

**Minutes of the Local Academy Committee meeting held on  
Tuesday 14<sup>th</sup> May 2024  
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	
Mr Anthony Darby	AD	Diocesan AC governor	
Mrs Joanne Bull	JB	Appointed LAC governor	
Mrs Louise Hart	LH	Appointed Parent AC governor	
Vacancy x 1		Parent AC governor	
Vacancy		QEA Trustee governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	A
Miss Donna Percival	DP	Principal	
Mrs Fiona Garlick	FG	Vice Principal	
Mr Mathew Watson	MW	Assistant Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	7

**Governor support, questions and challenge:** Responses

Item No	Item	Action/ by who/when
<b>QEA/061/ 23/24</b>	<p><b>Welcome and prayer</b> The Chair welcomed everyone to the meeting.</p> <p>The Staff Governor invited attendees to join in prayer.</p> <p><b>Apologies for absence</b> Apologies for absence were received and agreed from Mrs Saxleby due to work commitments.</p>	
<b>QEA/062/ 23/24</b>	<p><b>Declaration of interest and any changes to be advised</b> 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>	

<p><b>QEA/063/23/24</b></p>	<p><b>Local Training</b></p> <p><b>Outcomes, Pupil Progress software &amp; Year 11 preparations for GCSE presented by Mr Watson (Assistant Principal)</b></p> <p>Information was projected on to the screen for information purposes.</p> <p>Details of mock exam results had been circulated before the meeting for information purposes.</p> <p>Mr Watson explained that outcomes of mock exam data from November and impact identified with outcomes, as a result of student resilience which had been highlighted in August 2023. As a result of steps put in place to offer additional support for students, improvements had been identified with March mock exam data. It was hoped further improvements would be identified once GCSE results are received.</p> <ul style="list-style-type: none"> <li>• Pupil progress was mirrored with PP (Pupil Premium) and non-PP.</li> <li>• There was a gain of ½ a grade for students in the mock exam improvements identified.</li> </ul> <p><b>The Chair asked</b> what could be seen in terms of PP and non-PP are PP students over performing. Mr Watson confirmed this would normally follow a similar trend, with a focus on PP and how this is reviewed.</p> <p><b>The Vice Chair asked</b> what the percentage of PP students is for that cohort. The Principal confirmed in Year 11 there were 45% PP.</p> <p>Governors acknowledged the significant number of PP students in the year group.</p> <ul style="list-style-type: none"> <li>• English and Maths match at 4+ results in November had identified a focus was required in maths. Support was received from Walton Academy staff.</li> <li>• Staff were satisfied that English was broadly in line with predictions.</li> <li>• Good levels of student engagement was identified, with the support being offered and impact identified as a result.</li> <li>• Discussions had taken place with students regarding correct entry level allocations to support student outcomes.</li> <li>• Students had been moved to the correct entry level to support outcomes.</li> </ul> <p><b>Governors asked</b> if students do not achieve the lowest number of marks on the entry grade paper, an ungraded entry is received. This was confirmed by Mr Watson.</p> <p><b>The Chair asked</b> whether students had access to past papers for completion when needed. The Principal confirmed this and explained there had been a high uptake of this.</p>	
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	<ul style="list-style-type: none"> <li>• Improvement was moving in line with last year.</li> <li>• Students had been offered targeted interventions to support English.</li> <li>• A forensic approach had been beneficial</li> <li>• Improvements to above 30% were hoped for at GCSE.</li> <li>• English and Maths match 5+ were delivered well in the Spring term. There had been increases in the numbers of subjects.</li> <li>• A review of the approach to completion of papers had taken place to ensure content had been received by students.</li> <li>• Some subject data had remained the same due to difficulty of paper content.</li> <li>• Improvement in languages had been identified with a gain in student confidence with speaking examinations.</li> <li>• A range of EAL (English as Additional Language) is available.</li> </ul> <p><b>Governors asked</b> whether these were targeted at EAL students.</p> <p>The Principal confirmed this and the offer of an additional GCSE for EAL students.</p> <p>It was reported by Mr Watson that the start of the exam period was positive with steps in place to support students from November to March. It was reported further that students were showing confidence and performing well.</p> <p>The Principal explained changes made to support and room availability and allocation during the exam period, to offer additional support for students bespoke to needs.</p> <p><b>Governors asked</b> whether the offer of additional time for SEND students during examinations was applicable.</p> <p>The Principal reported the difficulties that can arise for some students needing additional exams access arrangements and which may not be beneficial for some students due to needs. Discussions took place regarding difficulties that can arise for students as a result of adding additional time to already lengthy exams which may be in appropriate for some students. The Principal explained high levels of support had been received from the Trust.</p> <p><b>The Chair asked</b> whether any disappointing results had been identified as a result of the paper content difficulty and had interventions been put in place for any students being identified as showing gaps in outcomes as a result.</p> <p>Mr Watson explained the implementation of Pixl and the Pupil Progress programme has offered an improved understanding of students outcomes and gaps in learning. Student non-attendance at examinations in 2023 had impacted on GCSE outcomes.</p>	
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	<p>The Principal acknowledged improvements had been identified and acknowledged outcomes were not where hoped.</p> <p>Governors acknowledged the improvements being identified would be motivational for staff. Discussions took place regarding staff morale and exceptional circumstances being experienced by staff and students as a result of the impact of covid-19 continuing which included preparations for celebrations for Year 11 students and additional support being offered.</p> <p>Mr Watson provided details of how the Pupil Progress programme was utilised with staff to identify any gaps and to offer targeted support and strategies to improve outcomes for students. Attitude to learning works alongside this.</p> <ul style="list-style-type: none"> <li>• Information was offered regarding mock exam results and what can be filtered.</li> <li>• Current grade is offered and an average grade of all assessments throughout the year and since start of year 10 which supports predictions.</li> <li>• Information available will instantly inform staff how additional outcomes can be achieved for students and the focus areas required.</li> <li>• A culture of raising standards in the classroom is supported by the programme, to ensure a focus on resources and need.</li> <li>• Motivational discussions with students and staff take place in respect of grades as a result of the programme.</li> <li>• The programme has been empowering for both staff and students.</li> <li>• Staff have received CPD (Continued Professional Development) regarding Pixl and how to use data. Students had been offered information in assembly to offer an improved understanding.</li> <li>• Accumulative grade breakdown information was offered and details of Subgroup analysis and attainment levels.</li> </ul> <p><b>The Vice Chair asked</b> whether the year group had completed SATS in Year 6. This was confirmed by the Principal. It was explained information was linked to SIMS.</p> <ul style="list-style-type: none"> <li>• Positive feedback was provided from students, parents and staff.</li> <li>• There was an increase in accountability for staff.</li> <li>• Support for discussions at parents evening available due to ease of use and reporting.</li> <li>• Information of overviews have taken place.</li> <li>• 4 matrix continues to be used.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• The Trust strategic has the facility to review information for all academies in the Trust and initialise discussions regarding any concerns being identified at a faster pace.</li> <li>• Appropriate resource is offered for students identified.</li> <li>• PP Strategy is to be refined for 2024/25 which will support impact on outcomes and offer a dual approach.</li> </ul> <p>The Chair acknowledged the information would be useful.</p> <p>Regular discussions take place with Head of Faculty and teaching staff to establish a route of support for students and how to break down barriers using appropriate strategies.</p> <p>Mr Watson confirmed mock examinations will take place for Year 10 students in addition to Year 11 which will offer additional information at each data collection point.</p> <p><b>Governors asked</b> whether the tracker had the capacity to offer information at Year 7. Mr Watson explained this would require an additional package to be purchased for Key Stage 3.</p> <p>Governors suggested implementation of the package at Year 7 would offer progress information to be achieved and any issues or gaps identified could be addressed earlier in the students learning journey. The Principal explained students are subject to an identical diet that enriches pupil progress with additional work and to ensure comparability between classes.</p> <p>Governors suggested the benefits of a modular course and motivation this can offer for students.</p> <p>The Staff governor explained students complete two units of course work and undertake one exam with outcomes being shared with students to inform progress.</p> <p>The Principal acknowledged persistent absence is a contributing factor to outcomes with at least 50% persistent absence being identified for Year 11 students.</p> <p><b>Governor Training Record</b> The Chair acknowledged training completed by governors. Mr Darby confirmed training had been attended for Pupil Premium and a webinar on the new governor guides by Better Governor had also been reviewed.</p> <p><b>Link Governor Training attended</b> (Careers, finance, Pupil Premium) Mrs Twigger and Mr Darby confirmed link training provided by the Trust in respect of additional funding impact and Pupil Premium had</p>	
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	<p>been well received and offered a clear and well delivered set of training.</p> <p><b>The Chair requested</b> invitations to link training from the Trust should be reviewed to ensure governors are able to access and are invited to relevant training sessions. The Governance Professional advised that the Head of Governance had been informed of the issues experienced by the Chair in accessing the sessions and offered apologies for any issues that had occurred.</p>	
QEA/064/ 23/24	<p><b>Things to Celebrate</b></p> <p>The Principal reported the following areas should be celebrated:-</p> <ul style="list-style-type: none"> <li>Staff recruitment had been positive with experienced staff appointments made. Details of the appointments were provided.</li> </ul> <p><b>Governors asked</b> whether there were experts in each field. The Principal explained succession planning that was taking place which had resulted in the recruitment to support a Head of Faculty staff member.</p> <p><b>Governors asked</b> for an update on the Chaplin vacancy arising in the summer term. The Principal confirmed steps had been put in place with the Diocese to ensure support with the recruitment process could take place.</p> <p><b>Governors asked</b> whether there will be a Youth Co worker. The Principal confirmed there was not a need for the post which should remain a faith post with an element of mentoring.</p> <p><b>The Chair asked</b> whether the post could be informed. The Principal reported discussions had taken place with the Diocese regarding recent interest in vacancies in the local area.</p> <ul style="list-style-type: none"> <li>Attitude to Learning had shown improvement with student engagement; 308 students attended the rewards event. Mrs Williams was commended for the work offered in improving the careers facility made available for students.</li> </ul> <p>The Chair praised the steps put in place with links to various industries that had been introduced.</p> <ul style="list-style-type: none"> <li>Admission numbers for September were currently at 195 students and being received from 26 feeder schools. It was reported by the Principal, there had been some information shared regarding student admissions and there would be 50 students joining the academy with SEND in Year 7.</li> </ul> <p><b>The Chair asked</b> whether this would impact on learning and if EHCP's (Educational Health Care Plans) are offered.</p> <p><b>The Chair asked</b> for clarity on what an EHCP was. The Principal provided details on what an EHCP was and the legal implications of the document.</p>	

<b>QEA/065/23/24</b>	<b>Minutes of the meeting dated 25<sup>th</sup> March 2024</b> The minutes of the meeting, having previously been received were agreed and signed by the chair.	
<b>QEA/066/23/24</b>	<b>Matters Arising:</b> <b>Outstanding</b> <b>048/23/24: EDI (Equality Diversity and Inclusion) training to be completed</b> Mr Darby suggested training had been completed. The Governance Professional advised certificates had not been received and requested these were forwarded. The Governance Professional advised there had been difficulties for some governors obtaining certificates from Learning Link due to a countrywide technical issue with certificates. <b>052/23/24: Update on Duke of Edinburgh Silver Award provision</b> The Principal confirmed the provision award would remain as bronze and the reasons students would be unable to reach the silver award. <b>052/23/24: Student Voice Survey Results</b> The Chair requested a review would take place at the end of the meeting if time allowed.  <b>053/23/24: Updates to dates on LAC s/g Checklist</b> The Principal confirmed updates had been actioned and circulated.  <b>Actioned</b> Governors were satisfied that the remainder of the matters arising, itemised in the agenda, had been actioned and would not be reviewed further.	
<b>QEA/067/23/24</b>	<b>Principals Report</b> <ul style="list-style-type: none"> <li>• <b>Safeguarding (Checklist) Compliance/Culture</b></li> </ul> Governors acknowledged the document had been received and circulated prior to the meeting.  <b>Governors asked</b> if the lockdown practice had been beneficial. The Principal reported the practice had been handled well by staff and students. It was explained a couple of issues had been identified with the alarm in the kitchen area and regarding doors locking from the inside, which were being resolved. Details of the steps taking place were provided.  <b>Governors asked</b> whether the alarm sounded differently for a lockdown procedure in comparison to a fire drill and were students aware of the differences. The Principal explained the difference between the alarm rings and that students are aware of these and can differentiate the sounds to the practice required.	

	<p><b>Governors asked</b> whether staff had been made aware a drill was to take place. The Principal confirmed staff were aware, but not when the drill would take place.</p> <p><b>Governors asked</b> how cyber safe the academy and Trust was. The Principal confirmed the use of Watchguard and Senso was in place. Details of the protection offered by Senso was provided. The Principal explained a review of the use of Senso was taking place throughout the Trust.</p> <p>The Principal reported steps in place regarding the use of AI (Artificial Intelligence).</p> <p><b>The Chair requested</b> an update was offered where gaps appeared in the LAC safeguarding checklist document. Discussion took place regarding updates that may only be required on a yearly basis and the reasons for the gaps in the document. The Principal acknowledged this would be reported back to the Trust.</p> <ul style="list-style-type: none"> <li>• <b>Equality Diversity and Inclusion update</b></li> </ul> <p><b>The Chair asked</b> for an update on the plans in place of diversity festival week.</p> <p>The Principal explained some students who have a passion for languages had prepared a video. It was reported there were high levels of Cantonese speaking students attending the academy. The Principal explained the hall would be dressed in a traditional fashion theme, with music playing with menus in place to support with this. Discussions took place around what would be offered during the festival.</p> <p><b>Governors asked</b> whether any issues had arisen with students as a result of the issues arising in the Middle East. The Principal reported steps had been put in place previously to support students. There were currently no issues requiring additional support regarding the conflict.</p> <p><b>Academy specific information</b></p> <ul style="list-style-type: none"> <li>• <b>Risk reports</b></li> </ul> <p>Governors acknowledged receipt of the Risk Reports and were satisfied with the information provided.</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety/ Admissions</b></li> </ul> <p><b>The Chair asked</b> for any updates on facilities in response to the impact of additional student admissions in September 2024.</p> <p>The Principal explained discussions had taken place with the Local Authority which had been unproductive and suggestions that the previously requested 210 students would not be required. Support had been provided by the Trust with further discussions taking place with the Local Authority. It was reported additional students would be</p>	<p><b>DP</b> <b>04/07/24</b></p>
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	<p>admitted throughout the academic year. A review of facilities had taken place with some support that may be available.</p> <p><b>Governors asked</b> whether infrastructure could be coped with. The Principal reported there will be the need for some classrooms to be shared as a result of the impact of increased numbers of admissions.</p> <p><b>The Chair raised concern</b> regarding the impact on space for students and <b>Governors asked</b> whether this was something that should be added to the risk register. The Principal confirmed a capacity assessment had taken place and confirmed there was adequate space.</p> <p>Discussions took place regarding the appeals process and additional students that will be taken after discussions with the Local Authority had taken place.</p> <ul style="list-style-type: none"> <li>• <b>Staff Recruitment</b></li> </ul> <p><b>Governors asked</b> whether a Recruitment and Retention Policy is used by the Trust to support staff retention. The Principal reported discussions were taking place with the Trust regarding retention and recruitment. Details of the advice received regarding this was provided when at the advertising stage and any benefits that may be able to be offered to the correct candidate. Brief discussions took place regarding what steps could be put in place.</p> <ul style="list-style-type: none"> <li>• <b>Data Protection (breaches/SARs (Subject Access Request)/FOIA (Freedom of Information Application)/Police requests), complaints, claims (no's/overview)</b></li> </ul> <p>The Principal confirmed the academy were compliant with no issues arising.</p> <p>The Principal reported some complaints received had not reached the formal stage and had been resolved by the Principal.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour and attendance/PD (Personal Development) update/Permanent Exclusion, Fixed Period Suspension, persistent absence and alternative provision in place (number of days/pupils/SEND)</b></li> </ul> <p><b>The Chair asked</b> for an update on how SEND (Special Educational Needs and Disabilities) students needs are considered to prevent fixed period suspension and permanent exclusion taking place. The Principal provided details of the graduated response pathway followed and interventions and strategies put in place for students prior to suspension taking place and which can be offered bespoke ly and dependent on student need.</p>	
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	<p>The Vice Principal explained behavioural expectations are made clear to students.</p> <p>The Principal explained that physical and verbal abuse to staff and students was not acceptable.</p> <p><b>Governors asked</b> whether there were issues with students vaping. The Principal suggested suspensions are not received solely for vaping. Discussions took place regarding parents view on vaping.</p> <p>The Vice Principal confirmed parents are involved in all layers of support and reasonable adjustments made which fits a students personalised approach to ensure parents remain informed and in support of steps being put in place. Governors acknowledged the challenges this can cause for academy staff.</p> <p><b>Governors raised concern</b> at the high proportion of pupil premium students receiving fixed period suspensions. The Principal explained this was due to high numbers of PP students attending at the academy.</p> <p>Governors supported the steps in place and suggested Trust support would be welcomed in expanding options available.</p> <p>Governors suggested an offer of additional layers of provision should be made available on site for students to offer additional support, which could offer a positive impact on the numbers of suspensions and permanent exclusions.</p> <p>The Vice Chair suggested a visit to her former school which had featured in a recent BBC2 documentary regarding; supporting students with behavioural and social issues, which may be beneficial if required.</p> <ul style="list-style-type: none"> <li>• <b>Christian Distinctiveness</b>  <b>The Chair asked</b> whether there were any updates regarding Christian Distinctiveness and acknowledged the importance of the recruitment of a Chaplin for the autumn term.  The Principal confirmed all students at Key Stage 4 completed RE (Religious Education) studies, which would continue moving forward. Steps were being put in place to continue to build a provision for RE in Key Stage 3 with experienced staff supporting to ensure a robust and good quality offer was available.</li> <li>• <b>Leadership Report</b>  The Principal had offered information from the report which had been circulated with governors prior to the meeting.</li> </ul>	
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	<p>The Chair confirmed there was some time to discuss student voice which was from agenda item 066/23/24.</p> <p><b>052/23/24: Student Voice Survey Results</b> Governors acknowledged the strong and positive outcomes evidenced in the results document.</p> <p>The Principal explained the steps put in place with parents to support an improved reporting system. Academy staff were aware of the issues arising with WEDUC communications through discussions that had taken place with the parents and Mrs Hart. Discussions regarding the issues had taken place with the Trust. Reporting systems would continue to support communication with parents. It was acknowledged that the ATL (Attitude to Learning) reports are welcomed by parents and offer high levels of information regarding student behaviour.</p> <p>Governors acknowledged the improved percentage of completion of the survey. The Principal acknowledged higher levels of response are achieved as a result of being completed face to face.</p> <p>The Principal explained in respect of website usage assumptions relating to usage by parents had been made and steps were to be put in place to ensure parents receive reminders regarding the information available on the academy website.</p> <p><b>Governors asked</b> how communication of the curriculum and awards events are taking place. The Principal explained good communication with social media was in place.</p> <p><b>Governors asked</b> what social media sites are used.</p> <p>The Principal confirmed this was Instagram and X. Discussions took place around social media posts and responses from the local community to social media posts.</p> <p>The Principal acknowledged details of extra-curricular clubs and activities could be identified on the website and are offered for all students. The Principal suggested a parent voice may be required around usage of the website and whether this was user friendly.</p> <p><b>The Chair asked</b> how issues could be prevented.</p> <p>The Principal confirmed the highest response is around all information and offers available on the website and acknowledges improved parental engagement is required. The staff governor explained information is shared through social media regarding items of</p>	
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	<p>celebration. The Vice Chair explained information is not as distinctive as at other schools external to the Trust.</p> <p>The Vice Chair acknowledged the high levels of response received from the survey was positive. The Principal explained the benefits of conducting surveys face to face and capturing responses from parents effectively.</p> <p>The Principal invited governors to attend the prom on the 12<sup>th</sup> July 2024.</p> <p><b>Governors asked</b> whether there had been a positive uptake of dresses and suits. The Principal confirmed there had been a positive uptake of prom dresses which had predominantly been provided by staff.</p> <p><b>The Chair requested</b> dates for rewards events and other events are forwarded to governors. The Principal confirmed this would be provided to ensure governors are able to attend.</p>	DP ASAP
QEA/068/ 23/24	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Trust Policy Updates</b></li> </ul> <p>Governors acknowledged the changes made to the Trust policies for Suspension and Exclusion and the Financial Procedures Manual in addition to policies highlighted in the Governor newsletter provided by the Trust.</p> <ul style="list-style-type: none"> <li>• <b>Local Policy Appendix: RSE (Relationships and Sexual Education)</b></li> </ul> <p>Governors confirmed a review of the policy had taken place. Governors were in agreement with the changes to the local appendix in line with the Trust policy.</p> <p>Governors requested the Academy offered a summary of changes when updates to appendix were taking place.</p>	
QEA/069/ 23/24	<p><b>Link Visit Reports and feedback from visits</b></p> <p>Link Visits had taken place in respect of</p> <ul style="list-style-type: none"> <li>• <b>Personal Development</b></li> </ul> <p>Miss Evans confirmed a visit had taken place. Miss Evans had requested to visit an RSE lesson to ensure what she was being told could be evidenced. An additional meeting would take place with the Principal to offer this opportunity. Miss Evans confirmed a meeting would be arranged with the Principal after the exam period.</p> <ul style="list-style-type: none"> <li>• <b>Health, Safety and Wellbeing</b></li> </ul> <p>Mrs Bull explained the Academy appendix was not up to date on the Academy website on review. The Business Manager had resolved the issue and an updated copy had been added to the website to ensure compliance.</p> <p>Mrs Bull explained the National Governance Association; Health and Safety Compliance document, had been used as a guide and suggested an indicator of attendance figures for staff was offered.</p>	JE 04/07/24

	<p>The Principal reported the Bradford scoring system was in place to monitor staff absence. Details of staff who were absent and the reasons were offered to governors.</p> <p><b>Governors asked</b> for clarity around how the Bradford Scoring system worked. The Principal offered details of this.</p> <ul style="list-style-type: none"> <li>• <b>Careers</b></li> </ul> <p>The Chair commended Mrs Williams for the work undertaken to improve the careers facility for students and links formed with external businesses and institutions.</p> <p>The Chair acknowledged the offer of post 16 education at the Hucknall Sixth Form Centre was disappointing. Governors had a good understanding for the reasons for change.</p> <p>The Principal explained a vocational offer may be put in place in the near future for groups of students wanting to remain at the academy and complete a vocational qualification with staff known to them. Details of what the offer would look like was provided. The Principal confirmed there was no interest for current Year 12 students.</p> <p>Governors raised concern that the 6<sup>th</sup> Form provision was detached from the academy. Governors acknowledged the high levels of post 16 tuition available in the local area which could not be matched on the academy site.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour and culture</b></li> </ul> <p>Mrs Hart confirmed a visit had taken place with a review of the report taking place by Mrs Garlick.</p> <p>Mr Darby and Mrs Twigger confirmed link visits were to be arranged for the summer term.</p> <p><b>The Chair requested</b> governors completed link visits prior to the July LAC meeting and the Link Visit report be provided for the July meeting. The Chair highlighted difficulties if this were to run over to the next academic year.</p> <p><b>Link Governor Areas to be agreed</b></p> <p>Link governor areas were agreed at the March LAC meeting.</p>	<p><b>Govs</b> <b>04/07/24</b></p>
QEA/070/ 23/24	<p><b>Governance Housekeeping</b></p> <p><b>Governance Action Plan Completion</b></p> <p>The Chair acknowledged the document had been reviewed with the Governance Professional and details added to complete the document. The document had been circulated with governors prior to the meeting.</p> <p>Governors were satisfied that the comments made reflected well the changing academy committee governors and the voice of parents.</p>	

	<p>Governors were satisfied with the changes and in agreement with completion of the document for 2023/24.</p> <p><b>Skills Audit review</b></p> <p><b>The Chair requested</b> governors completed the skills audit by the 20<sup>th</sup> May 2024 to ensure information was available to support completion of the Self Evaluation and new Governance Action Plan for 2024/25.</p> <p>Governors highlighted there had been some issues accessing the link circulated. The Governance Professional advised some governors had managed to complete the document without issues arising. The Governance Professional advised this had been reported back to the Head of Governance who was to review any issues arising. Governors were provided with details of how the document had been completed by other governors.</p> <p>Governors asked whether there were differences in the document as this had previously been completed during the academic year as part of the induction process.</p> <p>The Governance Professional explained some of the questions differed to the previous version. Governors confirmed they would continue to attempt to complete the document.</p>	<p><b>Govs</b> <b>20/05/24</b></p>
<b>QEA/071/23/24</b>	<p><b>How has the Academy Committee held senior leaders to account</b></p> <p>Governors had challenged senior leaders in respect of:-</p> <ul style="list-style-type: none"> <li>• Cyber security</li> <li>• Lockdown practices</li> <li>• Staff absence/Bradford Scoring</li> <li>• Parent survey outcomes</li> <li>• Student outcomes</li> </ul>	
<b>QEA/072/23/24</b>	<p><b>How have Vision, Mission and Values of Trust/Equality been upheld</b></p> <p>Discussions had taken place in line with the agenda. A review of the EDI Action Plan had taken place, to offer additional information on what was taking place locally. In addition, details of the diversity festival had been discussed.</p>	
<b>QEA/073/23/24</b>	<p><b>Consider information to be advised to the Trust Board and complete the report</b></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.</p>	

<b>QEA/074/ 23/24</b>	<p><b>Determination of confidentiality of business</b></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"> <li>- That no confidential information had been discussed. The Governance Professional advised any student names that had been shown as part of the training session to remain confidential to attendees of the meeting indefinitely.</li> </ul>	
<b>QEA/075/ 23/24</b>	<p><b>Agreement of Meeting Dates 2024/25</b></p> <p>Academy Committee governors were in agreement with the dates proposed for 2024/25.</p> <p><b>Date and time of next meeting:</b></p> <p>It was agreed that the July meeting would take place face to face at the academy and training on the curriculum for 2024/25 would be offered.</p> <p>Thursday 4<sup>th</sup> July 2024</p> <p>Training: 4.30pm - 5.00pm</p> <p>Main Agenda: 5.00pm - 6.30pm</p>	
	<p>The meeting closed at 6.35pm</p> <p>Signed: J Krogulec (chair) Date: 5<sup>th</sup> July 2024</p>	