

**Minutes of the Spring Term Local Academy Committee Meeting 3
 held on Monday 8th February 2021 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	
Mr N McGowan	NMG	Appointed Governor	
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 G Roberts	GR	Governor to be appointed at this meeting	
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Operations)	

AC/36/2021	<p>Welcome and Apologies for Absence</p> <p>The Chair welcomed a new Appointed Governor, Mr Gareth Roberts, and stated that this appointment had been agreed in principle by the Academy Committee members, via email to the Clerk, prior to this meeting. The Academy Committee formally approved the new appointment.</p> <p>The Chair also highlighted that Mr Osborn’s term of office ends in March 2021; however the Chair would like to nominate Mr Osborn to re-stand as an Appointed Governor to continue his term for a further 4 years on the Academy Committee. Mr Osborn is happy to re-stand and no objections were raised from governors.</p> <p>There were no apologies for absence.</p>	
-------------------	--	--

AC/37/2021	<p>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.</p>	
AC/38/2021	<p>Minutes of the previous Academy Committee 30.11.20 The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
AC/39/2021	<p>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: Response - <i>Trustees have asked Mr D Cotton to work with Executive Principals and Principals to look at budget setting process in AC meetings for 21/22 budgets. Executive Principals and Principals will feedback to Academy Committees:</i> The Principal added that the Scheme of Delegation states that it is down to the Trustees to look at the overall financial budgets and that autonomy is given to Executive Principals and Principals to manage the budgets within their academy. The Executive Principals and Principals then feedback to the Academy Committee who are in a position to ask challenging questions on why budgets have been spent in certain ways. Governors must hold the Senior Leaders to account to ensure that they have provided a good educational offer and the money is well spent. <u>The Chair enquired</u> whether the governors would be able to offer support if was felt by the Academy Committee that more finances were needed in certain areas. The Principal responded that he and Mr Vernon meet regularly regarding business and educational requirements and feels confident that the academy have more of a handle on this now. Any thoughts from the Academy Committee would go through the Principal or Executive Principal in the first instance. <u>Governors asked</u> whether there was a budget for Capital spend and Mr Vernon responded that the Trust look at what capacity is available across the Trust already and have been investing in Strategic Development Leaders (such as Tom Reid for Behaviour and Attitudes) and following this the Academy Leaders would ask for any extra capacity through the Educational Review Meeting (ERM). The Chair highlighted that the academy had been through financial difficulties in the past and governors had been very involved in bringing the budget back on track, but now it seemed that governors were not as involved. The Principal responded that the Scheme of Delegation had changed over the years and there has been a change of focus across governance. There is greater transparency now on how the budget is set and the Principal and Executive Principal feed this through to governors. The Principal can reassure governors that budget scrutiny is in place and there is a multi-stage process for financial decision making.</p> <p>Page 2, AC/23/2021: Mr Jackson to circulate APS data before the next meeting (actioned – report on SharePoint and response in AC/40/2021)</p>	

	Page 2, AC/23/2021: Mr Jackson to present updated PP policy at the next meeting (actioned - report on SharePoint and response in AC/40/2021)	
AC/40/2021	<p>Following the central governor training on Data, what does this look like within East Leake Academy (ASP/IDSR).</p> <p>Mr Jackson reported on the following:</p> <ol style="list-style-type: none"> 1. APS data: Last week the Year 11 and Year 13 students received their mock exam grades. 15 students have been identified to need support and are not on track to achieve 9 GCSE's. In the main these are Pupil Premium students but also include those that have not engaged in remote learning during lockdown. Luke Staton (motivational speaker and coach) will be available to work with Year 10/11 students. 2. PP Report: this report is now available on the academy website. 3. Covid Bridging Plan: this report is now available on the academy website. A small number of laptops have been distributed. Two colleagues from English and Maths have been appointed to support the National Tutoring Programme which involves a weekly tutorial with a remote professional tutor. The Academy have purchased 8 blocks of 15 hours which will commence after half term. 4. Catch Up: The Catch Up plan is available on the website and includes funding streams. The academy have been looking at those students who have not been engaging with remote learning and strategies to improve this via literacy and numeracy software. If the literacy and numeracy is not up to expected progress, it will preclude any further progress in their education. Work on KS3 will begin after Easter. Data from the Star Reader tests in the Autumn will be re-evaluated as potentially this has now widened. <p><u>Governors enquired</u> whether the pupils who access the National Tutoring Programme receive 1:1 or group tuition and what criteria are used to identify which students require the Tutor. Mr Jackson responded that the sessions will be 3 students per group with one Tutor and for those students who are currently at a borderline pass in order to help them secure that pass. Of these students, about 45% are disadvantaged/Pupil Premium students and all are those who are not making expected progress in Year 10/11.</p> <p><u>Governors asked</u> about the students who are identified as requiring catch up once they are back in the classroom. How will these catch up if they aren't in the disadvantaged/Pupil Premium bracket? Mr Jackson stated that the academy have a log of attendance and each Faculty is monitoring engagement so all students are tracked. Students in KS3 across literacy and maths will be identified through Faculty assessments etc once back at school. Those Year 11's who are struggling to engage have a 6 week course with a motivational mentor. Year 10 are a key priority due to potential exams in 2022 and the academy have the intelligence to track this and software to assess the gaps. <u>Governors enquired</u> whether interventions would be outside of the classroom as if the lessons are re-capping then other students may disengage. Mr Jackson responded that there are waves of intervention in place and these are monitored by staff.</p>	

	<p>The Principal added that students learn best when they are safe, happy and well supported. These students have had a flying start and the academy will re-establish the high expectation from the return. Along with pastoral support, the academy will be able to quickly establish where students are. The academy succeeded well in this last time.</p> <p><u>Governors asked</u> whether the students accessing catch-up funds have to be Pupil Premium and what about the students who aren't Pupil Premium. Mr Jackson responded that those students who have been most affected by the closures have been identified and around 50% of these are Pupil Premium students, but there is enough need in Pupil Premium group. Non-pupil premium students are included if the support can be justified.</p> <p><u>Governors asked</u> whether the mock exam results showed where the students need to be. Mr Jackson responded that no formal exams have taken place but Year 11 did sit tests in school under exam conditions. Progress 8 wasn't zero but it was as expected and teacher predictions were in line with results. There has been a controlled message to students as the outcome of examinations is yet to be confirmed; we do not want the students to think that their mock grade is their final grade and lose engagement in their education. Students are on track to gain good results. Year 13 was slightly different as half of the cohort had to self-isolate during the mock period. The mocks went ahead but then lockdown was in place again so we await the next announcement on 22nd February.</p> <p><u>Governors who</u> attended the central training on Data <u>stated that</u> it was been a very good session and encouraged governors who had missed it to catch up on the video. There was a great explanation of APS.</p> <p>The Principal concluded that when students are back the academy will continue to push forward on APS targets, line management, support and interventions. There will be a focus on expectations.</p>	
AC/24/2021	<p>Remote Learning/AIP update/Safeguarding; culture & compliance/Health & Safety (including on site Covid testing)/Determined admission arrangements 2022/23/Year 11 Support/Personal Development focus/Professional Development/In-year admissions (reports available on SharePoint)</p> <p>1. Remote Learning: The Principal reported that remote learning was the main feature of the ERM, including parent and student feedback. The remote learning offer is very robust. The main area of focus is attendance and triangulating that with engagement and listening; it can be a challenge. There are the same issues across the Trust regarding students who are not submitting work or those who haven't logged on. Non-engagers will fall into the vulnerable category then invited into school. If they do not attend school the external agency support is required (a phased approach). Merits are awarded for engagement, however no de-merits are issued.</p>	

Governors asked whether engagement across subjects is monitored and the Principal responded that it is and is being driven by teachers initially but it can become an overwhelming task.

Governors agreed that the remote learning offer was a good example for the school and congratulated all the staff on their hard work.

The Executive Principal commented that he had recently spoken to Neil Holmes, Chief Education Officer, who was very proud of such a proactive team at ELA and the level and quality of remote learning in comparison to some other schools is fantastic. It was a bold decision to take on MS Teams.

Governors enquired whether the student survey was sent to all students or just a group and the Principal responded that it was sent to all students; however a small group of students assisted in setting the questions. Not all students responded to the survey. Regarding the parent survey, governors asked whether the responses to question 3 regarding the completion of work was as expected. The Principal stated that some feedback given was that too much work was set and students were struggling to complete it within the school day, particularly Year 11.

Mrs Baxter gave an update regarding remote learning engagement. During the first wave of monitoring, about 40 students were not 'attending' and this was followed up by subject teachers. Some students were completing work but not logging on to register. This then reduced to around 30-35 students and letters were sent home to outline the staged approach to remote learning. There was a positive response and from that 5-6 students began to attend the Hub who continued to be disengaged. Phone calls home were made to discuss barriers to learning but there have been no referrals as yet to external agencies. Slowly parents are working with the school or those students are accessing the Hub.

2. AIP update: The Principal reported that the half term summary is currently being written and continues to consider the 3 aspects with lots of movement in all 3 areas. There is also continues curriculum development and where teams have been able to move on, they have done so. There has been a significant shift despite C-19.
3. Safeguarding; culture & compliance: Mrs Baxter reported that all vulnerable students had been sent a letter to invite them into the Hub during lockdown. If the students had not decided to attend school, a weekly phone call from the safeguarding team or school councillor had been made. All contact is being logged and Mrs Baxter has an overview to enable any concerns to be actioned straight away. All staff and students have access to the safeguarding poster that is usually on display in classrooms so that the students know who to contact if needed. All usual protocols are followed in regard to safeguarding.

	<ol style="list-style-type: none"> 4. Health & Safety (including on site Covid testing): The Principal reported that incredible work had been undertaken by the team to set up the on-site testing centre in the hall so quickly. It was set up during the first week back after Christmas, with a roll out of testing during the second week. All relevant staff have been trained via webinars and lateral flow tests are available for all staff and students. Staff are currently testing themselves on-site twice a week plus those students who are in school. No positive cases so far. 5. Determined admission arrangements 2022/23 and approval of policy to be forwarded to LA: Mr Jackson noted that there had been only minor changes to the policy concerning terminology and no changes to any admission criteria or PAN. There were no questions from governors who approved the policy to be sent to the Local Authority as the determined admission arrangements for 2022/23. 6. Year 11 Support: The Chair noted that this report had been covered under item AC/40/2021 by Mr Jackson. 7. Personal Development focus: Mrs Wilson reported the academy was having a real push on aspirations and work around Careers. The Trust has invested in the Unifrog package and 83% of ELA students are now signed up. Careers interviews are still going ahead; so far the Pupil Premium and vulnerable students have been seen and follow up meetings have taken place to ensure applications are completed. Although work experience in person cannot go ahead this year, the academy continues to promote it and there is a virtual session coming up for Year 10 students within their Tutor groups. This week, Years 7-9 are looking at national on-line safety and anti-bullying and Year 11's are looking at transferable skills. No planned activity should make any assumptions; 'Poverty Proofing' – how would the poorest student in school manage this. 8. Professional Development: The Principal stated that staff have been delivering training sessions. Lots of support is in place for NQT's and there is CPD available for those mentors who are supporting NQT's 9. In-year admissions: Mr Reid reported that since September there has been one additional student to Year 8 and two additional students into Year 9 and Year 10 respectively. NCC have currently frozen in-year applications due to the lockdown but this will re-commence following the re-opening and there are some more to come through 	
AC/42/2021	<p>Link governor visit updates</p> <ol style="list-style-type: none"> 1. Behaviour/Anti-Bullying: It was noted that a link meeting between Mr Tugnet and Mr Reid had taken place via MS Teams on 05.11.20. A link report and verbal feedback will be given at end of summer term. 2. Safeguarding: It was noted that a link meeting between Mr McGowan and Mrs Baxter took via MS Teams on 16.11.20. This meeting focussed 	

	<p>on the NCC Safeguarding Audit. Mr McGowan had no further feedback.</p> <p>3. SEND/PP: It was noted that a link meeting between Dr Dziombak and Mr Jones took place via MS Teams on 15.12.20. The link report was available on SharePoint and there was no further feedback to add.</p> <p>There were no questions from governors regarding the link meetings.</p>	
AC/43/2021	<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"> • Special Educational Needs and Disabilities policy • Supporting students with Medical Conditions policy • Provider Access Policy • Covid-19 appendix to Behaviour policy (pending Committee approval due to recent lockdown update) 	
AC/44/2021	<p>How has the committee held the Senior Leaders to account</p> <p>The Principal commented that the governors had asked good questions around remote learning and non-engagement.</p>	
AC/45/2021	<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/46/2021	<p>Have any decisions been made according to the 7 Nolan Principles?</p> <p>Governors noted that no decisions had been made.</p>	
AC/47/2021	<p>Governors to complete report to Trustees</p> <p>The Chair stated that the one item to add would be that the governors were pleased that funding and support from the Trust was positive.</p>	
AC/48/2021	<p>Date and time of next AC meeting</p> <p>The next meeting will be held on Monday 22nd March 2021, 5.15pm, MS Teams.</p>	
	<p>The meeting closed at 6.51pm</p>	

Signed: Marc Baker

Date: 15th March 2021 (confirmed by Academy Committee 22.03.21)