

**Minutes of the Autumn Term Local Academy Committee Meeting 4  
held on Monday 20<sup>th</sup> March 2023 at 5.15pm via MS Teams**

<b>Membership</b>	<b>Initial</b>	<b>Category</b>	<b>Absence</b>
Mr J Burrows	JPB	Staff Governor	Arrived 5.28pm
Dr A Dziombak	AD	Appointed Governor	
Mrs J Hadfield	JH	Parent Governor	
Mr U Joshi	UJ	Appointed Governor	
Ms C Marion	CM	Appointed Governor	
Mr R Osborn	RO	Appointed Governor	
Mr G Roberts	GR	Appointed Governor	
Ms S Wilson	SW (Chair)	Parent Governor	
Quorum required: 4 Governors present: 8			

<b>In Attendance</b>	<b>Initial</b>	<b>Position</b>	<b>Absence</b>
Mrs C Baxter	CLB	Assistant Principal (Pastoral Support)	
Dr S Benskin	SLB	Assistant Principal (Curriculum & TLA)	
Mr C Berry	CJB	Assistant Principal (Behaviour & Attitudes)	
Mr B Francis	BSF	Principal	A
Mrs A Hewitt	AH	Clerk	
Mr T Jackson	TIJ	Vice Principal	
Mr K Leckie	KL	Observer	Left 6.15pm
Mrs V Purdy	VP	Assistant Principal (Staff Development)	
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	
Mrs S Woodward	SWo	Business Manager (Business Support)	

**SEND Overview – Mrs Wilson**

*(a reference document and web link was available on SharePoint prior to the meeting)*

Mrs Wilson explained that all, bar year 7, SEND student profiles have been completed (year 7 will be completed next week) and all staff have access to these. A Deputy SENCO, Mrs Elliott, was appointed in December 2022 to support Miss Wood, SENCO. Regarding Access Arrangements for year 11 and year 13 exams, a lot of work has taken place to provide evidence for the applications to the Joint Council for Qualifications (JCQ) for support needs during examinations. Governors enquired how many disadvantaged students there are at the academy and Mrs Woodward responded that there are 166 students, accounting for 15.2% of the total student cohort. Mrs Wilson stated that the academy must ensure the applications are robust and supply sufficient evidence. Dr Benskin added that a QA of learning walks was a positive experience and showed that staff had the knowledge of their students and adapted to varying needs. Mrs Wilson explained that the SEND gap is closing (for SEND versus non-SEND) and the Deputy SENCO has worked with the deployment of TA's to ensure students are getting the right support and adapting this as required.

The Den will change in September 2023 to become an intervention base for students of year 7 and year 8 who will require short intervention sessions to slowly transition them back to mainstream school.

Dr Benskin led a curriculum review of Brook House in the autumn term and meetings are now taking place with parents for post year 11 and KS3 transition into larger group sessions.

Parent Voice highlighted need for improved SEND communication. A central contact and dedicated email contact is in place with increased administrative support. Tutors will also be trained to provide help with SEND administration so that the SEND department can focus on cases that are more complex. For the year 6 transition, it was agreed at the last Primary Heads meeting that Mrs Baxter would oversee the SEND side of this transition at ELA.

The new SEND Green Paper from the government sets out the national standards for what schools should be doing, including what parents expectations should be around support. Additionally, Educational Health Clare plans are to be standardised from 2025, with increased use of digital technology.

The presentation ended at 5.37pm and the Chair thanked Mrs Wilson. There were no questions from governors.

#### ***Prevent Duty - Mrs Baxter***

Prevent Duty is government guidance, led by Local authorities, to identify and support young people who are at risk of being drawn into terrorism. It was originally founded as a response to Islamic terrorist attacks but now there is more of a focus on young people being drawn into extreme right-wing views and misogynistic ideologies. The Plymouth shooting in 2021 led to the need for further awareness of Incel culture within schools and training for staff to spot signs.

Within the local contact of ELA, since 2021 it is apparent that students are much more comfortable and confident at reporting misogynistic language/behaviour due to becoming more educated around the subject. Staff training took place on the INSET day, which highlighted misogyny and emerging threats, and staff have also completed compulsory on-line prevent training through National College. Written information was provided to all staff regarding Andrew Tate and this included detailed information about misogynistic ideas and practical advice on how to acknowledge, challenge and educate within the classroom.

Students have been educated around the subjects of extremism, extreme right-wing views and ideologies, racism, misogyny, Incel culture, Andrew Tate and other online influencers, online safety (risks of radicalisation online) through assemblies and PDL lessons.

Mrs Baxter stated that the presentation will be available on SharePoint following the meeting and to ask any questions regarding these issues or if governors were not familiar with these people.

Governors enquired whether there has been any feedback from staff training and Ms Baxter responded that there has been positive feedback from staff. There has been an emphasis on pastoral and safeguarding CPD plus training through pastoral team meetings, small groups and whole school meetings.

Governors commented that there has been a shift in the Prevent focus and asked whether it is an open-ended way to ensure schools are aware of the latest threats. Mrs Baxter responded that there is still a focus on Islamic extremist right wing views but does include emerging threats. The school respond to emerging threats via the Tackling Emerging Threats (TET) Team. Governors asked whether anything has been reported through to Channel and Mrs Baxter responded that a one-off incident would not be reported – only repeated incidents. Nothing has been reported to Channel in the past two years.

The presentation ended at 5.52pm and the Chair thanked Mrs Baxter.

		Action
<b>AC/36/2223</b> <b>5.52pm</b>	<p><b>Apologies for Absence</b> Apologies were received and accepted from Mr Francis (illness). The Clerk noted that Mr Tugnet resigned from his governor position on 15<sup>th</sup> March 2023.</p> <p>The Clerk confirmed the appointment of Ms Caroline Marion as appointed Governor. Electronic voting had been carried out prior to the meeting with a unanimous vote in favour of Ms Marion joining the committee.</p>	
<b>AC/37/2223</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. The Clerk highlighted to the committee that Ms Marion would be undertaking exam invigilation at East Leake Academy and this would be stated in the Declaration of Interest form.</p>	
<b>AC/38/2223</b>	<p><b>Principal resignation ad update on recruitment</b> The Executive Principal stated that Mr Francis has resigned from his post as Principal at East Leake Academy and will be leaving at the end of the summer term. Mr Francis is relocating to head another school and is leaving the academy on good terms. The Executive Principal commented that the Trust is keen to appoint quickly to ensure stability for all. An advert has been placed with TES and so far there has been lots of interest. The Executive Principal has been working with HR throughout the process and engaging with academy staff to ensure the right candidate is appointed a as best fit for the academy. The Chair and Vice Chair of Governors will be involved in the interview process. It is hoped that an announcement can be made before Easter. <u>Governors commented</u> that it was good to hear that there has been lots of interest in the role.</p> <p><u>Post Meeting note</u> The interview schedule planned before Easter had to be re-scheduled due to an Ofsted visit at Tuxford Academy, in which the Executive Principal was involved. Interviews will now take place after the Easter break.</p>	
<b>AC/39/2223</b>	<p><b>Minutes of the previous Academy Committee 16.01.23</b> The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	

<p><b>AC/40/2223</b></p>	<p><b>Matters arising from the previous minutes</b></p> <p>AC/26/2223, page 19, Governance discussion: link governor discussions to resume at the next meeting on 20<sup>th</sup> March – see agenda item AC/41/2223 below.</p> <p>Governors to consider the link governor information on SharePoint before the next meeting on 20<sup>th</sup> March.</p> <p>The Chair stated that a discussion had taken place at the pre-meeting on 16<sup>th</sup> March regarding link roles and the following had been agreed:</p> <p>The four statutory roles covered are:</p> <ol style="list-style-type: none"> <li>1. Safeguarding: Mr Roberts</li> <li>2. SEND: Dr Dziombak</li> <li>3. Careers: Mr Osborn</li> <li>4. Health &amp; Safety: Mr Joshi</li> </ol> <p>The Chair added that Academy Committee will continue with links to the three AIP objectives:</p> <p>Objective 1 Curriculum: Ms Marion  Objective 2 SEND: covered by Dr Dziombak  Objective 3 Literacy: Mrs Hadfield</p> <p>The Chair will contact Ms Marion to discuss a handover of the curriculum link role. Dr Benskin is the lead for this and it is an item on the AIP. The link role looks at how governors can review, support and audit this objective. Dr Benskin added that it is vital that governors understand, and can articulate, what is involved in the academy curriculum.</p> <p><i>Action:</i> Chair to contact Ms Marion regarding the curriculum link role before the next meeting.</p> <p>AC/30/2223, page 24 East Leake Academy Policies: Mr Berry to provide feedback on the updated Behaviour Policy and conduct card system at the next meeting in March.</p> <p>Mr Berry updated the committee on the Spring Term data for suspensions. Term 1 stood at 8.6% and term 2 at 4.3%. There have been two permanent exclusions this term. The Focus Room has purchased ‘Ed Class’ which is an on-line platform for students that are removed from lessons – in term 1 there were 709 removals and in term two there were 587 removals – and the programme creates tailor-made work for KS3/4. In future, the academy will work with them to mirror our curriculum. We can also ensure that students have support from a tutor if needed.</p>	<p><b>SW/CM</b></p>
--------------------------	---	---------------------

	<p><u>Governors enquired</u> whether it would be possible for Mr Berry to send governors this data on one sheet in advance of the meeting and Mr Berry responded that he could do that for future meetings. <u>Governors also commented</u> that 500+ removals sounded high. Mr Berry responded that over one term the reduction shows that it is going in the right direction, bearing in mind that there are hundreds of sessions.</p> <p>Mr Berry added that a 2023 update on national data will be available at the next meeting, including data for the East Midlands.</p> <p><i>Action:</i> Mr Berry to provide updates in advance of the next meeting and to include the national/local data.</p> <p>The current challenges are persistent disruptive behaviour and peer on peer physical assault. There is still on-going work to do but there has been a positive impact so far on the students understanding of the policy and conduct card system. In PDP sessions, we have been focussing on creating a culture of kindness and encouraging students to speak to an adult in school.</p> <p>Mr Berry and Mrs Wilson are working on the Anti-Bullying Quality Mark (ABQM-UK) and within this student surveys create an action plan to pursue.</p> <p>There is a behaviour working party looking at challenges faced in the classroom and what strategies can be best used. A 'How To' guide for managing behaviour in the classroom is being developed including how staff can be supported. The consequence system should not be the 'go to'.</p> <p><u>Governors commented</u> that post-Covid there has been an increase in behaviour issues. If this is now reducing, <u>governors asked</u> how this compares to pre-Covid. Mr Berry responded that issues are higher than pre-Covid but lower in term 2 than term 1; there is still work to do.</p> <p><u>Governors commented</u> that it would be useful to have data at future meetings on how this area is progressing, including summary of numbers (see previous action point above).</p> <p><u>Governors asked</u> whether external factors are having an impact on behaviours in school. Mr Berry responded that students are all experiencing challenges, and there is an impact post-Covid, but this is not an excuse. We must support our students. One barrier is that external agencies are very busy but we have lots of positive impacts that we can make.</p> <p><u>Governors enquired</u> whether there were any behaviour links with SEND students. Mr Berry responded that there are, and it is highlighted in the AIP. We are ensuring that staff know the strategies of how to deal with these students and understand their needs. We must support them and make any reasonable adjustments where necessary.</p>	<p><b>CJB</b></p>
--	--	-------------------

	<p>Mr Roberts stated that he has been involved in the Discipline Committee meetings at the academy (for permanent exclusions) and raised concerns over the level of violence and aggression in the community that is now working its way into the academy. Mr Roberts would like to talk with the Police liaison team to find out more about the challenges faced in the community and ensure these are addressed early on so that they do not spill into school. <u>Governors agreed</u>. Mr Berry stated that he is in contact with PC Carlisle and PC Krane and would be happy to arrange a meeting altogether after Easter.</p> <p><i>Action:</i> Mr Berry and Mr Roberts to arrange a meeting with Police liaison after Easter and feedback at the next meeting in May.</p> <p><u>Post Meeting Note</u> The Clerk arranged this meeting for 10am on Tuesday 25<sup>th</sup> April.</p> <p>Mr Berry to add Mr Gareth Roberts as Safeguarding Link Governor to the Anti-Bullying Policy before publication – actioned.</p>	<b>CJB/GR</b>
<b>AC/41/2223</b>	<p><b>Governance: Link governor arrangements – discussion and allocation of roles.</b> This agenda item was taken out of turn and discussed under AC/40/2223.</p>	
<p><b>AC/42/2223</b></p> <p><i>Mr Leckie left the meeting at 6.15pm</i></p>	<p><b>Training</b> <b>Local response following central training in:</b></p> <ul style="list-style-type: none"> <li>• Trustee &amp; Governor Training: Stakeholder Engagement, 01.02.23. The Chair commented that this was a helpful summary and offered useful questions to ask. The information given was helpful, although most already known by governors.</li> <li>• Safeguarding Link Governor Termly Update, 27.02.23. Mr Roberts reported that this was a useful session and the focus linked to Ofsted expectations. Governors must be able to articulate and evidence what we are doing as an academy. It is clear that Mrs Baxter has everything.</li> <li>• Trustee &amp; Governor Training: Diversity &amp; Equality for All, 02.03.22. The Chair commented that she is exposed to this within her line of work and was very familiar with the content of the session.</li> <li>• SEND Link Governor Termly Update, 07.03.23: Dr Dziombak was unable to attend the live session but has caught up on the recording. The session focussed on the new government Green Paper which shows that the academy is already meeting the standards that are expected but does look closely at Alternative Provision settings (of which we have had an update on this evening). The SEND area on the ELA website is considered parent friendly and there is a bid support in place for SENCO's.</li> </ul>	

	<ul style="list-style-type: none"> <li>The termly update of Academy Committee training document was available on SharePoint prior to the meeting. The Clerk asked whether governors using Learning Link for training (as the subscription will up for renewal soon). <u>Governors responded</u> that they are more likely to use the site when directed to specific training by the Clerk, rather than using it pro-actively to seek out useful modules. The Clerk advised that it is useful for link governors to look up modules specific to their area.</li> </ul> <p>The Chair reminded governors to catch up on any Trust training missed (see emails of recordings from Alison Elway) and report this to the Clerk to add to the training record.</p>	
<b>AC/43/2223</b>	<p><b>Education Review Meeting (ERM) Report</b> (the document was available on SharePoint prior to the meeting)</p> <ul style="list-style-type: none"> <li>Explanation of process: The Executive Principal explained the mechanism of how academies feedback to Trustees. The ERM's take place six times a year and the Principals work with the Executive Principals on core data and common themes. It is an opportunity for the Executive Principals to support and challenge their academy. This report is then taken to the ERM which feeds to Trustees. Trustees will identify any trends across academies and look at where support is required. The Executive Principal added that he will also meet with the Principal, Chair of Governors and Vice Chair of Governors in a separate meeting to feedback to governors through a shortened report and questions can be answered. From that meeting, highlights will be taken to the Academy Committee meetings.</li> <li>Brief verbal update of key points from the latest document: The Executive Principal stated that the recent meeting between himself, Principal, Chair of Governors and Vice Chair of Governors had to be postponed due to illness. The meeting will now take place after Easter.</li> </ul> <p><i>Action:</i> ERM feedback to be given at the next meeting in May</p>	<b>SW/RO</b>
<b>AC/44/2223</b>	<p><b>Mr Berry to provide verbal feedback on the updated Behaviour Policy and conduct card system.</b></p> <p>This agenda item was taken out of turn and discussed under AC/40/2223.</p>	
<b>AC/45/2223</b>	<p><b>Principals report</b></p> <ul style="list-style-type: none"> <li>Safeguarding – culture and compliance, including online safety (verbal update on exceptions only). This item was deemed confidential.</li> <li>Health &amp; Safety, staff &amp; pupil wellbeing, Data Protection (verbal update on exceptions only). Mrs Woodward highlighted the recent data breach that had occurred regarding SEND information. Governors had already been made aware of this, plus the recent outcome from the ICO being that no further action will be taken. Mrs Woodward stressed that all errors must be reported and the feedback from the ICO was swift and very understanding.</li> </ul>	

	<p><u>Governors commented</u> that ELA acted very quickly as soon as the issue was raised and did all the right things. Governors thanked the staff for their action on this. Mrs Woodward added that an audit report had been issued and shared with governors today, although it was appreciated that it was submitted late for discussion at this meeting. This document will be added to the next agenda to take governor questions. It was reported that overall the Trust faired well and highlighted some training requirements.</p> <p><i>Action:</i> Clerk to add the audit report to the agenda for the next meeting in May.</p> <ul style="list-style-type: none"> <li>• Pupil number projections (verbal update): Mrs Baxter reported that for year 6 into year 7 the admission number is 214 (our PAN is 210). This number is likely to re-align over the months ahead as private school admissions do happen later than ours. The academy is becoming PAN at every year group with in-year admissions.</li> <li>• Student behaviour in the community and local community Police response (verbal update): This item was taken out of turn and discussed under AC/40/2223.</li> </ul>	Clerk
AC/46/2223	<p><b>Diverse Academies Policies</b> (* indicates that a summary of changes is available on SharePoint here)</p> <p>The Standards and Outcomes Committee approved the following policies:</p> <ul style="list-style-type: none"> <li>• Early Years Foundation Stage Policy*</li> <li>• Early Years policy Academy Appendix</li> <li>• Supporting Students with Medical Conditions *</li> <li>• Provider Access*</li> </ul> <p>The Finance and Resources Committee approved the following policies:</p> <ul style="list-style-type: none"> <li>• Gender Pay Report.</li> <li>• Health and Safety*</li> <li>• Financial Regulations</li> </ul> <p>The Trust Board approved the following policies</p> <ul style="list-style-type: none"> <li>• Admissions Policy*</li> <li>• Admission appendices</li> </ul> <p>The Governance and Partnership Committee approved the following policy:</p> <ul style="list-style-type: none"> <li>• Governor Allowances policy *</li> </ul> <p>The Audit and Risk Committee approved the following policies:</p> <ul style="list-style-type: none"> <li>• Risk policy *: The Vice Chair queried why this policy summary page differed to the others (this one is numbered 1-13 whilst the others are numbered 1-8).</li> </ul> <p><i>Action:</i> Clerk to query summary page with governance services before the next meeting.</p>	Clerk



	<p><u>Post Meeting Note</u> Mrs Elway responded that the Risk summary page used the old format of 1-13 whereas the new format is numbered 1-8.</p> <ul style="list-style-type: none"> <li>• Equality Diversity and Inclusion Policy *</li> </ul> <p>There were no further questions from governors.</p>	
<b>AC/47/2223</b>	<p><b>How has the Academy Committee held the Senior Leaders to account?</b> The governors and Senior Leaders agreed that challenging questions had been offered to Senior Leaders, particularly concerning the Behaviour Policy, conduct card system and the impact on this to be reported back to governors. In addition, the data breach and actions taken are to be noted.</p> <p>Questions had also been submitted in advance of the meeting and these were available on SharePoint.</p>	
<b>AC/48/2223</b>	<p><b>How have the vision, mission and values of the Trust been upheld?</b> The governors agreed that these had been upheld. Role of link governors have been established and are covered by the right people. A copy of the vision, mission and values of the Trust is also available in the meetings folder on SharePoint for reference.</p>	
<b>AC/49/2223</b>	<p><b>Completion of report to Trustees (if applicable)</b> The Chair confirmed that there were no matters to raise for Trustees.</p> <p><u>Post Meeting Note</u> Mrs Elway, Head of Governance, requested the report to Trustees from ELA with information regarding the recruitment of a new Principal. It was also requested that the form be submitted after every meeting to state 'Things to celebrate'. The Clerk completed this on 13<sup>th</sup> April 2023.</p>	
<b>AC/50/2223</b>	<p><b>Determination of confidentiality of business and Equality Act consideration</b> The Clerk noted that a discussion under item AC/45/2223, regarding safeguarding, was deemed confidential. The Equality Act was considered throughout the meeting.</p>	
<b>AC/51/2223</b>	<p><b>Date and time of next Academy Committee meeting</b> The next meeting will be held on Monday 22<sup>nd</sup> May 2023 at 5.15pm via MS Teams.</p>	
	<p>The meeting closed at 6.51pm.</p>	

Signed: *Sharon Wilson* (approved by Chair for circulation)

Date: 16.04.23

Signed: *Tim Jackson* (approved by Vice Principal for circulation)

Date: 28.04.23