

**Minutes of the Local Academy Committee meeting held on
Tuesday 2nd July 2024
at 4.30pm via MS Teams**

| Governor name | Initials | Governor category | A = absence |
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| Mr Joseph Krogulec | JK | Appointed LAC governor | |
| Mrs Elaine Twigger | ET | Appointed QEA Trustee LAC governor | A |
| 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 | |
| Mrs Louise Hart | LH | Appointed Parent LAC governor | |
| Vacancy x 1 | | Parent AC governor | |
| Vacancy x 1 | | QEA Trustee governor | |

In attendance:

| Staff name | Initials | Role | |
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| Mrs Caroline Saxelby | CS | Executive Principal | |
| Miss Donna Percival | DP | Principal | |
| Mrs Fiona Garlick | FG | Vice Principal | A |
| Mrs Duinta Kerwick-Chrisp | DKC | Governor Candidate - Observer | |
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| 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 |
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| QEA/076 /23/24 | <p>Welcome and introductions</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Mrs Kerwick-Chrisp was welcomed to the meeting as a governor candidate who would be observing the meeting.</p> <p>Prayer – Principal</p> <p>The Principal led the attendees through a prayer of thanksgiving.</p> <p>Apologies for absence</p> <p>Apologies for absence were received and agreed from Mr Darby and Mrs Twigger due to personal reasons.</p> | |
| QEA/077 /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> | |

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| | <p>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>QEA/079 /23/24</p> | <p>Local Training – Curriculum and offer for 2024 Presented by the Principal</p> <p>The Principal explained the GCSE qualification model is moving to ten qualifications from autumn 2024. The addition of RE (Religious Education) full course and Health and Fitness would now be an applicable option for students. Health and Fitness would be in addition to PE (Physical Education).</p> <ul style="list-style-type: none"> • Cohort for 2024/25 was predicted at 176. • Details of all three options were provided. • Spanish and drama would not be an option due to there not being allocated student numbers to run the course and a lack of Spanish students requiring the language as their home language. <p>Governors asked whether there would be the incorporation of other subjects into engineering, such as woodwork, metal work and would this include electronics as this was currently offered as an enrichment subject.</p> <p>The Principal confirmed engineering is a main subject and electronics would continue to offered as part of the enrichment curriculum. It was explained other subjects are offered such as woodwork, metal work in the Design and Technology subject available for students. If specialist staff were recruited, then steps would take place to offer electronics as a subject.</p> <p>The Staff governor explained staff at the academy were specialists in engineering and a high level course was offered for students at the academy.</p> <p>Governors acknowledged the diversity of subjects offered to students.</p> <p>Governors asked whether the new Health and Fitness qualification would change the PE offer.</p> <p>The Principal explained PE remained a core subject.</p> <p>Governors asked what adaptations for language will be taken during the next academic year. The Principal confirmed home languages are offered for students requiring this. Support is received by the EAL (English as Additional Language) Co-ordinator.</p> <p>The Principal reported a Key Stage 3 strategy was being launched in the autumn term which would offer levels of support and intervention in the key stage. The strategy was being led by Mrs Hooton and Mr Watson. The strategy would offer students with information to support revision and</p> | |

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| | <p>exam techniques. Information was to be shared with parents regarding this moving forward.</p> <ul style="list-style-type: none"> • A focus on study habits is to take place and will be taught in Key stage 3 to offer knowledge on exam process and study techniques in preparation for Key Stage 4. Support will continue to take place in Key Stage 4. • A live marking system is in place during lesson time to ensure there are no misconceptions with learning for students. • Big Think takes place in each lesson. • Oracy will be a focus in the autumn term • Reading continues to be a focus to support students' awareness of reading and strategies in place to support effectiveness were in place. <p>The Principal reported there had been 208 places allocated in Year 7 with 190 places being accepted. Transition was taking place with year 6 pupils. The Principal explained it had been identified the Year 7 cohort had high numbers of SEND (Special Educational Needs and Disabilities) and SEMH (Social, Emotional, Mental Health) students. The Principal explained the challenges that had been presented during the transition process. Discussions around transition challenges took place.</p> <p>The Chair acknowledged there had been challenges around transition that were unexpected and a focus on SEND would be required in the new academic year.</p> <p>The Principal explained steps were being put in place to ensure parents and students transitioning who had not had the opportunity to attend open events and transitions days would be offered an additional meeting to offer the opportunity to establish awareness and understanding of behavioural expectations (the QEA Way and Behaviour Policy) prior to the start of the academic year.</p> <p>Governors asked whether there was still with additional needs being identified which had been impacted by Covid-19. The Principal confirmed this. Discussions took place regarding the impact continuing to be identified with student's needs.</p> <p>The Chair invited further questions. No further questions were asked.</p> <p>Trust Training – KCSIE (Keeping Children Safe in Education 2024)/Safeguarding Refresher</p> <p>Governors a review of the Trust safeguarding training/Keeping Children Safe In Education 2024 had taken place and governors acknowledged they had read and understood this. Governors signified they had completed both sets of training on the document provided.</p> | <p>AD 26/07/24</p> |
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| | <p>The Governance Professional advised this was to be actioned by Mr Darby as soon as possible.</p> <p>The Vice Chair explained the summary offered in the training provided by the Trust was beneficial in supporting governors with what they needed to be looking at.</p> <p>The Chair asked whether the safeguarding team were prepared for any changes.</p> <p>The Principal explained a robust system was in place through My Concern with high levels of recording in place already. Steps were being put in place with the Safeguarding team to ensure higher levels of detail is recorded on the system.</p> <p>Governors asked whether there may be additional requests for Early Help required due to the new cohort of students coming to the academy. The Principal explained the changes made by the Local Authority regarding MASH (Multi Agency Safeguarding Hub) referrals and how this was being approached to support demands in the local area.</p> <p>Governors asked whether increased staff hours are increased to support with the increase of SEND students. The Principal confirmed this was supported and provided details of this.</p> <p>Governor Training Record The Chair acknowledged governor training was up to date.</p> <p>Link Governor Training SEND Link governor training had been attended by Mrs Twigger.</p> | |
| QEA/080 /23/24 | <p>Things to Celebrate The Principal explained a rewards lunch and rewards event had taken place at the academy for students receiving an ATL (Attitude to Learning) score of 1.5 or more. Good feedback had been received from students regarding the events.</p> <p>The Principal thanked kitchen staff for the pizzas provided and the support offered to accommodate the additional demands as a result. Governors offered thanks to kitchen staff for their continued support.</p> <p>The Principal reported a Year 8 trip to the Black Country had taken place which had been positive and fitted with the curriculum. It was further reported that support staff and business team staff were involved with supporting trips to build professional relationships with students. The Principal praised students for the good behaviour exhibited during the visit.</p> <p>The Staff governor explained visits to West Notts College had taken place for post 16 students. In addition, groups of Pupil Premium students had visited</p> | |

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| | <p>Nottingham University which had been positive with students being engaged with the process.</p> <p>A trip to Alton Towers had taken place as part of the Engineering curriculum in addition to a trip to the Holocaust Memorial Museum due to take place.</p> <p>The Principal reported the transition process had been positive with good feedback being received. The Principal thanked the Business Team and in particular the Business Manager (Mrs Piper) for the efforts in organising the event and offering Queen Elizabeth's Academy merchandise for Year 6 pupils transitioning to the academy.</p> <p>The Principal confirmed Mr Crutchley had been nominated by staff for an Unsung Teacher Award. Governors praised Mr Crutchley for the continued support and work that he has contributed to at the academy.</p> <p>Governors asked whether the Academy were supporting with the cost of Leavers Hoodies for students leaving the academy. The Principal explained the hoodies were not subsidised by the academy. Discussions regarding this took place.</p> | |
| QEA/081 /23/24 | <p>Minutes of the meeting dated 14th May 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p> | |
| QEA/082 /23/24 | <p>Matters Arising:</p> <p>Outstanding</p> <p>068/23/24: Governors were to arrange Link Visit meetings and circulate Link Visit Reports prior to the July LAC meeting</p> <p>The Chair confirmed a link visit report for careers had been submitted. The Chair explained Link Areas for 2024/25 would be focussed on core areas linking with the AIP objectives and would be reviewed in the autumn term.</p> <p>The Vice Chair confirmed a link visit had taken place for Quality of Education with a meeting for the autumn term arranged.</p> <p>Mrs Hart confirmed a meeting had taken place prior to the half term break. Miss Evans confirmed a meeting had taken place prior to the half term break. Discussions took place around this.</p> <p>The Governance Professional advised Mrs Twigger was in the process of arranging a SEND and safeguarding link visit, with some difficulties being experienced due to diary availability in the final weeks of the summer term.</p> <p>The Governance Professional advised Mr Darby had not completed a PP (Pupil Premium) visit. This was acknowledged by the Principal.</p> <p>068/23/24: Skills audit to be completed by 20/5/24 (Govs)</p> | <p>Govs 19/09/24</p> |

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| | <p>The Chair acknowledged the skills audit had been completed by governors and would be discussed later in the meeting.</p> <p>The Chair confirmed areas that had been actioned from the agenda would not be discussed further.</p> <p>The Chair requested that the Principal provided dates of events for governor attendance in advance to ensure governors were able to arrange their diaries around these accordingly to offer additional engagement with stakeholders as a focus for 2024/25.</p> <p>The Principal acknowledged this would be provided.</p> | <p>DP 19/09/24</p> |
| <p>QEA/083 /23/24</p> | <p>ERM (Educational Review Meeting) Report</p> <p>The Chair acknowledged a high level of information had been circulated prior to the meeting and reviewed by governors.</p> <p>The Chair invited questions from governors regarding the information received.</p> <p>Governors asked whether incremental uplift would be tracked for students identified as not achieving higher levels in the ATL (Attitude to Learning). The Principal explained steps had been put in place by the Vice Principal with a staff working party being formed to review the data in depth. The Principal reported information would be available in the autumn term.</p> <p>The Chair requested information is provided with the overall numbers across the board and how this was discussed to highlight to the Trust how this is working.</p> <p>Governors requested clarity regarding the SEND offer as it had been highlighted there were differences in student numbers when drilling down to the information. The Principal explained information was available from the Local Authority dashboard and a review would take place by the Principal to investigate the differences identified.</p> <p>The Chair asked whether there were students that were taken out of school for holidays and how is QEA/the Trust reminding parents of their responsibilities in this regard?</p> <p>The Principal confirmed students were taken out of school during term time. Discussions took place around the reasons for holidays being required and lengths families would go to, to evade a fixed penalty notice being received. The Principal reported communications are in place regarding expectations around attendance through WEDUC and on the website in addition to letters being circulated with all Year 6 students transitioning to the academy in Year 7.</p> <p>The Principal explained the Department for Education had released guidance regarding fixed penalty notices which suggested discussions are to</p> | <p>DP 19/09/24</p> <p>DP 19/09/24</p> |

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| | <p>take place with parents by schools. The Principal confirmed reviews with parents/carers take place.</p> <p>The Chair asked whether there were students that didn't attend school due to mental health concerns?</p> <p>Governors asked how those students are supported and does their absence impact on the academy attendance figures?</p> <p>The Principal reported there are high levels of pastoral support offered in addition to a reduced timetable, bespoke to students needs. The Principal confirmed Counselling continues to be offered, with a seven week waiting list in place and information relating to wellbeing being discussed in RSE (Relationships and Sex Education).</p> <p>Miss Evans left the meeting 5.29pm. and returned at 5.36pm</p> <p>The Chair asked whether there were any issues with vaping being identified on the academy site.</p> <p>The Principal confirmed there had been no issues with vaping and any students caught vaping on site were sanctioned in line with policy.</p> <p>The Chair asked what sanctions are received.</p> <p>The Principal confirmed a Main School Isolation (MSI) is issued.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARs/FOIA/Police requests) <p>Governors acknowledged there had been some instances of breaches.</p> <p>Governors asked whether these were repeat offenders or one off instances. The Principal explained these were one off instances with the wrong email group being used by different staff members. Discussions with staff involved had taken place and the errors made were understood and due to human error.</p> <p>The Chair acknowledged there was a new attendance strategy in place which used the philosophy of 'all day, every day, all the way'.</p> <p>Governors asked what this meant.</p> <p>The Principal confirmed this was meant from Year 7 to Year 11. It was hoped that the strategy would show impact in the autumn term. The Principal explained assemblies had been completed with students to offer an understanding for students regarding attendance and how this contributed to future outcomes and earnings.</p> <p>The Principal explained a tracker is being used in the classroom to show attendance of students. Details of the process in place were offered. Steps were in place to monitor historic absenteeism and in efforts to change the mindset and culture of the school community regarding attendance.</p> <p>The Chair asked how staff recruitment was and whether staff are allocated to the right areas.</p> | |
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| | <p>The Principal explained skilled staff have been recruited in the Business Team in addition to a maths teacher vacancy.</p> <p>The Principal acknowledged there were a full complement of specialist teaching staff at the academy.</p> <p>Governors acknowledged the progress 8 scores identified and asked whether the score shown was the correct data for mock examination results.</p> <p>The Principal explained predicted scores were not used and figures from the spring data were being used.</p> <p>The Principal explained exam results will be available in the autumn term for review by governors. Students had performed well during the Year 11 GCSE period. Details of steps taken to offer support for students during the process were provided.</p> <p>The Principal confirmed SLT (Senior Leadership Team) staff had completed Invigilator training.</p> <p>It was confirmed by the Principal that a JCQ (Joint Council for Qualifications) visit had taken place during the exam period.</p> <p>The Principal confirmed results would be available on the 15th August for A-level students and 22nd August for GCSE students.</p> <p>Governors offered thanks to staff for the continued support offered during the exam period.</p> <ul style="list-style-type: none"> • P/Ex, FPS, persistent absence and alternative provision in place (number of days/pupils & rescinded) <p>Governors asked whether the information relating to permanent exclusion and fixed period suspension was up to date.</p> <p>The Principal explained no additional funding was received for students attending alternative provision and a review of how capacity could be used in the academy was to take place in efforts to reduce 15+ day suspensions being received.</p> <p>The Chair asked whether the strategies being put in place were effective.</p> <p>The Principal acknowledged AIP (Academy Improvement Plan) objectives were around increased outcomes and around improving attendance figures.</p> <p>The Principal confirmed there had been a permanent exclusion issued which had subsequently been rescinded as a result of an offer made by the Local Authority who had offered EOTAS (Education Other than At School). As a result, the permanent exclusion had been rescinded and the student subsequently taken off roll.</p> <ul style="list-style-type: none"> • Christian Distinctiveness | |
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| | <p>The Principal reported the launch of school pastors was now in place which has added a presence of an adult for students to ensure an enhanced offer could be provided.</p> <p>It was confirmed steps were in place to support the recruitment of a new Chaplain which was being supported by the Diocese.</p> <p>The Chair asked whether a new Chaplain would be in place for the start of the autumn term. The Principal confirmed this.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture <p>The safeguarding checklist had been circulated with governors prior to the meeting.</p> <p>Academy Specific Items:-</p> <ul style="list-style-type: none"> • Educational Visits Calendar for 2024/25/Events Calendar for Governor Attendances 2024/25 <p>The Principal confirmed information regarding educational visits and events for governor attendance would be made available in the autumn term.</p> | |
| QEA/084 /23/24 | <p>Policies</p> <p>Trust Policy Updates</p> <p>Governors acknowledged the changes made to the Trust Policies for Charging and Remissions Policy, Pay and Reward policy ,LGPS discretion's policy, Reserve and Investment Policy, Expenses policy and Governance Strategy updates.</p> <p>Local Policy Appendix</p> <p>Governors acknowledged there were not any local policy appendix for agreement.</p> | |
| QEA/085 /23/24 | <p>Link Visit Reports and feedback from visits</p> <p>The Chair asked whether there was any feedback on the visits that had taken place.</p> <p>Quality of Education</p> <p>The Vice Chair confirmed a visit had taken place which had been positive. There was a focus on EDI in the curriculum with Key Stage 3 being a focus. The Vice Chair confirmed there was a range of quality teachers supporting students with the ability to engage and break down barriers to learning for students. The Vice Chair praised the Librarian for the support being offered to the reading strategy. A review of gaps would take place at the autumn term visit with the staff lead.</p> <p>Careers</p> <p>The Chair confirmed the improvements around fulfilment opportunities and enrichment activities was impressive. A review of gaps and the strategic plan was to take place in the autumn term. The Staff governor confirmed support had been received from the Trust.</p> <p>The Chair confirmed a review of link areas and renewed focus would take place in the autumn term.</p> | |

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| <p>QEA/086 /23/24</p> | <p>Governance Housekeeping</p> <p>Appoint Chair for 2024/25 (w.e.f autumn term) The Governance Professional advised that the Chair had offered a statement for the reasons he should be re-elected to the role.</p> <p>Governors were in unanimous agreement that Mr Krogulec should be elected as Chair for a one-year term of office with effect from the autumn term.</p> <p>Appoint Vice Chair for 2024/25 (w.e.f autumn term) The Governance Professional advised no expressions for interest had been made for the Vice Chair role and that Mrs Bull wished to stand as Vice Chair. Governors were offered the opportunity to express interest</p> <p>Governors were in unanimous agreement that Mrs Bull should be elected as Chair for a one year term of office with effect from the autumn term.</p> <p>Skills Audit The Governance Professional advised information being returned from the Trust was delayed and would be circulated in due course.</p> <p>The Chair confirmed a review of information would take place in due course. The Chair explained the committee had strengthened throughout the year with the recruitment of new governors to the committee, in addition Mrs Kerwick-Chrisp shadowing the meeting and looking to join in the autumn term was positive.</p> <p>Governance Evaluation Template/Governance Action Plan The Chair confirmed completion of the governor self-audit had taken place with the Vice Chair and Governance Professional with details being circulated with the LAC, Principal and Executive Principal prior to the meeting. Governors confirmed the documentation had been reviewed. Governors were in agreement with the comments added to the self evaluation document and the focus and timescales added to the Governance Action Plan for 2024/25</p> <p>The Chair requested that a refresh of the Governance Strategy and vision mission and values including the academy ones were to take place in the autumn term.</p> <p>The Chair thanked governors for their contributions throughout the year and reminded governors to ensure their thoughts and discussions are welcomed whether this be in a meeting or outside of a meeting through a discussion with the Chair, Vice Chair or Governance Professional.</p> <p>The Vice Chair thanked the Chair for the continued support offered to the committee and supporting improvements in strengthening and growing the committee.</p> | |
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| | <p>Governor Conference (1/10/24)</p> <p>The Governance Professional asked governors for their thoughts on what would like to be seen presented at the Governor Conference from external speakers, how many governors may be attending and general thoughts around the conference time and location.</p> <p>The Chair suggested governors had time restraints due to work commitments which would prevent some governors attending during the day and in person. Governors suggested the date was well in advance and could not commit to attending dependent on work diary changes closer to the time.</p> <p>The Governance Professional asked governors what content they wished to see from external speakers and what would encourage them to attend.</p> <p>The Executive Principal suggested governors were invited to school improvement workshops that take place for executive and senior leaders at the Trust. The Executive Principal confirmed this would be reported back to the Head of Governance and CEO (Chief Education Officer).</p> <p>Governors acknowledged a virtual session would be welcomed, however understood the benefits of a conference taking place in person and wondered whether a hybrid option could be made available.</p> <p>Details were reported back to the Head of Governance.</p> | |
| QEA/087 /23/24 | <p>How has the Academy Committee held senior leaders to account</p> <p>Governors have challenged senior leaders regarding</p> <ul style="list-style-type: none"> • Attendance and absence • Attitude to Learning improvements • Sanctions received for vaping | |
| QEA/088 /23/24 | <p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Governors acknowledged vision mission and values and Equality had been considered during discussions throughout the meeting and in line with the agenda.</p> | |
| QEA/089 /23/24 | <p>Consider information to be advised to the Trust Board and complete the annual report</p> <p>Academy Committee governors discussed the areas to be populated on the document which would be forwarded to the Head of Governance for review by Trustees.</p> <p>The Chair and governors praised the Governance Professional for the levels of support offered which has been instrumental in supporting governors throughout the academic year. Governors praised the support offered with governor recruitment and throughout induction. In addition, the Governance Professional had been instrumental in forming links between Chair's in other academies within the Trust which has been beneficial in gaining improved understanding of areas of interest to strengthen the committee and support</p> | |

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| | for the Chair. In addition, high levels of support had been offered due to the demand of high levels of Governors Discipline Committee meetings required. | |
| QEA/090 /23/24 | Determination of Confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That no confidential information had been discussed | |
| QEA/091 /23/24 | Date and time of next meeting: It was agreed that the next meeting would take place face to face at the academy on:- Thursday 19 th September 2024 Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm | |
| | The meeting closed at 6.41pm Signed.....(chair) Date..... | |