

**Minutes of the Local Academy Committee meeting held on
Thursday 16 January 2025 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	
Miss Julie Evans	JE	Appointed LAC governor	A
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	A
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	
Miss Donna Percival	DP	Principal	
Mr Matt Watson	MW	Pupil Premium Lead	
Mrs Alison Elway	AE	Head of Governance	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Quorum Required	4	Governors Present	6

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/029 /2425	<p>Welcome and apologies for absence The Chair welcomed everyone to the meeting. Mrs Kerwick-Chrisp sent apologies in advance of the meeting due to being on holiday and Miss Evans due to illness; these were accepted by the committee. Mr Darby was not in attendance and no apologies were sent.</p> <p>Prayer – Mrs Percival Mrs Percival led the attendees through a prayer of thanksgiving.</p>	
QEA/030 /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>	

<p>QEA/031 /2425</p>	<p>Training – Pupil Premium</p> <p>Mr Watson explained that there is 52% of the current Y11 group that are Pupil Premium (PP) students which has increased from 47% in the 23/24 academic year. Governors were reminded that the Progress8 score is disappearing for 2025 so therefore the Trust will be looking at Attainment8 with more of a focus on English and Maths attainment. Mr Watson detailed the figures of progress for the PP cohort, albeit whilst the statistics show that the gap has closed, this has been because the non-PP students have not performed as well.</p> <p>Governors were advised that following the November mocks, 55% of the PP cohort achieved a 4+ in English which is already an increase on last years outcome. Maths continues to be an area of concern as this is only at 30%. The academy has implemented a lot of strategic decisions and support in Maths to try to improve this.</p> <p>The PP statement was uploaded at the beginning of December, but the intended outcomes are to;</p> <ul style="list-style-type: none"> • Close the attendance gap between PP and non-PP. Attendance for the academy is above 90% which is improved from previous years. These statistics are pleasing as following the summer 2024 results, they showed that when the students are in the academy, they do learn. • To close the outcome gaps. The academy's 3-year plan is reducing the gap by 5% each year. <p>In terms of strategies, the academy has seen real impact from;</p> <ul style="list-style-type: none"> • The literacy programme, Fresh Start. This is a 2-year course, and the academy are seeing an improvement in literacy. This is then supported with a reading lesson. • Reduced class sizes. The academy has been able to reduce some Y11 classes down from 30 students to 22 students which allows for staff to really understand individual student needs. • Effective tracking on the Pupil Progress software. This helps the academy to understand knowledge gaps and skills. By using this software, teachers can sit with parents to discuss all assessments that students have completed from the last 18 months. <p>The governors questioned what is happening in Maths and if it is not as embedded and if there is a Maths alternative to the Fresh Start programme. The Principal explained that there is a numeracy version of Star Reader, but the Maths department has been through a lot of change since the new Head of Maths joined in September as well as 2 additional members of the team. Since then, the department has been embedding expectations and there is now confidence that the team are understanding the students forensically. This has been supported following a visit from a sister school where an experienced member of their Maths faculty came to</p>	
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	<p>conduct some mentoring work and fed back on how positive the plans were which has boosted confidence in the department. The academy know that the results will improve by the summer, but they will not be what was hoped for. Governors were made aware that the decision has been made with the new Head of Maths, to move exam boards from AQA to Edexcel for the current Y10 students.</p> <p>Mr Watson explained that there are some new strategies for 24/25 that are being implemented.</p> <ol style="list-style-type: none"> 1. Voice 21. This was launched at the CPD sessions on Monday and is already acknowledged across the team that it could have a huge impact on QEA students in terms of helping them to express themselves fluently and grammatically and will help them to hold simple discussions. The Principal added that this will have a major impact for all the students in the academy. Wainwright Primary Academy has seen fantastic results from their use. 2. The Academic Scholarship Programme. This is for high prior attainers of which some students are PP. The academy has planned a trip to Oxford University for the Y10 high achievers and is an opportunity to push those students expecting 7-9 grades. The Principal added that there has been a piece of work completed across the Trust on adaptive teaching and best practice, not just for those students with a lower ability but also students with SEND need and higher achievers. The governors asked if the trip to Oxford University is an inspirational trip and if there will be trips to other local universities. Mr Watson confirmed that this is purely about aspirations and what the students can achieve. 3. Maths tutor. The previous Head of Maths has agreed to return as a Maths tutor which will be used for interventions. This has had a positive impact on the students as he knows the students well and has been running intervention sessions of either 7-8 students or 2-3 students. 4. To embed the Pupil Progress at KS3. It is successfully embedded in KS4 so by using in KS3 it will help the academy to understand the QEA students better as well as helping to close the gaps in Y7 and Y8 before the gaps become wider and more noticeable in KS4. The Heads of Faculty have chosen the assessment outcomes that have been loaded into the programme so this is a fully bespoke system for QEA that will be ready for February half term. <p>The governors questioned how parental engagement is with the PP students. Mr Watson advised it is lower than average.</p> <p>The governors further queried as the school becomes a school of choice, how this will impact on progress. Mr Watson explained that it is too early to say but with better tracking it puts the emphasis on the quality of assessments that the students are sitting.</p>	
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	<i>Mr Watson was thanked for his attendance and left the meeting at 16.59.</i>	
QEA/032 /2425	<p>Governance report</p> <ul style="list-style-type: none"> Local response following cyber security training <p>It was confirmed that Mr Darby and Mr Clay are still to complete their cyber security training.</p> <ul style="list-style-type: none"> Link governor visits and reports <p>The committee discussed the 4 link visits that have been completed during the autumn term 2. The Chair advised the committee that following his Careers link visit, the Gatsby response and score card will be shared at the next meeting.</p> <p>All governors were asked to complete a link visit before the end of the Spring term.</p> <ul style="list-style-type: none"> Governor action plan update <p>Governors were advised that the Governance Professional and the Chair have recently reviewed and updated the action plan and that all actions are being worked on.</p> <ul style="list-style-type: none"> Governance Strategy and Scheme of Delegation/Terms of Reference 2024/25 – review AC remits <p>It was confirmed that following a period of consultation, the Scheme of Delegation has been agreed by the board for publication. In advance of the meeting, the scheme of delegation was shared with governors along with the changes. The governors confirmed they had no queries on the amends.</p> <ul style="list-style-type: none"> J Krogulec extended term of office <p>Mr Krogulec informed the committee that he will be stepping down in the summer. With this in mind, the committee voted unanimously to extend Mr Krogulec’s term of office until the summer term.</p>	<p>AD / TC</p> <p>DP</p>
QEA/033 /2425	<p>Things to celebrate</p> <p>The Principal advised that the end of the autumn term meant that there were lots of events that brought the academy together including the disco, the Y11 reunion evening and the Christmas show. All of which were amazing events, and all were very well attended. The choir also performed in the local community which was played on Radio Mansfield, and they were commended for their performance.</p> <p>The governors were advised that attendance across the academy continues to be healthy and whilst there is still a 2% gap with the national average, this is a 4% increase for the academy which has been recognised at Trust level.</p>	

	<p>The academy has successfully recruited some great additions to the team including securing a teacher for the science department from someone who is completing their teaching practice at the academy.</p> <p>As Mr Watson had explained, Voice 21 promises to be exciting for the academy and will not only help the students develop their written ability but also help with their speaking skills.</p> <p>Governors were advised that a previous student has been accepted to Oxford University in September.</p> <p>The Principal also let governors know that Mrs Garlick has given birth to her baby. The governors passed on their best wishes to Mrs Garlick.</p> <p>Finally, for the Duke of Edinburgh programme, the academy usually has 10-12 students who want to take part but this year there are 35 students. The governors asked if there is the capacity for this to which The Principal explained that the group will need to be split in half due to both staffing and resources.</p>	
QEA/034 /2425	<p>Minutes of the meeting dated 14 November 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair, Principal and Executive Principal.</p>	
QEA/035 /2425	<p>Matters Arising: Outstanding</p> <p>QEA/018/2425 – to note the Governance Professional has updated the training log for the committee.</p> <p>QEA/020/2425 – To note 1 governor attended the Christmas show.</p> <p>QEA/022/2425 – The Governance Professional advised the committee that the consultation period has closed on the admissions appendices. The Trust board will meet on the 29th of January 2025 to agree the proposals.</p> <p>QEA/026 /2425 – The Principal updated the governors on filtering and monitoring following the request for further information from the trustees. It was advised that the Trust did a time limited piece of work where the filtering was triaged centrally but then the academy received emails if any students searched for key words. When this initial timeframe ended, the academy become responsible for triaging the notifications, but it was found to be very overwhelming as the academy were receiving high levels of emails. This was referred to the Trust and it has now been resolved that the Trust will continue to triage the emails. The Principal added that she is appreciative of the support received from the Trust.</p> <p>The governors asked if there was any cause for concern from the information received from the notifications. The Principal advised that there were no cases to follow up and in most cases the reasons for the</p>	

	searches were genuine e.g. studying health and social care or mental health.	
QEA/036 /2425	<p>ERM report</p> <ul style="list-style-type: none"> • Standards <p>The governors acknowledged that the Attainment 8 figures are below target before asking why they are below and what is the academy doing as a response. The Principal explained that whilst the numbers look low, they are the strongest set of mock results for a long time. The learning points from the mocks were beyond the results including the way the academy use the sports hall including what works best logistically for the academy and where students need to be. It was added that whilst the figures are not where the academy want them to be, there is no real concern, and the academy are focussing on the spring mocks and the results that come from these. The governors further queried if there are any subjects that have spiked any additional concerns that the academy was not aware of. The Principal confirmed that the academy is concerned about Maths but that it is imperative to remember that the Head of Maths has only been with the academy since September so there is now a need to ensure that there is confidence in the plans which are now in place. English did well and Science, albeit still low, has made huge strides. Governors were also made aware that the MFL faculty continues to grow, and it has been great to hear the way the students are talking about languages across the academy. The governors questioned if MFL is non-compulsory to which The Principal confirmed it has been non-compulsory for the last couple of years. Mrs Saxelby added that there is now more guidance regarding pathways and options and ensuring that students can succeed. There is also a need to ensure students do not pick subjects based on the teachers and the academy needs to ensure they make the professional judgement on the pathway students choose to ensure they succeed. The Principal added that the Y9 students will be choosing their options in February and the academy has tried to broaden the choices that the students get. It was also noted that the academy has included psychology in the choice rotations too, which is the first time.</p> <ul style="list-style-type: none"> • Behaviour and attendance / PD update <p>The governors noted that the increase in attendance is pleasing to see before asking if there have been any challenges with the new approach. The Principal advised that where the changes have been impactful are for the students who were just dipping into persistent absence. For those students with under 50% attendance then the new approach will not make any difference. It was added that there are 2 students who are non-attenders.</p>	

	<ul style="list-style-type: none"> • P/Ex, FPS, persistent absence and alternative provision in place (number of days/pupils) The governors questioned if there has been an increase in students accessing alternative provision due to the level of suspensions and permanent exclusion reducing in comparison to last year. The Principal explained that the students accessing alternative provision were at risk of permanent exclusion and this offer can be used to help prevent that happening just like managed moves can. The governors asked if there has been a change in approach with the number of students accessing alternative provision has increased. The Principal noted that there has been a change in relationships with them being stronger than they have been for a while which has resulted in the providers helping the academy to source places. The providers do continue to be mindful of the number of QEA students at each place. It was added that the alternative provision figures do include any students who are doing Ed Class at home. • Any audits / surveys / review reports There were no audits or surveys to be discussed at this meeting. • Safeguarding - Compliance and culture The governors noted there are 11 child protection students in the academy, 10 of which are looked after children before asking if the academy is happy that this is an accurate representation of the resources available. The Principal confirmed the main concern emerges from those students open to family support services and the flurry of cases that were closed over the summer when the academy believes that they should not have been closed. Governors were reassured that if the academy does have a concern, then they will rerefer and state that they are not happy that the original concern was closed. However, this will mean that some families are constantly on the cycle of referral, closure, referral and closure which unfortunately is echoed in other schools locally. The governors expressed concern over the Principal's wellbeing as she is now the DSL for the academy whilst Mrs Garlick is on maternity leave before asking if there is a succession plan in place. The Principal explained that the academy is currently training more DDSL's up however currently, in terms of experience and links with organisations including social care, MASH and LADO, the role of DSL does need to be the Principal's until Mrs Garlick returns. By increasing the number of DDSL's, there is more of the team to help share the case load and there is a non-teaching safeguarding office who has more capacity to attend meetings to enable the Principal to continue in her role in the academy. • Stakeholders The governors queried if there the academy continues to keep recruitment vacancies open which the Principal advised this does not happen as it is not 	
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	<p>effective. Whilst the academy does have 2 vacancies in Maths, there are some members of the Science team who have been open to teaching Maths at KS3, and it was acknowledged how appreciative the academy is of this. By the academy being creative with staffing like this, they have been able to recruit in less tough areas and whilst it means that students are being taught by non-specialists, when this is carefully managed it is ok in KS3. Only specialist teachers will teach KS4 students.</p> <p>The governors asked for an update on the P16 offer. The Principal explained that Sharon Hall, the previous Head of P16 is now back working for the academy, taking the lead on IT and Business. Work is being undertaken with the Head of Faculties on what their P16 offer could and whilst it would be a fledgling offer to start with. Pupil voice is also being used to see what the interest would be, and the academy will be approaching other local schools as through the Gatsby Benchmark, the academy has to offer impartial career advice.</p> <ul style="list-style-type: none"> • Identified academy risks – risk reports <p>The governors noted that Y11 outcomes is a reoccurring risk before asking if the new academic scholarship programme that the academy is launching may shift that. The Principal explained that the AIP is a 2-year plan for the first time and there is an option for this to become a 3-year plan as it is all about improving outcomes. The current Y10's offer includes 10 qualifications which creates some flexibility for the Progress 8 score. The academy needs to ensure the curriculum model is a progression model so that when the students get to the end of Y9 then they have a great start into their GCSE's. The governors further queried how Y10 are looking currently in terms of benefits. The Principal advised that this the first-year group at PAN and the work on quality first teaching is something that is an offer for the full year group and the group are beginning to reap the benefits of that. Governors were advised that the current Y10's do bring challenge and there are several students at risk of a permanent exclusion. The academy is working closely with the LA to avoid this.</p> <ul style="list-style-type: none"> • Data Protection (any breaches/SARs/FOIA/Police requests), complaints, claims (No's/overview) <p>The governors questioned if the whistleblowing case is still active. The Principal confirmed that this is now closed and after an appeal where the decision was upheld, the staff member was dismissed.</p> <p>The governors acknowledged that there had been a small GDPR breach but that this has been fully addressed by the academy.</p> <ul style="list-style-type: none"> • Confirm determined admission arrangements & approval of local appendix <p>Please see QEA/035/2425 for an update on the admission appendices.</p>	
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	<ul style="list-style-type: none"> In-year admissions numbers – all year groups <p>The Principal informed governors that for September, Queen Elizabeth's is first choice for 178 students and second choice for over 400 students and whilst the number will change, the academy will be sticking at the PAN of 180. The governors asked the Principal about appeals to which it was confirmed the academy will expect some. Governors were advised that the academy do work with the LA on in-year admissions and therefore they trust the academy's decision.</p> <ul style="list-style-type: none"> Policies/local appendix to review/ratification <p>The following policies were approved at the latest round of sub-committees and Board meetings in November. All policies were accompanied by summary pages:</p> <ul style="list-style-type: none"> Health and Safety policy Premises management policy Relationship, sex and health education policy (RSHE) Provider access policy <p>There were no comments from governors regarding the policies.</p> <ul style="list-style-type: none"> H&S Committee minutes <p>The governors acknowledged the H&S committee minutes before asking if the academy still use pressure cookers to which it was confirmed by the Principal that they do.</p> <ul style="list-style-type: none"> Christian Distinctiveness <p>The Principal advised that the academy have recruited more school pastors which have been able to help run lunch clubs but also helping to speak with students. The academy has also benefited from the Flourish Project. Governors were reminded that this is a project around being a church school and the links of which the academy have with the local church as well as increasing attendance at church. This will be fully managed by the Diocese.</p>	
QEA/037 /2425	How has the Academy Committee held senior leaders to account Governors have challenged senior leaders regarding <ul style="list-style-type: none"> Pupil Premium Filtering and monitoring Challenge on each agenda item within the ERM. 	
QEA/038 /2425	How have Vision, Mission and Values of Trust/Equality been upheld Governors acknowledged vision mission and values, and Equality had been considered during discussions throughout the meeting and in line with the agenda.	
QEA/039 /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/040 /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/041 /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 13 March 2025 in the academy. Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm	
	The meeting closed at 6.01pm Signed.....J Krogulec.....(chair) Date...By email on 24.01.25.....	