

**Minutes of the Spring Term Local Academy Committee Meeting 4
 held on Monday 22nd March 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 G Roberts	GR	Appointed Governor	
Mr R Tugnet	RT	Appointed Governor	
Ms S Wilson	SW	Parent Governor	
Mrs H Zaffarese	HZ	Staff 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/49/2021	<p>Apologies for Absence</p> <p>It was noted that there had been a delay to the start of the meeting (5.20pm) due to issues for all members in accessing the Teams event. Mr Roberts accessed the meeting towards the end of the session.</p> <p>There were no apologies for absence.</p>	
AC/50/2021	<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> <p>Mr McGowan stated that he had joined the East Leake Parish Council in December 2020 and would amend his central record for the Declaration of Interest.</p> <p><i>Action: Clerk to send DoI link to Mr McGowan for him to update.</i></p> <p><u>Post Meeting Note:</u> DoI link sent to Mr McGowan on 24.03.21.</p>	Clerk

AC/51/2021	<p>Minutes of the previous Academy Committee 08.02.21</p> <p>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
AC/52/2021	<p>Matters Arising from the previous meeting</p> <p>There were no matters arising from the previous minutes.</p>	
AC/53/2021	<p>Following the central governor training on ‘Preparation for Ofsted’, any updates from the Academy or questions from governors.</p> <p><u>Governors asked</u> whether staff felt it could realistically be a couple of years until Ofsted visited again, due to our last visit being October 2019, not long before the first national lockdown. The Executive Principal responded that there will be a plan released regarding Ofsted ‘catch up’ and how they are going to facilitate this. It is expected that there would be many schools due an inspection before ELA considering the timeline, however there is no information on this at the moment.</p>	
AC/54/2021	<p>Holding executive leaders to account for the educational performance of the organisation and its pupils. Report to include:</p> <ol style="list-style-type: none"> 1. Safeguarding; culture & compliance: The Principal reported that there have been issues around mental health and wellbeing for students who are struggling with the return to school and staff have been busy dealing with concerns raised over the past couple of weeks. The school counsellor is adapting her work and presenting useful resources to deal with these issues. Mrs Baxter added that staff are addressing mental health and wellbeing through the wider curriculum and not solely during tutor time. The school counsellor is at full capacity Monday to Friday at the moment and there are certainly common threads that have been identified so that group work can take place. Amongst the younger groups, pastoral leads and the school counsellor have been involved in managing relationships/friendships on returning to school. <u>Governors enquired</u> whether this was being seen across the Trust and the Executive Principal responded that it is across secondary due to the loss of structure and social time that students have experienced. Hopefully the next 5-6 weeks of structure and routine will help. <u>Governors went on to ask</u> how these issues are being identified, whether through students coming forward or via activities. Mrs Baxter replied that wellbeing and wellbeing reflections are embedded into the pastoral programme, year groups carry out reflection time in PDL, and also issues identified via student counsellor feedback and staff feedback. <u>Governors commented</u> that mental health and wellbeing issues touch us all and asked what support is in place for teachers. The Principal responded that staff feedback via the recent wellbeing survey was overall very positive and that Mrs Purdy is carrying out work in this area. Mrs Purdy added that communication is the key and staff have the opportunity of an open forum to come forward with their views and concerns. 	

	<p>Mr McGowan noted that the safeguarding briefing update for link governors from Patrick Knight was useful and highlighted the ACE's training to governors. The Clerk stated that Mrs Baxter had circulated some information in the Autumn Tern regarding ACE's (Adverse Childhood Experiences) training modules via Educare and the Clerk will re-circulate that.</p> <p><u>Post Meeting Note:</u> ACE's training information was circulated to governors via the Clerk on 22.03.21.</p> <ol style="list-style-type: none"> 2. Integrated Risk Management including Risk Register (including education risks), Health & Safety, staff and pupil wellbeing, GDPR: Mrs Woodward reported that the main focus has been Covid risk management. Tests have been completed for all year groups and students have now taken testing kits home. The Principal added that all mitigations that the Academy put in place still stand. 3. AIP Review: <u>Governors asked</u> how much progression had been made under the Term 2 summary and Mrs Purdy responded that there is a focus for NQT's and trainees so IRIS can be used for reflections. The focus is on one key area for them to progress towards teacher standards. A mentor can also drop in on a lesson and lessons are recorded. <u>Governors went on to enquire</u> how the term 'cultural capital' is defined. The Principal stated that this is a buzz term from the Ofsted framework and it examines the 'access to the best written essence of the National Curriculum'. The area looks at students' exposure to the wider world and at the breadth and depth of the curriculum. <u>Governors commented</u> that that there is an overarching feel that the AIP is moving forward in a non-Covid world, but enquired whether there was a 'back up' in case of further lockdowns. The Principal stated that the AIP document is live so it can always be tweaked. The end goal still wants to be achieved, and this can roll into next year if needed rather than setting 3 new objectives. It is possible that a similar AIP will be seen next year. <u>Governors asked</u> the senior leaders how close the Academy is to achieving objective 1 across the 3 terms. The Principal responded that the Academy had a good start in the Autumn term, however progress has been stunted in term 2 due to the lockdown. Now the Academy is running as it should again, the main focus has shifted to alternative arrangements in exams and stepped back from CPD as staff do not have the capacity for both. The Academy need to focus on what is important right now. Dr Benskin added that middle leaders have been working on curriculum despite the current situation and looking at assessment across all year groups, plus transition for Year 6. Lots of work has been happening around objective 1. <u>Governors asked</u> whether the document needs adjusting to be more reflective and the Principal responded that although it needs to be an aspirational document, it is possible that more milestones could be added along the way and it is possible to tweak. <u>Governors enquired</u>, around objective 2, how many students were accessing Brook House. Mr Jones responded that there are currently 9 KS4 students and 4 KS3 students. Brook House is a short term measure that offers a reduced curriculum. 	
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	<p>The provision has been open all through lockdown and the graduated response is used to exhaust all avenues before Brook House is considered.</p>	
<p>AC/55/2021</p>	<p>Academy Update regarding alternative arrangements for examinations This document was available on SharePoint prior to the meeting. Mr Jackson reported that the document has been adapted further since circulation with regards to the arrangements on the assessment window. The document will evolve over the coming weeks as further guidance is released. The current document tries to encapsulate the approach to the whole process, including how we as an Academy determine the grade and minimise clerical errors, the nature of the evidence that teachers have to base the grading on plus reducing potential bias and making stakeholders aware. Parent forums have been running over the past few weeks and this has been an open discussion. It is frustrating as we don't have definitive answers as yet, but the amount of input from staff is much more this year compared to last year, with evidence based performance rather than considering what would have happened if the pandemic hadn't occurred. Version 3 of this document includes guidance for staff on how to interact with parents in Year 11 and Year 13 at the forthcoming parents evenings where it is expected queries will be raised. Other schools have differing approaches depending on curriculum and context.</p> <p><u>Governors asked</u> what the internal assessment window looks like. Mr Jackson responded that the students must demonstrate that they are working at a specific level and meet all areas of assessment for that qualification. After Easter there will be class assessments and feedback will be given. They are not 'mini mocks', they are assessment pieces (2 x 45 minutes). Teachers will base final grades on evidence. Students must demonstrate across the two assessments that they can perform.</p> <p><u>Governors enquired</u> whether there is a plan to get this information document out to parents before Easter and Mr Jackson confirmed that there is.</p> <p><u>Governors asked</u> whether there was any plan for next year regarding the current Year 10 into Year 11 cohort. Mr Jackson confirmed that no official guidance has yet been received on this but discussions amongst colleagues have been taking place.</p>	
<p>AC/56/2021</p>	<p>Curriculum: how the Academy is responding to the impact of Covid Dr Benskin gave an overview of the work being carried out by middle leaders. As each student has had a different experience of lockdown, when middle leaders were asked what their plans were with the curriculum there were various ideas across faculties. On returning to school since 8th March the emphasis has been to return to routines, relationships and re-establish expectations. The curriculum is now focussed on retrieval and checking understanding to identify gaps. There are elements of re-teaching and re-sequencing.</p>	

	<p>While school language around Covid has been shared, we are improving our current learning and removing negative language. Individual faculties are altering their curriculum accordingly; some are happy with what they are doing and some are re-sequencing. With regards to transition, staff are aware that the students coming into Year 7 in September won't have experienced a full school year since they were in Year 4, therefore we are looking at what primaries can do to help students prepare for secondary school.</p> <p><u>Governors noted</u> that with re-sequencing comes increased workload and asked how staff are managing this. Dr Benskin did not feel that there was additional pressure in this area as the scheme of learning is already in place and it would down to the Faculty to make changes and build the schema so that they can make connections.</p> <p><u>Governors asked</u> how teachers can identify those who need extra support following lockdown without holding other students back in the classroom. Dr Benskin agreed that there are a range of starting points in the classroom and there is not an easy answer to this; it is recognised as a challenge. These first two weeks back are still in the diagnostic stage. Additionally staff are being supported in order for them to focus on priorities eg: tonight's CPD time has been postponed in order for staff to focus on assessments. The Academy will move every students forward in the best way and pace possible.</p>	
AC/57/2021	<p>Any academy specific items including policy appendix ratification and any audit results:</p> <p>The following Diverse Academies policy updates were noted:</p> <ul style="list-style-type: none"> • GDPR Subject access request form: no material amendments were noted • Governors Allowances policy: All governors are advised to read and familiarise themselves with this policy • Accessibility policy: only amendment is the following addition: <i>2.2 Diverse Academies Trust Covid 19 risk assessments take into account issues of accessibility and these are reviewed regularly to ensure that they meet Equality legislation</i> • Health and Safety policy: no material amendments were noted. • Local Appendix to health and safety policy statement: no material amendments were noted. • Mental Health and Wellbeing Principles statement: the summary of amendments to this policy was available on SharePoint prior to the meeting • Covid-19 appendix to safeguarding and child protection policy: the summary of amendments to this policy was available on SharePoint prior to the meeting 	

	<p>The following Academy Specific Policies/Appendices were reviewed and ratified by governors (all available on SharePoint prior to the meeting):</p> <ul style="list-style-type: none"> • Homework (updated policy): this has been updated to reflect the move to Teams for homework and the expectations around this. • Curriculum (updated policy): this has been updated to reflect 5 period day and signposts to SEND curriculum. • SEND Curriculum (new for website): this outlines in more detail the pathways for SEND. • Brook House Information (new for website): this outlines in more detail for parents the provision available in Brook House. • Careers Guidance (updated policy) • Drugs Awareness & Incidents (updated policy) <p>The Clerk will ask Marketing to update the website following this meeting.</p> <p><u>Post meeting note</u> Marketing added the policies added to website on 29.03.21.</p> <p><u>Governors queried</u> page 5 of the curriculum policy and asked how homework time is measured. Dr Benskin responded that staff were working on this as Teams has proved trickier to quality assure than when homework was set via PARS. Mr Jackson added that Microsoft have made lots of developments on ways of reporting for educational purposes since the rise in demand for this platform during the pandemic and improvements to the system were being made all the time.</p>	
AC/58/2021	<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/59/2021	<p>Have any decisions been made according to the 7 Nolan Principles?</p> <p>Governors noted that no decisions had been made.</p>	
AC/60/2021	<p>Governors to complete report to Trustees</p> <p>The Chair stated that there was nothing to highlight to the Trust.</p>	
AC/61/2021	<p>Date and time of next AC meeting</p> <p>The next meeting will be held on Monday 10th May 2021, 5.15pm, via MS Teams. It was noted that Patrick Knight will be in attendance to give a presentation for his NPQEL Task which will take 30 minutes at the start of the meeting.</p> <p>The Chair thanked the Senior Leadership Team for a comprehensive set of updates despite the current challenging circumstances.</p>	
	<p>The meeting closed at 6.42pm</p>	

Signed: Marc Baker

Date: 31st March 2021 (confirmed by Academy Committee 10th May 2021)