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**Minutes of the Academy Committee meeting held
on Thursday 3rd February 2022 at 4.30pm
via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Christopher Elgenia	CE	Chair of Academy Committee	
Dr Joanna Poon	JP	Appointed AC governor	Absent
Miss Julie Evans	JE	Parent AC governor	
Mr Joseph Krogulec	JK	Appointed AC governor	Apologies
Mrs Rachel Williams	RW	Staff AC Governor	
Mrs Johanna Langheld	JL	Diocesan governor	
Mrs Elaine Twigger	ET	QEA Trustee governor	
Ms Marie Muir	MM	Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		QEA Trustee governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	
Mrs Kimberley Willmot	KW	Principal	
Miss Donna Percival	DP	Vice Principal	
Mrs Alice Hooton	AH	Assistant Principal	Left 5.03pm
Mr James Griffiths	JG	Assistant Principal	Joined 5.20pm Left 5.35pm
Mrs Tracy Piper	TP	Business Manager	Left 5.36pm
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
QEA/055/ 21/22	Apologies for absence and prayer Mrs Langheld led attendees through a prayer at the start of the meeting.	

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	<p>The Governance Professional explained Mrs Saxelby would be late joining the meeting due to work commitments. Apologies for absence were received and agreed from Mr Krogulec due to work commitments. The Governance Professional explained Dr Poon had been experiencing difficulties accessing her Diverse Academies account. It was reported steps had been put in place with the IT (Information Technology) department for support and to resolve issues identified. It was reported progress was slow. Dr Poon was absent from the meeting with no apologies being received. The Governance Professional had reminded Dr Poon of the meeting.</p> <p>Gift for A Hawkins</p> <p>The Chair reported a gift of handmade chocolates would be presented to Mrs Hawkins during the week commencing 7th February 2022. Governors were satisfied with the outcome.</p>	
QEA/056/21/22	<p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
QEA/057/21/22	<p>Local training established from governance self-evaluation and focus on priority aspect of school improvement</p> <p>Covid Recovery Plan 2021/2022 presented by Mrs Alice Hooton (Assistant Principal)</p> <p>Mrs Hooton explained a review of all year groups/cohorts had taken place to identify areas of greatest need and most vulnerable students to ensure government grants could be utilised effectively to provide support and covid resources.</p> <p>Mrs Hooton explained a review had taken place with Year 11 students during the second lockdown period and identifying lack of engagement. Information relating to absence during the lockdown and guidance received in respect of isolation and absence was provided with rates of students affected in year 8 and year 9.</p> <ul style="list-style-type: none"> • Identification a high level of students suffer from mental health issues and require additional support. Priority areas have been identified in Year 11 and other year groups. Small group tuition is taking place and access to the National Tutoring Programme is in place. • Grants received are the Covid Recovery Grant and School led tutoring grant based on Pupil Premium (PP) students and to be used in the Academy's own context where providing support to specific students. Resources are being developed to deliver support which commenced in January 2022. Mrs Hooton reported funding had been received in October 2021. The Academy was in 	

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	<p>the first 20% to facilitate tutoring groups. Information regarding the use of the training with qualified teachers, amount of students and sessions and assessment timelines was provided.</p> <ul style="list-style-type: none"> • Selected student groups had been identified. Additional support was being put in place and leading up to the GCSE deadline in May. • Evidence of high student attendance at groups. Where attendance issues were identified a solution was put in place and any gaps arising filled. <p>Mrs Hooton explained the second part of support is school led to ensure creative use of the grant. Mrs Hooton confirmed this was in addition to any faculty led intervention with continual development and support being added to what has been developed already.</p> <ul style="list-style-type: none"> • An all girls and all boys group will be facilitated after the half term break where high levels are support are required. In addition to the day to day support being provided for Year 11 groups in place. • Teaching staff are able to access two additional hours CPD (Continued Professional Development). NQT (Newly Qualified Teachers) can access 11 hours of CPD. This forms part of the tutoring programme. • History intervention had been put in place for a one-day workshop, with an external provider for Year 11 students. A gap had been identified with the cohort due to Covid -19 impact. • Development of existing and new staff is in place. • Steps are in place to ensure adequate SEN (Special Educational Needs) (Special Educational Needs) support is provided for vulnerable students and those attending the Summit, in addition to steps being put in place with families to ensure full funding was being received for those students. <p>Mrs Hooton reported the National Tutoring Programme mentor would be available to provide support for a calendar year. Steps were in place for support to Key Stage 3 and Year 10 students. It was reported support was already in place with Year 11 students.</p> <ul style="list-style-type: none"> • Support is in place via an online platform/GCSE Pod which is exam board specific and being provided to Year 11 students. Evidence has shown this is beneficial in supporting students when revising for GCSE's. • Information is being shared with students in efforts to encourage attendance at Hucknall Sixth Form Centre. <p>Mrs Hooton confirmed information would be shared with governors to review.</p>	
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	<p>The Chair asked whether wellbeing support is being offered and whether there were any further resources available to provide additional support. Mrs Hooton explained support was in place with the pastoral curriculum, Mr Millar, Miss Percival and the Academy Counsellor, which was outside of the covid recovery.</p> <p>Mrs Piper explained steps were in place with another academy within the Trust to provide support in respect of welfare. Mrs Piper reported a review of recruitment was required.</p> <p>The Chair praised the Academy staff for the quick response to providing support to students.</p> <p>Ms Muir reported there were links available for Academies and schools from Nottingham University as part of their outreach work. Miss Hooton confirmed links would be formed with Miss Muir to further develop the support that could be provided. It was confirmed this would be arranged.</p> <p>Miss Hooton left the meeting at 5.03pm</p> <p>Mr Griffiths explained he was unable to attend until 5.20pm due to parents evening commitments.</p>	MM/AH ASAP
QEA/058/ 21/22	<p>Matters Arising <i>(with staff presentation)</i> 034/21/22: Risk Management Update/Identified Risks</p> <p>Mrs Piper explained risks of the Academy have previously been made known to Academy Committee governors. Mrs Piper reported a review of the current Risk Register had taken place to ensure the register was unique to the Academy risks. It was further reported a meeting had taken place prior to the Christmas break which was attended by the Chair where discussions had taken place.</p> <p>Mrs Piper explained the first risk identified related to lagged funding and impact on resources. A brief discussion regarding monitoring of finance and staffing reductions made due to the outcomes being identified as a risk. Mrs Twigger asked whether any further reduction in staffing would be taking place. Mrs Piper confirmed there would be no further reductions with costings being low.</p> <p>The second risk identified was in respect of site security and premises. Mrs Piper reported the continual maintenance issues arising in the Academy due to the age of the building and increases in supply costs. It was reported regular meetings and reviews take place with the Estates Team. Mrs Piper confirmed statutory maintenance was up to date.</p>	

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	<p>The third risk identified was staffing. It was reported this would remain until the Academy reaches PAN (Pupil Admission Numbers). Staff recruitment was required and difficulties in recruiting staff had been identified. It was reported advertisements would be applied during the most beneficial time scales that had been identified previously, in efforts to generate a higher level of applicants.</p> <p>Mrs Saxelby joined the meeting at 5.12pm.</p> <p>The Chair suggested it would be difficult to manage the pace of growth, due to high levels of in year admissions, causing impact on costs and resources due to lagged funding and higher needs students. The Chair suggested a high level of monitoring was required.</p> <p>Mrs Twigger asked what percentage staff turnover was. Mrs Piper confirmed information would be provided to Mrs Twigger. Mrs Twigger asked whether there was the capacity for retention of staff. Mrs Piper explained steps were in place for retention where possible.</p> <p>Miss Evans explained during a recent link visit barriers to improvement and risk where students were accessing Alternative Provision. Mr Griffiths had explained control issues with outcomes for those students, which could cause a barrier to improvement. Mrs Saxelby confirmed there were no control issues and steps were in place to resolve issues identified with those students. It was reported, it had been identified it was the PAN (Pupil Admission numbers) that were causing issues.</p> <p>Mrs Langheld explained the Risk Register information was difficult to follow and required further explanation and clarity. Mrs Saxelby confirmed this should be arranged with Mrs R Harvey (Business Leader), outside the meeting.</p> <p>Mrs Piper gave a brief explanation of the scoring system in place for likelihood, impact and target. Mrs Piper explained the target score had been omitted from the information provided and would be amended.</p> <p>The Chair confirmed the Academy Committee were in agreement with the risks subject to amendments and additional training. It was</p>	<p>TP/ET 24/03/22</p>
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	<p>explained discussion on the risks had not taken place prior to the Academy Committee meeting.</p> <p>Mrs Saxelby requested further specific training was made available for Academy Committee governors by Mrs Harvey (Business Leader).</p> <p>The Chair explained the mitigation involved sharing detailed information with Academy Committee governors to ensure the Academy could be adequately supported.</p> <p>Mrs Piper explained the document was a working document and additional work would be taking place on the document. It was reported governor interventions were not required at this stage.</p> <p>Mr Griffiths joined the meeting at 5.20pm.</p> <p>Data Assessment Update/headline data document Mr Griffiths explained a target had been set for 38% or better. It was confirmed some students were due to reach the target.</p> <ul style="list-style-type: none"> • Progress 8 students were aiming for a score of 0. • Improvements had been identified for year 10 and year 11 students, in addition to Pupil Premium students. • A high level of improvement had been identified for English as Additional Language (EAL) students already reaching +3; higher than projected. • Weekly review discussions are taking place with the Senior Leadership Team to review student progress. It was confirmed intervention, praise and discussions take place with students. • A focus for staff and SEND (Special Educational Needs and Disabilities) students was in place to ensure adequate support was being provided for students. • Targeted work and intervention in maths and English was in place for year 11 students identified. <p>Mrs Williams confirmed steps were in place for students with positive messages being forwarded to students from parents. Mrs Saxelby expressed thanks to the Year 11 team and Mrs Williams for the support provided to Year 11 students. This was in addition to Mr Griffiths and Heads of Faculty and governor recognition for the support being provided and steps in place to provide additional support. The Chair asked whether anything was taking place differently from last academic year. Mr Griffiths confirmed it was. It was explained a forensic view on Year 11 had taken place. It was</p>	<p>RH 24/03/22</p>
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	<p>reported interaction and praise for students was providing motivation amongst students and in particular boys. Ms Muir praised the work that had taken in place by staff. Mrs Saxelby explained motivation and forensic analysis was beneficial. Progress was being made with students. It was reported it was a team effort and specific support was being provided for the year group. Targets set were aspirational with steps in place to ensure all students receive support required in year 11. Mr Griffiths confirmed mock exams were due to take place in March. Students were being encouraged to attend the Academy at 8.00am in the run up to GCSE examinations due to commence on May 16th 2022.</p> <p>Miss Evans asked whether exams will be provided to EAL (English as Additional Language) students, in their home language and also for the mock exams. Mrs Saxelby confirmed this. Mr Griffiths confirmed, Romanian was the only language where this facility could not be provided.</p> <p>The Chair provided thanks to staff on behalf of governors for the efforts made. Mrs Saxelby requested Mrs Williams report this back to staff.</p> <p>The Chair asked whether a debrief would be taking place with students after mock exam results were available. Mr Griffiths confirmed any issues identified as a result, would be addressed with students.</p> <p>Mr Griffiths left the meeting at 5.35pm.</p> <p>034/21/22: Information on site security Mrs Saxelby confirmed there were no major areas requiring refurbishment to the building. Mrs Piper reported the most likely issue that would require improvement was the DT block flat felt room. Mrs Piper reported this formed part of the development plan. A document had been shared with governors relating to site security and incidents taking place.</p> <p>Mrs Piper left the meeting at 5.36pm.</p>	
QEA/059/ 21/22	<p>Minutes of the meeting 9th December 2021 The minutes of the meeting, having previously been received were agreed and signed by the Chair (electronically).</p>	

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<p>QEA/060/ 21/22</p>	<p>Local response following central training Ofsted update and School Evaluation Mrs Saxelby asked what required reporting on this item after central training had been received. The Governance Professional explained local context information on what is taking place was required. Mrs Saxelby reported this had not taken place at other Academies.</p> <p>Ofsted Guidance The Chair asked who would be available to attend an Inspection. Miss Evans highlighted her concerns with attendance. Mrs Willmot explained a meeting in the Academy could take place for governors who would be attending and to provide training. The training would be available for all governors. A local training session would be provided for governors and to include information on the QEA Way after the half term break.</p> <p>Link governor training (SEND/GDPR) The Chair confirmed attendance at the training and explained the training was of good quality. The Chair further reported governors are not involved in GDPR (General Data Protection Regulations) as this is dealt with by the Academy and Trust directly without governor involvement. It was for governors to be made aware of any breach without any action required.</p> <p>The Chair requested Mr Dunning to attend the next Academy Committee meeting to provide an update for governors on SEND (Special Educational Needs and Disabilities).</p> <p>Stakeholder Engagement webinar Mrs Langheld confirmed a review of the NGA (National Governors Association) webinar had taken place. Information on visible governance and interactions with stakeholders and parents had been provided. Mrs Langheld asked for information to be provided by the Academy, on events taking place with parents to ensure there could be governor attendance. Mrs Langheld asked whether the Trust had a view on the way forward. Mrs Saxelby confirmed not and explained it would be acceptable for governors to take part in Student Council meetings. It was confirmed review of Student Voice minutes could take place. Mrs Langheld explained governors had been present at a parents evening with no interaction from parents taking place. Mrs Langheld reported this was something Ofsted would review.</p>	<p>KW 24/03/22</p>
<p>QEA/061/ 21/22</p>	<p>Remaining Matters Arising 030/21/22: Finance training This had been completed earlier in the meeting. 031/21/22: Christian Ethos agreed by Trustees The Chair confirmed this was something that would be taken forward to ensure Trustees were aware of the Christian ethos and to link with the Trust vision.</p>	<p>CE 24/03/22</p>

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	<p>034/21/22: Letter to Dr Poon Safeguarding The Governance Professional explained a letter had been forwarded to Dr Poon. The Chair had been informed of the current situation. The Chair asked for this to remain as an agenda item until it was resolved.</p> <p>034/21/22: Founders Day discussions with Principal The Chair confirmed further discussions were to take place with the Principal.</p> <p>034/21/22: Pastoral Curriculum Training Recording The Governance Professional confirmed the recording had been provided to governors for review. Mrs Langheld praised Miss Percival for the clear training provided.</p> <p>035/21/22: Online Safety information to be forwarded to parents Miss Percival confirmed information had been shared with parents and with updates and next steps.</p> <p>035/21/22: Return of NCSIE (Nottinghamshire County Safeguarding in Education) to Local Authority Miss Percival confirmed the document had been returned to the Local Authority prior to the December deadline.</p> <p>039/21/22: Christian Distinctiveness document for sharing The Governance Professional confirmed the document had been forwarded to governors for review.</p> <p>041/21/22: SEND Link Visit Report The Governance Professional advised a Link Report was awaited from the Chair. Mrs Saxelby suggested Miss Percival was invited to future link visit meetings.</p> <p>Mrs Twigger explained additional safeguarding training had been completed and thanked Miss Percival for meeting in respect of safeguarding.</p> <p>041/21/22: Feedback from surveys Miss Percival confirmed the report from the Student Voice survey would be forwarded to governors. It was confirmed communication with parents was increasing through the use of WEDUC. Mrs Saxelby suggested a parent survey would be taking place after the half term break and information should be added to the survey for parents response and to ensure governors could receive a full report.</p> <p>052/21/22 Committee Report Response from Trustees The Chair asked whether information had been received from Trustees. The Governance Professional confirmed this was available in share point.</p>	<p>JP ASAP</p> <p>CE/KW 24/03/22</p> <p>DP 24/03/22</p>
QEA/062/ 21/22	Educational Review Meeting Report	

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	<p>Discussion regarding safeguarding had taken place in the item 061/21/22.</p> <p>Ms Muir referred to objective 1; Further develop whole school strategies to support pupils with SEND. Ms Muir confirmed discussions had taken place with Mr Dunning and asked how this was being progressed. Mrs Saxelby confirmed Miss Percival was overseeing the area and any Link Reports were to be forwarded to Miss Percival in addition to the staff member.</p> <p>Confirmation of determined admission arrangements & approval of local appendix.</p> <p>The Governance Professional advised there should be a discussion regarding admission arrangements. The Chair confirmed governors had been requested to review the documents in respect of the Trust and local admission arrangements. Mrs Twigger asked whether the request to lower PAN (Pupil Admission Numbers) had been successful. The Chair reported this had not been successful and the earliest date changes could be enforced would be in academic year 2023/2024. Mrs Twigger suggested an interest should be logged with Nottinghamshire County Council Admissions Department. The Chair explained a Trustee consultation would be required. Governors were in agreement with the local appendix provided.</p> <p>Update on Summit provision/Update on Sixth Form including Risk/Timetable of Extra Curricular Activities that take place</p> <p>The Chair explained this would be carried forward to the next agenda.</p> <p>Link Visit – Quality of Education</p> <p>Miss Evans confirmed a visit had taken place and requested evidence of training with staff and what improvements could be evidenced since the previous Ofsted Inspection. It was acknowledged in the report there were some issues with objective 2; Further develop the pastoral curriculum, in particular in KS4 (Key Stage 4), so that pupils can receive guidance appropriate to their age more regularly. Miss Evans asked for clarity on which governor should be monitoring the area. Miss Percival confirmed this would be monitored by the Personal Development Behaviour</p>	<p>MM/JD/DP 24/03/22</p> <p>KW 23/04/22</p>
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	<p>and Attendance governor (Mr Krogulec). The Chair thanked Miss Evans for the comprehensive report provided.</p> <p>Professional Development update and impact report / In-year admissions – all year groups</p> <p>Information was available in the ERM (Educational Review Meeting) Report which governors had reviewed.</p>	
QEA/063/ 21/22		
QEA/064/ 21/22	<p>Policy Ratification</p> <p>The Provider Access appendix had been updated. Miss Percival confirmed changes had been made due to changes implemented in the careers plan and in respect of Year 11 students attending Hucknall Sixth Form Centre (HSFC). Mrs Saxelby confirmed information will be available in the ERM (Educational Review Meeting) report in September. Miss Evans suggested there were only four students in attendance at HSFC in the last academic year will the minibus continue to provide a service for students attending the centre. Mrs Saxelby confirmed this facility is no longer used. The Holgate Academy runs the minibus currently.</p> <p>The Governance Professional asked for confirmation that the changes made to the Supporting students with medical conditions and Special Educational Needs and Disabilities appendix, covered the changes currently made to the Trust Policy. Miss Percival confirmed this. The Governance Professional advised changes had been made to Career Guidance and the Financial Procedures Manual and governors should ensure they were aware of these documents.</p> <p>Governors were in agreement with the information provided.</p>	
QEA/065/ 21/22	<p>Audits</p> <p>Health and Safety Audit Report</p> <p>The Chair confirmed the information had been shared with governors and asked whether there were any comments. No comments were made.</p>	
QEA/066/ 21/22	<p>Category C Visits</p> <p>Berlin trip /Disney trip</p> <p>The Principal explained information had been forwarded to parents to ensure families can fund the trip. It was known by Academy staff that further support would be required for families to enable students to attend. Mrs Saxelby explained steps were in place with the trust regarding a hardship fund. Mrs Saxelby explained the system being put in place by the Trust and to provide support for students to attend enrichment activities.</p> <p>The Chair asked what the anticipated cost of the trip was. The Principal explained the package put in place through the humanities department at £365 per pupil. The Chair asked whether the coach</p>	

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	<p>would be at full capacity. The Principal confirmed this. Mrs Twigger asked whether the trip was taking place through the Diverse School Travel Centre. The Principal confirmed the company was not linked to the Academy or Trust in any way. The Chair confirmed commitment to raising funds to fund one student place for the trip. The Principal thanked the Chair for the support being provided.</p> <p>Academy Committee governors were in agreement with the trips taking place. The Chair confirmed documents would be signed and returned in due course.</p>	<p>CE 24/03/22</p>
QEA/067/21/22	<p>QEA Trustees Feedback</p> <p>Mrs Twigger confirmed funds had been provided by Queen Elizabeth's Endowed Trust to facilitate the art trip due to take place. The Principal confirmed steps had been put in place to ensure the trip could be secured.</p>	
QEA/068/21/22	<p>Review of governor Action Plan from Self Evaluation</p> <p>Review of the document had taken place by governors. Governors were in agreement with the information provided in the action plan.</p>	
QEA/069/21/22	<p>Links with external businesses and contributions provided/items to celebrate</p> <p>Laptops provided to Academy by G Jordan (MBE)</p> <p>Miss Percival confirmed five desktop computers had been provided by Mr Jordan (MBE) and provided to vulnerable families. Thanks was provided to Mr Jordan (MBE) for the support provide and contribution of the equipment. The Chair confirmed a meeting was due to take place with Mr Jordan to secure further links with local businesses.</p> <p>Miss Evans confirmed a donation of photography books would be made to the Academy. Mrs Saxelby thanked Miss Evans for the contribution.</p>	
QEA/070/21/22	<p>Complete Report to Trustees for return to Head of Governance</p> <p>The document was completed by the Governance Professional in the presence of the Academy Committee. Information was agreed and the document was subsequently returned to the Head of Governance.</p>	
QEA/071/21/22	<p>Determination of confidentiality of business</p> <p>Equality Act consideration</p> <p>Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was</p> <p>Resolved:</p>	

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	<ul style="list-style-type: none"> • That confidential information had been discussed in agenda item QEA/063/21/22 that should remain confidential to the attendees at the meeting indefinitely. • There had been no Equality Act implications 	
QEA/072/21/22	<p>Date and time of next meeting: Thursday 24th March 2022: Main Agenda:4.30pm – 6.30pm</p> <p>It was agreed the meeting would take place face to face at the Academy. The Chair thanked attendees for their contributions and attendance.</p>	
	<p>The meeting closed at 7.00pm</p> <p>Signed.....J Langheld.....(meeting chair) Date: 29 03 2022 (electronically after the meeting)</p>	