

**Minutes of the Local Academy Committee meeting held on
Thursday 18th May 2023
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Joseph Krogulec	JK	Chair of Academy Committee Appointed AC governor	
Mrs Elaine Twigger	ET	Appointed QEA Trustee AC governor	
Mrs Johanna Langheld	JL	Diocesan Appointed AC governor	R
Mrs Rachel Williams	RW	Staff Appointed AC governor	
Miss Julie Evans	JE	Appointed AC governor	
Vacancy x 2		Parent AC governor	
Vacancy		QEA Trustee governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	
Miss Donna Percival	DP	Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	2	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
	<p>Ofsted Inspection update presented by Miss Percival (Principal)</p> <p>The Principal explained the draft report had been received from Ofsted and subsequently reviewed for factual accuracy and returned to Ofsted. The final report was awaited.</p> <p>The Principal explained deep dives had taken place during the visit in six subjects; Maths, English, history, PE (Physical Education), languages and music. It was reported positive feedback had been received from Inspectors and it had been suggested during the visit that high levels of good and positive behaviour and good levels of student engagement had been identified.</p> <p>The Principal noted during the visit Inspectors had identified improvements in various areas which were updated for academy committee governors. Some of the areas included:</p> <ul style="list-style-type: none"> • Calm orderly and purposeful lesson change over 	

	<ul style="list-style-type: none"> • Embedded culture for safeguarding, with appropriate and timely intervention. • Planning of curriculum as a strength. • Five year plans in place with evidence this was being adhered to and coincided with the plan. • Good plans in place for reading with no student slipping through the net. • Acknowledged attendance is not where want to be. It was suggested robust steps were in place to address this. <p>The Principal reported there had been some questioning around British Values, however, it had been identified that this was incorporated through the Christian vision and values and steps were in place to engage with families regarding this.</p> <p>The Principal reported praise had been offered regarding Alternative Provision being well organised with a good rational and what Alternative Provision sources looked like for students.</p> <p>The Principal reported SEND (Special Educational Needs and Disabilities) had been a focus throughout the visit. It was further reported that Inspectors had been impressed by the leadership of SEND and high ambition as an academy for SEND students. It had been identified that the needs of SEND students were being met in the classroom.</p> <p>The Principal had identified that positive outcomes were being achieved from the deep dives that had taken place. Details of the areas that were investigated and feedback were offered.</p> <p>The Principal explained there had been 55 responses to the staff surveys circulated during the visit. The Principal reported the Parent survey results were positive, with 72% of parents suggesting they would recommend the Academy. Positive feedback had been received from parents with SEND students.</p> <p>The Principal reported the support that had been provided by the Trust and Diocese. Details of who had attended the visit were provided.</p> <p>The Principal explained inspectors had made a short visit to HSFC (Hucknall Sixth Form Centre) due to very small numbers of students attending the facility from the Academy at post 16. It was reported by the Principal that positive feedback had been received regarding the facility.</p> <p>Information regarding Student voice groups from Years 11, Year 9 and Year 7 were provided with positive feedback being received. Steps would be put in place regarding any areas of feedback from students.</p>	
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	<p>The Principal reported Inspectors had identified: -</p> <ul style="list-style-type: none"> • The quality of education was strong with good subject knowledge and pedagogy in place. • Students with EHCP (Educational Health Care Plan) receive a good offer from the academy. • A student based environment has been cultivated. • The academy benefits from the Christian vision and values and how these feed into the pastoral curriculum. • Positive comments were received regarding LGBTQ (lesbian, gay, bisexual, trans +) and the health culture in the academy. • Links with the community were strong and would continue. • Positive work with the careers team was identified. • Leadership and Management was strong at all levels with strong relationships with the Trust in place. <p>The Chair acknowledged the length and pressures the visit had culminated. The Local Academy Committee thanked all staff, senior leaders and executive leaders for the support offered during the visit.</p> <p>Academy Committee governors explained the parent survey responses had been monitored and supported by the Academy through promotion on social media to encourage parent responses. The Principal reported the survey had closed with 82 responses. The Principal thanked Mrs Biggs for the support offered with this.</p> <p>Academy Committee governors raised concern as to whether the survey is offered to EAL (English as Additional Language) families by Ofsted. The Principal explained the academy staff are unable to intervene with the survey. Academy Committee governors raised concern that the parent survey provided by Ofsted was not fully inclusive for all families. The Principal explained this can be addressed on with Ofsted on their website.</p> <p>The Chair asked whether there had been any feedback from Ofsted regarding governance. The Principal reported it had been identified during the visit that there was a good relations had been identified between local academy committee governors and Trustees. It had been identified that school leaders are held to account at local level.</p> <p>Academy Committee governors praised the academy for resolving any issues arising at middle management level.</p> <p>The Executive Principal praised the Principal for leading the Academy staff throughout the Ofsted visit.</p> <p>The Principal reported the Ofsted Report would be forwarded to the Governance Professional for circulation when this is received.</p>	<p>DP 06/07/23</p>
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	The Queen Elizabeth's Academy Trustee governor explained this would be reported back to the Queen Elizabeth's Endowed Trust.	ET 06/07/23
QEA/056/ 22/23	<p>Welcome and apologies for absence The Chair welcomed everyone to the meeting.</p> <p>There had not been any apologies for absence received.</p> <p>Prayer The Staff governor led the attendees through a prayer.</p> <p>Acknowledgement of Resignation Academy Committee governors acknowledged receipt of the resignation received from Mrs Langheld (Diocesan Governor). The Chair wished to thank Mrs Langheld for her contributions during her time as a governor and in particular for the support provided during the SIAMS inspection.</p> <p>The Chair asked whether steps had been put in place regarding a replacement from the Diocese. The Principal explained someone had been suggested by the Diocese and steps would be put in place to arrange a visit to the academy. The Principal would provide the Governance Professional with details in due course.</p>	DP ASAP
QEA/057/ 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.</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. The Principal reported that a declaration of interest in respect of sitting on the Diocesan Education Committee. The Governance Professional advised updates to the Declaration of Interest register were required and a link would be forwarded for completion.</p>	DP/Clerk ASAP
QEA/058/ 22/23	<p>Things to Celebrate – Update The Principal reported changes made to introduce a fitness suite on the academy site. It was reported funding had been sourced from Sport England to support this.</p> <p>The Principal explained timetables had been collapsed during the exam period for Year 11 students. Intervention support was being offered to students to support outcomes.</p> <p>The Principal reported high achievements had been achieved by students at a recent athletics competition.</p> <p>Revision packs had been made available for Year 11 students. Academy committee governors asked whether any mental health</p>	

	<p>support was being offered for students in Year 11 during the exam period and whether students were coping well in the exam period.</p> <p>The Principal explained the steps being offered with the collapsed timetable for year 11 students in efforts to support mental health and any added pressures caused during the exam period for students. The Principal thanked staff for the support being offered to Year 11 students.</p>	
QEA/059/22/23	<p>Training</p> <p>The Governance Professional advised of the training that was due to take place for Academy Committee governors from the Trust.</p> <p>The Staff governor confirmed her attendance at the careers link governor training that had been provided by the Trust. Mrs Williams explained the training was of good quality and easily understandable for governors. The Governance Professional advised the link to the training was available for review in the training section of governor share point.</p> <p>Academy Committee governors raised concern at the cancellation of training at short notice which had been reported to the Head of Governance.</p> <p>Governance and Leadership Conference</p> <p>The Chair referred governors to the information that had been circulated prior to the meeting. The Chair asked committee governors whether anyone was able to attend the conference. It was established that local academy committee governors would have difficulties attending due to geographical location. The Governance Professional would feed this back to the Trust.</p> <p>Mandatory Training Update to be completed by all governors for September</p> <p>The Chair advised governors that mandatory training was required to be completed for September 2023 with further information to be circulated when available in due course.</p> <p>The Governance Professional advised that Mrs Twigger would be attending the Local Authority Safeguarding Focus group on the 6th July 2023. The Governance Professional advised steps had been put in place regarding this and arrangement of a facility being available for Mrs Twigger to access the training in the academy.</p>	Clerk ASAP
QEA/060/22/23	<p>Minutes of the meeting dated 16th March 2023</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	

<p>QEA/061/22/23</p>	<p>Matters Arising:</p> <p>045/22/23: QEA Trustee governor to feedback to the QEA Endowed Trust on funding use</p> <p>Mrs Twigger explained that a Queen Elizabeth's Endowed Trust meeting was due to take place and an update would be provided for the July meeting.</p> <p>Academy Committee governors acknowledged funds had been received from the Old Elizabethan's Association to support the purchase of school uniform for families who were suffering hardship due to the cost of living crisis. Mrs Twigger suggested information relating to the Old Elizabethan's Association and links with the Academy should be offered to students by the academy to offer information regarding the heritage of the academy. The Executive Principal acknowledged this and would take this forward.</p> <p>046/22/23: Discussion around stakeholder engagement</p> <p>The Chair acknowledged a discussion was required and would be added to the agenda at the July meeting as it was hoped the Ofsted Report would have been received at that point.</p> <p>048/22/23: Student voice meeting attendance by governors</p> <p>The Principal reported a visit had taken place from Miss Evans to support the student voice meeting. Miss Evans explained the session had been positive. It had been identified during the session that students had good knowledge of the QEA Way, British Values and the protected characteristics. Issues that were raised during the meeting by students were feedback to the Principal. The Principal would ensure steps were put in place to resolve any issues identified.</p> <p>Miss Evans suggested she would be happy to support any further student voice meetings. Academy Committee governors acknowledged it was good practice to ensure students were aware of who local academy committee governors were.</p> <p>049/22/23: Y11 Mock exam data for comparison</p> <p>The Principal explained the data was taken from the March mock exams. It was reported mock exams take place in December and March. The Principal explained the areas highlighted where intervention was required, and steps put in place in efforts to reduce the progress 8 score. The Principal explained how this is contributed to, to support progress of EBACC (the English Baccalaureate). Discussions took place regarding the inclusion of students previously accessing the summit in the data. The Principal reported an additional GCSE will be offered for students from September. The Chair asked for further information of the additional GCSE being offered. The Principal confirmed this would be for RE (Religious Education).</p>	<p>ET 06/07/23</p> <p>Govs 06/07/2023</p>
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	<p>The Principal acknowledged some issues had been identified in the Science Department. The discussion was confidential and recorded separately.</p> <p>The Principal updated governors regarding the staff recruited in the Maths and English departments.</p> <p>Academy committee governors asked whether any impact with grades could remain a result from the Covid-19 pandemic and asked whether steps had been put in place to space exams in line with Ofqual recommendations. The Executive Principal acknowledged exams had been spaced out for students, following guidance.</p> <p>Academy committee governors asked for clarity around grade boundaries. This was explained by the Principal and reminded governors it was the first full exam since 2019.</p> <p>050/22/23: Curriculum review The Chair requested training was provided to offer governors further understanding of the curriculum offer. The Principal confirmed this could be provided as part of the training session at the start of the July meeting.</p> <p>050/22/23: PP (Pupil Premium) Link Visit The Chair confirmed a link visit had taken place with information circulated and available for review in the governor share point folder. No concerns were highlighted.</p> <p>050/22/23: Awards Event attendance The Principal reported a date was to be put in place and local academy committee governors would be appraised of the date in due course.</p> <p>The Principal invited local academy committee governors to attend the Prom which was due to take place at the academy on the 14th July 2023 at 6.30pm. Local academy committee governors were to inform the Principal if they would be attending.</p>	<p>DP 06/07/23</p> <p>Govs ASAP</p>
QEA/062/22/23	<p>Principals Report Safeguarding/Mental Health and wellbeing Academy Committee governors asked whether mental health and wellbeing was a new concern as identified from My Concern data. The Principal confirmed this was not a new concern for the Academy and had previously been reported to governors throughout the academic year. The Principal explained staffing changes taking place regarding Counselling support offered in the academy.</p> <p>The Chair praised the Principal and staff in efforts made to secure funding from Sport England to introduce the fitness suite and the support this would offer for mental health and wellbeing of staff and</p>	

	<p>students. The Principal reported the initiative being offered to students in year 10 regarding a Personal Trainer qualification to support future aspiration for student interested in the area. The Chair praised the initiative.</p> <p>Behaviour The Principal reported the behaviour trend identified regarding use of mobile phones due to changes made to the Mobile Phone policy. The Principal reported a reduction in incidents had been evidenced, after an initial spike in incidents had been identified as a result of the changes introduced. The Principal explained the changes to the policy and procedures and processes in place for students if mobile phone usage was identified.</p> <p>The Chair asked whether any parental feedback had been received regarding the changes to policy. The Principal explained general parental feedback was positive and in agreement with the changes enforced. It was further reported student feedback was not positive and a reflection of the changes and impact for students.</p> <p>Attendance The Principal reported reduced attendance with year 11 and post 16 students had been identified. The Principal explained reasons identified and explained procedures in place to resolve any issues identified. The Principal explained issues identified with students attending post 16 education which had impacted attendance figures, were now resolved. The Principal provided details of this for the benefit of the academy committee governors. The Principal reported there were some issues in Year 11 with persistent absenteeism, which had been historic for some students. The Principal reported the Education and Welfare Officer was in place and supporting home visits; with a focus on Year 10 in efforts to reduce persistently absent students in preparation for Year 11. It was further reported that attendance was broadly in line with national average and robust systems were in place, in efforts to reduce student absence.</p> <p>Academy committee governors asked whether the absences remained an impact from the pandemic. The Principal acknowledged this was thought to be a result of the pandemic for some students. It was further reported that attendance had been impacted by the Strep A outbreak prior to the Christmas break. Steps were in place to resolve any misunderstandings relating to student absence and steps were in place to work on the culture and understanding with students and families and how this impacted student outcomes.</p> <p>Academy committee governors acknowledged the difficulties identified with staffing retention. The Principal explained difficulties with teacher recruitment that requires attention by the Government and could impact on recruitment in future years to the industry.</p> <p>Risk Reports</p>	
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<p>QEA/063/ 22/23</p>	<p>Governance Housekeeping Review 2022/23 Governance self-audit and Action plan</p> <p>The Chair explained a meeting had taken place with the Executive Principal, Principal and Governance Professional to discuss the progress achieved during the academic year and to be added to the Governance self-audit and Governance Action plan. The Chair advised of the changes made to the questions relating to values, due to the resignation of the Diocesan governor, which would be resolved during the next academic year. It was reported that there was no set governor linking with careers. A review of link areas would be take place at the start of the academic year. Academy Committee governors were in agreement with the changes made to the documents shared. Academy Committee governors suggested additional training was required regarding finance and questioning around Pupil Premium and SEND funding and how this is applied. The</p>	

	<p>Executive Principal confirmed a training session could be provided at the September meeting.</p> <p>EDI (Equality, Diversity and Inclusion) Governance Statistics required</p> <p>The Governance Professional advised an MS form had been circulated with academy committee governors for completion by the 5th June 2023. Miss Evans confirmed this had been actioned. The Chair requested this was completed by governors.</p> <p>Link Governor Reports</p> <p>The Chair acknowledged link visits had taken place for Health and Safety and Pupil Premium which had been shared with governors. Mrs Twigger confirmed a link visit for SEND would be arranged.</p> <p>Link Governor areas including Careers link D2N2 initiative</p> <p>The Chair acknowledged link governor areas would be reviewed in September and to accommodate any new governors being recruited.</p>	<p>DP Sept 2023</p> <p>Govs 05/06/23</p> <p>Govs Sept 2023</p>
QEA/064/ 22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors reported challenges had taken place regarding the safeguarding 'My Concern' diagnostic relating to mental health and wellbeing, attendance trends in Year 11 and post 16, staffing, year 11 intervention and exam support with mental health and wellbeing.</p>	
QEA/065/ 22/23	<p>How have VMV (Vision, Mission & Values) of Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied that information had been offered linking with the vision, mission and values and discussions relating to mental health and wellbeing supported this.</p> <p>Academy Committee governors were satisfied that equality had been upheld.</p>	
QEA/066/ 22/23	<p>Complete Termly Report to Trustees</p> <p>Academy committee governors were satisfied that sufficient information acknowledging the donations offered by the Old Elizabethan Association, introduction of the fitness suite and positive results received in the athletics event, in addition to positive feedback being received from the Ofsted Inspection. The report was subsequently returned to the Head of Governance.</p> <p>- Response from Trustees</p> <p>The response received from the Trustees was acknowledged.</p>	

<p>QEA/067/ 22/23</p>	<p>Determination of confidentiality of business 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> <ul style="list-style-type: none"> - That items discussed within agenda item 061/22/23 should remain confidential to attendees of the meeting until the end of the academic year. - There had been no Equality Act implications 	
<p>QEA/068/ 22/23</p>	<p>Agreement of 2023/2024 Meeting Dates</p> <p>The Governance Professional reported steps had been put in place to ensure there were no clashes of dates for the Executive Principal. Academy committee governors were in agreement with the dates proposed for 2023/2024.</p> <p>Date and Time of next meeting</p> <p>Thursday 6th July 2023:</p> <p>Training: 4.30pm - 5.00pm</p> <p>Main Agenda: 5.00pm - 6.30pm</p> <p>It was agreed the meeting would be held face to face at the academy.</p>	
	<p>The meeting closed at 6.15pm.</p> <p>Signed: J Krogulec (chair) Date: Agreed at LAC meeting 06.07.23</p>	