

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

**Minutes of Meeting**

**Tuesday 11 May 2021**

**REVIEWED**

**6.00 PM – By video conference**

<b>Membership</b>			<b>'A' denotes absence</b>
Mrs L Allen	LA	Parent Governor	A
Mrs C Ball	CB	Foundation Governor	
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	
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 S Yardley	SY	Foundation Governor	
Vacancy X1		Co-opted Governor	
Vacancy x 1		Foundation Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Mr M Pilling	MPI	Observer	
Mr B Walton	BWA	Observer	
Mr A Hawkins	AHA	Acting Vice-Principal	
Mrs K Wall	KWA	Assistant Principal (for agenda items 39-44)	
Mr S Bray	SBy	Clerk	

The Chair invited Rev Chantry to open the meeting with a prayer.

<b>LGB/39/2021</b>	<b>Apologies &amp; Welcome</b>	
	The Chair welcomed everyone to the meeting and introduced Mr Pilling and Mr Walton, who were both attending as observers. Mr Walton had been nominated to	

	<p>fill the vacant Co-Opted Staff Governor position while Mr Pilling had been nominated for the vacant Foundation Governor position (see agenda item 50 below).</p> <p>The Clerk advised that no apologies for absence had been received from governors. Mrs Blick had tendered her apologies for the meeting.</p>	
<b>LGB/40/2021</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/41/2021</b>	<p><b>Minutes of last meeting – 16 March 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 16 March 2021, having been previously circulated, were agreed as a true record.</p> <p><i>Mr Brailsford joined the meeting at 6.03 pm during consideration of this item.</i></p>	
<b>LGB/42/2021</b>	<p><b>Matters arising from meeting 16 March 2021</b></p> <p>The Clerk confirmed that: -</p> <ul style="list-style-type: none"> <li>- MITRE had been informed of the minor change to NCEA’s delegation arrangements (LGB/24/2021)</li> <li>- Copies of Mr Brailsford’s Covid-19 report to the last meeting had been circulated to governors (LGB/25/2021)</li> <li>- Mrs Harmston-Hall’s Safeguarding Link Governor report had been included on the agenda for this meeting (LGB/26/2021) – see agenda item 45 below.</li> <li>- The review of Christian Distinctiveness (LGB/28/2021) had been included on the agenda for this meeting – see agenda item 44 below)</li> <li>- The SEND spend and outcomes report (LGB/30/2021) was to be included on the agenda of the Standards &amp; Outcomes Committee due to take place on 8 June 2021</li> <li>- Outstanding membership issues (LGB/33/2021) would be considered at agenda item 50 below</li> <li>- Outstanding Governor Training and Development issues (LGB/35/2021)</li> </ul> <p><i>Mr Oldfield joined the meeting at 6.05 pm during consideration of this item.</i></p>	
<b>LGB/43/2021</b>	<p><b>Decisions made under delegated powers</b></p> <p>The Chair advised that no decisions had been made under delegated powers since the last meeting of the Local Governing Body.</p>	
<b>LGB/44/2021</b>	<p><b>Review of Christian Distinctiveness</b></p> <p>The Chair invited Mrs Wall to lead discussion of the academy’s Christian Distinctiveness.</p> <p>Mrs Wall introduced the issue and invited governors to split into four break-out groups to reflect on the academy’s ARCH values, considering the two questions below and reporting back.</p> <ul style="list-style-type: none"> <li>• How do we live out our vision and values as a school?</li> </ul>	

	<ul style="list-style-type: none"> <li>• How do you contribute to the vision and values as a governor/governing body?</li> </ul> <p>Governors reported back following their small group discussions. Results would feed into a wider review of vision and values in the coming months.</p> <p>Mrs Wall continued by delivering a presentation on work now in progress on the SIAMS SEF reviewing the academy's current effectiveness as a Church of England academy. Her presentation summarised the new SIAMs framework and key inspection questions, alongside an initial Leadership Team evaluation of the academy's current position against the main evaluation strands. She shared Leadership Team's initial thoughts on strengths and areas for improvement in each area. Copies of the presentation would be shared with governors on receipt from Mrs Wall.</p> <p>Mrs Wall explained that the academy's SIAMS inspection had been delayed due to Covid-19, having originally been due in September 2020. SIAMS inspections were expected to restart in September 2021 but a backlog of inspections had built up. The academy's inspection was therefore expected some time during Lent Term 2022.</p> <p>Governors' comments and questions were invited on the exercise and presentation. <b>Governors welcomed the thorough and informative presentation and expressed thanks for the work being done to prepare for the SIAMS inspection. Governors hoped that collective worship could be reintroduced and strengthened on full reopening after lockdown</b> and were encouraged by the recent appointment of a new Chaplain, who it was considered would have a key role in facilitating this. Rev Chantry welcomed the work being done here and thanked Mrs Wall for her contributions. Governors echoed those thanks.</p> <p>The Chair reminded governors that MITRE had asked for an annual review of Christian Distinctiveness and governors expressed their appreciation for the opportunity to do this. Work with governors to consider vision and values mirrored work on the issue with both Leadership Team and parents, the latter through the Parent Form.</p> <p><i>Mrs Wall left the meeting at 6.43 pm at the conclusion of this item.</i></p>	<p>MBR/KC Autumn 21</p> <p>Clerk – May 21</p>
LGB/45/2021	<p><b>Safeguarding – Culture and Compliance</b></p> <p>Governors considered the latest Safeguarding Link Governor report and a report on the current Safeguarding position from Mr Brailsford in his capacity as the Principal, both of which had been previously circulated.</p> <p>Mrs Harmston-Hall introduced her Link Governor report, which drew on a meeting held just before the return to classroom following the first Covid-19 lockdown. She invited questions on her report either directly or by email.</p> <p>Governors considered Mr Brailsford's report and raised a number of questions relating to the wellbeing of staff involved in Safeguarding, on which the Principal offered reassurance. Safeguarding contingency arrangements were outlined to governors' satisfaction. Governors expressed their appreciation to Mr Llewellyn and his team for the work they were doing on Safeguarding at a most challenging time.</p> <p><b>Governors felt there was a case for trust-level support for Designated Safeguarding Leads to reduce any reliance on external support and providers and asked whether</b></p>	

	<p><b>this was being considered.</b> In response, it was explained that support provision across the trust was being explored, including counselling access for leadership teams. Governors suggested that the newly appointed Chaplain at NCEA may be able to support staff in this area.</p> <p>Governors <b>thanked Mrs Harmston-Hall and Mr Brailsford</b> for their reports.</p>	
LGB/46/2021	<p><b>Principal's Termly Report</b></p> <p>Mr Brailsford reported verbally to governors on a range of issues: -</p> <ul style="list-style-type: none"> <li>• <b>Progress and Impact</b> – Data had been analysed and arrangements had been put in place to review comparative performance. “Deep-dive” reviews of English and Maths were to be carried out, with support from MITRE. Mid-year appraisals had been completed successfully. Mr Brailsford reflected on feedback relating to priorities set out on his appointment and felt that almost all had been progressed or completed.</li> <li>• <b>Covid-19</b> - There had been no reported cases amongst either staff or students during the current term. Covid measures remained in place on site and DfE guidance issued on the day of the meeting would be reviewed fully prior to the next stage of societal reopening on 17 May. An initial review of the guidance suggested little change to arrangements, with the exception of changed relating to the wearing of masks.</li> <li>• <b>Building and related improvements</b> – Works on the Inclusion and Isolation areas had been successfully completed. Data cables would be replaced with fibre optic cables during the summer holiday. New CCTV cameras were in place and working well. A change to the approach to fire drills was being introduced – these would now be carried out in silence. New signage was being installed around the school removing old and out of date branding. New brochures and promotions materials were being developed.</li> <li>• <b>Diocesan Director of Education</b> – The Director had visited the academy during w/c 3 May. He had toured the building and visited Hucknall Sixth Form Centre (HSFC). Issues relating to Christian Distinctiveness at HSFC had been reviewed and would be raised with the HSFC Management Board, for reporting back to governors in due course.</li> <li>• <b>Staffing</b> – Advertisements for a Data Manager; Examinations Co-ordinator; Inclusion Manager and Isolation Manager were being placed. Discussion with MITRE had begun with regard to a review of the Pastoral Team. Issue relating to the current relationship between Leadership Team and parents were discussed. There had been some absence relating to responses to the Covid vaccine amongst staff.</li> <li>• <b>Finance</b> – The latest position relating to the academy’s projected annual surplus for 2021/21 was outlined. <b>Governors stressed the importance of reconciliation of actuals and forecasts</b> – this message to be relayed to MITRE’s Finance team. Data was being shared with MITRE in relation to an outstanding matter relating to the academy’s financial relationship with its former partner trust.</li> <li>• <b>Behaviour</b> – Student behaviour continued to be monitored and reported to Standards &amp; Outcomes Committee. A small number of students were running out of options in relation to their behaviour management.</li> </ul> <p>Mr Brailsford invited Mr Hawkins to further explain arrangements for <b>Assessment and Grading for 2021</b>, as outlined in the report previously circulated. Mr Hawkins explained that the academy had been working in partnership with the Minster Academy through MITRE on these matters and that this had been advantageous. He</p>	<p>MBR – June 21</p> <p>MBR – May 21</p>

	<p>drew attention to the Assessment and Grading summary document and to the Summer Exams 2021 Centre Policy (see agenda item 49 below), both of which had been previously circulated.</p> <p>He outlined the process behind the development of the policy document, explaining that the DfE approach and timescales had not allowed for prior governor consideration. The DfE approach was, however, largely standardised with little option for local variation. There had been very minor amendments to wording to reflect local arrangements, including with regard to the role of the CEO and to reflect local terminology – the document was otherwise the DfE standard one. In response to a governor question it was confirmed that the term “Head of Centre” related to the Principal and that arrangements were clear for HSFC, in that HJSFC was not a separate centre and that NCEA students there were covered by NCEA arrangements.</p> <p>Mr Hawkins explained that each subject area had a protocol for the construction of Teacher Assessed Grades (TAGs). These were evidence based, rather than predicted. He expanded on assessment arrangements and their timetable. FFT would be used by the academy for benchmarking and comparative purposes, which will in turn inform QA.</p> <p>Governors’ <b>questions were invited</b> and the following issues were raised: -</p> <ul style="list-style-type: none"> <li>• FFT data would be used to prompt investigation and help ensure students secured the grades they deserved. FFT could be used to look at the distribution of grades compared to the situation under normal circumstances. The appeals timetable and process was further outlined – a robust approach to grading and a clear evidence trail would be important, should any appeals be submitted.</li> <li>• Staff had had sight of the documents referenced above and the matter had been presented at a Whole Staff briefing, where the documents had been shared. This had been backed up by a questionnaire evidencing attendance and understanding of the issues raised and approach being adopted.</li> <li>• Blind marking was in pace across all faculties.</li> <li>• The approach had been presented and explained to students, including comparisons with what would have been required of them had examinations gone ahead. For staff, increased work on assessments had been offset by a reduction in year 11 marking. Together these points had addressed any tensions for both staff and students arising from the new approach.</li> <li>• Assessments were due to finish on 26 May with Triple Science, though most students would complete their assessments the previous week.</li> </ul> <p>Mr Brailsford expressed his appreciation to Mr Hawkins for this work on this and <b>governors echoed these thanks.</b></p> <p>Governors <b>noted</b> the Assessment and Grading summary document..</p>	
LGB/47/2021	<p><b>Home/School Agreement</b></p> <p>Mr Brailsford advised governors that only minor changes to the document were proposed for the current year. These would be presented to governors early in 2021/22 as part of a wider review of the academy’s Behaviour Policy.</p>	MBR – Sept 21

LGB/48/2021	<p><b>Feedback and referrals from committees</b></p> <p>There was no feedback to report from committees, none having met since the last meeting of the Local Governing Body.</p>	
LGB/49/2021	<p><b>Policies for review</b></p> <p><b>Summer Exams 2021 Centre Policy</b> - Governors <b>adopted</b> the Summer Exams 2021 Centre Policy, copies of which had been previously circulated. The matter was discussed at agenda item 46 above.</p> <p><b>Proposed Changes to Admissions Policy</b> – The Chair advised that it had become clear that minor changes may need to be made to the Admissions Policy, as a result of experiences with the application of the policy in the current year. She proposed that a Sub-Committee be established, comprising governors experienced in the admissions process, to review the policy and report back to the first meeting of the Local Governing Body of the 2021/22 academic year, in time to allow for consultation on a revised policy to be carried out as required.</p> <p>A Sub-Committee of Mrs Cowley, Mrs Harmston-Hall and Mr Brailsford was appointed, to be advised and supported by Mrs Richardson.</p>	KC – Sept 21
LGB/50/2021	<p><b>Membership Update</b></p> <p><i>Mr Walton left the meeting at 7.46 pm for consideration of this item.</i></p> <p>The Chair advised governors that, following discussion with Mr Brailsford, Mr Walton had been invited to take up the role of Co-Opted Staff Governor. Governors agreed to support the proposal and <b>appoint Mr Walton as Co-Opted Staff Governor with immediate effect.</b></p> <p><i>Mr Walton returned to the meeting at 7.49 pm.</i></p> <p>The Chair updated governors on progress with appointment to the vacant Foundation Governor position. Mr Pilling had been nominated to fill the position and the Diocesan Board of Education was due to meet on 19 May to consider the application. Mr Pilling introduced himself to governors and summarised his relevant experience in areas including Careers Education and Apprenticeships.</p> <p>The Clerk advised that he had been in discussion with MITRE colleagues regarding the process for the vacant Elected Staff Governor position. It was hoped that nominations sought and, if necessary, elections held before the end of the current term.</p> <p>The Chair updated governors on the position in relation to Mrs Allen’s attendance. A letter would be sent asking Mrs Allen if she wished to continue in her role as Parent Governor.</p> <p>The Chair advised that consideration had been given to widening the scope of the Ethos Link Governor role, to include a greater emphasis on SMSC reflecting issues raised in Mrs Wall’s presentation earlier. As current postholder, Mrs Ball was content with this. It was therefore <b>proposed and agreed to rename the role Ethos and SMSC Link Governor with immediate effect.</b> Relevant changes would be made to membership documents to reflect the change.</p>	SBy – Jun 21  KC – May 21  SBy – May 21

LGB/51/2021	<p><b>GDPR</b></p> <p>Mr Brailsford informed governors that there were no significant GDPR related breaches to report. Two subject access requests had been received and processed.</p> <p>Governors <b>noted</b> this.</p>	
LGB/52/2021	<p><b>Governors Training and Development Update</b></p> <p>The Clerk reminded governors who had not yet done so to complete the annual MITRE Governor Self-Audit, which would inform the development of a Governors' Action Plan to be presented to governors in due course once all questionnaires were completed.</p> <p>Governors who had already completed the audit observed that the questionnaire as drafted did not require any evidence to back up answers to questions and suggested a questionnaire of fewer questions but requiring some evidence to support answers may be of more value going forward. This feedback to be referred to MITRE for comment.</p> <p>The Clerk also reminded governors who had not already done so to register with the NGA's Learning Link resource and confirm to him when they had done so. Governors were also encouraged to make use of training opportunities offered by MITRE Learning Link.</p>	<p>Govnrs May 21</p> <p>Clerk – May 21</p> <p>Govnrs May 21</p>
LGB/53/2021	<p><b>Clerk's Termly Report</b></p> <p>Governors <b>noted</b> the Clerk's report, copies of which had been previously circulated.</p>	
LGB/54/2021	<p><b>Review of this meeting</b></p> <p><i>What has been done to impact on outcomes for students?</i> Governors thoroughly scrutinised the academy's latest work in response to Covid-19. Governors critically reviewed arrangements for assessment and grading for the current year. Governors welcomed improvements to the academy's infrastructure, including building and IT improvements. Governors noted "deep dive" reviews for English and Maths.</p> <p><i>How has the governing body held the school leaders to account?</i> Governors challenged and sought reassurance over staffing and support for Safeguarding in the wake of the Covid-19 pandemic. Governors reviewed and questioned various aspects of the approach to assessment and grading and sought clarification issue relating to the academy's predicted annual financial surplus. Governors critically reviewed the annual Self-Audit exercise.</p> <p><i>How has the meeting contributed to delivery of the Academy Vision 2018/21 and to the Academy Ethos?</i> Governors welcomed and engaged fully with the review of the academy's Christian Distinctiveness. Governors appreciated the recent visit from the Diocesan Director of Education. Governors strengthened the focus on SMSC at governor level through the inclusion of the matter within the remit of the Ethos Link Governor.</p>	

LGB/55/2021	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Local Governing Body will take place on Tuesday 29 June 2021 at 6pm by video conference.</p>	
LGB/56/2021	<p><b>Determination of confidentiality and Equalities Act and Nolan Principle consideration</b></p> <p>Trustees 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 were confidential, including detailed discussion of staff working on Safeguarding matters. Detailed discussion of financial matters was also deemed to be 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 8.08 pm.

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