

**Minutes of the Summer Term Local Academy Committee Meeting 6  
 held on Monday 12<sup>th</sup> July 2021 at 5.15pm on MS Teams**

<b>Membership</b>	<b>Initial</b>	<b>Category</b>	<b>Absence</b>
Mr M Baker	MB/Chair	Appointed Governor	
Mr J Burrows	JPB	Staff 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	A
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	

<b>In Attendance</b>	<b>Initial</b>	<b>Position</b>	<b>Absence</b>
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)	

<b>AC/76/2021</b>	<p><b>Apologies for Absence</b>            Apologies were received and accepted from Mr Tugnet (work commitments).</p> <p>None attendance was noted from Mr McGowan (no apologies received).</p>	
<b>AC/77/2021</b>	<p><b>Declaration of Interest and any changes to declarations made</b>            There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>AC/78/2021</b>	<p><b>Confirmation of Chair and Vice Chair for 2021/22</b>            The Clerk noted that the on-going roles of Chair (Mr Baker) and Vice Chair (Mr Osborn) were approved by the Academy Committee via an MS Forms Poll in June 2021. The terms of office will run from 04.07.21 to 03.07.22.</p>	

	<p>Mr Osborn raised the issue of succession planning for these roles in 2022. The Clerk highlighted that there were currently no Academy Committee members who wish to take on the role of Chair in the future, therefore the Committee must discuss succession planning as a priority for next year. It may be that a new governor can be recruited for the position of Chair. The Clerk will add this to agendas going forward.</p> <p><i>Action: Succession planning to be added to the termly agendas for the next academic year (first meeting October 2021).</i></p> <p>The Chair welcomed the new staff governor, Mr Jonathan Burrows. The term of office runs from 22.05.21 to 21.05.25.</p>	<b>Clerk</b>
<b>AC/79/2021</b>	<p><b>Minutes of the previous Academy Committee 10.05.21</b></p> <p>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
<b>AC/80/2021</b>	<p><b>Matters Arising from the previous meeting</b></p> <p>There were no matters arising from the previous minutes.</p>	
<b>AC/81/2021</b>	<p><b>Holding executive leaders to account for the educational performance of the organisation and its pupils.</b> The ERM report was available on SharePoint prior to the meeting. Items were taken out of turn from the original agenda</p> <ol style="list-style-type: none"> <li>1. Integrated Risk Management including: <ol style="list-style-type: none"> <li>a. Risk Register: Mrs Woodward stated that there has been a recent Risk Register audit carried out by the Trust. The link governor, Mr McGarry, will be going through this report in detail at their next link meeting in the Autumn term, however the report did raise issues with the general risk management system and some housekeeping issues with storage of documentation.</li> <li>b. GDPR: Mrs Woodward reported that an advisory visit had taken place by the central GDPR team (not an audit). It was a useful session and there were no causes for concern. The report is not yet available but will be included within the Health &amp; Safety link visit next term.</li> </ol> </li> <li>2. Progress Overview for Year 9/10/12: Mr Jackson reported that today was the final day of Quality Assurance by Exam Boards and all was running smoothly so far. Year 11 and Year 13 have been notified of the results day and appeals procedures. For Year 10, issues with students isolating had meant a postponement to the mocks for one week, however to date all students have taken these exams but marking is still taking place. Mr Jackson will report back to governors on this before the end of term. The Year 12 cohort have been affected by half of the students having to isolate in the middle of the mock exams so there are 3 more days of mocks to carry out, starting this Friday. Mr Jackson will report back to governors on this before the end of term.</li> </ol>	

	<p>GEL Assessments have been carried out in Year 9 for English, Maths and Science and marks are starting to come in for those. Results of these will be published for staff to use as a benchmark. Mr Jackson concluded that due to the current circumstances the academy is not as far down the line with assessments and results as hoped but stated that staff had been very impressed with the way Year 10 had prepared for their mocks. The students had responded well to the schedule of morning exams and afternoon workshops. There were no questions from governors and all acknowledged that there would be more information to follow.</p> <p><i>Action: Mr Jackson to provide progress updates to governors before the end of term.</i></p> <p>3. Safeguarding; culture &amp; compliance: Mrs Baxter reported that, as raised previously, levels of student anxiety were high post-lockdown. Pastoral Leads have been pro-active in identifying these students and the academy have been working with Harmless who are running anxiety workshops for small groups in each year. The academy are now looking at how to continue this support in September, including staff training on how to have these conversations with students around coping with anxiety. Mrs Baxter went on to report that the recent Safeguarding Audit had been successful and the report was now available on SharePoint. The report has already been shared with the link governor (NMcG). Mrs Baxter thanked all staff who had been involved in the audit and felt that it reflected all the good work that the staff do within the academy. <u>Governors queried</u> why the 'Safeguarding Risk Management' was red on the grading report and Mrs Woodward explained that this was not a direct link to the safeguarding practice in school but had appeared on the back of the Risk Management audit.</p> <p>4. Review of AIP 2020/21: The Principal apologised that the document had only been uploaded to SharePoint today due to the distraction of the work being carried out for contact tracing of the recent high rise in Covid cases at the academy. The Principal appreciated that governors wouldn't have had sufficient time to read the document and asked for any questions to be emailed to him over the next few days. Regarding the 3 priorities for 2020/21, the Principal stated that he was proud of the team for shifting forward despite a very difficult year. The Principal is confident that faculties have developed the curriculum across the year culminating this term in twilights to discuss the vision of their subject area within the curriculum. This will be developed into the AIP next year also. Specialist provisions have been set up for students with SEND. The Den identifies students with transition needs from year 6 into 7 and works to re-integrate them into mainstream school. Brook House has proven increased attendance and decreased exclusions for those vulnerable students. Both provisions are on the right journey to get to where we would like them to be and will continue to be developed next year. Finally, personal development is</p>	<p>TIJ</p>
--	--	------------

also heading in the right direction despite a difficult year and there is a co-ordinated approach for a strategic view on personal development.

Governors referred to the ELA Summary Report and highlighted the statement about the SECNCo leaving the academy. The Principal confirmed that a new SENCo had been appointed although the new post would no longer be as an Assistant Principal role. The new SENCo will be line managed by Mr Reid and there is also a new lead appointed for Brook House. There is a continued focus on SEND across the school and the functioning of this team. The new SENCO will still, however, have a strong link to the SLT.

Governors asked whether there were any 'catch-up' plans in place as much has been reported in the media about ideas to extend the school day and run summer schools. The Principal confirmed that the academy will run a 4-day summer school in August, which will focus on transition from year 6 into 7. There are no plans to extend the timing of the school day.

The Principal went on to highlight the draft AIP priorities for 2021/22 and commented that the SLT had met once so far to discuss thoughts and ideas for academy improvement. The three areas are to be:

- Curriculum: delivering a high quality curriculum following the academy (and each faculty) vision, a focus on teaching subjects for their intrinsic values, a high expectation on the content delivered, to inspire a love of learning.
- Literacy strategy: driving reading ages; students have missed reading time and reading development during lockdown and reading ages are dropping. Students are struggling to access texts. Mr Jackson is working with colleagues in the Trust with this. How do we build access to high quality texts into the curriculum and how do we encourage reading?
- Quality of data: how do we collect our data and how accurate is it? What is the impact of the pandemic? Securing learning and maintaining high standards.

This plan was discussed and agreed at the middle leaders conference, and feedback given to SLT.

Governors enquired what happens to the AIP objectives from this year if they have not been met and asked whether these would be added to next years. The Principal responded that although the objective may not be added to the AIP, it doesn't mean that it will stop, for example the development of Brook House and The Den. There will be separate development plans, which will feature regularly on the agenda at SLT and also included in Team improvement Plans and personal development plans. Other areas will still be captured, but if everything was in the AP it would be too much.

<p><b>TER arrive 18.04</b></p>	<p><u>Governors asked</u> whether there will be an element of catch-up in the AIP objectives due to Covid. The Principal responded that the staff continue to look at data and look at the link between progress and attainment. As a school, we are confident that we can identify a clear link between underperformers and reading ages; the barrier is when a student cannot understand the question and isn't understanding the words in a text. Mr Jackson added that the National Tutoring Programme is part of the recovery programme for next year and colleagues will present to governors in the Autumn Term. This will apply not just to disadvantaged students but also to those who need it in Maths and English.</p> <p><u>Governors commented</u> on the fact that exams are likely to be back on next year according to recent government announcements and there needs to be a focus on the mindset of the students (and parents) around this. Mr Jackson agreed and stated that the team are conscious of developing resilience and offering support for anxiety over the 2022 exams. It is a cause for concern. The Year 10 and 12 formal assessments have taken place in the hall, as the validation of assessments is key to focussing the students on what exams may look like in 2022. The Principal added that the Year 11 pastoral programme incorporates exam preparation and they will spend time in the main hall for some tutor times so that it is not so overwhelming to be in the hall.</p> <p><u>Governors asked</u> if there was any plan to re-introduce the 5 minute read. Mr Jackson responded that although the 5 minute read was a good settler at the start of lessons, 5 minutes is not enough. Work in this area includes analysis of who is borrowing what from the library, regular reading age assessments across year groups, looking at how to incorporate more reading time into the school day and promoting texts within subjects.</p> <p>The Chair thanked the Senior Leadership Team for the documentation.</p> <p>5. Review of SEF 2020/21: the Principal stated that the academy continues to aspire to move from good to outstanding, however we need outcomes and data to show progress over time so we require a set of exam results to prove this. <u>Governors commented</u> that the SEF is very thorough and enquired what LORIC stands for. Ms Baxter responded that it is a term used for the life skills the academy try to embed within the students throughout all activities and stands for 'Leadership, Organisation, Resilience, Initiative and Communication'. <u>Governors asked</u> how the self-evaluation is put together and the Principal responded that the writing of it is carried out collaboratively, however the Principal has put this summary together for governors. The new version will be written with the team in the next few weeks. The Executive Principal commented that the SEF is a useful document for Quality Assurance, which supports the thoughts and analysis for the AIP. <u>Governors asked</u> if parents see the SEF, and the Principal stated that the academy have shared AIP priorities before in a more friendly version. Parents often ask for the school priorities when looking for school places. There would need to be a simplified overview of the SEF in order to share with the community.</p>	
------------------------------------	--	--

	<p>6. Staffing structure: The Principal reported that there has been a low turnover of staff. There are temporary middle leaders in place in place due to shared leadership across the Trust. The Brook House role has been added, however this has been offset by the SENCo role moving out of the Senior Leadership Team. Permanent appointments have been made across middle leadership and aligned to TLR's. The Academy are fully staffed for September. The SEND Link governor, Dr Dziombak, stated that all SEND training had informed that the SENCo is most effective when the SENCo is part of the Senior Leadership Team, therefore can the new SENCo still be as effective? The Principal responded that Mr Reid will be line managing the SENCo and there is a good, strong link there, especially with his experience. The role will be continuously reviewed. The Principal can see value in the SENCo attending SLT meetings, but not 3 times per week.</p> <p>7. Professional Development: Mrs Purdy reported that despite a disruptive year, training had continued and been kept up to date in areas such as safeguarding, SEND, behaviour, DSL, First Aid and manual handling. Remote learning has been led by staff across faculties and this has been a fantastic area of work and development. Next year there will be middle leaders curriculum development training and 'walk-throughs' as part of the Trust. There are plans in place for more training with 'Harmless' and short collaborative training practices to move to instructional coaching which will coach colleagues in their practise. The Early Careers Framework has been piloted this year and it has been helpful for NQT's and mentors to have access to materials, reading and informed discussions. A mentor can model for an NQT and it has brought forward practise for this year. From September, NQT will be ECT, Early Career Teacher. The Education Development Trust provides resources and training for mentors. There will be an ECT in Science next year and staff are already thinking about in-house training with mentors to enhance PGCE students. <u>Governors asked</u> what the percentage of NQT's the academy is using. Mrs Purdy responded that there have been 7 NQT's this year, some from degree qualifications and some as a career change. <u>Governors enquired</u> whether any policies needed to be adapted to reflect the 2-year ECT post and Mrs Purdy responded that the policy is governed by the Redhill Trust. <u>Governors asked</u> whether much cover was being used and the Principal responded that from September the academy is fully staffed. There are currently two members of staff on long-term absence due to ill health.</p>	
AC/82/2021	<p><b>Management Accounts and Final Budget 2021/22</b></p> <p>The financial documentation was shared on SharePoint prior to the meeting. The Principal stated that the academy is in a strong financial position for the current academic year. Some funds were earmarked for the development of toilet areas over the summer but this is not going ahead at present due to legal issues. It is hoped that it will happen in the future. There is a healthy surplus; however, the academy was taken by surprise with a bill for an underpayment of utilities over the last 3 years.</p>	

	<p>The academy have the capacity to pay, but there are currently discussions happening around resolving this. In this years budget there are plans to convert a computer room into a photography and IT suite for Post 16. The forecast for next year is showing a surplus of £51K, however the Principal and Executive Principal are meeting this week to discuss the next budget further before signing it off. <u>The Chair commented</u> that the academy were in a very positive position. There were no questions from governors. The Chair commented that the management accounts looked very positive.</p>	
<p><b>AC/83/2021</b></p>	<p><b>Link Governor Reports</b></p> <p><u>Mr McGarry stated</u> that he had carried out a Health &amp; safety link visit with Mrs Woodward and the report was available on SharePoint. The meeting reviewed the policy and procedures and carried out evidence-based discussion. Fire drills were carried out this year despite Covid, and adapted for Covid purposes. It has been recommended by the Trust that Health &amp; Safety discussions at SLT level are evidenced (minuted). The Health &amp; Safety policy will be reviewed annually.</p> <p>The Clerk highlighted to the Academy Committee that Trust briefings and training had been offered to link governors throughout the academic year in Safeguarding, SEND, Careers and Health &amp; safety. Mr Osborn had raised (within the governor self-evaluation) that the feedback from link governors involved in Trust sessions could be made more prominent within the meeting agendas. Dr Dziombak (link governor for SEND), Mr McGarry (link governor for Health &amp; Safety) and Mrs Wilson (link governor for Careers) expressed that these briefings had been positive. Mr Wilson commented that that the information that was discussed within the link meeting did align with the Trust training session. The Clerk understands that these Trust sessions will continue next academic year. Mr McGowan was not present to feedback on the recent safeguarding briefing.</p> <p>It was noted that link meetings for Behaviour &amp; Attitudes had taken place between Mr Tugnet and Mr Reid and a report will be available in the Autumn Term.</p>	
<p><b>AC/84/2021</b></p>	<p><b>Review governors training record for 2020/21 and Academy Committee thoughts for 2021/22 regarding Trust training.</b></p> <p>The Clerk noted that the annual training record had been uploaded to SharePoint for review by governors and if anything was missing, governors are to advise the Clerk.</p> <p><u>Governors expressed</u> positive thoughts on the Trust training that had been delivered via Teams over the academic year. The Clerk advised governors to let her know any thoughts on future training required (none raised during the meeting).</p> <p><i>Action: Governors to advise Clerk of any thoughts for future training events from the Trust by end of September 2021.</i></p>	<p><b>Governors</b></p>

<p><b>AC/85/2021</b></p>	<p><b>Any academy specific items including policy appendix ratification and any audit results:</b></p> <ol style="list-style-type: none"> <li>1. It was noted that ELA audits were completed in Risk Management and Safeguarding. The Risk Management reports will be shared with the link governor and feedback will be given to the Academy Committee in the Autumn Term.</li> <li>2. Diverse Academies policy updates are as follows (<i>* denotes that a summary page is available on SharePoint</i>) <ul style="list-style-type: none"> <li>• Concerns and Complaints Policy</li> <li>• Unreasonable Complaints and Vexatious Communication Policy*</li> <li>• Data Breach Policy*</li> <li>• Member/Trustee/Governor Privacy Notice*</li> <li>• Parent/Career Privacy Notice*</li> <li>• Student Privacy Notice*</li> <li>• Subject Access request form*</li> <li>• GDPR policy*</li> <li>• Freedom of Information Policy*</li> <li>• Code of Conduct*</li> </ul> </li> </ol> <p><u>Governors reported</u> that they were impressed with the new way of reporting Trust policy updates and thanked the Trust Board for implementing this.</p> <p><i>Action: Chair/Clerk to note this on the Academy Committee feedback form to the Trust.</i></p> <p><u>Post Meeting Note:</u> The completed feedback forms to the Trust were sent from the Clerk to Mrs Elway on 20.07.21.</p>	<p><b>Chair/Clerk</b></p>
<p><b>AC/86/2021</b></p>	<p><b>To notify governors of any planned educational visits for 2021/22 (day trip and residential). All subject to Coronavirus restrictions (document available on SharePoint prior to the meeting).</b></p> <p>The Principal reported that the document related to curriculum trips for the next academic year and into 2023, including overseas trips. Considering the current circumstances, it is obviously essential to check all travel restrictions and requirements; however, this document is brought to the Academy Committee for their views.</p> <p><b>The Chair queried</b> whether the ski trip was inclusive to all students as it is very expensive and not in line with Academy values. The Principal responded that it is an aspirational trip and the Academy have supported disadvantaged students in the past, however appreciated poverty proofing questioning. In the Principals view it is outdoors and adventurous and the feedback from students in the past has been extremely positive. There are many UK based trips available also. <u>The Chair commented</u> that trips to Paris would be more affordable and families may prefer this cheaper option rather than an expensive ski trip.</p>	



	<p>The Principal responded that MFL plan to bring back to European trips, plus there will be school based activities in languages next year. The Academy wishes to offer a range of trips across a range of costs and next year it is hoped that there will be a trip for every year group to keep those opportunities.</p> <p><u>Governors enquired</u> whether Year 11 can experience anything early on in the year and the Principal responded that there will be a balance between those opportunities and missed education. There is an NCS (National Citizen Service) programme running in the summer and this will be promoted to the cohort. <u>Governors went on to ask</u> if the field trips would be affected for those students moving into Year 11. The Principal replied that the specifications have changed and there is no longer a requirement for a 3-day field trip. The Year 10's would usually go to Norfolk and for Year 11's there may be a weekend planned or a trip at half term. This is currently being discussed.</p>	
<b>AC/87/2021</b>	<p><b>Academy Committee confirmation of the Self-Evaluation 2020/21</b></p> <p>The Chair reported that he and the Vice Chair met to discuss and complete the self-evaluation on behalf of the Academy Committee. The governors received this in advance of the meeting and there were no questions or anything further to add to the document. The Clerk will submit the document to Mrs Elway before the end of term.</p> <p>The Chair highlighted question 2 under governor priority number 3 'We challenge senior leaders to ensure that the academy is achieving value for money' and felt that this is rated as yellow because the Academy Committee are not engaged with this decision making process.</p> <p><u>Post Meeting Note:</u> The Clerk sent the confirmed self-evaluation document to Mrs Elway on 20.07.21</p>	
<b>AC/88/2021</b>	<p><b>How has the Academy Committee held senior leaders to account</b></p> <p>The governors asked challenging questions to the Senior Leadership Team.</p>	
<b>AC/89/2021</b>	<p><b>Have any decisions been made according to the 7 Nolan Principles?</b></p> <p>Governors noted that no decisions had been made.</p>	
<b>AC/90/2021</b>	<p><b>Completion of Annual Summary Template on the effectiveness of governance 2020/21</b></p> <p>The Clerk advised that due to the current time this evening, the annual summary template and report to Trustees could be completed by the Chair, Vice Chair and Clerk after the meeting and sent to the governors for approval before sending to Mrs Elway before the end of term. The Committee agreed.</p> <p><i>Action: Chair and Vice Chair to complete the annual report before the end of term.</i></p>	<b>Chair/Vice Chair</b>

	<p><u>Post meeting note:</u> Clerk sent the completed governor reports to Mrs Elway on 20<sup>th</sup> July 2021.</p>	
<b>AC/91/2021</b>	<p><b>Completion of report to Trustees</b> This was discussed under item AC/90/2021 above.</p>	
<b>AC/92/2021</b>	<p><b>Determination of confidentiality of business and Equality Act consideration</b> It was resolved that no items were considered confidential. The Equality Act was considered throughout the meeting.</p>	
<b>AC/93/2021</b>	<p><b>Date and time of next Academy Committee meeting</b> The next meeting will be held on Monday 11<sup>th</sup> October at 5.15pm. The Clerk will confirm nearer the time if the meeting will be held in school or via Teams. It has been advised by the Trust that of the two meetings per term, one will be held face to face in the Academy and one via Teams. The Clerk advised that the Academy Committee meeting dates for 2021/22 were available on SharePoint and calendar invitations would be sent out before the end of term.</p> <p>The Chair thanked everyone and appreciated everyone's attendance.</p>	
	<p>The meeting closed at 6.49pm</p> <p><u>Post Meeting Note</u> Following the meeting, the Chair sent a personal email to Mr Jones on behalf of the governors to note his departure from East Leake Academy and thanked him for his work in the SENCo role.</p>	

**Signed: Marc Baker**

**Date: 2<sup>nd</sup> September 2021 (confirmed by Academy Committee on XXXX)**