

**Minutes of the Local Academy Committee meeting held on
Thursday 6th July 2023
at 4.30pm at
Queen Elizabeth's Academy**

Governor name	Initials	Governor category	A = absence
Mr Joseph Krogulec	JK	Appointed AC governor	
Mrs Elaine Twigger	ET	Appointed QEA Trustee AC governor	
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	A
Mrs Joanne Bull	JB	Governor Candidate/observer	
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>Key Stage 4 Options – presented by Miss Percival, Principal</p> <p>The Principal presented information explaining what the curriculum looks like for Key Stage 4. It was explained the most impact has identified during the academic year.</p> <p>It was acknowledged that staff had reviewed the progress 8 figure with steps put in place to make improvements and improve outcomes for students moving through EBacc (English Baccalaureate) and with languages. The Principal acknowledged views of parents and students had been considered.</p> <p>The Principal explained this was the first instance that all languages had not been offered to students and currently sits at 30%. The Chair asked what the uptake of this had been previously. The Principal reported this was previously 85%.</p> <ul style="list-style-type: none"> All students continue to take humanities. Expectations had been made clear to students. A broad and balanced offer will continue to be offered to students without languages included. 	

	<p>Academy Committee governors were provided with a copy of the Academy Prospectus brochure that were offered to parents at the options evening, alongside a presentation being offered by the Assistant Principal for curriculum.</p> <ul style="list-style-type: none"> • From September students will be offered 9 options instead of 8. RE (Religious Education) is now being offered as a core option, to offer a further enhanced core package. RE will be taught as a full course from September and support students in achieving 9 GCSE's (General Certificate of Secondary Education). • Outcomes are being identified due to guided learning hours being received by students. • Middle leaders will review their five-year plans to ensure a success at Key Stage 4. • Skills are being embedded to support outcomes. • Options being offered and how these will be formed in groups in September were provided. • Triple science will not form part of the offer from September. This will be reviewed on an annual basis. • Double science will be offered for all students. <p>The Chair asked how this will impact staffing. The Principal explained that CLFP (Curriculum Led Financial Plan) supports specialist teachers being made available to teach. It was reported some subjects below Key Stage 4 may not have a specialist teacher for all lessons. It was further reported all lessons in Key Stage 4 are taught by specialist teaching staff.</p> <ul style="list-style-type: none"> • Details of option groups and numbers of students in each group and how these were staffed were shared. • ICT (Information and Communications Technology) has been added as an option and reflecting students requests. The Chair asked what the difference between computing and digital ICT was. The Principal provided details of the differences. The Principal explained a platform named SUMO has inspired some interest. The Staff governor acknowledged considerations to the offer had been taken to support students' future outcomes. • The Principal reported a group of 15 students is required to make a group viable. Details of any groups running slightly under the figure and the reasons for this were provided. • Options were being offered for business, drama, Spanish, engineering, HSC, art, and music. A description of how engineering will be delivered was provided. • French and DT (Design Technology) were not being offered due to a lack of student uptake. <p>The following discussion on staffing and admissions was confidential and recorded separately.</p>	
QEA/069/ 22/23	Welcome and apologies for absence	

	<p>Apologies for absence were received and agreed from Mrs Saxelby due to family commitments.</p> <p>Mrs Bull was welcomed to the meeting as an observer. Mrs Bull provided some background information for the benefit of the committee. The Chair welcomed Mrs Bull to the meeting.</p> <p>Prayer The staff governor led the committee through a prayer.</p> <p>Diocesan Governor update The Principal reported that Mr Darby, the Diocesan candidate was unable to meet with the Principal prior to the Academy Committee meeting. The Chair acknowledged a meeting had taken place online with Mr Darby and support from the Governance Professional, in the absence of the Principal, which had been successful. The Principal confirmed a further meeting and tour of the academy would be arranged with Mr Darby for the autumn term. The Governance Professional reported that Mr Darby had confirmed he would be available to attend the Academy Committee meeting on the 21st September 2023.</p>	
QEA/070/22/23	<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. The Governance Professional advised Academy Committee governors an updated Declarations of Interest for academic year 2023/2024 would be forwarded for completion in due course.</p>	
QEA/071/22/23	<p>Things to Celebrate Update The Principal reported an end of term letter d been circulated with parents, celebrating the students and their efforts during the academic year. The Principal explained Year 10 mock examinations had been positive, with outcomes not yet available. The Principal praised Mr Kuffour for the efforts made to support Year 10 students through the process and introducing normal exam conditions, experienced at formal GCSE (General Certificate of Secondary Education) examinations. The Principal reported a rewards afternoon for Year 10 had taken place. Details of the activities offered on the academy site were provide d. It was reported the enforcement of mobile phone usage continued to take place during the event for Year 10 students. The Staff governor reported a good rapport with students had been identified. Academy Committee governors praised the Academy for using the academy site for a recreational activity for students.</p>	

	<p>The Principal reported the Year 11 leaver's assembly had taken place on the 21st June 2023. The Principal acknowledged there had been a good number of students attending, with good behaviour identified. The Principal praised students for the good levels of behaviour identified during the event.</p> <p>The Principal reported the Academy Prom for Year 11 students was due to take place and governors were invited to attend. Miss Evans confirmed she would be attending.</p> <p>The Principal reported the Attitude to Learning strategy had been launched and was being piloted. The Principal provided an example of the pass that students will receive, and strategies being used to support improvements in behaviour and attendance and procedures of how this worked during the school day. The Principal confirmed a reward for good attitudes to learning, behaviour and attendance would be provided to students as a result of the outcomes. It was further reported that parents would receive a secondary report showing the attitude to learning in addition to an academic report. Academy Committee governors asked for reporting to be provided regarding the pilot and success. The Principal acknowledged an update would be provided by the Vice Principal at the January meeting.</p> <p>Academy Committee governors asked whether prepare to learn will be taking place for SEND (Special Educational Needs and Disabilities) students as previously taken place. The Principal confirmed a review of the offer is taking place.</p> <p>The Principal reported six days of additional tutoring had been offered to Year 10 students by an external provider linked with the National Tutoring Programme. A review of weekly tutoring and costing impact had taken place in respect of the National Tutoring Programme. It was confirmed that funding will be 50:50 as agreed by the Department for Education.</p> <p>The Principal reported the successful launch of the Duke of Edinburgh Award Scheme with a successful expedition taking place for students. The Principal acknowledged the experience for students had been positive and enjoyable.</p> <p>The Principal reported an interview process had taken place and Mrs Garlick had achieved the role of Vice Principal. Academy Committee governors congratulated Mrs Garlick on securing the position.</p>	<p>FG 18/01/24</p>
QEA/072/ 22/23	<p>Training Quality of Education and KCSIE (Keeping Children Safe in Education 2023)</p> <p>The Chair asked whether Academy Committee governors had attended the training sessions. It was confirmed that all Academy Committee governors had attended the KCSIE training session offered by the Trust.</p>	

	<p>Academy Committee governors acknowledged that the session was good and well attended. The Chair explained there was a lot of information available and key points had been recorded to ensure the information offered could be taken on board.</p> <p>The Principal suggested the Trust could offer a one page at a glance summary of the information provided in the sessions.</p> <p>Academy Committee governors acknowledged the benefit of the training sessions being recorded to enable review of the training.</p> <p>Academy Committee governors suggested a list of questions that governors could ask would be beneficial to be offered at the end of each training session.</p> <p>SEND Link Governor Training</p> <p>Mrs Twigger confirmed her attendance at the training session offered by the Trust. Mrs Twigger confirmed a link visit had taken place. A Link Visit Report was to be submitted for the September meeting.</p> <p>Governance and Leadership Conference</p> <p>The Principal reported the Vice Principal had attended the conference and reported that Equality, Diversity and Inclusion had been high on the agenda and would be fed out throughout the Trust in 2023/2024.</p> <p>The Principal suggested the Trust should take into consideration governor absences due to working commitments and location for some governors to access. Academy Committee governors acknowledged the issues arising due to the location of the conference.</p> <p>Mandatory Training</p> <p>The governance professional advised some governors required to update mandatory training. A link would be forwarded once this had been updated on the National College site for those who require to update mandatory training.</p> <p>Nottinghamshire County Council Safeguarding Focus Group</p> <p>Mrs Twigger confirmed attendance of the session offered by the Local Authority with a low uptake in the county by governors being identified.</p>	<p>ET 21/09/23</p> <p>Govs 21/09/23</p>
QEA/073/22/23	<p>Minutes of the meeting dated 18th May 2023</p> <p>The minutes of the meeting, having previously been received were agreed and signed electronically by the chair.</p>	
QEA/074/22/23	<p>Matters Arising: 055/22/23: Ofsted Report</p> <p>The Principal acknowledged the report had been circulated with Academy Committee governors. Academy Committee governors praised the outcome received.</p>	

	<p>055/22/23: Feedback to QEA Trustees/061/22/23: Feedback from QEA Trustee meeting The following discussion regarding the site and funding was confidential and therefore recorded separately.</p> <p>The Principal reported discussion had taken place with the Queen Elizabeth's Endowed Trust and representatives from Diverse Academies Trust to review site priorities moving forward and to ensure two different funding streams. A sub group is being formed regarding the priorities and further discussions are to take place.</p> <p>056/22/23: Information for Diocesan governor candidate Discussions had taken place at the start of the meeting.</p> <p>057/22/23: DOI (Declaration of Interest) link for completion The Principal had completed the Declaration of Interest register with updates.</p> <p>059/22/23: Feedback governor number for Conference The Governance Professional advised the Trust had been informed there would not be any governors attending the conference.</p> <p>061/22/23: Assembly for students to be arranged regarding heritage of academy The Principal reported an assembly for students is provided as standard at the beginning of each academic year including details of the heritage of the academy.</p> <p>061/22/23: Stakeholder engagement discussion The Chair explained this was an agenda item and discussions would take place later in the meeting.</p> <p>061/22/23: Governor attendance at Prom Miss Evans had confirmed her attendance.</p> <p>062/22/23: Gideons Visit update The Principal reported Gideons had visited the site and visited year 7 and year 8 students. It was acknowledged the visit would take place on an annual basis.</p> <p>062/22/23: Finance Training (Pupil Premium, Special Educational Needs and Disabilities, Recovery funding) The Principal explained a variety of staff will be required to report on areas required. The Chair reported information is required on what governors should be doing and are required to be aware of. The Governance Professional advised there would be a large amount of training offered at the September meeting and suggested this would be beneficial to be offered at either the November or January meeting. The Chair requested an action point was added to the agenda for the September meeting to discuss when training would be provided.</p> <p>063/22/23: Completion of EDI MS Form</p>	<p>Govs 21/09/23</p>
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	<p>The Chair acknowledged this had been completed and was closed.</p> <p>063/22/23: Link Governor Area review</p> <p>The Chair explained a review of link governor areas would take place at the September meeting with a focus on mandatory areas.</p>	<p>Govs 21/09/23</p>
<p>QEA/075/22/23</p>	<p>Principals Report</p> <p>The Chair acknowledged information had been circulated in advance of the Academy Committee meeting which had been reviewed by Academy Committee governors. The Chair invited Academy Committee governors to ask questions on the information that had been circulated.</p> <p>Admissions/SEND</p> <p>Academy Committee governors asked what the transition arrangements were for SEND students. The Principal explained information was shared from feeder schools to support enhanced transition for students experiencing SEND. The Principal reported visits with the Academy SENCo (Special Educational Needs Co-ordinator) had taken place in addition to steps being put in place with feeder/primary school SENCo's and feeder/primary school class teachers. The Principal reported good experiences had been identified for students visiting the academy and accessed enhanced transition arrangements. The Principal reported the visits had shown impact on the abilities of those groups of students at this stage. Examples of transition activities that have been offered to pupils and to support site orientation for students visiting were provided. The Principal acknowledged the enhanced transition package is bespoke to support each student's needs.</p> <p>Attendance and Behaviour</p> <p>Academy Committee governors acknowledged persistent absence is above national average. Academy Committee governors asked whether the Academy were confident that the percentages will improve.</p> <p>The Principal explained this was incremental and may take a full academic year to identify a small improvement. The Principal reported the changes to the Attendance Team staff, with information of process and procedure being embedded with tutors and heads of year. The Principal reported steps were being put in place to address high levels of absence from year 7 and a review of delivery had taken place.</p> <p>Academy Committee governors acknowledged the historic issues with attendance in the catchment. The Principal reported the levels of attendance identified with different groups of students with some identified with high levels of attendance. The Principal reported staffing in place to offer support focused on attendance for groups of SEND students the focus of the this. Discussions regarding students with EHCP (Educational Health Care Plans) took place and trends identified when EHCP's are being returned from the Local Authority in respect of Alternative Provision. The Principal reported the funding being received from bid's achieved was not sufficient to support a full alternative</p>	

	<p>provision place for students requesting this as part of an EHCP. The Principal reported this impacted on funding for mainstream schools. The Principal explained the additional support that is offered for students requiring alternative provision. Mrs Graham (SENCo) was praised for the levels of work undertaken to support improvements in attendance figures for students in vulnerable groups.</p> <p>Suspension/Permanent Exclusion/Rescinded</p> <p>The Chair acknowledged behaviour numbers were high and asked if changes with embedding the mobile phone policy had been identified and whether there were any repeat offenders. The Principal reported there had been a reduction identified. The Principal explained due to changes in Behaviour Policy procedures, an increase in suspensions had been identified, in particular when detentions were being sat.</p> <p>Academy Committee governors acknowledged the number of suspensions. Academy Committee governors asked whether there had been repeat offenders. The Principal confirmed this and reported discussions had taken place with students to ensure awareness of consequences and leading to permanent exclusion. The Chair acknowledged the trend towards year 10 and year 11 suspensions. The Chair asked whether there was anything being offered to support year 10 students during the GCSE period to prevent suspension.</p> <p>The Principal reported the launch of loyalty cards and what this offered for students. It was further reported staff CPD (Continued Professional Development) would be taking place, around building relationships.</p> <p>The Chair suggested in the ERM (Educational Review Meeting) report, outcomes remain a concern, was a positive change expected. The Principal explained governors should not expect a change to the outcomes at progress 8. The Principal explained year 11 is projected around 0.7 which was hoped to be achieved. The Principal reported information had been released from Ofqual and asked whether Academy Committee governors had sight of the information. The Governance Professional advised the information had been circulated with Academy Committee governors across the Trust.</p> <p>Health and Safety - Risk Register</p> <p>The Chair acknowledged there had been a decrease in risk for premises identified in the documentation provided in the ERM report. The Principal acknowledged this was a result of work taking place on the site and to further work to be completed during the summer break, which was hoped to reduce risk further and was to be completed by September 2023.</p> <p>The Principal reported the alarm was now working. The Principal explained there had been two break ins at the Fitness Suite. Details of</p>	
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	<p>this were provided. The Principal acknowledged footage of the incidents had been recorded on the CCTV (Closed Circuit Television)</p> <p>The Principal reported an increase in fencing was being erected around the Academy site with details of the areas of the fencing provided. The Principal explained risks had reduced as a result of the improved security with the alarm, CCTV and additional fencing. The Principal reported a camera had been installed which had supported administration staff in knowledge of who is being admitted to the building.</p> <p>Academy Committee Governors asked whether there was any risk of any falling materials. The Principal reported there was some issues with leaking roofs.</p> <p>Contingency and Business Continuity Planning - Audit The Chair acknowledged positive outcomes had been identified in the audit. The Principal acknowledged that actions are Trust wide rather than academy specific.</p> <p>Black Country Museum Trip The Principal reported changes to the trip had taken place due to an offer of a canal boat trip to take place during the visit. This had not been previously advised as the main intention of the visit did not involve a water activity. Due to the offer made by the Museum, this had been reviewed by the Academy and Trust. The Principal acknowledged necessary changes to documentation had been made.</p> <p>The Chair asked whether the trip was inclusive to vulnerable groups of students including PP(Pupil Premium) and SEND (Special Educational Needs and Disabilities). The Principal reported funding had been used to reduce the cost of the trip for vulnerable families to ensure this was accessible to all.</p> <p>The Chair asked whether there were any educational visits taking place that Academy Committee governors should be made aware of for the next academic year. The Principal reported an events calendar would be provided at the start of the academic year.</p> <p>The Principal advised information had been offered to parents regarding a Berlin trip to establish whether the trip will be viable.</p>	<p>DP 21/09/23</p>
<p>QEA/076/ 22/23</p>	<p>Stakeholder Engagement The Chair acknowledged positivity had been identified with stakeholder engagement. The Chair acknowledged further improvements with opportunities for meeting and engaging with staff could be put in place. The Chair requested a meet and greet was arranged for Academy Committee governors with staff leaders. The Principal acknowledged this could be put in place with middle leaders. The Chair invited further ideas from the Academy Committee governors regarding governor and stakeholder engagement.</p>	<p>DP 21/09/23</p>

	<p>The Governance Professional suggested the introduction of a Governor's Award for students to be presented by a governor. The Principal confirmed this could be arranged for the rewards evening due to take place on the 18th July 2023 at 6.00pm. Governors were invited to attend the event. The Chair suggested he may be able to attend to present the award.</p> <p>The Governance Professional suggested a governor assembly to offer information regarding the Academy Committee governors and what their role was. The Principal suggested governors made a short video about themselves to be presented in assemblies.</p> <p>The staff governor suggested the profile of governors could be raised through supporting of careers. The Chair asked whether links had been formed with Barclays Life Skills. The staff governor suggested links had not been formed. The Chair suggested this could be supported due to links with the employer.</p>	<p>DP/Govs 18/07/23</p> <p>Govs 21/09/23</p> <p>JK 21/09/23</p>
QEA/077/22/23	<p>Complete Annual Summary Template on the effectiveness of governance 2022/23 and Governance Action Plan 2023/2024</p> <p>The Governance Professional reported the document had been updated, with changes to wording not impacting on the information agreed at the May meeting. The Governance Professional explained there had been an addition of Equality, Diversity and Inclusion which had been added as amber. The Chair suggested point 16 was changed to amber. Academy Committee governors were in agreement with the changes made to the document and to the Governance Action Plan.</p> <p>Skills Audit Completion</p> <p>The Chair acknowledged academy Committee governors had completed the audit. The Governance Professional reported results would be circulated in due course.</p> <p>Chair/Governor 1:1 meeting arrangement</p> <p>The Chair reported 1:1 meetings were to be arranged to discuss any issues that may be arising or any additional support that was required. The Chair confirmed this would be arranged via email correspondence.</p> <p>Governor Termly Newsletter</p> <p>The Chair acknowledged this had been completed. The Governance Professional confirmed this would be added to the Academy website and circulated with parents and students. The Principal requested this was also circulated with staff.</p> <p>Working Group with Trustees update</p> <p>The Chair explained his support as part of a working group with other Trust Academy Committee governors and Trustees to offer improvements for local tier governors.</p>	<p>Clerk ASAP</p> <p>Clerk Actioned</p>
QEA/078/	<p>Governance Housekeeping</p> <p>Appointment of Committee chair (with effect from Autumn Term)</p>	

22/23	<p>The Chair reported a statement had been circulated with Academy Committee governors with reasons for re-election for the next academic year.</p> <p>Academy Committee governors were in agreement that Mr Krogulec should be re-appointed as Chair of the Academy Committee with effect from the autumn term.</p> <p>Appointment of Committee Vice Chair (with effect from the Autumn Term)</p> <p>The Chair offered the vacancy to the committee.</p> <p>Academy Committee governors were not acceptable to the vacancy of the Vice Chair role at this stage. The Governance Professional reported it may be beneficial to offer this again in the autumn term once new governors had joined the committee. The Chair acknowledged this.</p> <p>Governor Recruitment progress</p> <p>The Chair thanked Mrs Bull for attending the meeting and it was hoped that Mrs Bull would join the committee from September 2023.</p> <p>The Governance Professional reported there had been interest shown in the parent governor role. A nomination process would be put in place in the autumn term to support any new applications.</p> <p>The Chair acknowledged election of the Diocesan governor would take place in the autumn term which would offer additional focus on link areas.</p> <p>The Chair was satisfied that further clarification regarding finance had been offered as a result of the clear Scheme of Delegation in place. The Chair requested additional clarification on what governors were required to review in respect of PP, SEND and recovery funding. The Principal suggested information was reflected in the SEF (Self Evaluation Form).</p> <p>Link Governors</p> <p>The Chair acknowledged a review of link governor areas would take place in the autumn term to include any new governors recruited and a focus on mandatory areas. The Chair requested a list of mandatory link areas was provided in readiness for the September meeting.</p>	<p>Govs 16/11/23</p> <p>Clerk 18/09/23</p>
QEA/079/22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had offered challenge to senior leaders in respect of SEND transition provision, attendance, suspension and permanent exclusion and impact on behaviour policy changes via the ERM report in addition to reduction in risk and educational visits taking place to the Black Country Museum.</p>	
QEA/080/22/23	<p>How have Vision Mission and Values of Trust/Equality been upheld</p> <p>Good discussions had taken place around staffing roles and considerations into key areas and access for Pupil Premium and SEND pupils on the educational visit and at transition.</p>	

	Academy Committee governors were satisfied that equalities had been upheld from a Pupil Premium and SEND perspective.	
QEA/081/22/23	<p>Consider information to be advised to the Trust Board</p> <p>Academy Committee governors completed the annual report with details of areas of success, that required further support and support that had been accessed from the Trust. Details of new appointments of governors and agreement of documents was added and returned to the Head of Governance.</p> <p>Response from Trustees</p> <p>Academy Committee governors acknowledged the responses returned from Trustees from the May Academy Committee meeting.</p>	
QEA/082/22/23	<p>Determination of confidentiality of business</p> <p>Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That confidential information had been discussed within agenda item 069/22/23 and the training presentation should remain confidential to attendees of the meeting for a period of six months. 	
QEA/083/22/23	<p>Date and time of next meeting</p> <p>Thursday 18th September 2023 at the Academy.</p> <p>Training: 4.30pm</p> <p>Main Meeting: 5.00pm-6.30pm</p>	
	<p>The meeting closed at 6.40pm</p> <p>Signed: J Krogulec (chair) Date: Agreed at LAC meeting 28/09/23</p>	