

Local Academy Board Meeting

Minutes of Meeting
Tuesday 5 March 2019

REVIEWED
6.00 PM - The Whiting Room

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	Apologies
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (Vice-Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Mrs J Eastwood	JE	Foundation Governor	Apologies
Mrs A Harmston-Hall	AHH	Parent Governor	
Mrs E Hopkin	EHO	Staff Governor: Teaching	Apologies
Mrs H James	HJ	Foundation Governor	
Mrs G Johnson	GJ	DALP Governor	
Mr S Jones	SJO	Staff: Senior Executive Leader	
Mr A McKibbin	AM	Foundation Governor	Apologies
Mr B Marshall	BM	Foundation Governor	
Mrs K Mitford (Chair)	KM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	Apologies
Mr M Paine	MP	Foundation Governor	
Rev J Stephens	JS	Foundation Governor (ex-officio)	
Mr S Yardley	SY	Foundation Governor	
<i>In attendance</i>			
Mrs S Robbins	SR	Associate Governor	Apologies
Ms J Heath	JHE	Interim Principal	
Mr S Bray	SBy	Clerk	

Introduction to Head Girl and Head Boy Lydia Dobney and George Newton

Lydia and George were welcomed to the meeting and introduced to the governing body. They explained that they had been Head Girl and Head Boy since September and updated governors on their experiences so far and the work they have been carrying out in their roles to date.

Within the Academy, activities had included an introductory presentation to all students through House meetings, at which Lydia and George had explained who they were, what they sought to achieve in their roles and why they enjoyed being at the Academy. They had attended the Year 7 Open Evening, at which they had explained what the Academy meant to them and helped to explain more about the Academy to students and their parents. They had attended the Hucknall Sixth Form Centre Open Evening and had also supported the introduction of improved facilities at the Centre, including the introduction of new canteen facilities and water dispensers. They observed that the Centre is a lovely place to be.

Outside the Academy, they reported that they had taken an ambassadorial role, for example representing the Academy at local Remembrance Sunday commemorations, which was found to be particularly moving on the centenary of the end of the First World War, and through taking part in the Education Sunday service at St Mary's Church, Hucknall.

For the future, they reported that their plans included promoting languages to students, with a view to improving understanding and appreciation of their value, and improving communication between Hucknall Sixth Form Centre and its component academies. Their aim was to encourage all NCEA students to visit the Sixth Form Centre to help build familiarity with the Centre.

Governors asked Lydia and George whether they thought there was enough sixth form presence at NCEA, to which it was replied that, while students were present on the NCEA site for lessons, there were perhaps not as many opportunities as would be ideal for further sixth form presence. For their part, Lydia and George stressed that they sought to visit the site as often as they could, to maintain and develop dialogue with students in years 7-11 and expressed their hope that links could be further cemented. Governors thanked Lydia and George for their efforts to do this, urging them to continue to promote belonging with and being part of NCEA amongst the Academy's Sixth Form Centre students.

Governors invited Lydia and George to outline their future plans and both set out their aspirations for 2019/20 and beyond. Governors were invited to submit any further questions to Lydia or George by email.

The Chair thanked Lydia and George on behalf of governors for their report and wished them well for the future.

Annual Self-Evaluation Exercise

Mrs K Mitford – Chair of Governors and Mr S Bray – Clerk to the Board

Due to time pressures, governors agreed to defer completion of the annual DALP Self-Evaluation exercise as a group.

It was agreed that the exercise would be postponed to take place prior to the forthcoming meeting of Standards and Outcomes Portfolio Team on 20 March 2019. Arrangements to be made by the Clerk – all governors to be invited.

6:15 – SEND Training Presentation – Mrs C Stones

6.45 - NCEAT Meeting (see separate minutes)

7.00 – Local Academy Board meeting

LAB/029/1819	<p>The Chair welcomed everyone to the meeting and advised that the following apologies for absence had been received: -</p> <p style="text-align: center;">Mrs L Allen: Illness Mrs J Eastwood: Other commitment</p>	
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	<p>Mrs E Hopkin: Family commitment Mr A McKibbin: Family commitment Mr J Oldfield: Work commitment</p> <p>Governors were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>In addition, governors noted apologies submitted by Mrs S Robbins.</p>	
LAB/030/1819	<p>Declarations of interest</p> <p>Mr Marshall advised that, since his most recent declaration had been made, he had become a Director of Leen Valley Angling Limited.</p> <p>There were no further declarations of interest, either direct or indirect, for any items of business on the agenda and there had been no new declarations of interests since declarations had last been made.</p>	
LAB/031/1819	<p>Minutes of Last Meeting</p> <p>Minutes of the Local Academy Board meeting held on 20 November 2018, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
LAB/032/1819	<p>Matters arising from meeting - 20 November 2018</p> <p><i>LAB/017/1819- Admissions Policy and Arrangements 2020/21</i> – This matter was considered at the NCEAT meeting held on 5 March 2019 (minute 32 refers).</p> <p><i>LAB/026/1819- Local Appendix to DALP Health & Safety Policy</i> – With regard to applicability of the policy at Hucknall Sixth Form Centre, Ms Heath advised governors that work to address matters that had since come to light were being progressed and overseen by the NCEA Academy Operations Manager, to whom responsibility for these matters had now been allocated. Approaches were being overhauled as a result. Mrs Eastwood is to be invited to oversee the activity through the Health & Safety Committee.</p>	JHE – March 2019
LAB/033/1819	<p>Safeguarding Update Mr D Llewellyn: Assistant Principal</p> <p>Governors noted the Safeguarding Audit report and the Academy response to it, both of which had been previously circulated and considered in depth at the meeting of Standards and Outcomes Portfolio Team held on 30 January 2019.</p> <p>Mr Llewellyn advised governors that there were no further Safeguarding issues to report at present.</p>	
LAB/034/1819	<p>Full Academy Review and Academy response Ms J Heath: Interim Principal</p> <p>Governors considered the final version of the 2018 Full Academy Review report and the Academy response to it, copies of which had been previously circulated. Governors were advised that improvement actions derived from the report were to be incorporated in the 2018/19 Academy Improvement Plan. Governor questions on both documents were invited.</p>	

	<p>Governors sought clarification on what was meant by the reference to the limitations of social areas included in the report – in response, it was confirmed that this related to issues of space and facilities in common areas of the Academy, though it was stressed that students behaved well in spite of these limitations.</p> <p>Governors questioned what was meant by the term the needs of the Hucknall area in the report, stressing that the Academy drew students from outside the areas well as from the town. In response, it was explained that this reference related to curriculum matching local needs rather than being imposed and to local engagement, for example with local employers.</p> <p>Governors noted the 2018 Full Academy Review report and the Academy’s response to it.</p> <p>Mr Jones confirmed he had received governors’ comments regarding the FAR process and would be responding to the issues raised in due course.</p>	
LAB/035/1819	<p>Senior Executive Leader Update (including key DALP Trust messages) Mr S Jones: Senior Executive Leader</p> <p>Mr Jones updated governors on a range of current issues across the Diverse Academies Learning Partnership (DALP).</p> <ul style="list-style-type: none"> • He outlined the role of the three Senior Executive Leaders (SELs), stressing the whole Multi-Academy Trust (MAT) responsibilities each hold alongside their cluster lead responsibilities. SELs were drafting formal strategies for those lead areas of educational responsibility. • He informed governors of changes and realignment of both Strategic Development Groups (SDGs) and TNGs (Team Network Groups), explaining their roles and outlining how the former were being realigned to better fit latest needs, MAT geography and areas of future strategic focus. • He explained how Full Academy Reviews (FARs) were evolving, encouraging governors to see the FAR as an over-arching package incorporating specific reviews including those for Safeguarding, Maths and English. Trials incorporating reviews of Pupil Premium and SEND were also under consideration and could become part of future FARs. • He reported back on the recent DALP Professional Development day, held at Tuxford Academy on 25 February 2019, which had been well organised and well received by participants, with positive feedback noted. • He drew governors’ attention to a recent OFSTED s8 inspection at Walton Girls’ High School, held during w/c 25 February 2019, the results of which were awaited. • He reminded governors of the recent transition of leadership arrangements at Hucknall Sixth Form Centre, which had seen Paul Simpson (DALP Sixth Form lead) take responsibility for leadership of the Centre from February, where Mr Simpson is based for three days per week. It was stressed that Mrs Wall continues to lead Post-16 provision for the Academy and her work to lead HSFC since its inception had been most valued and appreciated. <p>Governors welcomed changes at the Sixth Form Centre and questioned whether Mr Simpson was in a position to engage with students at the Centre, which governors considered to be important. In response, it was confirmed that such engagement was ongoing and a range of examples were cited. Governors sought reassurance that the change would not impact adversely on the influence of the Academy ethos at the Centre – in response, it was confirmed that the combined</p>	

	<p>leadership provided by Mr Simpson and the three Sixth Form leads from each of the partner academies (including Mrs Wall) would ensure the continued promotion of the Academy ethos. It was also stressed that Mrs Wall was now able to spend more time working with year 10 and 11 students to promote engagement with and awareness of the offer available at the Sixth Form Centre. It was confirmed that Mr Simpson's role is centrally funded.</p> <p>Governors thanked Mr Jones for his update.</p>	
LAB/036/1819	<p>Principal's Termly Update Ms J Heath: Interim Principal</p> <p>Copies of the latest AIP termly overview report were tabled for governors' reference and Ms Heath summarised key issues set out in it, stressing the FAR feedback had been reflected in the latest version. FAR results had also influenced the latest review of the SEF, which would be put before governors for consideration at the next meeting of the Standards and Outcomes Portfolio Team.</p> <p>Ms Heath further observed that a more visible Leadership Team presence at the Academy had been welcomed as had strengthened community links.</p> <p>Ms Heath updated governors on progress with the Teaching School. She reported that it was now unclear whether DfE arrangements would allow the Teaching School to progress formally as it appeared that there is no window for a Teaching School application to be progressed at present. This was a disappointment but work in partnership with the TVSA would continue.</p> <p>Ms Heath invited governors to submit any further questions by email and governors thanked Ms Heath for her update.</p>	
LAB/037/1819	<p>Bad debt write offs Mr S Jones: Senior Executive Leader</p> <p>Governors were invited to note bad debt write-offs of £382.50, £426.25 and £426.75 respectively, details of which had been previously circulated. Mr Jones explained that attempts to recover the debts had been exhaustive but it had eventually been concluded to be expedient to write off all three debts and that this action had been taken under delegated powers.</p> <p>Governors raised a number of questions a regarding the initial contractual arrangements for the services in question and the attempts made to pursue the debts involved. Governors sought and received reassurance from Academy leaders that there were no similar cases forthcoming.</p> <p>For the future, governors requested that consideration be given to changes to the approach to the exercise of such delegation, specifically that Finance and Resources Portfolio Team receives assurance that due process had been followed, including assurance that all appropriate debt recovery channels had been pursued, before the delegation is exercised. If appropriate, such change would be reflected in the updated Scheme of Delegation. Governors further suggested that write-offs under £1,000 might more appropriately be reported to the Finance and Resources Portfolio Team, rather than to the Local Academy Board. These matters to be raised with the Company Secretary and Chief Operating Officer.</p>	SBY – Mar 2019

	Governors noted the write off of bad debts valuing £382.50, £426.25 and £426.75 respectively.	
LAB/038/1819	<p>Trips for authorisation Ms J Heath: Interim Principal</p> <p>Governors noted and supported the prior approval granted by the Chair for a GCSE Religious Studies trip to London to take place in December 2019, which included visits to places of worship of various faiths and denominations. Governors considered this to be a good reflection of the Academy ethos.</p>	
LAB/039/1819	<p>Feedback from recent Portfolio Team Meetings Mrs K Cowley: Chair of Standards and Outcomes Portfolio Team Mrs H James: Chair of Finance and Resources Portfolio Team</p> <p>Mrs Cowley summarised issues which had been discussed at the meetings of Standards & Outcomes Portfolio Team held on 12 December 2018 and 30 January 2019. Matters covered had included Academy policy on trips for Year 11 students: the approach to and results of the Full Academy Review; Exclusions and Compliance and current student performance in various year groups.</p> <p>Mrs James summarised issues which had been discussed at the meetings of Finance & Resources Portfolio Team held on 9 January and 5 February 2019. Matters covered had included Health & Safety reporting and outcomes of a recent audit; consistency in the reporting of accidents across the partnership; the Academy Risk Register; applications to Year 7 for 2019 and ongoing budget monitoring. Governors had welcomed recent Admissions Panel training.</p> <p>The Clerk reminded governors that minutes of all Portfolio Team meetings are available for governor reference on SharePoint.</p>	
LAB/040/1819	<p>Clerk's Termly Report Mr S Bray – Clerk to the Board of Directors</p> <p>Governors noted the Clerk's Termly report previously circulated, which included details of correspondence, visits and training activity over the past term, and thanked Mr Bray for the report.</p>	
LAB/041/1819	<p>Draft Training Plan 2018/19</p> <p>Governors noted the latest Training Plan, copies of which had been previously circulated. Governors supported the planned inclusion of a training session on new OFSTED arrangements in due course.</p> <p>The Plan would need to be updated to reflect the earlier deferral of the 2019 Self-Evaluation exercise, and further updated following that exercise to include any additional training identified from it.</p>	SBy – Mar 2019
LAB/042/1819	<p>Date and Time of Next Meeting</p> <p>The next meeting of the Local Academy Board will take place on Tuesday 18 June 2019 at 6pm in the Whiting Room. Both NCEAT and Local Academy Board meetings will be held on that evening.</p>	

LAB/043/1819	Determination of confidentiality of Business and Equality Act consideration 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 resolved that there were no items discussed that were deemed to be confidential and there had been no Equalities Act implications to consider. The Nolan Principles had been considered throughout all discussions.	
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The meeting closed at 7.50 pm.

SignedPrint.....Date:/...../2019