

## Academy Committee Meeting

**Minutes of Meeting**  
**Tuesday 8 October 2019**

**REVIEWED**  
**6.30 PM - The Whiting Room**

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	
Mrs C Ball	CB	Foundation Governor	Apologies
Mrs K Cowley (Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	Apologies
Mrs J Eastwood	JE	Foundation Governor	
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 A McKibbin	AM	Foundation Governor	
Mr B Marshall	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Mr M Paine	MP	Foundation Governor	
Rev J Stephens	JS	Foundation Governor (ex-officio)	
Mr S Yardley	SY	Foundation Governor	
Vacancy		Parent Governor	
Vacancy		Foundation Governor	
<i>In attendance</i>			
Mr M Brailsford	MBR	Principal	
Mr S Bray	SBy	Clerk	

The Chair invited Rev Stephens to begin the meeting with a prayer.

AC/12/1920	<p><b>Apologies &amp; Welcome</b></p> <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 C Ball: Family commitment Mr C Dean: Work commitment Mrs E Hopkin: Maternity Leave</p>	
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	<p>Mrs H James: Work commitment</p> <p>Trustees were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p>	
AC/13/1920	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>Mr Marshall advised that he had resigned as Director of Kingfisher Publications.</p> <p>There were no further new declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/14/1920	<p><b>Governor Training and Development New OFSTED Framework</b></p> <p>Mr Brailsford had delivered a presentation to all governors prior to this meeting summarising the new OFSTED framework. Copies of his presentation had been shared with all governors. A separate note of that meeting would be produced for governors' reference. Governors were reminded of a further opportunity to learn more about the new framework being offered through DALP and were encouraged to register for one of the events on offer.</p>	Clerk – Oct 2019
AC/15/1920	<p><b>Minutes of Previous Meetings</b></p> <p>Minutes of the meeting of the Academy Committee held on 10 September 2019, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
AC/16/1920	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>- <i>AC/02/1920- Declarations of Interest</i> – The Clerk advised that Declarations of Interest forms had been issued to governors individually for signing and return to him as soon as possible.</li> <li>- <i>AC/04/1920- Academy Committee meetings 2019/20 and use of Data Dashboard</i> – Issues relating to the timing of future meetings, linked to current and future delegation arrangements, had been addressed at meetings of NCEAT. The request for a webinar on the Data Dashboard had been followed up and delivery promised, but this had not yet been forthcoming. Governors had been invited to a DALP training event which would include content relating to the Dashboard.</li> <li>- <i>AC/04/1920 – Quality Assurance Calendar</i> – Mr Brailsford advised he would bring this matter to a governor meeting early in 2020.</li> <li>- <i>AC/04/1920 – Internal Audit report</i> – It was confirmed that copies of the report had been received and circulated with the agenda to this meeting. Governors <b>noted</b> the report.</li> <li>- <i>AC/05/1920 – Safeguarding Update</i> – The Clerk confirmed that both the training presentation and notes from the presentation were available for reference on SharePoint.</li> </ul>	<p>All – Oct 2019</p> <p>MBR – Jan 2019</p>

	<ul style="list-style-type: none"> <li>- <i>AC/06/1920 – Examination results 2019</i> - The Clerk confirmed that the training presentation were available for reference on SharePoint and it was hoped that notes from the presentation will also be available there before half term.</li> <li>- <i>AC/09/1920 – Report to Trustees</i> – In the light of recent changes to governance arrangements, it was no longer considered necessary for this form to be completed.</li> </ul>	Clerk – Sept 2019
AC/17/1920	<p><b>Safeguarding Update</b> <b>Mr M Brailsford: Principal</b></p> <p>Governors <b>noted and approved</b> the completed Nottinghamshire County Council annual Safeguarding Self-Audit tool, copies of which had been previously circulated. The Clerk to confirm agreement with the County Council.</p> <p>Mr Brailsford advised that there were no further Safeguarding issues to report at present.</p>	Clerk – Oct 2019
AC/18/1920	<p><b>Data Dashboard review</b> <b>Mr M Brailsford: Principal and Mr A Hawkins: Acting Vice-Principal</b></p> <p>Mr Brailsford explained the background to the new Data Dashboard and confirmed to governors which elements of the data listed were currently available to be viewed. He reported that it was too early in the year for Year 7 catch-up to be considered but that this would be brought before governors at a future meeting. On cash flow, Mr Brailsford updated governors on an email received from the Senior Finance Manager, but confirmed that this data was currently missing from the dashboard. This matter had been followed up with the Senior Finance Manager.</p> <p>Mr Brailsford and Mr Hawkins presented to governors information available on the dashboard, including data relating to attendance, exclusions, attainment and HR matters. With regard to exclusions, Mr Brailsford explained the background to the Academy’s latest exclusion data.</p> <p>Governors <b>welcomed</b> the information available on the Data Dashboard and acknowledged its value. Governors supported exploring the availability of this or a similar tool from any MAT the Academy may join in future.</p> <p>Governors nevertheless felt that a more detailed information, similar to that previously presented to Portfolio Teams, would allow for more effective scrutiny and review. The lack of evaluative statements, which had been a feature of previous data reports, was felt to be a weakness in the system. Mr Brailsford advised that he would welcome more detailed questions on the issues raised on the dashboard. Governors were advised that other sources of comparative information, including that from FFT, are available and are used in the Academy.</p> <p>For the future, governors <b>agreed to consider whether the Data Dashboard was likely to provide enough data in the right format</b> and to feedback to a future meeting and onwards to DAT staff. <b>Governors asked Mr Hawkins to engage with Mr Dean</b> on these matters, given Mr Dean’s role as Data Link Governor.</p> <p>Governors <b>noted</b> the Data Dashboard report.</p>	

AC/19/1920

**Principal's Report****Mr M Brailsford: Principal**

Copies of the Academy's 2019/20 **Pupil Premium Plan** were tabled for governors' consideration. Mr Hawkins advised that there had been a 3% increase in Pupil Premium students and drew attention to the breakdown of spend on a range of activities set out in the report. Governors **challenged the impact of the breakfast club** and asked whether, given a positive impact, it might be extended to cover non Pupil Premium students. Mr Brailsford confirmed that this is being investigated. Governors **discussed the value of equipment packs**, recognising the benefits of this intervention. Governors **asked what arrangements were in place in relation to cultural capital spend should the budget be fully spent** – in response it was confirmed that the budget had been established with regard to previous levels of take-up and that, on this basis, the budget was unlikely to be exhausted. Mr Brailsford confirmed that further interventions would be added in due course to make use of remaining funding and advised that the document would be published on the Academy website once completed.

*Mr Hawkins left the meeting at 7.25 pm*

Mr Brailsford reported to governors verbally on a range of matters.

- The latest Risk Register had identified one risk to be at red status, relating to withdrawal from DALP. Mitigation measures to address the risks were being developed through the Project Group and Partnership Withdrawal Committee.
- A Health & Safety Link Governor site visit had been arranged to take place on 10 October and outcomes would be reported back to governors in due course.
- With regard to GDPR, there had been one Freedom of Information request and one Subject Access request received in recent weeks. Both had been dealt with.
- There had been very positive feedback from the recent Academy Open evening, with very high levels of attendance. The behaviour and approach of students involved with the event had been particularly praised.
- A Curriculum Policy review had been carried out and a revised policy would be submitted to NCEAT for trustee consideration and approval in the near future.
- Management accounts for June and July 2019, copies of which had been previously circulated, were **noted**. Governors were advised that use of the underspend against the 2018/19 Capital Plan were now under consideration and improvements were being prioritised linked to long-term planning. **Governors advised that these issues should be raised with the Student Forum** and it was confirmed that such arrangements were in hand.

**CONFIDENTIAL MINUTE**

With regard to Admissions, governors were asked to consider whether any changes would be required to the Academy's Admissions Policy for 2021/22. Governors **agreed that there would be no change to the Academy's Admissions Policy for 2021/22.**

Mr Brailsford summarised the review of the 2018/19 Academy Improvement Plan (AIP). Sections relating to Teaching & Learning; Outcomes; PDBW and Post-16 had all been reviewed and copied were circulated. Mrs Boothroyd and Mr Hawkins would be completing evaluation sections of the reports. Governors were invited to submit any questions to Mr Brailsford.

Mr Brailsford tabled an updated executive summary of the proposed 2019/20 AIP, replacing the earlier version previously circulated and further explained the detail

	<p>relating to each theme. He advised governors that care had been taken to relate the document to the new OFSTED framework and to GCSE requirements. Governors' attention was drawn to the new Strategy Room where the new AIP had been mapped out and governors were encouraged to visit the room.</p> <p>Mr Brailsford stressed the importance attached to Christian distinctiveness in the plan and indicated that the issue would have a greater profile in future plans. He expressed thanks to Mr Holmes for the help and support provided in the development of the plan.</p> <p>Governors <b>thanked</b> Mr Brailsford for his presentation and for his work so far, which had been much appreciated. Further reports on AIP progress would be presented in due course.</p>	
AC/20/1920	<p><b>Report to Trustees</b> <b>Mrs K Cowley: Chair</b></p> <p>Governors noted the new DALP template for reporting issues arising from Academy Committee meetings to trustees but agreed that it would no longer be appropriate for it to be completed.</p>	
AC/21/1920	<p><b>Date and Time of Next Meeting</b></p> <p>The next meetings of the Academy Committee will take place on Tuesday 19 November 2019 at 6pm in the Whiting Room.</p>	
AC/22/1920	<p><b>Determination of confidentiality of Business and Equality 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:-</p> <ul style="list-style-type: none"> <li>• Detailed issues relating to a disputed invoice were deemed to be confidential</li> <li>• There had been no Equalities Act implications to consider</li> </ul> <p>The Nolan Principles had been considered throughout all discussions.</p>	

The meeting closed at 8.30 pm.

Signed .....Print.....Date: ...../...../2019