



National Church of England Academy Local Governing Body Meeting

Minutes of Meeting

FINAL

Tuesday 28 June 2022

6.00 PM – Whiting Room

Membership			'A' denotes absence
Ms K Booth	KB	Elected Parent Governor	Y
Mr M Brailsford	MBR	Head - Teacher	Y
Rev H Chantry	HC	Foundation Governor (ex-officio)	Y
Mrs K Cowley	KC	Foundation Governor	Y
Mr C Dean	CD	Community Governor	Y
Mrs J Eastwood	JE	Foundation Governor	Apologies
Mrs A Harmston-Hall	AHH	Foundation Governor	Apologies
Mr T Jenkinson	TJ	Elected Parent Governor	Y
Mr B Marshall	BM	Foundation Governor	Y
Mr J Oldfield	JO	Foundation Governor	Y
Mr M Paine	MPa	Foundation Governor	Absent
Mr M Pilling	MPi	Foundation Governor	Y
Mr B Walton	BWA	Co-opted Staff Governor	Y
Mr S Yardley	SY	Foundation Governor	Y
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Ms E Maltby	EMA	Trust Finance Leader	Y
Mrs L Heath	LHe	Interim Clerk	Y

LGB/104/2122	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting at 18:00 and invited Rev. Chantry to begin the meeting with a prayer.</p> <p>The Clerk advised that apologies for absence had been received from: -</p> <ul style="list-style-type: none"> Mrs J Eastwood – work commitments 	
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	<ul style="list-style-type: none"> • Mrs A Harmston-Hall – family commitments <p>Governors were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>Apologies had also been received from Mrs Boothroyd.</p>	
LGB/105/2122	<p>Declarations of interest and any changes since last declaration made</p> <p>Declarations of interest were made by:</p> <p>Mr S Yardley</p> <ul style="list-style-type: none"> • Director - Coolways-UK Ltd • Director - Cool Packaging Holdings Ltd <p>Mr B Marshall</p> <ul style="list-style-type: none"> • Director of AMS Administration Ltd • Director of Linby Ltd 	
LGB/106/2122	<p>Minutes of last meeting – 10 May 2022</p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 10 May 2022, having been previously circulated, were agreed as a true record.</p>	
LGB/107/2122	<p>Matters arising from NCEA Local Governing Body meeting 10 May 2022</p> <ul style="list-style-type: none"> • LGB/89/2122 Matters arising from meeting 22 March 2022 <ul style="list-style-type: none"> ○ LGB/68/2122- Link Governor reports –SEND (LGB/60/2122) – JO introduced the report ‘SEND Report to governors - update – June 2022’ and circulated copies at the meeting. The report had been produced by Clare Stones (CST), SENCO and was based on the January review, and answered JO’s questions. JO reported that there were no issues; data is largely predictions not results, but is fine and inline with what he would expect; CST is encouraging the use of Bedrock; and CST has good understanding of the current state of SEND in the academy, and of her plan for what she wants to do. Governors are hopeful that results in August will indicate the gap is narrowing. • Governors noted that a new SEND Link governor will need to be appointed in September: any governors interested will contact KC directly. ○ LGB/71/2122- Safeguarding – Culture and Compliance – Mental Health Plan for students – see LGB/113/2122 below. ○ LGB/73/2122 - Head Teacher’s report – staffing and cover : the chair of F&R that this had been discussed at F&R on 21.6.22 and reported there were no issues. ○ LGB/78/2122 - Governor Training and Development - OFSTED Readiness Group – see LGB/115/2122 below. • LGB/90/2122 Training identified from Training Plan <ul style="list-style-type: none"> ○ See LGB/115/2122 below. • LGB/91/2122 Christian distinctiveness review <ul style="list-style-type: none"> ○ Link governor for RSHE – the Chair requested governors consider volunteering to be RHSE link governor. ○ Planning permission for a new chapel MBR June 22 – governors discussed that the new chapel proposal will not now go ahead, and instead the Whiting Room is being upgraded over the summer to become a worship space. 	<p>LGB</p> <p>LGB</p>

	<ul style="list-style-type: none"> ○ SIAMS inspection – governors discussed the SIAMS inspection which was taking place (28 and 29 June) – see below for feedback from MBR on inspector’s interim report (item LGB/113/2122). ● LGB/94/2122 Head Teacher’s Report <ul style="list-style-type: none"> ○ See LGB/113/2122 below ● LGB/97/2122 Membership Update <ul style="list-style-type: none"> ○ See LGB/116/2122 below ● LGB/98/2122 Governance Update <ul style="list-style-type: none"> ○ See LGB/116/2122 below 	
LGB/108/2122	<p>Safeguarding - Culture and Compliance</p> <p>MBR introduced the statement on safeguarding from Dave Llewellyn and invited questions from governors.</p> <p>Governors noted the continued good work around safeguarding. MBR reported that new staff Franc Leithauser and Steve Tyson are excellent and have indicated they are happy in the academy, for example STy feels he can make a difference at National. MBR believes that the academy will be able to retain them because they want to work here.</p> <p>Governors had no further queries.</p>	
LGB/109/2122	<p>Academy Improvement Plan</p> <p>MBR introduced the Academy Improvement Plan, which had been previously circulated, and invited questions from governors.</p> <p>MBR highlighted that the target attendance rate in the AIP will be lowered but will still be higher than national target.</p> <p>Governors queried if the rag rating would be green in all areas by the end of summer term. In response, MBR explained that this would never happen in an AIP but that he expects that the main areas would all be green.</p> <p>MBR explained to governors that Matthew Parris will be using the National AIP format as a template throughout the trust as he feels it works well and likes the evidence element, and he has invited MBR to assist in rolling the AIP template out via CPD.</p> <p>Governors had no further queries.</p>	
LGB/110/2122	<p>Finance report</p> <p>MBR and EM introduced the final draft budget, and additional information from EM, which had been previously circulated, and invited questions from governors.</p> <p>MBR and EM highlighted various points of interest for governors, including:</p> <ul style="list-style-type: none"> ○ the draft budget was largely the same as presented at F&R on 21.6.22. ○ the Trust is pleased with the budget management and accountability systems at National ○ surplus for next year ○ the impact that energy and staffing costs have had ○ additional planned spending <p>EM also highlighted that financially the school is in a very good position, especially given the investment that is being undertaken.</p> <p>Governors thanked EM for all her work and agreed to refer the budget to the MITRE Trust Board.</p>	
LGB/111/2122	INSET days/ holiday pattern	

	<p>Governors discussed the Inset days/ holiday pattern for 22/23, which had been circulated previously. Governors noted that DATS Inset Days and NCEA's Inset Days are increasingly on different dates, which causes issues at sixth form.</p> <p>Governors approved the Inset days/ holiday pattern for 22/23.</p>	
LGB/112/2122	<p>LGB Meeting Dates for following year</p> <p>Proposed dates for governing body meetings for 2022/23 had been circulated previously. Governors noted that MITRE dates have not been received as yet, so there may be some alterations to dates.</p> <p>Governors noted that Notts CC governor services have been contracted to clerk NCEA governor meetings in 22/23.</p> <p>Governors noted that subcommittees will still meet remotely, but potentially by Teams not Zoom, as Notts CC governor services may be required to use Teams.</p> <p>Governors agreed on the proposed dates, with the understanding that they may need to be amended due to MITRE dates, and QA calendar dates (as noted in the report).</p>	
LGB/113/2122	<p>Head Teacher's Report</p> <p>MBR joined the meeting at 6.38pm. (Governors had previously discussed agenda items 104, 105, 106, 107, 112, 114, 115, 116, 117, 111).</p> <p>MBR had been participating in the mid-inspection meeting with the SIAMS inspector, and briefed governors on the main points of the meeting and his experience of the inspection so far. Feedback from the inspector at that stage was generally good but the inspector's main concern was Christian Distinctiveness at HSFC.</p> <p>Governors queried if the feedback was in any way affected by the presence of the inspector's assessor.</p> <p>Governors discussed the feedback and noted that the concern re the Christian Distinctiveness within HSFC has been repeatedly raised by governors in the last three years, and that the academy and Diocese were aware that this may be an issue and the reasons for it, and therefore it is understandable that the inspector has highlighted this.</p> <p>MBR introduced the head teacher's report to governors, which had been previously circulated, and highlighted the following points:</p> <p>Mitre whole academy review: MBR reported to governors that the whole academy review had now been completed, following challenges from the academy on two points in the draft report, which MPA agreed to amend. The full review report can now be circulated to governors.</p> <p>Diocesan Heads meeting: the academy hosted the latest meeting of the Diocesan heads group on 24 June, attended by various of the heads and Nigel Frith. Following a tour of the academy, Mr Frith requested feedback from the heads, who including the following as points that impressed them: investment; welcome from staff; autism display; the high standard of site maintenance and appearance; diversity display on the humanities corridor; displays of students work, including marking and feedback; and the separation between students work displays and classroom displays.</p> <p>CofE conference next week – MBR to attend.</p> <p>SIAMS – inspection currently underway (see this minute, above).</p>	

	<p>AIP – MBR informed governors that they will not see the draft of AIP 22/23 before it is produced in September/ October.</p> <p>Student Mental Health plan (as referred to in LGB/ 71/2122). MBR circulated and introduced to governors the draft student mental health plan, and will circulate electronically. He confirmed that this plan is just for students.</p> <p>MBR invited any governor comments or questions on any of the items he had reported on.</p> <p>Governors commended MBR and staff on how SIAMS had progressed so far, and appreciated how much work had been going on for some time, in preparation for the inspection.</p> <p>Governors acknowledged that the academy would hopefully achieve good (but no higher) but that the academy is striving for excellence, and without the work that has been put in by MBR and staff the outcome of the inspection would be much worse. Nigel Frith and the Diocese are happy with what the academy is doing, and the circumstances regarding sixth form.</p> <p>Governors also reminded MBR that the inspector had discussed many of the good work that he can see in the academy.</p> <p>MBR reported that staff had been superb during the inspection that day and that the students had been fantastic.</p> <p>Governors had no further questions.</p>	MBR
LGB/114/2122	<p>Feedback from committees</p> <ul style="list-style-type: none"> Referred item from S&O - Student Mental Health Plan, see LGB/113/2122. There were no other referrals to report to the meeting. <p>There were no other referrals to report to the meeting.</p>	
LGB/115/2122	<p>Government training and development update</p> <p>Skills audit: governors discussed the skills audit feedback and summary, which had been previously circulated. The training needs identified by the audit, if met, would mean that more governors would be able to sit on committees.</p> <p>Governors agreed that whole governor training on the data dashboard, and how understanding of it by governors would be required during inspections, would be undertaken at the second LGB meeting of 22/23.</p> <p>Governors requested a list of acronyms regularly used within the academy/ educational reports etc.</p> <p>Governors agreed that the HOF presentations that had been undertaken during LGB meetings in 21/22 had given governors a very useful baseline for going forward.</p> <p>The chair will agree with MBR what further areas would be useful for presentations from academy staff to governors.</p> <p>Governors agreed that prior to each of the presentations governors will compile three questions, following consideration of AIP and the academy's summer results, therefore giving the presentations more direction for specific discussion. This will assist staff in knowing which areas governors want to focus on, and support governors' role in challenging what is happening within the academy.</p> <p>Governors agreed that training will be undertaken next year only before LGB meetings, and not prior to committee meeting (as previously).</p> <p>Mr Jenkinson agreed to becoming Link Governor for Pupil Premium</p> <p>Governors discussed changing from having Link Governors for subjects to having Link Governors for areas for improvement, in order provide support and to increase accountability.</p>	LGB Clerk

	<p>Governors agreed that the Chair would contact MiTRE to ask if the trust could provide training the areas the governors are looking for, eg data; admissions; exclusions. Mr Dean had also agreed to provide training on the data dashboard to governors if requested.</p> <p>OFSTED readiness group (re LGB/78/2122): governors agreed that this will be considered again at the next LGB meeting in September when the LGB has full membership again (see LGB/116/2122 below).</p>	
LGB/116/2122	<p>Membership and Governance update</p> <p>The chair updated governors on the buying in of clerking services from Notts CC for 22/23. Procedures around administration of meeting is uncertain at this stage. All governors should by now have received an email link for the Notts CC governor hub, but it is unclear at this stage if the governors will be using both the Notts CC governor hub and the MiTRE sharepoint hub. This, and procedures for meetings, will be clarified as the new clerking service begins.</p> <p>The Chair reminded governors that this is the last meeting for Mr Oldfield, and thanked him for his work as a governor, making a presentation of a gift to him from fellow governors.</p> <p>Consequently, there is a vacancy on the LGB, the Chair is contacting a potential replacement for Mr Oldfield.</p> <p>Mr Paine will be having his membership of the governing body renewed, as it expires in the summer.</p> <p>However, it may be that due to timings of relevant committees at the Diocese and MiTRE both these membership commencements/ renewals will be delayed into the Autumn term.</p>	
LGB/117/2122	<p>Policies</p> <p>Governors agreed to adopt the NCEA - CCTV Policy and impact assessment 2021-22, updated June 22 (amended), a copy of which had been previously circulated: it was reported that the policy has been updated to incorporate the additional new cameras.</p> <p>Governors agreed to adopt the NCEA - SEND Policy September 2022, a copy of which had been previously circulated.</p> <p>Governors queried who should be signing the front page of policies (Chair of Trustees or Chair of governors). The clerk will look into this.</p>	Clerk
LGB/118/2122	<p>General Data Protection Regulations (GDPR)</p> <p>There were no issues raised during the meeting.</p>	
LGB/119/2122	<p>Review of Meeting</p> <ul style="list-style-type: none"> What has been done to impact on outcomes for pupils? Governors have approved the budget: reflected on SIAMS inspection; SEND; AIP; Link governors; and agreed on the link governor for PP. How has the governing body held the school leaders to account? By querying some items and asking for clarifications. Encourage MBR to focus on realism of the Inspectors' report, and remember that if the inspector sees sixth form as an issue then it is and will be worked on; and that it is fair for the inspector to have some of the opinions he has voiced on sixth form. How has the meeting contributed to delivery of the Academy Vision 2018-21 and the Academy Ethos? 	

	<p>Governors have approved the budget: reflected on SIAMS inspection; SEND; AIP; Link governors; and agreed on the link governor for PP.</p> <p>MBR noted that Stephen Bray (former Clerk to the Governors) had included a high level of detail in his minutes which MBR had found very useful and was very grateful for when preparing documentation for the SIAMS inspector.</p>	
LGB/120/2122	<p>Date and time of next meeting</p> <p>Tuesday 27th September</p> <p>Governors will be informed of exam results in August, with an analysis sent to governors around results days; AHA will then follow up with more information for governors in September.</p>	Chair
LGB/121/2122	<p>Determination of Confidentiality, Equalities Act and Nolan Principles consideration</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.</p> <p>It was resolved 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 19.23.

SignedPrint.....Date:/...../2022