

**Minutes of the Autumn Term Local Academy Committee Meeting 3
held on Monday 2nd December 2019 at 5.15pm in the Library**

Membership	Initial	Category	Absence
Mr M Baker	MB	Appointed Governor	
Prof J Dickens	JD/Chair	Appointed Governor	
Dr A Dziombak	AD	Appointed Governor	
Mrs J Hadfield	JH	Parent Governor	
Mr D McGarry	DMG	Appointed Governor	
Mr N McGowan	NMG	Appointed Governor	
Mr R Osborn	RO	Appointed Governor	
Ms S Wilson	SW	Parent Governor	
Mrs H Zaffarese	HZ	Staff Governor	
Vacancy		Appointed Governor	

In Attendance	Initial	Position	Absence
Dr S Benskin	SLB	Assistant Principal (TLA)	
Mr B Francis	BSF	Acting Principal	
Mrs A Hewitt	AH	Clerk	
Mrs S Kent	SK	Finance Manager	
Mr T Jackson	TIJ	Vice Principal	
Mr R Jones	RJO	Assistant Principal (SENCo)	
Mr T Reid	TER	Assistant Principal (Pastoral)	
Mr D Vernon	DV	Senior Principal	
Mrs S Woodward	SWo	Business Manager (Operations)	

	<p><i>Training: ELA Curriculum Offer Mr B Francis & Dr S Benskin</i></p>	
	<p>Mr Francis introduced the training presentation. The PowerPoint is available on SharePoint. Curriculum training covered the intent (everything up to the point of teaching – whole child development and not just academic), implementation (how the curriculum is delivered) and the impact (the outcomes delivered at the end). The whole school curriculum policy has 3 core themes: knowledge, exploration and communication. These themes must be evident in the classroom and we need more focus on students knowing more and remembering more.</p> <p>Next steps for the academy are to focus teaching on the impact of metacognition and memory, plus long-term curriculum intent and implementation (interleaving and sequencing).</p>	

	<p>Mr Francis stated that the recent AIR and Ofsted all agreed in the strengths and weaknesses of the school. The variances need to change and actions for this are already in place. Less developed subjects need time and support, and sharing of best practice from more developed subjects.</p> <p>Dr Benskin continued the training presentation and spoke about the science of learning. Governors carried out an activity regarding dual coding – information by two different forms, non-verbal and verbal processing.</p> <p><u>Governors enquired</u> whether any particular subjects would benefit from this dual coding method and Dr Benskin responded that all subjects would benefit.</p> <p><u>Governors enquired</u> what thinking process goes into structuring subjects. Mr Francis responded that he attends Senior Leadership Group (SLG) meetings across the Trust to discuss the core offer, exam boards, expertise in place etc and the MAT share best practice and support. Faculty Leaders attend curriculum development groups across the Trust to review qualifications offered against the profile of students in academies. All of this links into the pathways process. Mr Francis assured governors that the Trust constantly review the correct students are on the correct courses.</p> <p><u>Governors asked</u> how staff would know about the profile of Y7 students at on entry. Mr Francis responded that it is important to drive standards in KS3, raising the bar for Y7 students. The curriculum must be broad and balanced in order to offer students the opportunity to work out what their interests are for GCSE and A-Level choices later on. From a SEN point of view, the academy continuously review the curriculum offer for these students so that they can access the learning core expectation in lessons. Mr Jackson added that it is important to give equality and value to all route options.</p> <p>The Chair thanked Mr Francis and Dr Benskin for the training presentation.</p>	
<p>AC/36/1920 5.50pm</p>	<p>Apologies for Absence There were no apologies for absence.</p>	
<p>AC/37/1920</p>	<p>Welcome to elected Parent Governors and review of membership/link roles The Chair welcomed back Mrs Hadfeld, re-elected parent governor, and welcomed Mrs Sharon Wilson as a new parent governor to the Academy Committee. The governors and staff introduced themselves. Mrs Wilson stated that she has a son at ELA in Year 7 and has previously been a governor at Costock Primary School. Mrs Wilson has worked at Toyota in Derby for 20 years and is a team Leader in manufacturing engineering.</p> <p>The up to date membership and link list had been enclosed on SharePoint. There were no alterations to link roles.</p>	

AC/38/1920	<p>Declaration of Interest and any changes to declarations made</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/39/1920	<p>Minutes of the previous Academy Committee 08.10.19</p> <p>The minutes of the previous AC meeting were received and approved as an accurate record and signed by the Chair.</p>	
AC/40/1920	<p>Matters Arising from the previous minutes</p> <p>AC/15/1920: It was noted that Mr Baker confirmed his position of Vice Chair 10/10/2018 – 09/10/2020</p> <p>AC/17/1920: F&R minutes from 8th July 2018 (F&R/107/1819) - SK to investigate why there is an increased risk of poor budgeting on the risk register. The Chair noted that this has been covered in the Principals Report (item AC/41/1920)</p> <p>AC/18/1920: Mr McGowan and Mr Osborne to update governors following their meetings with Mr Reid and Mr Francis respectively. Mr McGowan stated that he met with Mr Reid to work through the NCC safeguarding Self-Audit and this process had been positive. Mr McGowan and the Chair of Governors will sign the form at the end of this meeting and the Clerk will return the completed document to Cheryl Stollery at NCC.</p> <p>Mr Osborne reported that he had met with Mr Francis and discussed ways of engaging and informing parents/carers. Feedback from parents/carers highlighted that some student reports are difficult to understand and a survey will be created to find out how parents/carers want to receive communication from the school. A Trust survey has also been circulated to parents/carers regarding student personal development and the results should be available for the next meeting. Mr Osborn will be meeting with Mr Francis again on 12th December, along with a few additional parents/carers.</p> <p><i>Action:</i> Trust survey results to be available at the next meeting on 04.02.20 along with an update from Mr Osborn on the meeting with Mr Francis and parents/carers.</p> <p>AC/24/1920: It was noted that the Clerk updated the Admissions Policy 2021/22 and submitted it to the Local Authority. There had been no changes from the previous year except for the Post 16 entry requirement of 5 grade 5's (instead of 5 grade 4's). Mr Jackson confirmed that the policy now formally reflected the admission criteria and noted that there has been an uplift this year in applications and conversions.</p> <p>AC/26/1920 and AC/29/1920: Mr Vernon to feedback to governors following Data Dashboard issues and finance queries. Mr Vernon confirmed that the academy specific finance information was now available on the dashboard. There is also an aeroplane symbol on the dashboard to send feedback directly to IT and Mr Vernon encouraged</p>	BSF/RO

	<p>governors to use this as they are getting to grips with the site. <u>Governors enquired</u> when the data dashboard training video from Chris Elliott would be ready and Mr Vernon stated that he would be seeing Mr Elliott the following day so would enquire.</p> <p><u>The Chair commented</u> on the anomalies in the teaching budget information displayed on the dashboard at the last meeting and Mr Vernon responded that this was down to NI contributions which had been included for SLT but not in the governor view.</p> <p><i>Action:</i> Mr Vernon to ask Mr Elliott tomorrow 03.12.19 when the dashboard training video will be ready for governors.</p>	DV
AC/41/1920	<p>Report from Principal</p> <p>The Principals report and AIP 2019/20 was available on SharePoint prior to the meeting. Mr Francis commented on the following:</p> <ul style="list-style-type: none"> • Safeguarding; culture and compliance: A positive Ofsted and Diverse Academies Safeguarding Audit • Risk Register including Health & Safety, staff and pupil wellbeing, GDPR: Financial risk area has been updated; increased H&S walk-arounds with Mitie and the standard of toilets requires a focus. Staff and student wellbeing received positive feedback in Ofsted. Mr Reid is working on an anti-bullying campaign. There are no updates under GDPR. • Performance review: the process is starting for the next academic year. Governors received assurance that the process is robust and staff are being challenged. The Chair confirmed that he is involved with the performance management of the Principal. Mr Vernon commented that the agenda wording could be amended, as governors need to focus on the process rather than the detail. Mr Francis confirmed that there were no members of staff at risk of not going through pay progression. • Approval of AIP 2019/20: Governors had received the draft AIP 2019/20 at the last meeting and the document had not changed. Mr Francis has fed back to the Trust that the document is too long and it must focus more on key areas of school • Any Academy specific items: a confidential discussion followed regarding timings of the school day. <p>The Chair highlighted that an Ofsted visit had taken place since the last meeting and congratulated all staff on the successful outcome. Governors had been sent a copy of the report. The Chair and Mr Osborn had met with Inspectors, which had been a positive meeting. The Inspectors were also very positive about the students.</p>	

<p>AC/42/1920</p>	<p>To receive the completed NCC safeguarding audit The completed NCC audit was available on SharePoint prior to the meeting. The audit had been completed by Mr Reid and Mr McGowan (Safeguarding Link Governor). <u>Governors commented</u> that it showed a positive outcome. The Clerk will return the document to the local Authority by the deadline.</p> <p><u>Post Meeting Note</u> The Clerk emailed the completed safeguarding audit to the Local Authority on 03.12.19.</p>	
<p>AC/43/1920</p>	<p>Policy Review The Clerk noted that the following policies have been updated on the Diverse Academies website:</p> <ul style="list-style-type: none"> • Whistleblowing • Staff Disciplinary • Concerns & Complaints • Unreasonable Complaints <p>The Clerk highlighted that the updated academy Emergency Plan had been available on SharePoint prior to the meeting. <u>Governors commented</u> that the document was too long for an emergency document. Mr Francis stated that the academy are waiting for quotes for a new alarm/bell system and are considering upgrading or replacing, including intercoms/automated responses. <u>Governors queried</u> the statement on the document regarding contacting County Hall and Mr Reid responded that County Hall must be contacted once the emergency plan is set in motion and they offer a 24-hour helpline. Mr Vernon stated that not every scenario can be planned for, but bell practise every half term is useful. Mrs Woodward assured governors that once a new alarm system is in place, practises will take place.</p> <p><i>Action:</i> Update on bells to be provided at the next meeting on 04.04.20.</p>	<p>SW/BSF</p>
<p>Dashboard review:</p>		
<p>AC/44/1920</p> <p>6.38pm: MB and DMG left the meeting</p>	<p>Student performance Mr Jackson added four documents to SharePoint regarding performance targets on 02.12.19. Mr Jackson stated that Y11 are currently taking mock exams and the date and targets will be available at the end of term. Grade projection is 4.9 so this needs to improve; 5+ would be a much stronger position.</p> <p>Regarding attitudinal scores, the PiXL programme is used to look at different attitudes to studying in order to target students in a particular way. The vast majority of students in Y11 are making effort and progress and around 45% of the cohort are working satisfactorily but not making progress on paper. The team need to consider how we engage these students and identify where there are gaps in students' knowledge. Research shows that goal orientated targeting has greater impact and this is a key development area for the academy.</p>	

	<p>In January, following the mocks, a motivational speaker will come in to work with the hard to reach Y11's over the spring term.</p> <p>Mr Jackson reported that Mr Reid, Mr Jones and Mr Berry have met with students to make sure they are on the right pathways; some have taken on too much and some on vocational subjects have an overwhelming workload. These students require extra support or a change in curriculum.</p> <p>The open bucket was showing sig minus last year and this brings down our average grades. There is no excuse for our vocational subjects to not add value and the academy have the capacity to include student support, including support for SEND students. Target grades are around 5.3/5.4 and projection is 4.9 so there is still work to do, however a grade can be made in 1 term and the strategies are in place.</p> <p><u>Governors asked</u> whether the Progress 8 (P8) target was too aspirational. Mr Jackson responded that P8 does vary year on year. The current Y10 are at 4.9, coming in sig plus but under 5. If we aim for zero it is not aspirational, if all hit target it will be .8 (the dashboard does show slightly different). <u>Governors highlighted</u> that P8 declined last year and Mr Jackson responded that there were issues with pathways; if student grades result in 5's for attainment, the progress will follow. Mr Francis added that after the mocks, fine level grading will commence which looks at 5+ or minus so that interventions can be put in place. <u>Governors commented</u> that the 'gap' was not clear and Mr Jackson responded that it is around ¼ of a grade at the moment; this can be filtered on the dashboard for SEN/PP etc.</p>	
AC/45/1920	<p>Finance: cash flow, Management Accounts September/October</p> <p>The Management Accounts were available separately on SharePoint prior to the meeting, although these had now been added to the Dashboard. The Finance Manager stated that the budget was on track and the Forecast to end of year is as expected. There were no questions from governors.</p>	
AC/46/1920	<p>HR Report</p> <p>There were no questions from governors regarding the HR dashboard data.</p>	
AC/47/1920 6.43pm All staff left the meeting.	<p>Any other business previously notified to the Chair</p> <p>The Chair asked all members of staff, except for Mr Vernon, to leave the meeting. Mr Vernon had requested that he inform the governors of the process to recruit a substantive Principal at East Leake Academy and a confidential discussion followed.</p>	
AC/48/1920	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>It was resolved that a discussion under item AC/41/1920 and all of item AC/47/1920 were considered confidential, and that the Equality Act was considered throughout the meeting.</p>	

AC/49/1920	Have any decisions been made according to the 7 Nolan Principles? Governors noted that no decisions had been made.	
AC/50/1920	Governors to complete report to Trustees The Chair talked through the questions on the Trustees form and governors answered these as a group. The Clerk made notes to forward on to Mrs Elway.	
AC/51/1920	Date and time of next AC meeting The next meeting will be held on Tuesday 4 th February 2020.	
	The meeting closed at 7.00pm	

Signed:

Date: