

**Minutes of the Local Academy Committee meeting held on
Thursday 16th November 2023
at 4.30pm at
Queen Elizabeth's Academy**

Governor name	Initials	Governor category	A = absence
Mr Joseph Krogulec	JK	Appointed LAC governor	A
Mrs Elaine Twigger	ET	Appointed QEA Trustee LAC governor	
Mrs Rachel Williams	RW	Staff Appointed LAC governor	
Miss Julie Evans	JE	Appointed LAC governor	Joined via MS Teams
Mr Anthony Darby	AD	Diocesan AC governor	
Vacancy x 2		Parent AC governor	
Vacancy		QEA Trustee governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	Joined via MS Teams
Miss Donna Percival	DP	Principal	Joined via MS Teams
Mrs Fiona Garlick	FG	Vice Principal	Left at 5.12pm
Mrs Louise Hart	LH	Parent Governor Candidate/observer	
Mrs Joanne Bull	JB	Appointed 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/018/23/24	<p>The meeting was taken out of order at this stage to cover the training presentation at the start of the meeting to allow any staff attending to leave afterwards.</p> <p>Training Trust Central Training Session on Attendance presented by Mr P Knight</p> <p>A recorded training session was projected on screen and had been shared with Academy Committee governors prior to the meeting for review and to establish any challenge to take place in the meeting.</p> <p>Academy Committee governors reviewed the Trust training provided which included details of the strategic objectives.</p> <p>Information would be reported in respect of:</p> <ul style="list-style-type: none"> - National Context and the differences between persistent absenteeism in pupil premium and non-pupil premium groups. - Trust indicators and gaps identified that governors should focus on. 	

	<p>- Questions for governor assurance.</p> <p>Academy Committee governors asked whether staff absence and turnover figures can be provided. The Principal and Executive Principal suggested this would be requested at Trust level to ensure correct information can be provided for governors.</p> <p>Discussions took place regarding Department for Education guidance around attendance and how this could be improved, in addition to the culture of the school community and support that can be offered to disadvantaged students in respect of belonging.</p> <p>Academy Committee governors suggested students required a shift in the relationship with the academy regarding belonging, which would support an increase in attendance figures. It was suggested class sizes are reduced to less than thirty. The Principal reported class sizes are less than 30 where possible.</p> <p>The Vice Principal explained the initiative put in place with Loyalty cards to support attendance and behaviour improvements, in addition to the AIP (Academy Improvement Plan) objective which was a focus.</p> <p>Academy Committee governors discussed areas that were not successful and asked what steps were working at transition and whether there were any successful strategies already in place.</p> <p>The Principal reported steps in place linking with the Academy Improvement Plan objective 3 and steps in place to lead a positive culture and break down barriers with families. To support with this, a Family Support worker had been recruited and robust plans were in place.</p> <p>Academy Committee governors acknowledged discussions taking place with the Local Authority regarding additional admission figures. Academy Committee governors asked whether travel was a barrier for some students travelling long distances. The Principal reported the use of Pupil Premium funding being used to support students requiring financial support with travel, in addition to reasonable adjustments being made for any students travelling long distances using public transport.</p> <p>Academy Committee governors asked whether there were particular reasons students were attending at the academy and travelling long distances. The Principal explained this was due to some students starting their GCSE journey.</p> <p>The Vice Principal reported the strategies being put in place in efforts to reduce student absences. It was further reported managed moves can be put in place if beneficial for student attendance. The Chair acknowledged discussions take place, and relationships are built with families in efforts to prevent fixed penalty notices for absences being issued.</p> <p>Academy Committee governors asked whether students attending Hucknall Sixth Form Centre (HSFC) had to travel to the Academy before</p>	<p>DP/CS 18/01/24</p>
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	<p>being transported to the centre. The Principal explained on arrival at the academy, students attending HSCF are transported via the school minibus to the centre free of charge.</p> <p>The Vice Principal left the meeting.</p> <p>The Chair explained the information provided by the Trust lead was beneficial and clearly provided during the training session. The Principal suggested contact should be made by email to the Principal if there were any further questions regarding local response.</p> <p>The Diocesan governor explained a Pupil Premium Link Visit was to be arranged and attendance would be part of the focus of the visit. A link report would be returned in readiness for the January LAC meeting.</p> <p>Governance Strategy Academy Committee governors acknowledged receipt of the updated strategy that had been circulated. The Executive Principal reported there were few changes to the document and no changes to the Scheme of Delegation. Information regarding steps in place regarding ethical governance linking to the Trust vision and values were provided. The Executive Principal explained remit of local governors was to monitor and challenge. The Executive Principal thanked Academy Committee governors for holding senior leaders to account.</p> <p>Academy Committee governors asked how Pupil Premium and SEND (Special Educational Needs and Disabilities) and additional funding was spent on cohorts and how engagement with stakeholders had taken place. The Principal reported student and parent voice takes place and any surveys completed will be shared with the Academy Committee at the January Local Academy Committee meeting.</p> <p>Academy Committee governors acknowledged the information in the Governance Strategy was generic to the Trust. Academy Committee governors asked whether there was space for different policies to be put in place in the strategy. Discussions took place around the support that can be offered by the Queen Elizabeth's Endowed Trust regarding the maintenance of the building. The Executive Principal suggested this would not form part of the Governance Strategy. The Executive Principal explained the support that can be offered by the QEA Endowed Trust would be reported back to Diverse Academies Trust regarding finance and maintenance of the building and to be discussed further outside of the Local Academy Committee meeting.</p>	<p>AD 18/01/24</p> <p>DP 18/01/24</p> <p>CS/ET 18/01/24</p>
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	<p>Governor Training Record Information relating to training completed by governors had been circulated. The Diocesan governor acknowledged Equality, Diversity and Inclusion training had been actioned.</p> <p>Academy Committee governors highlighted difficulties in accessing Learning Link since the change of email addresses had taken place. The Executive Principal raised concern that the training being completed was not being recorded as a result. The Governance Professional was to review this.</p> <p>Mrs Bull acknowledged mandatory training was required to be completed.</p> <p>Link Governor Training Attendances The Chair reported Link Governor training sessions had taken place with low governor attendances being identified. Academy Committee governors were encouraged to attend Link Governor Training sessions taking place via MS Teams pertinent to their link area and to ensure awareness of Link Governor Training dates to support attendance on behalf of the Academy Committee can take place.</p> <p>The Vice Principal left the meeting at 5.08pm Mr Darby left the meeting at 5.08pm and returned at 5.12pm.</p> <p>A break was taken before the main section of the meeting recommenced at 5.12pm</p>	<p>Clerk 18/01/23</p> <p>JB 18/01/23</p> <p>Govs 18/01/23</p>
QEA/015/23/24	<p>Welcome Mrs Williams welcomed all attendees to the meeting.</p> <p>Apologies for absence Mrs Williams explained Mr Krogulec was unable to Chair the meeting due to absence and it had been decided that Mrs Williams would Chair the meeting as a result of Mr Krogulecs absence.</p> <p>Apologies had been received from Mr Krogulec due to personal reasons. The apologies were accepted by the Academy Committee governors.</p> <p>Prayer The Chair of the meeting invited attendees to join in prayer or take time to reflect. A brief prayer was joined in by attendees.</p>	
QEA/016/23/24	<p>Governor Candidate Election Mrs J Bull Mrs Bull left the meeting whilst a discussion regarding appointment took place. 5.14pm</p> <p>The Chair explained that Mrs Bull had previously attended meetings.</p> <p>The Governance Professional advised that necessary checks had been returned satisfactorily and signed off by the Academy Committee Chair, Mr Krogulec. It was further explained the reason for Mrs Bull's absence from the last meeting due to a holiday.</p>	

	<p>After brief discussion, Academy Committee governors were in agreement that Mrs Bull would be elected to the committee for a four year term of office.</p> <p>Mrs Bull returned to the meeting at 5.15pm.</p>	
QEA/017/23/24	<p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Trustees confirmed that the declarations given at the beginning of the academic year were correct.</p>	
QEA/019/23/24	<p>Things to Celebrate Update</p> <p>The Principal reported the positive recruitment of new staff to the Science faculty, in addition to staff recruited to support the Senior Leadership Team. Details of staff returning to work were acknowledged.</p> <p>It was reported by the Principal that the Remembrance Day event was positive. Mr Darby and Miss Evans had attended the event and praised the quality of the service.</p> <p>Academy Committee governors asked whether East Midlands today could attend the event in 2024, which would support promotion of the school and draw attention to the quality of the school. The Principal suggested this would be investigated.</p> <p>The Principal reported the positive response received from students regarding the Attitude to Learning initiative that had been rolled out in the academy to support behaviour and attendance. The Principal provided information on the process and targets set for students and rewards to be offered, after feedback had been provided at student voice meetings.</p> <p>The Principal informed governors of the admission numbers for academic year 2024/25, in addition to additional figures being suggested by the Local Authority.</p> <p>The Principal reported the benefits from the increases in admissions to support site improvement, staffing recruitment and funding available to support this as a result of the impact of admissions due to the increase in figures being reported. It was further reported as a result access to the Pupil Grade Fund would be available which would increase teaching and learning. It was further reported by the Principal a feasibility study was being offered by the Local Authority as a result.</p> <p>The Executive Principal explained discussions had taken place with the Trust to ensure plans were in place for the impact of the additional admissions and infrastructure of the academy in preparation for September 2024. The Executive Principal acknowledged advertisements for further quality staff recruitment would be in place for January 2024.</p>	<p>DP 18/01/23</p>

	<p>Academy Committee governors asked whether any reductions to in year admissions had been identified due to the full cohorts in Year 7, 8 and 9 being acknowledged. The Principal explained this and the reasons for appeals continuing for in year admissions. Discussions took place regarding in year admissions, the appeals process and costs for a panel that takes place. Academy Committee governors suggested the Local Authority system requires review.</p> <p>Academy Committee governors acknowledged the number of leavers. The Principal explained the procedures in place with the Local Authority regarding non-attendance for students moving to another academy.</p> <p>The Chair reported the Careers Fair had been positive with good levels of attendees to promote careers.</p>	
QEA/020/23/24	Minutes of the meeting dated 28 th September 2023 having previously been received were agreed and signed by the chair, subject to changes to the date of the meeting.	Clerk Actioned
QEA/021/23/24	<p>Matters Arising:</p> <p>002 & 004/23/24: Diocesan governor to complete mandatory training prior to half term</p> <p>The Governance Professional acknowledged Mr Darby had completed all mandatory training requested and return of documentation as requested.</p> <p>009/23/24: Parent Governor election circulated with parents</p> <p>The Governance Professional advised, the parent governor election process was live with a closing date of the 17th November 2023. Details of applicants would be provided after the closing date.</p>	
QEA/022/23/24	<p>Principals Report</p> <p>Academy Committee governors acknowledged receipt of the report and explained a review had taken place of the information shared in preparation for the Academy Committee meeting. The Chair invited Academy Committee governors to offer challenge for any items in the Principals Report.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Culture & Compliance <p>The Checklist had been received and circulated with Academy Committee governors.</p> <ul style="list-style-type: none"> • Equity Diversity and Inclusion (EDI) update <p>Academy Committee governors asked whether any changes would be made to make plans less Caucasian. The Executive Principal explained the steps put in place by the Trust which are supported by an external consultant leading Equity Diversity and Inclusion across the Trust. The Executive Principal acknowledged the focus around staff was a focus and steps were being put in place. It was further reported survey regarding EDI was to be circulated with staff.</p> <p>AIP (Academy Improvement Plan)</p> <p>Academy Committee governors asked whether plans were in place to bring sixth form education back into the academy as a result of the</p>	

	<p>additional admissions being received. The Principal reported that currently there are low levels of students attending at HSFC (Hucknall Sixth Form Centre). The Principal acknowledged a review would take place at the point of growth and increase in students requiring sixth form education in house.</p> <p>Academy Committee governors asked whether the loyalty scheme was delivering the outcomes set. The Principal explained the positive attitudes of students and improvements made in year 10 to attendance and behaviour as a result of the incentive being introduced for all year groups. The Principal suggested feedback at student voice meetings was supportive that the culture of belonging was improving. As a result of the improvement in behaviour for Year 10, a student voice had taken place to offer suggestions around which reward Year 10 students would like to participate with. The Principal reported a trip to Superbowl had taken place as the reward for students.</p> <p>Academy Committee governors acknowledged persistent absentee figures were higher in year 8 and year 11. Academy Committee governors asked what the reasons for this were. The Principal explained no reasons for the changes had been identified. Discussions took place around students known to the academy and possible reasons for some students known to the Academy. Further discussions took place around Year 11 attendance. The Principal acknowledged Year 11 attendance was low across the country.</p> <p>Academy Committee governors acknowledged suspensions and exclusions. Discussions took place around behavioural issues arising for Year 8 and Year 9 students as a result of the Covid Pandemic lockdowns which had resulted in high levels of suspensions.</p> <p>Academy Committee governors asked whether parents attitude was different towards attendance after the Covid 19 pandemic lockdowns. The Principal reported the changes in attitude identified, as a result steps were in place to ensure parental understanding of education was in place. Discussions around the reasons for parents home educating students took place.</p> <p>Academy Committee governors asked whether strike days impacted on attendance. The Chair explained the attitude to learning which promotes a positive attitude to students.</p> <ul style="list-style-type: none"> • Pupil Premium/SEND evaluation and evidence of impact on outcomes 2022/23 and review of strategy for 2023/24 <p>Academy Committee governors asked what the three main objectives were to bring pupil outcomes in line with national average.</p>	
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	<ol style="list-style-type: none"> 1. The Principal explained support was offered by the Trust in respect of improvements to curriculum options and autonomy on the curriculum. This was praised by Academy Committee governors. 2. The Principal also reported support and commitments from Executive Strategic leaders from the Trust had supported in the English Faculty with improvements to the curriculum in respect of English language and literature. 3. Attendance and support by the Trust Strategic Lead for Safeguarding, behaviour and attendance had been beneficial. <p>Discussions took place regarding Pupil progress which was to be discussed further at the January meeting due to new initiatives being used.</p> <ul style="list-style-type: none"> • Mental Health and Wellbeing <p>The Principal suggested mental health and wellbeing was discussed at the January meeting.</p> <ul style="list-style-type: none"> • Health and Safety/Risk Register <p>Academy Committee governors acknowledged receipt of the Risk Register Matrix. The Principal confirmed there were no changes to the risks.</p> <p>The Chair acknowledged questions had been forwarded by Mr Krogulec to be asked at the meeting.</p> <p>Mr Krogulec had asked whether an update on progress was available regarding repair to leaks in the building.</p> <p>The Principal reported the impact of significant damage to the academy buildings as a result of adverse weather during the half term break. It was reported there were issues with the ceiling in the pavilion, sports hall roof and flooding in the cellar. It was reported steps were in place regarding repairs and maintenance and this was being supported by the Academy Business Manager.</p> <p>Mr Krogulec asked whether staff in the Science faculty would be considering First Aid training and had the issues with the telephone lines been resolved.</p> <p>Academy Committee governors raised concern regarding phone calls being blocked. The Principal reported additional phone lines were being installed and it was acknowledged there were adequate First Aid trained staff in the faculty.</p> <p>Category C Trips</p> <p>The Principal reported steps were being put in place regarding the Euro Disney Trip as this had been acknowledged as being viable.</p>	<p>DP 18/01/24</p> <p>DP 18/01/24</p>
QEA/023/23/24	<p>Trust Policies and Local Appendices</p> <p>Academy Committee governors acknowledged the changes to the Trust Policy Updates for; Privacy Notice, staff, parents, pupils/Managing People /Pay and Reward/Safer Recruitment/Disciplinary/Staff Grievance</p> <p>Academy Appendix</p>	

	<p>Academy Committee governors raised concern around updates on policy appendix and what should be reviewed. The Principal reported the changes that are normally made to policies regarding name changes and date changes unless legislation/Department for Education guidance is changed.</p> <p>The Governance Professional acknowledged a review of the Anti-Bullying appendix had taken place and required updating. Supporting Students with Medical Conditions ratification had taken place at the previous Local Academy Committee meeting.</p> <p>Academy Committee governors ratified the Anti-bullying policy and were in agreement with the changes made.</p>	
QEA/024/23/24	<p>Link Visit Reports and feedback from visits</p> <p>The Chair acknowledged a link visit had taken place regarding careers and this would be available for review at the January meeting.</p> <p>The Chair acknowledged one to one meetings had taken place with the Chair of Local Academy Committee and governors with feedback being provided at the January meeting.</p> <p>Mrs Twigger confirmed a link visit meeting was to take place to review the Local Authority NCC NSCP SiE Audit with the Principal and to support return prior to the deadline of the 21st December 2023.</p> <p>Academy Committee governors were encouraged to attend the Link Visit Training sessions to offer live interaction with the training.</p>	<p>JK 18/01/24</p> <p>JK 18/01/24</p>
QEA/025/23/24	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders regarding</p> <ul style="list-style-type: none"> • Attendance strategies • Behaviour • Policies • Pupil Premium 	
QEA/026/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Academy Committee governors acknowledged this had been upheld through discussions regarding attendance and belonging and equality, diversity and inclusion being put in place.</p>	
QEA/027/23/24	<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>Information discussed in the academy committee meeting was added to the document in respect of</p> <ul style="list-style-type: none"> • Loyalty Card Scheme and ATL (Attitude to Learning) • Staff recruitment • Increasing admission figures/Open Evening parental attendance • Remembrance Event/Careers Fair 	

QEA/028/ 23/24	Determination of confidentiality of business Nolan Principles It was Resolved: <ul style="list-style-type: none"> - No confidential discussions had taken place. - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
QEA/029/ 23/24	Date and time of next meeting: It was agreed that the January meeting would take place at the academy face to face unless there were restrictions due to adverse weather. Thursday 18 th January 2024 Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm It was agreed training regarding the ATL initiative would take place by Mr Watson. The Principal reminded governors of the events taking place for governor attendance GCSE Reward Evening: 5 th December 2023 at 6.00pm Christmas Show: 20 th December 2023 Governors to inform the Principal/Academy if they will be attending.	Govs ASAP
	The meeting closed at 6.20pm Signed: J Krogulec(Chair) Date: Agreed at LAC meeting 16 th January 2024	