



Queen
Elizabeth's
ACADEMY



Part of
Diverse
Academies



THE CHURCH
OF ENGLAND
Diocese of Southwell & Nottingham

**Notes and Action Record of the Queen Elizabeth's Academy
Local Academy Committee Spring 1 Business Meeting
Held on Thursday 15th January 2026 at 16.30 at Queen Elizabeth's Academy**

Membership	Initials	Governor category	Absence
Jo Bull (Chair of Governors)	JB	Appointed AC governor	
Elaine Twigger	ET	Appointed AC governor and QEA Endowed Trustee	
Julie Evans	JE	Appointed AC governor	
Louise Hart	LH	Appointed parent AC governor	
Angela Mitchell	AM	Staff AC governor	
Dee Kerwick-Chrisp (Vice Chair of Governors)	DKC	Appointed AC governor	A
Terrence Clay	TC	Appointed AC governor and QEA Endowed Trustee	A

In Attendance	Initials	Position	Absence
Caroline Saxelby	CS	Executive Principal	A
Donna Percival	DP	Principal	
Lynsey Parker	LP	Governance Professional / Clerk to Governors	

Quorum required	4	Governors present	5
-----------------	---	-------------------	---

Action Record:

Agenda item / action ref	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / carried forward
QEA/04/2526	Autumn 1	Governors with outstanding Code of Conduct and Declaration of interest returns to complete	JB,JE,DKC, TC	30/9/25	Complete and Trust register of interests updated	C

QEA/04/2526	Autumn 1	All governors to complete annual mandatory training via National College and send certificates to Governance Professional once complete	Governors	30/9/25	Small number outstanding – please complete by February half term.	C/F
-------------	----------	---	-----------	---------	---	-----

Notes of meeting:

Bold blue text = academy committee governor check and challenge

Bold green text = academy committee governor decision-making / approval

Q= Question from governors

A= Answer from senior leaders

Agenda item / action record reference	Key points /summary of discussion	Action Required	Responsible Person	Timeline
QEA/16/2526 Welcome, apologies and prayer	Apologies were received and accepted from TC and JE. DP led the academy committee in a prayer on the theme of reflection.			
QEA/17/2526 Declarations of Interest	There were no interests declared in relation to any items on the agenda.			
QEA/18/2526 Notes of previous meeting / action log	Notes of the previous meeting were received and accepted. Updates were provided for all actions from the previous meeting and the action log updated (see above).			
QEA/21/2526 Principal's Report (Pupil Premium strategy / plan and Year 11	Two items were brought forward on the agenda to allow MW to present and take questions: Patience Pupil Premium strategy statement: MW presented the new plan to governors for information, and advised that this had now been published on the academy website: Pupil Premium Strategy Statement			

mocks data only)	Update to last year's plan, 3 year horizon. Priority areas include: Attendance of Pupil Premium pupils Outcomes gap between PP and non-PP students Literacy Wellbeing and Mental Health Raising aspirations of all students in particular Pupil Premium New area of focus for this year is progressive masculinity Overall rationale is that outcomes for PP students only improve if quality of teaching improves for all students – so the focus on the 'you do' portion of all lessons will continue. DP advised the academy committee of forthcoming staff CPD and invited all interested governors to attend. Q – Is it possible to sum up progressive masculinity? A – concept of toxic masculinity becoming well-known. Being a teenage boy can be portrayed negatively e.g. due to social media, influencers. Progressive masculinity is a re-working of this through workshops to challenge pre-conceived ideas, understand what it means to be a male, that not all stereotypes of masculinity are negative, and to explore the individual goals / ambitions and motivations of young men. Whole school CPD taking place with an external provider, all governors welcome to attend. Targeted work with Year 10 boys with the same trainer. Whole school assembly – so whole school community have an understanding of the issues being explored. Q – What is the expected impact? A – some 'soft' impact likely to be change in how pupils interact and show respect for one another; increase in staff confidence to challenge any issues of unacceptable language, misogyny, etc; possible additional interventions in school e.g. Mr Critchley who leads of work on vulnerable boys to develop sessions for Y7 boys, girls groups, etc.			
------------------	---	--	--	--

	'Hard' measures may include number of concerns r incidents logged on My Concern, as well as the quality of response e.g. demonstrating not just reports but action such as staff being able to effectively challenge and counsel the children; staff and student voice. Q – 'you do' part of teaching – how will this benefit Pupil Premium students? A – Our pedagogy is for fully guided instruction. Our evidence e.g. from book looks, shows that the 'you do' part of lessons is weaker. Our students need more independent practice, this is the only way to assess the application of knowledge. CoG confirmed that she attended recent staff CPD which was extremely powerful and looked at the quality not just quantity of 'you do' during lessons. Year 11 mock results: MW referred to the results analysis circulated in advance of the meeting and invited questions from the governors. It was noted that the Y11 SEND cohort is small at 10 pupils, and so small variations in results can easily skew the overall figures. Q – Can you comment on the dip in results in English language and literature results between the June and December mock exams? A – We deliberately gave students a more challenging paper in the December mock exams to assess their level. The dip is not significant. Q – Has the academy identified students achieving Grades 4/5 in some subjects but not in others? What strategies are being put in place to help them achieve Grade 4+? A – Yes, match meetings take place with a cohort of 35 students. If these students all hit Grade 4, we will achieve a 50% pass rate overall. Q – How often is the academy capturing data on how the gap is closing? A – Constant / live assessment data. Mocks will take place again in March. Pupil Progress software has been beneficial as this is live and provides an accurate picture for all students. Q – Has Pupil Progress been accurate in predicting GCSE grades in prior years?			
--	--	--	--	--

	A – Not necessarily used for predicted grades. But gives a rich picture and allows staff to see exactly which question areas children need to improve to secure a grade or to move to the next grade boundary. MW left the meeting following the discussion.			
QEA/19/2526 Things to celebrate	DP gave the academy committee an update on recent successes at the academy, including: The way in which the Year 11 cohort approach the December mock exams, interventions before and after school have been very well attended. Fluidity of Year 11 tutor groups based of mock exam outcomes in English, Maths and Sciences going extremely well and is ensuring that the right interventions are being delivered t the right children at the right time, with 25 minutes of tutor time each day devoted to these catch up sessions. AIR visit from the Trust in November was successful, thanks go to all staff involved. Christmas events went well, again thanks to staff and children. DKC fedback on the success of the Christmas Fair and governor attendance at the event. CS, DP and MW have met with all Heads of Faculty and Heads of Subject regarding mock exam data analysis. All extremely impressed by how well the staff know the children, where there are gaps, and plans in place to close these gaps so that no children are left behind.			
QEA/20/2526 Governance Report	LAC Action Plan JB referred to the LAC action plan and advised that this would be reviewed on a termly basis to ensure effective governance is in place for all areas of LAC responsibility. Governor training and development JB encouraged all academy committee governors to review the Trust Ofsted training and reminded governors that inclusion features much more strongly. DP advised of the change from leadership and management to leadership and governance, with a focus on leadership and governance working together on the strategic direction of the school.			

	Link visits Link visit reports from the Autumn term were reviewed in respect of: • Quality of Education / Curriculum • SEND • Behaviour and attendance • GDPR • Health and Safety • Leadership and Management It was confirmed that Safeguarding and Careers / Personal Development visits had also taken place prior to Christmas and that reports would come to a future meeting. JB advised that she would be pulling together all comments and actions in relation to Pupil Premium to ensure there is adequate academy committee oversight and check and challenge of academy leaders in this area. Feedback from Chairs/Vice-Chairs of Governor and Trustee meeting: JB advised that she and DKC had attended this Trust event and feedback on areas discussed and next steps. A discussion on governor recruitment and succession planning took place and JB advised of plans for encouraging local businesses that already have links with the academy to consider volunteering, DP advised that she is attending a Nottingham and Southwell Diocese triennium event on 10th February and would raise the nomination of a Diocesan governor for QEA there. Scheme of Delegation: All governors confirmed that they had received the new Scheme and Delegation in advance of the meeting. JC advised academy committee governors of the additional areas that have now been delegated to LACs: • School food standards – adherence to DfE guidance • School uniform – adherence to DfE guidance and implementation of policy • It was noted that arrangements for reporting and monitoring in these areas would be developed.			
--	--	--	--	--

QEA/21/2526 Principal's Report (part 2)	AIR: Q – what are the plans to strengthen QA, in relation to the comments noted in the AIR? A – Confident in QA at SLT level, but needs strengthening at Head of Faculty/subject level. QA needs to be owned by middle leaders in their areas and so that they implement as they see fit. QA is part of all staff / faculty meetings with set agenda points covered, this is reported to SLT and feedback provided so there is a full 360 view. CS advised that QA as part of regular line management is also being strengthened. Walking, talking meetings are being introduced within departments, with senior staff in classrooms talking to students, looking at displays and students work more regularly. Q – AIR suggests that numbers and proportion of children with SEND are lower than expected at the academy. How confident are you that no children have been missed? A – 100% confident that all children have been identified correctly. Numbers have increased from 20% to 27% through the recent introduction of a monitoring code. CS and DP expressed full confidence in Ceri Graham, academy SENCO. ET feedback on her SEND link governor visit in December and advised that the SENCO's expertise was clear and she saw that the SEND register was fluid and changing depending on the children's needs and any improvements as a result of interventions put in place. Q – Higher proportions of SEND and FSM children receive behaviour sanctions – what is being done to improve? A – Introduction of Better Every Day group this academic year for small cohorts of children focusing on intensive small group behaviour; social, emotional and mental health; and expectations support. Safeguarding report: Governors received the safeguarding checklist in advance and agreed that they had assurance of the academy's approach to safeguarding. Q – Child Protection cases have doubled – does the academy have the resources to deal with this? A – additional members of staff have joined the safeguarding team and will be fully trained. Caseload continues to be high at the academy, reflective of the needs of the cohort and the community.			
--	--	--	--	--

	Risk Register: Governors received the latest academy risk register and noted all current risks and their scoring. Discussion took place regarding the heating system and it was acknowledged that due to the age of the building there was an inherent risk of breakdown, but that whole system replacement was not an option at present. DP and CS advised governors that the Trust do act quickly if there are any issues with the heating systems. Data breaches / SARs / Police requests: No data breaches or SARs in this reporting period. Police information requests received and processed frequently. Concerns / complaints: 1 ongoing complaint has been escalated to Trust level. 1 more recent complaint currently at Trust level investigation / review. Category C trips: Berlin – planning well underway, parent information meeting taking place, NCC risk assessments in place. Black Country Living Museum Duke of Edinburgh – An update on the expedition will be provided at a future local academy committee meeting.			
QEA/22/2526 Determination of Confidentiality	Governors determined that there were no confidential discussions			
QEA/23/2526 Report to Trustees	A report on the local academy committee's activities will be submitted to Trustees following the meeting.			
QEA/24/2526 Date and time of next meeting	Thursday 12 th March at 4.30pm			

Signed by Chair: J Bull

Date: 12th March 2026