

**Minutes of the Spring Term Local Academy Committee Meeting 3
held on Monday 31st January 2022 at 5.15pm on MS Teams**

Membership	Initial	Category	Absence
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	A
Mr R Osborn	RO	Appointed Governor	
Mr G Roberts	GR	Appointed Governor	
Mr R Tugnet	RT	Appointed Governor	
Ms S Wilson	SW	Parent Governor	
Quorum required: 5 Governors present: 8			

In Attendance	Initial	Position	Absence
Mrs C Baxter	CLB	Assistant Principal (Pastoral)	
Dr S Benskin	SLB	Assistant Principal (TLA)	
Mr S Bullivant	SAB	Deputy Head of English and Literacy Co-Ordinator	
Mr B Francis	BSF	Principal	A
Mr K Ferguson	KNF	Head of English	A
Mrs A Hewitt	AH	Clerk	
Mr T Jackson	TIJ	Vice Principal	
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)	

Whole School Literacy Strategy (AIP Objective 2): Mr Bullivant and Mr Jackson

Mr Jackson opened the presentation to governors. The presentation slides will be uploaded to the meeting folder on SharePoint following the meeting.

The main points arising were as follows:

A. Progress in reading and small group intervention

- Star Reader Assessments: baseline tests are carried out in September, followed by two more tests throughout the year to track progress. The reports highlight those students who are at/above the benchmark, on watch, require intervention or have urgent need for intervention. In the past there has been variability in the quality of data and not all assessments were taken under the same conditions. However, now assessments take place across two IT rooms and invigilators are used to support 'test' conditions.
- Reciprocal Reading: this is teacher led and has been introduced into the library lesson in order for students to engage with a text. A new interactive screen has been installed in the library and all boards in English have been replaced to give 'write on' capability.
- Reading Intervention Programme: training has been completed by the Reading Intervention Leader and 'Den' teacher and structured, modular intervention programmes have been developed to suit all levels.

B. The use and impact of the library and 'Reading for Pleasure'.

- Library staff produce 'library book loan reports' and promote reading of appropriate reading books to students. Library staff are also engaged in the Trust's Strategic Development Group. A 'Reading Cloud' app has been introduced which allows all Year 7 to 11 students to view reading texts on electronic devices, plus a library channel has been set up on Teams. Visits to schools with embedded reading instruction strategies have been planned for the Spring Term, with a plan to adapt to move towards 'Reading for Pleasure'.

C. Literacy across the curriculum

- All teachers in the academy must think that literacy is part of their subject too, not just English. The next steps are to embed the KS3 literacy interventions, coach non-English teachers (which has been delayed due to Omicron), visit David Ross Education Trust (DRET) schools to review their approach and to promote the Reading Cloud to students.

A question and answer session followed the presentation.

Highlighting the low reading ages in Year 7 to 9, governors asked whether there were any links set up with primary schools and engagement sessions with parents. Mr Jackson responded that under normal circumstances, the academy would have been working with primary schools but Covid made that difficult to continue until now. Links will be picked up and developed by key members of staff, and parents will be involved in the development of 'Reading for Pleasure'.

Governors enquired whether the student's age could be added to the graph next to the reading age and Mr Jackson confirmed that this was possible and could be presented in the future.

Governors noted that on all three years there was a peak of those students who have a reading age above their actual age, and enquired whether these students could be used as mentors. Mr Reid responded that there is a mentoring programme in place with Post 16 students who carry out peer to peer reading. This is very successful and it is great to hear students reading together; it could be developed into other year groups. Mr Reid encouraged governors to see the peer to peer reading in action if they were visiting school.

Governors enquired how engaging the library is. Mr Jackson stated that the content of the library has been reviewed and is always ongoing. If students are interested in a particular book that may have been taken out of the library, it can still be accessed via the Cloud. The idea behind the Teams channel is to get students talking about books.

Governors felt assured about the plans and asked if there were any data comparisons between ELA and other institutions. Mr Jackson responded that the Star Reader score gives a National Average and this could be compared across the Trust, however, be aware that the academies do vary across the Trust and catchments are different so the nationalised score is easier to use. Pupil Premium and SEND reading ages can be analysed and reported on separately in the future.

The link governor for Literacy commented that it is a really exciting time for ELA and it was useful to find out during a recent link meeting that library books are starting to be coded for reading ages. This is useful for those who haven't found their reading journey. Mr Jackson stated that the Star Reader data shows a 'Zone of Potential Development' which is an indication of the type of book a student should be reading.

The Chair thanked Mr Jackson and Mr Bullivant for their presentation. Mr Bullivant left the meeting.

		Action
AC/33/2122	<p>Apologies for Absence</p> <p>Apologies were received from the Principal who was unable to attend the meeting due to a personal commitment.</p> <p>Apologies were received and accepted from Mr McGarry (work commitments).</p> <p>Mr McGowan was not present. Apologies were received at 6.39pm due to being stuck in traffic.</p> <p>Mr Ferguson, Head of English, was unable to attend due to being stuck in traffic.</p>	
AC/34/2122	<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. The Chair highlighted one amendment to his personal declaration and added that he was now a magistrate for Leicestershire and Rutland.</p> <p><i>Action:</i> Clerk to add the Chair's new declaration to the governors section of the website and Chair to update the central record via the MS Forms link.</p> <p><u>Post Meeting Note</u></p> <p>The Chair completed the on-line declaration on 05.02.22 and the Clerk added this to the website.</p>	Clerk/Chair
AC/35/2122	<p>Minutes of the previous Academy Committee 31.01.22</p> <p>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
AC/36/2122	<p>Matters arising from the previous meeting:</p> <p>AC/22/2122, page 11: Chair to contact Mr McGarry – The Chair noted that he had attempted to contact Mr McGarry but to no avail. The Chair will send a letter to clarify Mr McGarry's circumstances in case they have changed.</p>	

AC/37/2122	<p>Local response and governor feedback following central link governor training:</p> <ul style="list-style-type: none"> • SEND: Evaluating Progress for SEND Pupils (13.12.21): Dr Dziombak attended. No feedback given for this session. • GDPR Link Governor Briefing (16.12.21): Mr McGarry did not attend this session, therefore no feedback was given. • Ofsted update and Self Evaluation Framework (12.01.22): Governors who attended this session found it very informative and it was useful to understand what questions governors should be asking. It was felt that the session offered a re-cap of governor expectations during an Ofsted visit and would be particularly useful for new governors • Risk Appetite & Integration (17.01.21): Governors who attended this session reported that it was very informative and well explained, tying well into the document received at today's meeting. <p>The Chair encouraged governors to catch up on the Ofsted and Risk training videos on-line, as all sessions are recorded.</p> <p>It was noted that the next Trust training session, 'How Effective is the Quality of Education/Curriculum in Academies', will be on Wednesday 16th March at 5.30pm. The next link governor briefing will be on Tuesday 8th February for safeguarding.</p> <p>The Clerk had posted the governors Autumn term training record on SharePoint for information purposes.</p> <p><i>Action:</i> Clerk to remind governors to catch up on the Ofsted and Risk training videos and enclose the access details via email. This will be circulated before half term.</p> <p><u>Post Meeting Note:</u> The Clerk circulated the information to governors, regarding accessing past training events, via email on 02.02.22</p>	Clerk
AC/38/2122	<ol style="list-style-type: none"> 1. Safeguarding: The NCC safeguarding Audit was available on SharePoint prior to the meeting. There were no questions from governors. 2. Identified Academy Risks: The academy risk report was available on SharePoint prior to the meeting. Mrs Woodward talked through the main issues which included: <ol style="list-style-type: none"> a. Utilities: the academy may have to pay a part of the large historical bill, however the issue has been escalated to the Central Team who are now dealing with it. Updates will be given as progress is made. b. Number of students on roll: planning for the unknown as the number of students who apply does not always match with the number of students who walk through the door. The numbers for Year 7 entry in September 2022 do look healthy at the moment, however there is fierce competition from local sixth form centres which affect the incoming number for Post 16 at East Leake Academy. 	

	<p>c. Brook House viability: issues regarding the financial agreement have now been resolved, therefore the academy is working with Marketing on how to move forward with advertising places.</p> <p>d. End of PFI Agreement: in six years time the PFI contract will end, therefore the academy is on alert to ensure a good end deal and the building will need to be at its best under the life-cycle agreement. This is an area of risk to keep watch on.</p> <p><u>Governors asked</u> what the cause was of the utility billing issue and also raised the worry of the general price hike in utility prices across the country, which will also have an impact in the near future. Mrs Woodward responded that the issue was thought to be caused by, in part, under-billing. The Executive Principal added that some of the utility costs have been accounted for in the previous budget. The changes in facilities management in 2018 have contributed to the billing problems and the Local Authority have also been involved in this issue.</p> <p><u>Governors enquired</u> what resources were available for the academy to tap into in order to increase the Brook House and Post 16 provision. The Executive Principal responded that the academy is working with the Marketing team to finalise the offer at ELA. No the go ahead has been given, we need to ensure there is a clear entry and exit plan. Brook House must be seen as a 'turnaround' centre and we will 'sell' places to other settings on this basis.</p> <p><u>Governors raised</u> concern over student numbers against staffing numbers and asked whether staff are concerned about redundancy, should the student numbers not materialise. The Executive Principal responded that as a Trust we are carrying out a Post 16 project to look at what the minimum levels are to keep a healthy Post 16; it's not just about the finances. At the moment, on-line courses are being explored – students across the Trust as whole could join an on-line course alongside face-to-face contact with a Tutor once a week. When students join our secondary schools we want to keep them for 7 years, so we are looking at different ways to do this. There is good provision in the surrounding area, but we are looking at personal development as well as curriculum. For Year 7 entry, more work will be done to forge relationships with primary schools as early as Year 4 so that primary children see their journey to East Leake Academy.</p> <p><u>Governors enquired</u> whether there were still any plans for a Post 16 block being built on site, as there have been concerns over Post 16 numbers for a while. The new housing in the village has not followed through as yet on increased numbers either. Mrs Woodward stated that the County Council have been around the site recently to carry out a net capacity survey and conversations have taken place about the desire for a separate sixth form centre provision, however no response has been received as yet. The Executive Principal added that Section 106 funding could be the answer, eg: the Fairham development, but this is way off in the future. We need to build on our reputation and there is a lot of work happening in this area.</p> <p><u>Governors noted</u> that other Post 16 settings, such as Loughborough</p>	
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	<p>College, can bombard potential applicants with information. Mrs Woodward responded that this has been discussed with Marketing and material has been collected from our competitors.</p> <p>The timing of marketing hits has also been discussed and we will start the process earlier. Mr Burrows highlighted that colleges do have big budgets for their marketing, which is different to us as an academy.</p> <p>Governors confirmed agreement with current and target scores and the risk response on the risk management report.</p> <p>3. In-year admissions and Year 6 applications: Mrs Baxter reported that we have received 208 first choice applications for Year 7 in September 2022, and 46 second choice applications. As stated earlier in the meeting, the application numbers are unpredictable up to the first day. We will lose some students to private schools. With regards to Post 16 numbers, Mrs Baxter stated that Mr Chambers, Head of Year 7, has already started to change his language when talking to Year 7 students about their 7-year journey at East Leake Academy so that students are 'expected' to stay on into the sixth form. Mr Reid reported that in-year admissions continue to be a steady stream across the year groups and our overall numbers are increasing. However, this is difficult to address from a planning point of view.</p> <p>4. Pupil Premium evaluation and strategy 2020/21 and review of strategy for 2021/22, plus Catch-up premium plan: All reports were available on the ELA website and the Pupil Premium planned spend document was available on SharePoint prior to the meeting. Mr Jackson explained that the reports detail the areas of money being spent. A link meeting was held last week with Dr Dziombak and the discussion highlighted the information that governors need to focus on. It was felt that it would be useful for governors to see figures on SEND progress and reducing the gaps and Mr Jackson will provide this going forward. Parental engagement of disadvantaged students is a focus as it attendance is down for parent evenings for those students. An additional layer of tutoring commenced in January 2022 for which the academy has received funding. There were no questions from governors.</p> <p>5. Link governor visit updates/reports (Careers and Literacy were available on SharePoint prior to the meeting): The Chair noted that Mrs Hadfield's report had formed part of the literacy discussion at the start of the meeting. Mrs S Wilson reported that very positive action was being taken by the careers the of Covid restrictions. Limited access for Years 7-9 was highlighted, although Mr Burrows stated that he has been organising a range of visitors for the Year 9 options process. These visitors are to give students in Year 9 an insight to what options suit potential careers. Mrs S Wilson expressed an interest in how the governors can help, especially considering the range of experience available across the academy committee.</p>	
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	6. AIP Focus: Objective 2, Whole School Literacy Strategy. This item was covered under the Literacy presentation at the start of the meeting.	
AC/39/2122	<p>ELA Budget Summary, Autumn Term, including Forecast 1</p> <p>The document was available on SharePoint prior to the meeting. <u>The governors enquired</u> what ISOT was. The Executive Principal explained that ISOT is new software system shared across the Trust that is used as a planning tool. It can provide benchmarking data for KS3/4/5 and in future the summary document will include data from ELA.</p> <p><u>Governors highlighted</u> the agency spend and the Executive Principal stated that this is an issue affecting all academies due to Covid staff absences and the Trust is involved in looking at the best way to plan going forward.</p>	
AC/40/2122	<p>Succession planning for the Academy Committee</p> <p>The Chair noted that he and the Vice Chair are meeting with the Principal and Executive Principal next week to look at the latest ERM and governance, and will report on governance succession planning at the next meeting.</p>	
AC/41/2122	<p>Trust Policy Updates (*summary documents were available on SharePoint) https://dalp.org.uk/about-us/policies/</p> <ul style="list-style-type: none"> • Staff Induction Policy • Safeguarding and Child Protection Policy* • Health and Safety Policy Statement* • Admissions Policy • Medical Conditions Policy * • Provider Access Policy * • Special Educational Needs and Disabilities Policy * <p><u>Governors queried</u> an update within the Medical Conditions Policy regarding parents notifying the school of incidents. The Executive Principal responded that this amendment has not arisen from a specific case; good practice is reviewed across the Trust on a regular basis and this amendment has been added to the Trust wide policy.</p> <p>ELA Policy Updates (the document was available on SharePoint prior to the meeting with amendments highlighted).</p> <ul style="list-style-type: none"> • Curriculum Policy <p><u>Governors asked</u> how embedded was the statement on page 3, 'Is effective at preparing students for a successful adult and working life in a 21st century global society including building individual's knowledge, developing their love of learning through exploration and developing effective written and verbal communication skills'. Dr Benskin responded that the Quality Assurance process is built in across all areas and this goes towards ensuring we have consistency across the curriculum that we strive for. <u>Governors felt</u> that some of the statements within the policy seemed disconnected and too aspirational.</p>	

	Dr Benskin stated that the document is going to be aspirational as it is an intent document; nothing should stop us being aspirational.	
AC/42/2122	<p>Autumn Term Fixed Term Exclusions (FTE) – advisory note to governors of any students receiving an FTE over 5 days in one term:</p> <ul style="list-style-type: none"> • Year 10 student: 3.5 days plus 3 days = 6.5 days • Year 7 student: 4.5 days plus 4 days = 8.5 days <p>Mr Reid explained that the student in Year 7 is now being supported in Brook House and the student in Year 10 is now accessing Alternative Provision.</p>	
AC/43/2122	<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/44/2122	<p>Completion of report to Trustees</p> <p>The Chair asked that the issue regarding the utilities bill be added to the Trustees report form.</p> <p><i>Action:</i> Clerk to add utilities issue to the report form and email to Alison Elway following the meeting.</p> <p><u>Post Meeting Note</u></p> <p>The Trust form was completed and sent to Mrs Elway on 03.02.22.</p>	
AC/45/2122	<p>Date and time of next Academy Committee meeting</p> <p>The next meeting will be held on Monday 21st March 2022 at 5.15pm. The Clerk will confirm nearer the time if the meeting will be held in school or via Teams.</p> <p>The Chair thanked the staff for attending and for the excellent presentations. Governors were reminded to look at the training videos on-line for anything missed.</p>	
	The meeting closed at 7.05pm	

Signed: Marc Baker

Date: 08.02.22 (Confirmed by Chair for circulation)

Signed: Marc Baker

Date: 21.03.22 (Confirmed by Academy Committee at meeting)