

Minutes – Digitech Studio School Academy Council

Version: Draft
Issue Date:
Meeting Date: Tuesday 14th June 2022
Location: Digitech Studio School Bristol
Time: 5.00pm

| AC Members | | Attended | Apologies |
|--------------------------|----------------------------|----------|-----------|
| Rob Gillman | Sponsor 1 (Chair) | ✓ | |
| Russ Gallon | Sponsor 2 | ✓ | |
| Antony Merritt | Sponsor 3 | | ✓ |
| Vacancy | Sponsor 4 | | |
| Vacancy | Sponsor 5 | | |
| Megan Ferguson | Student Advocate | | ✓ |
| Vacancy | Teaching staff Councillor | | |
| Vacancy | Support Staff Councillor | | |
| Chris Ballard | Interim Principal | ✓ | |
| Rebecca Kemp | Parent Councillor | ✓ | |
| Vacancy | Parent Councillor | | |
| Sally Apps | Executive Principal | ✓ | |
| Isabel Tobias | Local Authority Rep | ✓ | |
| Charlotte Seavill | Clerk | ✓ | |
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| Invited attendees | | | |
| Simon Jones | Interim Vice Principal | ✓ | |
| Polly Wardle | Robins Foundation | ✓ | |

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Minutes

| Item | Description | Action |
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| 1 | Introductions, Administration, Apologies | |
| 1.1 | RGi opened the meeting and welcomed all. Introductions were made. This meeting was held at the academy. | |
| 2 | Declaration of Interest | |
| 2.1 | No verbal declarations were made. | |
| 3 | Academy Council Membership | |
| 3.1 | LC has recently resigned and so councillors thanked her for support and contributions during her term. RG will now be the SG link councillor for the academy. There are currently 5 vacancies: 1 parent councillor (which will be recruited in September) 1 Support Staff Councillor, 1 Student Advocate Councillor and 2 Sponsor Vacancy. RG discussed how there will be a hybrid approach to meetings next year, with some in person and some online as best fits the council and the academy. | |
| 3.2 | <u>ACTION: CS to liaise with VB regarding recruiting staff councillors</u> - ongoing | <u>CS & VB</u> |
| 4 | Minutes of Previous Meeting | |
| 4.1 | The minutes of the last meeting were confirmed as a true record. | |
| 4.2 | ACTION: Clerk to share future meeting dates COMPLETE | Clerk |
| 4.3 | Councillors discussed how a refresh may be necessary as there has only been one new risk added since 2016. ACTION: RG & RGA to meet CB to discuss the risk register. COMPLETE | RG/RG & CB |
| 4.4 | ACTION: CB to request a redacted black box to share with councillors and circulate. | CB |
| 4.5 | ACTION: Clerk to ass Y10 data to the next agenda. | CS |
| 4.6 | ACTION: RG to request KS4 snapshot from trust schools for a comparator with DSSB data. | RB |
| 4.7 | ACTION: CB to invite other providers to the next meeting COMPLETE | CB |
| 4.8 | ACTION: CB to provide an update on staff recruitment at the next meeting IN AGENDA | CB |
| 4.9 | ACTION: RG to confirm suggested link roles with councillors. ONGOING | RG |
| 4.10 | ACTION: CS to update the glossary | CS |
| 5 | The Robins Foundation | |
| 5.1 | PX gave a presentation to councillors about the work of the Robins Foundation, the growth of the education package they offer, their focus on health and wellbeing, youth engagement and employability and education, as well as how they work with DSSB. There are various sites around Bristol, focusing on young people from areas of high levels of deprivation. Councillors discussed the volunteering programme at the Foundation and potential employment opportunities. | |
| 5.2 | Do you offer students the opportunity to retake qualifications they need? | |
| 5.3 | Yes, all students have to have a level 4 in English and Maths and are able to retake these qualifications if they don't yet meet this requirement. | |
| 5.4 | How many DSSB students are enrolled with the Foundation and how do they come to be enrolled? | |

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| 5.5 | There are around 40 students enrolled in different courses at the Foundation. The majority of these students attend full time and often are students who have already shown an interest in sport or studied sport at DSSB. | |
| 5.6 | What are the proportion of girls and boys at the Foundation? | |
| 5.7 | There is a majority of boys at the moment but there is work being done to increase the number of girls recruited to the Foundation. | |
| 5.8 | What does the Foundation get from the link with DSSB? | |
| 5.9 | We meet on a fortnightly basis and get lots of support and guidance from the Academy. We share policies and systems to support the partnership, as well as links with other CLF sites, such as the spaces we use at CAB and the quality assurance work with staff from the Trust. There have been improvements in safeguarding, through our partnership and the recent recruitment of a dedicated DSL at the Foundation. | |
| 5.10 | Do you market the Foundation to students at DSSB directly? | |
| 5.11 | Yes, we go into lessons and speak to students directly about the opportunities available. | |
| 5.12 | Do you use older students or ex-students to talk to younger students? | |
| 5.13 | Yes, we do at degree level mor commonly than at P16 level but it's something we can feed back and look to expand. | |
| 5.14 | Where are the English and Maths resits taught? | |
| 5.15 | The Foundation pays Boom Satsuma to manage the teaching of English and Maths and exams are sat at DSSB. | |
| 6. | Student Outcomes | |
| 6.1 | CB gave an update on the exams season so far, including the large number of malpractice incidents reported to JCQ. These will likely impact the outcomes data, especially for PP students, quite highly. Incidents include students refusing to hand over mobile phones or walking out of an exam. The students in question are being supported to make sure they have every opportunity to sit their exams and to do it within JCQ regulations. The majority of students have prepared and approached their exams well. The experiences of recent weeks have been crucial in planning for mocks for Year 10 and going into next year. | |
| 6.2 | Is this level of malpractice a DSSB or COVID issue or is there a pattern of it across the Trust/nationally? | |
| 6.3 | It's been a very challenging exams season across the Trust, especially because of the COVID restrictions in place at the time of writing the exams timetable meant that the season is much longer than usual. Staff are seeing a higher lack of buy in from students generally but on the whole the majority of students are performing well. Due to the smaller student numbers at DSSB, it's being felt more acutely but there is nothing more the school could do to support these students. | |
| 6.4 | How systemic is malpractice? | |
| 6.5 | It's not systemic, it's a few individuals who have found it really challenging and malpractice notifications have been submitted as necessary. | |
| 6.6 | How disruptive is it for other students? | |
| 6.7 | Disruption have been kept to a minimum by ensuring there are separate venues for students who need them and who might cause disruption to others. | |
| 6.8 | Is there a risk in terms of reputation and invigilation going forward? | |
| 6.9 | We are reporting malpractice because invigilation is really strong and in terms of reputation, we can discuss our exam processes and expectations really clearly which is a real strength in the academy. | |

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| 6.10 | Are destinations strong her next year? | |
| 6.11 | For the majority of students, destinations are strong, however there are a couple of students who use offsite provisions, who are at risk of being NEET in September. We are supporting students as needed. The recruitment of a new Careers Coach is going well and interviews will be held next week. | |
| 7. | Attendance | |
| 7.1 | CB gave a detailed written report on attendance in the AC Report shared prior to the meeting. Councillors discussed Trust wide trends and were satisfied that attendance processes are strong. Councillors discussed the proposed improvements to processes going forward such as changing the closing time for registers and the continued work with Trust attendance specialists and the Local Authority. Councillors discussed ART referrals through the LA. Councillors discussed the academy's inclusive approach to attendance and how the school works with families to build relationships rather than issue fines or with regards to attendance. | |
| 7.2 | What is being done about more casual absences? | |
| 7.3 | Staff continue to work with the EWO to support students and families to improve their attendance and challenge casual absences. Councillors looked at Trust wide data and determined that although PA is high at DSSB, casual absence is relatively low. | |
| 7.4 | Attendance for students in receipt of PP is aligned with those non-PP students which is positive. What is being done to support this? | |
| 7.5 | Although we would like attendance overall to be higher, having no gap for these groups is positive. We will continue to work with all students to ensure that attendance over all increases. | |
| 7.6 | How many students come to DSSB with PA from their previous school? | |
| 7.7 | Although the exact figures aren't available in this meeting, there are a significant number of students who start at DSSB with attendance challenges, but the academy is really good at engaging students and motivating them to stay. SLT will analyse data to understand those arriving with PA for next year so this can be measured over time. | |
| 8 | Behaviour update | |
| 8.1 | SLT will be resetting behaviour expectation across the academy for next year following feedback from staff, students and families around what we want behaviour to look like at DSSB. There won't be huge changes as the culture and ethos are strong, but there will be an emphasis on mobile phones and tweaks to expectations along with a renewed consistency from all staff. There will be training for staff to ensure everyone knows the expectations and is confident in upholding them. Councillors discussed the fortnightly dashboard being sent home detailing students attendance, lateness, behaviour points and lesson scores. | |
| 8.2 | What is the drive behind the student dashboard? | |
| 8.3 | There are three layers, a whole cohort report to identify trends, bright spots or areas for concern. There will be a tutor group report for tutors to use to discuss performance in their group and an individual report for each student. Students have said that they like their families having positive feedback from school, so this will be the tool we use going forward for regular feedback and a starting point for conversations with families. | |
| 8.4 | Have staff had training around trauma informed practice? | |
| 8.5 | Yes, staff are very good at deescalating situations and behaviours in a trauma informed way. | |
| 8.6 | What is being/will be done to address passive negative behaviour? | |

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| 8.7 | This behaviour would usually be noted through lesson scores and then picked up through tutors or if a member of staff needed to, they could call the duty team to support with specific students. | |
| 9. | Safeguarding | |
| 9.1 | The Terms 4&5 safeguarding report was shared prior to the meeting and the Safeguarding Link Councillor is satisfied, following a meeting with the DSL, with the progress on partnerships, transition and planning. Councillors noted the positive handling of safeguarding incidents at the academy. | |
| 10. | Finance, H&S and Estates | |
| 10.1 | Councillors discussed the ongoing building and demolition works at the Grange site and the discussions to agree access to facilities there once available. | |
| 10.2 | Councillors discussed the finance report shared prior to the meeting and the impact of lagged funding when the school is in a period of growth. This will become less of an issue once the academy is full. Councillors discussed the focus on P16 recruitment and a secure staffing model. | |
| 11. | Admissions | |
| 11.1 | Councillors discussed admissions for September and the appeals process. | |
| 12. | Staffing update | |
| 12.1 | Councillors discussed the staffing plans for next year, including the current recruitment needs and recent resignations. | |
| 13. | Academy Improvement Plan | |
| 13.1 | Councillors discussed the foci for the improvement plan for next year briefly ready for the AIP review over the Summer. | |
| 15. | Policies | |
| 15.1 | None. | |
| 16. | AOB | |
| 16.1 | Key dates: Summer Conference 8 th July, CLF Results and Strategy Review 21 st September 5-8pm online. | |