

**Minutes of the Local Academy Committee meeting held on
Monday 25th March 2024 at 3.00pm
Via MS Teams**

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	
Mr Anthony Darby	AD	Diocesan AC governor	A
Mrs Joanne Bull	JB	Appointed LAC governor	A
Mrs Louise Hart	LH	Appointed Parent LAC governor	Left at 4.03pm
Vacancy x 1		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	Joined at 4.15pm
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	5

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/046/ 23/24	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Bull and Mr Darby due to personal commitments.</p> <p>Prayer Governors were led through a prayer by the Principal and offered a time for reflection.</p>	
QEA/047/ 23/24	<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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
QEA/048/ 23/24	<p>Trust Training – Effectiveness of the Quality of Education Academy Committee governors acknowledged receipt of the link for the Trust training and were offered the opportunity to review the recording of the training prior to the meeting.</p>	

	<p>Academy Committee governors suggested in person training would be beneficial, however, understood that a recorded session offered the opportunity to revisit any training if required. The Chair acknowledged a repeat of curriculum training in the summer term from a Quality of Education perspective would be welcomed. The Principal acknowledged the training was in depth and relevant information offered from a governance perspective, in addition to questions for governors to use.</p> <p>Governor Training Record The Chair acknowledged there were some areas outstanding. Mrs Williams was requested to forward the safeguarding training certificate to the Governance Professional to ensure this could be actioned.</p> <p>Mrs Hart suggested she would welcome some support regarding where to find the EDI (Equality, Diversity and Inclusion) training. The Governance Professional confirmed contact would be made regarding this.</p> <p>The Chair acknowledged the EDI training was to be completed by Mr Darby and requested this was completed. The Governance Professional confirmed Mr Darby had received a reminder regarding this.</p> <p>Link Governor Training attended Mrs Twigger confirmed attendance at the Trust safeguarding link governor training.</p> <p>The Chair acknowledged at the Trust careers link governor training questions had been useful when undertaking a link visit. Further information would be provided at the May meeting.</p> <p>An induction training session was being provided by the Trust on the 25th March 2024 and new governors had received an invitation to attend the session via MS Teams.</p>	<p>RW ASAP</p> <p>LH/GP ASAP</p> <p>AD/GP ASAP</p> <p>JK 14/05/24</p>
QEA/049/ 23/24	<p>Governor Election – Vice Chair Mrs J Bull The Chair acknowledged Mrs Bull had expressed interest in the role of Vice Chair during a recent discussion.</p> <p>The decision was made in the absence of Mrs Bull.</p> <p>Governors were in unanimous agreement that Mrs Bull should become Vice Chair with no other applications received until the end of the academic year.</p> <p>The Governance Professional acknowledged Mrs Bull would be contacted regarding the appointment.</p>	<p>GP/JB Actioned</p>
QEA/050/ 23/24	Things to Celebrate	

	<p>The Principal reported a Berlin trip had taken place for Year 9 and Year 10 students which was now an annual trip. The Principal explained the changes that had been made to the itinerary and changes to travel provider had been beneficial for students and positive feedback received regarding the trip.</p> <p>Governors praised the marketing of the trips that had taken place through social media.</p> <ul style="list-style-type: none"> - Sports Hall Athletics has been hosted by the academy for the last two rounds and supported by academy Sports leaders, which had been positive. - The Principal praised staff for their support on World Book Day and making the event a success for all students. - Improvements with the ATL (Attitude to Learning) scheme had been identified with an increase in improved scores being received by other students. - The second set of mock examinations had taken place. The Principal praised Year 11 students for their approach and focus moving into the exam period. The Principal confirmed mock exam data would be available at the May meeting. - Admissions were high for September 2024 with PAN (Published Admission Numbers) being reached before any additional students were taken on roll. The Principal explained this was due to the reputation of the academy in the local community and having a positive impact. <p>Discussions took place regarding staff recruitment and placements to support the increased admissions were confidential and recorded separately.</p> <p>The Executive Principal and Chair praised the Principal for the steps taken in the recruitment process for staff.</p> <p>Mrs Twigger explained she had recently visited the academy and left site at the end of the school day. Mrs Twigger praised the behaviour of students and the calm attitude identified when students were leaving the academy and on public transport external to the academy site.</p> <p>The Principal reported there was a Rewards Event taking place on the 26th March 2024 at 6.00pm for governors attendance.</p>	<p>DP 14/05/24</p>
QEA/051/23/24	<p>Minutes of the meeting dated 18th January 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
QEA/052/23/24	<p>Matters Arising:</p> <p>Outstanding</p> <p>032/23/24: QEA Trustee governor to report back regarding funding for rewards linked to the ATL (Attitude to Learning) initiative Update</p>	

	<p>differently. The Principal explained there had been spending on uniform to support students in addition to support for part or whole funding of trips.</p> <p>The Chair asked how money contributes to reduced class sizes and additional teacher ratio.</p> <p>The Principal explained funding contributes towards pastoral staffing in efforts to removing barriers. In addition, support is offered for music and peripatetic lessons for groups of PP students to ensure they can access this at Key Stage 4. The Principal explained a review would be taking place for the next academic year.</p> <p>The Chair asked from a soft data perspective is there a standard template used. The Principal confirmed this.</p> <p>The Chair asked for any positives to suggest how this was attributed. The Principal suggested a report could be provided at the end of the academic year for review by governors.</p> <p>Governors asked whether donations of prom dresses were required to support students. The Principal explained donations of suits would also be welcomed. The Principal acknowledged advertisements had been circulated on social media for donations to be made.</p> <p>036/23/24: EDI Updates on progress locally</p> <p>The Principal confirmed CDP (Continued Professional Development) had taken place for staff on Inset day. Steps have been put in place by Mrs Hooton regarding awareness with staff and which supported the formation of a student led working party. The Executive Principal praised Mrs Hooton for the work taking place which is proactive and leading the way for the academy and in the Trust.</p> <p>The Chair acknowledged the importance of the work taking place with students.</p> <p>The Executive Principal explained the opportunities for student leadership available as a result.</p> <p>036/23/24: Mock examination result data</p> <p>The Principal confirmed mock examinations data was currently under review with collaborative work taking place between the English and Maths faculty to review data. The Principal acknowledged information would be available at the May meeting.</p> <p>Governors asked whether interventions will be offered for Year 11 students during the Easter break. The Principal confirmed this.</p> <p>The Chair asked whether the data was looking positive. The Principal confirmed this.</p> <p>036/23/24: Improving Attendance Strategy</p> <p>The Principal explained steps in place and support being offered by the Assistant Principal which would continue in the new academic year.</p> <p>Governors asked whether there had been any improvements identified with attendance for Year 11. The Principal explained this remained poor and students were experiencing difficulties in reaching the</p>	<p>DP 04/07/24</p> <p>DP 14/05/24</p>
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	<p>academy prior to registration closure. The Principal explained a review and investigation into this had taken place. The Principal reassured governors that additional steps will be put in place for Year 11 students to support attendance during the exam period. It was further reported that steps were in place with stakeholders regarding attendance as there had been a change in culture due to the covid-19 impact.</p> <p>The Chair asked whether results were being tracked to offer more targeted approaches towards attendance. The Principal explained steps that were in place and effective strategies that were being applied with visits taking place to the home setting. The Executive Principal confirmed the issues had been identified countrywide.</p> <p>Discussions took place regarding what steps are in place regarding attendance. The Executive Principal explained there are issues arising with parents withdrawing students from sitting GCSE's which had been identified across the Trust.</p> <p>Governors asked whether this was due to a particular demographic. The Executive Principal explained the reasons were broad ranging. Discussions regarding the reasons for this took place.</p> <p>The Principal explained discussions with parents had taken place on options evening regarding expectations to achieve desired outcomes for students futures had taken place and regarding the requirements to secure college and further education places, post 16 and levels of teaching time if GCSE's are required to be resat post 16.</p> <p>Governors acknowledged impact on outcomes was due to lost learning as a result of absence.</p> <p>038/23/24: Governors to arrange link visit meetings for the spring term</p> <p>The Chair acknowledged link visits had taken place and governors should ensure any outstanding meetings should be arranged for the summer term. Governors were to provide Link Visit reports.</p> <p>The QEA Trustee governor confirmed a SEND link visit had been arranged.</p> <p>The Principal acknowledged a PP visit had taken place by Mr Darby.</p> <p>The Chair acknowledged a link report would be provided for the May meeting.</p> <p>045/23/24: May meeting date discussion</p> <p>The Chair explained he was unavailable for the meeting due to take place on the 23rd May 2024 and requested the meeting was re-arranged to the 14th May 2024 to accommodate the absence. Academy Committee governors were in agreement that the meeting would be re-arranged to the 14th May 2024 and would take place face to face at the academy. The Governance Professional acknowledged steps would be put in place.</p> <p>The Chair acknowledged the remainder of the matters arising had been actioned and would not be reviewed further.</p>	<p>GP Actioned</p>
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<p>QEA/053/23/24</p>	<p>ERM (Educational Review Meeting) Report: The Chair invited questions on the ERM and AIR (Academy Improvement Review) reports that had been received.</p> <p>Year 11 Specific Governors acknowledged the concern regarding the results and improvements that had been identified.</p> <p>Academy Specific:-</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture Governors acknowledged the checklist had been received and reviewed. The Chair asked whether there were any major updates. The Principal acknowledged there were no major updates. The Principal provided details of changes to the DSL (Designated Safeguarding Lead) had now taken place and further changes to the safeguarding team were to be put in place. The Chair requested a review of the dates on the document took place. Governors asked whether updates provided were accurate. The Principal confirmed a review of the dates would take place and reassured governors the data was accurate and up to date. Governors highlighted concern regarding staff safety in light of the recent DfE (Department for Education) report regarding safety of staff. The Executive Principal and Principal were in agreement. • Health and Safety/Risk Registers The Chair acknowledged the addition of a canopy to the site was positive. Governors asked whether there was any update on site expansion to support increasing student admissions. The Principal explained there were no further updates regarding this. Discussions took place around the additional areas that would be required to support an increase in admissions. The Executive Principal explained steps were being put in place with the Trust to ensure any additional space required could be provided. The Executive Principal explained the academy were committed to family dining and there was a high take up for catering at the academy. <p>The Chair requested a glossary was made available on the report regarding the acronyms as there was a high amount of acronyms which are unknown to governors. The Executive Principal acknowledged this. The Governance Professional fed this back on return of the ERM to the Trust.</p> <p>The following discussion regarding staff absence was confidential and recorded separately.</p>	<p>DP 14/05/24</p>
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	<p>The Principal praised staff for their flexibility and continued support with Year 11 students.</p> <ul style="list-style-type: none"> • Autumn term evaluation of AIR <p>The Chair acknowledged the positive steps being put in place. Governors asked why there had been a focus on DT (Design & Technology), PE (Physical Education) and Science. The Principal explained the reasons for this and that English had been completed separately due to availability. The Principal provided details regarding the reasons for the focus on the areas.</p> <p>Governors asked whether a DT option would be available for students in the next academic year. The Principal acknowledged there may be enough numbers for this to be viable in the next academic year.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARS/FOIA/Police requests) <p>Governors acknowledged there were no concerns or breaches.</p> <ul style="list-style-type: none"> • Complaints, claims (Nos/overview) <p>Governors acknowledged information available in the ERM report with no concerns.</p> <ul style="list-style-type: none"> • Category C Trips <p>The Principal confirmed the EuroDisney trip was due to take place in the summer term. In addition there was a Geography Field Trip that was Category C due to this taking place close to water. The Principal explained there had been some changes to the venue and was due to take place at Mansfield Reservoir.</p> <ul style="list-style-type: none"> • P/Ex, FPS, persistent absence and alternative provision in place <p>Governors acknowledged the information provided.</p> <p>The Vice Principal joined at 4.15pm.</p> <p>The Vice Principal explained Year 8 and Year 9 were the year groups that had high level so students accessing the graduated response pathway. Details of the steps put in place for those students and monitoring that was taking place were offered.</p> <p>The Vice Principal explained this would be reviewed during a link visit with Mrs Hart.</p> <ul style="list-style-type: none"> • Pupil Number Projections <p>The Chair asked whether there would continue to be an influx of in year admissions now that the academy is at PAN. The Principal explained any in year admissions will be refused and moved to a waiting list for all year groups unless admission appeals are received. Discussions took place regarding fair access protocols and the appeals process.</p>	
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	<ul style="list-style-type: none"> • Update on HSFC(Hucknall Sixth Form Centre) process The Principal explained the new process that will take place as a result of the steps in place for the closure of HSFC. The Principal explained that there would not be the offer of post 16 education on site at the academy due to viability. Governors asked whether the offer of post 16 at the Holgate Academy was due to the travel being a barrier for students. The Principal explained transport is provided for free for any students wishing to attend at the Holgate Academy post 16. • Christian Distinctiveness Update The following discussion was confidential and recorded separately. 	
QEA/054/23/24	<p>Policies</p> <p>Trust Policy Updates Academy Committee governors acknowledged the updates to the Trust Policies which were available on the Trust website.</p> <ul style="list-style-type: none"> • GDPR, • Retention guidelines • Whistleblowing • Relationship and Sex Education Policy • Provider Access Policy • Supporting students with medical conditions policy • Early Careers Teachers policy • Levels of Authority • Reserve and Investment Policy • Filtering & Monitoring (See Trust Document) • Privacy Notice for members and Trustees (see Governance newsletter) • Risk Policy <p>Local Policy Appendix The Chair acknowledged there were no local policies for ratification. The Principal explained there had been an updated to the RSE (Relationships and Sexual Education) policy appendix. This would be ratified at the May meeting.</p>	DP/GP Actioned
QEA/055/23/24	<p>Link Visit Reports and feedback from visits</p> <p>Safeguarding Link Report</p> <p>The QEA Trustee governor suggested there were no concerns. Mrs Twigger asked what a mandatory provider was.</p> <p>The Principal explained this was to ensure students received non bias careers guidance.</p> <p>Link Governor Role agreement (Link Schedule)</p>	

	<p>The Chair acknowledged that Mrs Bull had agreed to take the link areas for Health and Safety, data privacy, and would be arranging link visits for the term.</p> <p>The Governance Professional confirmed the Link Schedule would be updated.</p> <table><tr><td>Joanne Bull</td><td>Data Privacy/Health and Safety/Quality of Education</td></tr><tr><td>Louise Hart</td><td>Behaviour</td></tr></table>	Joanne Bull	Data Privacy/Health and Safety/Quality of Education	Louise Hart	Behaviour	GP Actioned
Joanne Bull	Data Privacy/Health and Safety/Quality of Education					
Louise Hart	Behaviour					
QEA/056/23/24	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had held senior leaders to account in respect of challenging:-</p> <ul style="list-style-type: none">• Pupil Premium Strategy• Improving Attendance Strategy• Risks regarding increased admission numbers					
QEA/057/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied that the vision, mission and values of the Trust had been upheld throughout the meeting by following the agenda and discussions taking place supporting this.</p> <p>Academy Committee governors were satisfied that equality had been upheld and through developments made in the academy.</p>					
QEA/058/23/24	<p>Consider information to be advised to the Trust Board and complete the report</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">• Successful Berlin Trip• Student survey responses• Strategies being used to support attendance					
QEA/059/23/24	<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 053/23/24 and should remain confidential to attendees of the Academy Committee.					
QEA/060/23/24	<p>Date and time of next meeting:</p> <p>Governors had agreed the change in date of the meeting to the:-</p> <p>Thursday 14th May 2024</p> <p>Training: 4.30pm - 5.00pm</p> <p>Curriculum/Quality of Education</p> <p>Main Agenda: 5.00pm - 6.30pm</p>					

	The meeting was to take place face to face at the academy.	
	The meeting closed at 4.35pm	
	Signed: J Krogulec (chair) Date: 14 th May 2024 at LAC meeting	