

**Minutes of the Local Academy Committee meeting held on
Thursday 16th March 2023
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mrs Rachel Webb	RWe	Chair of Academy Committee	R
Mr Joseph Krogulec	JK	Appointed AC governor – Vice Chair	
Mrs Elaine Twigger	ET	Appointed QEA Trustee AC governor	
Mrs Johanna Langheld	JL	Diocesan Appointed AC governor	
Mrs Rachel Williams	RW	Staff Appointed AC governor	A
Miss Julie Evans	JE	Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		QEA Trustee governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	A
Miss Donna Percival	DP	Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/042/ 22/23	<p>Welcome and apologies for absence The Vice Chair welcomed everyone to the meeting and acknowledged he would be Chairing the meeting due to the resignation received from Mrs Webb (Chair).</p> <p>Apologies for absence were received and agreed from Mrs Saxelby and Mrs Williams due to work commitments.</p> <p>Acknowledgement of Resignation The Vice Chair reported a resignation from Mrs Webb (Chair) had been received. This was acknowledged by the Academy Committee. The Vice Chair thanked Mrs Webb for the collective support offered to the Academy Committee during her time as Chair.</p> <p>The Principal joined the meeting at 4.40pm.</p> <p>Prayer</p>	

	The Principal led the committee through a serenity prayer which had also been followed with the Senior Leadership Team.	
QEA/043/22/23	<p>Election of Chair Mr Krogulec – Vice Chair Mr Krogulec was moved to an alternative room within the MS Teams meeting at 4.50pm.</p> <p>The Governance Professional reported that Mr Krogulec had expressed an interest in the role of Chair of the Academy Committee until the end of the academic year.</p> <p>It was resolved that Mr Krogulec would be appointed as the Chair of the Academy Committee until the end of the academic year when considerations to the Chair are reviewed.</p> <p>Mr Krogulec returned to the meeting at 4.55pm.</p> <p>The Governance Professional welcomed Mr Krogulec as the Chair of Academy Committee.</p>	
QEA/044/22/23	<p>Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Trustees confirmed that the declarations given at the beginning of the academic year were correct.</p>	
QEA/045/22/23	<p>Things to Celebrate Update The Principal reported a SIAMS inspection had taken place at the Academy. It was reported that the Academy had received a good overall outcome during the inspection. The Principal acknowledged there were areas of improvement required and to support this a relaunch of Christianity would be put in place.</p> <p>The Principal explained the Duke of Edinburgh scheme was being reintroduced. It was reporting funding had been made available for students to support equipment costs and avoid barriers for accessing the initiative. The Principal reported funding support had been received from the Queen Elizabeth's Endowed Trust to support this. The QEA Trustee explained this would be reported back to the Queen Elizabeth's Endowed Trust.</p> <p>The Principal explained sporting events had been attended by students with good outcomes achieved. It was reported that</p>	<p>ET 15/05/23</p>

	<p>feedback had been received from the venues regarding student's good behaviour and representation of the Academy.</p> <p>The Principal reported staff appointments had taken place. It was explained an Education Welfare Officer had been recruited to support attendance. Discussions took place regarding staffing and changes in role for some staff supporting Year 11.</p> <p>The Principal explained it was expected a high level of admissions would be taking place in September 2023. Discussions regarding the expected numbers and steps being put in place to support this took place.</p> <p>It was reported by the Principal that music exams had taken place with strong results being secured by students.</p> <p>The Principal confirmed the Berlin trip had taken place, with student enrichment and opportunities being offered. Brief discussions took place around this. The Chair praised steps put in place and the support offered to students. Academy Committee governors praised content available on social media covering the Berlin Trip.</p> <p>The Principal invited Academy Committee governors to attend an Awards Evening on March 28th 2023 at 6.30pm.</p>	
QEA/046/ 22/23	<p>Training Local response following central training;</p> <p>Safeguarding Link Training The Governance Professional advised the link governor for safeguarding had attended the session.</p> <p>Stakeholder Engagement Academy Committee governors suggested a discussion around stakeholder engagement was required at local level to ensure future engagement with parents and staff. The Principal suggested this was beneficial to supporting governor recruitment. The Chair requested a discussion should take place prior to the meeting taking place in May as a training session/discussion.</p> <p>Diversity, Equality and Inclusion The Chair acknowledged attendance at the training session. It was reported the session had provided good information. The Chair praised implementation of the support offered.</p> <p>Governor & Leadership Conference Academy Committee governors suggested any networking opportunities would be welcomed, in addition to recordings of any training would be welcomed for those unable to attend the conference.</p>	Chair/JL 15/05/2023

	<p>Governor Awareness Day</p> <p>The Governance Professional reported the purpose of the Governor Awareness Day that could be accessed online. Information had been circulated by email to support governor access. Details regarding the content of the sessions offered were provided. The Governance Professional encouraged governors to review the sessions.</p>	
QEA/047/22/23	<p>Minutes of the meeting dated 19th January 2023</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
QEA/048/22/23	<p>Matters Arising:</p> <p>030/22/23: Feedback to Trust on terminology used in training</p> <p>The Governance Professional acknowledged information had been reported back to the Trust.</p> <p>030/22/23: Review data training</p> <p>The Chair acknowledged a review of the training had taken place.</p> <p>033/22/23: Principal to arrange governor attendance at student voice/student leadership meeting</p> <p>The Principal explained to support this, it would be beneficial for Academy Committee governors to offer availability and to subsequently arrange a visit with governors wishing to take part.</p> <p>035/22/23: Changes made to Governance Action Plan</p> <p>The Governance Professional confirmed changes had been implemented in line with Academy Committee discussions and with the Chair. It was reported information was available for review in the share point area.</p> <p>041/22/23: Arrangement of local training session</p> <p>Discussions had taken place earlier in the meeting.</p>	Clerk/Gov 15/05/23
QEA/049/22/23	<p>ERM (Educational Review Meeting) Report</p> <p>The Principal reported the document had been previously circulated with Academy Committee governors and invited questions from Academy Committee governors.</p> <p>The Chair asked for an update on wellbeing for staff and students. The Chair acknowledged the recent tragedy highlighted in social media nationally and stress which may be caused to staff due to the recent strikes and inspections.</p> <p>The Principal acknowledged the steps in place to support welfare of staff and a wellbeing culture being developed. Discussions regarding steps put in place and expectations of staff in efforts to reduce additional out of hours working and initiatives introduced to support</p>	

	<p>staff wellbeing. Academy Committee governors praised support being offered to support staff wellbeing.</p> <p>Academy Committee governors suggested there was a high level of training on offer and asked whether staff are happy to access all the training offered.</p> <p>The Principal reported staff are required to complete all mandatory training. It was reported training in the summer term will link to the Academy Improvement Plan objectives and to ensure impact and value for money can be achieved from the training completed. It was reported the Trust have a wide continued professional development external offer for staff.</p> <p>Suspensions, Fixed Period Suspension, Permanent Exclusion & Rescinded</p> <p>The Chair asked whether any trends with FPS (Fixed Period Suspension) had been identified.</p> <p>The Principal reported steps put in place in the autumn term regarding behavioural expectations with students and the QEA Way had impacted on numbers of FPS. It was reported this was expected due to the steps put in place to embed behavioural expectation in term 1. It was reported there was a reduction in behavioural incidents identified in term 2 of the autumn term.</p> <p>The Chair acknowledged a rise in rewards and asked whether students were supportive of behavioural expectations and compliance. The Principal explained students are aware of the expectations required to achieve rewards with discussions regarding the Christian Vision and understanding in place. The Principal acknowledged further steps were to be put in place to support staff reward. A discussion regarding staff reward took place.</p> <p>Academy Committee governors praised steps put in place for students and staff.</p> <p>Safeguarding</p> <p>The Principal explained refresher training had been made available for all staff to ensure My Concern diagnostics was embedded with staff.</p> <p>Year 11 Progress</p> <p>Academy Committee governors requested mock exam data was made available for comparison of two sets of mock exam data.</p> <p>Trust Policy Updates</p> <p>The Governance Professional advised of the updates to the Trust Policies available on the Trust website.</p> <p>Local Policy Appendix</p>	<p>DP 15/05/23</p>
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	<p>The Governance Professional advised that the Principal had acknowledged there were no updates available to local policy appendix.</p> <p>Christian Distinctiveness SIAMS Inspection Outcome The Principal acknowledged the process had been a fair and mutual inspection. The Principal acknowledged areas for improvement and steps were to be put in place for RE (Religious Education) GCSE to be offered to all Year 10 students. It was reported additional staff recruitment had taken place to support the faculty. The Principal praised staff support to ensure a good overall outcome was received. The Chair praised all staff for their continued support. The Chair thanked Mrs Langheld (Diocesan Governor) for her support during the visit.</p> <p>Mrs Langheld praised staff and the team for the support offered and that steps to be put in place would be taken collectively.</p> <p>Discussions took place regarding changes to be implemented to the curriculum.</p> <p>Mrs Langheld explained the Diocese wished for links to be developed further between schools and local churches.</p> <p>Academy Committee governors praised the Principal and staff at the Academy.</p> <p>Academy Committee governors completed the LAC (Local Academy Committee) response on the ERM document.</p>	
QEA/050/22/23	<p>Link Governor Reports Quality of Education</p> <p>Miss Evans suggested changes being implemented to the curriculum would be reviewed at a future visit.</p> <p>The Chair requested curriculum was added to the meeting agenda for the May meeting.</p> <p>SEND(Special Educational Needs and Disabilities) Mrs Twigger suggested a meeting was outstanding with the SENCo (Special Educational Needs Co-ordinator) and would be arranged.</p> <p>Academy Committee governors suggested a PP (Pupil Premium) visit may be beneficial and if any governors could pick this up this may be beneficial. The Chair requested this was circulated with governors.</p> <p>Celebration event The Principal informed Academy Committee governors that there was a celebration event taking place on the 28th March 2023 and requested governor attendance to support the event. Academy</p>	<p>DP 15/05/23</p> <p>Govs 15/05/23</p>

	Committee governors were to inform the Principal if they were able to attend.	Govs ASAP
QEA/051/ 22/23	<p>Governor Recruitment Vice Chair of Governors Election Mrs Langheld expressed an interest in the role of Vice Chair.</p> <p>Mrs Langheld was allocated to an MS Teams room and left the main meeting at 5.42pm.</p> <p>It was resolved that Mrs Langheld would be appointed as Vice Chair of the committee until the end of the academic year when considerations to the position would be made.</p> <p>Mrs Langheld re-joined the main meeting at 5.43pm.</p> <p>Mrs Langheld was welcomed to the Committee as Vice Chair.</p> <p>The Chair reported there had been some interest from a parent regarding the vacancies. The Chair reported the Governance Professional would support with this moving forward.</p>	
QEA/052/ 22/23	<p>How has the Academy Committee held senior leaders to account The Chair reported challenge had taken place through the ERM document and in respect of behaviour and staff mental health and wellbeing.</p>	
QEA/053/ 22/23	<p>How have Vision, Mission and Values of Trust/Equality been upheld The Chair reported this had been upheld through the agenda and challenge regarding wellbeing and celebrations for the SIAMS Inspection outcome. Academy Committee governors were satisfied equality had been upheld.</p>	
QEA/054/ 22/23	<p>Determination of confidentiality of business Equality Act consideration Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That no confidential information had been discussed - There had been no Equality Act implications 	
QEA/055/ 22/23	<p>Date and time of next meeting Thursday 18th May 2023: Stakeholder Engagement Discussions: 4.30pm</p>	

	<p>Main Agenda: 5.00pm - 6.30pm</p> <p>Academy Committee governors agreed that the meeting would take place at the Academy.</p>	
	<p>The meeting closed at 6.00pm</p> <p>Signed: J Krogulec (chair) Date: Agreed at LAC 18.05.23</p>	