

**National Church of England Academy Local Governing Body Meeting**

**Minutes of Meeting**

**Wednesday 8 December 2021**

**REVIEWED**

**6.00 PM – by video conference**

<b>Membership</b>			<b>'A' denotes absence</b>
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	Apologies
Mrs J Eastwood	JE	Foundation Governor	Apologies
Mrs A Harmston-Hall	AHH	Foundation Governor	Apologies
Mr B Marshall	BM	Foundation Governor	Apologies
Mr J Oldfield	JO	Foundation Governor	Apologies
Mr M Paine	MPa	Foundation Governor	
Mr M Pilling	MPi	Foundation Governor	
Mr B Walton	BWA	Co-opted Staff Governor	
Mr S Yardley	SY	Foundation Governor	
Vacancy x 2		Parent Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Ms K Booth	KB	Elected Parent Governor designate (observing)	
Mr T Jenkinson	TJ	Elected Parent Governor designate (observing)	
Mr M Jones	MJO	Head of Humanities Faculty	
Ms E Maltby	EMa	Finance Team Leader - MITRE	
Mr S Bray	SBy	Clerk	

<b>LGB/24/2122</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting and invited Rev Chantry to begin the meeting with a prayer.</p> <p>The Chair welcomed Ms Booth and Mr Jenkinson who were attending as observers, pending their appointment as Parent Governors following the Parent Governor election held in November 2021 (see agenda item 35 below)</p>	
--------------------	--	--

	<p>The Clerk advised that apologies for absence had been received from: -</p> <ul style="list-style-type: none"> <li>• Mr C Dean – Family commitment</li> <li>• Mrs J Eastwood – Family commitment</li> <li>• Mrs A Harmston-Hall – Illness</li> <li>• Mr B Marshall - Work related commitment</li> <li>• Mr J Oldfield - Work related commitment</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 Mrs Boothroyd and Mr Hawkins.</p>	
<b>LGB/25/2122</b>	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>There were no further new declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>LGB/26/2122</b>	<p><b>Training Presentation – History Curriculum area</b></p> <p>Mr Jones delivered a presentation on the History curriculum, copies of which had been previously circulated.</p> <p>A separate note on the presentation and questions raised on it would be produced.</p> <p>On behalf of governors, the Chair thanked Mr Jones for his presentation.</p> <p>The Chair advised that the Geography curriculum area presentation had been deferred to 8 February 2022, at Standards &amp; Outcomes Committee, due to Mrs Clare’s illness. All governors would be invited to attend.</p> <p><i>Mr Jones left the meeting at 18.24 at the conclusion of this item.</i></p>	<p>SBy – Jan 22</p> <p>SBy – Jan 22</p>
<b>LGB/27/2122</b>	<p><b>Minutes of last meeting – 28 September 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 28 September 2021, having been previously circulated, were agreed as a true record.</p>	
<b>LGB/28/2122</b>	<p><b>Matters arising from meeting 28 September 2021</b></p> <ul style="list-style-type: none"> <li>• <b>LGB/01/2122 and LGB/05/2122 – Training Presentations</b> – The Clerk confirmed that notes of both presentations had been drafted and circulated to governors along with copies of the presentations.</li> <li>• <b>LGB/08/2122 - Matters arising – Trans-Gender Policies</b> – The matter had been raised with Trust leaders and progress was expected.</li> <li>• <b>LGB/08/2122 - Matters arising – Membership – SharePoint</b> – see agenda item 40 below</li> <li>• <b>LGB/10/2122 – Safeguarding – Link Governor report</b> – see agenda item 30 below</li> <li>• <b>LGB/10/2122 – Safeguarding – Counselling support</b> – Mr Brailsford summarised the current position, stressing the importance of in-house provision. The Academy’s counsellor was currently fully booked and there had been engagement with the Trust with a view to exploring additional provision on a full or part-time basis.</li> </ul>	<p>MBR – Jan 22</p>

	<ul style="list-style-type: none"> <li>• <b>LGB/12/2122 – Head teacher’s report – Smart Board procurement</b> – Mr Brailsford advised that procurement and installation of 28 Smart Boards had been completed successfully and all had been well received. Teachers had been trained on advanced apps to ensure the most benefit would be secured from the technology. It was intended to extend provision in the current year.</li> <li>• <b>LGB/14/2122 – Future Governance of SEND</b> – The Clerk confirmed that the agreed actions had been programmed.</li> <li>• <b>LGB/16/2122 - Policies for review – nomenclature</b> – Policy leads had been reminded of the need to update nomenclature for job titles etc when updating policy documents.</li> <li>• <b>LGB/16/2122 - Policies for review – Admissions Arrangements</b> – see agenda item 33 below</li> <li>• <b>LGB/17/2122 – Membership Update – Elected Staff Governor and Elected Parent Governors</b> – see agenda item 35 below</li> <li>• <b>LGB/18/2122 – Governor Training and Development - Access to MITRE Training Opportunities</b> – The Clerk updated governors on actions undertaken to facilitate governor access to MITRE training opportunities. Particular attention was drawn to an early forthcoming session on preparation for SIAMS Inspection, which all governors were encouraged to enrol on.</li> </ul>	
<p><b>LGB/29/2122</b></p>	<p><b>Decisions made under delegated powers</b></p> <p>Governors were informed that there were no decisions made under delegated powers to report.</p> <p>Mr Brailsford alerted governors to the possibility that an urgent decision may be required in relation to future printing arrangements before Christmas. Appropriate urgent decision making powers would be deployed if required.</p>	
<p><b>LGB/30/2122</b></p>	<p><b>Safeguarding – Culture and Compliance</b></p> <p>It was confirmed that Mrs Harmston-Hall had now met with Mr Llewellyn for her Safeguarding Link Governor review. A report would be presented to the next meeting of the Local Governing Body.</p> <p>Mr Brailsford updated governors on latest Safeguarding developments at the academy since the last meeting of the Local Governing Body. Details had been included in his Head Teacher’s report (see agenda item 32 below). He advised governors that the annual Safeguarding Audit had been successfully completed. The SCR had been reviewed and was fully compliant. A new Deputy Designated Safeguarding Lead role was to be advertised once a job description had been finalised, to address capacity issues previously referenced in reports to governors. The role would be designated a Family Support Officer. Mr Brailsford advised governors of resultant changes to current Deputy DSL arrangements and plans to strengthen support for student mental health linked to those changes. Reported concerns for the term were summarised for governors’ information.</p> <p><b>Governors sought further information on the gender split for the concerns reported.</b> In response, it was agreed that a gender breakdown could be produced for governors’ information.</p> <p>Governors <b>thanked</b> Mr Brailsford for his report and thanked Mr Llewellyn and colleagues for their work on Safeguarding throughout the year.</p>	<p>AHH – Jan 22</p> <p>MBR – Dec 21</p>

LGB/31/2122	<p><b>Academy Improvement Plan</b></p> <p>Governors considered the 2021/22 Academy Improvement Plan, copies of which had been previously circulated. Mr Brailsford stressed that this was a working document and advised governors that headings had been reviewed recently to ensure that they remained relevant to students. A RAG rating for Advent Term was in progress and would be reported to governors in Lent Term. He also advised governors that the Plan would need to be adapted to reflect any future Covid-19 related changes, should these arise.</p> <p>Following further discussion governors <b>adopted</b> the 2021/22 Academy Improvement Plan.</p>	
LGB/32/2122	<p><b>Head Teacher's Termly Report</b></p> <p>Mr Brailsford delivered a presentation to governors, reporting on a range of issues, including: -</p> <ul style="list-style-type: none"> <li>• <b>Pastoral review</b> – MITRE leaders had recently carried out a review of pastoral care and support at the academy and summarised the draft findings of the review, including positive findings and areas for review. The full report would be shared once finalised.</li> <li>• <b>Safeguarding update</b> – see agenda item 30 above.</li> <li>• <b>Covid-19 update</b> – Mr Brailsford updated governors on latest Covid-19 related matters, including a summary of reported cases during Advent Term to date amongst students and staff. The Covid-19 risk assessment had been updated and was available on the academy website. Copies had been shared with governors. Feedback from PHE on the academy's arrangements had been positive. Arrangements for testing students on their return after the Christmas break were outlined. The situation would be kept under review pending any further government announcements.</li> <li>• <b>Financial matters</b> – Mr Brailsford informed governors that year-end accounts for 2020/21 were still awaited. It had become clear that practice at MITRE was culturally different to the approach in place when the academy was operating as a Single Academy Trust and from that experienced with the previous Trust in which the academy was a partner. Arrangements for the circulation of financial accounts to the Head Teacher and to governors were under review. Ms Maltby offered to meet monthly with Mr Brailsford and the Business Manager to review accounts and the academy's financial position, which was appreciated by all. She further advised that the academy's financial position remained healthy, summarising the likely 2020/21 year-end position and projected surplus. Trust-wide accounts were expected to be signed off at a meeting on 14 December 2021.</li> <li>• <b>Other matters</b> – Mr Brailsford informed governors of an ongoing matter relating to a parental concern, details of which were confidential. The forthcoming SEND review had been delayed due to staff illness at the Trust. Capacity issues were being addressed and an INSET day in early 2022 would focus on the issue.</li> </ul> <p>Governors questions on Mr Brailsford's report were invited.</p> <p><b>Governors asked why a SEND review was considered to be necessary.</b> In response, it was indicated that it was felt that there may be capacity issues in the area and the balance of workload and type of work done needed to be looked into. Space for leaders to consider strategic issues was felt to be important.</p>	<p>MBR – Jan 22</p>

	<p>In relation to financial matters, governors sought and received assurance that the provision made in accounts in relation to payments to the previous partner organisation remained as previously advised and it was confirmed that it was. Governors welcomed the likely reserves position at the 2020/21 year end. Governors stressed the importance of continuing to see regular and timely monthly management accounts, given their delegated powers, while expressing appreciation for the support offered by Trust colleagues on financial matters.</p>	
<b>LGB/33/2122</b>	<p><b>Feedback and referrals from committees</b></p> <p><b><u>Standards &amp; Outcomes Committee – 5 October 2021</u></b>  <b>Minute SO/16/2122 – Policies for Review</b> – The Chair reported back on developments relating to Admissions Arrangements, following discussion of the matter at the committee. Advice had been received that the changes planned to the document would not need to be subject of consultation and the Chair summarised issues that were being addressed, confirming that good progress was being made. A final draft document would be presented to the next meeting of the Local Governing Body, in time to be reported back to the local authority by the end of February as required.</p> <p><b><u>Finance &amp; Resources Committee – 16 November 2021</u></b>  <b>Minute FR/07/2122 – Finance Update</b> – The issue with regard to 2020/21 Year-End accounts was considered as part of the Head Teacher’s report (see agenda item 32 above).  <b>Minute FR/10/2122 – Policy Review</b> – Mr Brailsford advised governors that the issue relating to a Telephone Policy was being addressed on at Trust-wide basis and that there was therefore no need for an NCEA specific policy to be developed.</p>	KC/MBR – Jan 22
<b>LGB/34/2122</b>	<p><b>Policies for review – Part 1</b></p> <p>The Chair brought forward initial consideration of this matter, pending the departure of governors from the meeting.</p> <p>Governors <b>agreed to adopt the following NCEA Policies</b>, all of which had been previously circulated, subject to reference to the “Principal” being replaced by the “Head Teacher” in any of the documents to reflect latest nomenclature.: -</p> <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Assessment</li> <li>• Attendance Management</li> <li>• CEIAG</li> <li>• Collective Worship</li> <li>• Curriculum</li> <li>• SMSC</li> </ul> <p><b>Governors again requested that latest nomenclature for the job titles of senior leaders be reflected in the documents.</b></p>	MBR – Dec 21
<b>LGB/35/2122</b>	<p><b>Membership Update – Part 1</b></p> <p>The Chair brought forward initial consideration of this matter, pending the departure of governors from the meeting.</p>	

	<p>Further to the recent Parent Governor election, governors were advised that Ms Kate Booth and Mr Tim Jenkinson had secured the most votes and had been duly elected.</p> <p>Governors were therefore asked to confirm the appointment of Ms Booth and Mr Jenkinson to the Governing Body and the proposal was <b>approved</b>, subject to satisfactory DBS being completed.</p> <p>The Chair welcomed Ms Booth and Mr Jenkinson to the Governing Body.</p>	
<b>LGB/36/2122</b>	<p><b>Governance Matters</b></p> <p>Governors considered a report from the Clerk (previously circulated) proposing minor changes to NCEA Committee Terms of Reference and Delegations, arising from changes made at trust level relating to the appraisal of the Head Teacher.</p> <p>Following discussion, governors <b>agreed</b> the proposed changes to NCEA Committee Terms of Reference and Delegations.</p> <p>Governors requested that the Chief Executive Officer be asked to produce a short report for submission to a future meeting for governors' information summarising outcomes of the Head Teacher's annual appraisal and targets set for the year ahead.</p> <p><i>Rev Chantry left the meeting at 19:38 at the conclusion of this item.</i></p>	KC – Jan 22
<b>LGB/37/2122</b>	<p><b>Pupil Premium Impact Statement</b></p> <p>Governors considered the Pupil Premium Impact Statement for 2020/21, copies of which had been previously circulated.</p> <p>Governors expressed thanks to Mr Hawkins for a thorough and comprehensive report. It was confirmed that the report would be published on the academy website before the end of the calendar year.</p> <p>Governors <b>noted</b> the Pupil Premium Impact Statement for 2020/21.</p>	
<b>LGB/38/2122</b>	<p><b>Policies for review – Part 2</b></p> <p>Governors <b>noted</b> the academy's Approach to Spirituality statement, copies of which had been previously circulated.</p> <p>Copies of the academy SEF summary sheet would be circulated to all staff in preparation for the forthcoming SIAMS inspection. Governors were advised that any questions or issues they may have on the matter should be raised with Mr Marshall.</p>	MBR – Jan 22
<b>LGB/39/2122</b>	<p><b>Membership Update – Part 2</b></p> <p>Governors were advised that it was necessary to appoint three governors to the academy's Admissions Panel.</p> <p>Following discussion, it was proposed and seconded that Mrs Cowley, Mrs Harmston-Hall and Mr Pilling be appointed to the Admissions Panel. The proposal was agreed.</p> <p>The Clerk informed governors that he intended to stand down from the role at Easter 2022. The Chair expressed appreciation on behalf of all governors for the Clerk's work in supporting and advising the Governing Body during his time in the role.</p>	

	Arrangements for replacing the role would be progressed in the New Year. The Clerk offered support with handover arrangements.	MBR/KC – Jan 22
<b>LGB/40/2122</b>	<p><b>Governor Training and Development update</b></p> <p>The Clerk drew governors' attention to proposals regarding the future use of SharePoint for the circulation of agendas, reports and related documentation. Details had been set out in a report previously circulated and the new arrangements would come into effect in January 2022. Governor feedback on the new arrangements would be welcomed once in place.</p> <p>Governors confirmed that archived reports on SharePoint for governor access should go back to 2020/21. The Clerk was asked to ensure that his successor was able to access reports from previous years as part of handover arrangements (see agenda item 39 above).</p>	SBy – Feb 22
<b>LGB/41/2122</b>	<p><b>Link Governor Reports</b></p> <p><b>Ethos</b> – Consideration was given to the report from Mr Marshall, copies of which had been previously circulated. Governors welcomed the very thorough report and expressed thanks to Mr Marshall for its compilation.</p> <p><b>Safeguarding</b> - The Clerk advised that this report had been delayed to the next meeting of the Local Academy Board on 25 January 2022. Governors asked that both this and the SEND Link Governor report be presented to that meeting – the Clerk to liaise with the relevant Link Governors to progress this.</p>	SBy – Jan 22
<b>LGB/42/2122</b>	<p><b>GDPR</b></p> <p>Mr Brailsford informed that there were no GDPR issues to report. He further advised that old telephones had been recycled following installation of the new telephone system – no data had been stored on the old phones.</p>	
<b>LGB/43/2122</b>	<p><b>Review of this meeting</b></p> <p><i>What has been done to impact on outcomes for students?</i> Governors received a presentation on the History curriculum area and questioned Mr Jones on the issues raised in it. Governors reviewed the annual Pupil Premium Impact Statement and critically examined the 2021/22 Academy Improvement Plan prior to endorsing the document. Governors reviewed and adopted a range of policies to drive the strategic approach in the key areas considered.</p> <p><i>How has the governing body held the school leaders to account?</i> Governors requested a gender breakdown of reported Safeguarding concerns over the past term and sought and received clarification on the necessity for a SEND review. Governors stressed the importance of continued governor access to regular and timely financial information.</p> <p><i>How has the meeting contributed to delivery of the Academy Vision 2018/21 and to the Academy Ethos?</i> Governors sought and received a report on progress with Admission Arrangements for 2023/24. Governors considered and welcomed the latest Ethos Link Governor report.</p>	

LGB/44/2122	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Local Governing Body will take place on Tuesday 25 January 2022 at 6pm. The venue would be confirmed in due course.</p>	
LGB/45/2122	<p><b>Determination of confidentiality and Equalities Act and Nolan Principle 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.</p> <p>It was <b>resolved</b> that all matters relating to the specific parental concern raised in Mr Brailsford's report, all details of financial matters and all matters relating to individual staff and students, including Safeguarding related matters, were confidential.</p> <p>There had been no Equalities Act implications to consider and the Nolan Principles had been considered throughout all discussions.</p>	

The Chair thanked all for their attendance and closed the meeting with a prayer.

The meeting concluded at 19:57.

Signed .....Print.....Date: ...../...../2021