

**Minutes of the Autumn Term Local Academy Committee Meeting 1  
 held on Monday 11<sup>th</sup> October 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	A
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	

<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)	
Miss S Eastwood	SLE	Teacher of Maths (Presenter)	
Mr B Francis	BSF	Principal	
Mrs A Hewitt	AH	Clerk	
Mr T Jackson	TIJ	Vice Principal	A
Miss Sabina Martin	SGM	Teacher of English (Presenter)	
Mrs V Purdy	VP	Associate Assistant Principal/Head of MFL	
Mr T Reid	TER	Assistant Principal (Behaviour & Attitudes)	Joined 5.24 pm
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Operations)	

***Training Presentation:  
 Covid Catch-Up: Review of Impact 2020-21 and Recovery Strategy for 2021-22  
 Sally Eastwood and Sabina Martin  
 5.15pm – 5.45pm***

The presentation slides are available on SharePoint. Questions from governors are noted below:

Q: Is 12 students per group a limit based on funding?

A: We found 12 students in each year group to bring up to a grade 4 and close enough in starting ability level and those who would engage (using attitude to learning data).

Q: There are still limitations which is concerning.

A: There are limits where the money can be spent (funded from the government). Pupil Premium students were also included last year.

Q: Is the funding regular or short-term for Covid catch-up?  
 A: Last year it was a 75/25 percent split for funding and this year it is 70/30. As the funding moves on there will be more onus the school to fund the catch up and less on the government.

Q: Does the catch-up tutoring cover multi-year groups as long as the school/government can keep funding it and the data shows it is viable?  
 A: Yes, small group interventions receive separate funding to the tutoring programme.

Q: How many students from the 12 are in Year 11 and fill the criteria of SEND/PP?  
 A: Three students per Tutor.

Q: Are you expecting to fill these places and some student will miss out?  
 A: We have 24 students across 3 groups and if a student was funded last year, they won't be funded this year.

Q: Is there a number of PP/SEND student who may miss out?  
 A: These are groups of 3 so there is no limit on how many students it can cover.

Q: For those students that can't access it again but may need it, what happens?  
 A: We are looking at alternative ways to support all our students.

*Action:* Governors would like an update on this tutoring programme later in the year (TBC: Spring meeting)

*Action:* TIJ to provide governors with an overview of funding streams at a later meeting (TBC: Spring meeting)

<b>AC/01/2122</b>	<b>Apologies for Absence</b> Apologies were received and accepted from Mr McGarry (work commitments) and Mr Jackson (illness).	
<b>AC/02/2122</b>	<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.	
<b>AC/03/2122</b>	<b>Minutes of the previous Academy Committee 12.07.21</b> The minutes of the previous Academy Committee meeting were received and approved as an accurate record.	
<b>AC/04/2122</b>	<b>Matters arising from the previous meeting:</b>  AC/78/2021, page 39: Succession planning to be added to termly agendas for 2021/22 – actioned for this meeting and will appear moving forwards.  AC/81/2021, page 40: Mr Jackson to provide progress reports to governors before the end of term – actioned 29.09.21  AC/84/2021, page 44: Governors to advise Clerk of any thoughts on future training events from the Trust by end of September 2021 – nothing submitted and new schedule now released from the Trust.	

<p><b>AC/05/2122</b></p> <p><i>This agenda item was taken out of turn</i></p>	<p><b>Holding executive leaders to account for the educational performance of the organisation and its pupils</b></p> <p>1. Discussion of AIP for 2021/22 (<i>available on SharePoint</i>)</p> <p>The Principal stated that the AIP had been circulated prior to the meeting and invited questions from governors regarding the three priorities.</p> <p><u>Governors asked</u> what the phrase ‘intrinsic value’ meant under objective 1. Dr Benskin responded that it is research around the purpose of the curriculum. The team looked at the bigger picture and decided to focus on knowledge of the curriculum as this underpins everything. It is vital to secure a knowledge and sequence based curriculum.</p> <p><u>Governors commented</u> that objective 2 was perhaps not ambitious enough and queried the work around reading ages, particularly how the Star Reader scheme would help to improve reading ages (considering it comes as quite a cost). The Principal responded that the school would always consider itself ambitious. The Star Reader scheme is a full reading comprehension software system that all students complete. The system identifies the gaps and feeds into objective 3 of the AIP regarding data tracking. The academy collects a lot of data but we need to refine how we use it. The Star Reader is a recognised scheme and allows teachers to develop the next steps for each student.</p> <p><u>Governors enquired</u> as to the staff development towards these AIP objectives. Dr Benskin responded the the academy is heavily invested in CPD. There was a debate around whether to include CPD in the AIP; however, so much of it underpins the objectives already. There has been a substantial amount of Middle Leader training and a shift towards a coaching culture. Mrs Purdy added that the wellbeing charter has been underpinned against the academy values in terms of directed time, valued CPD time within school and the Early Career Framework to support new teachers and their mentors.</p> <p><u>Governors went on to ask</u> how governors seek assurance on how the CPD plan is progressing and being delivered and whether governors can see what a progress map looks like. Dr Benskin responded that the CPD progress can be shared with governors and examples of progression maps will be available by Christmas (these are relatively new documents that staff will be completing).</p> <p><i>Action:</i> Update on CPD plan and examples of progression maps to be shared with governors at the next meeting on 06.12.21.</p> <p><u>Governors enquired</u>, in reference to objective 1, how a more formalised approach to Quality Assurance could be undertaken. Dr Benskin replied that that there is an issue around QA as many formal processes do not QA learning. There is a lot of work being carried out around this and ideas shared. Pastoral QA has been discussed already.</p>	<p><b>SLB</b></p>
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	<p><u>Governors requested</u> that objective 2, whole school literacy strategy, be discussed at the next meeting. The Principal stated that Mr Jackson is putting this together but it will take longer than planned, eg; driving reading for pleasure and the shape of the school day, to allow for all of this. This can be brought to a later meeting, but it will be later than the December meeting. The Principal noted that the AIP is valid for longer than a year; it is a couple of years and beyond.</p> <p><i>Action:</i> Whole school literacy strategy to be added to a later agenda, possibly 31.01.22.</p> <p>Dr Benskin left the meeting at 6.12pm.</p>	<b>Clerk</b>
<p><b>AC/06/2122</b></p> <p><i>This agenda item was taken out of turn</i></p>	<p><b>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22</b></p> <p>The full strategy document was available on SharePoint (with ‘Key Points’ document) prior to the meeting.</p> <p>The Executive Principal explained that a meeting was held between Mr Cotton, CEO, and all Chairs and Vice Chair of Governors across the MAT. The meeting was to discuss frustrations around the systems in place and one of the main frustrations was the Academy Committee agenda. It was felt that governance had fallen in the trap of ‘compliance governance’ and the reality is that we cannot cover all areas in one meeting. Moving forward we will use the agenda planning meetings to steer the important areas for discussion, including statutory areas, but allow time for robust discussions which always focus on the AIP. The Executive Principal encouraged governors to have a look at the strategy/SoD document if not already done so. The Academy Committee only need to complete and return the Trust report form if the Principal and Executive Principal cannot answer governor questions at meetings, however it is also important to add ‘things to celebrate’.</p> <p><u>The Chair noted</u> that the Nolan Principals would be agreed on an annual basis and it was felt that this did not need to be added to every agenda. The Clerk highlighted that the The Seven Principles of Public Life (Nolan Principals) are within the Governors Code of Conduct which governors must sign at the start of each academic year. <u>The Chair and Vice Chair agreed</u> that the meeting with the trustees was very beneficial and both felt that they were listened to. It was reassuring to hear that other governors and trustees shared the same frustrations. <u>Governors feel that</u> the strategy document is too hefty and overpowering and would benefit from being split into a trustee version and a governor version. Governors are aware that it is good to know what the Trustees are doing, and vice versa, but the addition of a flow chart/diagram to make it clearer would be useful.</p> <p><i>Action:</i> Clerk to feedback to Alison Elway at next Clerks Briefing on 02.11.21.</p>	<b>Clerk</b>

	<p><u>Post Meeting Note:</u> Actioned 02.11.21. Mrs Elway thanked governors for the positive feedback. There will not be a separate Trustee and Governor document at this time.</p>	
<p><b>AC/07/2122</b></p> <p><i>This agenda item was taken out of turn</i></p>	<p><b>Vision, Mission &amp; Values (VMV): the Trust journey and what this means for ELA</b></p> <p>The Executive Principal stated that the vision, mission and values had been aligned amongst the MAT and all share a high Trust culture. This work had developed from a DfE research report titled ‘Sustainable Improvement in Multi-School Groups’ which Mr Cotton, CEO, had discussed with senior leaders. The link to the full report can be found within the presentation slides on SharePoint. The Executive Principal went on to state that the Trust finalised a meaningful mission statement that would last 3-5 years and the values are simple and impactful statements which help shape the organisation’s personality.</p> <p><u>Governors commented</u> that objective 1 correlated well with the new mission, however reiterated that objective two did not seem aspirational. The Executive Principal responded that governors are right to ask whether the academy is being ambitious enough. <u>Governors went on to comment</u> that the Vision, Mission and Values of the Trust could still be more focussed and condense even further to show students and parents what we believe in. The Executive Principal stated that at the recent Y6 open Evening at ELA, the Y7 students articulated the values extremely well and explained what new students and parents would expect when they came to the school.</p> <p>The Principal went on to state that the first MVM was set in 2019 and interweaved into the pastoral programme. Now we are more aligned to the Trust we have spoken with students about our wider community within the Multi Academy Trust and how we are aligned to each other. Each day the students will talk about the values. Mrs Baxter added that the VMV s embedded into the personal development lesson and assemblies across all year groups and activities reflect these values. The Executive Principal stated that the common language used across the Trust is really important.</p>	
<p><b>AC/08/2122</b></p> <p><i>This agenda item was taken out of turn</i></p>	<p><b>Identified academy risks including education, Health &amp; safety, staff and pupil wellbeing, GDPR, complaints.</b></p> <p>Mrs Woodward stated that many of these areas have bene covered within the AIP. Student wellbeing continues to be supported by the Student Councillor and additional staff have received DSL training. Performance tables have returned and there has been an increase in CPD around this (better use of data, national tutoring etc). Finance for Brook House is stated as a financial risk as we are yet to secure external input for this provision. Low numbers admitted to Post 16 this year and work is being carried out around this; why low numbers and what can we do about it. There are currently staffing issues in AD&amp;T.</p>	

	<p><u>Governors enquired</u> after the Risk Assessment document and asked if this can be circulated prior to meetings so that questions can be asked. Mrs Woodward responded that the rag rated document used previously is rather unwieldy and the system is undergoing an overhaul to make it more streamlines. There is no template yet for a report but as soon as one is available, governors will be informed and will be able to receive it prior to meetings.</p> <p><i>Action:</i> Mrs Woodward to provide risk report prior to each meeting (once the template is available). Update at next meeting on 06.12.21.</p>	<b>SW</b>
<p><b>AC/09/2122</b></p> <p><i>This agenda item was taken out of turn</i></p>	<p><b>Local response following central training in safeguarding (Trust training took place on 06.09.21)</b></p> <p>Mrs Baxter stated that all staff have completed the mandatory safeguarding training and the SCR is up to date. All staff have read and understood the KCSIE document and noted increased knowledge this year on peer on peer abuse and how it is reported by students. Staff have been support with mental health and all pastoral leads have completed DSL training, plus other staff in Brook House and the School Councillor. The Academy are working with harmless for whole staff CPD.</p> <p>There were no questions from governors.</p>	
<p><b>AC/10/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>Academy specific items</b></p> <p><b>Succession Planning for the Academy Committee</b></p> <p>The Chair stated that his term of office as a governor ends in March 2022 and his term of office as Chair ends in July 2022. Mr Osborn’s term of office as Vice Chair ends in July 2022. The Chair appealed for any governors who would be interested in taking on the role as Chair in the future to contact him and open discussions. Training is available. Succession planning will be on each agenda for the Academy Committee.</p> <p><i>Action:</i> Governors to contact the Chair if they may be interested in the CoG role in the future.</p>	<b>Governors</b>
<p><b>AC/11/2122</b></p> <p><i>This agenda item was re-numbered and taken out of turn.</i></p>	<p><b>ELA Policy Appendix updates: SRE Policy</b></p> <p>Mrs Wilson stated that the policy had been changed to be in line with the Trust Policy. In the past the appendix had referred to the main policy but now the Appendix is more informative. The main change is that parents still have the right to opt out of SRE but can opt back in by age 16. Sexting is becoming a widespread problem and this is being covered within the personal development programme at the academy.</p> <p><i>7.00pm: All SLT members left the meeting. The Principal and Executive Principal remained.</i></p>	

<p><b>AC/12/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>1. Admissions 2023/24 Policy Appendix (this was available on SharePoint prior to the meeting).</b></p> <p>The Clerk explained that the appendix had been produced in line with the requirements from the Trust as the Trust were producing an overarching Admission Policy. <u>Governors asked</u> what the impact was over implementing this overarching policy and asked whether the policy was available to review alongside the appendix. The Principal and Executive Principal stated that they needed clarification as to the status of the Trust wide Admissions Policy and asked that this item be forwarded to the next meeting. The Principal added that the new East Leake primary school would also need to be added to the ELA list of feeder schools. <u>The Chair asked</u> that the governor question be added to the Trustee feedback form following this meeting.</p> <p><i>Action:</i> Clerk to complete feedback form to Trustees, stating the query about the overarching Admissions Policy.</p> <p><i>Action:</i> Clerk to add Admissions Policy to the next meeting agenda on 06.12.21.</p> <p><u>Post Meeting Note:</u> The feedback form to Trustees was emailed to Mrs Elway on 08.11.21.</p> <p><b>2. Note amendments to wording of LAC children according to The Schools Admissions Code 2021 (this document was available on SharePoint to highlight changes prior to the meeting).</b></p> <p>Governors reviewed and accepted the changes and there were no questions.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>AC/13/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>Trust Policy Updates</b> (*these summary documents were available on SharePoint prior to the meeting)  <a href="https://dalp.org.uk/about-us/policies/">https://dalp.org.uk/about-us/policies/</a></p> <ol style="list-style-type: none"> <li>1. Exclusions Policy summary*</li> <li>2. Online Safety policy*</li> <li>3. Pay &amp; Reward*</li> <li>4. Whistleblowing (no changes)</li> <li>5. Staff Grievance (no changes)</li> <li>6. Debt Recovery*</li> </ol> <p>There were no questions from governors regarding these updates.</p>	
<p><b>AC/14/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>Cat C Trip Approvals</b></p> <ul style="list-style-type: none"> <li>• March 2022: A-level Midlands Business Residential, Birmingham. Approximately 30 Sixth Form students for one overnight stay.</li> <li>• June 2022: Year 9 Residential, Harry Potter Studio/London City. Approximately 50-90 students for one night overnight stay at Heathrow Premier Inn.</li> </ul>	

	<p>There were no questions from governors regarding these trips. The Principal assured governors that due diligence was taken with regards to Covid risks with all planned trips.</p> <p><u>Post Meeting Note:</u> as this meeting was held via Teams, the EVC Co-ordinator (Mrs Arnone-Youlton) emailed the Governor Approval Forms to the Chair for sign off.</p>	
<p><b>AC/15/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>Agreement of statutory link governor roles 2021/22</b></p> <ul style="list-style-type: none"> <li>• Safeguarding: Mr McGowan- agreed</li> <li>• Health &amp; Safety/GDPR: Mr McGarry – absent. Approve at next meeting.</li> <li>• Careers: Mrs Wilson - agreed</li> <li>• SEND/Disadvantaged/PP/CLA: Dr Dziombak - agreed</li> <li>• Educational Visits (Cat C sign off): Mr Baker - agreed</li> <li>• Complaints: Mr Baker – agreed</li> </ul> <p>Non-statutory link governor roles for 2021/22 were discussed. The Principal and Executive Principal commented that it would be beneficial to have a link governor for the literacy strategy as this will link up with the AIP. Mrs Hadfield agreed to take on this role. Mr Osborn agreed to continue with the link role of Parent/Student Engagement (including enrichment).</p> <p><i>Action:</i> Confirmation of link governor for Health &amp; Safety/GDPR to be agreed at the next meeting on 06.12.21.</p>	<p><b>DMG</b></p>
<p><b>AC/16/2122</b></p> <p><i>This agenda item was re-numbered</i></p>	<p><b>Training reminders</b></p> <p>The Clerk reminded governors to complete the National College certificates in Safeguarding and GDPR. All information had been circulated by email. An additional MS form will be circulated tomorrow for governors to sign that they have read and understood the KCSIE 2021 document. The Clerk asked governors to complete the mandatory training by the end of half term, Monday 1<sup>st</sup> November.</p> <p><i>Action:</i> Governors to complete the mandatory training by the end of half term, 01.11.21.</p>	<p><b>Govs</b></p>
<p><b>AC/17/2122</b></p>	<p><b>Determination of confidentiality of business and Equality Act consideration</b></p> <p>It was resolved that no items were considered confidential. The Equality Act was considered throughout the meeting.</p>	
<p><b>AC/18/2122</b></p>	<p><b>Date and time of next Academy Committee meeting</b></p> <p>The next meeting will be held on Monday 6<sup>th</sup> December at 5.15pm. The Clerk will confirm nearer the time if the meeting will be held in school or via Teams.</p>	



	The meeting closed at 7.15pm	
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**Signed:** Marc Baker

**Date:** 11<sup>th</sup> November 2021 (*confirmed by the Academy Committee on 6<sup>th</sup> December 2021*)