

**Minutes of the Spring Term Local Academy Committee Meeting 4  
held on Tuesday 4<sup>th</sup> February 2020 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	A
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	
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><b>Training: Inspection Data Summary Report (IDSR)</b> <b>Mr Jackson</b></p>	
	<p>Mr Jackson reported on the IDSR data that had been available on SharePoint prior to the meeting. The average number of GCSE's taken has reduced from 9 to 8. Currently staff are re-aligning pathways of SEND/SEMH students, although there are not as many as last year. <u>Governors asked</u> whether the reduction in the number of GCSE's will greatly affect the schools Ebacc standing and does this mean that less students are taking an MFL. Mr Francis explained that all students are taking the full suite of Ebacc subjects and no subjects have been dropped. Last year the IDSR showed 24% of students achieving the Ebacc which is above National Average. Last year's cohort of Year 9 into 10 chose less MFL subjects. <u>Governors enquired</u> whether this would reflect negatively on the schools Ebacc and Mr Jackson responded that it would affect the headline figures but not the attainment.</p>	

	<p><u>Governors asked</u> about the option choices of the current Year 9 into 10 and Mr Jones explained that there is an 'Options Evening' next week to consult with parents and carers regarding reduced/alternative curriculum for those students that need this.</p> <p>Mr Jackson explained that the Academy destinations data is more reliable than the IDSR destinations data and this will be reported on in September.</p> <p>It was explained that SEND absences were high, although ARNA (Anxiety Related Non-Attendance) learners are still included in absence figures.</p> <p><i>Progress and Attainment Trends</i></p> <p>Mr Jackson stated that the Progress 8 figure last year slipped into sig minus and a large part of the reason for this was the open bucket. <u>Governors enquired</u> whether this was due to incorrect advice and Mr Jackson responded that the vocational qualifications should be more accessible than GCSEs; support and intervention is now in place for vocational subjects which are open bucket subjects.</p> <p><i>Post 16</i></p> <p>Mr Jackson stated that after 2 years of good results, a sig plus is now shown. No subjects brought the results down.</p> <p>(Mr Baker arrived 5.35pm.)</p> <p>Attainment is high. Staff are targeting to deliver grade B from a grade C. The learner context consists of 7% disadvantaged, 10% SEN and 20% EAL. <u>Governors asked</u> whether students re-take Maths and English if needed and Mr Jackson responded that students would re-take for 6<sup>th</sup> Form entry and usually to pass before leaving ELA. The 6<sup>th</sup> Form evening is tomorrow and the vast majority of students come with grade 5's+.</p> <p><i>Trends Over Time</i></p> <p>With regards to retention, students are staying at ELA and achieving the results. Attainment over a 3-year period is good.</p> <p>Mr Jackson informed governors that the FFT data is available on SharePoint and it is useful to look at the probabilities and as a tool to target students. ELA's targets for KS4 and KS5 are in the top 20% for Progress 8. If the academy achieve 5.1 overall in the results, that is a positive outcome.</p>	
<p><b>AC/51/1920</b></p>	<p><b>Apologies for Absence</b> Apologies were received and accepted from Mr McGowan (work commitments).</p>	
<p><b>AC/52/1920</b></p>	<p><b>Declaration of Interest and any changes to declarations made</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	

AC/53/1920	<p><b>Minutes of the previous Academy Committee 08.10.19</b></p> <p>The minutes of the previous AC meeting were received and approved as an accurate record and signed by the Chair.</p>	
AC/54/1920	<p><b>Matters arising from the previous meeting</b></p> <p>AC/40/1920: The Trust 'Communications Survey' results were enclosed on SharePoint and <u>governors commented</u> that there was lots of data but not many conclusions; there was no clear winner regarding the preferred line of communications. Mr Francis reported that comments had been made regarding a slow response rate from school and in light of this all parents/carers had been issued with their child's Tutor email address. Mr Vernon explained that there will be Trust wide software changes in the future to enable academies send more personalised messages and a Parent App will be introduced for September 2020. Mr Francis commented that the academy do experience technical issues when sending while school emails. <u>Governors noted</u> that sometimes communication from school can be 'last minute', given parents/carers little time to respond, eg: to trips or asking for deposits. Mr Francis responded that opportunities for trips arise on an ad hoc basis and occasionally a long response time is not possible.</p> <p>Mr Osborn reported on his 'engagement with stakeholders' meeting on 12.12.19. Unfortunately not many parents/carers attended, however Mr Francis reported on the meeting within the December newsletter and encouraged other parents to come along next time. Since then there has been more interest. The meeting discussed an issue which arose from the recent Ofsted inspection 'the school makes me aware of what my child will learn each year' and there were some productive ideas. It is important that any actions have the minimum impact of staff workload. Mr Osborn plans to hold two Parent Voice meetings per academic year, focussing on an issue that is important to the school and which may have arisen through feedback or an audit.</p> <p>AC/40/1920: It was noted that the Admissions Policy 2021/22 has been submitted to NCC and no comments regarding non-compliance have been received to date. <u>Governors confirmed</u> this policy as the determined admission arrangements for 2021/22 and the Clerk will confirm this to NCC.</p> <p><i>Action:</i> Clerk to determine Admissions Arrangements 2021/22 to NCC before 15<sup>th</sup> March.</p> <p><u>Post meeting Note:</u> The Clerk emailed the determined policy to NCC on 26.02.20.</p> <p>AC/40/1920: With regards to the Data Dashboard training video the Clerk noted that this has been followed up but nothing is ready at present. Mr Vernon commented that as the Dashboard is still evolving, training videos should be available once more developments have taken place. The 'School on a Page' should now be in place. The Clerk confirmed that Mr Osborn's and Mr Baker's feedback regarding functionality of the site had been forwarded to IT.</p>	Clerk

	<p>AC/41/1920: This item was deemed confidential.</p> <p>AC/43/1920: Mrs Woodward provided an update on the quotes for bells. The quotes for a new system are with Mite for consideration as the current system is outdated, therefore it must be replaced or the school must continue to use what it has in place. <u>Governors asked</u> if a new system would have to be paid for from the school budget and Mrs Woodward responded that it would because Mite will only upgrade current facilities, not replace to new. However, lifecycle works are also being discussed and the bells may be able to fall under this cycle.</p>	
<p><b>AC/55/1920</b></p>	<p><b>Report from Principal</b></p> <p>The Principals report was available on SharePoint prior to the meeting and Mr Francis invited questions.</p> <p><u>Governors enquired</u> about the aims and objectives of the proposed on-site Alternative Provision (AP) centre. Mr Francis explained that a high staffing ratio (including two TA's) has been planned into the draft CLFP to resource the centre which will be targeted at students who display significant social, emotional and mental health (SEMH) issues. These students have increased barriers to succeeding in mainstream education and there is a gap in the market for this type of provision. There is a plan to commission a small number of places to other schools at a £15K price to off-set costs.</p> <p><u>Governors asked</u> whether there is a market for this and Mr Francis responded that Patrick Knight, DA Executive Assistant Principal PDBW &amp; Inclusion, is putting together a business plan and will approach the Local Authority in the first instance as they commission longer-term places (schools tend to require shorter terms of 6 weeks AP). The initial plan would be to have two KS3 students and two KS4 students in order to start receiving the income stream. The Trust are seriously committed to supporting ELA with this venture. Up to £60K was spent by ELA on AP last year.</p> <p><u>Governors enquired</u> what criteria would be used for identifying students for the provision. Mr Francis explained that the usual graduated response will be used; use of the academy Behaviour Policy, behaviour mentors, pastoral support plan then on to AP. It will be turnaround provision; student will use AP for an extended 12-week block initially before re-integrating into mainstream school.</p> <p><u>Governors asked</u> if any other schools in the Trust offer this provision and Mr Francis responded that Tuxford and Holgate offer similar provision. Mr Vernon commented that the centre could probably make £20K once the costs are removed. There is a high need for this type of provision at ELA and unfortunately, due to geographical locations of the Trust academies, it is difficult to link up with another Diverse Academies school.</p>	

	<p><u>Governors enquired</u> whether the AP will affect the attendance figures and Mr Reid responded that they should improve. 229 days have been lost this academic year by repeat offenders and our FTE's should reduce, as these students will move through the graduated response to AP then be re-integrated.</p> <p><u>Governors asked</u> if SLT had visited the Holgate provision. Mr Francis stated that he and Mr Jones have been to Holgate and Mr Reid has visited other provisions locally.</p> <p><u>Governors queried</u> the staffing levels in the Centre. Mr Francis explained that this has been planned into the CLFP and there will be 4 staff in the Centre at all times. Maths and English staff will be utilised within school, but it will need to be those staff members who <i>want</i> to teach these hard to reach students.</p> <p>The Chair highlighted the following forthcoming trips that are currently on the calendar:</p> <ul style="list-style-type: none"> <li>• London St Martin's University, March 2020, Sport department, Year 13</li> <li>• Duke of Edinburgh Bronze, May 2020</li> <li>• Liverpool, June 2020, Music</li> <li>• London, July 2020, Business/Drama</li> </ul> <p>There were no queries from governors and the Chair confirmed that he had signed off the Cat C forms.</p> <p><u>Post Meeting Note</u> The London St Martin's University trip has been re-scheduled to the Autumn Term 2020/21.</p>	
<p><b>AC/56/1920</b></p>	<p><b>Policy Review</b></p> <p>The Clerk noted that the following policies have been updated on the Diverse Academies website:</p> <ul style="list-style-type: none"> <li>• Standard operating procedures – premises</li> <li>• CCTV</li> <li>• Capability</li> <li>• Staff grievance</li> <li>• Flexible working</li> <li>• Redundancy</li> <li>• Drugs, alcohol and substance misuse</li> <li>• Safer recruitment</li> <li>• Acceptable use of computers</li> <li>• Expenses and Benefits</li> <li>• Charging and Remissions</li> <li>• Debt Recovery</li> <li>• Attendance</li> <li>• Educational Visits Co-ordinator (EVC)</li> </ul> <p>The Clerk confirmed that these policies do not require Academy Committee approval, however any local policies or appendices will be brought to this meeting for review.</p>	

Dashboard review:		
AC/57/1920	<p><b>Student performance (all year groups)</b></p> <p>Mr Jackson had circulated student performance data from SISRA in advance of the meeting (KS5 Projections and Y11 Progress Summary on SharePoint) and pointed out that this progress data was slightly different to the data on the Dashboard as SISRA uses projected data. Performance data was also available in the Principal’s Report (page 3).</p> <p>Mr Jackson projected the dashboard data for governors but unfortunately, the governors could not activate the same view on their laptops, as the ELA filter was unavailable. Mr Jackson also highlighted that the Year 9 and Y10 data was missing from the Dashboard for all academies as not all academies have their data ready, although ELA have completed this (hence why separate documents had been provided).</p> <p>The Year 11 Progress Summary showed the mock data. The Ebacc includes 42 students on a triple pathway who have been re-aligned (2 sciences rather than triple science) without losing the ‘bucket’. There is a focus on attitudinal scores with around half of Year 11 students not quite making progress. A ‘Prepare to Perform’ evening took place, which was successfully attended by parents/carers. Pixl work has also been successful.</p> <p><u>Governors asked</u> whether this work has filtered through to other year groups and Mr Jackson responded that Pixl has been used across all year groups. Faculties are targeting grading of those at 7 pushing up to 8 and grade 8 up to 9.</p> <p>With regards to Progress 8, <u>governors enquired</u> whether the disadvantaged students results bring down the score and Mr Jackson responded that the results do affect the score. The Academy has the highest of expectations at all times and the impact is difficult to measure. Every student has a personalised plan, using fractional fine level grading and the Horsforth Quadrant (a system to measure effort against attainment which aides appropriate intervention). There are three different approaches to teaching:</p> <ul style="list-style-type: none"> <li>- Low effort/low progress</li> <li>- High effort/low progress</li> <li>- High effort/high progress</li> </ul> <p><u>Governors commented</u> that the FFT Aspire targets are too high, making them unachievable. Mr Francis responded that the realistic targets are stated in the AIP.</p>	
AC/58/1920	<p><b>PDBA including exclusions and provision in place/attendance/PA%</b></p> <p>Governors referred to the dashboard data, plus additional data within the Principal’s Report (page 5).</p>	

	<p>Mr Reid reported that attendance figures are down on this time last year (and all across the Trust it is down 1.3%) therefore this is not where we want to be. 78 students have attendance below 90% and of that, 63 are making a week on week improvement. A new member of staff for Family Liaison is working on Mondays and Fridays with those students showing persistent absence. Exclusions are higher compared to the two previous academic year following the significant increase due to the dive on higher expectations and behaviour from September. This is reducing over time. Mr Reid and Mrs Bassi meet weekly to set targets for the following week and improvements are being made. Unfortunately, conversations with parents show apathy.</p> <p>Some students continue to habitually push the behaviour boundaries. At its highest there were 143 lunchtime detentions and this is now down to around 23. The Focus Room is in use, a new Behaviour Mentor starts this month and the ACE Base has had a positive effect. <u>Governors enquired</u> whether improvements were down to the Behaviour Policy and Mr Reid responded that it was; it is very clear and consistent. After the Christmas break, 10 students failed to turn up for detentions and all were excluded the next day. This behaviour is not acceptable. The next day, all students were in their detentions. The current Year 7's will not know any different from this policy.</p> <p>Mr Reid informed governors that the academy will be working towards an anti-bullying kite mark and a named governor is required to join the work. Mr Baker agreed to take on this role alongside his link with Behaviour and Attitudes.</p>	
<b>AC/59/1920</b>	<p><b>Finance</b></p> <p>The management accounts (December 2019) were available separately on SharePoint prior to the meeting and there were no questions from governors regarding these.</p> <p><u>Governors noted</u> that the detail on the dashboard was limited. <u>Governors highlighted</u> the agency costs spend and Mr Francis commented that on occasion staff are hired through the agency prior to a contract being set up. In addition, some of the costs are due to long-term absence.</p>	
<b>AC/60/1920</b>	<p><b>HR Report</b></p> <p><u>Governors noted</u> that the detail on the dashboard was limited and enquired whether there were any staffing gaps to fill. Mr Francis responded that there were no gaps.</p>	
<b>AC/61/1920</b>	<p><b>Completion of Ofsted areas tracking document</b></p> <p>The Ofsted proforma document was available on SharePoint prior to the meeting. Mr Vernon noted that the information to complete the document can already be found in the AIR and SEF, however completing this document should not be an onerous task and will be used as a reference document during an Ofsted visit. <u>Governors asked</u> who completes the document and Mr Vernon responded that the governors will need to complete it.</p>	

<b>AC/62/1920</b>	<b>Any other business previously notified to the Chair</b> There was no other business to discuss.	
<b>AC/63/1920</b>	<b>Determination of confidentiality of business and Equality Act consideration</b> It was resolved that a discussion under item AC/54/1920 in reference to a matter arising under AC/41/1920 was considered confidential. The Equality Act was considered throughout the meeting.	
<b>AC/64/1920</b>	<b>Have any decisions been made according to the 7 Nolan Principles?</b> Governors noted that no decisions had been made.	
<b>AC/65/1920</b>  <b>RPJ left</b> <b>6.56pm</b>	<b>Governors to complete report to Trustees</b> 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.	
<b>AC/66/1920</b>	<b>Date and time of next AC meeting</b> The next meeting will be held on Thursday 2 <sup>nd</sup> April 2020.	
	The meeting closed at 7.03pm	

**Signed:** *Approved by Chair for circulation, February 2020. Approved by Academy Committee for publication, July 2020 (Academy Committee meetings cancelled from March 2020 for the 2019/20 academic year due to Covid).*