

**Minutes of the Spring Term Local Academy Committee Meeting 4
held on Monday 17th March 2025 at 5.15pm in the library.**

Membership	Initial	Category	Absence
Ms J England	JE	Staff Governor	A
Mr K Leckie	KL	Appointed Governor	
Miss K O'Hagan	KOH	Appointed Governor	
Mr R Osborn	RO	Appointed Governor	A
Mrs S Rhodes	SR	Parent Governor	
Mr G Roberts	GR	Appointed Governor	
Mr A Ward	AW	Parent Governor	
Ms S Wilson	SW (Chair)	Appointed Governor	
<p>Quorum required: 4 Governors present: 6</p>			

In Attendance	Initial	Position	Absence
Mrs A Hewitt	AH	Governance Professional	
Mr T Jackson	TIJ	Vice Principal	
Mr T Reid	TER	Principal	
Mr I Storey	IS	Trustee	
Mr D Vernon	DV	Executive Principal	

		Action
AC/39/2425	<p>Apologies for absence Apologies were received and accepted from Mr Osborn (holiday) and Ms England (family commitment). The Chair acknowledged that this would be Mr Osborn's last meeting as his term of office ends on 26th March.</p> <p>The Chair welcomed Mr Ian Storey, Trustee, and Mr Ashley Ward, new Parent Governor, to the meeting. The Committee and staff introduced themselves.</p>	
AC/40/2425	<p>Trustee Item: Introduction and update on recent Committee and Board discussion. Mr Storey introduced himself; he has been a member of the Trust Board for 6-7 years. Trustees are visiting LACS to hear what is going on at a local level and to boost connections. Mr Storey explained that the Trust Board meets four times year and members are also split across four committees: Audit & Risk (Mr Storey Chairs this committee), Finance & Resources (Mr Storey is a member of this committee), Standards & Outcomes and the Governance & Partnership Committee. It was noted</p>	

	<p>that the LAC report that is completed after each meeting goes to the Governance & Partnership Committee.</p> <p>The Finance & Resources Committee includes Human Resources and meets six times per year. The committee reviews and monitors various aspects of finance including budgets, management accounts, capital expenditure and large projects.</p> <p>The Audit & Risk Committee meets four times a year and reviews the corporate risk register. It also outsources around 3-5 audits per year in areas that the committee deem appropriate (safeguarding, finance etc). Mr Cotton (CEO) will submit an accounting office report (covering safeguarding, Health & Safety, data etc).</p> <p>Mr Storey asked for any questions.</p> <p><u>Governors asked</u> whether there were any examples of particular gaps in the links from LAC's to Trustees. Mr Storey responded that communication links have been the main concern. The Governance & Partnership Committee (G&P) was formed about 4-5 years ago in order to fulfil a gap and this committee fulfils a critical role of bridging the LAC and the Trust Board. The G&P and Trust Board review the LAC reports and minutes of meetings. In the past, there hasn't been a formal structure between the LAC and the Trust Board and a large part of this has been addressed by the G&P Committee. The Standards & Outcomes Committee has also embarked on a series of visits to academies. Mr Storey stated that he was interested in the perspective of LAC members.</p> <p>The Chair commented that it is positive to have a route for feedback from the Trust and that LAC comments are acknowledged. The LAC would welcome any feedback on any gaps that arise that we can work towards. The role of Executive Principal and Principal is clear and links from the LAC to Trust Board are more established.</p> <p>Mr Storey encouraged the LAC to flag any issues within the G&P report after each meeting. There is an external governance review in progress and that could be another form of feedback.</p> <p>The Chair thanked Mr Storey for his visit and the information provided.</p>	
AC/41/2425	<p>Declaration of interest and any changes to declarations made</p> <p>There were no changes to declarations made.</p> <p>As a newcomer to the committee, the Clerk noted that Mr Ward was yet to complete the Declaration of Interest, however it is noted that he is the Vice Principal at Millside Spencer Academy, a local primary school. Mr Ward had no other interests to declare.</p>	
AC/42/2425	<p>Minutes of the previous Academy Committee meeting held 20.01.25</p> <p>The minutes of the previous Academy Committee meeting were received and approved as an accurate record.</p>	

AC/43/2425	<p>Matters arising from the previous meeting:</p> <p>AC/33/2425 Policies, page 22 Clerk to feedback to governance services regarding the scant detail on some policy summaries: <i>Actioned: The Corporate Operations Manager stated that 'I'm now adding more to the summary form for each policy',</i></p> <p>AC/36/2425 Complete the report to Trustees, page 22 The report will be completed online by the Clerk following the meeting and will feedback concerning the MyAcademyApp: <i>Actioned: wording approved by the CoG prior to sending. No response received from the Trust, as yet.</i></p>	
AC/44/2425	<p>Governance Report</p> <ol style="list-style-type: none"> 1. Academy Committee membership update: The Clerk noted that following the end of Mr Osborn's term of office this month, the Committee will have up to three vacancies for Appointed Governors. The Clerk has been in touch with a member of the community who is a potential addition from September 2025 and the Principal spoke of another potential candidate, also from September. 2. Link governor roles/allocation: The Chair highlighted that there is a vacancy for a link Health & Safety governor and will contact the committee members following the meeting to find out of any governors are interested in taking on this role. 3. Link governor reports: There were no reports to receive at this meeting. 4. Link Governor Briefings: Mr Roberts was unable to attend the Safeguarding briefing on 27.02.25 and will catch up in due course. <p><i>Action:</i> Chair to contact members regarding the H&S link vacancy. Mr Roberts to feedback on Link Governor safeguarding Briefing at the next meeting in May.</p> <ol style="list-style-type: none"> 5. Governor Conference: The Chair encouraged governors to attend the conference which takes place on 12.06.25, 4pm-7pm at Retford. It is an opportunity for collaboration, the sharing of ideas and making invaluable connections. 6. Local response following central training in 'Building Confidence in Reviewing Suspensions and Exclusions' training 11.02.25 (GR, SR, KOH attended, SW and KL caught up): Governors felt that this was a useful session and recommended that all catch up on this if not already done so. It demonstrates how tight the processes are and the responsibilities of governors. 	Chair/GR
AC/45/2425	<p>Educational Review Meeting (ERM) Report The report was available on SharePoint prior to the meeting</p> <p><u>Governors requested</u> an update on progress and next actions following the discussion at the last meeting regarding My Academy App.</p>	

	<p>The Executive Principal stated that there are a number of things taking place. The register and behaviour reporting tool is using SIMS software which is limited in its reporting, therefore the academy are looking at alternatives for the short-term and also at medium to long-term alternatives.</p> <p>For drawing out attendance data, a short-term solution is in place until September and then there will be a plan moving forward. Presently, the academy can use the Tutors data and the DfE dashboard to look at an approach on attendance.</p> <p>The access to behaviour data is still being addressed; there are currently too many steps so working towards shortening this.</p> <p><u>Governors commented</u> that the data is there but this is about retrieving it in the most efficient way <u>and asked</u> whether staff are aware of these developments so they understand what is happening. The Executive Principal responded that as every academy in the Trust is using MyAcademyApp, there must be variances allowed within the changes. We would like to wait until the improved systems have been tried, tested and been successful before announcing to staff as the system needs to be sustainable. With the right information, we can drive attendance forward. Work is taking places with those students of 85% and below attendance; 95% and above is celebrated. Attendance 'streaks' are being introduced with incentives. 560 students in year 7-11 have 95% and above attendance. We need to move this up to 97%. The Principal added that ELA attendance sits above the national average, and the academy is doing well across the Trust, however, consistency is required.</p> <p>The Chair asked for a further update at the summer term meetings (May and July) but noted that this is positive and moving forward.</p> <p><i>Action:</i> Add 'MyAcademyApp Update' to the May and July LAC agendas.</p> <p>Staffing <u>Governors enquired</u> about the plan for filling the upcoming staffing gaps and the succession planning for Mr Renshaw. The Principal responded that due to Mr Renshaw's retirement at the end of the academic year, a member of staff has been shadowing his work. However, the role will change and shape with roles such as careers Lead and Careers Co-ordinator. Other plans were in place for staffing gaps and there were no concerns.</p> <p>Year 11 update (mock exams and comparison to 2024 position) and Attainment overview (including strategies and interventions) The full set of year 11 data is available from Friday this week. The academy has invested heavily on interventions, and this is showing an impact. For Further Maths, there is an average grade of 8. Twelve students secured 9's and others are heading in the right direction – this is tracking over into Physics.</p>	<p>Clerk</p>
--	---	---------------------

	<p><u>Governors asked</u> whether the interventions included the students who were identified in September. The Principal responded that it does for English, maths and science. These interventions run in a carousel style, focussing on a specific topic every 5 weeks. There are also before and after school sessions. During the exam season, there will be warm up session pre-exams so that students can come in an hour before their exam and work with teachers. After school sessions have a good take up and revision sessions will be run again over the Easter holiday (staff arrange time back with the school).</p> <p>September 2025 entry numbers (year 7) The Principal reported that year 6 applications stand at 210, with 19 on the waiting list. Some applications have come in from Loughborough (Humphrey Perkins) and in the future there will be students from Fairham Pastures, which is in our catchment. <u>Governors asked</u> if there was a time frame for Fairham and whether there will be an impact on the school building. The Principal responded that it is unknown at present when this development (including the school) will be ready and there will eventually be an impact on the school site for this. The Executive Principal added that the Local Authority are engaging with a feasibility study with local schools. <u>Governors enquired</u> when the end of the PFI contract is, and the Principal replied that it is 2027. The Local Authority have been contacted and the process for leaving is in motion. Estates Services within the trust are involved and understand what ELA require, making protections for future growth. Rushcliffe will keep the leisure centre.</p> <p>Things to celebrate The Principal reported that the current Young Enterprise teams had been very successful, and the 'Blossom' team were runners up, creating a great book. The teams go from strength to strength each year.</p> <p>Home learning – feedback has been very positive on the KS3 knowledge organisers, and the academy are looking at how to grow this further.</p> <p>Safeguarding (safeguarding template) The safeguarding template was available on SharePoint prior to the meeting. The Principal reported that work is ongoing in tackling the behaviours within East Leake village (outside of school grounds and outside of school hours). It is beyond the school remit; however the staff are responding within their powers of what they can.</p> <p>Verbal update on AIP The Principal reported that the actions identified are progressing well and will continue – possibly more will be added for 2025/26. The sense of belonging isn't as strong as it was last year and needs addressing. The ability for students to see their merits and celebrate these is a system barrier, but the academy will get back to this.</p>	
--	---	--

	<p>Educational trips – CAT C update</p> <p>The updated spreadsheet of educational trips was available on SharePoint prior to the meeting and additions had been highlighted. There were no questions from governors regarding these trips.</p>	
AC/46/2425	<p>DfE Attendance Report for Secondary Schools</p> <p>This document was available on SharePoint prior to the meeting.</p> <p><u>Governors noted that</u> attendance is moving in the right direction but for a school in a fairly affluent area, we are still below the national average. Also, the gap is greater for FSM and SEND pupils. <u>Governors feel</u> the academy should be at or above the national average based on our demographics and asked if there is a roadmap of further improvement strategies.</p> <p>The Principal responded that the ‘leafy suburb’ nature has been lost since Covid and attendance is in a state of flux. There has been a change in parent/carer attitudes of keeping pupils off school with a minor cold and it is very easy to report absence via the app, rather than a phone call. The academy is currently above the national average at this point. If a pupil has one day off in the first 3 weeks of a new academic year, they are 10 times more likely to become persistently absent. However, we, as an academy, should be straight onto the student/family and intervene earlier rather than monitor – this shows we are setting the expectation. The Executive Principal added that higher attendance in Term 1 must be highlighted as an expectation that this is continued into Term 2 and Term 3. There are bespoke patterns and trends and the academy must be creative in ways to keep attendance up. The Principal stated that everyone (all members of staff) is responsible for playing a part in attendance.</p> <p><u>Governors commented</u> that strategies are needed to bring up attendance from 93% to 95% and 95% to 97%. The Principal added that students are made aware of what a number of days absence equates to (in missing education). If ELA can shift up 2.8%, we will be in the top 10% amongst similar schools – it is a challenge.</p> <p>Mr Jackson stated that FSM has improved since the report was published. These groups (FSM, disadvantaged) will be a focus.</p> <p>The Chair asked for further information on strategies to improving attendance at the next meeting.</p> <p><i>Action:</i> ‘Strategies to improving attendance’ to be added to the agenda at the next meeting in May.</p>	Clerk
AC/47/2425	<p>Confidential Item</p> <p>Mr Roberts raised an issue for discussion that was deemed confidential.</p>	

AC/48/2425	Policies There were no policies to receive at local or Trust level.	
AC/49/2425	How has the Academy Committee held the Senior Leaders to account? Governors and staff held discussions around the ERM and attendance.	
AC/50/2425	How have the vision, mission and values of the Trust been upheld? The governors agreed that these had been upheld and the discussions around attendance and the confidential item demonstrated that the academy ' <i>nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations</i> '.	
AC/51/2425	Complete the report to Trustees The report will be completed online by the Clerk following the meeting. There are no items to be forwarded to the Trust Board.	
AC/52/2425	Determination of confidentiality of business and Equality Act consideration The Academy Committee agreed that item AC/47/2425 was deemed confidential. The Equality Act was considered throughout the meeting.	
AC/53/2425	Date and time of next Academy Committee meeting The next meeting will be held on Monday 19 th May 2025 at 5.15pm in the library.	
	The meeting closed at 18.55.	

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

Date: 26.03.25

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

Date: 26.03.25

Approved by LAC: 19.05.25