

**Minutes of the Autumn Term Local Academy Committee Meeting 1  
 held on Monday 25<sup>th</sup> September 2023 at 5.15pm in the library.**

<b>Membership</b>	<b>Initial</b>	<b>Category</b>	<b>Absence</b>
Mr J Burrows	JB	Staff Governor	A
Mrs J Hadfield	JH	Parent Governor	
Mr U Joshi	UJ	Appointed Governor	
Mr K Leckie	KL	Appointed Governor	
Mr R Osborn	RO	Appointed Governor	
Mr G Roberts	GR	Appointed Governor	
Ms S Wilson	SW (Chair)	Appointed Governor	
Quorum required: 4 Governors present: 6			

<b>In Attendance</b>	<b>Initial</b>	<b>Position</b>	<b>Absence</b>
Mrs C Baxter	CLB	Assistant Principal (Pastoral Support)	
Mrs A Hewitt	AH	Governance Professional	
Mr T Jackson	TIJ	Vice Principal	
Mr T Reid	TER	New Principal from September 2023	
Mr D Vernon	DV	Executive Principal	

***Training: Review of Examination Results 2022/23  
 Mr Jackson***

The training session commenced at 5.25pm. Mr Jackson talked through a PowerPoint presentation to report on the summer examination results for GCSE's and A-Levels. The presentation is available on SharePoint for governors.

The following key points and questions were discussed.

Governors asked what the value is in comparing results to pre-Covid. Mr Jackson responded that the grading is back to the pre-Covid process so 2019 is the most comparable year. Since 2019, we have had various different methods of issuing grades to students, from:

- 2019 – External examinations
- 2020 - 'Centre-Assessed Grades' - teachers determined a grade based on a range of assessment data
- 2021 – 'Teacher Assessed Grades' - Students undertook assessments in all subjects and grades were determined by schools based on these assessments
- 2022 – Return to external examinations with various dispensations to allow for the impact of Covid (information about topics (Advanced Information), grade boundary adjustments, adaptations to formulae sheets in maths and science)
- 2023 – External examinations with a return to grade boundaries similar to 2019 in England.

## GCSE's, Year 11 2023

The average point score (APS) was 45.7 with an average grade of 4.6 across year 11. The APS in 2019 was 47.9. There was a slight uplift in students achieving 5+ in English but all other subjects were a little lower. A snapshot of the 2019/2023 comparison shows a dip across the board. The Progress 8 of 0.28 is an improvement from 2019. Governors asked what a good number is for Progress 8 and Mr Jackson responded that it would be zero or above.

The residuals slide showed the subjects that students do better in compared to their other subjects, and the subjects that students do less well in compared to their other subjects. This takes into account Progress 8. (NB: further discussion and questioning took place around this later in the meeting - see page 3 and 4 regarding TIPS).

Regarding the crossover between English and Maths and 4+ and 5+ GCSE 9-4, 23 students achieved English without Maths at 4+ (12%) (22 students achieved English without Maths at 4+ (13%) in 2022) 46 students achieved English without Maths at 5+ (25%) (33 students achieved English without Maths at 5+ (19%) in 2022). 17% of students did not achieve a grade 1-3 in both subjects. Governors asked how this compared to previous years and Mr Jackson did not have the figures available at the meeting.

*Action:* Mr Jackson to provide percentage of students not achieving English or Maths at grade 1-3 in previous years by the next meeting in November.

11 students achieved Maths without English at 4+ (6%) (4 students achieved Maths without English at 4+ (2%) in 2022), 10 students achieved Maths without English at 5+ (5%) (5 students achieved Maths without English at 5+ (2%) in 2022).

For the high attainers, there were 36 grade 9s in 2023 compared to 47 in 2019. Some of this may be down to complacency – students who have secured a college placement in February and need grade 4s, don't necessarily push themselves. Governors noted that for a comparison, it would be better to split the sciences rather than bulk together. Mr Jackson agreed.

Mr Jackson talked through the Fischer Family Trust (FFT) data which shows Pupil Premium (PP) students' value added was around half a grade less progress than their peers over five years – gap closing on 2019 and 2023. Pupil Premium students also achieved a lower average grade, but the difference is due to a combination of lower starting points and lower progress over five years.

With regards to gender, male and female students made similar progress over five years, with females securing a higher average point score. Under the Prior Attainment category, average grades were higher for students with higher prior attainment. Pupil Premium students who were lower prior attainment, made less progress than middle and higher prior attainment, which was the converse of non-Pupil Premium students. Pupil Premium students with lower prior attainment made the least progress.

The average grade and value added were similar for SEND students' who were Pupil Premium and non-Pupil Premium. The biggest gap is between non-SEND PP and non-SEND non-PP. The biggest progress gap was between PP and non-PP autumn born students.

Across the Trust, our Pupil Premium students improved by half a grade, in line with the rest of the academies in the Trust.

With regards to attendance, there is a direct correlation between GCSE value added and attendance. Early indications show that the progress of students with 85%+ attendance is around a Progress 8 of zero. When a student is in lessons, they are making good progress.

Despite male students having a slightly lower average grade, the progress of male and female students is similar over five years. Girls didn't do so well as boys in Maths overall, although English results were fairly consistent.

The number of students per ethnic grouping are small; the majority of ELA students are 'white British'. The best progress was seen in the 'Black or Black British' ethnic group.

Student successes were shown and the majority of these are staying for the Sixth Form. There were many Distinctions across the vocational subjects.

Some impact of interventions was able to be evidenced. 59 students were accepted for Access Arrangements (extra time, reader etc). Governors commented that 59 seemed a high number and it was good that these students were receiving the support. Mr Jackson responded that this number of students is more than the SEND students alone.

Actions Since September 2023 include:

- Exam Analysis being undertaken for each subject at GCSE and Level 2 – detailed scrutiny of question-level and Assessment Objective-level analysis.
- Findings to inform faculty Team Improvement Plans and teachers' Personal Development Plans.
- Quality of Education meetings with Principal, Vice Principal and Assistant Principal to discuss key themes in early October.
- Year 10 and 11 working towards aspirational targets (FFT5).
- Year 10 and 11 Prepare to Perform Evening – 3rd October 2023.
- Parental Partnership seminar to confirm strategies for Year 10 and 11.
- Review of interventions and use of PDL/Read time.

### Post 16 A-Level Results 2023

A similar Average Point Score (APS) was achieved in comparison to 2019 – this is encouraging that the average grade has been maintained. The national headline figures also compare well. In addition, ELA had the highest prior attainment at Key Stage 4 across the Trust. Governors asked the size of the cohort, and Mr Jackson responded that it was 62 students.

Governors commented that it would be interesting to receive the information on the Team Improvement Plans (TIPs) on the back of the exam analysis the academy is undertaking and share this at the next meeting.

*Action:* Governors to choose a subject TIP they wish to receive at the next meeting in November and inform the Principal in good time.

Mr Jackson stated that curriculum leaders are getting together to share progress and support will be provided on 'how to write a TIP'. Governors asked whether the TIPs are written to a standard template and Mr Jackson responded that it is a standardised document used as a working document throughout the year. Governors enquired whether the TIP then feeds into the Personal Improvement Plans (PIPs) and Mr Jackson responded that it would. Governors enquired whether there were many members of staff who were exam markers. Mr Jackson stated that there were a few but it would be great to have more.

The Chair thanked Mr Jackson for the presentation.

6.19pm		Action
<b>AC/01/2324</b>	<p><b>Apologies for Absence</b> Apologies were received and accepted from Mr Burrows (illness).</p> <p>The Principal stated that, going forward, the only members of the Senior Leadership Team that would be present at governor meetings were those who were reporting on the agenda.</p>	
<b>AC/02/2324</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 Chair reminded those governors who had not completed their 2023/24 Declaration of Interest, to do so.</p>	
<b>AC/03/2324</b>	<p><b>Appoint Committee Chair and Vice Chair of Governors for 2023/24</b> The Chair explained that although herself and Mr Osborn had been appointed in January, the appointments needed to be validated again at this meeting to fall in line with the Trust calendar for voting in Chairs/Vice Chairs. The Academy Committee agreed and approved the appointment.</p>	
<b>(AC/07/2324)</b>	<p><b>Safeguarding update and template</b> This item was taken out of turn.</p> <p>The safeguarding template was available on SharePoint prior to the meeting. Mrs Baxter explained that very little had changed since the last meeting. For September 2023, all staff training updates have been completed and the academy is compliant. A check of the SCR (Single Central Record) is coming up and this will be carried out by Mrs Baxter, The Principal, Mr Roberts and Ms Sims (HR Assistant).</p> <p>Mental Health still remains the biggest log for My Concern, and this impacts attendance. Provision remains in place to support mental health barriers to attendance.</p> <p>Anti-social behaviours outside of school, which were spilling into school, increased at the end of the summer term.</p> <p><u>Governors enquired</u> whether any actions had been taken by the police. Mrs Baxter responded that there haven't been any updates from the police since the summer, just information requests for a couple of students.</p> <p>Discussion arose regarding the reporting of domestic violence issues and the use of Operation Encompass (governors had queried the process at the pre-meeting). The academy is aware of those students that this impacts on and act accordingly when receiving information from Encompass. <u>Governors asked</u> whether the academy have a designated police officer for Encompass. Mrs Baxter explained that all correspondence comes through via email now due to the high influx of information coming through the system, therefore there is not a specific</p>	

officer linked to the academy. Governors enquired whether another member of staff would pick up an email if Mrs Baxter was not at work (for example). Mrs Baxter explained that although she does keep a regular check on email, even when away from work, then the admin assistant for safeguarding would be able to pick this up and deal with it accordingly.

Mrs Baxter continued to report on the support for mental health. The school counsellor supports many students and also runs anxiety workshops with the attendance officer. There are also four members of staff trained in first aid for mental health. Staff CPD is in place for staff on how to support these students' and this will continue throughout the year.

The new KCSIE documents includes further detail on Filtering and Monitoring of which Mrs Baxter has an overview. This was discussed at the last meeting.

Two confidential items were discussed.

Governors asked whether the academy attendance is currently below the national average for us. Mrs Baxter responded that within a local context, it is recognised that we do have a high number of mental health issues through years 7-11 and there is a direct link between grades and attendance. Attendance figures are usually higher in year 7 and then gradually drop. This is a national trend.

The Executive Principal commented that since Covid, there is a change in how parents/carers views education and it has become less important. The Principal stated that we must change the language around attendance and talk about the percentage of time missed as equal to days/weeks. Governors enquired whether the academy link with the educational welfare team at the local authority. The Principal responded that the academy does this but since Covid the local authority have had a higher workload and there have been changes around attendance, so the work has been pushed back to schools to support. It is hoped that the academy can use some of the budget to increase support in the area of attendance. Governors asked whether the academy have many requests for absences for holidays during term time. Mrs Baxter reported that since the start of term, there have been some students taking 1-2 week holidays. Governors enquired whether there are any particular outliers bringing the attendance down. Mrs Baxter responded that there is a combination of those school refusers (for mental health reasons) and those that have a day off every now and again. We are looking at what work we can do to get these students back in school. The Executive Principal added that the academy must also celebrate good attendance.

The Chair thanked Mrs Baxter for the report. Mrs Baxter left the meeting at 6.25pm.

AC/04/2324	<p><b>Minutes of the previous Academy Committee 10.07.23</b></p> <p>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
AC/05/2324	<p><b>Matters arising from the previous meeting</b></p> <p>AC/71/2223 Training, page 44: Governors to catch up on any missed Trust training sessions before the next academic year and inform the Clerk. The Clerk stated that no updates had been received. The Chair requested that the Clerk send out a list of those who missed sessions to further identify the catch up required.</p> <p>Action: Clerk to email governors with a list of missed training sessions</p> <p><u>Post meeting Note</u>: Clerk sent the email list on 30.09.23.</p> <p>AC/72/2223 Governance Matters, page 45: Link Governors to write up reports to share at the next meeting in September. Clerk to re-share Link Governor Guidance/Reporting: <i>Actioned</i>.</p> <p>AC/73/2223 Principal’s Report, page 46: Clarification required as to whether governors need to read parts 1-2 or parts 1-5 and Annex B/C/E of the KCSIE document by the end of term. It was noted that governance guidance was to read parts 1-2.</p> <p>AC/73/2223 Principal’s Report, page 46: Mrs Woodward to update governors about the lockdown bell at the next meeting in September. The Executive Principal will provide an update under item AC/08/2324.</p> <p>AC/73/2223 Principal’s Report, page 48: Clerk to add lockdown bell to the Trustee feedback form. <i>Actioned</i></p>	Clerk
AC/06/2324	<p><b>Governance Matters</b></p> <p>1. Membership, recruitment, link governors: The Chair noted that Ms Marion resigned from her post at the end of the summer term due to personal reasons. In addition, Mrs Hadfield’s term of office ends at the beginning of December. As agreed at the previous meeting, the Chair will re-new office as an Appointed Governor in December, and this leaves a vacancy for 2 parent governors and up to 2 appointed governors. The Clerk will be organising the recruitment process in due course. The Chair highlighted that the recent governor resignations had left a vacancy for the statutory SEND/Pupil Premium link governor. Due to reduce capacity of governors, the Chair suggested that all governors have oversight of SEND/PP in the interim. The Principal requested that a list of link governors be sent to him in order for him to review the roles with staff.</p> <p><i>Action</i>: Clerk to email Principal a list of link governors following the meeting – actioned 30.09.23</p>	Clerk

	<p><u>Post Meeting Note</u>          Since the meeting took place, the staff governor, Mr Burrows, resigned on 30<sup>th</sup> September and Mrs Marion has put her name forward to return to the Academy Committee. A further update on recruitment will be given at the next meeting in November.</p> <p><u>Post Meeting Note</u>          The Chair has agreed to cover the Pupil Premium link role in the interim and will be meeting with Mr Jackson after half term. The Chair will also attend the SEND link briefing on 10.10.23.</p> <p>2. The Clerk reminded governors to complete Cyber Security training <a href="https://www.ncsc.gov.uk/industry-sectors/education">Cyber security training for school staff - NCSC.GOV.UK</a></p> <p>3. Link governor reports 2022/23. A report was received from Mr Roberts for Safeguarding and was available on SharePoint prior to the meeting. Mr Roberts mainly highlighted items from the previous discussion that took place around anti-social behaviour in the community that had spilled into school (reference minutes of 22.05.23). Mr Roberts had met with the PCSO linked with East Leake Academy to discuss these issues. A link report for Health &amp; Safety was received by the Clerk on 25.09.23 (the day of this meeting) from Mr Joshi. The report has since been added to SharePoint for review.</p> <p><u>Governors asked</u> whether the school work with EAL (English as an Additional Language) support through Nottinghamshire County Council. The Principal responded that there is a very low percentage of EAL students at the academy.</p> <p>4. Code of Conduct: The Clerk reported that the document will be circulated following the meeting with a brief MS Form to complete as a sign off.</p>	
<b>AC/07/2324</b>	<b>Safeguarding update and template</b> This item was discussed earlier in the meeting, after item AC/03/2324.	
<b>AC/08/2324</b>	<b>ERM Report</b> The ERM report and AIP 2023/24 was available on SharePoint prior to the meeting. <ul style="list-style-type: none"> <li>Outcomes 22/23 GCSE/A-Level: Governors were presented with this information at the start of the meeting and questions were taken. <u>Governors also asked</u> how many students are currently in the 6<sup>th</sup> form and how many are studying STEM subjects. The Principal responded that there are 53 students in year 12 and 73 in year 13. STEM subjects are fairly well covered (no exact figures available). In year 10 and 11 there is a small cohort of computing students but generally the sciences do very well. Mr Jackson added that the year 9 pathways evening has been brought forward from February to November to allow for staff recruitment in the Spring. The Executive Principal noted that the introduction of T Levels is emerging information and is likely to be discussed at a later date on what this</li> </ul>	

	<p>means for our academy. <u>The Chair and Vice Chair enquired</u> why there had not been a separate meeting to discuss the ERM ahead of the Academy Committee meeting like there had been previously. The Executive Principal responded that there will be four ERM reports and two Principal reports throughout the year and the agenda setting meeting will decide what to bring forward to each meeting. Agendas are aligned to the ERM so it may be that a separate ERM meeting is not required in future.</p> <ul style="list-style-type: none"> <li>• Overview of 2023/23 AIP: A one page overview of the AIP was available on Share Pint prior to the meeting. <u>Governors asked</u> for a detailed version as felt they had to question the measurability of the objectives. The Principal will share the full report following the meeting to ensure it assists in answering any queries. <u>Governors queried</u> how they, as a committee, can hold the senior leaders to account if it is difficult to measure the progress. The Principal explained that the objectives will be evaluated through curriculum reviews and a QA process. The Principal went on to highlight the ELA Community Connect evenings that are taking place over the coming weeks. A list of dates will be circulated following the meeting. The Clerk noted that one of the actions on the governance action plan was for governors to have more of a presence and for opportunities to connect with stakeholders. Governors would be able to attend open events.</li> </ul> <p><i>Action:</i> Clerk to circulate list of ELA Community Connect dates/open evenings to governors following the meeting – actioned 08.10.23</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety: The Executive Principal reported that the lockdown bell system was under review and will move to a ‘hold and secure’ system. The use of the bell falls under the lifecycle agreement with Mitie, therefore there is continuing work in this area and governors will be updated under regular health and safety updates.</li> <li>• Attendance overview: Mrs Baxter provided this update as part of the safeguarding report.</li> </ul>	<b>Clerk</b>
<b>AC/09/2324</b>	<p><b>SEND local offer and information report</b></p> <p>The information report was available on the academy website prior to the meeting. <u>Governors enquired</u> whether this was a standardised report and The Principal responded that it is a standard document which follows the SEND Code of Practice 2015.</p>	
<b>AC/10/2324</b>	<p><b>Policies</b></p> <p>Review for publication: East Leake Academy Admissions Policy Appendix 2025-26. The policy was available on SharePoint prior to the meeting.</p> <p>The Clerk noted that no changes had been made from last year. <u>Governors asked</u> why there is a difference in the oversubscription criteria between years 12-13 and years 7-11. The Principal explained that the criteria is age related.</p>	



	<p><u>Governors went on to ask</u> whether there are currently any staffing gaps at the academy. The Principal responded that the academy is fully staffed. An advert has just been released for a science post from January 2024.</p>	
<b>AC/11/2324</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 results analysis, attendance and community concerns.</p> <p>Questions had also been submitted in advance of the meeting and these were available on SharePoint.</p>	
<b>AC/12/2324</b>	<p><b>How have the vision, mission and values of the Trust been upheld?</b> The governors agreed that these had been upheld. <u>Governors asked</u> that the vision, mission and values be written onto agendas going forward and the Clerk noted to action this from the meeting in November.</p>	
<b>AC/13/2324</b>	<p><b>Complete report to Trustees</b> The academy Committee did not have any issues to highlight to Trustees.</p>	
<b>AC/14/2324</b>	<p><b>Determination of confidentiality of business and Equality Act consideration</b> Items under AC/07/2324 were deemed confidential. The Equality Act was considered throughout the meeting.</p>	
<b>AC/15/2324</b>	<p><b>Date and time of next Academy Committee meeting</b> The next meeting will be held on Monday 13<sup>th</sup> November 2023 at 5.15pm, in the ELA Library.</p> <p>The Committee agreed that all meetings going forward will be held at the academy.</p>	
	<p>The meeting closed at 7.17pm.</p>	

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

Date: 17.10.23

Signed: *Tom Reid* (approved by Principal for circulation)

Date: 11.10.23