

**Minutes of the Autumn Term Local Academy Committee Meeting 5
 held on Monday 22nd May 2023 at 5.15pm via MS Teams**

Membership	Initial	Category	Absence
Mr J Burrows	JPB	Staff Governor	A
Dr A Dziombak	AD	Appointed Governor	A
Mrs J Hadfield	JH	Parent Governor	
Mr U Joshi	UJ	Appointed Governor	Arrived 17.37
Mr K Leckie	KL	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: 7			

In Attendance	Initial	Position	Absence
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	
Mrs A Hewitt	AH	Governance Professional	
Mr T Jackson	TIJ	Vice Principal	
Mrs V Purdy	VP	Assistant Principal (Staff Development)	
Mr D Vernon	DV	Executive Principal	
Mrs E Wilson	EW	Assistant Principal (Personal Development)	Arrived 17.24
Mrs S Woodward	SWo	Business Manager (Business Support)	

OFSTED Experience – Mr Vernon

Section 5 (graded inspection)

Used for schools currently judged as 'good' or 'outstanding'. If Ofsted find some evidence that a school would now be better than it was, or that standards may be declining, a full inspection would be carried out with graded judgements. This is called this a graded inspection and it is carried out under section 5 of the Education Act.

Section 8 (ungraded inspection)

This is called an ungraded inspection, and it is carried out under section 8 of the Act. Ofsted does not give graded judgements on an ungraded inspection, but if evidence were found that the school would now receive a higher or lower grade, a graded inspection would be carried out.

It was explained that an Ofsted phone call would come in on a Monday or Tuesday and a request to talk with the head teacher would follow. The call would establish the key facts and discuss the strengths of the academy and areas for improvement. The call would last 1-1.5 hours. Following this, the logistics of the inspection would be planned (timetable of the day etc). The names of the inspectors would also be released to the school.

During a visit, inspectors will identify students from a lesson to join them with books and the students will be asked about their learning. Keeping in touch meetings will be held with leaders throughout the day and a sense of behaviour and attitudes would be sought during social times.

Governors asked if this is a format that is always followed. The Executive Principal responded that for a Section 5, this follows the framework. Usually there are 4-5 inspectors.

At the end of day one, the Principal is invited to meet with inspectors and inspectors can seek any clarification at this stage. The programme of day two will then be decided.

On day two, inspectors will look at the progress made since the last inspection (ELA's took place in 2019 as an ungraded section 8). There will be a focus on the AIP and progress made. Inspectors will read 2-3 sets of governor minutes and possibly ask questions around governor training. The Executive Principal added that leaders will work with governors, prior to a governor meeting with Ofsted, to talk through what would be expected at the meeting.

Governors commented that it would be important to establish the availability of governors as soon as possible. The Executive Principal added that it is a tight timescale; there can be a degree of flexibility around governor availability.

Day two also looks at adapted SEND lessons, Alternative Provision, Sixth Form and Behaviour & Attitudes (inspectors will meet with groups of boys, girls, LGBTQ). At the end of day two, feedback will be given to the SLT and grading is stated after the Quality Assurance process has been carried out. Ofsted publish a letter with result to the wider community within 28 days of the inspection.

September/October 2023 is an Ofsted window for ELA and although likely to be a section 5 (ELA have had 3 section 8's so far), we wouldn't know until the time.

The presentation ended at 17.37pm and the Chair thanked the Executive Principal.

		Action
AC/52/2223 17.37pm UJ joined the meeting.	<p>Apologies for Absence Apologies were received and accepted from Mr Burrows (family commitment). No apologies were received from Dr Dziomback. Mr Joshi joined the meeting slightly late due to technical problems. Mrs Wilson joined the meeting slightly late due to work commitments.</p> <p>The Clerk confirmed the appointment of Mr Kevin Leckie as Appointed Governor. Electronic voting had been carried out prior to the meeting with all bar one governor taking part in the vote. The vote was unanimous in favour of Mr Leckie joining the committee.</p>	
AC/53/2223	<p>Declaration of Interest and any changes to declarations made There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	

	<p>The Chair noted that she has stepped down from her role on the Costock Parish Council and informed the Clerk.</p>	
<p>AC/54/2223</p>	<p>Principal recruitment and update on Senior Leadership/Middle Leadership changes for 2023/24.</p> <p>The Executive Principal reported that there are significant changes in both senior and middle leadership. As everyone is aware, Mr Francis is leaving in August (due to securing a headship in Warwickshire) and Mr Reid has been appointed as the new Principal of East Leake Academy following the recruitment process. Mr Reid will commence after half term, basing himself at Retford Head Office initially, in order to get a head start for the new academic year. Congratulations also go to Dr Benskin (current Assistant Principal) who has secured a Vice Principal/Curriculum role at Toothill school in September. Mrs Purdy, Associate Principal, will be taking maternity leave in the new academic year. There are significant gaps for moving to next year, however the confirmed budget has been circulated and the academy have actioned adverts for the Associate Principal maternity cover role and the Assistant Principal role. Interviews will be on Monday 12th June.</p> <p><u>Governors asked</u> whether there will be any handover tome for the Assistant Principal role and Dr Benskin responded that there would be.</p> <p>The Executive Principal continued to report on middle leadership roles. There are two new Head of Year staff in place, one being an existing Head of Faculty. The Head of Maths is returning from maternity leave and working with support on a flexible working package. A Head of Science has been recruited for September. Deputy Head of PE is currently being advertised. The Executive Principal added that, although confident that the academy will be fully staffed for September, recruitment has been a struggle due to significantly less people working in education.</p> <p>The Local Authority have approached ELA to take an additional 30 students into year 7 in September. Funding has been secured for this, as there have been significant places unavailable for these children. Adverts have gone out for additional teachers in order to boost capacity. The Principal commented that recruitment is dire, the worst he has even known. Staff have been contacting teachers they know, as adverts are not bringing people in. It will be a challenge. The Executive Principal added that this is an issue across the Trust – more people are leaving the profession than coming in. Mrs Purdy added that there are also a low number of applications for trainee teachers and these are of variable quality.</p> <p>The Executive Principal stated that the press hasn't been kind to the teaching profession – strikes, behaviour issues, challenges to offer flexible working to compete with other jobs, school holiday costs. It is a challenging time The academy are being more accommodating to offer flexible working but this in turn opens up more gaps.</p>	

	<p><u>Governors commented</u> that this certainly needs to be on the risk register, with nationwide factors making it out of our control. However, we need to look at mitigation. We need a Trust wide mission to recruit.</p> <p>The Executive Principal responded that the Trust are working on a more forward thinking plan on social platforms and with marketing materials.</p>	
AC/55/2223	<p>Minutes of the previous Academy Committee 20.03.23 The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
AC/56/2223	<p>Matters arising from the previous minutes</p> <p>AC/40/2223 Matters arising from the previous minutes AC/26/2223 <i>Action:</i> Chair to contact Ms Marion regarding the curriculum link role before the next meeting – actioned (meeting on 23.05.23).</p> <p>AC/30/2223 <i>Action:</i> Mr Berry to provide updates in advance of the next meeting and to include the national/local data – actioned. Document circulated to governors on 15.05.23.</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 – actioned. See feedback within agenda item AC/60/2223.</p> <p>AC/43/2223 Education Review Meeting (ERM) Report <i>Action:</i> ERM feedback to be given at the next meeting in May – see agenda item AC/59/2223.</p> <p>AC/45/2223 Principals report <i>Action:</i> Clerk to add the audit report to the agenda for the next meeting in May – see agenda item AC/60/2223.</p>	
AC/57/2223	<p>Governance Matters</p> <ol style="list-style-type: none"> 1. Diversity indicators: The Clerk explained that Department for Education (DfE) suggested MATs should publish diversity indicators (whilst also ensuring data protection). The Trust has produced an MS form which will be circulated to all governors following the meeting. Although all governors are encouraged to complete it, it is not compulsory. Mrs Hadfield raised concern over publication of the data, as it had not been made clear by the DfE on how this would be published on websites. The Executive Principal stated that the information will be held by the Trust until clarification is offered from the DfE regarding publication. 2. Governor Summer Conference: The Clerk noted that invitations had been sent out for this event, set for 5th July at Brackenhurt College. Responses to attend had been received from Mrs Marion, Mr Osborn and Mr Joshi. Mr Leckie will also be invited now that he has joined the committee. 	

	<p>3. Review 2022/23 governance self-audit action plan (enclosed on SharePoint): It was agreed that the Chair, Vice Chair and Clerk will meet up separately to look at this data and report back to the Academy Committee at the next meeting.</p> <p><u>Post Meeting Note</u> Chair, Vice Chair and Clerk meeting booked for 14.06.23.</p>	
AC/58/2223	<p>Training Local response following central training in:</p> <p>1. Careers Link Governor Briefing, 10.05.23: Mr Osborn attended this meeting and offered feedback to the committee. Mr Matt Pedington hosted the training and the overarching theme was ‘what is our career plan for all our students. Do they have aspirations for a career and how do we get them there. Students who do not have aspirations, how can we foster this and help them get there’. Additionally, academy careers programmes must be on websites and ELA have this – it is very thorough. Mr Osborn is new to this role and will look at arranging a link visit next term. The Principal thanked Mrs Wilson for building this provision.</p>	
AC/59/2223	<p>Education Review Meeting (ERM) Report (document available on SharePoint)</p> <ul style="list-style-type: none"> Brief verbal update of key points from the latest document – carried over from last meeting: The Chair fed back to the committee following the ERM meeting with the Principal and Executive Principal. The main points covered included the progress of mock exams, aspirational targets, attendance numbers (including the impact of strikes) and projects to improve attendance overall. Student Voice feedback had indicated that staff are more interested in uniform infringements than in student education – it is expected that Behaviour & Attitudes will be on the AIP for 2023/24 to include why the academy are disciplining where they need to. Recruitment was included in the report – as discussed at this meeting. Prepare to Perform evenings had taken place for year 11 students, support is now in place for the SENCo and Prevent Duty updated training has taken place. The use of Pixl has been discussed – it is expensive but are we getting value for money. 	
AC/60/2223	<p>Principals report:</p> <ul style="list-style-type: none"> Safeguarding (<i>updated template available on SharePoint</i>): Mrs Baxter noted that all governors had received the template. <u>A governor question had arisen at the pre-meeting</u> which queried the involvement of the PCSO. Mrs Baxter has worked closely with PC Krane but there was contradictory information from Mr Roberts concerning the involvement within school (this was following his meeting on 25.04.23). Mrs Baxter assured governors that every incident that PC Krane has been asked to come in to the academy for has always been dealt with in an engaging and supportive manner. There are two PCSO’s who have slightly different roles. Mr Roberts stated concerns that outside influences were filtering into school and 	

	<p>these were impacting on permanent exclusions. Mr Berry added that there has been a significant response and presence from the two PSCO's since the meeting on 25.04.23 took place. The Chair commented that it was assuring the staff were happy working with these two PSCO's.</p> <ul style="list-style-type: none"> • Risk Report (document available on SharePoint): Mrs Woodward had already responded to the <u>questions raised</u> at the governor pre-meeting and circulated these to governors. A more detailed report had also been circulated. These will be appended to these minutes. Governors thanked Mrs Woodward for these documents and stated that they were infinitely better than the initial documents circulated, which had created many queries. Mrs Woodward highlighted the curriculum finances and the long-term financial viability expected to support Post 16, particularly with low numbers. The Executive Principal commented that ELA are committed to offering Post 16 but we need to look at the landscape over the next 2-3 years to see if it is viable to run it. Dr Benskin has carried out a lot of work around the financial viability of the curriculum. Courses are unable to run if there are low numbers but the curriculum offer must still be maintained. <u>Governors were satisfied</u> that all their questions had been answered. • Contingency and Business Continuity Planning Audit Report (enclosed on SharePoint): Mrs Woodward reported that this was a Trust level audit and looked at how well, overall, the academy are equipped to deal with business continuity. Evidence had to be provided as well as a verbal report. The academy controlled areas fared well; other amber areas require Trust support but there is nothing of concern moving forward. <u>Governors asked</u> how the academy deal with business continuity with staff leaving. Mrs Woodward responded that the new Principal is very ofay with the academy already and the current Principal added that the academy also have a good relationship with Mitie. • Engagement of pupil, staff, parents and community – including verbal feedback from GR/CJB meeting with police. There was nothing further to report for this item. Feedback from the meeting with police had been given under the safeguarding item above. 	
<p>AC/61/2223</p>	<p>Diverse Academies Policies (* indicates that a summary of changes is available on SharePoint here Policy Summaries)</p> <p>https://www.diverseacademies.org.uk/about-us/policies/</p> <p>The Finance and Resources Committee approved the following policies:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Charging and Remissions policy* <input checked="" type="checkbox"/> Expenses Policy (no changes summary provided) <p>East Leake Academy Policy/Appendix ELA Appendix</p>	

	<p>The following appendix has been updated and a verbal summary of changes will be provided at the meeting:</p> <p>Provider Access: <u>Governors commented</u> that the definitions need to be near the beginning of the policy as it is not clear until reading further what 'provider' means. Mrs Wilson responded that the appendix does follow the Trust policy but can certainly add it in if the definition of 'provider' is not stated in the main policy.</p>	
AC/62/2223	<p>How has the Academy Committee held the Senior Leaders to account?</p> <p>The governors and Senior Leaders agreed that challenging questions had been offered to Senior Leaders, particularly concerning the use of governors for Ofsted, recruitment and associated risks, police liaison, risk report considerations, continuity audit considerations and policies.</p> <p>Questions had also been submitted in advance of the meeting and these were available on SharePoint.</p>	
AC/63/2223	<p>How have the vision, mission and values of the Trust been upheld?</p> <p>The governors agreed that these had been upheld. Mr Roberts held a meeting with the local police regarding concerns in community behaviour that are filtering into the academy. A copy of the vision, mission and values of the Trust is also available in the meetings folder on SharePoint for reference.</p>	
AC/64/2223	<p>Completion of report to Trustees</p> <p>The Chair confirmed that the following items can be added to the report: appointment of a new governor, performing well on the Business Continuity Audit and a Trust strategy for managing recruitment gaps.</p>	
AC/65/2223	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>No items were considered confidential. The Equality Act was considered throughout the meeting.</p>	
AC/66/2223	<p>Date and time of next Academy Committee meeting</p> <p>The next meeting will be held on Monday 10th July 2023 at 5.15pm in the academy library. This will be the last meeting for Mr Francis and Dr Benskin.</p>	
	<p>The meeting closed at 18.44pm.</p>	

Signed: *Sharon Wilson* (approved by Chair for circulation)
Date: 12.06.23

Signed: *Blake Francis* (approved by Principal for circulation)
Date: 20.06.23