

**Minutes of the Local Academy Committee meeting held on
Thursday 19th September 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 LAC governor	
Vacancy x 1		Parent AC governor	
Vacancy x 1		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 - behaviour	
Mr Matthew Watson	MW	Vice Principal – outcomes	
Mrs Danuta Kerwick-Chrisp	DKC	Governor Candidate - Observer	
Mrs Margaret Blore	MB	Trustee	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	7

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/001 /2425	<p>Welcome and introductions The Chair welcomed everyone to the first meeting of the academic year. It was confirmed that in the summer term meeting, Mr Krogulec had been reappointed as Chair and Mrs Bull as Vice-Chair.</p> <p>Apologies for absence All governors attended the meeting.</p> <p>Prayer – Anthony Darby Anthony led the attendees through a prayer of thanksgiving.</p>	
QEA/002 /2425	Trustee update	

	<p>Following work which has been carried out with a group of Trustees and Chairs of Governors to improve communication between the Board and LACs, an agreement was made for a Trustee to attend one of the LAC meetings during the year.</p> <p>Mrs Blore introduced herself to the committee and her background before acknowledging the work that the governors put in to support the school. The governors were informed of items discussed in recent Standards & Outcomes and Audit & Risk committee meetings.</p> <p>The governors asked if the trustees are able to challenge the DfE and would the board be prepared to do so if needed. Mrs Blore confirmed that as a Trust, they do make representations but there is not the forum for dialogue with the DfE. The governors further queried if the CEO has the capability to which Mrs Blore confirmed he would if and when it was appropriate, and this would be conducted through the regional office.</p> <p>The governors thanked Mrs Blore for attending and providing insight into the committees and also asked for a thanks to be passed on to the trustees for their engagement with the academy.</p>	
QEA/003 /2425	<p>Governance report</p> <ul style="list-style-type: none"> Declarations of Interest (annual summary to be inc. in report) <p>Governance Professional to check all governors have completed it and chase any that are missing. Deadline for completion is the 18.10.24</p> <ul style="list-style-type: none"> Code of Conduct <p>Governance Professional to check all governors have completed it and chase any that are missing. Deadline for completion is the 18.10.24</p> <ul style="list-style-type: none"> Governance action plan summary 2023/24 and new one for 2024/25 from self-evaluation and skills audits <p>This was discussed in the summer term 2 meeting. The Chair confirmed that this will be used in conjunction with the skills audit and the trust training sessions.</p> <ul style="list-style-type: none"> Confirm/appoint to link governor roles <p>The Chair confirmed the desire for all link governors to remain the same, to which the governors agreed. The Chair will discuss link governor opportunities with the new governors.</p> <p>Mrs Percival added that there is a new QEA Trustee governor that wishes to join. The academy is awaiting the formal confirmation of this. Governance Professional to follow up with the Principal.</p> <ul style="list-style-type: none"> Confirmation of training for governors to complete 	<p>GP</p> <p>GP</p> <p>GP / P</p>

	<p>The dates have been sent out for the Trust training sessions including safeguarding, SEND and careers. The next training session for the LAC meeting will be a pre-recorded video on the changes to the Ofsted inspection and then in the meeting governors will be able to ask any questions to localise the knowledge shared. Governors to let Governance Professional know if they have not received the calendar requests.</p> <ul style="list-style-type: none"> • 2024/25 training programme <p>Governors confirmed they had all done the annual training. Governance Professional to go through this with Mrs Kerwick-Chrisp after appointment.</p>	GP
QEA/004 /2425	<p>Things to celebrate</p> <p>The Principal informed governors that comments have been made by staff that there is a feeling around the academy that it has been the strongest and most positive start to a year that the academy has had for a very long while. In the first 2 weeks of term, there has been the highest number of golden tickets handed out, highest positive points score, and attendance is high. Staff moral is very good and extracurricular attendance is high, so the academy is very keen to keep this momentum going.</p> <p>Governors were notified by the Principal that the academy site has undergone some considerable work during the holidays including extending the fencing, toilet redevelopment and a rolling programme of redecoration. The learning resource centre has also had a refurbishment and there is new flooring in the main English and Maths corridors. The academy has been supported a lot by Diverse Academies Trust. Staff and governors passed on their thanks.</p> <p>The governors queried how the heating is to which Mrs Percival confirmed it is on and working but will need a full overhaul.</p> <p>The Principal also extended her thanks to the Queen Elizabeth's Endowed Trust for their financial support in reviving the pavilion. The governors asked if the pavilion will be in use for the Remembrance event, but it was confirmed it will not.</p>	
QEA/005 /2425	<p>Governor candidate election</p> <p>Mrs Kerwick-Chrisp gave the committee a brief reminder on herself and her skills. Mrs Kerwick-Chrisp left the meeting at 5.02pm and returned at 5.03pm.</p> <p>It was confirmed that the application process had been followed for Mrs Kerwick-Chrisp. The Chair reported that Mrs Kerwick-Chrisp expertise and knowledge of education and governance would be beneficial to the LAC. All governors agreed that Mrs Kerwick-Chrisp should be elected to the LAC for a four-year term of office with effect 19.09.24.</p>	

QEA/006 /2425	Minutes of the meeting dated 2nd July 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.	
QEA/007 /2425	Matters Arising: Outstanding 079/23/24: A Darby to complete Trust safeguarding training and confirm KCSIE on document available Governance Professional to check that Mr Darby has completed the training. 082/23/24: Link governor areas to be reviewed Please see agenda item QEA/003/2425 082/23/24: Events for governor attendance for the year Please see agenda item QEA/008/2425 083/23/24: In depth overall scores for AtL students discussed by staff (DP/FG) In advance of the meeting, governors received a PowerPoint presentation on AtL (attitude to learning). Across the academy the y7's came first with an average of 1.53, followed by y9 with an average of 1.58, then y8 with 1.63 and then yr10 with 1.65. The target for the academy is 1.5. The Straight 1's increased from 37 to 39 and the average score ended on 1.6. Mrs Garlick further highlighted to governors that previously the loyalty card reward recipients was at 257 but this ended up 377. Out of the 377 students, 118 of these were in y7. Governors were also made aware that within the year groups, 63% of y7 improved across the year. Y8 improved by 65%, y9 by 58%, and y10 by 70. Mrs Garlick expressed her excitement to see the AtL scores in October when the first checkpoint is completed for this academic year. Governors were made aware that students are already asking about the rewards and the criteria has been amended so it is more student friendly. It has also been found that the staff have embedded the aspirational language too. 083/23/24: Review of SEND information for investigation by the Principal (DP) The SEND review was distributed in advance. The governors questioned if the new schools opening in the area will impact QEA. The Principal confirmed that it could impact the academy as it will create an extra 150 SEND spaces which is needed within the area. The new academy will be focussing on autism and ASD.	GP
QEA/008 /2425	Principals report / ERM report	

	<ul style="list-style-type: none"> • Review of results <p>Mr Watson highlighted to governors that attendance had a large factor in the results of which were achieved in the 2024 outcomes as 48% of the cohort were persistently absent. Persistently absent is where a student's attendance is less than 90%. The governors questioned why this is the case to which Mr Watson confirmed that the majority are due to the hangover from the pandemic and parents had lost confidence and faith in the education, this is not just an academy problem, it is a national picture. If the PA students are removed from the data then the P8 (progress 8) score would be -0.40 which highlights that when the students are in the academy, they are getting access to the correct curriculum.</p> <p>The P8 score is -1.03 which is a slight improvement from the 2023 outcomes. The 5+ grades are up, the attainment8 score is up and the results in Maths and English have also increased. The governors queried if the marking system is trying to go back to pre-pandemic levels. Mr Watson agreed with this but with harsh marking.</p> <p>Mr Watson informed governors that the number of buckets filled (achieving 8 qualifications) is higher than it has ever been at 90.6%. Also, the number of 7-9 grades has almost doubled which highlights that the mindset of both staff and students are changing as there is now the aspiration to reach the higher grades. The academy is working hard on ensuring the high attaining students continue to increase.</p> <p>Governors were notified that the SEND gap did widen however this was largely down to 2 students who would not engage with the academy, alternative provision and the local authority so did not sit any exams. The governors asked if there was a way to see the results with their data removed. Mr Watson confirmed it would be hard to unpick but the SEND students are on the action plan as 10% of the current y11 cohort are SEND students. The governors queried if there were any other students that did not receive any grades apart from the 2 SEND students. Mr Watson confirmed that all other students received at least one GCSE.</p> <p>The Pupil Premium gap has closed. The governors queried if the academy's level of Pupil Premium is higher than the local average to which the Principal confirmed it is far higher than both the local and national average with the highest level of Pupil Premium in the academy being 47%.</p> <p>Mr Watson highlighted to governors that the barrier to success was the open buckets which previously has not been the case.</p> <p>Governors' attention was moved on to Health and Fitness as there has been a change of course which has resulted in the course delivering inadequate outcomes. The Health and Social Care course also did not have the</p>	
--	--	--

	<p>expected outcomes due to an error with the examination entries as there had been a move to terminal rules. The governors asked if there had been a change of course in Health and Fitness. Mr Watson advised it was mostly down to the internal process and homework. A strategy has been put in place to address the issues and ensure it does not happen again. The governors queried if the Health and Social Care error was down to the exam entry. The Principal advised that students can bank coursework as long as the coursework and exam sat are from the same series. Some students resubmitted their coursework from January which is then where their grades have been held back. The governors questioned if this is an admin error to which the Principal confirmed it is from it being a first-time error. The governors agreed that learning from it is key.</p> <p>Mr Watson highlighted to governors that there are the following key areas for development following the outcomes this year.</p> <ul style="list-style-type: none"> • Attendance. The results show that if the students are in the academy, then they do learn the right things. There is a new initiative towards attendance which has gained traction with the students already. The current Y11 have come back positive at 99% and are engaged in lessons. Following the mock exams in June, the academy then also ran a mock results day. As part of the new initiative, team building activities have been linked in pastorally and are new reward based to encourage attendance. • The need to maximise vocational outcomes. This is particularly focused on PE as it is now part of the core offer. The academy have also been working on improving the quality assurance process. • SEND – the SENCO will now attend the y11 strategy meeting so that SEND students can be discussed and ensure that the gap is reduced this year. • Behaviour. Mrs Garlick is working closely with the Trust and Matt Pennington, Trust lead for behaviour, to ensure that any students that may be a risk in the future are being worked with from as early as possible. • Maths. There is a new Head of Maths who started in September. She had been appointed in May but attended several times before the new academic year. Governors were made aware that the energy and motivation as a Maths department is exceptional. Mrs Percival added that the Maths department are already such a strong team and there is a passionate belief of the importance of maths which is rubbing off on the students and teachers too. This is also having an impact on all middle leaders across the academy. The governors asked what the Principal believes is the difference. Mrs Percival described that the previous Head of Maths was great, but the new one is passionate about curriculum development and has already opened conversations about streaming and ability 	
--	---	--

	<p>setting which has then struck up conversation in other departments.</p> <p>The governors queried the number of subjects that the students do and if there was capacity for students to drop a subject if they were extremely weak at it to ensure success. Mr Watson confirmed that historically students at QEA have studied 8 subjects but the current y11 cohort are studying for 9 qualifications. The academy does have strategies which can be used which allows for greater flexibility where students need.</p> <p>The governors asked about student wellbeing with sitting so many exams. Mrs Percival agreed that exam stamina is a real thing with the academy having many support mechanisms in place to help the students. Students during the exam period, are given breakfast, they have a dedicated quiet space, and the academy have now allocated more spaces for exam rooms to allow for a more nurturing environment.</p> <p>Mr Watson highlighted to the governors that the subjects with the biggest gains were Science, French and Spanish. In Science, all subjects made significant improvements which shows how the department have really embedded the curriculum. In French, the students have been focussing heavily on speaking skills which has meant that 8 students achieved the higher grades in comparison to last year where there were none. Mr Watson wanted to highlight Spanish too as this was the first cohort of Spanish students and it performed well.</p> <p>The governors questioned the English outcomes as it is showing a reduction since last year. Mr Watson informed the governors that the academy has resubmitted the papers for 20 students for remarking. If the remarking is successful then it will mean, there has not been a reduction. It was added that the current score is 4% off the predicted total so there are no concerns. The governors asked if the students get the opportunity to see their teacher before heading into the exams. Mr Watson confirmed that the students have either a revision session or a masterclass before each exam to ensure they are on the right wavelength. These sessions are always run by their teacher, so the students can speak or raise any concerns if needed.</p> <p>The governors noted that the RE outcomes are lower than last year and asked if all students are sitting the subject. Mr Watson advised that Religious Studies is the short course so does not contribute towards the P8 score and it does not contribute for those students wanting to go to college. With this in mind, students were switched on to the fact that they could not use the subject so therefore the outcome is not a true reflection. Moving forward Religious Studies has an equal weighting so this will not be an issue in the outcomes in 2025.</p>	
--	--	--

	<p><i>Mr Watson left the meeting at 17.15pm.</i></p> <ul style="list-style-type: none"> Evaluation of AIP/SEF 23/24 The governors noted that in the 2023 evaluation it mentioned engaging parents to find out if they have any links within the community to work with QEA and AtL rewards before asking the academy to expand on this. The Principal explained that Mrs Garlick had been doing a piece of work on aspiration building and there was a conversation held about whether there were any parents of QEA students that could come in and discuss their experiences. The governors queried what was meant by 'the big think' to which it was explained by the Principal that some students if faced by a visitor cannot articulate what they have learnt. The big think is therefore a hook for each lesson which the teacher will start with and throughout the lesson they can link back to know exactly what they have learnt. This is still in its infancy and will continue to be built up and gather further momentum. Overview of 24/25 AIP, <ul style="list-style-type: none"> Targets 2025 The governors asked how the academy chose the objectives that are in place and if these are linked to outcomes. The Principal explained that the current objectives will be for 2 years as it is focussed on impact. All the objectives that are set are on improving outcomes throughout the whole academy and not just in KS4. Governors were reminded that as there is no KS2 data for the students over the next 2 years there are no references to P8 scores and is all about improving outcomes. The academy will be reviewing the curriculum in KS3 as it is currently very content heavy. The plan, once reviewed, will be to reduce the content if there is a need to to allow for more time in classroom on applying the skills that have been taught. The Principal confirmed that attendance is also an objective as the outcomes in 2024 show that when the pupils are in the academy, they have a fantastic offer. It is a big piece of work, but it is crucial to ensure the academy are getting it right from y7 the whole way through. Behaviour and attendance update The governors asked how the academy's attendance compares with others within the MAT and if the academy can draw on any support from academies where good practice is evident. The Principal advised that attendance remains a priority for every academy with the MAT. Patrick Knight, trust lead for safeguarding and attendance, supports the academy a lot. Within the Trust there is a strategic group specifically for attendance 	
--	---	--

	<p>where good practice is shared. Within QEA, the academy has relaunched the attendance priority to ensure the academy understand and know the families as best as possible from the very beginning. It was added that the academy is working with the primary schools on attendance and are writing to parents in the spring term of y6 to ensure the expectations are fully set before the students arrive at Queen Elizabeth's. Governors were also made aware that the academy runs attendance panel meetings which are for exploration reasons rather than punitive and allows parents to raise any grievances. It was added that the academy has a 5.8% higher attendance than at the same point last year.</p> <p>○ FPS/P/Ex figures / AP review 23/24</p> <p>It was confirmed that the academy made 2 permanent exclusions on the 10 September. The panel dates are set for the 1 October and the 10 October. Governors will be made aware of the outcomes of these meetings.</p> <ul style="list-style-type: none"> • SEND local offer, information report 24/25, annual review 23/24 inc. all vulnerable groups (reports for websites) if available – check the website <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> • Policies / local appendix to review / ratify <p>The policy appendices were approved by governors.</p> <ul style="list-style-type: none"> • Identified academy risks / risk reports <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> • Staff and pupil wellbeing <p>Governors agreed there were no further questions on wellbeing.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARS/FOIA/Police Requests) <p>It was acknowledged there were no breaches, SARS, FOIA or police requests currently.</p> <ul style="list-style-type: none"> • Complaints, Claims (no's/overview) <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> • Admissions 2026/27 local appendix and supplemental form approval <p>The local appendix for the 26/27 admissions was not ready for governors at the time of the meeting. Governance Professional to add to next agenda</p> <ul style="list-style-type: none"> • P16 plans <p>The Principal confirmed that the Hucknall Sixth Form Centre (HSFC) is due to close in summer and the academy have not been able to recruit any y11 to go into y12 and there is only 3 y12 students going into y13. If there had</p>	GP
--	--	----

	<p>been any students going into y12 then they would have had one year at HSFC and then one year at The Holgate Academy. There is a sense of caution from the students with the plans from The Holgate Academy still being in their infancy and the lack of having a secure plan for their future. One of the members of staff from HSFC, Sharon Hall, has now returned to QEA who has a wealth of experience and is keen to bring a P16 offer back to QEA. Governors were advised that there is plan, albeit in its infancy, to bring a P16 offer back to QEA in September 2026 with a small offer to start with. The governors asked if there will be a full or limited offer to which the Principal confirmed this would be limited to start with but there would be a very strong vocational offer. The governors queried the viability of the offer. The Principal noted that there are bigger year groups coming through so will be more viable plus she would like it to become expected that students join in y7 and stay through to y13. The governors questioned if there is capacity within the building. The Principal added that currently the whole school is in use so is something that would need to be considered carefully and will need building into the academy CLFP. The academy needs to ensure they can offer quality.</p> <ul style="list-style-type: none"> • Safeguarding <p>The governors noted in the paperwork distributed in advance it mentions that there are some concerns of students engaging in the consumption and distribution of drugs across the Mansfield area and whilst this is not specifically students from QEA they asked what the academy have in place to action this. The Principal confirmed this is high on the agenda as young adults are influencing the youngest and whilst the academy has had a good year, it is a key issue within Mansfield. Governors were reassured when the Principal confirmed that the students of QEA are very open with sharing any safeguarding concerns due to the culture that has been built. Children will tell academy staff of any issues with the use of substances like MDMA, and the academy are lucky to have the pastoral curriculum which is responsive to need. The Principal also added that standing briefings happen within the academy where she will discuss any pressing issues in the academy or the local area. The governors also noted that there are issues with knife crime locally before questioning if this is included within RSE lessons. The Principal confirmed there is a programme called 'My Future' which is ran by the youth offending team who come into the academy and work with a group of students where there are concerns about knife crime and county lines. Within the academy, there is a staff member working closely with y11 to ensure they are building their aspirations to ensure they are finding the right things to do.</p> <p>Academy Specific Information:-</p> <ul style="list-style-type: none"> • Events Calendar for governor attendance 2024/25 	
--	--	--

	<p>In advance of the meeting the governors received a list of the academy events. The governors were informed that the open evening has over 560 students booked in for a PAN of 180.</p> <ul style="list-style-type: none"> Christian Distinctiveness <p>The Principal advised the committee that Danni Coles has joined the academy as the Chaplain, and she works Tuesday – Friday from 8.30am – 1.30pm. Already Ms Coles is making strides in making use of the chapel and activities. The governors remembered that the academy was looking to recruit someone that did youth work too. The Principal confirmed that there is an overlap with youth work but there is a very strong faith element. It was also recognised that Ms Coles is open to multi-faith which is great for recognising diversity within our community. The Principal also informed the committee that the academy is part of a Church of England pilot scheme called ‘The Flourish Project’ which comes with funding from the Church of England. This allows the academy to have a shared Flourish worker that will be student and staff facing who will solely have a focus on the church in school. This will also link with encouraging church attendance and then encouraging the church in school. The recruitment process is currently underway, and it was agreed for the Principal to update the governors as the process continues.</p> 	DP
QEA/009 /2425	<p>Budget summary 24/24</p> <p>Governors were made aware that the budget summary was not provided in time to the academy. Governance Professional to add to the next agenda if the Chair deems appropriate.</p>	GP
QEA/010 /2425	<p>Link Visit Reports and feedback from visits</p> <p>Two link visit reports had been received from Mrs Twigger. There were no questions on these reports.</p>	
QEA/011 /2425	<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"> Thorough review and challenge of results Questioning around safeguarding and how interventions implemented Challenge on the AIP 	
QEA/012 /2425	<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/013 /2425	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <ul style="list-style-type: none"> Appointment of Mrs Kerwick-Chrisp for a 4-year term of office The increased sense of moral around the academy ‘being the best start to the year in a very long time’. 	

	<ul style="list-style-type: none"> The changes within the Maths department seem to be making a very positive change across the academy. 	
QEA/014 /2425	Determination of Confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> That no confidential information had been discussed 	
QEA/015 /2425	Date and time of next meeting: It was agreed that the next meeting would take place face to face at the academy on:- Thursday 14 th November 2024 in the academy. Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm	
	The meeting closed at 6.42pm Signed.....J Krogulec.....(chair) Date...By email on 06.10.24.....	