

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

**Minutes of Meeting**

**REVIEWED**

**Tuesday 28 September 2021**

**5.55 PM – Whiting Room**

<b>Membership</b>			<b>'A' denotes absence</b>
Mrs C Ball	CB	Foundation Governor	
Mr M Brailsford	MBR	Principal	
Rev H Chantry	HC	Foundation Governor (ex-officio)	Apologies
Mrs K Cowley	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Mrs J Eastwood	JE	Foundation Governor	
Mrs A Harmston-Hall	AHH	Parent Governor	
Mr B Marshall	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
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 1		Parent Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Mr A Whitaker	AW	Trust Accountant - MITRE	
Ms E Maltby	EM	Finance Team Leader - MITRE	
Mr A Hawkins	AHA	Deputy Head Teacher	
Mr D Llewellyn	DLL	Assistant Head Teacher	
Mr S Bray	SBy	Clerk	

<b>LGB/01/2122</b>	<p><b>Training Presentation – Annual Safeguarding Update</b></p> <p>Mr Llewellyn delivered the annual governors' Safeguarding update presentation. Copies of the slides would be circulated to all governors. A separate note of the Training Presentation and questions raised would be made for governors' reference.</p>	<p>SBy – Oct 21</p>
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	<p>Governors present all <b>confirmed that they had read, received and understood Part 1 of Keeping Children Safe in Education 2021.</b></p> <p>On behalf of governors, Mrs Cowley thanked Mr Llewellyn for his presentation.</p> <p><i>Mr Llewellyn left the meeting at 18:20 at the conclusion of this item.</i></p>	
<b>LGB/02/2122</b>	<p><b>Election of Chair</b></p> <p>The Clerk took the Chair for this item.</p> <p>Governors were asked for nominations for Chair of the NCEA Local Governing Body for the 2021/22 academic year. Mrs Cowley was nominated. She left the room for consideration of the matter.</p> <p>Her appointment was proposed and seconded and it was: -</p> <p><b>Resolved: -</b></p> <ul style="list-style-type: none"> <li>To appoint Mrs Kirsty Cowley as Chair of the NCEA Local Governing Body for the 2021/22 academic year.</li> </ul> <p>Mrs Cowley returned to the meeting and took the Chair.</p>	
<b>LGB/03/2122</b>	<p><b>Election of Vice-Chair</b></p> <p>Governors were asked for nominations for Vice-Chair of the NCEA Local Governing Body for the 2021/22 academic year. Mr Marshall was nominated. He left the room for consideration of the matter.</p> <p>His appointment was proposed and seconded and it was: -</p> <p><b>Resolved: -</b></p> <ul style="list-style-type: none"> <li>To appoint Mr Ben Marshall as Vice-Chair of the NCEA Local Governing Body for the 2021/22 academic year.</li> </ul> <p>Mr Marshall returned to the meeting.</p>	
<b>LGB/04/2122</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting and began 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"> <li>Rev H Chantry – Work related commitment</li> </ul> <p>Governors were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p>	
<b>LGB/05/2122</b>	<p><b>Training Presentation – Teacher Assessed Grades 2021</b></p> <p>Mr Hawkins delivered a presentation on Teacher Assessed Grades 2021, drawing on his report 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 Hawkins for his presentation.</p> <p><i>Mr Hawkins left the meeting at 19:05 at the conclusion of this item.</i></p>	SBy – Oct 21
LGB/06/2122	<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> <p>Governors who had not yet completed annual Declaration of Interest returns for 2021/22 as previously requested were urged to do so at the earliest possible opportunity so that records could be updated.</p>	
LGB/07/2122	<p><b>Minutes of last meeting – 30 June 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 30 June 2021, having been previously circulated, were agreed as a true record.</p>	
LGB/08/2122	<p><b>Matters arising from meeting 30 June 2021</b></p> <ul style="list-style-type: none"> <li>• <b>LGB/62/2021 – NCEA Budget 2021/22</b> – Arrangements for the delegated decision on the matter agreed at the last meeting had been implemented - see agenda item 9 below. Mr Brailsford updated governors on capital matters as part of his report at agenda item 12 below.</li> <li>• <b>LGB/63/2021 – Governors’ Action Plan 2021/22</b> – This matter was considered at agenda item 18 below.</li> <li>• <b>LGB/64/2021 – Safeguarding</b> – The Clerk confirmed that a separate email including a new link to the OFSTED Report on Sexual Abuse in Schools and Colleges had been circulated to governors as requested. Mrs Harmston-Hall confirmed that she was making arrangements to meet with Mr Llewellyn in relation to her Safeguarding Link Governor report, which would be submitted to an early future meeting of the Local Governing Body.</li> <li>• <b>LGB/65/2021 – Academy Improvement Plan 2020/21</b> – Mr Brailsford updated governors on Alternative Provision as part of his report at agenda item 12 below. The draft Academy Improvement Plan 2021/22 was considered at agenda item 11 below.</li> <li>• <b>LGB/68/2021 - Policies for review</b> – An update of the Policies Matrix was considered at agenda item 16 below. Mr Brailsford reported back to governors on discussion held with Trust leaders in relation to Trans-Gender policies. <b>Governors agreed that it would be helpful for a trust-wide policy approach to the issue and asked for this to be raised with Trust leaders.</b> The Chair would also raise the matter at a forthcoming Governor Network meeting.</li> <li>• <b>LGB/69/2021 – Membership Update</b> – The situation with regard to the vacant elected Staff Governor position was considered at agenda item 17 below. The Clerk advised that work had been carried out to progress the transition to the use of SharePoint for governor meeting and other documentation but the date for the transition had been put back due to delays in the production of trust-wide training materials. The aim was now to complete the process in January 2022 and a report would be presented to the next Local Governing Body meeting.</li> </ul>	<p>AHH – Nov 21</p> <p>MBR/KC – Oct 21</p> <p>SBy – Dec 21</p>

	<ul style="list-style-type: none"> <li>• <b>LGB/72/2021 – Calendar and Meeting Dates</b> – Invites had been issued to governors to Local Governing Body meetings and would be issued for committee meetings once committee membership had been confirmed (see agenda item 17 below). Rooms had been booked for those meetings to be held face-to-face. Mr Brailsford confirmed that the MITRE calendar had been adopted but there had been a further change agreed relating to an additional holiday for the Queen’s Platinum Jubilee, the bank holiday for which fell within an existing school holiday. An additional holiday had therefore been agreed, to take place on the final scheduled day of Pentecost Term 2022.</li> </ul>	
LGB/09/2122	<p><b>Decisions made under delegated powers</b></p> <p>Governors <b>noted</b> delegated decisions made under delegated powers since the last meeting with regard to: -</p> <ul style="list-style-type: none"> <li>- RHSE Policy - agreed under delegated powers by Chair, Vice-Chair and Chair Standards &amp; Outcomes Committee – July 2021</li> <li>- Budget 2021/22 – agreed under delegated powers by Chair, Chair and Vice-Chair of Finance &amp; Resources Committee and Mr Paine – July 2021 – referred on to MITRE Board</li> <li>- Anti-Bullying Policy – agreed under delegated powers by Chair and Vice-Chair July 2021</li> </ul> <p>Governors retrospectively <b>approved</b>: -</p> <ul style="list-style-type: none"> <li>- Emergency repairs to Drama Building Roof – Governors were informed that emergency works to repair Drama Building roof had been required, commissioned and carried out over summer to a total value of £14,385.60. An explanatory note and invoice for the works had been circulated for governors’ reference.</li> </ul>	
LGB/10/2122	<p><b>Safeguarding – Culture and Compliance</b></p> <p>Mrs Harmston-Hall confirmed that a meeting was being arranged with Mr Llewellyn for her Safeguarding Link Governor review. A report would be presented to an early future meeting of the Local Governing Body.</p> <p>Mr Brailsford updated governors on recent Safeguarding developments at the academy since the return to school in September. One significant issue had been raised and addressed. Staff had read the latest KCSIE documentation and completed online refresher training modules.</p> <p>Mr Brailsford advised governors that he had carried out further research on the role of the Designated Safeguarding Lead and the current workload of the postholder. He had noted that the nature of many cases received was becoming more serious and the capacity of other agencies to support the academy in these areas was significantly stretched. He therefore outlined his intention to appoint a new Safeguarding Officer role to increase capacity at the academy, supporting and relieving pressure on the Designated Safeguarding Lead and other staff working in the area. He assured governors that funding was available for the role and that Trust leaders supported the approach being adopted. Deputy Head Teachers would also take on additional Safeguarding training to build in further capacity.</p> <p><b>Governors expressed support for the changes proposed</b>, but urged careful consideration be given to the title of the new role to develop confidence win the community and ensure positive community relationships.</p>	AHH – Dec 21

	<p><b>Governors asked for consideration to be given to additional counselling support being made available</b>, given the volume and extent of issue being raised. In response it was confirmed that use of the current resource was under review and extra support was an option which could be explored and funded if required.</p>	<p>MBR – Dec 21</p>
<p><b>LGB/11/2122</b></p>	<p><b>Academy Improvement Plan</b></p> <p>Mr Brailsford summarised the RAG-rated 2020/21 Academy Improvement Plan, copies of which had been previously circulated. He reminded governors of the prioritisation exercise carried out on the plan earlier in the year in the light of the Covid-19 pandemic.</p> <p><b>Governors observed an issue relating to collective worship and stressed the importance of the matter being addressed for 2021/22.</b> The Clerk advised that the full RAG-rated 2020/21 Academy Improvement Plan would be referred to Standards &amp; Outcomes Committee on 5 October for more in-depth review and it was agreed that the collective worship matter should be considered as part of that discussion.</p> <p>Mr Brailsford updated governors on headline priorities for the 2021/22 Academy Improvement Plan, which had been agreed at Leadership Team. Following further discussion, <b>governors endorsed the 2021/22 Academy Improvement Plan priorities as submitted.</b></p>	
<p><b>LGB/12/2122</b></p>	<p><b>Head Teacher’s Termly Report</b></p> <p>Governors were introduced to Mr Whitaker and Ms Maltby, who were attending the meeting to advise and support reporting on financial matters. Ms Maltby had replaced Ms Blick as MITRE Finance Team Leader and would be advising and supporting the governing body on these issues going forward.</p> <p>Mr Brailsford reported verbally to governors on a range of issues including: -</p> <ul style="list-style-type: none"> <li>• Staff attendance – this had been strong since the return to school at the beginning of September with just four Covid-19 cases recorded. Other illness had been low but a sickness bug was circulating in school, at the moment which may impact on this. There had been no staff attendance issues reported in relation to the current fuel supply issue. Fewer requests for personal leave of absence had been received in comparison with previous years – staff were being supported as far as possible in line with Trust policy. Vacancies had been advertised for the posts of Alternative Provision Manager; Teacher of SEND and Senior Teaching Assistant.</li> <li>• Behaviour – There had been a significant reduction in exclusions (of 78%) issued when compared with the same period last year. The school site was calm and the use of the isolation facility was low. A permanent exclusion had been avoided due to the student in question moving out of county and off roll. The arrangement had been discussed and agreed with Nottinghamshire County Council.</li> <li>• Staff Training – Three INSET days had already been held this term and all had been highly successful, energetic and engaging. The aim had been to support staff in preparing for teaching and also develop teaching practice in relation to questioning, challenge, adapting and engagement. JPD had launched and initial ‘Triads’ had taken place.</li> <li>• Open Evening – The academy’s first Open Evening of the year (and the first in person since the Covid 19 pandemic) had taken place and had been</li> </ul>	

	<p>successful. Mr Brailsford thanked staff for their work and the commitment demonstrated to this.</p> <ul style="list-style-type: none"> <li>• Finance – The year-end draft financial position was outlined. A surplus was expected. Management accounts for June and July 2021, both previously circulated, were <b>noted</b>.</li> </ul> <p>Mr Brailsford sought governors’ approval for proposed investment and upgrades to classrooms, details and quotations for which were included in papers previously circulated. He confirmed that the costs quoted were for the rental of 28 new interactive flat panel screens to replace outdated SMART boards and confirmed arrangements for funding the works, should they be supported.</p> <p><b>Governors sought clarification on when the equipment could be installed and deployed</b> – in response it was indicated that the works could potentially be completed by the end of 2021, though training for staff would be required to ensure the equipment was used to its full capability. Governors raised further points regarding the optimum deployment of the equipment, each of which were considered further.</p> <p>Following further discussion, governors <b>approved procurement of the Proactive Learning solution</b>, with costs and details as set out in Mr Brailsford’s report. The matter to be progress by Mr Brailsford.</p> <p><i>AW and EM left the meeting at 20:10 at the conclusion of this item.</i></p>	<p>MBR – Oct 21</p>
<p><b>LGB/13/2122</b></p>	<p><b>Feedback and referrals from committees</b></p> <p>Mr Brailsford advised governors that the issue relating to the Outbreak Management Plan raised at Finance &amp; Resources Committee on 13 July 2021 had subsequently been addressed.</p>	
<p><b>LGB/14/2122</b></p>	<p><b>Future Governance of SEND</b></p> <p>Governors considered a report from the Clerk, previously circulated, drawing attention to latest good practice relating to the governance of SEND which had been developed by the National Governors’ Association (NGA). Copies of the NGA’s report “SEND and the Governing Board” (July 2021) and of a model role description for a SEND Link Governor had also been previously circulated.</p> <p>Following further discussion, governors <b>agreed the recommendations</b> as set out in the report that: -</p> <ul style="list-style-type: none"> <li>• The academy SENCO be asked to prepare and deliver a presentation to the Local Governing Body to summarise key issues and latest developments in SEND, referencing the NGA’s guidance. The presentation to be delivered to the LGB meeting 25 January 2022</li> <li>• SEND be formally added to the Induction programme for all new governors and the academy SENCO be asked to prepare a short overview SEND summary document, to be issued to all new governors</li> <li>• The SEND annual review be formally added to the LGB meeting calendar, to take place at the second LGB meeting of Lent Term (in 2022, this would be 22 March 2022). The presentation would be delivered by the SENCO, with content drawing on the NGA checklist included in the NGA guide and should include both educational and resource matters, reflecting the multi-faceted nature of SEND</li> </ul>	

	<ul style="list-style-type: none"> <li>• Going forward, the SEND Link Governor should work to the NGA's role description and use the NGA checklist as the focus of their work in the area, completing the checklist annually and reporting back to governors on their findings.</li> </ul> <p>The Clerk to liaise with SENCO to ensure agreed actions are programmed.</p> <p>Changes to committee delegations in relation to SEND referenced in the report were considered at agenda item 15 below.</p>	Clerk – Autumn 21
<b>LGB/15/2122</b>	<p><b>Governance Matters</b></p> <p>Governors considered a report from the Clerk on the annual review of NCEA's Committee Terms of Reference and delegations. The report proposed minor amendments to delegations relating to SEND and Contracts matters. Following further discussion, <b>governors agreed the proposed amendments to committee delegations as set out in the report and its appendix.</b></p> <p>Governors <b>noted recent changes to the Academy Trusts handbook and the current edition of the Governance Handbook and Competency Framework</b>, links to which had been previously circulated.</p> <p>Governors who had not already done so were reminded to complete and return their Annual Declaration of Interests form and acceptance of the MITRE Code of Conduct.</p> <p>The Chair drew governors' attention to recent changes to the MITRE Scheme of Delegation and to MITRE policies in relation to Appraisal and to Child Protection and Safeguarding.</p>	
<b>LGB/16/2122</b>	<p><b>Policies for review</b></p> <p>Governors <b>noted and readopted</b> MITRE trust-wide policies, details of which had been previously circulated.</p> <p>Governors <b>agreed the following NCEA Policies</b>, all of which had been previously circulated: -</p> <ul style="list-style-type: none"> <li>• National Academy 16-19 Bursary Policy</li> <li>• First Aid Policy</li> <li>• Medical Needs Policy</li> <li>• Safeguarding Policy</li> <li>• Behaviour Policy</li> </ul> <p><b>Governors requested that latest nomenclature for the job titles of senior leaders be reflected in the documents.</b> The Clerk to relay this to leads for each policy agreed.</p> <p>Governors considered the updated NCEA Policies Matrix, copies of which had been previously circulated. Governors <b>readopted all policies listed</b>, pending further more detailed review later in the year as set out in the document.</p> <p>Further to discussion of Admissions Policy at the LGB meeting held on 11 May 2021 (minute LGB/49/2021 refers) the Chair reported back to governors on matters considered by the Sub-Committee established at that meeting. She summarised proposed changes to Admissions Arrangements for 2023/24 arising from the Sub-</p>	Clerk – Sept 21

	<p>Committee's deliberations and explained the rationale behind those changes. Details were as set out in the Draft Admissions Arrangements 2023/24 document, copies of which had been previously circulated, with further minor amendments relating to Sixth Form which the Chair set out and explained further.</p> <p>Mr Brailsford drew governors' attention to an email received from MITRE which may impact on the proposals. In the absence of any further detail at this point, and in recognition of the need to progress consultation on the draft if still required, governors: -</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> the draft Admissions Arrangements 2023/24 document previously circulated, as amended to reflect changes in relation to Sixth Form as set out by the Chair at the meeting, for consultation if required, subject to further consideration of any potential changes which may arise from MITRE communication referenced above.</li> </ul> <p>Should the communication from MITRE require any further change to the document prior to public consultation, it was further agreed that <b>authority to agree such further change be delegated to the Admissions Sub-Committee.</b></p> <p>Following consultation, the final document would need to be brought back before the Local Governing Body for consideration at its meeting in January 2022.</p>	<p>Chair – Oct 21</p> <p>MBR – Jan 22</p>
LGB/17/2122	<p><b>Membership Update</b></p> <p>Governors: -</p> <ul style="list-style-type: none"> <li>• <b>Confirmed</b> the reappointment of Mrs Eastwood as Foundation Governor for a further four-year term from 19 July 2021 following approval of the reappointment by the Diocesan Board.</li> <li>• <b>Noted</b> the resignation of Mrs Ball as a Foundation (PCC) governor with effect from 30 September 2021. On behalf of all governors, the Chair thanked Mrs Ball for her distinguished service as a governor and trustee at NCEA, adding that her perspective and experience would be greatly missed. Mrs Ball in turn acknowledged governors' thanks and appreciation and thanked all for the gift presented to her on her retirement.</li> <li>• <b>Confirmed</b> the appointment of Mrs Harmston-Hall to the Foundation Governor (PCC) position vacated by Mrs Ball with effect from 1 October 2021 following approval of the appointment by the Parochial Church Council.</li> <li>• <b>Agreed</b> proposed committee membership for 2021/22, details of which had been previously circulated.</li> <li>• <b>Proposed and agreed</b> that Mr Yardley continues as Chair of Finance &amp; Resources Committee and that Mrs Eastwood continues as Vice-Chair of Finance &amp; Resources Committee.</li> <li>• <b>Proposed and agreed</b> that Mr Marshall continues as Vice-Chair of Standards &amp; Outcomes Committee. The Chair of the committee to be appointed at its first meeting of the academic year.</li> <li>• <b>Appointed the following governors to Link Governor roles for 2021/22:</b> - <ul style="list-style-type: none"> <li>- Safeguarding – Mrs Harmston-Hall</li> <li>- Health &amp; Safety – Mrs Eastwood</li> <li>- Ethos – Mr Marshall</li> <li>- SEND – Mr Oldfield</li> </ul> </li> </ul> <p>Mr Brailsford updated governors on the situation regarding the vacant elected staff governor position. It was expected that the matter would be progressed soon.</p>	<p>MBR/KC – Oct 21</p>



	<p>The Clerk summarised proposed arrangements for nomination and election if required to the two vacant parent governor positions. It was expected that the nomination and election process would take place in the second half of Advent Term.</p>	SBy – Nov 21
<b>LGB/18/2122</b>	<p><b>Governor Training and Development update</b></p> <p>The Chair reported back on a recent MITRE “Meet the Trustees” event. Each Local Governing Body within the Trust was to have a Link Trustee from the MITRE Board. Further details from the event had been posted on SharePoint for governors’ reference.</p> <p>Training opportunities for the year ahead were to be programmed. This would include SEND presentations agreed earlier (see agenda item 14 above). Consideration was being given to further Curriculum area presentations and when these could be programmed.</p> <p>Governors were urged to take advantage of training opportunities offered by MITRE. These were usually promoted through the governor SharePoint site. The Chair agreed to check the scope of invitations offered through this route.</p> <p>It was confirmed that governor visits to the academy could now restart.</p>	KC – Oct 21
<b>LGB/19/2122</b>	<p><b>Clerk’s Termly Report</b></p> <p>The Clerk’s termly report for Pentecost Term 2020/21, previously circulated, was noted. The report included a summary of correspondence received, membership, training delivered and forthcoming activities at the academy.</p>	
<b>LGB/20/2122</b>	<p><b>GDPR</b></p> <p>Mr Brailsford informed that there had been a GDPR related incident at Hucknall Sixth Form Centre relating to sharing of data by a third party. The matter had been raised at the Hucknall Sixth Form Centre Management Board and had been resolved.</p> <p>Governors <b>noted</b> this.</p>	
<b>LGB/21/2122</b>	<p><b>Review of this meeting</b></p> <p><i>What has been done to impact on outcomes for students?</i></p> <p>Governors supported funding of improvements to the academy’s buildings and IT equipment, modernising provision for the benefit of student outcomes. Improvements to SEND governance arrangements would support delivery of outcomes for SEND students. Governors agreed a wide range of policies, implementation of which would support and strengthen learning, including for vulnerable students.</p> <p><i>How has the governing body held the school leaders to account?</i></p> <p>Governors rigorously challenged proposals for improvements to IT provision, critically reviewing costs and the most effective deployment of the equipment proposed for purchase. Governors reviewed the RAG rated AIP and urged that areas for improvement in that plan were featured in the 2021/22 AIP.</p>	

	<p><i>How has the meeting contributed to delivery of the Academy Vision 2018/21 and to the Academy Ethos?</i></p> <p>Governors supported the arrangements for SEND governance, which would help support all SEND students. The review of Admission Arrangements included a focus on the importance of the academy's Christian Ethos. Governors urged that difficulties relating to collective worship encountered during 2020/21 due to the Covid-19 pandemic are addressed in the year ahead.</p>	
<b>LGB/22/2122</b>	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Local Governing Body will take place on Tuesday 7 December 2021 at 6pm in the Whiting Room.</p>	
<b>LGB/23/2122</b>	<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 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 for their contributions throughout the year. She invited Mr Marshall to close the meeting with a prayer.

The meeting concluded at 20:45.

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