



Queen
Elizabeth's
— ACADEMY —



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THE CHURCH
OF ENGLAND
Diocese of Southwell & Nottingham

**Notes and Action Record of the Queen Elizabeth's Academy
Local Academy Committee Summer 1 Business Meeting
Held on Thursday 14th May 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	A
Louise Hart	LH	Appointed parent AC governor	A
Angela Mitchell	AM	Staff AC governor	
Dee Kerwick-Chrisp (Vice Chair of Governors)	DKC	Appointed AC governor	
Terrence Clay	TC	Appointed AC governor and QEA Endowed Trustee	A

In Attendance	Initials	Position	Absence
Caroline Saxelby	CS	Executive Principal	
Donna Percival	DP	Principal	
Lynsey Parker	LP	Governance Professional / Clerk to Governors	
Lorraine Dennis	LD	Observing following application to become a QEA governor	
Yvonne Hackwell	YH	Observing pending application to become a QEA governor	

Quorum required	4	Governors present	4
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Action Record:

Agenda item / action ref	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / carried forward
QEA/25/2526	Spring 2	Governance Professional to write to TC regarding code of conduct and expectations	LP	By next meeting – 14/5/26	Complete – no response.	C
QEA/33/2526	Summer 1	CoG to contact JE regarding LAC membership next year	JB	End Jul		
QEA/33/2526	Summer 1	CoG to contact TC regarding LAC membership next year	JB	End Jul		
QEA/37/2526	Summer 1	Share updated leadership and management link visit report with governors following meeting with Neil Holmes and Caroline Saxelby	JB/LP	2 weeks of meeting – 4/6/26		
QEA/37/2526	Summer 1	Contact Lucy Spacey (Executive Principal and Trust-SEND lead) to clarify definitions in the SEND policy and feedback to governors	LP	2 weeks of meeting – 4/6/26		
QEA/40/2526	Summer 1	Share response from Trustees to previous reports to Trustees from the LAC	LP	2 weeks of meeting – 4/6/26		

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/33/2526 Welcome, apologies and prayer	Apologies were received from LH and JE JE has been granted a leave of absence due to ill health and it was agreed that JB would make contact with her ahead of the next school year to determine if she wishes and is able to continue as a member of the academy committee. TC had not given apologies and so these were not accepted by the academy committee. An update was given on the action from the previous meeting to contact TC with regard to code of conduct and attendance at meetings, and it was agreed that JB would also make contact with TC to determine his continuation on the academy committee next year. JB welcomed LD and YH to the meeting, both observing pending possible appointment at the next LAC meeting and subject to satisfactory application and safer recruitment checks. DP advised that she has again chased up the lack of a Diocesan governor for QEA. She is meeting with the Director of Education tomorrow and will raise and report back at the next meeting. DP led the academy committee governors in a prayer on the theme of nurture, one of the academy's core values.	CoG to contact JE regarding LAC membership next year CoG to contact TC regarding LAC membership next year	JB JB	End Jul End Jul
QEA/34/2526 Declarations of Interest	There were no interests declared in relation to any items on the agenda. Governors confirmed that the previous declarations were correct.			
QEA/35/2526 Notes of previous meeting / action log	Notes of the previous meeting were received and accepted, and updates given for actions from the previous meeting (see above)			

QEA/36/2526 Things to celebrate	<u>Staff recruitment</u> DP gave an update on recent staff recruitment activity and successes including appointment of two new maths teachers, two new science teachers, a new non-teaching HoY11 with interviews for non-teaching HoY7 being held the following day. In addition, there has been successful recruitment to maternity leave cover in English through retaining a current ECT teacher, and cover for Rachel Williams' retirement by the former VP Fiona Garlick who is returning to the academy 3 days per week. All governors passed on their thanks and noted that it is pleasing to see so many high quality applicants wanting to work at QEA and that this hasn't happened by accident but is testament to DP and all staff hard work in building and promoting a positive culture. <u>Suspensions and exclusions</u> Whole academy, team approach to behaviour has led to significant reductions in formal sanctions: 160 suspensions this year v 360 at this point last year. 4 permanent exclusions v 12 last year. <u>RISE attendance and behaviour project</u> Voluntary participation in improvement project through RISE Hub. QEA partnered with Bluecoat Wollaton (also a Diocesan school, DP already works closely with Head) DP and Bluecoat Head have worked together to co-author an improvement plan based on data, progress of current plan and what is already in train, site visits, etc. Plan signed off by DfE, ambitious but achievable. Lots of Green already. Senior leaders are out collaborating with staff in partner school; middle leaders will be next year. Great to share knowledge and expertise. DP updated that as part of this work, the staff version of the QEA Way will be re-launched at staff CPD on 15 June. Governors commented that this was a really exciting and important piece of work, as if children are not in school they cannot learn.			
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	Q – Can you give an example of work being delivered through the project and activities that will have an impact? A - Use of MyAcademy App. Already used to record attendance, behaviour etc. Will now be used to record and track all attendance interventions. Using data to show what works and has a positive impact on attendance and what has no impact e.g. so far putting students on attendance report shown to have no impact; 1:1 conversations with tutor has greatest impact. One case study has gone from PA last half term to 90+% attendance this half term, through targeted interventions and conversations with staff. Direct impact on attendance can be seen from data stamp of interventions recorded in the app. Culture team meet to review data, discuss ideas and good practice. Everything is evidence-led, the academy is not investing time in things that don't work and is focusing on those that do. Q – How is internal truancy / non-attendance tracked and dealt with? A – Only the morning and afternoon session is recorded for attendance purposes. Class teachers take registers for all lessons. Any students who aren't where they should be are referred to site walking team to track. Governors thanked DP for the update and asked for updates to come to future LAC meetings.			
QEA/37/2526 Governance Report	<u>Link visit reports:</u> Governors confirmed that they had receive reports in advance in the meeting in respect of: Safeguarding Health and Safety GDPR Q – Were there any impacts on safeguarding from the recent School Wars? A – lots of chatter on social media, but no incidents or concerns. Leadership and management report will be shared following a really positive meeting with Trust Execs this afternoon to answer any questions the CoG had and has also asked on behalf of the other members the committee. ET advised that she has been trying to arrange a SEND visit and that this would hopefully take place before the end of term	Share updated leadership and management link visit report with governors following meeting with	JB/LP	2 weeks of meeting – 4/6/26

	<u>Link governor training:</u> It was confirmed that the forthcoming SEND link governor training will go ahead as planned and will be led by Lucy Spacey (LS) and Heather Widdup (HW), Executive Principals at the Trust. <u>Policy updates:</u> Governors confirmed that they had received the policy summary in advance. Governors asked if there had been a change in definition in the SEND policy and if students with a disability are automatically added to the SEN register; and it was agreed to follow up with LS. Governors noted that there had been the addition of allegations of sexual harassment to the Whistleblowing policy and it was queried why this was not previously included; and it was confirmed that there has been a change in the law.	Neil Holmes and Caroline Saxelby Contact Lucy Spacey (Executive Principal and Trust-SEND lead) to clarify definitions in the SEND policy and feedback to governors	LP	2 weeks of meeting – 4/6/26
QEA/38/2526 Principal's report	ERM ERM meeting held the same day as the LAC meeting and therefore no Trust Exec comments and feedback included in the report circulated in advance. Q – What is ABIE? A – Attendance target given to schools by the DfE. This is calculated based on previous data and the rate of improvement required. Approximately 0.5% improvement is needed each year to achieve end of year target. QEA currently performing above the target. Q – Mocks data shows lower than expected results for maths. Please can you explain what is being done to improve? A – Regular match meetings look at English and maths performance with Heads of Faculty. Understanding knowledge gaps in each subject – staff and students know what they need to work on, are staff teaching to the gaps. Not generic revision plan but targeted / bespoke plan per class and down to individual children. Pupil Progress data was not being used as effectively as it could have been – Head of Maths had missed launch of this in school as a new member of staff and so its use was not embedded fully.			

	Learning lessons from targeted work in English. Q – Does this approach already happen in English? A – Yes Q – Do girls outperform boys? A – Not any longer. This was previously the case but now more mixed at QEA Q – Are we at national averages? A – we are promoting the message that Grade 4 passes are not strong enough and students need to aim for Grade 5+ so that they are competitive locally and nationally for college places and jobs Admissions update At PAN for Sep 2026 intake. All year groups full and running waiting lists, some as many as 50 children. Appeals 2nd June - with fewer appeals this year, all late applications. Positive, as each appeal panel comes at a cost to the academy. KS4 options update Information on numbers of children choosing subjects in each options block was tabled. Matt Watson (MW), AP, now working on refining teaching delivery and numbers of groups that will run. Governors noted that both French and Spanish are running next year as have achieved viable cohorts and DP praised the efforts of the language faculty for the offer provided. DP advised that History will possibly need to be delivered over 3 groups. DP advised that numbers in some specialist subjects such as Engineering will be capped so groups can access subject specialist teachers and equipment. Governors also noted that health and social care is no longer being offered. Governors noted that it was clear that there is a really broad curriculum. They were pleased to see several creative subjects.			
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	Q – Are there any surprises with student choice and subject take-up? A – Possibly expected more interest in health and fitness, but really pleased overall. The subjects in each options block are modelled around the Progress 8 model / buckets. All students study core of English, maths, triple science, RE. Spring term review of AIP Governors received an update on the latest progress of the 2025/26 AIP. The 3 objectives are being refreshed and refined for next year: Teaching and learning Attendance Behaviour Key focus for the academy will always be improving outcomes but the plan will also address the underlying issues needed to achieve this. It was confirmed that CPD on teaching and learning will take place on 15 June, with newly appointed staff joining for this session as part of their induction. Safeguarding Governors had received the Safeguarding checklist in advance and had no further questions. Stakeholder update <u>Educational Visits – Cat C trips</u> Governors were extremely pleased to receive an update that DoE will expand to 2 expeditions due to the numbers of children involved in the award. <u>Complaints, claims – verbal update</u> 1 personal injury claim – football at playtime, completely accidental injury. 2 Ofsted qualifying complaints – complainants had not consented to information sharing so DP has had to respond generically / anonymously to DfE. All satisfactory and cases closed. In both cases complainants had not followed steps in the Trust Complaints policy.			
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	<u>Parent and Stakeholder engagement events – verbal update</u> Governors received details of end of term events – all welcome to attend. <u>Uniform – verbal update</u> DP gave a further update on uniform changes, following student and parent voice. Introduction of shorts this summer. It was noted that take up has been low so far but we have not had warm weather. From September: No tie, branded academy blazer or jumper. Plain black sweatshirt without academy logo phased out. Number of branded items is below the DfE guideline. DP explained the rationale for the changes focused on inclusion, belonging and managing cost. New uniform allows all students to be smart and look the same within some parameters, not about haves and have nots. It was also noted that this is the reason for the low numbers of non-uniform days at the academy, and staff governor AM confirmed that non-uniform days can result in non-attendance of some students. AM feedback that children are looking forward to the changes and to having an element of choice. <u>Food Standards – verbal update</u> DP advised that the new DfE food standards are still out for consultation. She has met with Trust Catering Manager Lee Farndale-James (LFJ) to review implications. Guidelines represent wholesale reform and are a big change from the current offering e.g. only one fried food item per week, desserts can be yoghurt or fruit only. Current offer is phenomenal e.g. daily offer of main meal, jacket potato, panini, several dessert options, so there is recognition that this can be scaled back. Exceptions are theme days. Governors noted that there be unintended consequences such as fewer children opting for a school lunch, children buying more junk food items on the way in to school. DP clarified that Breakfast Club would not be affected as this is part of the free offering.			
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	DP also advised academy committee governors that the academy will be fully cashless next year and so parents will need to maintain an online account and top up their child's balance. It was clarified that the school will not refuse lunch service for any child with insufficient credit balance.			
QEA/39/2526 Determination of Confidentiality	Governors determined that there were no confidential discussions			
QEA/40/2526 Report to Trustees	A report on the local academy committee's activities will be submitted to Trustees following the meeting. Responses from G&P committee to the previous reports from the LAC will be shared with governors.	Share response from Trustees to previous LAC reports	LP	Within 2 weeks of meeting – 4/6/26
QEA/41/2526 Date and time of next meeting	Thursday 2 nd July at 4.30pm			

The meeting closed at 5.45pm

Signed by Chair: J Bull	Date: 2 nd July 2026
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