

**Minutes of the Summer Term Local Academy Committee Meeting 5  
 held on Monday 20<sup>th</sup> May 2024 at 5.15pm in the library.**

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

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

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| <b>AC/56/2324</b> | <b>Apologies for Absence</b><br>Apologies were received and accepted from Mr Roberts (work commitment), Ms Marion (illness), Mrs Moore (illness) and Mrs Riches (illness).  |               |
| <b>AC/57/2324</b> | <b>Declaration of Interest and any changes to declarations made.</b><br>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.   |               |
| <b>AC/58/2324</b> | <b>Minutes of the previous Academy Committee 18.03.24</b><br>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.  |               |
| <b>AC/59/2324</b> | <b>Matters arising from the previous meeting.</b><br>AC/48/2324 Governance Matters, point 5, page 29: To Review link governor roles at the next meeting in May. This item will be taken under AC/60/2324, point one, below. |               |

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|                          | <p>AC/49/2324 Principal's Report, point 2 Safeguarding, page 30: Principal to speak with Mrs Baxter regarding data on the SENSO/Watchguard system and provide data at the next meeting in May if possible. It was noted that there was no data available at present for this item. Forward to next meeting.</p>   |                     |
| <p><b>AC/60/2324</b></p> | <p><b>Governance Matters</b></p> <ol style="list-style-type: none"> <li>1. Review of link governor roles: The Chair reported that she had circulated an email to all governors regarding the statutory Health and Safety link role that needs to be filled. There have been no volunteers so far. The Chair suggested that as Ms Marion is gradually taking over SEND/PP, she (the Chair) will be able to step in to the Health and Safety role as an interim measure if needed. The Chair will pick this up with governors again after half term.</li> </ol> <p><i>Action:</i> Chair to follow up filling Health &amp; Safety link role with governors after half term.</p> <ol style="list-style-type: none"> <li>2. Training: Feedback from governors who attended the following: <ol style="list-style-type: none"> <li>a. Induction training, 25.03.24: Mrs Riches was not present this evening to offer feedback.</li> <li>b. SEND Link Governor Briefing, 26.03.24: Ms Marion had sent in some feedback to the Chair in her absence. It was noted that there had been a disproportionate amount of SEND students (across the Trust) receiving permanent exclusions/suspensions and it was agreed more support in this area is important. The briefing also covered the types of questions that SEND link governors should be asking.</li> <li>c. Careers Link Governor Briefing, 07.05.24: Mr Osborn reported that there were only two governors present, however, the sessions was very useful. Careers guidance is now considered to be the full range of activity delivered under the eight Gatsby Benchmarks. The Trust has joined a partnership run by Careers Enterprise Company (CEC) which gives us access to free support and collaboration with other trusts. There was an open-ended discussion on how careers are managed in schools.</li> <li>d. Evaluating the impact of additional funding including the pupil premium, 08.05.24: Mr Osborn commented that it is clear the Pupil Premium (PP) 'pot' has to take a broad approach. Mr Jackson stated that the funding is not ringfenced; support in this area would also include staff (such as the Student Counsellor) and interventions. <u>Governors asked</u> how the data is tied up between the PP students and the spending. Mr Jackson responded that the government guidelines are followed in order to structure the PP spending. It is important that the link governors for this area ask questions on the academy strategy, how we know it is working and are we closing the gap. <u>Governors enquired</u> whether the school have to report on the spending and Mr</li> </ol> </li> </ol> | <p><b>Chair</b></p> |

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|  | <p>Jackson confirmed that an annual report must be published on academy websites.</p> <p>3. Link governor visit reports: These were made available on SharePoint prior to the meeting. Curriculum (31.01.24): Mr Leckie reported that this was the first meeting and he met with Miss Paxton to talk through what the curriculum looks like. This is a big area of work and a collaborative approach is taken for staff to help with workload. CPD also feeds into this area. The Quality Assurance process is solid and they talked through how good practice is shared. The next visit will be in June/July. The Chair commented that it would be useful, at the next curriculum link meeting, to have a reflection of this school year and looking forward to the next. There were no questions regarding the Safeguarding link report (14.03.24). The Chair added that she will be meeting with Ms Marion next week to continue the handover of SEND/PP link. It was also suggested that the Clerk contact Mr Joshi to find out if he has any notes available from his link visit with Mrs Woodward for Health and Safety.</p> <p><i>Action:</i> Mr Leckie to discuss reflection and looking forward at the next curriculum link meeting with Miss Paxton.</p> <p><i>Action:</i> Clerk to contact Mr Joshi regarding Health and safety notes. Report back at next meeting in July.</p> <p><u>Post Meeting Note</u><br/>Clerk has been in contact with Mr Joshi who has sent in some brief notes on the meeting held 12.03.24. The Clerk will provide these at the next meeting in July.</p> <p>4. The Clerk reminded governors to complete the Skills Audit by 24<sup>th</sup> May. This was emailed out on 08.05.24 and is available on SharePoint.</p> <p>5. The Chair reported that the 2023/24 Governance action plan must be reviewed and completed for the summer term. Governor attendance at events has been successful and governors are feeling positive about this. The Principal commented that it would be good to have a governor presence at the Year 6 parents transition evening in June and also at one of the INSET days in September. The Chair stated that the training session (on Scheme of Delegation) by the Executive Principal in January was well timed for new governors and a good refresher for longer standing governors. The Trust have also held an on-line induction session for new governors. The pre-recorded Trust training sessions are working well. Link governor areas are covered, apart from Health and Safety and the Chair re-iterated that the expectation is a minimum of one visit per year, but two visits per year would be beneficial. There were no further comments. The Clerk will update the governance action plan which will complete it for 2023/24. A final version will be available at the July meeting.</p> | <p>KL</p> <p>Clerk</p> |
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|                          | <p><i>Action:</i> Clerk to email governors the dates for the Y6 parents transition evening and the INSET days and find out who is available to attend.</p> <p><i>Action:</i> Chair to write an end of term report for the academy newsletter.</p> <p><i>Action:</i> Clerk to update and complete the 2023/24 governance action plan ready for the July meeting.</p> <p><u>Post Meeting Note</u><br/>Clerk emailed the dates to governors on 22.05.24. The transition event is 26.06.24, 6pm-7pm, and the INSET days are 2<sup>nd</sup> and 3<sup>rd</sup> September 2024.</p> <p>6. Review of governance self-evaluation: the document was available on SharePoint prior to the meeting. The Chair, Vice Chair and Clerk had met to review the 2022/23 self-evaluation and consider the updates for 2023/24. The Chair reported that the majority of areas remained as amber. The one link area rated yellow is due to the vacancy of the Health and Safety link governor and one area has changed from yellow to amber due to the increase in academy and governor engagement with stakeholders. There were no further comments from governors. The Chair noted that the results from the self-evaluation and skills audit will inform the governance action plan for 2024/25.</p>  | <p><b>Clerk</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> |
| <p><b>AC/61/2324</b></p> | <p><b>Principal's report</b><br/>The Chair focussed on the questions raised at the governor pre-meeting on 15.05.24 and senior leaders responded to these.</p> <p>Governors noted that it is very pleasing to see the increased focus on Student Voice and the feedback being gathered.</p> <p><b>Safeguarding:</b> Regarding the BAME feedback, <u>governors asked</u> what action the academy is planning to take regarding this feedback. The Principal responded that the comments re-affirmed the concerns that were thought and that racist comments were being spoken in a casual nature. There has been some both therapeutic and traumatic follow up on this which is still on-going. Staff have also had experiences of this nature. Students (and staff) have felt supported – meetings have been taking place regularly for staff and students to share experiences. Assemblies and PDL activities have been in place for all students and tutor groups have signed a pledge. We asked students what our response should be to racism in the academy and it was agreed that this should be zero tolerance. Students want to see this followed up and to feel secure and supported. Despite holding school wide cultural celebrations (for example, Black History) it has been reported that there is often an increase in racist comments after students have shared their cultural experiences. <u>Governors commented</u> that it was good to hear that students feel more confident about reporting incidents <u>and enquired</u> whether this is across all groups. The Principal stated that the focus is on racism, however, it is an approach that does cover many areas. There is an</p> |   |

email address students can use for reporting incidents. Governors commented that having a working party for this area is fantastic.

Governors noted that previous reports have described how girls have made remarks about a "male dominance" attitude from other students and, as this is not raised in this report, asked senior leaders to comment on what actions were taken to address this. The Principal responded that although this area has improved, it still exists and continuous work is being taken to change the culture and develop this area.

**Academy Improvement Plan Priorities:** Governors commented that regarding AIP 1, the increased focus on manners, behaviour outside of class and uniform can be seen and this appears to be reflected in the feedback in this report. Governors thanked the staff for their continued work in this area.

Regarding AIP 2, governors noted that everything looks to be positive and moving in the right direction as planned in the AIP. Governors asked for a summary of what actions have been implemented since the last update and what are the next steps. The Principal responded that staff time has been focussed on this within faculties, including in the medium and long term plans. There will be a re-visit to the homeworking approach in KS3 from September. Governors enquired whether there were any 'struggle points'. The Principal stated that leaders consciously held back on launching some of these initiatives until January 2024 in order to not overwhelmed in the first term. There has been significant work put in to the 2024/25 calendar. Staff have been asked to carry out more reporting back to allow senior leaders to move forward, but next year this won't need to happen again. There must not just be a focus on year 11; continue focus on all year groups for a whole school approach.

Regarding AIP 3, governors asked for clarification on the statement 'reintroduce the House system'. The Principal responded that the wording would be better as 'reinvigorate' rather than 'reintroduce' as the House system is still in place. However, when the tutor system changed from vertical to horizontal, the House system was left behind. Students were taught in year groups but tutored in Houses and it didn't work – the House system faded. Students are still in Houses but there is no driver. The academy now have four new Heads of House staff to support the Heads of Year. These members of staff have time built into their timetables for this role. The year 6 transition event will be the first launch and this will continue into further events, charity days etc. Staff will be put back into Houses.

Governors enquired how the academy are judging "improved parental engagement" under AIP3. Governors are aware that some parents have taken up the opportunities to come into the academy and engage, but are not clear on the percentage of parents the academy are now reaching and therefore what are the strategies to reach out to others. The Principal stated that there has been a 90% uptake on Class Charts, less on Weduc, and an increased take up of 78% on the (face to face) parents

evenings. The academy PTA is back up and running. There were 12K hits on the last academy newsletter. The academy is quicker to act on Facebook comments.

**Outcomes / Targets / Progress against targets:** There were no questions from governors regarding this area of the report.

**Behaviour:** There were no questions from governors regarding this area of the report.

**Attendance:** Governors asked senior leaders to explain some of the terminology in the section about severely absentee students. The Principal responded as follows:

- Referrals: students who have been referred to external agencies to enforce attendance by Nottinghamshire County Council.
- Deregistered: students who will be removed from roll at ELA and are handed over to the local Council. If students are deregistered, responsibility for safe and well checks don't happen, therefore ELA will continue to exhaust all opportunities to get students into school and will not deregister until the student is placed in another educational establishment.
- Coded S: This is study leave. Governors asked how vulnerable students are checked on during this time. The Principal stated that all students are checked in that they are attending their examinations or those who are sitting exams at home with an invigilator (this is increasing due to anxiety). With the introduction of new key assessment dates for 2024/25, the academy want to alleviate that fear of examinations and will work on this from the start of year 7; Covid changed things from having 2 years off exams. The academy hope that many parents will understand the preparation in this process.

**Alternative Provision:** There were no questions from governors regarding this area of the report.

**Provision for children with SEND:** It was noted that the Assistant Principal and SENCo, Mrs Wilson, will attend the next Academy Committee meeting in July to report on this area.

**Executive Principal comment:** Mr Vernon stated that he will talk to governors at the next meeting regarding governor support and preparation for an Ofsted inspection. A brief overview will be given of what an Ofsted visit looks like (there are two different types of inspections).

**Compliance:** There were no questions from governors regarding this area of the report.

**Any academy specific information – Admissions 2024/25:** The Principal commented that the year 7 cohort should reach the 210 PAN with in-year

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|                   | admissions. There is an additional day for year 6 transition this year for those students who are coming from a primary school with low numbers, eg: just one student from their primary school. There are more of these than usual this year.  |  |
| <b>AC/62/2324</b> | <p><b>Policies</b></p> <p>The following Trust policies were agreed prior to this meeting. A summary of changes was available on SharePoint for the policies with an *</p> <ul style="list-style-type: none"> <li>• Suspension and Exclusion Policy*</li> <li>• Financial Procedures Manual *</li> </ul> <p>Governors thanked the Trust for a clear summary of the changes.</p>  |  |
| <b>AC/63/2324</b> | <p><b>How has the Academy Committee held the Senior Leaders to account?</b></p> <p>The governors and Senior Leaders agreed that challenging questions had been offered to Senior Leaders, particularly concerning certain areas of the Principal’s Report - safeguarding, AIP priorities and attendance.</p> <p>Questions had been submitted in advance of the meeting and these were available on SharePoint.</p> <p>A confidential discussion arose at this point regarding the Fairham development.</p>  |  |
| <b>AC/64/2324</b> | <p><b>How have the vision, mission and values of the Trust been upheld?</b></p> <p>The governors agreed that these had been upheld. Discussions around student voice and the positive work concerning racism and cultural differences demonstrated that the academy are considering each and every student.</p>   |  |
| <b>AC/65/2324</b> | <p><b>Complete report to Trustees</b></p> <p>The Academy Committee and staff discussed items to be added to the report form:</p> <ul style="list-style-type: none"> <li>• Successful launch of the Nepal expedition for 2025. High levels of engagement.</li> <li>• Excellent Careers Fair held with representation of student attendance across all year groups. The event was very busy</li> <li>• Duke of Edinburgh final expedition for the bronze award ended successfully last weekend.</li> <li>• Governors have reviewed the AIP objectives, and all are progressing well.</li> <li>• Governors have discussed Y11 interventions and ‘Prepare to Perform’ events and feel that these initiatives are working – students are entering the exam season prepared.</li> <li>• Preparations for Y10 mocks and pathway to Y11 is starting</li> <li>• Governors reviewed and updated this at the May 2024 meeting. Action plan will be updated for 2024/25 following analysis of the skills audit and self-evaluation</li> </ul> |  |

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| AC/66/2324 | <p><b>Determination of confidentiality of business and Equality Act consideration</b></p> <p>Discussion regarding the housing development at Fairham were deemed confidential under item AC/63/2324. The Equality Act was considered throughout the meeting.</p> |  |
| AC/67/2324 | <p><b>Date and time of next Academy Committee meeting.</b></p> <p>The next meeting will be held on Monday 1<sup>st</sup> July 2024 at 5.15pm, in the ELA Library.</p>  |  |
|            | The meeting closed at 6.34pm   |  |

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

Date: 03.06.24

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

Date: 31.05.24

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

Date: