

**Minutes of the Autumn Term Local Academy Committee Meeting 2
held on Monday 30th November 2020 at 5.15pm on MS Teams**

Membership	Initial	Category	Absence
Mr M Baker	MB/Chair	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	A
Mr R Osborn	RO	Appointed Governor	
Mr R Tugnet	RT	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)	
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 D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Operations)	

AC/19/2021	Apologies for Absence Apologies were received and accepted from Mr McGowan (work commitments) and Mr McGarry (post meeting - work commitments).	
AC/20/2021	Declaration of Interest and any changes to declarations made There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/21/2021	Minutes of the previous Academy Committee 28.09.20 The minutes of the previous Academy Committee meeting were received and approved as an accurate record.	
AC/22/2021	Matters arising from the previous meeting Page 2, Governance Strategy, AKE to report back to the Trustees regarding the lack of mechanism for governors to be involved in budget planning discussions: It was noted that the Governor & Partnership Board response	

	<p>was that resources have been agreed at budget setting meetings with the Executive Principal and Principal. <u>The Chair asked</u> that this action be taken back to the Trust for a second time as it was felt that the response did not address the issue. Governors felt that if they have to ensure the Academy monies are well spent then there must be a mechanism for governors to be involved in some budget discussions.</p> <p><i>Action: Clerk to add comment to the 'Committee Report to Trust' form within 1 week of this meeting.</i></p> <p>Page 3, Governor Training: The Chair noted that the governors training schedule from the Trust was circulated to governors on 4th November.</p> <p>AC/07/2021 Admissions Policy: The Principal offered updates regarding the Clifton Pastures development in relation to school funding. Gary Corban and Andrew Wilson have met with the Local Authority to discuss the feasibility of taking this forward. The Local Authority also raised questions over the issue of the Academy building being held under a PFI contract. Andrew Wilson is going to keep us updated.</p>	<p>Clerk to AKE</p>
<p>AC/23/2021</p>	<p>Following governor training, the Academy responded to the implementation of these areas within East Leake Academy</p> <p>1. SEND/Pupil Premium evaluation and plan following central training: Mr Jackson reported that extra funding is received for Pupil Premium (PP) students and the report is posted annually on the website. The progress of PP students is monitored and waves of support are in place to support under performance. <u>Governors asked</u> if the numbers of students in each wave of support are monitored and Mr Jackson responded that they are. Year 11 are a focus at the moment, with behaviour and attitudes of these students also monitored. Lesson strategies are reviewed via progress checks. The Principal highlighted that there are key performance indicators for all students in school and Mrs Baxter, and the Pastoral Leaders, look at the interventions that are in place. Discussion arose regarding the progress figure and the gap between PP and non-PP. <u>Governors enquired</u> whether a numerical target had been set. Mr Jackson responded that the Average Point Score (APS) would be useful for governors to see and stated that he will send out some information following the meeting</p> <p><i>Action: Mr Jackson to circulate APS data before the next meeting.</i></p> <p>Mr Jackson noted that further information will be added to the PP policy such as the destinations data and vision statement, as will the Y11 career interview data (the students have recently undertaken their career interviews) and the detail surrounding actions taken using Covid recovery money.</p> <p><i>Action: Mr Jackson to present updated PP Policy at the next meeting on 08.02.20.</i></p>	<p>TIJ</p> <p>TIJ</p>

	<p><u>Governors queried</u> the budget and expenditure on page 3 and 4 of the document and asked whether there was a shortfall. Mr Jackson responded that there wasn't a shortfall; the allocation is based on the current Year 7-11 cohort. Elements of the initiatives are partly attributed to PP funding and ultimately more than allocated is spent. Spend is portioned in the budget, for example the Careers Advisor salary is included in this. Mr Vernon added that it is important to efficiently allocate any funding that comes in, particularly on any resources that a student is lacking. <u>Governors asked</u> if the Covid funding had been received and whether it has to be spent on anything specific or is it left up to the Academy/Trust to decide. Mr Vernon responded that the funding has been received and there are no limitations set on how it can be spent. The Trust is currently exploring the use of a national tutoring programme</p> <p>2. Integrated Risk Management - Risk Register including education risks, Health & Safety, staff & pupil well-being, GDPR (C-19 weekly report available on SharePoint). The Principal stated that an external audit had taken place today regarding the Academy's Covid precautions and procedures. The audit was to check assurance that the Academy was in line to mitigate risk. Mrs Woodward noted that the Covid risk assessment had received minor tweaks and would be looked at again alongside the Tier 3 guidance. There was no change to the educational risk on the main Risk Register. The Principal highlighted that there is risk around the new SEND provision that was set up in September and the Academy is managing this. However, work around the sustainability of this area moving forward will be carried out.</p> <p><u>Governors enquired</u> about the current attendance figures in relation to Covid absences. Mrs Baxter responded that government guidance states that a positive case cannot be coded so this will have an impact on our figures; however, once removed we are doing well. Attendance up significantly from this time last year.</p> <p>3. Review Development Plans e.g. site/IT: The Principal noted that this is not available.</p>	
AC/24/2021	<p>Membership The Chair noted that the term of office has now ended for Professor Dickens and recruitment is taking place for the vacancy of an Appointed Governor.</p>	
AC/25/2021	<p>New Trust vision/mission statement The Principal screen shared the Trust vision document. The Trustees had signed off the agreed vision, mission statement and set of values fit for one organisation. <u>Governors asked</u> how these differed from what the Academy is following already. The Principal responded that when he became Principal, his vision fits in with the Trust vision and his mission is to make this good school better.</p>	

<p>AC/26/2021</p>	<p>ERM Report/Safeguarding/Covid Bridging Plan/targets 2021/Quality of Education update/In Year Admissions</p> <p>The Principal reported that the final ERM document was only circulated today which includes comments from Neil Holmes (Chief Education Officer) and succeeds the ERM document previously circulated. The Principal explained that he usually goes through the document with Mr Vernon who then takes it to Neil Holmes for comment. Going forward, governors will receive the summary document. The Chair invited questions concerning the ERM report.</p> <p><u>Governors highlighted</u> the decline in Progress 8 (P8) in the past, however felt that getting back on track was achievable this year. Mr Jackson responded that governors must bear in mind that the issue with P8 is that it deals with historical data in the SISRA system. This term the Academy has focussed on identifying the gaps and talking to students about their next steps rather than discussing individual target grades (which can cause stress and anxiety). It is important to ensure students are on the right pathways.</p> <p><u>Governors asked</u> how ELA compares to other schools in the Trust and Mr Vernon explained how all school and very different so it is not easy to gain a like for like comparison. The Principal added that Leaders look at the progress data to ensure that our processes are in place and encouraged governors to question the processes and ask how the Academy is moving things forward. Questions surrounding teaching and learning are more appropriate for Senior Leaders than being hung up on data.</p> <p><u>Governors enquired</u> how subject leaders are feeling about any additional support being offered due to gaps identified during Covid. The Principal responded that there is a lot of curriculum support in place; line management with Heads of Faculty, curriculum reviews, assessment reviews and asking Heads of Faculty what support they need from their perspective. Dr Benskin added that the Academy are in the infancy of this process and after Christmas the exam groups will be looked at along with streamlining in KS3. It is important to identify what needs to be taught and the key knowledge required to move the students forward.</p> <p>The Chair went on to to highlight the next part of the agenda including the following:</p> <ol style="list-style-type: none"> 1. Safeguarding; culture and compliance including approval of safeguarding audit to LA. The NCC safeguarding audit had been completed and circulated prior to the meeting. Mrs Baxter highlighted that there were some additional Covid related questions this year and had met with Mr McGowan (Safeguarding Link Governor) to talk through the evidence required to complete the document. In Mr McGowans absence, feedback regarding this link meeting will go forward to the next Academy Committee meeting in February. The Clerk will send to completed document to the Local Authority by the end of term. 	
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	<p><i>Action: Clerk to return the audit document to Cheryl Stollery by 20.12.20.</i></p> <p><i>Post meeting note: The audit document was emailed to Cheryl Stollery on 08.12.20.</i></p> <ol style="list-style-type: none"> 2. COVID bridging plan including use of additional intervention funding: The Chair confirmed that this had been discussed earlier in the meeting. 3. Targets 2021: The Chair confirmed that this had been discussed earlier in the meeting. 4. Quality of education update: The Chair confirmed that this had been discussed earlier in the meeting. 5. In year admissions (Autumn term entry and planned Spring): Mr Reid confirmed that there had been no in year admissions this term and no planned in year admissions for the Spring term. 	Clerk
AC/27/2021	<p>Link governor visit updates/reports</p> <p>The Clerk noted that Mr Tugnet had completed a link meeting with Mr Reid via MS Teams on 05.11.20 to discuss behaviour and attitudes and anti-bullying. Mr Tugnet will feedback to governors at the next meeting on 08.02.21.</p> <p>The Clerk noted that Mr McGowan had completed a link meeting with Mrs Baxter via MS Teams on 16.11.20 to discuss the safeguarding audit. Mr McGowan will feedback to governors at the next meeting on 08.02.21.</p> <p>The Clerk noted that Dr Dziombak is currently arranging a link visit with Mr Jones before Christmas to discuss SEND, LAC and PP and will feedback to governors at the next meeting on 08.02.21.</p>	
AC/28/2021	<p>Approval of AIP for 2020/21</p> <p>The AIP was available on SharePoint prior to the meeting. There were no questions for the Principal concerning this document.</p>	
AC/29/2021	<p>Any academy specific items including policy appendix ratification and any audit results</p> <p>The Clerk noted the following Diverse Academies policy updates and confirmed that there were currently no Academy appendix policies to ratify https://www.diverseacademies.org.uk/about-us/policies/</p> <ul style="list-style-type: none"> • Charging and remissions • Pay and reward • Capability • Staff grievance • Concerns and complaints • Anti-Bullying • Exclusions <p>The Clerk stated that there was no summary of updates available from the Trust at present and will continue to follow this up with the Central team.</p>	

AC/30/2021	<p>Staff: including staff wellbeing / pupil / parent survey evaluation and actions and governor stakeholder involvement</p> <p>The Principal noted that the staff wellbeing survey results were included in ERM report. Generally staff across the Academy felt well supported by the Leadership team. There is on-going communication with stakeholders and Mrs Purdy is working with the Staff Voice. Mr Jackson has recently carried out an ‘access to remote learning’ survey with the students to highlight where there are any barriers. The Principal has received most communication concerning Covid related issues and this is an on-going focus. Parent feedback highlighted concerns with the lunchtime provision and this has now been adapted to allow for 20 minutes inside eating lunch followed by 20 minutes outside. <u>Governors queried</u> question 13 on the staff survey concerning space around teachers and Mr Jackson responded that this was out of the control of the Academy and the Trust and issues raised were around working through a pandemic generally and not a specific situation. The Principal was happy that the results showed a representative view across staff roles.</p> <p><u>Governors asked</u> of there were any plans to capture the parent views during this pandemic and the Principal responded that he receives more parent communication now than ever before and feels very connected to the parent body. The vast majority of emails are positive and any negative comments are followed up on. <u>Governors asked</u> whether Weduc has the facility to capture surveys and the Principal responded that it does but the Academy use MS Forms. The staff survey will be re-run later in the year</p>	
AC/31/2021	<p>Finance: Management Accounts</p> <p>The September and October 2020 management accounts were available on SharePoint prior to the meeting. <u>Governors queried</u> the surplus in October and asked whether this would be retained by the Academy or go to the Centre. The Principal responded that the management accounts show a forecast so it is the spending that has not been spent yet, however any surplus would be retained by the academy.</p>	
AC/32/2021	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>It was resolved that no items were considered confidential. The Equality Act was considered throughout the meeting.</p>	
AC/33/2021	<p>Have any decisions been made according to the 7 Nolan Principles?</p> <p>Governors noted that no decisions had been made.</p>	
AC/34/2021	<p>Governors to complete report to Trustees</p> <p>The Chair stated that the one item to add would be ‘Governors felt that if they have to ensure the Academy monies are well spent then there must be a mechanism for governors to be involved in some budget discussions.’</p>	

AC/35/2021	Date and time of next AC meeting The next meeting will be held on Monday 8 th February 2021, 5.15pm, MS Teams.	
	The meeting closed at 6.44pm	

Signed: Marc Baker

Date: 8th December 2020 (confirmed by Academy Committee 8th February 2021)