

# Minutes – Tewkesbury Academy Council Meeting

**Version:** FINAL  
**Meeting Date:** 8 October 2024  
**Location:** Tewkesbury Academy  
**Time:** 17.30-19.30

**Chair:** Sue Maizonnier  
**Attendees:** Jon Quinn  
 Pat Stringfellow  
 Daniel Webb  
 Emily Bytheway  
 Kathleen McGillicuddy  
 Richard Marriott  
 Catherine Folkes  
 Kate Thompson  
 Steve Taylor

**Attendees:** Clare de Glanville  
 Gemma Gillingham  
 Rob Thomas

**Apologies:** Steve Hawkins  
 Simon Shepherd

**Absent:** Menize Donation

## Minutes

		Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	The Chair opened the meeting and welcomed everyone to the meeting. Apologies were received from SH, SS and MD.	
1.2	Two members of the TA staff were welcomed to the meeting and invited to make presentations before the main body of the meeting takes place.	
<b>2</b>	<b>Presentation - English</b>	
2.1	GG presented a slideshow regarding English results and moving forward: 2023-24 <ul style="list-style-type: none"> <li>• Maintained 100% pass rate</li> <li>• Improved P8 scores KS4 language</li> <li>• Using AQA curriculum instead of Edexcel in line with other CLF academies</li> </ul> 2024-25	

	<ul style="list-style-type: none"> <li>• Completely new English department – more experienced staff</li> <li>• Fully aligned with CLF; good relationships with other Trust Leaders</li> <li>• In-house standardisation and moderation and training</li> <li>• CLF English Research Hubs – trust wide collaboration, improving pedagogy</li> <li>• KS4 settings working well</li> <li>• Increased resources - greater sharing of resources- better cohesion – greater parity for students</li> <li>• Streamlined content – increased writing time to build pupil stamina</li> <li>• Learning walks and book spots to check how curriculum being enacted.</li> <li>• Standardisation of Mocks</li> <li>• Spot check of exam papers from each staff member and whole cohort</li> <li>• Focus on effective feedback to pupils</li> <li>• Targeted revision classes</li> </ul>	
2.2	<b>What would you say have been the benefits of joining CLF?</b>	
2.3	The alignment of curriculum has been really useful, guidance with improving pedagogy, learning and receiving support from other staff/Trust leads.	
2.4	<b>Why did colleagues leave the school?</b>	
2.5	Some found change difficult. I chose to stay as the change is what is best for the students; we are still on a journey.	
2.6	<b>How comfortable are staff with the new curriculum and how are you going to compare results.</b>	
2.7	For reasons of parity, we moved to the AQA curriculum. Colleagues who have come from other exam boards can see that we are doing what is best for the children.	
2.8	We cannot compare AQA results with the previous year 11 as it's a different exam board but we can compare them against national averages.	
2.9	<b>Will be able to moderate our results against other CLF academies?</b>	
2.10	Yes. We are all sitting the same exam paper so results will be comparable across all the schools and all the English departments within the CLF.	
2.11	<b>What are you doing to stretch the middle and top sets?</b>	
2.12	Experienced teachers have been allocated. Homework and revision are being centralised, but the expectation is that resources/tasks are made more challenging (or scaffolded down) by staff as required.	
2.13	The principal acknowledged the efforts of all the English department staff for their hard work in supporting the pupils and also the new staff who have joined TA this year.	
2.14	GG left the meeting at 18.03	
<b>3</b>	<b>Presentation -Culture and Standards</b>	
3.1	RT presented a slideshow regarding changes being made to build a greater sense of culture and standards within the school.	
3.2	2 key areas: <ul style="list-style-type: none"> <li>• Uniform</li> <li>• Punctuality</li> </ul>	
3.3	RT advised the meeting of the strategy that is now being implemented regarding the wearing of ties. Reasons for implementation: <ul style="list-style-type: none"> <li>• Sense of community</li> </ul>	

	<ul style="list-style-type: none"> <li>• Improve organisation skills</li> <li>• Open lines of communication with parents/carers</li> </ul>	
3.4	<p>Impact and Evidence:</p> <ul style="list-style-type: none"> <li>• Students are wearing ties, looking smarter in school and getting a greater sense of belonging</li> <li>• Number of ties being given out each day is reducing and the ties are being returned.</li> <li>• A similar strategy could be implemented for other areas of the policy – blazers, jewellery etc.</li> </ul>	
3.5	<b>How are you measuring pupils' sense of belonging and community?</b>	
3.6	If pupils are all wearing the same uniform, it reinforces our school culture and community.	
3.7	<p>RT advised the meeting of the strategy that is now being implemented regarding punctuality. Reasons for implementation:</p> <ul style="list-style-type: none"> <li>• Prevent lost learning – an appropriate window for students walking between lessons has been introduced.</li> <li>• Improve relationships between staff and students</li> </ul>	
3.8	<b>How are you identifying late students?</b>	
3.9	There are two bells and if the student arrives after the second bell they have arrived late. There is a new clock on the exterior of a school building which students can refer to. Details of the new provision have been communicated to students and parents.	
3.10	<p>Impact and Evidence:</p> <ul style="list-style-type: none"> <li>• Students arriving more punctually for lessons – significant decrease in lateness.</li> <li>• Lessons are starting more positively</li> <li>• Positive response from staff and students</li> </ul>	
3.11	<b>What happens if a student has a good reason for being late? How will you address the issue of students who are late for personal/family reasons?</b>	
3.12	Students who arrive late on a school bus will not be marked late. Late marks may be removed if appropriate to do so. We will contact parents, open the lines of communication and provide advice/support where appropriate.	
3.13	<b>What kinds of conversations have been put in place to support colleagues to implement this provision well?</b>	
3.14	Staff simply record a student as late and mark this on the register. The student's parent/carer are notified of the detention via email and the next morning the student is advised by their tutor that they have a detention after school that day.	
3.15	<b>What do the students do in the detention period?</b>	
	Work is not provided for the students. They may catch up on work they have missed and/or bring in work they need to do.	
3.16	<b>What is the school doing about mobile phones?</b>	
3.17	We have an appropriate policy in force and a strong foundation to deal with any inappropriate use/misuse.	
3.18	<b><u>ACTION – ACs to be provided with additional information with regards to students' lateness at the next meeting, including levels of lateness at lesson level and timings.</u></b>	RT/KM
3.19	RT left the meeting at 18.21.	
4	<b>Declarations of Interest</b>	

4.1	There were no declarations of interest.	
<b>5</b>	<b>Academy Council Membership</b>	
5.1	The meeting welcomed DW and EW as newly appointed Academy Councillors.	
5.2	The parent election is underway; closing date is Friday 18 October.	
5.3	Second VC to be appointed to work alongside JQ for succession planning reasons. ACs invited to contact Chair for further information.	
<b>6</b>	<b>Minutes of Previous Meeting</b>	
6.1	The minutes of the previous meeting were approved.	
<b>7</b>	<b>Matters Arising</b>	
7.1	An LA Rep is no longer required due to the change to CLF academy council constitution. Action closed.	
7.2	<b><u>ACTION – Principal to report on the Safeguarding Review at the next meeting</u></b>	Principal
7.3	<b><u>ACTION – Clerk to liaise with Deputy Head of Governance regards CLF Online Safety Policy to find out what IT safeguards are in place and information regarding external audits.</u></b>	Clerk
7.4	PP discussion to be carried over to the next meeting. <b><u>ACTION – Clerk to ensure PP document saved in next meetings folder.</u></b>	Clerk
7.5	KS3 review feedback to be carried over to the next meeting. <b><u>ACTION – Clerk to add this item onto the Agenda.</u></b>	Clerk
7.6	The principal reported to the meeting on the numbers of students currently at risk of suspension/permanent exclusion, how many children are sitting in each tier of intervention and the paths that are being navigated with each student.	
7.7	<b><u>ACTION – Principal to provide clerk with OFSTED IDSR for attaching to the minutes of this meeting.</u></b>	Principal/Clerk
7.8	The principal reported that a designated individual will be reporting on Post 16 at the next meeting. CdG met with another CLF P16 Principal who has shared documents and provided advice and support. TA is starting to review and refine the courses on offer in P16 to take into consideration breadth of offer but also value for money. <b><u>ACTION – Full update to be presented at next meeting on P16 Development and Behaviour.</u></b>	TBC
7.9	The Home Academy ‘Policy’ is not actually a policy, so no need for AC review. Action closed.	
7.10	The principal reported that a budget is being set and once this has been completed there may be a proposal presented to the council further down the line with regards to requesting funding from the reserves.	
<b>7.11</b>	<b>Is TA’s ringfenced money still secure?</b>	
7.12	Yes. Our reserves are ringfenced for TA. The agreement made on transition is being honoured.	
<b>8</b>	<b>Academy Council Report</b>	
8.1	The Principal’s Academy Council report was circulated prior to the meeting.	
8.2	<b>What do the minus figures mean in the impact column?</b>	
8.3	It allows you to see the impact of a particular subject on the school results. A minus figure means that pupils made less progress than children across the country who achieved similar results.	

8.4	The meeting noted that some students may study a subject at home/after school club but will still sit the exam at TA, so their scores are included in the TA results.	
8.5	The meeting noted that the results of pupils who take exams when they are in year 10 will not show until they are in year 11.	
8.6	<b>What is the reason for the English Literature result?</b>	
8.7	The overall impact is -0.44 which is only half a grade lower than where the pupils should be. This subject is a focus for this year and is being addressed as per the measures in GG's presentation earlier this evening.	
8.8	<b>Is the number of entries for French lower than you'd expect?</b>	
8.9	Last year we only had one class for French; this year we have two classes. We have approximately 40 pupils doing French this year. Last year's figure of 10 was a particularly low year for numbers taking French – the smallest we've ever had.	
8.10	<b>ACTION – Principal to share ISDN with ACs after the meeting</b>	Principal
8.11	Flooding Update – there was a significant effort from local and CLF staff across the trust. Some classrooms have been handed back to the school on the date of the meeting. Insurance claim will now commence. The impact on pupils has really been minimised and punctuality did not suffer as much as expected.	
8.12	<b>We have only got a small number of graphs regarding the staff survey – can you provide any further information?</b>	
8.13	The survey is anonymous. With regards to themes identified from the returned surveys, the main ones were pressure on professional services regarding new ways of working including the introduction of the new school information system and staff workload. CdG has been undertaking gatekeeping to support colleagues. Other themes include on-call provision; calls have to be prioritised, we are providing support to staff in the event they have to wait for a colleague, and we are providing support to help staff understand prioritisation. We train and support colleagues to ensure they make appropriate medical callouts. Finally, we are supporting staff to help them better manage pupils with self-regulation issues.	
8.14	<b>How are parents reacting to meetings/events being held?</b>	
8.15	Year 11 and Year 13 parent events were a success and were well attended. Not all parents could attend but we are checking in with parents to discuss barriers to attendance at meetings (e.g. shift work etc). We have also reviewed the language and tone used in our communications with parents which seems to be having a positive impact.	
8.16	<b>Have you fed back to staff on the results of the staff survey?</b>	
8.17	We are due to feed back to staff w/c 14 October. The survey will be repeated in January 2025.	
8.18	<b>What is the priority theme that you are taking from the feedback?</b>	
8.19	Workload, much of which is around having to learn new systems.	
8.20	The meeting discussed the possibility of obtaining more information about decisions that parents are making and the reasons for those parental choices being made. The principle is open to receiving feedback but reiterated that her current focus is on making sure that TA's offer to pupils is good, that TA's Ofsted is positive, and that TA's outcomes are better.	
8.21	The principal reported that TA staff are working very closely with the new principal at Abbey View, staff have visited the provision several times and it is	

	much more stable than it was previously in July. TA has commissioned 10 spaces at Abbey View this year; we are Abbey View's biggest customer.	
8.22	The Chair drew the meeting's attention to the AIP which is an operational document for information only.	
8.23	The Chair also drew the meeting's attention to the SEF which is used for OFSTED and is for information.	
8.24	The Chair reported that they and the principal attended their first Scrutiny Committee meeting. The Scrutiny Committee is chaired by a Trustee of the CLF and is made up of experts in education, who invite the principal and chair to attend a meeting once a year to hold them to account. Representatives from TA were asked to attend as the school is currently graded as requires improvement and is in the Ofsted window. Recommendations were made by the Scrutiny Committee which should be reviewed by the academy council.	
8.25	Priority items for the Agenda planner for the next meeting:- Post-16 Review of the AIP Adaptive Teaching Early Reading Anti Bullying <b><u>ACTION – feedback to be provided by ACs to the Chair in respect of the Agenda planner by the end of Friday 11 October.</u></b>	ACs
8.26	<b><u>ACTION – Clerk to include Q&amp;A on future Agenda's.</u></b>	Clerk
9	<b>Policies</b>	
9.1	The clerk explained that policies are for noting/approving are in the appropriate folders on Gov Hub as per CLF guidance.	
9.2	The meeting requested that a quorum of ACs be designated by the clerk to read each policy. ST asked if quorum could be obtained via email. <b><u>ACTION – CLERK to take advice from Head of Governance and arrange for policies to be noted/approved accordingly and in quorum.</u></b>	Clerk
10	<b>Matters Arising from Link Visits</b>	
10.1	PP report and Behaviour report to be carried over to next meeting.	
10.2	Safeguarding and Careers Link visits have also been undertaken and reported on.	
11	<b>Any Other Business</b>	
11.1	The clerk advised ACs that the slides from the Strategic Meeting review have been uploaded onto Governor Hub.	
11.2	The Chair and Clerk offered thanks from the CLF and the TA Academy Council to KT and CF whose TOO expires on 20 October 2024.	
11.3	There being no further business the meeting finished at 19.46.	
12	<b>Date of Next Meeting</b>	
12.1	6 December 2024 at 17.30	

**ACTIONS:**

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