



## National Church of England Academy Local Governing Body Meeting

### Minutes of Meeting

**FINAL**

**Tuesday 10 May 2022**

**6.00 PM – Whiting Room**

Membership			'A' denotes absence
Ms K Booth	KB	Elected Parent Governor	
Mr M Brailsford	MBR	Principal	
Rev H Chantry	HC	Foundation Governor (ex-officio)	
Mrs K Cowley	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Mrs J Eastwood	JE	Foundation Governor	Apologies
Mrs A Harmston-Hall	AHH	Foundation Governor	
Mr T Jenkinson	TJ	Elected Parent Governor	Apologies
Mr B Marshall	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Mr M Paine	MPa	Foundation Governor	
Mr M Pilling	MPi	Foundation Governor	Apologies
Mr B Walton	BWA	Co-opted Staff Governor	
Mr S Yardley	SY	Foundation Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Mrs K Boothroyd	KBO	Deputy Headteacher	
Mrs K Wall	KWA	Assistant Headteacher	
Mrs A Morrison	AMo	Interim Clerk	

At 18:00 Helen Chantry led Holy Communion in which governors were invited to participate.

<b>LGB/85/2122</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting at 18:22 and began the meeting with a prayer.</p> <p>The Clerk advised that apologies for absence had been received from: -</p>	
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	<ul style="list-style-type: none"> <li>• Mrs J Eastwood – work commitments</li> <li>• Mr M Pilling – family commitments</li> <li>• Mr T Jenkinson – work commitments</li> </ul> <p>Governors were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p> <p>Apologies had also been received from Mr Hawkins.</p>	
<b>LGB/86/2122</b>	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>Declarations of interest were made by:</p> <p>Mr S Yardley</p> <ul style="list-style-type: none"> <li>• Coolways-UK Ltd</li> <li>• Cool Packaging Holdings Ltd</li> </ul> <p>Mr B Marshall</p> <ul style="list-style-type: none"> <li>• Appointed Director of AMS Administration Ltd</li> <li>• Resigned from The Marshall Band Ltd</li> <li>• Appointed Director Linby Ltd</li> </ul>	
<b>LGB/88/2122</b>	<p><b>Minutes of last meeting – 22 March 2022</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 22 March 2022, having been previously circulated, were agreed as a true record.</p>	
<b>LGB/89/2122</b>	<p><b>Matters arising from meeting 22 March 2022</b></p> <ul style="list-style-type: none"> <li>• LGB/68/2122 – <b>Matters arising – Gender split of Safeguarding incidents</b> AHH is meeting with David Llewellyn this term.</li> <li>• LGB/68/2122- <b>Link Governor reports –SEND Link Governor report</b> JO to send SEND report for next LGB meeting</li> <li>• LGB/71/2122- <b>Safeguarding – Culture and Compliance- Academy Mental Health plan</b> SVE share by email and take the full Plan to Standards and Outcomes meeting 25 May 22</li> <li>• LGB/73/2122 - <b>Head Teacher’s report – staffing and cover</b> A discussion was had regarding high cover costs and the issue was <b>referred</b> to Finance and Resources committee.</li> <li>• LGB/73/2122 - <b>Head Teacher’s report – Trust liaising with the DfE re school capacity in Hucknall</b> NCEA is fully at PAN with 70 approx. on the waiting list. The DfE are due to respond to us as they stated that our PAN was 150 which was inaccurate.</li> <li>• LGB/73/2122- <b>Head Teacher’s report – parental feedback</b> This matter will be addressed during item 94 – no further action from the Chair required.</li> <li>• LGB/76/2122- <b>Membership update- recent changes to LGB Terms</b> This matter will be addressed during item 97 – no further action from the Chair required.</li> <li>• LGB/78/2122 - <b>Governor Training and Development - OFSTED Readiness Group</b> The chair stated that we are in our Ofsted window, and, although this is not imminently likely, we need to be proactively prepared. <b>Any governors interested in joining an Ofsted readiness group please contact the Chair.</b></li> </ul>	<p>JO June 22</p> <p>SVE (MBR) May 22</p> <p>Clerk June 22</p> <p>Governors – May 22</p>

LGB/90/2122	<p><b>Training identified from Training Plan</b></p> <p>Governors have completed the MITRE training audit. The understanding of the Chair was that the audit will be used by MITRE to deliver training to meet any needs, but, as of the date of this LGB, there has been no communication. <b>Chair to raise at MITRE governors network meeting.</b></p> <p><b>Any suggestions for further training to the Chair.</b></p>	<p>Chair May 22</p> <p>Governors – ongoing</p>
LGB/91/2122	<p><b>Christian distinctiveness review</b></p> <p>Mrs Wall reported to governors on Christian distinctiveness. Religious Studies had been a key focus of the MITRE whole academy review, during which MITRE confirmed our RSHE policy is fit for purpose. <b>A link governor for RSHE is required.</b> Governors please contact the Chair if they wish to undertake this role. Chair stated that they would be the RHSE governor if no-one else stepped forward.</p> <p><b>Governors queried whether the granted planning permission for a new chapel is still valid.</b> If building works begin, on a small scale, then planning permission does not need to be renewed therefore saving time and cost resources.</p> <p>Mrs Wall reiterated that a SIAMS inspection is imminent, and <b>governors are to be advised when the call is received from the inspectors.</b></p>	<p>Governors – July 22</p> <p>MBR- June 2022</p> <p>Clerk</p>
LGB/92/2122	<p><b>Safeguarding - Culture and Compliance</b></p> <p>Mr Brailsford presented the safeguarding report by Mr Llewellyn which had been previously circulated. He noted that Mr Llewellyn is the ‘stand-out’ colleague within the Trust for safeguarding, and that MITRE would like to use his expertise more widely. Mr Brailsford ensured governors this would be monitored so that any work for the Trust does not affect his core role within the academy.</p> <p>It was <b>noted</b> that a new system for monitoring the Single Central Record is to be launched next year.</p> <p>The Chair stated that governors are pleased to see that Steve Tyson (Pastoral Support Officer) has already started to make an impact.</p>	
LGB/93/2122	<p><b>Home/School Agreement</b></p> <p>There are no changes to the home/academy agreement for 2022-23.</p>	
LGB/94/2122	<p><b>Head Teacher’s Report</b></p> <p>Mr Brailsford reported to governors on informal feedback from the MITRE whole academy review.</p> <ul style="list-style-type: none"> <li>• The full report is with the MITRE central team and, once formalised, <b>will be circulated to governors.</b></li> <li>• Mr Brailsford reported on the strengths identified during the review, as outlined in the Headteacher’s Report previously circulated.</li> <li>• A discussion was had regarding Tootoot bullying reporting platform, as the review raised that KS4 students were not using the system. Governors questioned whether this is <ul style="list-style-type: none"> <li>- Because their previous experiences in reporting bullying do not get results</li> </ul> </li> </ul>	<p>MBR- May 22</p>

	<ul style="list-style-type: none"> <li>- Because older students feel more confident in approaching a member of staff</li> <li>- Or because they do not wish to do anything about it</li> </ul> <p>Mr Brailsford suggested that it may be linked to the pastoral system change from vertical to horizontal, but also that further exploration was required as this was based on a panel of only 10 students of a year group of 240. Further investigation is required.</p> <ul style="list-style-type: none"> <li>• A change to site access before the school day has been instigated, to increase security on site.</li> <li>• Students did not respond well to reviewers' questions regarding careers education, information, advice and guidance (CEIAG).</li> </ul> <p>Mr Brailsford noted this is an area in need of urgent improvement as it forms part of the new Ofsted framework. The CEIAG lead has resigned and a new lead appointed. There is a further vacancy for a 0.4 specialist under the strategic leadership of the CEIAG lead. If we are unsuccessful in appointing to this role, we will seek to bring in Futures, external careers service.</p> <p>Mr Pilling will be link governor for CEIAG.</p> <p>Governors <b>sought clarification</b> on the approach to subject deep dives and the MITRE whole academy review, from the point of view of the teaching staff. Mrs Boothroyd explained that the approach is different to previous reviews experienced, as reviewers ask questions, look in books, and take a more active approach in classrooms.</p> <p>Governors <b>questioned</b> whether feedback was given. Mr Walton noted that formal feedback would be appreciated by some members of staff. A discussion ensued that covered types of feedback and perceptions of alternative feedback to Ofsted judgments e.g. QA, JPD.</p> <p>A discussion was had regarding positive praise. Mr Brailsford and Mrs Boothroyd recently visited a free school in London which had a particularly overt praise culture. Governors <b>noted</b> that this would form part of a cultural shift.</p> <p>The feedback from the parent survey, which was circulated to governors, was mainly positive and a response has been sent to all parents. The academy is responding to any issues raised.</p> <p>A large canopy is in the capital works plan but has been delayed due to lengthy wait time for planning permission. This will provide shelter for students at break and lunchtime and is a response to student and parent feedback.</p> <p>After May half term, split lunches are being trialled which, it is hoped, will be beneficial to a calm and conducive atmosphere on site as all students will be on the field at the side of school at lunch. This has monitoring benefits and will be fitted with CCTV. It also enables more students to access Archie's to sit down and eat.</p> <p>The quality and availability of the student counsellor was raised as a concern. The current student counsellor has resigned effective at the end of Pentecost term.</p> <p>Governors were informed that Thomas Pegram has been excluded for 5 days.</p> <p><b>Volunteers or contacts were invited for Year 10 Mock Interviews, further to email from Mrs Morrison.</b></p>	<p>Governors – May 22</p>
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LGB/95/2122	<p><b>Feedback and referrals from committees</b></p> <p>Exams issue F&amp;R 8 March – ‘Governors asked whether the incident could result in any sanction against the academy. In response, it was indicated that this was unlikely but the outcome of the matter would be reported to the Local Governing Body.’</p> <p>This matter has been addressed with JCQ and no further action is required.</p>	
LGB/96/2122	<p><b>Policy related matters /matrix update</b></p> <p>Governors <b>approved</b> the update to Alternative Provision Statement within Behaviour Policy regarding new on-site provision at the Epiphany Centre.</p> <p>Governors <b>approved</b> the Accessibility Policy.</p>	
LGB/97/2122	<p><b>Membership Update</b></p> <p>The chair confirmed that Mr Yardley and Mrs Cowley had been reappointed as foundation governors. The chair thanked HC for her assistance.</p> <p>There are two positions up for renewal – replacements for Mr Martin Paine Foundation Governor [DBF] end date 30/08/22 and Mr John Oldfield Foundation Governor [DBF] end date 04/11/22.</p> <p><b>Mrs Cowley and Mr Marshall will discuss the potential skill set required for new governors.</b></p> <p><b>Governors were asked to inform the Chair if they have any suggestions for these appointments.</b></p>	<p>Chair BM- July 22</p> <p>Governors – July 22</p>
LGB/98/2122	<p><b>Governance Update</b></p> <p>Recruitment to the role of Clerk to Governors has been unsuccessful at this point. The chair thanked Mrs Morrison for standing in and informed governors that Mrs Heath will be undertaking the role after May half term.</p> <p>The Chair is <b>meeting with Mrs Richardson</b> to consider using a clerking package, or combination thereof, from the Local Authority, which can only run from the start of an academic year. Mr Brailsford added that this is more cost-effective. However, feedback from local primaries raises queries over value for money. The Vice Chair stated that it is useful to have a knowledgeable person in role.</p> <p>Mr Brailsford and Mrs Boothroyd will <b>raise the potential for centralised clerking</b> at the MITRE trust during the MITRE Heads Away Day on 29 June 2022.</p>	<p>Chair - May 22</p> <p>MBR - June 22</p>
LGB/99/2122	<p><b>Governor Training and Development update</b></p> <p>Action as per LGB/90/2122.</p>	
LGB/100/2122	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>Mr Brailsford presented the report circulated previously, by Mr A Cockerill, Associate Leadership Team and Data Protection Officer.</p>	

	<p>Governors <b>questioned</b> any further feedback on the SAR from parent of EH which has significant financial cost attached. Mr Brailsford confirmed this was still ongoing, and that the advice from the COO at MITRE is to take no further action unless a formal complaint is made.</p> <p>Governors <b>suggested</b> that parent of EH should be invoiced if they make another SAR.</p>	
LGB/101/2122	<p><b>Review of Meeting</b></p> <p><i>What has been done to impact on outcomes for pupils?</i> Governors thoroughly discussed the first MITRE whole academy review and noted that the approach is collaborative with a view to moving forward and making constructive improvements to teaching and learning. Governors welcomed the consideration of a culture of positive praise.</p> <p><i>How has the governing body held the school leaders to account?</i> Governors challenged leaders on issues arising from the resignation of the CEIAG lead, and a CEIAG link governor is in place. Governors also challenged the giving of feedback from the MITRE review team on individuals' classroom teaching and how an actual grading may be beneficial for some staff.</p> <p><i>How has the meeting contributed to deliver of the Academy Vision 2018-21 and the Academy Ethos?</i> Governors welcomed and engaged fully with the review of the academy's Christian Distinctiveness and RSHE. Governors strengthened the focus on RSHE at governor level through the inclusion of the matter within the remit of a RSHE Link Governor to be appointed.</p>	
LGB/102/2122	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Local Governing Body will take place on Tuesday 28 June 2022 at 6pm in the Whiting Room.</p> <p>There was a discussion regarding setting the meeting dates for the 2022-23 academic year, and avoided clashes with cultural events (for example international football fixtures) which may adversely impact attendance to these.</p>	
LGB/103/2122	<p><b>Determination of Confidentiality, Equalities Act and Nolan Principles consideration</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during the discussions any equal opportunities had arisen. It was <b>resolved</b> that all details of financial matters and all matters relating to individual staff and students, including Safeguarding and HR related matters, were confidential.</p> <p>There had been no specific Equalities Act implications to decide upon. The Nolan Principles had been considered throughout all discussions.</p>	

The Chair thanked all for their attendance and HC closed the meeting with a prayer. The meeting concluded at 20:01.

Signed .....Print.....Date: ...../...../2022