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MINUTES OF QUEEN ELIZABETH'S ACADEMY LOCAL ACADEMY COMMITTEE MEETING

Thursday 3rd July 2025 at 4.30pm
At Queen Elizabeth's Academy

Present:

Governor name	Initials	Governor type	A = Absence
Mr Joe Krogulec	JK	Chair	
Mrs Jo Bull	JB	Vice Chair	
Miss Julie Evans	JE	Appointed AC governor	
Mrs Elaine Twigger	ET	QE Endowed Trust Trustee	
Mrs Louise Hart	LH	Appointed parent AC governor	
Ms Danuta Kerwick-Chrisp	DKC	Appointed AC governor	
Mrs Angela Mitchell	AT	Staff AC governor	
Mr Terry Clay	TC	QEA Endowed Trust Trustee	

In attendance:

Staff name	Initials	Role	A = Absence
Mrs Donna Percival	DP	Principal	
Mrs Caroline Saxelby	CS	Executive Principal	
Ms Lynsey Parker	LP	Governance Professional (Clerk)	

Item no.	Item	Action / by whom / by when
QEA/64 /2425	<p>Welcome and introductions, apologies for absence and prayer</p> <p>The Chair welcomed everyone to the meeting and thanked them for giving their time.</p> <p>It was noted that there were no apologies for absence.</p> <p>The Principal led the academy committee in a prayer of togetherness, noting that the academy has been in the togetherness cycle this half term, togetherness being one of the nine Christian values.</p>	
QEA/65 /2425	<p>Declarations of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda and governors confirmed that the declarations given at the beginning of the year were correct.</p>	

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<p>QEA/66 /2425</p>	<p>Governance report</p> <p>Governors acknowledged receipt of the Governance report that had been shared in advance of the academy committee meeting.</p> <p>It was noted that the governance action plan had been reviewed and a summary of the end of year RAG ratings had been provided for information, along with outcomes of the recent governor skills audit.</p> <p>Governors acknowledged receipt of link visit reports in respect of: Safeguarding</p> <p>Governance housekeeping: The Chair noted that as he was stepping down from the academy committee at the end of the academic year, there was a need to elect a new Chair for 2025/26, and that the current Vice Chair had expressed an interest. The Chair asked if any other committee members were interested in becoming Chair from 2025/26 and it was confirmed that there were no other expressions of interest.</p> <p>Mrs Bull left the room at 4.44pm and returned at 4.46pm</p> <p>The committee discussed and unanimously voted for Mrs Bull to be elected Chair of the academy committee with effect from Autumn term 2025/26.</p> <p>Mrs Bull's appointment as Chair creates a vacancy for the Vice Chair position and so the Chair asked if there were any expressions of interest at this time. As there were none it was agreed that any governors with a potential interest in the role could speak to the new Chair or the Governance Professional prior to the next meeting, with a view to elections at the first meeting of 2025/26 in September.</p>	
<p>QEA/67 /2425</p>	<p>Things to Celebrate</p> <p>The Principal provided an update on things to celebrate at the academy since the previous meeting on 15th May.</p> <p>The extra curricular programme at the academy has been a huge success with lots more opportunities for the children. Recent events have included: Athletics championships at Berry Hill with lots of top 3 placings; Year 8 girls rounders tournament, where the team finished in 3rd Place</p>	

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	<p>Governors advised that on a recent visit to the academy they had observed students accessing Mansfield Bowls Club and enjoying the facility. The Principal confirmed that this was used as part of PE lessons and that there was a great partnership with the club.</p> <p>Visit to Maudlin College, Oxford University: A trip has taken place for the academic scholars. Students were very impressed with the facilities and opportunities on offer. Governors commented that it is great that this has taken place for QEA students. Governors and the Principal thanked Emily Jarvis for arranging the trip.</p> <p>DoE expedition: This was a great success, with students navigating the local area between Edwinstowe, Sherwood Forest, Sherwood Pines and Vicar Water. A member of the public had praised staff on how well behaved the children were.</p> <p>Y11 prom: The prom committee had chosen to for the prom to take place at the academy. The event was opened by the Head Girl. The Principal noted that the student’s behaviour on the night was exemplary, with staff really proud to be a part of the event. Governors noted that they had kept up to date via social media channels and praised the staff and students for a great event.</p> <p>Mock exams: Year 10 mock exams have taken place, the Principal commended the work ethic of the students noting that they showed great commitment and engagement with the exams.</p> <p>Transition days: 160 Year 6 children attended, out of 181 due to start at the academy in September. The Principal noted that the new cohort had picked up the QEA Way quickly, and that this had been one of the most successful transitions in recent years. Thanks were passed on to Charlie Pyle, Assistant Principal and KS3 lead, for all the planning that went into the event and for running it so well.</p> <p>Academy events: The Principal invited governors to the official opening of the wellbeing garden which had been made possible due to funding secured from Severn Trent Water, on 8th July.</p> <p>The Principal invited governors to the end of year awards event taking place on 22nd July.</p>	
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	<p>Governors asked the Principal about their attendance at the Mansfield Safeguarding Partnership wellbeing event taking place at Brunts Academy. The Principal confirmed that the target audience is students and their parents/carers and that the event has been shared through social media channels and flyers home.</p>	
<p>QEA/68 /2425</p>	<p>Minutes of the meeting dated 15th May (attached/agreed by Chair, Principal, Executive Principal and circulated)</p> <p>The minutes of the previous meeting, having previously been received were agreed as a true and accurate record of the meeting and signed by the Chair, Principal, and Executive Principal.</p>	
<p>QEA/69 /2425</p>	<p>Matters Arising:</p> <p>QEA/58/2425 -</p> <p>Governors noted it was pleasing that local MP had been in to the academy and that it would be positive if links could be maintained.</p> <p>In relation to the planned Berlin trip, QEA endowed trustee governors feedback that they would consider any financial support that could be provided by the trust to enable students to access this opportunity. The Principal thanked the governors for their support and confirmed that a request for support to the QEA endowed trust had already been made.</p> <p>The governors asked for a further update on staffing plans for September 2025 and asked if there had been any resignations and changes to the plan advised at the previous meeting. The Principal advised that only one unqualified teaching member of staff had given notice, so all other members of staff remain in post and the academy is going into the new academic year with no vacancies. In relation to new appointees, the Principal advised that the new MSI lead was settling in well and that there were some plans to change the focus slightly next year.</p> <p>Governors asked for an update on attendance, noting that attendance was improving and going in the right direction but still not at the national average, and asked the Principal what the plans were to address the issue.</p> <p>The Principal confirmed that figures were improving but that more needs to be done. The plan is to continue to deliver the current strategy and AIP objective in relation to improving attendance, lead by Kayleigh Horner and The Principal.</p>	

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	<p>The Principal described for the governors some of the work being carried out and the targeted interventions for different groups of children. It was noted that hard to reach families need a bespoke approach with regular ongoing contact to increase engagement and attendance.</p> <p>The Principal confirmed that good links were being made with the LA Attendance team after experiencing some challenges previously.</p> <p>The Principal also confirmed that the academy has received Y6 transition data on absence patterns and trends, which hasn't always been the case, and so the new Year 7 leaders and tutors are aware of areas of potential challenge. Attendance messages were shared at transition days to embed good habits from the outset.</p> <p>The Principal advised the governors that QEA is now performing better than schools with similar a demographic, and that QEA have been recognised in DfE letter to the Trust and within the Trust for good practice and the improvements made.</p> <p>Governors noted this is a significant change to the historic picture at the academy and thanked all staff involved for their efforts.</p>	
<p>QEA/70 /2425</p>	<p>Principal's report:</p> <p>Governors acknowledged that in advance of the meeting they had received the draft ERM report for the academy. The Principal advised that the summer term ERM review meeting hasn't yet taken place and so this report does not contain Executive Leader comments and feedback. Governors welcomed sight of the reporting that had been prepared ahead of the review.</p> <p>Governors expressed that the staff survey responses presented appeared low and asked the Principal to comment on this. The Principal acknowledged that some previous surveys have had higher response rates. It was advised that the academy had been trialing a pulse survey approach, and asking staff just one question per week rather than asking them to do a full survey at once. The Principal advised that very small numbers of staff that say that they are not happy working at the academy and that this is in line with previous years. Governors asked if there was anything that could be done to improve the outcomes, the Principal advised that some areas of lower scoring were related to the teaching professional overall and not necessarily QEA, the academy do try to be mindful of reducing workload wherever possible and that this is not always the case at other schools.</p>	

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	<p>Governors expressed the importance of the academy leadership looking at the ‘mid point’ responses within the survey and that whilst responses in the middle bands may be few in number, this may be where there is valuable feedback.</p> <p>Governors also noted that timing is important and that an end of year survey may not illicit good response rates or a positive view point. The Principal agreed to raise timings of surveys with Trust colleagues and report back, she also advised that there will be AIR surveys in September next year which may show a different pattern of results.</p> <p>Governors commented that it was pleasing to see the updates on attendance and the work planned to continue to improve attendance rates, including targeted interventions for some challenging groups of students and at key stages, as well as rewarding good attendance to enhance engagement.</p> <p>Governors questioned the Principal on the Progress 8 figures presented. It was explained that these calculations are based on Y10 mocks and that there will be not be a Progress 8 score this year as this year’s Y11 cohort did not sit their KS2 SATs due to the pandemic. The Principal confirmed that attainment on Y11 GCSE results and Y10 mock results will be reported to governors at the September local academy committee meeting. Governors noted the cohort sizes for each year group and the impact that small variations in results can have on overall averages.</p> <p>Governors commented that it is positive to see conversations taking place around post-16 provision at the academy. The Principal outlined for the governors some possible subjects that would be on offer, consisting of 3 A Levels and 3 vocational subjects, along with English and Maths GCSE re-sits and the possibility of a blended offer with any combination of these. It was noted that the suggested subjects were based on the feedback of previous Year 10 students, and that feedback would need to be sought from next year’s Year 10 cohort to establish the course offer for those students that would be able to take up this provision from 2027 if considered viable.</p> <p>Governors asked the destinations of QEA students at post-16. The Principal advised that the vast majority of students go to West Notts College, and small numbers have historically gone to Hucknall Sixth Form Centre at the National Academy noting that this provision is closing, with small numbers of high achieving students also going to Bilborough College. Governors expressed that any in-academy 6th form provision needs to be a different proposition to what else is offered locally. Governors commented that continuity of the existing provision, continuity of teaching and pastoral staff, and the strong pastoral offer would be points of differentiation for the academy.</p>	<p>DP</p>
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	<p>Safeguarding report: The governors acknowledged receipt of the academy safeguarding checklist.</p> <p>Governors noted that there was now a new DDSL at the academy and the governors acknowledged the positive impact this addition to the team would have on existing staff workloads.</p> <p>The governors asked the Principal to explain any areas of challenge in relation to safeguarding at the academy.</p> <p>The Principal advised that there have been more safeguarding concerns reported this year than ever before. There are lots of issues within the community involving use of social media, particularly Snapchat, that unfortunately can filter through to school. The Principal advised explained that the focus in the academy is to educate the children regarding the need to focus on learning once in the building and to leave any disputes or issues in the community outside the school gates.</p> <p>Governors enquired if phone use was an issue in school. The Principal acknowledged that some peak in activity had been experienced recently and confirmed that there would be a focus amongst all staff on applying the policy regarding phone use in school robustly and consistently. Messaging around screen free time and mental health are also taking place with the students.</p> <p>Health and safety: Governors acknowledged that they had received the academy Health and safety committee minutes in advance of the meeting and welcomed having sight of these.</p> <p>Governors asked about the current status of the pond within the grounds, The Principal confirmed that this was now drained, but in any event, was in an out of bounds area that students cannot access.</p> <p>Governors expressed that it would be useful to see an academy response to any issues raised in the health and safety meetings. Mrs Bull as Health and Safety link governor confirmed that she would follow-up all issues in her health and safety link visits in to the academy.</p>	
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	<p>Key stage 4 options choices:</p> <p>Governors thanked the Principal for providing an update on the curriculum and subject offer in advance of the meeting and asked her to explain any key messages from this year's options process.</p> <p>The Principal explained that at QEA there is a core offer consisting of 7 GCSEs along with 3 options choices.</p> <p>The Principal gave an overview of subjects selected by students in the 3 options blocks and the planned number of classes / class sizes for delivery next year.</p> <p>Governors noted that in block 1 History was the most popular subject followed by DT and that these would have 2 teaching groups each, all other subjects would be taught in one class.</p> <p>It was noted that in most other subjects there would be one teaching group but that in some areas, numbers of children selecting the subject are slightly too high to deliver as one class and the cohort will need to be split.</p> <p>Governors asked the Principal how the subjects offered and chosen compare to previous years.</p> <p>The Principal advised that History always has high numbers and is a popular choice with students despite being a challenging GCSE.</p> <p>Psychology has been offered for the first time and has proven popular and so will be taught across two groups.</p> <p>It was clarified that Performing Arts relates to Drama only, not music which has not been offered this year.</p> <p>It was clarified that DT was offered in wood or textiles and that this year there have not been high enough numbers to run a textiles specialism. To address this, Art teachers within the faculty will deliver more textiles teaching in Y9 next year to potentially act as a feeder route into textiles, and so this option will remain open to students in the future and will run if feasible.</p> <p>French has the highest numbers ever. Spanish will be taught in Y9 next year and so there will be a feeder route for another language choice in next year's option choices.</p>	
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	<p>The Principal and Executive Principal advised that a language GCSE is needed for students to obtain the EBacc qualification, but that this is not made compulsory at QEA. It was explained that the academy leadership want the children to start on a programme of subjects in Y10 that that they are committed to finishing, and that the team are committed to expanding options choices so that there is a range of subjects of choice that are right for QEA children.</p> <p>Governors enquired about home languages used at QEA by EAL students and if students were encouraged to take GCSEs in their home language. It was confirmed that where the academy can support, children are encouraged to sit GCSEs in their home language of choice and it was confirmed that this year students have taken GCSEs in Italian, Greek, Portuguese and Russian. The Governors noted a change in the academy's approach to supporting these students, with more drop-in sessions and support throughout the year to improve writing skills as well as speaking.</p> <p>The Principal advised that Triple Science has been offered for the first time in a number of years and offered thanks to Tobias Radcliffe and his team for all their hard work, and the governors noted that results have improved at KS3 to enable this progression. The Principal explained that currently there are enough students for two groups, but that some students would be counselled about their choices and numbers may reduce. Governors noted that KS3 students have recently undertaken the Crest STEM Award and have worked together as a team across 3 year groups on a project. The governors passed on their thanks to Chloe Woodward for organising and noted that the children have now signed up for the Silver level Crest Award.</p> <p>The Principal advised that Computer Science has been removed from the options choices this year due to lack of interest and has been replaced with Creative iMedia which complements Business studies well, with many students choosing both of these options. Governors noted this change in subject offering and noted that with the rise of AI and jobs for the future, students will need the skills being taught in this subject.</p> <p>Questions to the Principal: Following a recent link visit into the academy where the matter was disussed, governors asked if RSE will become PHSE from September. The Principal confirmed this and advised that this came from student and parent voice regarding integration of life skills in the curriculum.</p> <p>The Principal advised that the move to the new curriculum will be included in whole school CPD at the September INSET days. The Principal also confirmed that the Voice 21 oracy project will be launched in PHSE next year, the rationale being that all tutors</p>	
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	<p>teach this subject and so will become embedded across the academy rather than delivered in subject-specific pockets. It was noted that the Voice 21 project aims to increase pupils' vocabulary including use of scholarly language, and their confidence in expressing themselves, which will then flow through to improvements in their writing and which should be of benefit to all subjects.</p>	
QEA/71 2425	<p>Any other business</p> <p>All of the academy committee governors, the Principal and Executive Principal thanked the outgoing Chair for all his hard work and contributions to the academy, and wished him well for the future.</p>	
QEA/72 /2425	<p>How has the Academy Committee held senior leaders to account</p> <p>Governors had challenged the Executive Principal throughout the meeting in respect of:</p> <ul style="list-style-type: none"> • Attendance • Behaviour • Curriculum • Safeguarding • Staffing and staff voice • Stakeholder and partnership working 	
QEA/73 /2425	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>The Trust vision, mission and values have been upheld throughout the agenda and discussions that have taken place in all agenda items.</p> <p>Equalities implications have been considered in all agenda items and the Equality Act upheld.</p>	
QEA/74 /2425	<p>Complete Committee Report to Trustees</p> <p>Following discussion by the governors, the annual report was completed, and was submitted to the Trust Head of Governance following the meeting.</p> <p>It was noted that trustees have requested to receive updates on successes, good news stories and events at the academies, as well as updates on the work of the local academy committees, and that the 'things to celebrate' agenda item at very QEA local academy committee meeting supports this. Governors expressed that they would like to receive more feedback from the trustees to continue to build two-way relationships between local academy committees and the trustees, and to inform their practice.</p>	

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<p>QEA/76 /2425</p>	<p>Determination of Confidentiality and Equalities Act Consideration</p> <p>Academy committee governors considered whether anything discussed should be deemed confidential and it was resolved that there had been no confidential discussions.</p> <p>The Equality Act had been considered and upheld throughout the agenda.</p>	
<p>QEA/77 /2425</p>	<p>Date and time of next meeting:</p> <p>TBC</p>	
<p>The meeting closed at 5.55pm</p> <p>Signed: J Bull (Vice Chair) Date: 22/7/25</p>		