

**Minutes of the Local Academy Committee meeting held on
Thursday 14 November 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	A
Mrs Joanne Bull	JB	Appointed LAC governor	
Mrs Louise Hart	LH	Appointed Parent LAC governor	
Mrs Danuta Kerwick-Chrisp	DKC	Appointed LAC governor	
Mr Terry Clay	TC	Appointed QEA Trustee LAC governor	
Mrs Angela Mitchell	AM	Staff Appointed LAC governor	
Vacancy x 1		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	A
Miss Donna Percival	DP	Principal	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	9

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/016 /2425	<p>Welcome and apologies for absence The Chair welcomed everyone to the meeting. Mr Darby and Mrs Saxelby sent their apologies in advance of the meeting due to personal circumstances; these were accepted by the committee.</p> <p>Prayer – Mrs Williams Mrs Williams led the attendees through a prayer of thanksgiving.</p>	
QEA/017 /2425	<p>Declaration of interest 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/018 /2425	<p>Training Mr Krogulec confirmed he had watched the Ofsted video on the 14.11.24. Governance Professional to update the training log for the committee.</p>	GP

	<p>The governors fed back that the training felt a little overwhelming and that amongst the uncertainty they feel sorry for the staff of the academy. The Principal confirmed that there will be a shift in the culture but that the changes do not come as a surprise. It is felt by the academy that the Ofsted changes appear to be mirroring the SIAMS model, albeit there is still a lot of unknown including how the report card will look, how safeguarding will be audited. The information regarding the IDSR is not new and within the academy current the Principal and the Outcomes Lead have written the narrative but moving forward this will be done by the academy SLT. Governors were advised that the data is always old but does offer a national comparison.</p> <p>The governors asked if the inspectors will be more humane moving forward to which The Principal advised at the last QEA inspection the inspectors that came were humane and the academy had a good experience. It was deemed that it was a 2-way process with the inspectors working closely with the academy and even redoing meetings when the academy requested it. However, it was acknowledged that colleagues at other schools are having very different experiences.</p> <p>The governors queried the IDSR data and asked if is compared to similar socio-economic data or just the national. The Principal confirmed that as standard it is only to the national data, but the similar socio-economic information can be found.</p> <p>The governors noted that inspectors often come with a pre-conceived idea of the academy. The Principal advised that the IDSR data gives an inspector what they need, albeit historic, as well as the inspectors combing the website and completing the parent view. However, as a leadership team, they know what the pre-conceived ideas would be and they then need to dispel the myths.</p> <p>The governors asked for clarification on the days and length of time between visits. The Principal confirmed that usually for a full inspection an academy would receive a call on the Monday for a visit on the Tuesday and Wednesday. Thursday and Fridays are usually used for deferred or unannounced visits. The visits are usually held every 4 years, but this is only very loose. With the unannounced visits, they must have a strong rationale for visiting e.g. safeguarding.</p> <p>The governors questioned if there has been a change to the approach of the visits by either the academy or the trust. The Principal advised there hasn't been yet. Cat Thornton is an active inspector so attends all the training sessions, and this does get fed back to the Executive Principals and Principals. In addition to this, the Principals across the trust will feedback to each other on how their inspection has gone too.</p> <p>The governors asked if there are any changes to a governor's involvement in an inspection. It was confirmed that this remains the same if there is a</p>	
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	<p>degree of challenge and support. The scheme of delegation will differ from one MAT to another so wouldn't be easy to do.</p> <p>The governors noted that it is good that the Trust are being inspected for the accountability at a higher level.</p> <p>The governors passed on their thanks to Cat Thornton for the training video as it was informative and helpful.</p>	
QEA/019 /2425	<p>Governance report</p> <ul style="list-style-type: none"> • Local response following central training <p>It was confirmed that all governors' statutory training is up to date and that all governors had watched the Ofsted training.</p> <ul style="list-style-type: none"> • Link governor visits and reports <p>Since the last meeting, 4 link visits have been completed. Governors confirmed that following the visits there was nothing that needed highlighting to the committee.</p> <p>The Chair advised that Mrs Kerwick-Chrisp is going to be the link governor for safeguarding with Mrs Twigger and is also going to be looking at the academy's scholarship offer which is highlighted within the AIP.</p> <ul style="list-style-type: none"> • Local training established from governance self-evaluation and focus on priority aspect of school improvement <p>The plan for the training at the January meeting is to be confirmed.</p> <ul style="list-style-type: none"> • E Twigger re-election <p>It was advised that Mrs Twigger's term of office was due to end on the 2 December 2024. The Queen Elizabeth's Endowed Trustees were happy for Mrs Twigger to remain on the committee so therefore Mrs Twigger's term of office was re-confirmed for a four-year term of office with effect 14.11.24.</p> <ul style="list-style-type: none"> • Staff governor election <p>The committee was advised that Mrs Williams' term of office is due to end on the 2 December 2024, but she has decided not to be re-elected. The committee thanked Mrs Williams for her dedication and support over the long period of time she has been the staff governor for the academy.</p> <p>Following a staff governor election, Mrs Angela Mitchell, has been elected by the staff to become the new staff governor. Mrs Mitchell was confirmed as the new staff governor for a four-year term of office with effect from 05.11.24.</p> <ul style="list-style-type: none"> • QEA Trustee election 	

	<p>Following the update at the last LAC meeting, it has been confirmed that the Queen Elizabeth's Endowed Trustees have appointed Terry Clay on to the committee. It was confirmed that Terry Clay has been appointed for a four-year term of office with effect from 05.11.24.</p> <ul style="list-style-type: none"> • Update from the Chair <p>The Chair informed the committee that due to a recent promotion at work, he will be stepping down as Chair and from the committee at the end of the academic year. Governors to speak to the Chair or the Governance Professional if they would be interested in becoming the Chair for the 25-26 academic year so that a period of handover and training can be completed.</p>	
QEA/020 /2425	<p>Things to celebrate</p> <p>The Principal informed governors that the Y11's are currently undergoing their mock exams and despite very few examples of poor behaviour, the students have approached the mocks brilliantly. The students have attended revision breakfasts and lunch sessions as well as settling into the exam rooms great. The academy held the English Language mocks last week and the results are great which is a fantastic start.</p> <p>The academy has forged a link with a school in Kenya which is a school close to the heart of one of the academy's English teachers, Mrs Murungi. The school in Kenya is struggling to survive so the academy is fundraising to get as many of the local children through education. The cost in Kenya is £73 for a school place and £140 for a boarding child which includes uniform and transport. So far, the academy has raised enough to fund 6 boarding children. It was noted how incredible the students of QEA have been in getting behind the fundraising efforts.</p> <p>On Monday, the academy had their Remembrance Day Event which went very well. The new Head of Music supported the Choir, and it was deemed a successful day.</p> <p>The Principal informed governors that the Attitude to Learning (AtL) target for the academy is 1.6 and during the autumn term 1, a score of 1.5 was achieved. On the 15 November 2024, 283 students across Y7-10 will be attending the reward event of a movie morning with popcorn and hot chocolate. The Y11's will receive their reward when they have completed their mock exams.</p> <p>Governors were made aware that attendance across the academy is up 3% since this time last year.</p> <p>The Principal notified the governors that for September 2025, the academy has received 178 first choices from the Nottinghamshire applications out of a PAN of 180. The Derbyshire applications have not yet been received but for the first time in 15+ years, the academy will be over PAN. In total, for Nottinghamshire, the academy has received over 500 applications. It was added that it is crucial that the academy do not accept another year group</p>	

	<p>of 210 as the academy cannot cope. The outgoing Y11 is a year group of 120 so the increase to 180 will make a large difference. The Local Authority have been notified that the academy will only take 180 students this admission round. The governors agreed to add this to the report to trustees so that they are aware of the importance of not increasing the PAN to 210. The governors asked if the academy has enough numbers of students in the classroom as well as the correct number of teachers. The Principal confirmed the biggest classroom group is 32 but Diverse Academies like to have classes of 27. The academy is mindful from a health and safety point of view as some classrooms can not be used for 32 children. With the teachers, the academy does have the correct number of teachers that are needed but recruitment continues to be an issue.</p> <p>Governors were advised that the award evening on December 17th has been cancelled following tough decisions around the rewards budget. Instead of this, the academy will be holding one large awards evening in the summer, and any faculty nominations will be given out in assembly. This will be in addition to the AtL events. The disco will still be going ahead on the 10 December and the Christmas show has been confirmed for the 18th of December from 6-7pm. Governors to let the Governance Professional know if they are able to attend.</p>	GP
QEA/021 /2425	<p>Minutes of the meeting dated 19 September 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p> <p>The governors asked if there has been any difference in the Progress8 score following the academy's request for remarks. The Principal confirmed the Progress8 score is down to 0.98 as has been adjusted due to the non-attenders.</p>	
QEA/022 /2425	<p>Matters Arising: Outstanding</p> <p>QEA/003/2425 – To note all governors have completed the declaration of interest.</p> <p>QEA/003/2425 – To note all governors have completed the code of conduct for the academic year.</p> <p>QEA/003/2425 – To note Mr Clay, the new QEA Trustee governor was in attendance at the meeting.</p> <p>QEA/003/2425 – To note Mrs Kerwick-Chrisp induction training is completed.</p> <p>QEA/007/2425 – To confirm that Mr Darby has completed the safeguarding training and has read the KCSIE.</p>	

	<p>QEA/008/2425 – To confirm the 26/27 admissions appendix was distributed in advance of the meeting. It was then confirmed that the Trust are in a period of consultation until the end of December over the admissions appendices for all academies in the Trust. An update will be shared once the consultation has closed.</p> <p>QEA/008/2425 – Update on the Flourish project</p> <p>Governors were reminded that funding became available from the education office at the Church of England after it was recognised that there is a reduction in church attendance. The project was created to reenforce ties between churches and schools. It was agreed that the funding would enable the diocese to appoint 2 Flourish workers. One based in Southwell for The Minister School and Magnus C of E Academy and one in Mansfield between Queen Elizabeth's Academy and The Samworth Church Academy. Following the recruitment process, there are 2 part-time staff members for the Mansfield area who will work to create church in school experiences. The caveat to this is that the project is funded for 2 years and whilst the church MATs may look to make these roles permanent, it will not be a priority for Diverse Academies Trust. For the next 2 years, the academy will fully embrace the programme and will look to embed the church-based experiences to give students, families and staff the broader experience of church. The academy has also received 100 free places for the Archbishop Young Leader Award which has saved the academy £1000. The new Chaplain, Ms. Coles will take oversight of these. The governors queried if there was no possibility of extending the funding even if there are benefits evidenced through impact data collections. The Principal advised that the academy would need to obtain impact data as part of the funding, but the academy will also need to evaluate what the uptake has been like.</p>	GP
QEA/023/2425	<p>Principals report</p> <ul style="list-style-type: none"> • Standards <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> • Behaviour <p>The governors questioned what respite is. It was explained that this is what the academy uses instead of suspensions. QEA have a reciprocal agreement with local schools where students can site in their isolation rooms instead of being suspended. This has been effective in cases where there are significant safeguarding concerns. The governors further asked if this works to which the Principal added it was better than suspensions.</p> <ul style="list-style-type: none"> • Quality of education update <p>The governors accepted that students on bespoke timetables have their lessons on EdClass before querying if EdClass is helping to close the gaps or widen them and if the academy deem it to be a good platform. The Principal acknowledged that it is not the best platform but that the Trust</p>	

	<p>are looking for alternatives. EdClass does allow the academy to meet the statutory obligations for education and it is as good as the student who is using it. When students have lessons on it, it is a tutored lesson, so students must have their camera on. However, the government have now changed the coding regulations for attendance whilst using EdClass on a bespoke timetables and it now classes as an unauthorised absence, therefore the academy will not be able to use it as much moving forward as it will affect the attendance figures.</p> <ul style="list-style-type: none"> • Impact of additional funding to include (if not done at the last meeting): <ul style="list-style-type: none"> ○ Pupil premium evaluation and evidence of impact on outcomes 2023/24 and review of strategy for 2024/25 (to go on website) <p>The governors noted that within the PP strategy distributed in advance of the meeting it highlights the use of Voice 21 before asking what this programme is. The Principal explained that it is a project that Wainwright Primary Academy have piloted a few years ago as well as at Meden School where in both academies it has been used successfully. It was explained that some students write the way they speak so during English exams their writing will not get them higher scores. At Meden School, they piloted the programme in History and English and by coaching the students on their oracy it has had a positive impact on their confidence and speaking skill and style which has then had a positive impact on the way they are writing. It was acknowledged that this links in with the work that Mrs Jarvis is doing on scholarships. At QEA, the staff have started to undergo the online training that is needed for the programme and then a whole staff training session will be held on the February inset day.</p> <p>The governors questioned if the books in the library are suitable for students of all reading standards. The Principal explained that academies can purchase books targeted for children with lower reading ages but based on topics that their age would be interested in. The Learning Resource Centre Manager has made lots of changes within the space and has put bids out for additional funding of which successful applications have allowed the academy to spend more money on books.</p> <p>The governors highlighted that the documents show an overspend from the allocated amount before asking if there is a budgetary issue. The Principal explained that there will always be a greater spend than the money allocated but that this is substituted from the academy budget.</p> <ul style="list-style-type: none"> ○ Additional funding premium and outcome inc. catch up <p>There were no further questions from the committee on additional funding.</p> <ul style="list-style-type: none"> • Receive any surveys/audits/reviews 	
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	<p>The governors acknowledged that the staff survey did not highlight anything the academy was not already aware of including workload. The Principal advised the committee in all the ways in which workload has been stripped at QEA including staff only marking one in-depth piece of work per half term, wellbeing week where there are no after school meetings, in addition to, panto and sports day leave. It was added that the workload is a perception of teaching rather than teaching at QEA and that the survey had been distributed to staff in July.</p> <p>The governors asked if AI is having an impact or if it could be seen as having an impact in the future for staff workload. The Principal explained that the Head of Maths is looking into Sparks Maths which is a software that runs through AI to set bespoke homework to students based on their areas where they may need further support. The governors queried other AI platforms like Chat GPT and if this is being used. It was described that during the staff CPD session recently, it had been discussed and there is a plan for those staff who are better at using it to support the staff members who either may not be able to or do not know how to use.</p> <ul style="list-style-type: none"> • Safeguarding - Compliance and culture <p>The governors noted that it was positive to see the moves in behaviour and attendance before asking about the increase in EHAF referrals. The Principal stated that whilst the academy is submitting more referrals it does not mean that more support is being received. The committee were made aware that the Local Authority are trialling a new system in Bassetlaw where is a one point of entry form and then the LA will triage the request. It was acknowledged that for the academy to submit the forms, parental consent must be obtained.</p> <p>The governors acknowledged that mental health support remains a concern and queried if the results are effective across the trust. The Principal agreed that the levels of counselling offered across the academies in the trust is always discussed in personal development meetings. However, it was highlighted that parents are becoming more demanding and by offering a counselling service it does take away the core focus of the business and therefore there is a need for more external support rather than academies dealing with counselling in house.</p> <p>The governors noted that some child-on-child cases have not been logged on SIMS but have been put on My Concern before questioning if this is a training requirement. The Principal explained that this will be explained to staff in the next staff meeting to ensure it is followed up by the correct team and so any incidents can be reported for any permanent exclusions and fixed period suspension panels.</p>	
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	<p>The governors asked what changes the academy / trust are making considering the DfE changes on monitoring and filtering. The committee were advised that the monitoring and filtering is overseen at Trust level and that they notify the academy if someone searches for something that is not permitted. The governors further asked if this was at academy level or at the device, to which it was confirmed that it is only for academy devices but that students cannot access the academy Wi-Fi. There is no way the academy can track activity on personal devices. The governors requested for this to be feedback to the trustees to obtain confirmation the trust is responding to the new guidance. The Principal advised that the academy do confiscate phones from students if they are seen and that parents must collect them at the end of the day.</p> <ul style="list-style-type: none"> • SEND After receiving the budget for the academy, the governors asked if Mrs Graham receives support for writing the SEND bids. The Principal confirmed that Mrs Graham works tirelessly to obtain as much funding as she can for the SEND students of the academy. • Stakeholders The governors agreed that it was great to hear that the student leadership panel is growing in numbers and confidence before asking if there is anything the governors can do to support. The Principal confirmed that governor support is very welcome, and any ideas are gratefully received. The Y11's has hit the ground running as they are wanting an elaborate prom and have really galvanized in coming together as a group. The governors queried if the academy had any idea why the Y7 meet the tutor evening had a low attendance at 60%. It was confirmed to governors that both the admin team and the tutors had chased the attendance at this event more than the academy usually would have so the attendance was disappointing. The academy is looking at the options moving forward including a blended offer of both face-to-face and online appointments as the academy are conscious to not run the event past 6pm as staff are in the academy before 8am each day. The governors questioned if the academy have consulted with parents on the considerations to which it was advised it has only been a conversation at academy level at this stage. • Health & Safety The academy has not held a Health and Safety committee meeting yet so there were no minutes shared with the governors in advance. • Staff & pupil well-being The governors acknowledged the lack of support from CAMHS before asking if EdPsych is still offering support. The Principal confirmed that the academy does have regular meetings with EdPsych off the back of any 	
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	<p>students being raised at Springboard. The case load of children with complex SEND needs is tremendous but they are always open to a conversation, and they do come into the academy to see the Y7's to see if any support is needed. The governors queried the role of virtual schools, to which it was confirmed that the virtual school oversee the personal education plans but is always over Teams, any support the students receive is from the academy.</p> <p>The Principal added that the academy has half termly meetings with the Local Authority where they flag any children who are at risk of a permanent exclusion. The Head of the ICDS team in Mansfield goes into the academy once a year to obtain an update on the students with EHCPs.</p> <ul style="list-style-type: none"> • Data Protection (any breaches/SARs/FOIA/Police requests) There were no questions on this agenda item. • Complaints, claims (No's/overview) There were no questions on this agenda item. • 2024/25 Trip calendar and review any Cat C trips held There were no questions on this agenda item. • Policies/local appendix to review/ratification There were no policies / local academy appendices that needed reviewing or ratifying. • Christian Distinctiveness The governors acknowledged the proactivity of the new Chaplain, Ms. Coles of which her efforts across the academy are evident. The Principal extended the thanks to Mrs Williams who has been leading collective worship on a Monday when Ms. Coles has been out of the academy. The governors asked how Ms. Coles projects are reflective of the diverse aspect of QEA. It was explained that Ms. Coles is very open to the celebration of non-Christian religious diversity e.g. Diwali. The work which is happening within the academy continues to broaden the experiences for the students with more impactful pieces of work. 	
QEA/024 /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"> • Ofsted training • Staff survey / workload • Pupil Premium • Safeguarding and mental health & wellbeing • Stakeholders 	
QEA/025 /2425	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p>	

	Governors acknowledged vision mission and values, and Equality had been considered during discussions throughout the meeting and in line with the agenda.	
QEA/026 /2425	Consider information to be advised to the Trust Board and complete the annual report <ul style="list-style-type: none"> The report was completed within the meeting and submitted to the Trust board. 	
QEA/027 /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/028 /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 16 January 2025 in the academy. Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm	
	The meeting closed at 6.16pm Signed.....J Krogulec.....(chair) Date...By email on 25.11.24.....	