

**Minutes of the Spring Term Local Academy Committee Meeting 4  
held on Monday 18<sup>th</sup> March 2024 at 5.15pm in the library.**

<b>Membership</b>	<b>Initial</b>	<b>Category</b>	<b>Absence</b>
Ms J England	JE	Staff Governor	
Mr K Leckie	KL	Appointed Governor	
Ms C Marion	CM	Appointed Governor	
Mrs A Moore	AM	Parent Governor	
Mr R Osborn	RO	Appointed Governor	A
Mrs S Riches	SR	Parent Governor	
Mr G Roberts	GR	Appointed Governor	A
Ms S Wilson	SW (Chair)	Appointed Governor	
<p>Quorum required: 4 Governors present: 6</p>			

<b>In Attendance</b>	<b>Initial</b>	<b>Position</b>	<b>Absence</b>
Mrs A Hewitt	AH	Governance Professional	
Mr T Jackson	TIJ	Vice Principal	
Mr T Reid	TER	Principal	
Mr D Vernon	DV	Executive Principal	A

		<b>Action</b>
<b>AC/43/2324</b>	<p><b>Apologies for Absence</b> Apologies were received and accepted from Mr Roberts (work commitment), Mr Osborn (work commitment) and Mr Vernon (illness).</p> <p>Mr Joshi resigned from his position of Appointed Governor on 15<sup>th</sup> March 2024 so was therefore absent. The Chair stated that further information on this vacancy would be given under item AC/48/2324.</p>	
<b>AC/44/2324</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.</p>	
<b>AC/45/2324</b>	<p><b>Minutes of the previous Academy Committee 15.01.24</b> The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	
<b>AC/46/2324</b>	<p><b>Matters arising from the previous meeting.</b> Training 1, page 18: Governors to email any questions to Chair/Clerk following the meeting (re: Scheme of Delegation). It was noted that no follow up questions were received from governors.</p>	

	<p>Training 2, page 19: Mr Berry to provide positive data at the next meeting in March.</p> <p>The Chair reported that Mr Berry had provided thorough and helpful information to the Academy Committee regarding academy rewards and the document had been available on SharePoint prior to the meeting. There were no further questions.</p> <p>AC/35/2324, Point 3, page 23: Executive Principal to speak with the Business Manager about the possible interim measures that could be taken (re: lockdown bell). Report back at the next meeting in March. This response was taken under item AC/49/2324 Health &amp; Safety.</p>	
<p><b>AC/47/2324</b></p>	<p><b>Local response following governor training in 'Effectively monitoring the quality of education'.</b></p> <p>Governors confirmed that they had watched the training video, that had been circulated, in advance of the meeting.</p> <p><u>Governors asked</u> what structures are in place to ensure a student catches up if they are off sick (e.g. misses a week of school). The Principal responded that this varies, depending on how long a student has been off school and it also varies across subjects. For short periods of time off, the student would be expected to seek out the work to catch up on with their teacher or a peer in class would take notes for them. As many classes use booklets, these clearly show what has been missed so it can be copied up. <u>Governors enquired</u> whether work is available on Teams. The Principal stated that there is a move away from Teams now as the engagement is not there. Over the past few months, a lot of resources for year 11 were uploaded to Teams but it was not accessed well. Next year there will be changes to this for consistency and we need to be more direct in our approach to catch up work. We use feedback from faculties on good practise but the academy must be tighter on its expectations. For students who are off school for long periods of illness, there are procedures in place for providing work, however, for one off absences (such as appointments etc) students have to catch up with the teacher or copy notes.</p> <p><u>Governors asked</u> how often students receive feedback on what they are being taught, and queried how the feedback is delivered. The Principal responded that every half term there is formative assessment feedback on areas for improvement across all year groups followed by whole class feedback or individual feedback on areas for improvement of the work. 'Feed Forward' has been introduced where students spend time going over the work they have done to 'correct and perfect'. Year 11 have been through this process, and we are now moving to this with Year 10 and Year 13. <u>Governors enquired</u> whether feedback is tracked through sampling and the Principal replied that the Learning Walks should show that consistently green pens are being used. <u>Governors asked</u> if there is an overarching marking and feedback policy and the Principal stated that there is, however, it is not always interpreted correctly and we must</p>	

	<p>ensure that it is being used in the right way. The Principal added that there will be an updated assessment model for 2024/25 using 2 key assessment points for each year group: one mid-year and one end of year. The progress reports to parents will also be updated, showing percentage marks to make the report more tangible. The academy are looking at carrying out some subject assessments in the hall to reduce anxiety in that area, plus including INSET days for marking assessments.</p> <p><u>Governors enquired</u> whether the assessments are cumulative through the year and asked how the tests are written. The Principal responded that they are cumulative, and the writing of the tests is work in progress at the moment but the tests need to be right for the curriculum and staff need the time to mark them. At the moment, assessment is every half term and formative assessment is on-going.</p> <p><u>Governors asked</u> what students think of the type of feedback they get, and the Principal replied that student voice in September/October highlighted that they want their work marking to see how they can improve. This was trialed with Year 11 which shifted the culture across that year group, so it is time to embed this work. Staff feedback has been positive, although all staff are conscious of their workload. Two assessment points should make this easier across year groups, with continuous formative assessment.</p>	
<p><b>AC/48/2324</b></p>	<p><b>Governance Matters</b></p> <ol style="list-style-type: none"> <li>1. Review of governor training log: The training log from September 2023 to March 2024 had been circulated prior to the meeting for review. The Clerk noted that since the document had been made available to governors, additional training had been carried out by the Chair and Mrs Riches. The Clerk will update the central log. The Chair asked that if any Link Governor Briefings are missed, that this be added to the log in order for relevant governors to see where catch up was needed.</li> </ol> <p><i>Action:</i> Clerk to add missed Link Governor Briefings to the training log going forward.</p> <ol style="list-style-type: none"> <li>2. Link Governor Briefings feedback: Safeguarding (Mr Roberts, 20.02.24). The Chair advised that, due to absence, Mr Roberts had submitted a report on the Safeguarding link briefing he had attended, and it had been made available on SharePoint prior to the meeting. There were no questions from governors.</li> <li>3. Link Governor Visit Reports: Reports were received from Careers (Mr Osborn) and Safeguarding (Mr Roberts) and made available on SharePoint prior to the meeting. There were no questions regarding these reports.</li> </ol>	<p><b>Clerk</b></p>

	<p>4. Feedback from Mr Osborn regarding Careers Week event, 06.03.24: The Chair advised that, due to absence, Mr Osborn has submitted a brief feedback report and the presentation delivered for the careers week event. There were no questions from governors regarding the information, however the Chair highlighted that it is a very positive experience if governors wish to come into the academy to talk about their own careers and experiences with the students. The Chair visited previously and found the session very engaging, and she enjoyed spending time with the students. Ms Marion noted that she would be interested in joining a similar session in the future.</p> <p>5. Additional Item: The Chair reiterated that Mr Joshi had resigned from the Academy Committee and thanked him for his work over the last 18 months which had been appreciated. The Clerk noted that it is hoped the link with British Gypsum can be retained and will get in touch with contacts there in due course. The Chair commented that the resignation also leaves a vacancy for a Health &amp; Safety link governor and will address this at the next meeting.</p> <p><i>Action:</i> Review link governor roles at the next meeting in May.</p>	Govs
AC/49/2324	<p><b>Principals Report</b></p> <p>1. ERM: <u>Governors highlighted</u> that the first paragraph of page 2 seems contradictory because it mentions an improvement, but the numbers and subsequent comments don't seem to support this. Clarification was sought from the Principal. The Principal stated that the information is compared to last years data (87% last year and 89% this year – but still requiring improvement). There has been an uptake of school refusers in that year group, therefore the data has improved but it is not yet where we need it to be. With reference to the U grades, the Principal explained that this is due to all students taking the higher paper (in Science and Maths) but students on the borderline for Foundation papers didn't not meet the required percentage for a grade. This has now been addressed through tiering. <u>Governors asked</u> what it means by a student 'refusing to write'. The Principal explained that students would be coming into the exam but not writing anything (due to confidence, lack of knowledge through missing education etc). <u>Governors asked</u> whether interventions are in place for those students and the Principal stated that there are and there are students who can still make gains. There are further plans in place for these last few weeks and we have seen gains of 2-3 grades in some cases. Mr Jackson added that curriculum reports are showing gaps in learning so teachers are able to individually target students - this will also be used in earlier years across the school. There is a shift to maximise opportunities for students to succeed and this will not happen overnight, but we will reap the rewards of all the incredible hard work the staff are putting in. Revision sessions for year 11 are also planned for the Easter holidays.</p>	

	<p>2. Safeguarding: Governors had viewed the safeguarding template prior to the meeting. The Principal confirmed there were no exclusions to report and there were no questions from governors. Governors had reviewed the Trust Filtering &amp; Monitoring document on SharePoint prior to the meeting and questions were raised by the safeguarding link governor, Mr Roberts, prior to this meeting. <u>Governors noted</u> that there so many cases being highlighted by the Senso system and asked how the academy managing this. The Principal responded that all academies are experiencing this; everything is followed up but is does take a lot of time. It is physically impossible to do this weekly, but two members of staff are managing to cover this between them. We have a good system but are aware that some academies do employ members of staff just to do this job. <u>Governors noted</u> that the Watchguard system blocks everything and asked what the academy's approach to this is. The Principal commented that students have to request access (i.e.; authorisation is gained along the way) and this seems to be working well. <u>Governors asked</u> for an update at the next meeting on this item with numbers, difficulties, actions etc. The Principal responded that he is unsure what data can be drawn and how easy it is to carry out, but he will speak to with Mrs Baxter about how to achieve this.</p> <p><i>Action:</i> Principal to speak with Mrs Baxter regarding data on the SENSO/Watchguard system and provide data at the next meeting in May if possible.</p> <p>3. Health &amp; Safety: The Principal requested that the wording of 'lockdown bell' be changed to 'Hold and Secure' going forward. Quotes had been received for two different systems: one at £20k and another at £38k. The academy are now looking at a hold and secure message 'pop up' for computer systems across the academy. A more likely scenario for the school would be a staff/student situation in the corridors or a classroom but we have to be prepared for other eventualities. The pop up would have been useful considering the recent closures. The academy would like to ensure that a system can be put in place as soon as possible with the support of the central IT service. The Chair agreed and will add this to the Trust report form. <u>Governors enquired</u> whether good practise across the Trust is being shared if every academy would be going through the same process. The Principal stated that the system would have to be bespoke for each academy as all are different.</p> <p>4. Data Protection: The Principal confirmed that there was nothing to report at this meeting.</p> <p>5. Complaints: The Principal reported that two 'Form A' letters had been received and resolved.</p> <p>6. To receive any audits/reviews: The Principal confirmed that there was nothing to report at this meeting.</p>	<p><b>TER/CLB</b></p>
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	<p>7. Review of Cat C trips: The document was available on SharePoint prior to the meeting. The Principal confirmed the two main additions, since the last time the document was received by governors, were the Greece football trip (which has changed location to Barcelona) and the Nepal Venture Force Trip (which has now been approved). The academy worked with venture Force on these charity work trips prior to Covid. There were no questions from governors.</p> <p>8. Pupil number Projections. The principal reported that there had been 309 applications for year 7 in September 2024 and of these, 197 have accepted a place. Some of those are not first choice, however, the Principal is confident that the PAN of 210 will be filled by September due to Fair Access. There seems to be a dip this year, which is similar to other academies. There is a dense population in Rushcliffe and there are usually lots of families moving into the area, which also increases the in-year admissions.</p>	
<p><b>AC/50/2324</b></p>	<p><b>Policies</b>  The following Trust policies were agreed January-March 2024. A summary of changes was available on SharePoint for the policies with an *</p> <p>Standards &amp; Outcomes Committee</p> <ul style="list-style-type: none"> <li>• Relationship and Sex Education Policy*</li> <li>• Provider Access policy*</li> <li>• Supporting students with medical conditions policy*</li> <li>• Early Careers Teachers policy*</li> </ul> <p>Finance and Resources Committee</p> <ul style="list-style-type: none"> <li>• Levels of Authority* (recommended to Board for approval)</li> <li>• Reserve and Investment Policy (recommended to Board for approval) (no summary of changes provided)</li> </ul> <p>Audit &amp; Risk Committee (February meeting)</p> <ul style="list-style-type: none"> <li>• Risk policy*</li> </ul> <p>There were no comments or questions from governors. The Chair noted, particularly for new governors, that the Trust approves the policies, and the academy committees look at how the policy affects the academy at a local level.</p>	
<p><b>AC/51/2324</b></p>	<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 training session 'Effectively monitoring the quality of education', the Educational Review Meeting report (ERM) and safeguarding (filtering and monitoring).</p> <p>Questions had been submitted in advance of the meeting and these were available on SharePoint.</p>	

<b>AC/52/2324</b>	<b>How have the vision, mission and values of the Trust been upheld?</b> The governors agreed that these had been upheld. Discussions around the curriculum demonstrated that the academy are considering how to get the best outcomes for each and every student.	
<b>AC/53/2324</b>	<b>Complete report to Trustees</b> The Academy Committee and staff discussed items to be added to the report form, in particular the support required by central IT services for the development of the 'Hold and Secure' computer system. In addition, the Academy Committee would like to highlight the increased workload that the Filtering & Monitoring system requirement has put on staff.	
<b>AC/54/2324</b>	<b>Determination of confidentiality of business and Equality Act consideration</b> No items were deemed confidential. The Equality Act was considered throughout the meeting.	
<b>AC/55/2324</b>	<b>Date and time of next Academy Committee meeting.</b> The next meeting will be held on Monday 20 <sup>th</sup> May 2024 at 5.15pm, in the ELA Library.	
	The meeting closed at 6.19pm.	

Signed: *Sharon Wilson* (approved by Chair for circulation)  
Date: 25.03.24

Signed: *Tom Reid* (approved by Principal for circulation)  
Date: 25.03.24

Signed: *Sharon Wilson* (approved by Academy Committee for publication)  
Date: 20.05.24