

**Minutes of the Local Academy Committee meeting held on
Thursday 13 March 2025 at 4.30pm via Microsoft Teams**

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	
Mrs Joanne Bull	JB	Appointed LAC governor	
Mrs Louise Hart	LH	Appointed Parent LAC governor	A
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	
Vacancy x 1		Diocese governor	

In attendance:

Staff name	Initials	Role	
Mrs Caroline Saxelby	CS	Executive Principal	
Miss Donna Percival	DP	Principal	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Mrs Lynsey Parker	LP	Observing Governance Professional	
Quorum Required	4	Governors Present	7

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
QEA/042 /2425	<p>Welcome and apologies for absence The Chair welcomed everyone to the meeting. Mrs Hart had sent her apologies in advance due to a personal commitment and these apologies were accepted.</p> <p>Prayer – Mrs Percival Mrs Percival led the attendees through a prayer of thanksgiving.</p>	
QEA/041 /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. The Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
QEA/042 /2425	<p>Governance report</p> <ul style="list-style-type: none"> Local response following central training - Building confidence in reviewing Suspensions and Exclusions 	

	<p>The Governance Professional confirmed it was just Mr Clay and Mr Krogulec to complete the training on the suspensions and exclusions. The rest of the committee confirmed that the training was valuable and for the governors who regularly sit on panels, they learnt something from the session too. The governors asked if there is an opportunity to observe a panel before sitting on one. The Governance Professional confirmed this would be welcomed.</p> <ul style="list-style-type: none"> • Link governor visits and reports <p>The committee discussed the link visits which had been sent through in advance.</p> <p>SEND link visit – Mrs Twigger explained that SEND is the second biggest crisis in education and that there is a parliamentary enquiry being undertaken around SEND with the potential of a White Paper coming through. In terms of her visit, the academy is progressing well in the SEND support for students, and it was welcome to hear that the Trust is supportive.</p> <p>S&O visit – Mrs Bull explained that it was fantastic to join in the visit from the Standards and Outcomes committee and how it was great to see everything in action across the academy. The care for the students is palpable and was seen throughout and the ambition for the students was very evident particularly in technology. The Principal thanked Mrs Bull for the feedback and commented how it is always good to see the academy through another set of eyes. Mrs Evans confirmed she had seen this on a previous link visit to the academy.</p> <ul style="list-style-type: none"> • Governor conference 12.06.25 <p>Governors were reminded of the governor conference which is taking place on the 12 June at Diverse Academies HQ. It was requested for as many governors as possible to attend and the agenda for the conference was included in the GP report which was distributed in advance of the meeting.</p> <ul style="list-style-type: none"> • A Darby resignation <p>Mr Krogulec informed the committee that Anthony Darby resigned from the committee. The governors wanted to pass on a massive thank you to Mr Darby for all the support through his time as a governor not only to the academy but to the committee with Christian distinctiveness.</p> <p>The Principal advised that she has approached the Diocese for a replacement governor for Mr Darby. It was confirmed this ongoing, and it is hoped a replacement will be found in the upcoming months.</p>	<p>TC and JK</p>
<p>QEA/043 /2425</p>	<p>Things to celebrate</p> <p>The Principal advised that during this half term, the academy made a nomination for the Variety Club Child of Courage awards and this week, one of the academy's y7 students went to collect his award. The committee</p>	

	<p>were advised of the reasons behind the nomination and the committee passed on their congratulations to the student.</p> <p>Governors were advised that the academy have seen a large increase in the uptake of the Duke of Edinburgh award. From getting to know the students and with the students opening up, the academy has found the main reasons for them taking part is around mental health and personal wellbeing and have chosen this as a way to refocus positively. In addition to this, the Duke of Edinburgh lead has taken a group of male students on a wellness walk which proved to be very successful. It was acknowledged that this gratefully appreciated by both the students and parents. The governors offered their support in any future Duke of Edinburgh events.</p> <p>The Principal wanted to celebrate the academy SLT for the INSET day which took place on the 24.02.25. It was detailed what a fantastic day it was and how great it was to see staff actively engaging with CPD.</p> <p>Finally, it was celebrated that the academy has completed some work with the Speakers Trust for World Book Day and the academic scholarship programme. The work has been well received across the academy already.</p> <p>The governors noted some other aspirational projects of which the academy could investigate. The Principal explained that the academy partakes in quite a few but that enrichment opportunities are always available but there needs to be conscious decisions made on the ones that are selected specifically staff capacity.</p>	
<p>QEA/044 /2425</p>	<p>Minutes of the meeting dated 16 January 2025 The minutes of the meeting, having previously been received were agreed and signed by the chair, Principal and Executive Principal.</p>	
<p>QEA/045 /2425</p>	<p>Matters Arising: Outstanding</p> <p>QEA/032/2425 – To note Mr Darby has now resigned from the committee and Mr Clay will complete the cyber security training as part of the induction process</p> <p>QEA/032/2425 – The Gatsby response and scorecard has been shared with governors in advance of the meeting. The governors praised the academy for the strong scores and the actions detailed to get to 100%. The committee asked the Principal to give feedback to Mrs Williams that it is great to see the number of opportunities and enrichment available to the QEA students. The governors asked if there was any way of harvesting parental input into the careers offering. The Principal confirmed there is not at the minute, but it is something that could be investigated with some exploratory surveys. The governors further queried how the academy measures the success of careers guidance and what percentage of students are NEAT at 18+. The Principal explained that 18+ is tricky as there are very</p>	

	<p>small numbers that come at P16. By tracking at the end of Y11, NEAT sits at 3.5% which is half of the local average. Mrs Williams does complete a lot of tracking, but the vast majority of students still go to West Notts College.</p> <p>The governors further asked if there was a rough number for the 3.5%. The Principal confirmed that the outgoing cohort was 150 students so would be circa 5 students but that the local authority figure is 6.3%.</p>	
<p>QEA/046 /2425</p>	<p>ERM report</p> <ul style="list-style-type: none"> • Standards <p>The governors noted that within the ERM review it requested a review of the progress in Maths before asking if there are any actions from this. The Principal advised that Mrs Owen, the Assistant Principal for Outcomes at Walton Academy, came to QEA and met with the new Head of Faculty for Maths. This was a valuable visit and was great to see them building a relationship. The feedback from this was that Mrs Owen’s confidence has grown far in excess from this time last year which has given the assurance to the SLT team from QEA. The academy has just come to the end of the mock 2 period and already have seen a 10% improvement in Maths which is showing the results are moving in the right direction but with more work to be done. Mrs Owen also gave more feedback during the academies AIR (Academy Improvement Review) and the feedback has been well received by the Head of Faculty. Governors were reminded that the Y11 cohort are the last cohort to use the AQA exam board and that moving forward the academy are changing to Edexcel so there is a lot of interest in the outcomes for the current Y10 because of that change.</p> <ul style="list-style-type: none"> • Autumn term evaluation of AIP <p>The governors asked the Principal to expand on the progress to the KS3 strategy considering the positive commentary in the AIP. The Principal reminded the committee that this is a 2-year AIP so some areas may remain amber for another 2 terms and even some green areas may revert to amber. This review is purely a snapshot of where the academy is at the end of term 1 and therefore the Principal confirmed she is not unduly concerned that the academy is not hitting any milestones.</p> <p>The governors noted the AIP review mentions feedback to staff and then offering CPD with top tips provided before asking for an example of this. The Principal explained that there has been extensive quality assurance from SLT down and then across from middle leaders and there has been a lot of teaching to the middle. Therefore, there is now a desire to look at adaptation in the classroom to reframe the thinking on how the academy are supporting the needs of all learners. The academy has completed training on supporting from the bottom and this half term there is focus on supporting those students at the top of the class. Work will emerge from this, and it was confirmed that good practice will be shared across the academy.</p>	

	<p>The governors questioned the introduction of IRIS and the impact this may have. The Principal explained that some teachers love it, and some do not and therefore it is not forced. By using the software, it helps to share good practice and can be useful for CPD. The academy is looking to create a library of recordings for CPD purposes.</p> <ul style="list-style-type: none"> • Progress against targeted outcomes <p>The governors requested an update on the exam portacabin. The Principal explained that the academy is hopeful as there is a need for additional spaces that can be ringfenced for exams access arrangements especially as the academy continues to see more diverse needs. If it does not happen in time for this year, then it is hopeful it will be in place for next year. The governors were made aware that the QEA staff have been supportive and have vacated the staff room for the mock exam period which shows their dedication and commitment to the academy. The governors asked where the portacabin will be located and if this has an impact on the academy site. The Principal explained it would be a temporary hire for 3-months in the summer and would sit on the hardcore at the back of the DT block so would have little impact on the day-to-day running of the academy. The governors queried if the pavilion could be used. The Principal advised that the pavilion is not big enough due to needing a space that can accommodate 22-24 students that need to be 1.25m away from each other. The governors further questioned if the pavilion could be extended for a permanent solution. It was explained by the Principal that it would be doubtful due to the listed status of the building and the land surrounding the pavilion not being the academies.</p> <ul style="list-style-type: none"> • Pupil number projections <p>There were no questions on the projected pupil numbers.</p> <ul style="list-style-type: none"> • Exclusion and suspension data <p>The governors asked if there is a reason behind the increasing number of suspensions in comparison to the 23/24 academic year. The Principal explained that there are 880 students on roll at QEA of which 41 students are on the cycle of suspensions. Only 20 of these are providing challenge for the academy. Governors were advised that the number of respite places are not as easy to come by either but that the academy are making suspensions where it is needed. The committee were informed that there are upcoming interviews for a member of staff in the pastoral team as a Hub Manager. The Principal advised that the Hub houses the main school isolation provision and through the recruitment of this role it has created conversations on how the hub could be used to emulate the work that an alternative provision may do. The governors queried the use of the isolation provision. The Principal explained that if the academy did not have</p>	
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	<p>this provision, then the suspension and permanent exclusion numbers would be much higher. In the provision there are 20 booths and children can work in there for the day to remove them from mainstream lessons.</p> <ul style="list-style-type: none"> • Staff well-being <p>The governors noted the increasing number of suspensions and exclusions and the pressure this must be having on staff before asking how they are coping. The Principal advised that she feels they would say they feel well supported but there is a national challenge with behaviour. The academy acknowledges that there are 40 children who provide challenge but that overall, behaviour at QEA is good and if there is a need for a permanent exclusion then the academy will do that, albeit there is no joy in this decision at all. When the academy does permanently exclude a child, this is done on behalf of the other students and staff that work so hard and are committed to the academy. The Executive Principal agreed and advised that the academy must measure the impact on other students and staff. It was advised by the Principal that a staff survey was completed as part of the AIR and there were comments that staff do recognise wellbeing across the academy. Mrs Mitchell, staff governor, confirmed this and advised that as staff, they do often remind themselves that they do teach some incredible students and that they cannot lose sight of this. It was added that the support received from SLT is brilliant and that does count for a lot in a recruitment crisis and support that is received is acknowledged.</p> <p>The governors acknowledged the rewards for students before querying if there is anything to offer to staff to help with wellbeing and keeping motivation levels high. The Principal advised there are lots of wellbeing initiatives across the academy including toast Fridays through to panto and sports day leave. The Executive Principal added that these days are available to all staff, not just for those with children. The Principal also advised that the academy accept staff nominations for Star of the Week which the students see too. The academy also try to provide food on INSET days as well as tea and biscuits during CPD sessions.</p> <ul style="list-style-type: none"> • Data Protection (any breaches/SARs/FOIA/Police requests), complaints, claims (No's/overview) <p>It was confirmed that there have been no data protection breaches or requests across the academy.</p> <ul style="list-style-type: none"> • Complaints, claims (No's/overview) <p>The Principal confirmed there are no live complaints.</p> <ul style="list-style-type: none"> • Receive any surveys/audits/reviews 	
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	<p>The committee had discussed the recent S&O visit in QEA/042/2425. There were no further surveys, audits or reviews to discuss.</p> <ul style="list-style-type: none"> Attendance data The governors noted that the Y11 PA is down from 45% to 28% but that overall attendance had only moved slightly before asking how this has moved. The Principal confirmed that PA kicks in when a child hits 90% attendance but that there are much fewer children in that category. The governors queried if the academy feels that the measures they are taking to increase attendance is working. The Principal advised that attendance is a key focus for the academy at the moment. It was added that the Principal had attended a DfE attendance conference which had confirmed that the academy ae doing as much, if not more, than other academies are but that it continues to be the culture around attendance rather than the processes which are in place. Governors were assured that the Principal is confident in the academy’s processes and the team of which are leading with attendance but that this is a national issue and that there is a need to help families see that every day does matter. The DfE has launched a new attendance dashboard which saves the academy doing data analysis and the academy is looking at offering training on the dashboard to Middle Leaders so that they can use the platform effectively. <p>The governors questioned whether the academy could compare with similar schools to which the Principal confirmed this could be done and is one of the most useful tools of the new DfE dashboard.</p> <p>The Principal explained that the academy is now celebrating 100% attendance week by week rather than for the term as it is more manageable for students to concentrate on 5 days rather than a half term. For each week that a child gets 100% they get a raffle ticket, and the academy have purchased 5 tablets that are being used as a prize. Therefore, the more times a student gets 100%, the higher chance they get of winning. This highlights that the academy is being as methodical and creative as they can be around attendance.</p> <p>The governors asked if there is anything that can be done to help create a shift in the mindset of parents / carers. The Principal advised that the attendance expectations are in the parent handbook and as part of an enhanced approach, QEA have approached the primary schools to get the details of their PA families so that work can commence prior to the students joining the academy in September. The governors queried if there is anything that can be done in terms of media / social media and working with other local establishments to highlight the importance of attendance. The Principal confirmed that at the DfE attendance conference she had spoken with Attendance Improvement Advisors for Nottingham City Council and they have produced materials of which they are happy to share with</p>	
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	<p>QEA. The governors were advised that when these are received the academy will look to use these on social media.</p> <ul style="list-style-type: none"> • Safeguarding – compliance and culture The governors received checklist the LAC safeguarding checklist in advance of the meeting. The governors noted that Diverse Academies have continued to fund the filtering service again. It was commented that is positive and shows the support for the academy. • Christian Distinctiveness There were no questions on this agenda item. 	
QEA/047 /2425	<p>How has the Academy Committee held senior leaders to account Governors have challenged senior leaders regarding</p> <ul style="list-style-type: none"> • The Gatsby benchmark • The autumn term review of the AIP • Attendance • Exclusions and suspensions • Staff wellbeing 	
QEA/048 /2425	<p>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.</p>	
QEA/049 /2425	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <ul style="list-style-type: none"> • The report was completed within the meeting and submitted to the Trust board. 	
QEA/050 /2425	<p>Determination of Confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That no confidential information had been discussed 	
QEA/051 /2425	<p>Date and time of next meeting: It was agreed that the next meeting would take place face to face at the academy on:- Thursday 15 May 2025 in the academy. Training: 4.30pm - 5.00pm Main Agenda: 5.00pm - 6.30pm</p>	
	<p>The meeting closed at 5.47pm</p> <p>Signed.....J Krogulec.....(chair) Date...By email on 19.03.25.....</p>	