



National Church of England Academy Local Governing Body Meeting

Minutes of Meeting
Tuesday 27th September 2022

REVIEWED
6.00 PM – Whiting Room

Membership			'A' denotes absence
Mr M Brailsford	MBR	Head - Teacher	Y
Rev H Chantry	HC	Foundation Governor (ex-officio)	Apols
Mrs K Cowley	KC	Foundation Governor	Y
Mr C Dean	CD	Community Governor	Y
Mrs J Eastwood	JE	Foundation Governor	Apols
Mrs A Harmston-Hall	AHH	Foundation Governor	Y
Mr T Jenkinson	TJ	Elected Parent Governor	Y
Mr B Marshall	BM	Foundation Governor	Y
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	
Vacancy x 2		Foundation Governor	
Vacancy x 3		Foundation Governor	
Vacancy x 4		Parent Governor	
<i>In attendance</i>			
Ms E Maltby	EMA	Trust Finance Leader	Not required
Mr K Boothroyd	KBo	Deputy Headteacher	Not Required
Mr Alex Hawkins	Aha	Deputy Headteacher	Y
Mr D Llewellyn	DLL	Assistant Headteacher	Y
Mrs J Kirkwood	JK	Observer	Y
Mr M Paine	MPa	Observer	Y
Mr S Northedge	SN	Clerk to Governors	Y

Agenda items		Action
	<p>Opening Prayer</p> <p>The Chair welcomed everyone to the meeting and introductions were made. The meeting was then opened with a prayer.</p>	
LGB/01/2223	<p>Election of Chair</p> <p>Mrs K Cowley self-nominated for the position of chair and left the room.</p> <p>Governors agreed to appoint Mrs Cowley for another term as Chair.</p>	
LGB/02/2223	<p>Election of Vice-Chair</p> <p>Mr B Marshall self-nominated for the position of vice -chair and left the room.</p> <p>Governors agreed to appoint Mr B Marshall for another term as Vice Chair.</p>	
LGB/03/2223	<p>Training Presentation - Safeguarding annual update</p> <p>DLL gave all governors an annual update into safeguarding and confirmed that all staff had undertaken the required training at the start of the school year.</p> <p>All staff had a full refresher at the start of 2021-22 and then this year they have carried out additional training on peer on peer abuse and an questionnaire on their general safeguarding knowledge. 97% of staff have met the deadline for this and all will have completed it by the end of the week.</p> <p>DLL also confirmed all DSLs had up to date training and all members of the leadership team had up to safer recruitment training. Steve Tyson is now in position as a designated safeguarding member of staff and is the Deputy DSL. Having ST available and not in a teaching post is incredibly valuable.</p> <p>DLL also informed the governors about the move to having an online single central record for the whole MITRE trust.</p> <p>DLL then went on to give a brief update on the start of term for pupils and safeguarding and outlined the number of agencies that were currently involved with pupils. He also detailed a vulnerable children meeting, that takes place with key staff and stakeholders each Tuesday.</p> <p>A governor asked what would happen to staff who hadn't completed the safeguarding training by the end of the week?</p> <p>DLL was confident this would be completed by all staff by the end of the week.</p>	

	<p>A governor asked what safeguarding you got as a new member of staff? DLL explained there were 3 types of training, training for staff in school, training for staff with an education background and training for staff with no education background.</p> <p>A governor asked about the new single central record system and where responsibility sat? DLL and MBR confirmed that the new system was still a work in progress but they were totally confident the academy was fully compliant.</p> <p>A governor asked if there was a pattern in staff that were raising concerns and reporting? DLL confirmed there wasn't and was confident all staff would follow the required procedures and all would report concerns as required. He also confirmed there were 550 concerns reported by staff in the last academic year.</p> <p>Following this DLL then went on to the main safeguarding training for governors, including a detailed update to changes to KCSiE 2022. This focussed particularly on disclosure and domestic abuse where the effects of witnessing this is now recognised.</p> <p>DLL then summarised changes to part 2 of the document which explains how the management of safeguarding should be carried out, including how you teach children about safeguarding. DLL also highlighted the importance of personal development lessons that take place in the school.</p> <p>There have been minor changes in the safer recruitment section of the document, including the requirement to check social media accounts of potential new staff.</p> <p>DLL also referred governors to the new safeguarding policy for the trust and the importance of any low-level concerns about staff and how these are communicated and addressed.</p> <p>He also updated governors on child-on-child sexual violence and harassment which had been the main focus of the training in September 2021.</p> <p>The key focus staff have been asked to consider this year are being alert to students with SEND, considering students mental health and to focus on online safety.</p> <p>Question – a governor asked for the job description for the DSL to be circulated? DLL will do this.</p> <p>Question – a governor asked about historical social media posts made by staff? MBR talked the governors through this and explained what was reasonable and what guidance is given to staff about keeping their social media accounts appropriate. It was also confirmed that HR at the trust would support the school with this.</p>	<p>DLL</p>
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	<p>Question – a governor asked if the mental health plan had been completed?</p> <p>Governors confirmed this had been addressed at a previous meeting.</p> <p>All governors signed to confirm that they had read KCSIE Part 1</p>	
LGB/04/2223	<p>Exam Results Analysis and Overview</p> <p>AHA gave a summary of the 2022 exams results and had circulated a report prior to the meeting. He talked through and explained the results including the fact that national data for progress wasn't yet available from the DfE but was from an independent company who had put it together from subscribing schools.</p> <p>AHA highlighted the following key points from his report:-</p> <p>GCSE</p> <ul style="list-style-type: none"> • For all Headlines the outcomes are stronger in this set of results than in 2019, for the vast majority of headline measures the 2022 results are also better than in 2020 (the first year when examinations were cancelled). • Early entry English results for around 25% pupils can't be counted as a Progress 8 measure because the measure has to be English Language that wasn't sat early. The academy figures would have been much better if the English Literature could be counted. • Improved assessment and tracking led to the accuracy of predictions being strong, however, the uncertainty caused by two years of examinations being cancelled increase the uncertainty with regards predictions. • Focused and target quality assurance led to the most significant improvement, where quality assurance was the most effective outcomes were strongest. • Mathematics has made progress from 2019 but not at the same rate as English. • The strongest performances were seen in history, geography, PE, drama and English with significant improvement also seen in MFL. • The most disappointing outcomes performance were in some ADT subjects, applied Business and RE. • The progress of the most able, whilst below that of the middle ability, was the same as low ability students and considerable better than in 2019. There were 52 grade 9s awarded which was nearly double the number in 2019 and 17% of all grades were at grade 7 or above. 	

- Increasing the number of grade 5+ was a whole school target and target for many faculties. The average points for high ability students increased at every point across the year including the final outcome where it peaked at 6.5, this was the impact of interventions aimed at high ability students such as Horsforth interventions and NTP.
- English and maths outcomes at GCSE were significantly better than in 2019 with %4+ and %5+ both 5% higher than 2019 with the English element of A8 with 0.3 of FFT20 and better than 2020 as well as 2019.
- Maths attainment was slightly higher than in 2019 with a year group that was significantly less able on entry for maths. Science outcomes showed progress across the academic year with the double science APS improving from 3.92 in January to 4.03.
- The outcomes for all three core subjects were boosted by the 720 hours of School lead tutoring through the National tutoring program, which offered 144 learning blocks for over 100 year 11 students.
- Outcomes for disadvantaged students were higher than 2019 with 4+ in English and maths and 5+ in English and maths increased by 3% and 8% respectively. This reflects a positive impact of the targeted intervention work and whole school and Faculty focus on disadvantaged students. However, the gap between disadvantaged and non-disadvantaged was larger than predicted, with a gap that was smaller than in 2021 but larger than previous years.
- The value added for this cohort of students is low by comparison to any previous year, however, it is vital that we factor in the impact of covid-19 and the cancelation of GCSE examinations in 2020 when this cohort were completing their GCSEs. This is particularly the case for disadvantaged pupils and the outcomes for these pupils are pleasing even though the gap to non-disadvantaged pupils has widened.
- The results for SEND were considered disappointing and MBR informed governors that this would be likely to be picked up by Ofsted.
- MHA talked through and explained the data for different subjects and highlighted those that had performed well and those that were below expectations.

The following questions and challenges were brought up by governors during and after AHA's report on GCSE outcomes.

	<p>Question – a governor asked what was being done about SEND performance? MBR confirmed that there are changes to the support being offered by teaching assistants and that staff have undertaken extensive CPD in this area.</p> <p>Question – what pupils are included in the SEND numbers? AHA confirmed that it referred to 16 students out of 230 and that any absence for exams didn't help this. He also highlighted greater anxiety amongst these pupils.</p> <p>MBR also referred back to a full review of SEND carried out by the Mitre Trust and talked about a focus on leadership and additional training for a member of the SEN leadership team.</p> <p>KC also highlighted the lack of an SEN Link Governor and the need for this post to be filled.</p> <p>A governor asked for clarification of what SENK means? AHA explained that this was pupils who had stagnated in their learning or were 2 years behind expectations.</p> <p>MBR asked governors to send emails congratulating departments who had excellent results.</p> <p>A Levels</p> <ul style="list-style-type: none"> • Overall Post-16 outcomes were an improvement on 2019 with a higher proportion of students achieving or exceeding their targets. There were areas of turbulence when comparing to previous years but overall the average points achieved by students in 2022 was higher than the average points achieved in 2019. • Whilst the VA is not comparable to previous years, the gaps analysis is relevant, there is very little variance between disadvantaged and non-disadvantaged students. Males marginally outperformed females although with such a small year group a few individuals skew the data. • The average grade in Film studies and Applied Business was a grade A although this is not statistically significant as each class had two students, the average grade for all courses was a C+ which is slightly below the B- target. • A number of subjects have data which is skewed positively and negatively due to the small cohort sizes, there were 16 subjects with four students or less from NCEA in the cohort, this means that the analysis of performance can be misleading, therefore individualised analysis is vital and this has been stress to the subject leads. • EPQ grades were disappointing and had been heavily moderated down, this has been contested and is currently being re-moderated by the exam board, therefore is subject to change. 	<p>Governors</p>
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	<p>Question- a governor asked about the comparison between pupils from other schools in post 16 and those that had always been at National?</p> <p>The leadership team felt that pupils from National needed greater resilience and that this was something the school was going to work on through their teaching and learning.</p> <p>This was then followed with a discussion around teaching and learning in other schools and the links between them, including detailed discussions at leadership level.</p> <p>Question – a governor asked when national results will be available?</p> <p>AHA confirmed it will be available by the end of October.</p>	
LGB/05/2223	<p>Declaration of interest and any changes since last declarations 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/06/2223	<p>Minutes of NCEA Local Governing Body meeting</p> <p>The minutes of the meeting of the NCEA Local Governing Body, held on 28th June 2022, having been previously circulated, were agreed as a true record apart from the removal of initials on a confidential item.</p>	
LGB/07/2223	<p>Matters arising from NCEA Local Governing Body meeting 28 June 2022</p> <ul style="list-style-type: none"> - LGB/91/2122 Christian distinctiveness review – SIAMS inspection <p>The SIAMS inspection was completed and the academy was graded good. MBR congratulated all involved in the process. Improving Christian Distinctiveness in the 6th Form has been highlighted as an area for improvement moving forward.</p> <ul style="list-style-type: none"> - LGB/116/2122 – SEND Link Governor, RHE Link Governor. <p>See agenda item 15 below</p> <ul style="list-style-type: none"> - LGB/63/2021 – Governors’ Action Plan 2022/23 – <p>See agenda item 17 below</p> <ul style="list-style-type: none"> - LGB/64/2021 – Safeguarding – OFSTED Report on Sexual Abuse Draft Plan 2021/22 <p>This action has been addressed</p>	

	<ul style="list-style-type: none"> - LGB/68/2021 - Policies for review <p>This action will be covered later in the agenda.</p> <ul style="list-style-type: none"> - LGB/69/2021 – Membership Update – Elected Staff Governor – <p>See agenda item 16 below</p> <ul style="list-style-type: none"> - LGB/69/2021 – Membership Update – SharePoint <p>This action will be covered later in the agenda.</p> <ul style="list-style-type: none"> - LGB/72/2021 – Calendar and Meeting Dates <p>This had already been shared with governors.</p>	
LGB/08/2223	<p>Decisions made under emergency delegated powers</p> <p>No decisions under emergency delegated powers have been made.</p>	
LGB/09/2223	<p>Safeguarding - Culture and Compliance</p> <ul style="list-style-type: none"> - Verbal update <p>This was covered earlier in the meeting by DLL.</p> <ul style="list-style-type: none"> - Arrangements for 2022 Link Governor report <p>This will be addressed later in the meeting.</p>	
LGB/10/2223	<p>Academy Improvement Plan 2022/23</p> <ul style="list-style-type: none"> - RAG rated AIP 2021/22 attached for governor review <p>The Headteacher had provided governors with a detailed review of the AIP for 2021-22 ahead of the meeting. He briefly summarised some of the main points contained in his evaluation and confirmed that the evaluation will feed into the SEF.</p> <p>MBR highlighted an adjustment in attendance targets in the AIP.</p> <p>Question – a governor asked about reading at home and a change in this from amber to red?</p> <p>MBR confirmed changes in staffing and that he wanted to discuss with parents about how it was best to approach encouraging reading at home. He also explained that it wasn't about children reading to an adult but is about encouraging children to read at home.</p> <p>Question – a governor asked why is SEND amber and not red?</p> <p>This is because this is based upon SEND across the school not just at GCSE.</p>	

	<ul style="list-style-type: none"> - Draft AIP 2022/23 update – headline priorities for governors review and approval <p>The Headteacher listed the following priorities:-</p> <ul style="list-style-type: none"> • Spirituality in the curriculum • Student leadership of CW • Improving the curriculum offer in Key Stage 3 • Developing pedagogy • Support disadvantaged pupils • Identification of SEN and provide suitable support • Curriculum adaptation • Positive student conduct engrained • Develop pastoral support • Develop student leadership and voice • Provide high quality careers advice and guidance • To support leadership team members to take up leadership courses where appropriate • Ensuring leadership team are tackling the correct priorities • Christian distinctiveness in the 6th Form • Review the curriculum design in 6th Form • Staff development and retention • Improve health and safety – focussing on accessibility and accountability • HR files <p>Question – a governor asked when the document would be completed? MBR confirmed this would be in 2 to 3 weeks time.</p>	
LGB/11/2223	<p>Head Teacher’s Termly Report</p> <p>The Headteacher’s Termly Report had been circulated to governors prior to the meeting and he summarised the main points for governors at the meeting.</p> <p><u>Finance</u> The report highlighted the potential staff salary increases and the anticipated energy cost rises. As it stands, the Government have not commented on if or how they intend to fund any shortfall.</p> <p>In anticipation of the energy price rises the academy budgeted for a 54% increase on utilities this year. Therefore, the academy is likely to have the majority of the increase, if not all, with a price cap fully covered. The potential staffing salary increases are a bigger concern for schools. The recommendation for teaching staff has been a 5% increase with potential strike action and negotiations possible. In anticipation of the staffing cost increase the academy budgeted for a 3% increase. This useful but still leaves us with a shortfall we need to find. It is anticipated that support staff may have an increase between 4% and 10%. The academy are working with MITRE and are awaiting information from the Government regarding public funding. As an Academy, we are still in a strong financial position this year.</p>	

	<p><u>Early issues</u></p> <p>On returning to the Academy after the break for two carefully planned INSETS we did encounter a number of issues which operationally were very frustrating and beyond NCEA control. A full breakdown of all of the issues faced has been communicated to MITRE and staff have worked hard to resolve almost all of the main ones by now. A huge question mark still remains over the suitability and functionality of the new TALAXY system. The academy are hoping to resolve the early issues with the company as soon as possible.</p> <p><u>Staffing</u></p> <p>Staffing remains very stable and attendance is very high. All new staff are receiving a thorough induction programme and staff have had three INSET days already to support their development and preparation. We have had very few absences since the start of term. We currently have two staff who are being challenged over attendance (using the MITRE policy and following support) and potentially a third shortly.</p> <p><u>Year 6 Open evening</u></p> <p>Within a short space of time the academy was fully booked for our Open Evening on Thursday 22nd September 2022. We limited the event to 500 bookings with two presentations of 250 each. If there are more than 500 it becomes difficult to manage and the experience is shorter and less impactful. The school is a popular choice within our community and MBR had never seen the event so popular. Any parents/carers unable to book for the evening will have additional opportunities to attend at a later date and to be taken on small group tours.</p> <p>Question – a governor asked if the business energy cap applied to schools?</p> <p>MBR confirmed it does.</p> <p>MBR then gave a detailed explanation of the financial impact of the increased teacher pay rise. The impact of moving a staff member on to a full time contract was also highlighted and explained and also the consideration of appointing an Assistant SENCO which wasn't budgeted for. All this leaves a worse case in year budget deficit of 48K but this is more than offset by surpluses from previous years, so the overall financial position remains strong.</p> <p>MBR also talked governors through concerns the academy has around IT and HR.</p> <p>These concerns had been passed back to the trust in terms of IT, which the academy feel are around project management. Details of some of the issues that were being encountered were detailed.</p> <p>Question – a governor asked if a message could be sent out to parents highlighting the issues with TALAXY?</p> <p>MBR agreed to do this.</p>	<p>MBR</p>
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	<p>Governors felt formally raising this with TALAXY should be a next step. MBR will check with IT what has already been raised and to ensure a formal letter was written if it hadn't been already.</p> <p>In terms of HR a new system was launched which has made continuity across the school years very difficult. The new system currently has some challenges and needs improving.</p>	MBR
LGB/12/2223	<p>Feedback and referrals from committees</p> <p>No feedback from committees as no meeting have been held since the last LGB meeting.</p>	
LGB/13/2223	<p>Governance Matters</p> <ul style="list-style-type: none"> - Annual review of committee delegations <i>attached</i> for adoption <p>The Chair will ensure these are circulated.</p> <ul style="list-style-type: none"> - Annual Declarations of Interest and Code of Conduct returns <p>Chair to ensure these are circulated.</p>	<p>KC</p> <p>KC</p>
LGB/14/2223	<p>Policy related matters</p> <p>Behaviour policy</p> <p>Governors highlighted a couple of typos and issues still in the policy relating to Covid.</p> <p>Question – a governor asked for the behaviour policy, could a behaviour sanctions ladder could be produced?</p> <p>MBR explained this wasn't possible because many other factors had to be taken into account, based upon the student's needs. Governors further discussed this and agreed it should be a case of questioning the Headteacher on a case by case basis.</p> <p>Further discussion around the behaviour policy then took place with some governors having further detailed questions, it was decided a detailed review would take place at the next S and O Committee.</p> <p>Governors then agreed to ratify all the policies contained within the matrix with these minor issues addressed.</p> <ul style="list-style-type: none"> • NCEA – Provider Access Policy July 2022 <p>This policy was agreed and adopted.</p> <ul style="list-style-type: none"> • National Bursary Policy 	S and O Committee

	This policy was agreed and adopted	
LGB/15/2223	<p>Membership Update</p> <p>Governors are recommended to: -</p> <ul style="list-style-type: none"> - Agree committee membership for 2022/23 <p>Mr C Dean will now be chair of S and O Committee and Ben as Vice Chair.</p> <p>S Yardley will continue to chair Finance.</p> <p>Admissions sub-committee will remain the same.</p> <ul style="list-style-type: none"> - Consider appointment to the Link Governor roles (Safeguarding; Health & Safety; Ethos; SEND, RHE) for 2022/23 <p>Link governor roles were agreed as follows:-</p> <p>Safeguarding - Craig Dean</p> <p>Health and Safety - Jo Eastwood</p> <p>Ethos – Ben Marshall</p> <p>SEND – Kirsty Cowley</p> <p>RHSE - Steve Yardley</p> <p>Pupil Premium – Tim Jenkinson</p> <ul style="list-style-type: none"> - Receive an update in relation to vacancies (staff, foundation and parent) <p>1 x staff vacancy – there is possibility of seconding a support staff member for a short period of time</p> <p>1x parent governor – an election will be held after October half term</p> <p>2x foundation governors – Martin Paine will hopefully be reappointed and Jenny Kirkwood will hopefully be appointed by the diocese.</p>	
LGB/16/2223	<p>Governors Training and Development update</p> <p>To be checked with MITRE.</p>	KC
LGB/17/2223	<p>Clerk's Termly Report</p> <p>The clerk talked through the Autumn Term governor newsletter and in particular highlighted the following areas:-</p> <ul style="list-style-type: none"> • Safeguarding updates re changes in KCSiE including governor training • Updated declaration of interest and register of interest forms 	

	<ul style="list-style-type: none"> Updated complaints policy that governors are advised to adopt in full Admissions update Governor conference – 4th March 2023 Governor termly briefings – key information for subscribing schools now online and replaces former Heads and Chairs briefings 	
LGB/18/2223	<p>General Data Protection Regulations (GDPR)</p> <p>MBR explained two GDPR issues. One around exam entries and this was resolved. The second related to TALAXY and staff being able to access all other staffs' personal details, which has also been quickly resolved.</p>	
LGB/19/2223	<p>Review of Meeting</p> <ul style="list-style-type: none"> What has been done to impact on outcomes for pupils? <p>Held the academy to account over data Queries policies and requested changes</p> <ul style="list-style-type: none"> How has the governing body held the school leaders to account? <p>Challenge on the SEND issues and IT.</p> <ul style="list-style-type: none"> How has the meeting contributed to the delivery of the Academy Vision 2018-21 and the Academy Ethos? <p>Considering the AIP Achievement Respect and humility</p>	
LGB/20/2223	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> Tuesday 6 December 2022 - 6:00pm 	
LGB/21/2223	<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>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 BM closed the meeting with a prayer. The meeting concluded at 8.44pm.

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