executive Team. The AC Chair attends the meeting with the Principal.	
<b>11</b>	<b>Training</b>	
11.1	<b>2022-23 Training Programme</b> Attendance and Exclusions - 2 <sup>nd</sup> June 22 4-6pm on Teams Recently appointed councillor induction - 15 <sup>th</sup> June 4-5.30pm - Location TBC  <b>Link role networks</b> Safeguarding: 22 May & 21 June - all 4-5.30pm - on Teams SEND: 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 19 June at 4.30-6pm - on Teams	
<b>12</b>	<b>Matters for the attention of the Board</b>	
12.1	None.	
<b>13</b>	<b>AOB</b>	
13.1	None.	
<b>14</b>	<b>Close of Meeting</b>	
14.1	The meeting closed at 6.50pm	