

**Minutes of the Summer Term Local Academy Committee Meeting 5
 held on Monday 10th May 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	A
Ms S Wilson	SW	Parent Governor	
Mrs H Zaffarese	HZ	Staff Governor	

In Attendance	Initial	Position	Absence
Mrs C Baxter	CLB	Assistant Principal (Pastoral)	A
Dr S Benskin	SLB	Assistant Principal (TLA)	A
Ms M Blore	MBL	Trust Governor	
Ms C Buck	CB	Nottinghamshire County Council	
Mr B Francis	BSF	Principal	
Mrs A Hewitt	AH	Clerk	
Mr T Jackson	TIJ	Vice Principal	
Mr P Knight	PK	Strategic Development Lead (Safeguarding)	
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)	A
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Operations)	A

	<p><i>NPQEL Presentation by Patrick Knight (Strategic Development Lead, Safeguarding)</i></p> <p><i>Develop a sustainable business plan for the implementation of an Alternative Provision/inclusion facility at East Leake Academy - leading to improved attendance and attainment outcomes.</i></p> <p><i>5.15pm – 5.45pm</i></p>	
	<p>Mr Knight presented to governors for his National Professional Qualification for Executive Leadership. The PowerPoint slides and stakeholder analysis document were circulated to governors on 11th May 2021.</p>	

<p>AC/62/2021 5.57pm</p>	<p>Apologies for Absence Apologies were received and accepted from Mr Tugnet (work commitments). Some members of the leadership team were excused from attending by the Principal due to work commitments; Mrs Baxter, Dr Benskin, Mr Reid and Mrs Woodward.</p>	
<p>AC/63/2021</p>	<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>	
<p>AC/64/2021</p>	<p>Goodbye and thanks to outgoing Staff Governor The Chair highlighted that this was the last Academy Committee meeting with the current staff governor, Mrs Zafferese. The Chair and governors thanked Mrs Zafferese for her commitment and engagement to the Academy Committee over the past 8 years.</p> <p>The Clerk noted that a staff governor nomination process had taken place and will confirm to the governors once in receipt of the one nomination form that had been submitted.</p> <p><u>Post Meeting Note:</u> The Clerk notified governors on 12th May that the new staff governor will be Mr Jonathan Burrows (Head of Year 8/Lead Teacher for Music). Mr Burrows will commence his term on 22nd May 2021 and will be introduced at the next meeting in July.</p>	
<p>AC/65/2021</p>	<p>Minutes of the previous Academy Committee 22.03.21 The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
<p>AC/66/2021</p>	<p>Matters Arising from the previous meeting There were no matters arising from the previous minutes.</p>	
<p>AC/66/2021</p>	<p>Following the central governor training on RSE & Health Education & Careers (05.05.21), any updates from the Academy or questions from governors. Mrs Wilson stated that all these elements are embedded into the curriculum through PDL time, through subjects such as science and also via external speakers.</p> <p><u>The Chair asked a question</u> regarding the Work Experience policy (which had been circulated to governors as an update prior to the meeting) relating to the input that parents must have to arrange the placement. Mrs Zafferese responded that usually work starts each September to co-ordinate the work experience process but obviously the past year has been difficult due to Covid. Part of the work experience policy is that the students and school collaborate on sourcing a placement; it is not just up to the school arrange it. It is also very important that parents are involved in the process. Looking ahead for next year, lots of companies have yet to decide whether they will be going back to working in offices so there is still some uncertainty about the programme.</p>	

	<p>However, this year there has still been a thorough programme offered and support given to Year 12 students regarding work experience. The Principal added that it is not a DfE requirement to offer work experience to Year 10; this is an enhancement by the school. Also Year 12 students should be proactive themselves and have the independence and support to find a placement. The school are mindful of those students who are disadvantaged so will fully support them in finding a placement.</p> <p>Mrs Wilson highlighted that the process is 'poverty proofed' and will look very different going forward because of Covid. It's unfortunate that no careers fairs have been able to take place this year.</p>	
AC/67/2021	<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 has been no significant change to culture and compliance. Referrals continue to be made around mental health and wellbeing as discussed at the last meeting. 2. Integrated Risk Management including Risk Register (including education risks), Health & Safety, staff and pupil wellbeing, GDPR: the Principal reported that all Covid measures remain in place and are well managed. Initial on site testing was successful and students continue to be issued with home LFD kits, however there has been a falloff in the reporting of test results to the Academy. Two recent positive LFD tests were subsequently tested negative via PCR test and those isolating returned to school. There has been no escalation of any risks to red since the last report. Budgets are being reviewed for next year and the year after, although are still in their infancy so there is nothing to report on as yet. Mr McGarry stated that he has a link visit (via Teams) with Mrs Woodward next week for Health & Safety/GDPR. The Principal continued by reiterating the risk of lost learning, however this is being covered in school and by the National Tutoring programme. The Teacher Assessed Grades (TAG's) are currently a risk to every school. Within Health & safety there is an issue with ventilation in one of the science labs and the Academy are liaising with Mitie on this. The Trust have signed off funding to assist with the development of two toilet areas over the summer holidays. This is a joint project between the Academy and Mitie. Regarding pupil wellbeing, plans are in place as discussed at precious meetings and staff wellbeing is managed by Mrs Purdy (Wellbeing Champion). Staff are being encouraged to leave school as soon as they can to carry out marking at home. Regarding GDPR, the Principal stated that across the Trust there have been some email scams coming through and the central team are informing all staff of this. 	

	<p>3. Review Development Plans (Site): The Principal noted that the development of toilet facilities had been reported under item 2 above. Further developments have taken place with with Local Authority to fund an improvement to the catering facilities. The Local Authority are purchasing a canopy for an external area off the dining hall so that it can be covered all year round, plus the addition of an external catering pod for sandwiches and drinks at the back of the Academy which will reduce the flow into the dinner hall. Hot meals will still be served inside, but offering food outside will reduce queueing if the students eventually start to move around the Academy again.</p> <p>4. AIP Update: The Principal confirmed that the updated copy had been shared with governors prior to the meeting. The summary column has been updated although there are only minor changes since the last meeting. <u>Governors noted that</u> Term 2 progress has slowed and asked what happens at Trust level if the AIP is not achieved. The Principal responded that term 2 covered most of the national lockdown period and progress continues to be slow due to the Teacher Assessed Grades that must be completed. The Executive Principal stated that as an Academy we must be realistic about what is achievable during this period. Staff are at their limit to ensure work is marked and moderated for examinations. However, the team are already looking forward at the priorities for next year and will build a recovery plan for post-Covid, including the current Year 10's. The Academy is heading in the right direction and there are no concerns about the AIP.</p> <p>5. Teacher assessed Grades (TAG's): Mr Jackson provided an update. The examination guidance from the DfE had been provided to schools since the last meeting, and the Trust has also provided tight principles on this. Five pieces of work will be submitted (3-4 for vocational subjects). Staff need time to focus on marking and moderation – if this is carried out as appropriately as possible, then this should reduce appeals in the long run. A robust system is in place and the final assessment window commenced today. Faculties are meeting weekly for quality assurance with moderation and standardising marking. On 21st June, samples of work must be provided; ELA is on track to provide everything required to the Exam Boards. In two weeks' time, students sign off their evidence base.</p> <p>6. Support for Year 10 and Year 12: Mr Jackson provided an update. Two documents for Year 10 and Year 12 had been circulated prior to the meeting which explained plans to support and guide these year groups through mock exam season. The Year 10 students have nine 1 hour assessments during one week, with workshops in the afternoon. There is a balance of challenge and support to develop resilience. Governors thanked Mr Jackson for the updates provided.</p> <p>7. Appraisal update: The Principal stated that adaptations have been made to the appraisal process in light of the lockdown, however all mid-year reviews were complete. No issues around pay progression have been identified.</p>	
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	<p>8. Admissions for next academic year: The Principal reported that there are a definite 188 Year 6 students coming into Year 7 in September, with 11 student places outstanding who have not responded to the offer. Another strong year group. The Principal and Mrs Baxter attended a Primary Heads meeting with the family of schools and feedback was that all Year 6 students were coming to ELA in September aside from those who have chosen private education. <u>Governors enquired</u> on the admissions from Year 11 into Year 12 and Mr Jackson responded that it is looking at around 145 next year (PAN is 210).</p>	
<p>AC/69/2021</p>	<p>Link Governor Reports Mrs Wilson reported that she had carried out a link visit on 26.04.21, via Teams, with Mrs Wilson and Mr Renshaw around the area of Careers. This was a useful introductory session which will be followed up in the Autumn term. The report is available on SharePoint.</p> <p>Mr Osborn stated that he has submitted a report to the Academy Committee (available on SharePoint for governors to read following this meeting). The three main areas of development for academy parental communication are WeDuc, parent forums for examinations and online parents evenings. All these developments have been very positive and have shown a good uptake.</p>	
<p>AC/70/2021</p>	<p>Any academy specific items including policy appendix ratification and any audit results: The following Diverse Academies policy updates were noted:</p> <ul style="list-style-type: none"> • Privacy Notice for Staff: <i>Addition to section 5: Who has access to data? 'Your information may be shared with other appropriate stakeholders if access to the data is necessary for the performance of their roles.'</i> • Photography & Videography Policy: <i>Update to cover links, amending 'GDPR' to 'UKGDPR' in line with legislative changes following Brexit and section 7.2 'GDPR' to 'UKGDPR'</i> <p>The following Academy Specific Policies/Appendices were reviewed and ratified by governors (available on SharePoint prior to the meeting):</p> <ul style="list-style-type: none"> • Work Experience Policy: the sentence <i>'A 'ten top tips' card will also be given out to all students which gives easy to understand information that may help a student whilst on placement'</i> has been removed. <p><u>Governors highlighted</u> a change to the wording in point 1 'Rationale'. The Principal approved the amendment to: <i>at ELA we feel strongly that no employer will should engage in the WEP unless...</i></p> <p><i>Action:</i> Clerk to amend and send to Marketing for the website</p> <p><u>Post Meeting Note</u> Policy amended and sent to marketing on 13th May 2021.</p>	<p>Clerk</p>

AC/71/2021	<p>How has the Academy Committee held senior leaders to account Governors commented that they had enjoyed the presentation from Mr Knight and felt more informed about the provision offered in Brook House.</p> <p><u>Post Meeting note</u> The Clerk has provided the governors Q&A to Mr Knight for the NPQEL and these are also available on SharePoint for reference.</p>	
AC/72/2021	<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/73/2021	<p>Have any decisions been made according to the 7 Nolan Principles? Governors noted that no decisions had been made.</p>	
AC/74/2021	<p>Governors to complete report to Trustees The Chair stated that there was nothing to highlight to the Trust.</p>	
AC/75/2021	<p>Date and time of next AC meeting The next meeting will be held on Monday 12th July 2021, 5.15pm, via MS Teams.</p> <p>The Principal wished to note the sad loss of a Year 8 student who passed away suddenly. It has been a difficult process to manage with the student community. There is a condolences book in Reception and the Chair acknowledged that he would like to visit to write in it on behalf of the governors. The Executive Principal thanked the leadership team for managing this difficult situation very well.</p>	
	<p>The meeting closed at 6.48pm</p>	

Signed: Marc Baker

Date: 17th May 2021 (confirmed by Academy Committee on XXXX)