

Cambridge Local Advisory Board Meeting

Venue: CBAPA **Date:** 14/12/15

Present: Jenny Nimmo (Head of School), Andrew Hutchinson (Executive Principal, Parkside Federation) Tom Jefford (Head of Youth Support, Cambridgeshire County Council) (Robert Campbell (Headteacher, Impington Village College), Karen Anderson (Parent), Vicky Priestley(Minutes)

AGENDA ITEMS	DISCUSSION POINT/ ACTIONS
1. Minutes	
2. Matters arising	
3. Terms of reference for LAB of Cambridge AP Academy	<p>Refer to TBAP Trust Terms of Reference JN asked members to re- read the Terms of Reference and sign .</p> <p>Questions raised</p> <ul style="list-style-type: none"> • Should JN be the Chair? Does this not put her in a difficult position? • Membership of the LAB to include two parents – the second one? • Is the quorum for the meeting including JN in the three? <p>Action</p> <ul style="list-style-type: none"> • JN to clarify that she should be the Chair and report back to members • JN to clarify whether the quorum number includes the head of School • All members to read the term of reference to be able to sign at the start of the next meeting
4. HOS report	<p>JN talked through the HOS report dated 23rd November and gave updates on data collected. Refer to Report to Local Advisory Board 23rd November 2015</p> <p>2. Outcomes for learners</p> <p>JN talked through report and the data previously collected and how the data will be used going forward following our CPD.</p> <p>Questions raised</p> <ul style="list-style-type: none"> • KA asked when data was collected as 7 students in year 11 are currently off site. JN confirmed that data included all students apart from the new student that joined the school 2 weeks ago. <p>JN talked through KS4 Headlines and areas for improvement</p> <p>Questions Raised</p> <ul style="list-style-type: none"> • KA raised her concern that the pastoral staff were no longer here and that all students at Cambridge AP Academy need this pastoral staff and asked who do parents go to if they have a problem? JN explained that the model is that all staff have a pastoral responsibility. Tutors are the first point of contact for parents. JN explained the role of the both the Student Services Manager

and Director of Access and Inclusion that will be with us in January. JN explained that Wave leaders would be appointed by February.

- RC asked if this has been communicated to parents. JN said that it will be included in the end of term letter and that she is awaiting a start date for the Student Services Manager before writing to parents.
- AH asked if the LAB could look at the staffing model and costing.
- KA expressed her heartfelt concerns about behavior and safety and what she had observed in her last two visits to the school. General discussion followed and suggested that communication needed to be improved with parents, members of the board request that a meeting with SO where parents can meet and talk is arranged.

Action

- **JN to confirm the start date of the Student Services Manager and communicate changes to parents in her end of term letter.**
- **JN to provide the staffing model, with costings to members of the LAB.**
- **SO requested to arrange to meet with parents to improve communication with parents.**

JN talked through Exams and Accreditation and the upcoming mock examinations and the Progress and intervention points 1 to 7. JN explained the use of Vivos and rewards and the Subject SEF's that staff have just written.

2.3 Reintegration

Questions Raised

- KA raised her concerns over the offsite education of year 11 students and their timetable. Speaking from personal experience re her daughter recently. Asked the code that her daughter has been recorded as. JN stated B. Discussion followed and TJ suggested that an independent report from the Education Inclusion Officer to report on offsite education.
- AH asked to have a anonymised breakdown of attendance, including the B codes and exclusions to be sent to LAB members

Action

- **TJ to raise this at the county and facilitate an independent check on provision.**
- **JN to provide data on attendance and exclusions.**

4.6 Links with parents and Carers

JN talked through the report about the move to using Sims when communicating with parents and the increase in use of text and calls home.

Point made that this communication could be improved

5.1 Monitoring and Self Evaluation

JN talked through challenge partners and subject SEF's.

Question raised

- **KA said that she understood that some support agencies that visit the school do not feel safe to do so.**

	<p>General discussion followed and it was suggested that members of LAB visited the school. JN said LAB members were welcome to visit</p> <p>Action</p> <ul style="list-style-type: none">• JN to distribute Protocol for school visits and LAB members to arrange a time to visit the school
AOB	None Raised

DRAFT