

**Minutes of the Autumn Term Local Academy Committee Meeting 1
held on Monday 28th September 2020 at 5.15pm on MS Teams**

Membership	Initial	Category	Absence
Mr M Baker	MB/Chair	Appointed Governor	
Prof J Dickens	JD	Appointed Governor	
Dr A Dziombak	AD	Appointed Governor	
Mrs J Hadfield	JH	Parent Governor	
Mr D McGarry	DMG	Appointed Governor	A
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
Mrs C Baxter	CLB	Assistant Principal (Pastoral)	
Dr S Benskin	SLB	Assistant Principal (TLA)	
Mrs A Elway	AKE	Head of Governance	
Mr B Francis	BSF	Principal	
Mrs A Hewitt	AH	Clerk	
Mr T Jackson	TIJ	Vice Principal	
Mr R Jones	RPJ	Assistant Principal (SENCo)	
Mrs V Purdy	VP	Associate Assistant Principal/Head of MFL	
Mr T Reid	TER	Assistant Principal (Behaviour & Attitudes)	
Mr R Tugnet	RT	Appointed Governor to be welcomed to the Committee	
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Operations)	

	<p><i>Training: Governance Strategy (including; Structure Remits & Reporting, Scheme of Delegation, Terms of Reference)</i></p> <p><i>Mrs Elway</i></p>	
	<p>The Governance Strategy document can be found on SharePoint.</p> <p>Mrs Elway raised key points regarding the document which is updated annually and will be in place from January 2021. Feedback from governors to the Trust Board is welcomed.</p> <p>A fourth 'key priority' for governors has been added, as part of the Multi Academy Trust (MAT) vision and ethos, which states that governors must 'engage with stakeholders, parents/carers, staff/students and the wider community' (page 3).</p>	

	<p>Governors are to look out for updated versions of the DfE Governance Handbook and the DfE Competency Framework for Governance which are expected to be released shortly.</p> <p>Regarding financial matters of the Academy, governors are expected to have an oversight of the staffing structure and ensure that it is spent within budget. Governors must also review and challenge the impact of the finances spent for Pupil Premium and SEND.</p> <p>From January 20201, governors are not expected to complete more than two terms of office (totalling 8 years). Chairs and Vice Chairs are appointed annually (previously every two years) and may complete a total of 4 years.</p> <p><u>Governors referred to the governance structure diagram and queried</u> how information would be reported down to Academy Committees, as this hasn't happened previously. Mrs Elway responded that this would certainly improve for this coming year. Summary reports from the 4 Committees will be fed back to Academy Committee governors and any actions for Committees to work on would be reported.</p> <p><u>Governors stated that one of the key priorities was to oversee the financial performance of the organisation and make sure the money is well spent and asked</u> how this maps out on the termly agendas. Mrs Elway stated that the new standard agendas will be released at half term and will include a financial item going forward.</p> <p><u>Governors highlighted that the number of Trustees is small and asked</u> whether this was unusual. Mrs Elway reported that the Trust is always looking for new members and are currently recruiting following a recent resignation. There has not been any more that 8 over time and the governors split themselves over the 4 committees.</p> <p><u>Governors asked</u> whether the document could be split into two separate documents, as the part relevant to Academy Committee governors was a small section of it. Mrs Elway responded that the Trustees felt that keeping all the information together was more useful as the information showed how the reporting is carried out down from Trust level.</p> <p><u>Governors highlighted</u> that the Academy Committee has some responsibility for the financial strategic direction; however, there is no mechanism for Academy Committee discussions at the early budgeting stage for budget planning. Mrs Elway stated that she would feed this back to the Trustees.</p> <p><i>Action: AKE to report back to the Trustees regarding the lack of mechanism for governors to be involved in budget planning discussions.</i></p>	<p>AKE</p>
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	<p>Governor Training</p> <p>Mrs Elway informed governors that during 2020/21 there will be a series of training sessions offered to all governors across the Trust via MS Teams. These topics will address areas which can then be discussed at the following Academy Committee meeting. A calendar of these sessions will be released shortly. Mrs Elway asked governors to let her know if there were any specific topics they would like to see on the training sessions. The annual self-evaluation could not be completed in 2019/20 due to the closure but, all being well, will take place in July 2021.</p> <p><i>Action: Governors to contact AKE with any training session ideas aelway@dalp.org.uk</i></p> <p>There were no further questions. The Chair thanked Mrs Elway for the presentation. Mrs Elway left the meeting (5.50pm).</p>	Governors
AC/01/2021	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Mr McGarry (work commitments).</p> <p>The Chair Welcomed Mr Tugnet to the Academy Committee. Mr Tugnet had met via Teams with the Chair and Mr Dickens back in May and his CV and application had been considered by the Academy Committee prior to the meeting. There had been no objections to Mr Tugnet joining the Academy Committee. Mr Tugnet introduced himself to the Committee.</p> <p>The Principal introduced the new Senior Leadership Team and governors welcomed Mrs Baxter (Assistant Principal – Pastoral and DSL), Mrs Wilson (Assistant Principal – Personal Development) and Mrs Purdy (Associate Assistant Principal and Head of MFL). The Principal went on to thank the team for all the hard work that they had put in over the summer and the Chair seconded the sentiments. The Chair stated that there had obviously been an excellent effort to get the school ready to receive all students back at the start of term.</p>	
AC/02/2021	<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/03/2021	<p>Minutes of the previous Academy Committee 04.02.20</p> <p>The minutes of the previous Academy Committee meeting had been received and approved as an accurate record during the Covid closure.</p>	
AC/04/2021	<p>Matters arising from the previous meeting</p> <p>There were no matters arising to consider from the previous minutes.</p>	
AC/05/2021	<p>Membership</p> <p>The Chair acknowledged that this was the last Academy Committee meeting for Professor Dickens before his term of office ends on 25th November and thanked him for his loyal service to governance over the past few years.</p>	

	<p>Professor Dickens took the opportunity to thank the governors and staff for his generous parting gifts.</p> <p>The Chair noted that his term of office for Chair, and Mr Osborn’s term of office for Vice Chair, would be for one year initially due to the change in the Trust Terms of Reference document.</p> <p>The Chair ran through the list of link governor roles and invited governors to approve or change their positions. The following was agreed:</p> <p>Safeguarding: Mr McGowan Careers: Mrs Wilson SEND/Disadvantaged/CLA: Dr Dziombak Health & Safety: Mr McGarry (yet to be agreed due to absence) Behaviour & Attitudes (including Anti-Bullying): Mr Tugnet Parent/Student Engagement: Mr Osborn Educational Visits: Mr Baker</p> <p>It was noted that Trust guidance for link visits will be circulated in due course.</p>	
<p>AC/06/2021</p>	<p>Safeguarding</p> <p>Mrs Baxter reported on the recent Keeping Children Safe In Education (KCSIE) updates and how the Academy have addressed, or intend to address, them.</p> <p>All staff have signed to say that they have read and understood the KCSIE document via MyConcern and been made aware of the differing forms of abuse including CCE linked to serious youth violence, CSE, County Lines, DA/DV, HBA (formerly HBV), Prevent / radicalisation, Upskirting and sexual violence as part of peer-on-peer abuse.</p> <p>There is a particular focus on mental health/physical health and welfare of children. Weekly well-being checks and the importance of physical health have been built into the pastoral programme. The Student Councillor, Emily Holliday, is continuing to support students and she has adapted the referral system to adhere to year group zoning. Emily is also meeting with Mrs Baxter every week to feedback any common mental health themes so that they can influence pastoral programme and meet the needs of students. Mental Health CPD for pastoral leads is also being explored. Staff must have an awareness of Adverse Childhood Experiences (ACEs) and Pastoral leads must update staff with relevant/appropriate information on vulnerable students to support them within the academy.</p> <p>In a local context, mental health/self-harm issues continue to be logged on MyConcern and the pastoral team are to complete additional training concerning County Lines and Tackling Emergency Threats to Children (TETC).</p>	

	<p>Mrs Baxter went on to discuss the post-COVID safeguarding and wellbeing support and how the Academy will react in the event of a second lockdown. Tutors will continue making phone calls home and the Safeguarding team will maintain weekly contact with vulnerable students. Mrs Baxter will maintain regular contact with social workers and socially distanced home visits will be carried out if needed.</p> <p>The Principal thanked Mrs Baxter, Mr Reid and the Pastoral Team for their hard work and support.</p> <p><u>Governors asked</u> what the plans are for managing the students during bad weather breaks, bearing in mind their wellbeing if inside all day. The Principal responded that the students will be outside as much as possible and will need to bring a coat every day to protect against inclement weather. Unless the weather is particularly bad, students will be outside at break time. The Academy is working with Estates to provide more covered areas outside. Many options have been explored already, but some are too costly.</p>	
AC/07/2021	<p>Admissions Policy</p> <p>The Clerk informed the governors that the Local Authority had written to the Academy during the closure period to inform of some minor amendments that were required to the 2021/22 in order to comply with the Admissions Code. The Clerk worked on the amendments with Mrs Woodward and re-submitted the Policy to the Local Authority, plus uploaded it to the Academy website.</p> <p>The Principal reported that the Fairham housing development between Gotham and Clifton (also known as the Clifton Pastures development) was still due to go ahead. ELA has been marked as the feeder secondary school for this development, which would bring a large amount of funding to the Academy for expansion. However, there may be an issue with regards to our own list of feeder primary schools which includes Hathern, a Leicestershire school. The Local Authority have questioned this and there is a possibility that ELA may miss out on funding if Hathern remains on the list. This situation is currently being investigated by the Chief Operating Officer, Mr Corban, to find out exactly what is happening and what we need to do. Mr Vernon added that the Academy Handbook permits each Academy to choose which schools feed in to it, in consultation with the Local Authority and local schools, and a school, which is in our catchment area, may still be permitted to be on the list. This is certainly an issue that the Academy must get ahead on and look at all the options to decide what is best for the school.</p>	
AC/08/2021	<p>Governor Training</p> <p>The Chair noted that this item had been covered by Mrs Elway earlier in the meeting.</p>	

AC/09/2021

Education Review Meeting (ERM) Report

The report had been circulated prior to the meeting. The Principal reported that Cat Thornton (Chief Education Officer), Gary Corban (Chief Operating Officer) and Neil Holmes (Chief Education Officer) had conducted the ERM meeting with the ELA Senior Leadership Team and the focus had been looking at the position prior to lockdown, re-opening the Academy and the priorities for 2020/21.

The focus for 2020/21 is on three key areas:

- 1) Curriculum intent and implementation
- 2) SEND student support
- 3) Personal development of students

Governors queried the Progress 8 (P8) figure of point 49 within the summary of GCSE's and asked whether this was in line with the predictions. The Principal responded that there were no performance measures this year due to the centre assessed grades, which were moderated externally. Mr Jackson added that the A-level results were published; however, the academy did not publish GCSE grades due to the last minute change of stance from the UK Government. The P8 target set puts ELA in the top 20% nationally and we do want to aim for a positive P8 in the future.

Governors enquired what teachers had learned from this method of exam assessment due to Covid. Mr Jackson responded that it had made students realise that mock exams were very important. There will be Year 11 and Year 13 mocks in November so teachers will have an idea of grades to move forward. Part of the curriculum review includes a review of assessments.

Governors requested that information on acronyms been circulated and/or attached to documentation that is sent out. The Clerk advised that an updated acronym list had just been released from the Trust and this would be circulated shortly (Post Meeting Note: the acronym list was circulated on 29.09.20).

Governors went on to enquire about the new SEND area within the school. The Principal reported that Brook House had been completed; it has a separate entrance, exit and outside area to the rest of the school, plus its own kitchen facilities. The academic provision is proving useful in keeping students away from Alternative Provision (AP). The Principal thanked the Trust for their support with this development.

The Chair commented on the language used within the ERM and enquired where the evidence was to back this up. The Principal stated that all the narrative is available in the AIP, which will be ready for circulation to governors shortly. Governors would be questioned on the AIP when Ofsted visit, therefore they must read and understand the document fully.

	<p><u>Governors commented</u> that evidence around reward systems shows that it can de-motivate students. Mr Reid responded that students at ELA respond well to praise and rewards and it has a high impact on their motivation and behaviour. This is modelled across the school. The Principal added that if a student displays the values of the school then they are recognised for that. Unexpected rewards are also high impact. The Academy feels like a transformed environment since the system was put in place. <u>Governors commented</u> that although it can be seen as a positive, the risk is when it is seen as being inconsistent, which turns it to a negative. Mr Reid assured governors that this is re-enforced with staff and students.</p> <p>There were no further questions from governors.</p>	
AC/10/2021	<p>Academy Re-opening, including Risk Assessment and Risk Register</p> <p>Mrs Woodward reported that there was little to update on since the weekly Risk Assessment meetings during the closure period. Social distancing amongst students once they leave the Academy remains difficult to manage. The wearing on face coverings on public buses is also difficult to re-enforce but the Academy has been persistently encouraging this. Cleaning of the Academy is also an area which requires continuous monitoring. A staff survey completed recently with regards to how staff feel about returning to school with the safety measures in place, showed positive results.</p>	
AC/11/2021	<p>Student Catch-Up Provision</p> <p>A document titled 'Supporting Students during the Covid-19 Pandemic' had been circulated prior to the meeting. Mr Jackson explained that the document gave an overview of the work that has been happening across the school. The key issue is to identify groups who need to have barriers removed in order for them to progress. Appendix 4 shows the PiXL gaps and growth strategy; PiXL is a personalised learning checklist. The focus is on how to move students to the next level and is currently being used across Maths and English initially before rolling out across other subjects.</p> <p>Funding is currently available via the national tutoring Programme for 1:1 and small group tuition. Teachers are taking a steer on this.</p> <p>Access to technology is inconsistent across the student population. A survey carried out the beginning of lockdown and on return to the academy in September shows this. The government have announced another programme of technology for schools.</p> <p><u>Governors asked</u> when the National Tutoring Programme will be implemented and whether Tutors will come in to the academy. Mr Jackson responded that this will commence after half term and the Trust are looking at the preferred supplier as the organisation have to bid for the support. The programme looks to support 500 students, focussing on those disadvantaged students with large gaps in their learning.</p>	

	<p><u>Governors enquired</u> whether teachers were confident that the students who do not require catch up will be kept on track and Mr Jackson responded that all students will be kept on track and will move on at their own pace</p> <p><i>7.02pm: Mr Jackson left the meeting</i></p> <p>Dr Benskin added that the Academy is offering the same broad and balanced curriculum as before and the government state that schools must plan for a full suite of GCSE's. Schools are anticipating that exams will be put back to June, rather than take place in May. Dr Benskin noted that some exam boards have made adjustments to specification and Heads of Faculty will be discussing these with their teams. <u>Governors asked</u> if these changes are fixed and Dr Benskin responded that they are fixed; although the changes came late, Faculties responded rapidly and communicated with parents on this. The Principal added that the parity across schools in the UK regarding the changes would differ due to school closures.</p> <p>Dr Benskin went on to report that the Academy will move forward using Microsoft Teams for homework setting and work for students in isolation. Mr Tebbett is leading on this and has offered training on MS Teams for all staff. Through a recent survey, 97.4% of Year 7 were using Teams at home, 86% of Year 8, and over 90% in Yeas 9-11. For exam cohorts in years 10, 11 and Post 16, teachers will supply resources for independent learning and offer face to face revision sessions on Teams. In the case of a local lockdown, this will continue and the chat function is active for the interaction between staff and student.</p> <p>The Principal noted that the academy has produced a Covid-19 Local Lockdown Plan document and this will be available to governors.</p> <p><u>Governors enquired</u> how staff can ensure that those students who are not using MS Teams receive the same input as those with MS Teams. Dr Benskin responded that Mr Jackson is working with those students who need technical support at home plus those who have access but are not engaging with MS Teams (a small percentage).</p> <p><u>Governors asked</u> if there was any impact with the Year 7 students who did not take their SATs. Dr Benskin stated that the students are currently undertaking a variety of tests in school for benchmarking and setting purposes (eg: CAT tests, GEL assessments).</p> <p>The Chair thanked Dr Benskin and Mr Jackson for their report.</p> <p><u>Post Meeting Note</u> The ELA Lockdown Plan document was uploaded to SharePoint on 12.10.20.</p>	
AC/12/2021	<p>AIP 2019/20 The Chair noted that the AIP2019/20 had been discussed earlier in the meeting.</p>	

AC/13/2021	<p>Draft AIP 2020/21 The Principal confirmed that the AIP 2020/21 was currently in draft form and close to be ready for circulation to governors.</p> <p><i>Action: BSF to send the Clerk the AIP 2020/21 when it is ready for circulation to governors. This will be before half term.</i></p> <p><u>Post meeting note</u> The AIP was uploaded to SharePoint on 12.10.20.</p>	BSF/Clerk
AC/14/2021	<p>Policy Updates It was noted that governors were informed via email on 02.09.20 of the Diverse Academies policy updates https://dalp.org.uk/about-us/policies/</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection policy Sept 2020 • Attendance policy Sept 2020 • Data Breach policy 2020 • Freedom of Information policy Sept 2020 • GDPR policy Sept 2020 • Member Trustee Governor Privacy Notice Sept 2020 • Privacy Notice Student Sept 2020 • Parent Carer Privacy Notice Sept 2020 <p>ELA Policy Appendix updates https://www.eastleake-ac.org.uk/our-academy/school-policies/</p> <ul style="list-style-type: none"> • Safeguarding Local Appendix Sept 2020 (names and dates only) <p>The Chair noted that Link Governors are to ensure that the relevant Trust Policy is read in conjunction with any academy local appendix.</p>	
AC/15/2021	<p>Any other business previously notified to the Chair There was no other business to discuss.</p>	
AC/16/2021	<p>Determination of confidentiality of business and Equality Act consideration It was resolved that no items were considered confidential. The Equality Act was considered throughout the meeting.</p>	
AC/17/2021	<p>Have any decisions been made according to the 7 Nolan Principles? Governors noted that no decisions had been made.</p>	
AC/18/2021	<p>Governors to complete report to Trustees The Chair confirmed that himself and the Clerk would review and complete the report to Trustees following this meeting.</p>	
AC/19/2021	<p>Date and time of next AC meeting The next meeting will be held on Monday 30th November 2020.</p>	
	<p>The meeting closed at 7.17pm</p>	

Signed:

Date: