

**Minutes of the Local Academy Committee meeting held on
Thursday 28th September 2023
at 4.30pm at
Queen Elizabeth's Academy**

Governor name	Initials	Governor category	A = absence
Mr Joseph Krogulec	JK	Appointed LAC governor	
Mrs Elaine Twigger	ET	Appointed QEA Trustee LAC governor	
Mrs Rachel Williams	RW	Staff Appointed LAC governor	
Miss Julie Evans	JE	Appointed LAC 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 Fiona Garlick	FG	Vice Principal	
Mrs Lisa Taylor	LT	Assistant Principal	
Mrs Alice Hooton	AH	Assistant Principal	
Mr Matt Watson	MW	Assistant Principal	
Mrs Louise Hart	LH	Parent Governor Candidate/observer	
Mr Richard Field	RF	Governor Candidate/observer	
Mr Anthony Darby	AD	Diocesan Governor Candidate	
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
QEA/00/23/24	<p>Local Training Session on Safeguarding and Keeping Children Safe in Education by Miss D Percival - Principal</p> <p>Introductions round the table were made for the benefit of staff and new governors present at the meeting.</p> <p>The Principal explained staff had received updates regarding the safeguarding essentials for 2023 on INSET day. It was reported the culture identified linked with the Academy and Trust Vision, Mission and Values. Details of the information shared with staff was projected for governors to review during the meeting.</p>	

	<p>The Principal provided details of academy staff who were safeguarding leads and deputy staff. It was confirmed the Principal currently had overall responsibility for the safeguarding area. It was further reported there is good staff practice identified throughout the Academy and Trust.</p> <p>The Principal acknowledged Academy Committee governors had recently undertaken mandatory safeguarding training and during the session an overview of where the Academy currently is would take place.</p> <p>The Principal explained the safeguarding culture in the academy and Trust. Discussions took place regarding review of what staff are offered in respect of updates. Details of information offered to staff for review and what is shared with staff at safeguarding team meetings.</p> <ul style="list-style-type: none"> • A listening culture is being built around the academy to ensure students are aware if they report; they will be listened to and the information reported acted upon. • Vigilance in terms of safeguarding and child protection. Details were provided regarding this. • Continued staff CPD (Continued Professional Development) takes place regarding safeguarding. • Student safeguarding training is delivered through the pastoral curriculum and RSE lessons (Relationships and Sexual Education) by the tutor. <p>Keeping Children Safe in Education</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education updates were highlighted. • Filtering and Monitoring information was shared and how this was monitored by staff regarding students absent from education. • Information on how persistently absent students were monitored was provided and how this contributes to safeguarding concerns. Discussions took place with details offered for some of the reasons of absence. • If a social media check is required, the candidate is to be notified. • MyConcern is used and allows diagnostics to the top five categories of safeguarding cases. Details of this were explained. Staff are aware of the key categories of abuse, details of what the five categories were, were provided. • Filtering and monitoring information was provided. It was reported there is good staff understanding of the systems in place. • Watchguard was used to filter and details of access through WIFI was offered. Staff are responsible for reporting any suspected breaches not identified. • SENSO is used to monitor. Processes in place in the classroom to prevent inappropriate material being viewed by students were 	
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	<p>explained. It was confirmed by the Principal rigorous processes are in place</p> <ul style="list-style-type: none"> • Legal age to marry is 18 years and reflected in guidance. Information was provided regarding implications for arranged marriage and staff awareness in place. • Use of school and other organisations outside the school day. The Principal reported lettings are rigorously monitored with the external organisations accessing the site. • Online searches; candidates should be informed of any online searches taking place • The Safeguarding Whistleblowing policy is known to staff to ensure clear process can be followed without involvement of the Principal. <p>The Principal offered details of the nominated safeguarding governor and who supported with link visits.</p> <p>Governance Strategy It was reported there was a delay with the Governance strategy, and this would be discussed at the November Meeting.</p> <p>Governor Share point access The Chair explained if governors were experiencing issues with governor Share point to contact the Governance Professional.</p> <p>The Governance Professional explained a guide to using share point had been circulated with governors for review and use if access issues were being experienced. Details of information and guidance available, including Trust training and questions to ask at link visits and at Academy Committee meetings. The Governance Professional asked for governors to review this and to get in contact if there were any issues arising.</p>	CS 16/11/23
QEA/001/ 23/24	<p>Welcome and apologies for absence The staff governor led a prayer and offered a time for reflection. Attendees at the meeting joined in prayer.</p> <p>Introduction of Diocesan governor Introductions and background information was offered by Mr Darby. The Governance Professional advised a formal election process would be required to take place.</p> <p>Diocesan Governor Election Mr Darby left the room at 5.10pm</p> <p>The Governance Professional advised that the Diocese had recommended Mr Darby as the Diocesan Academy Committee governor and all necessary checks and processes had taken place. The Chair confirmed he was satisfied with the information that had been provided for Mr Darby.</p>	

	<p>Academy Committee governors were in agreement that Mr Darby would be elected to the Committee for a four year period of office.</p> <p>Mr Darby returned to the room at 5.12pm.</p> <p>The Chair welcomed Mr Darby to the committee as the Diocesan governor.</p> <p>Introduction to governor candidates</p> <p>Introductions to Mr Field and Mrs Hart had taken place at the start of the meeting.</p>	
QEA/002/ 23/24	<p>Declarations of Interest 2023/24</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 whether all Academy Committee governors had completed this. The Governance Professional confirmed this.</p> <p>Code of Conduct</p> <p>The Chair asked whether governors had now completed this. The Governance Professional confirmed this had been completed by all governors.</p> <p>Cyber Training had been completed by all governors with the exception of Mr Darby who would complete this before the half term break.</p>	TD 20/10/23
QEA/003/ 23/24	<p>Things to Celebrate Update</p> <p>The Principal reported all new staff had met with the Chief Education Officer with positive feedback being received from new staff.</p> <p>The Principal explained there was an Assistant Principal vacancy and steps were in place to fill the vacancy.</p> <p>Discussions took place regarding the recruitment of the Key Stage 4 Family support worker.</p> <p>Academy Committee governors asked how this strategy would support performance outcomes.</p> <p>The Principal explained strategies in place to support attendance and support for persistently absent students. Discussions took place around attendance and steps being put in place to support families.</p> <p>The Principal reported that progress continues to be good with Progress 8 scores being strong. It was further reported the introduction to music had been beneficial with two classes in place which had offered good progress 8 scores.</p> <p>Academy Committee governors asked how staffing and classes were managed. The Principal explained this was due to the effective use of timetables.</p> <p>Academy Committee governors praised the recruitment of the family support worker. Academy Committee governors asked whether there</p>	

	<p>was enough support received from Nottinghamshire County Council. The Principal explained the support available from the Council and the comparison to what had previously been received. Academy Committee governors asked if there is a reason for the changes. The Principal explained the reduction in support was a result of cut backs by the Local Authority and lack of alternative provision spaces and spaces for SEND (Special Educational Needs and Disabilities) students available for access. The Assistant Principal for Culture and Behaviour explained the process that takes place and impact on waiting times to access CAMHS (Child and Adolescent Mental Health Services).</p> <p>Academy Committee governors asked if this impacts the perception of the Academy with parents negatively. The Principal reported the increases in admissions which is over 30 in Year 7. The Principal offered details of sizes in different year groups and that will reach PAN (Published Admission Numbers). The Principal raised concern if this continued with the Local Authority there would be impact with the academy infrastructure.</p> <p>Academy Committee governors asked what class sizes in year 7 and year 8 were. The Principal gave details on the figures.</p> <p>The Principal reported there high number of families had attended open evening with good feedback being received from parents attending. The Principal was hopeful the view of the academy was changing in the community. It was acknowledged improvements would continue to take place.</p> <p>The Executive Principal reported the successes and strengths of the leadership team is recognised throughout the Trust.</p>	
QEA/004/ 23/24	<p>Training KCSIE 2023/Safeguarding refresher</p> <p>The Governance Professional acknowledged that this had been completed in the training session offered at the start of the meeting for all Academy Committee governors present. The Principal asked whether this would be recorded on the single central register. The Governance Professional confirmed it would be added to the governor area in due course.</p> <p>Mandatory Training - Safeguarding/GDPR/Cyber</p> <p>The Chair acknowledged that all governors had completed the mandatory training and thanked governors for actioning this. The Governance Professional advised that Mr Darby was aware of the training required completion.</p> <p>Central Training Plan/Local Training Plan</p> <p>The Governance Professional advised there may be changes to the delivery of Trust training and further discussion would take place at the agenda setting meeting.</p>	AD 20/10/23
QEA/005/ 23/24	Minutes of the meeting dated 6 th July 2023 (attached/agreed by Chair and circulated)	

<p>QEA/006/23/24</p>	<p>Matters Arising:</p> <p>The QEA Trustee governor reported funding for the Duke of Edinburgh award had been provided by the Queen Elizabeth's Endowed Trust. The Principal thanked the Endowed Trust for the contributions received.</p> <p>The Diocesan governor asked whether the Archbishop of York award was also in place. The Principal explained this was to be relaunched as part of enrichment. It was further explained that funding was required to support entry payment for students.</p> <p>Update on admissions infrastructure on the academy site Discussions had taken place regarding admissions and infrastructure earlier in the meeting in agenda item 00/23/24.</p> <p>067/22/23: Information on pilot of Attitude to Learning Strategy The Vice Principal projected details onto the screen for the benefit of the governors. It was reported that the initiative had been trialled and would be rolled out to all students in the academy to support improvements in behaviour and attendance. It was reported the Attitude to Learning was to be put in place to build a culture of belonging for staff and students.</p> <p>The Vice Principal reported as a result of student voice discussions it was identified that students do have motivation and to support achievement, through raising aspirations and offering continual reward for efforts being made on a daily basis, this would offer support required.</p> <ul style="list-style-type: none"> • The initiative was not just exclusive to academia. • It would support students becoming a good person. • It would support students in fulfilling life goals and set up good practices as young adults outside of the school environment. • The QEA way was known to students and is evolving through the initiative. • The initiative will support how the QEA way is proceeding in the academy with students on a daily basis and the attitude to learning. • Details of the scoring system and rewards generated were offered. • Mentoring takes place in the tutor sessions and opportunities to set targets for each half term to identify progress being made. • Purposeful communications with parents and school take place. • Loyalty card is used. Details around this were offered. • Celebrated at Awards evenings once per term. <p>Academy Committee governors asked whether all vulnerable groups were included and whether the system supported disadvantaged students. The Vice Principal confirmed the initiative was inclusive for all students with adjustments being actioned to further support students with SEN. The Principal explained the different areas to ensure class friendly practice and reasonable adjustments that are required. The Staff governor confirmed positive feedback had been received from students.</p>	
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	<p>Academy Committee governors asked whether this formed part of the culture outside the school. The Vice Principal explained the project was evolving throughout the academic year.</p> <p>068/22/23: SEND Link Report The report had been circulated with governors. No issues were raised.</p> <p>068/22/23: Mandatory Training Updates The Chair asked how often mandatory training was required. The Governance Professional explained safeguarding and GDPR (General Data Protection Rules) were completed biannually and cyber training was annual for all governors in the Trust. The Chair requested governors completed the Equality, Diversity and Inclusion training modules available in Learning Link. The Governance Professional advised details would be forwarded.</p> <p>070/22/23: Finance Training to decide when this will take place The Diocesan governor asked whether finance was reviewed by Local Academy Committee governors. The Executive Principal explained all finance was the responsibility of Trustees and Local Academy Committee governors were to monitor SEND and PP funding and spend.</p> <p>The Chair acknowledged training would be offered regarding this. The Executive Principal asked who would be providing the training. The Governance Professional reported it was thought to be offered by the Trust. Clarification on who would be providing the training was offered.</p> <p>070/22/23: Link Governor Areas (Agenda item)</p> <p>071/22/23: Events Calendar for Trips The Principal advised governors of events taking place for attendance:- Remembrance Event: 10th November 2023. Details of the event were offered by the Principal. 5th December GCSE celebration evening 6pm 12th December Student Christmas Disco 15th December Rewards evening with a Christmas concert.</p> <p>071/22/23: Meeting for governors with middle leaders The Chair acknowledged the attendance of the middle leaders and praise was offered for the information provided during the meeting and for facilitating the meeting.</p> <p>071/22/23: Governor Award/Attendance at Rewards Event 18/07/23 The Chair acknowledged he had attended the event.</p> <p>071/22/23: Video of governors for assemblies (govs)</p>	<p>Govs 16/11/23 Clerk Actioned</p>
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	<p>The Chair explained the idea had been formed to support stakeholder engagement. The Chair suggested a video may be beneficial to provide students more information on who governor are and what governors do for the Academy and Trust. The Principal explained the reason for the suggestion for presentation at assemblies. The Staff governor suggested this would be beneficial from a careers perspective and to offer information on what governors do. The Chair acknowledged further discussions would be required regarding this.</p> <p>Academy Committee governors asked what days assembly took place. The Principal provided details around this.</p> <p>071/22/23: Careers links to be formed with Barclays Life Skills The Chair explained the initiative being offered by Barclays Bank. The Staff governor confirmed a review had taken place and steps were being put in place to facilitate links. The Chair suggested this could be supported via his employer and steps would be supported to facilitate a visit from Barclays staff to the academy in respect of careers. The Staff governor confirmed steps had been put in place to access the support available.</p>	
QEA/007/23/24	<p>Principals Report/ERM (Educational Review Meeting) report to include: Safeguarding The Chair acknowledged the information circulated. The Local Academy Committee safeguarding checklist had been circulated by both academies for review by Academy Committee governors.</p> <p>Overview of 2023/24 AIP/ Targets 2023/24 The Principal reported FFT (Fischer Family Trust) 20 was used to to set targets and is data driven. It was further reported that steps are in place for students accessing the right courses and are working towards the targets set.</p> <p>Behaviour and attendance/FPS (Fixed Period Suspension) /PEx (Permanent Exclusion review 2022/23 Discussions around persistent absence and behaviour initiatives had taken place earlier in the meeting.</p> <p>Academy Committee governors asked whether there were any issues with the post of the Academy Counsellor. The Principal reported issues being experienced with staff retention in the role. Details of the offer for the new staff member were provided. Discussions took place regarding the number of students accessing counselling and additional support that can be offered in respect of informal mentoring.</p> <p>The Executive Principal reported attendance was part of the Trust priority. The Vice Principal explained meetings that take place with staff regarding culture and attitude for learning and to identify students who may be at</p>	

	<p>risk . It was acknowledged by the Vice Principal that all students are known in Year 11.</p> <p>The Chair asked if there were strategies in place to reduce any suspensions and trends identified in years 8 and 9.</p> <p>The Principal explained issues experienced for some students on return from the summer break as a result of a lack of routine which impacted on behaviour patterns. The Principal explained behavioural expectations were embedded with students on the return to the academy. It was further reported some year groups were having difficulties in settling into school life. The Vice Principal reminded governors the number of suspension issued are for a small number of students. It was further reported behaviour was good overall. It was reported there were steps in place to engage students identified who were experiencing behavioural issues.</p> <p>Academy Committee governors acknowledged challenges for Year 8 and Year 9 students. Discussions took place regarding the size of the year groups and issues arising with friendship groups for some students.</p> <p>The Chair acknowledged the improvements identified for Year 11 students. The Principal explained this was due to the support offered by Mr Kaffour when students were in Year 10. Academy Committee governors suggested the improvements identified would hope to filter lower down the academy as a result.</p> <p>Discipline Panel update The Principal reported the outcome of the meeting which governors had been previously notified of.</p> <p>Complaints Panel update The Principal suggested there had not been any information received to suggest this was to be moved forward further. The Governance Professional confirmed there had not been any further communication received for the attention of governors after the meeting had taken place.</p> <p>SEND –local offer, information report 2023/24, annual review 2022/23 inc. all vulnerable groups Details would be available for the November meeting.</p> <p>Identified Risk Update The Principal reported there had been a review of scoring on the Risk Matrix with no new risks being identified.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs (System Access Request)/FOIA (Freedom of Information Act)/Police requests), complaints, claims (no's/overview)</p>	
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	<p>The Principal reported there were no issues with Health and Safety and there had not been any GDPR breaches identified. The Principal offered details of steps put in place to protect the security of the fitness suite. The Executive Principal reported the facility was valued by staff.</p> <p>2023/24 Cat C trip review The Principal offered details of the Berlin trip due to take place in March 2024 to support the history syllabus and Cold War unit. Mrs Hooton left the meeting at 5.57pm.</p> <p>The Principal explained that agreement in Principle was required regarding a trip to Euro Disney for the choir and the opportunity for students to sing on the main stage. Details of this were provided. The Principal suggested funding support for the trip would be required.</p> <p>The Principal reported there would be a Geography trip to take place to Bridlington which was not adventurous and was for awareness of the trip.</p> <p>The Diocesan governor asked what checks were carried out. The Principal reported procedures put in place linking with the Trust and assessments completed by the Local Authority.</p> <p>Mrs Hooton returned to the meeting at 6.00pm.</p> <p>The Chair asked whether trips were inclusive for all groups of students. This was confirmed by the Principal.</p> <p>Admissions 2025/26 local appendix approval (referral to Trustees if changes to be made & consultation proposals if required) The Principal explained there were no changes to admissions or the PAN (Published Admission Numbers) and the appendix had been returned to the Trust. Academy Committee governors reported they were satisfied with the information provided and in agreement with the policy.</p> <p>Value for money and measurable outcomes and impact review – SEND/PP/Catch-up funding The Chair asked why a reduction in catchup funding had been identified. Mrs Hooton confirmed the allocated amount and how this worked with PP (Pupil Premium) spend. Steps were being put in place with the Finance Department regarding any impact identified.</p> <p>Stakeholder engagement Discussions had taken place in matters arising.</p> <p>Trust Policy Approval: SEND Academy Committee governors acknowledged the changes in the Trust Policy.</p>	<p>DP 16/11/23</p>
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	<p>Local Policy Appendix approval: Emergency Plan/Admissions/Assessment/Behaviour/Collective Worship/Exclusions/ Mental Health & Wellbeing/Online Safety/Praise Pathway/H&S/EAL/RE Academy Committee governors were in agreement with all Policy appendix provided in addition to the Emergency Plan.</p> <p>Christian Distinctiveness The Principal provided information for governors to review in of the Worship Plan in place and regarding the cycle being undertaken and scripture and prayer that links to the values that are reviewed during the cycle throughout the academic year.</p> <p>Details of steps in place to bring together the relationship between home, school and church together, with information provided to parents and published on the academy website. It was reported the Chaplin welcomed visits from governors.</p> <p>Details of how core values are embedded through the pastoral curriculum and how these are implemented in life were provided. Details of vision and values linking to the Christian vision in the academy were provided.</p> <p>The Diocesan governor asked if there was a debating opportunity available for students with different religions and to share their commonality.</p> <p>The Principal reported the three key opportunities which were available to students which were tutor time, Biscuits and Jesus club and an afterschool club which all offered opportunities for students to discuss encounters with Jesus and/or different faiths and what is important to their culture.</p> <p>The Diocesan governor asked whether governors were able to attend any sessions as governors may be interested in attending.</p>	
QEA/008/ 23/24	<p>Governance Housekeeping Governance Action Plan 2023/2024 Timelines</p> <p>The Chair explained discussions had taken place with the Governance Professional regarding timelines. The Chair requested governors completed the Equality, Diversity and Inclusion modules mentioned earlier in the meeting. The Chair confirmed the finance area would like to be moved to green by the end of the academic year.</p> <p>Academy Committee governors were in agreement with the timescales added.</p> <p>Skills Audit Data – gaps in training The Chair acknowledged a review of the skills audit had taken place with the Governance Professional and areas where there were gaps would inform training required and linking with the outcomes of the self evaluation.</p>	

	<p>Link Governor Areas</p> <p>It was agreed that the following areas would be actioned and further discussion regarding link areas to include any additional newly elected governors would take place.</p> <table><tr><td>Elaine Twigger</td><td>Safeguarding/SEND/Complaints</td></tr><tr><td>Joseph Krogulec</td><td>Careers/H&S/GDPR</td></tr><tr><td>Julie Evans</td><td>Personal Development</td></tr><tr><td>Anthony Darby</td><td>Christian Distinctiveness/Pupil Premium</td></tr></table> <p>The Chair reminded the committee that one visit per term per subject was required to take place.</p> <p>Calendar of Events for Governor Attendance for the academic year</p> <p>The Principal confirmed details had been provided earlier in the meeting in agenda item 006/23/24. The Chair requested a governor to attend at least one event throughout the academic year.</p>	Elaine Twigger	Safeguarding/SEND/Complaints	Joseph Krogulec	Careers/H&S/GDPR	Julie Evans	Personal Development	Anthony Darby	Christian Distinctiveness/Pupil Premium	Govs 16/11/23
Elaine Twigger	Safeguarding/SEND/Complaints									
Joseph Krogulec	Careers/H&S/GDPR									
Julie Evans	Personal Development									
Anthony Darby	Christian Distinctiveness/Pupil Premium									
QEA/009/ 23/24	<p>Governor Appointments</p> <p>Appointment – Mrs Bull</p> <p>The Governance Professional advised the DBS (Disclosure Barring Service) was currently delayed. Details of this were provided. It was further reported that the Chair had signed off both references. Formal Election would take place at the November meeting.</p> <p>Parent Governor nominations</p> <p>The Governance Professional suggested parent governor elections would be circulated after the half term break.</p>	Clerk 16/11/23								
QEA/010/ 23/24	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders regarding targets, staffing, suspensions, attendance, results and Progress 8 scores, site security.</p>									
QEA/011/ 23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Academy Committee governors acknowledged information shared regarding the implementation of brighter tomorrows and moving progress 8 on and forecasts mentioned during discussions.</p>									
QEA/012/ 23/24	<p>Complete Annual Report to Trustees</p> <p>Academy Committee governors discussed the areas to be populated on the document and was subsequently forwarded to the Head of Governance for review by Trustees.</p> <p>Confirmation of CoG Appointment 2023/24</p> <p>The Chair acknowledged confirmation of appointment for the academic year had been agreed by Trustees and acknowledgement had been provided.</p>									
QEA/013/	<p>Determination of confidentiality of business</p>									

23/24	<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 the Emergency Plan and discussions in 00/23/24 would remain confidential to the meeting. 	
QEA/014/23/24	<p>Date and time of next meeting: The Chair explained his absence at the next meeting and asked whether anyone would be willing to Chair the November meeting. The Principal volunteered the staff governor to support with Chairing the meeting.</p> <p>Thursday 16th November 2023: Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm</p>	
	<p>The meeting closed at 6.40pm</p> <p>Signed: R Williams (Chair) Date: Agreed at LAC meeting 16.11.23</p>	