



**'Learning and loving forever together:Semper Eadem'**

**Minutes of the Academy Committee meeting held  
on the 18<sup>th</sup> March 2021  
Training on Local Data: 4.00pm-4.30pm  
Main Meeting 4.30pm-6.00pm  
MS Teams Online Meeting**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs Abigail Hawkins	AH	Chair of Academy Committee	
Mr Gary Jordan	GJ	Vice Chair of Academy Committee	
Dr Joanna Poon	JP	Appointed AC governor	
Miss Julie Evans	JE	Parent AC governor	
Mr Christopher Elgenia	CE	Appointed AC governor	
Mr Joseph Krogulec	JK	Appointed AC governor	
Mrs Rachel Williams	RW	Staff governor	
Mrs Johanna Langheld	JL	Diocesan governor	A
Mrs Elaine Twigger	ET	QEA Trustee governor	
Vacancy		Parent governor	
Vacancy		QEA Trustee governor	

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Caroline Saxelby	CS	Executive Principal	
Mrs Kimberley Willmot	KW	Principal	
Miss Donna Percival	DP	Vice Principal	A
Mr James Griffiths	JD	Assistant Principal (Assessment & Outcomes)	Left 4.52pm
Ms Marie Muir	MM	Governor Candidate;Observer	
Mrs Emma Paine	EP	Clerk and Advisor	

<b>Item No</b>	<b>Item</b>	<b>Action (as recorded on the agenda) Action by who/when if appropriate</b>
	<p><b>Local Data Training presented by Mr J Griffiths (Assistant Principal – Assessment and Outcomes)</b></p> <p>Mr Griffiths presented information to the Academy Committee governors regarding local data.</p> <p>Governors were advised how and why data is collated and used during the year for all students and to ensure targets are accurately set for students. This is to enable quality first teaching to be provided to all students. It was reported bespoke support is provided to</p>	



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	<p>students who are identified and require intervention. Regular review of the information takes place to ensure all students remain on track.</p> <p>Information was provided regarding the allocation of seating plans used by teaching staff.</p> <p><b>Miss Evans asked</b> due to the current situation and the SATS not taking place, how are students allocations for English and Maths being produced. Mr Griffiths confirmed this will be through quantitative, spatial, non-verbal, and verbal (category 4) data and will continue as this provides a good source of data.</p> <p>Mr Griffiths advised improvements would be shown throughout the remaining weeks of the Academic year.</p>	
<p><b>QEA/054/20/21</b></p>	<p><b>Welcome and Apologies for absence</b> Mr G Jordan and the Clerk took the position of Chair for the meeting due to technical issues being experienced by Mrs Hawkins (Chair) on this occasion.</p> <p>Ms Muir was welcomed to the meeting and introductions were made.</p> <p>Apologies for absence were received and agreed from Miss Percival and Mrs Langheld who were both attending an online seminar 'Deeper Strategic Investigation' with the Diocese.</p>	
<p><b>QEA/055/2021</b></p>	<p><b>Safeguarding – Culture and Compliance</b> The principal confirmed students had returned to school successfully. Remote provision would remain in place until the 31<sup>st</sup> March 2021 for some students.</p> <p>The following discussion was confidential and recorded separately.</p> <p>The Principal asked for Miss Evans to complete the National Online Safety training modules on behalf of parents. The Principal confirmed contact would be made to ensure the necessary information could be provided to Miss Evans.</p> <p><i>Post Meeting Note: The training was completed by Miss Evans.</i></p> <p>The Clerk confirmed a safeguarding link visit had taken place by Mrs Hawkins with the Link Visit report being previously circulated.</p>	<p><b>KW/JE/ ASAP</b></p>
<p><b>QEA/056/2021</b></p>	<p><b>Update following central training: Preparation for Ofsted/ Personal Development</b></p> <p><b>Mrs Twigger and Miss Evans confirmed</b> the training was informative. It was useful to receive slides to ensure this can be revisited if required by Academy Committee governors.</p>	



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	The Principal advised Link visits were being requested to take place with Academy Committee governors and staff.	
QEA/057/20/21	<b>Declaration of interest and any changes to be advised</b> Mr Jordan asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct, however the Clerk advised Mrs Hawkins had made changes to the Declaration of Interest regarding changes to employment.	
QEA/058/20/21	<b>Minutes of the meeting dated 10<sup>th</sup> February 2021</b> The minutes of the meeting, having previously been received were agreed and signed by the Chair.	
QEA/059/20/21	<b>Matters arising</b> <b>038/20/21: Local data training</b> A training session took place prior to the meeting regarding local data. <b>042/20/21: Remote curriculum plan</b> The document had previously been shared with governors. <b>042/20/21: Update on parent governor advertisement/staff links being established</b> The Clerk advised of the advertisements in place on the Academy website in addition to being forwarded to parents through Weduc. <b>042/20/21: Response from Trustees on training</b> Mrs Hawkins confirmed Trustees were in agreement with the finance training requested. <b>044/20/21: Christianity in the curriculum</b> The Principal advised information regarding this would be available for the next meeting. <b>044/20/21: Schedule of plans</b> The Principal confirmed any plans were to be discussed in the next agenda item. <b>051/20/21: Response from Trustees Committee Report</b> The Clerk advised the report had been returned. Trustees had asked for thanks to be conveyed to staff. The Principal confirmed staff would be informed.	<b>KW/KD</b> <b>19/05/20/21</b>
QEA/060/20/21	<b>Principals Update</b> The Principal confirmed there was not a current Educational Review meeting report. The review would be taking place in readiness for the meeting on the 19 <sup>th</sup> May 2021.  <b>Integrated Risk Management including Risk Register, education risks, Health &amp; Safety, staff &amp; pupil well-being, GDPR</b> The Principal gave brief details of what the Risk Register involved. Information would be available for review at the meeting on the 19 <sup>th</sup> May 2021.  The Principal reported Covid-19 issues are being managed well. It was reported over two thousand tests had taken place. No positive test results had been identified.	



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**Review Development Plans**

An updated Academy Improvement Plan had been circulated with the following questions being asked: -

**Miss Evans asked** how are the SLT (Senior Leadership Team) monitoring the quality of teaching and learning due to learning walks being currently suspended? What is this monitoring showing?

The Principal confirmed learning walks were continuing to take place in line with restrictions in place. The Principal confirmed monitoring of teaching and learning was continuing. It was reported changes had been made to the process, due to Covid-19 restrictions in place.

**Miss Evans asked** what key changes are being made to ensure the essential curriculum is being taught?

The Principal confirmed the Remote Learning Plan, previously circulated, provides information on the articulation of the core knowledge. It was confirmed a rich curriculum is provided to students through the five-year plan in place. Steps are in place to ensure catch-up of core knowledge takes place and has been monitored during the lockdown period. The Principal reported the full curriculum would be delivered after re-opening.

**Miss Evans asked** what the impact is to date of this intervention, in light of the COVID-19 restrictions?

The Principal confirmed steps were in place to provide students with additional interventions and motivational techniques. Links with Nottingham Trent University were in place. It was intended to continue with the strategies in place during the summer term.

**Miss Evans asked** how the academy was evaluating progress of this priority?

The Principal reported due to Covid-19 restrictions various areas in the AIP (Academy Improvement Plan) had been delayed. It was confirmed plans and information will be updated after restrictions are lifted.

**Miss Evans asked** if there was any evidence yet, as to how the pandemic will impact on projected exam results and how this will affect the academies strategy for improving academic outcomes.

The Principal reported information had been published on the Academy website. Mrs Saxelby confirmed steps were in place to ensure accurate information can be provided.

**Mr Krogulec explained** a link visit regarding Mental Health and wellbeing had taken place. **Mr Krogulec asked** why Relationships and Sexual Education was highlighted on the planning and



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resourcing curriculum and if there was anything further that governors should be aware of.

The Principal explained the five-year plan was a working document, with continual review and contribution being made by teaching staff. Steps are in place to ensure this is completed.

**Miss Evans asked** whether enrichment would resume with Nottingham Trent University for students after re-opening.

The Principal confirmed steps were being put in place regarding the enrichment offer. It was reported information had been delivered to students remotely through those links in respect of LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer).

After school intervention was in place for students.

**Mr Elgenia asked** when after school clubs would recommence?

The Principal confirmed all extra-curricular clubs recommenced on Academy re-opening with a broad range of activities being offered to students.

**Mr Jordan praised** staff for the adaptations put in place during the current pandemic situation.

### **Confirmation of Admission policy for forwarding to Local Authority confirmed by Trustees and returned**

The Principal confirmed 'determined admission arrangements 2022/2023' had been returned to the Local Authority and would be published on the website.

The Clerk advised that Trustees had confirmed their agreement to the 'determined' admission arrangements 2022/2023 with the insertion of the faith criteria prior to the deadline of the 28<sup>th</sup> February 2021. This would be recorded retrospectively in the Trust meeting taking place on the 24<sup>th</sup> March 2021.

### **Inspection Data Summary Report (IDSR)**

The Principal confirmed this information was not available as the data was from 2019. The Clerk advised there had been updated guidance from the Department for Education, however this was 2019 data.

### **Contribution of laptops from community projects**

The Principal acknowledge receipt of laptops. The Principal thanked Mr Jordan for the contributions made to the Academy through the scheme 'WeCanMakeICTPossible.' Mr Jordan advised the initiative was ongoing and links would continue with the Academy.



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#### **Re-opening Plans and issues arising**

Various questions had been emailed to the Principal prior to the Academy Committee meeting which are recorded below.

**Miss Evans asked** how would the Academy respond to anyone who refuses to be tested.

The Principal confirmed, in line with Department for Education guidance, testing is an offer made to all students and staff. Testing was voluntary.

**Miss Evans asked**, in relation to regular testing on return to school can you advise if the guidance produced by the Academy is based solely upon Government published advice? **Miss Evans was interested** in the frequency of testing and the balance between home and school administered tests and in school testing ceasing.

The Principal confirmed, staff training had been delivered through Department for Education webinars and online modules. In school testing will cease when students have completed three tests onsite. Students will subsequently be provided with home test kits.

**Miss Evans asked** what steps will be taken to ensure as far as possible that self-administered tests are carried out correctly at home and school?

The Principal confirmed students had undertaken three supervised tests in school with supporting information, videos and literature being forwarded to families at home.

**Mr Jordan asked** how has the return to school been in line with the return plan and the risk assessments done? Any issues to note?

The Principal confirmed re-opening plans had been met with no changes required. The Principal briefly explained the testing process with the small team at the Academy. The Principal confirmed Risk assessments and plans are robust to ensure safe opening can continue.

**Mrs Williams confirmed** students had supported the testing in school.

**Mrs Twigger asked** whether any students had refused to be tested?

The Principal confirmed testing was voluntary. 70% of students had requested home testing kits. The Principal informed Academy Committee governors, issues had been identified with the reporting of results and the QR code supplied to families.



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	<p><b>Time Capsule – 460<sup>th</sup> Anniversary Celebrations</b> The Principal provided a brief update of the time capsule celebration and confirmed governors had contributed to items for burial in the time capsule. The Principal confirmed full coverage of the event had taken place.</p> <p><b>Mr Krogulec confirmed</b> the coverage of the event was good and asked for a breakdown of the plans for the events to take place during the year to be provided to Academy Committee governors to ensure engagement can take place throughout the academic year.</p> <p><b>Year 6/7 Admissions</b> The Principal confirmed there had been a high number of places offered to families. Currently 104 places had been accepted. The Principal provided background information on who is allocated a place at the Academy.</p> <p><b>Miss Evans and Mr Jordan</b> praised the steps taken to ensure positive student admission numbers were being received.</p> <p><b>Mr Jordan confirmed</b> he would ensure a letter of thanks from Academy Committee governors was forwarded to staff to thank them for the support and hard work they have undertaken throughout the Covid-19 pandemic. <i>Post Meeting Note: A letter was forwarded to staff 23/03/2021.</i></p>	<p><b>KW ASAP</b></p>
<p><b>QEA/061/20/21</b></p>	<p><b>Christian Distinctiveness Spirituality Policy Appendix update</b> The Principal explained the Policy was not a statutory requirement and therefore steps were in place to produce a local policy.</p> <p><b>Governor Working party</b> The Clerk advised; Mrs Langheld had suggested this should be considered by Academy Committee governors. The Clerk advised this should be added to the next meeting for consideration.</p> <p><b>Courses provided by the Diocese for governors</b> The Clerk explained an induction with the Diocese and attendance at 'Going Deeper: Strategic Church School Governance' was completed.</p>	
<p><b>QEA/062/20/21</b></p>	<p><b>Policy Ratification: H&amp;S Local Policy</b> Academy Committee governors were in happy with the Policy document and subsequently ratified the Health and Safety Local Policy.</p> <p>The Clerk explained Mrs Hawkins had completed the Mosaic form forwarded on behalf of the Academy Committee.</p>	



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	<p>The Clerk advised governors of changes that had been made to the Financial Manual, GDPR Subject Access Request and Governor Allowances Policies. Academy Committee governors were advised to review these through the Diverse Academies Trust website and share point.</p>	
<p><b>QEA/063/20/21</b></p>	<p><b>Finance:</b> <b>Management Accounts including HR staffing report</b> <b>Mr Jordan asked</b> why there were differences in the spend column on the document provided. The Principal explained this to governors to ensure clarity in rounding figures.</p> <p><b>Mr Jordan suggested</b> the importance that governors are given training in school budgets.</p> <p><b>Mrs Twigger suggested</b> accounts were vague and simple and training would be beneficial for governors.</p> <p>The Clerk advised this request had been forwarded to Trustees. <b>Mrs Hawkins confirmed</b> this had been agreed by Trustees.</p> <p><i>Post Meeting Note: The Trust would be providing training for all Academy Committee governors in due course.</i></p> <p><b>Miss Evans asked</b> whether more detailed accounts could be provided.</p> <p>The Principal confirmed detailed accounts are reviewed regularly with the Finance Team.</p> <p>Mr Jordan and Dr Poon left the meeting at 6.00pm.</p> <p>The Clerk asked whether Academy Committee governors would like to Chair the remainder of the meeting. It was requested the Clerk continue with the Chair role for the remainder of the meeting.</p>	
<p><b>QEA/064/20/21</b></p>	<p><b>Link Governor Visits</b> The Clerk advised Academy Committee governors had arranged link visits with staff. It was confirmed Mrs Hawkins had completed a safeguarding link visit which had been shared prior to the meeting and was available in the share point portal for review.</p>	
<p><b>QEA/065/20/21</b></p>	<p><b>Audit Results</b> <b>Skills Audit Report</b> The Clerk advised a rag rated document had been provided for review. Mrs Hawkins requested this to be discussed at the meeting on the 19<sup>th</sup> May 2021.</p> <p><b>Risk Register Audit</b></p>	





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	The Principal confirmed the Risk Register audit would be taking place on the 29 <sup>th</sup> March 2021.	
QEA/066/20/21	<p><b>AC Team Improvement Plan</b></p> <p><b>Succession Planning and new governor recruitment</b> The Clerk confirmed contact had been made with Ms Muir regarding the vacancy arising at the end of the Academic year. Ms Muir would be contacted further by the Clerk in due course regarding the role. A meeting with the Principal and Chair had taken place.</p> <p><b>Governor Advertisements</b> The Clerk confirmed advertisements for the parent governor had been circulated with parents through Weduc. Advertisements had been sent out on social media and through the Academy website. Mr Jordan had arranged for advertisement to continue with Mansfield and Ashfield 2020 group.</p>	
QEA/067/20/21	<p><b>Stakeholder Engagement</b></p> <p><b>QEA Trustee Governor feedback</b> <b>Mrs Twigger confirmed</b> QEA Trustees would like to thank the Principal for presenting at their previous meeting. <b>Mrs Twigger confirmed</b> the QEA Trustees had contributed to improvements of the Science block in previous years and were happy to continue supporting the Academy. <b>Mrs Twigger suggested</b> the Principal contact QEA Trustees regarding the celebrations taking place at the Academy.</p>	
QEA/068/20/21	<p><b>Termly Newsletter Completion</b> The Clerk advised Termly Newsletter had been completed by Dr Poon on behalf of Academy Committee governors. The Principal was in agreement to the content of the newsletter <b>Mrs Hawkins provided thanks to</b> Dr Poon for engaging with the project on behalf of Academy Committee governors. Post meeting note: The termly newsletter was uploaded to the Academy website on 22/03/2021.</p>	
QEA/069/20/21	<p><b>AC Team Improvement Plan</b> The Clerk confirmed changes that had been requested to be made to the document had taken place.</p>	
QEA/070/20/21	<p><b>How has the Academy Committee (AC) held senior leaders to account</b> Senior leaders had been held to account throughout the meeting. Challenges regarding re-opening plans, home testing for students, enrichment, and extracurricular activities.</p>	
QEA/071/20/21	<p><b>Consider information to be advised to Trustees and complete the report</b> Information was reported and returned to the Head of Governance through the Committee Reporting process.</p> <p>Mrs Saxelby thanked Academy Committee governors and the Clerk for the continual commitment, contributions and guidance provided.</p>	
QEA/072/20/21	<p><b>Determination of confidentiality of business</b></p> <p><b>Equality Act consideration</b></p> <p><b>Nolan Principles</b></p>	



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	<p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> <li>- That items discussed within agenda item QEA/055/20/21 should remain confidential to attendees at this meeting indefinitely.</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
<b>QEA/073/20/21</b>	<p><b>Date and time of next meeting:</b> The Clerk advised issues had arisen for Mr Jordan and the meeting times. The Clerk asked whether governors were in agreement with the meeting time beginning at 5.00pm. This was agreed by Academy Committee governors.</p> <p>Wednesday 19<sup>th</sup> May 2021:      Main Agenda: 5.00pm-6.30pm</p>	
	<p>The meeting closed at 6.13pm.</p> <p>Signed...A Hawkins.....(chair) Date...19/05/2021</p>	

AGREED