

Minutes – The Brook Academy Council

Version: Draft
Meeting Date: Monday 9th October 2023
Location: The Brook Academy
Time: 3.30-5.30pm

Chair: Gus Grimshaw (GG) Chair of Academy Council
Attendees: Vani Unny (VU) Sponsored Councillor
 Nathan Roe (NR) Sponsored Councillor
 Sally Apps (SA) Education Director
 Kay Sarpong (KS) Principal
 Andrew Charsley (AC) Support Staff Councillor
 Charlotte Seavill (CS) Governance Coordinator

Apologies: Helen Bond (HB) Sponsored Councillor

Minutes

Item	Description	Action
1	Introductions & Administration	
1.1	Introductions were made and CS joined the meeting online. Councillors were welcomed to the first TBA Academy Council meeting and apologies were noted as above.	
1.2	<u>There was a discussion around Councillor vacancies and the intention for HB to move from a Parent Councillor role to a Sponsored Councillor role - ACTION</u> SA described her role at the meeting and the delegation from the Board. There was a discussion around the AC's safeguarding responsibility and roles and responsibilities as an AC rather than a maintained governing body. <u>ACTION: Arrange induction session to cover roles and responsibilities as an AC and links to local governance courses such as GDS</u> <u>ACTION: CS to feedback suggestion of Community Governor rather than LA Rep title to ET</u>	<u>CS/GG/HB</u> <u>CS</u> <u>CS</u>
1.3	Declarations of Interest. <u>All Councillors were asked to complete the online form as soon as possible - ACTION</u> There were no verbal declarations.	<u>All</u>
1.4	There were no previous minutes to approve and no matters arising.	
1.5	Councillors raised some concerns around ongoing IT issues. KS has arranged for the TBA IT team to support.	
2	What will The Brook Academy look like?	
2.1	The AC report was shared prior to the meeting. It was completed as fully as possible for the context of the journey. It will develop over the next council meetings, with more data and information available as we move forward.	

<p>2.2</p>	<p>The challenge so far has been behaviour towards staff. Moving forward we have strong basic rules and expectations to keep everyone safe and nurtured to enable learning. During the Inset day, staff reflected on how things have been going and how to move forward. Together, staff have created the new Brook culture and a rewards system. The five key community rules that are important to Brook include a positive attitude, following instructions and being safe.</p> <p>The rewards system was shared on screen.</p> <p>Students are rewarded throughout the day with phone calls home at the end of day too. Staff are supporting lessons, but more pastoral support is needed. Learning conversations are had with students who haven't been able to do what they need to.</p> <p>KS has been collecting student voice and building good relationships with students. Students understand what they need to do when they are at school, that they need to do if something goes wrong and have been working on moving into the present and future while changing habits.</p> <p>Friday enrichment has been really popular. There have been two successful rewards trips so far. The Trust uses Evolve for risk assessment. Students have been bowling, there has been a movie afternoon with snacks and some students chose to play sports. Students look forward to the session and want to know if they have enough points to take part.</p> <p>There are a number of activities lined up and staff allocated to it including cycling, rock climbing and canoeing etc with good discounts from local partners. We also have a minibuss and drivers. Staff will carousel around activities so that they build relationships with students in different environments. We are planning a cooking and baking group after half term and a swimming group.</p> <p>Mondays have been difficult, but lots of pastoral care is offered for those in need. Students are offered 121 conversations, mindfulness activities, yoga, waling, card games and puzzles etc. There is a bespoke curriculum for each student and their individual needs.</p> <p>Staff meet each Wednesday and have recently discussed H&S, professional development and curriculum and reflection, including reflections from KS on what is working and what needs attention.</p> <p>Brook Voice has been introduced with a suggestions box available for staff and students. There are 2 assemblies a week to build culture. Monday assemblies welcome everyone back and Friday assemblies recognise achievement and rewards.</p> <p>As relationships improve and embed, behaviour is also improving.</p> <p>There was a discussion around school transport, including the queuing system suggestions from students, safeguarding and taxi drivers. The academy is working closely with the LA to ensure that transport works well and doesn't lead to heightened behaviour.</p>	
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<p>Snack time has been changed, with different food and drink available. Eating in classrooms has been limited which has led to more learning and really helped students.</p> <p>There was a discussion around attendance and the students who have not been attending for some time. KS has met with these families and a bespoke plan for each student has been created to either support them with reintegration back into the academy, or to look at an alternative placement elsewhere.</p> <p>Councillors discussed the attendance data included in the AC report, the difficulty with SIMS and how reporting going forward will be much simpler and produce more reliable data.</p> <p>KS introduced the CLF data team and the work they carry out for the Trust and how they will produce data for the AC each term.</p> <p>KS described the work being done with Fiona Lightwood, the Attendance Lead for the Trust, including building capacity, training for staff in attendance procedures, data and reporting.</p> <p>Councillors discussed the use of part time timetables, students being educated offsite, and external mentoring services etc and the need to be able to monitor impact and hold them accountable for their work as these services are very expensive.</p> <p>There was a discussion around the definition of disadvantage, from a financial view (Pupil Premium) and from an experience view. Councillors talked about how the academy can support families experiencing disadvantage, from food vouchers and food banks, to building relationships and offering support in other ways such as washing clothes and sharing details of local support groups and schemes available.</p> <p>The academy is in the process of setting up a food bank in school for families and making contact with local supermarkets and businesses for donations. There is already planning for Christmas boxes for families including gifts if families need and want the support.</p> <p>Councillors discussed the AIP which is being written by SLT, the need to ensure that it empowers all staff to support students pastorally and the work of the Family Support Office.</p> <p>There is a 10 week programme in place for personal development, with the Gloucestershire Careers Team, as part of the academies CEAIG offer.</p> <p>The academy has introduced regular coffee mornings for the community and have been inviting organisations for careers talks.</p> <p>There was a discussion around teaching and learning and how the curriculum is structured to meet everyone's needs.</p> <p>Academy Review Visit (ARV) feedback was included in the AC report and was reassuring.</p>	
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	Councillors discussed paperwork for learning walks and link visits and there as a discussion around the Centre status for exams.	
2.2	KS has been doing Monday debriefs for students and we greatly admire your relationship with young people and the great example you set for staff. What facility is there for other staff to do this and ensure that more members of staff can do this key role?	
2.3	Every member of staff is empowered to support a child in need. There is a system in place for all staff to use and then call SLT for support if needed. KS is involved heavily at the moment to build relationships and get to know staff and students, but this level of involvement isn't a long-term plan.	
2.4	Is there a risk that students escalate their behaviour to get time with KS?	
2.5	Sometime KS attends as a member of SLT anyway. There isn't a way to fast track to KS specifically.	
2.6	Are students buying into the new rewards scheme?	
2.7	Yes, and it's evident in lessons. Students are engaging in learning, their attitude and behaviour.	
2.8	Was there not something like this before?	
2.9	No, but there was a token system in assembly. This however didn't work well for all students, some found it patronising and the voucher system was not financially viable.	
2.10	Why are we travelling to Tewkesbury for swimming sessions?	
2.11	We couldn't find a provider more locally that had availability at a time that works for our timetable. Tewkesbury Academy is a sister school and has been supporting us with staff from their site team 3 days a week. Through them, we are able to offer a 5 week swimming course as part of the PE curriculum. We have been building relationships with local schools and sports suppliers and will build these in to our enrichment offer as we move forward. We have recently worked with Brockworth Library and Brockworth Rugby Club. The lettings team are managing facilities and building relationships with our customers too.	
2.12	<u>ACTION: KS & COO to establish a subcommittee for lettings with the Sports Foundation to include KS/GG/Site Manager/Trustee from Sports Foundation & 1 other.</u>	KS
2.13	<u>ACTION: KS to provide attendance reports more regularly than AC meetings, with a comparison with TSA for benchmarking. KS/SA to determine appropriate reporting schedule.</u>	KS/SA
2.14	How are targets set for TBA attendance?	
2.15	Targets will be set using applicable national data and Trust wide knowledge by the Executive Team and Board once they know TBA and understand the bright spots and trails. Targets will also be set at part of KS PMR with SA. These targets will be shared with the AC as soon as possible.	
2.15	Are there individual student attendance plans?	
2.16	Yes, these have been created with FL and are being reviewed by TBA staff.	
2.17	Do all students have a named key member of staff?	
2.18	No, we don't have this structure in place any longer. It is something that will be introduced going forward so that there is a triangle of support for each	

	student. Teachers currently make calls home to share good news and concerns and SLT look at the more concerning information and deal with it accordingly.	
2.19	When a student arrives at school, who takes responsibility for them? When will the triangle be in place?	
2.20	Their class teacher is responsible for them, and we would expect to see the triangle of support in place in Term 2. We are learning about the everyone's relationships and will introduce tutors and 2 other members of staff for each young person.	
2.21	Does that need to be written into job descriptions for staff? Will it form part of their directed hours?	
2.22	Teachers make calls and record them in SIMS and are happy that this is part of their role and will continue to do so. We have to establish the scope for others to build those relationships and make calls etc. SLT have been picking up a lot of this communication, so some delegation is needed to the right people to ensure this is sustainable moving forward.	
2.23	Who is contacting the 10 non-attendees?	
2.24	We have two members of staff who are keeping in touch with these families and making home visits.	
2.25	Are home visits risk assessed?	
2.26	Yes, they are and we have a lone working policy. We ensure our staff are safeguarded when carrying out these kinds of visits.	
2.27	<u>ACTION: CS, GG & KS to liaise around AC dates moving forward, looking at moving away from a Monday.</u>	CS/KS/GG
2.28	<u>ACTION: CS to add a glossary of terms to Teams</u>	CS
3	AOB	
3.1	There was an update on attendance from SA: Today's figure: 56% (out of 57 total on roll) Today's figure for those expected to be on site: 67.4% (out of the 47 due on site) This school's target for the year: 93% (challenging but has been achieved elsewhere) National average for schools with primary designation of SEMH: 78.6%	

Actions summary:

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