

## National Church of England Academy Local Governing Body Meeting

**Minutes of Meeting**  
**Tuesday 16 March 2021**

**REVIEWED**  
**6.00 PM – By video conference**

Membership			'A' denotes absence
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	Apologies
Mr B Marshall	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Mr M Paine	MP	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>			
Ms R Brown	RB	Head Student (for presentation only)	
Ms F Jardine	FJ	Head Student (for presentation only)	
Mr S Bray	SBy	Clerk	

### Introduction of Head Students 2020/21

Governors welcomed Rebekah Brown and Fleur Jardine, Head Students for 2020/21, to the meeting and invited them to outline what they had done in their roles in the year so far and to set out their plans for the remainder of the year.

Rebekah and Fleur delivered a short presentation introducing themselves and summarising their role and work as Head Students during the year. Copies of their presentation had been previously circulated. Both students and governors recognised that the year had presented exceptional circumstances due to Covid-19 lockdowns and

associated academy closures, which had impacted on Fleur and Rebekah's work and meant that not all they had planned to be delivered had been possible.

Rebekah expanded further on her ideas relating to Faith at the academy and offered to share a report she had written on the issue. The Clerk would circulate this to governors on receipt from Rebekah.

Fleur further discussed her ideas regarding a covert kindness scheme to encourage a more positive mental attitude towards school through small consistent acts of kindness. She outlined some of the work done in relation to the project.

The Chair invited comments and questions from governors on the presentation. Rev Chantry expressed support for the importance of acts of kindness and looked forward to reading Rebekah's report. She hoped to be able to meet Rebekah and Fleur during their term of office. Mr Brailsford expressed regret at the impact of Covid 19 on what the students had set out to achieve. Mr Yardley wished both Fleur and Rebekah every success for the future, while the Chair stressed that governors were most appreciative of the imaginative and creative work Rebekah and Fleur had done in the most difficult circumstances.

Governors thanked Fleur and Rebekah for their presentation.

The presentation concluded at 6.15 pm.

Following the Head Students' presentation, a Governors' Training session on the Science Curriculum at the academy was delivered, notes of which would be separately prepared and copied to governors.

The meeting reconvened at 6.37 pm.

<b>LGB/19/2021</b>	<p><b>Apologies &amp; Welcome</b></p> <p>The Chair welcomed everyone and invited Rev Chantry to open the meeting with a prayer.</p> <p>The Chair advised that the following apologies for absence had been received: -</p> <p style="padding-left: 40px;">Mrs A Harmston-Hall – Work related matters</p> <p>Governors were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p> <p>The Clerk advised that Mrs Straw and Mrs Blick had tendered their apologies for the meeting.</p>	
<b>LGB/20/2021</b>	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>The Clerk advised that he had recently been reappointed to the Nottinghamshire County Council Independent Remuneration Panel. There were no further new declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>LGB/21/2021</b>	<p><b>Minutes of last meeting – 26 January 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 26 January 2021, having been previously circulated, were agreed as a true record.</p>	

LGB/22/2021	<p><b>Matters arising from meeting 26 January 2021</b></p> <ul style="list-style-type: none"> <li>• <b>LGB/04/2021 – CCTV Policy</b> – This matter was considered at agenda item 23 below.</li> <li>• <b>LGB/07/2021 – Covid-19 update</b> – Standards &amp; Outcomes Committee had begun to address issues relating to Remote Learning as requested at its meeting held on 2 February 2021.</li> <li>• <b>LGB/09/2021 – Principal's Report</b> - Standards &amp; Outcomes Committee had reviewed the RAG rated AIP review as requested at its meeting held on 2 February 2021.</li> <li>• <b>LGB/12/2021 – Membership Update</b> – Issues were considered at agenda item 33 below.</li> </ul>	KC/BM – Mar 21
LGB/23/2021	<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> <p>The Chair advised that she and the Vice-Chair had discussed the CCTV Policy and were comfortable with the document, which reflected the MITRE CCTV policy previously adopted.</p>	
LGB/24/2021	<p><b>NCEA Governance Arrangements</b></p> <p>The Clerk advised governors that an issue relating to committee delegations had arisen at the meeting of Standards &amp; Outcomes Committee held on 2 February 2021. The issue related to uncertainty over the power of the committee to agree a policy for an area of responsibility delegated to it by the Local Governing Body but not specifically mentioned in the NCEA Committee Terms of Reference and delegations document, which had been agreed by the Local Governing Body at its meeting held on 26 January 2021.</p> <p>For the avoidance of doubt, governors were requested to agree a variation to delegation arrangements, whereby when a matter is delegated by the Local Governing Body to a committee, the approval of any policy related to that matter is also delegated to the committee in line with delegation of policy approval for policy areas.</p> <p>Governors agreed the proposed variation to delegation arrangements as set out above. The Clerk was asked to amend relevant documents and advise MITRE CEO of the change made.</p>	Clerk – Mar 21
LGB/25/2021	<p><b>Covid-19 update</b></p> <p>Mr Brailsford updated governors on latest developments regarding the academy's response to Covid-19 since the last meeting of the Local Governing Body. His report covered matters including establishment and operation of the Covid-19 testing centre; consent levels for testing; home testing arrangements for staff and student; a site walk prior to reopening of the academy; staff training; use of face masks; attendance since re-opening of the academy following lockdown; arrangements for clinically extremely vulnerable staff; a summary of financial implications and government funding arrangements; the impact on lettings and arrangements for parents evenings on-line. Copies of the report would be circulated to governors.</p>	Clerk – Mar 21

	<p>The latest NCEA Covid-19 Risk Assessment had been made available to governors through the academy website and the Risk Assessment for Hucknall Sixth Form Centre had also been reviewed and updated by DAT, informed by a site walk. Copies of NGA Guidance on return to school (8 March 2021) had also been shared with governors.</p> <p>Mr Brailsford observed that the impact of the lockdown on education had been significant. Behaviour at the academy since the return from the second lockdown had been positive and there had been no exclusions so far. This compared well with the period immediately following return from the first lockdown in September 2020.</p> <p>Mr Brailsford expressed particular thanks to Mr Hawkins and Mrs Kirk for their work managing testing arrangements for staff and students. <b>Governors echoed those thanks.</b> Mrs Eastwood reported back on her findings relating to the testing centre, carried out as part of her role as Health &amp; Safety Link Governor, observing that she had found the arrangements to be most impressive.</p> <p><i>Post meeting note – Copies of Mrs Eastwood's report on her visit were circulated to all governors for reference.</i></p> <p>Governors <b>noted</b> the latest position and reports on the issue and thanked all staff involved for their work in addressing issues relating to Covid-19.</p>	
LGB/26/2021	<p><b>Safeguarding – Culture and Compliance</b></p> <p>Mr Brailsford summarised the content of a Safeguarding update report, copies of which had been previously circulated, which had included details of the latest SCR (see agenda item 29 below). He updated governors on the number of concerns raised so far this year and advised governors that mental health support provided for staff had been successful.</p> <p>Mr Brailsford reported back to governors on a letter sent by ESFA to MITRE arising from an incident at the academy in September 2020. This had led to a review carried out by the CEO of MITRE who was satisfied with actions taken by the academy.</p> <p>Governors were advised that Mrs Harmston-Hall had completed her Safeguarding Link Governor report and this would be submitted to the next meeting of the Local Governing Body.</p> <p>Questions from governors were invited and governors asked how staff in the Safeguarding team were coping in the current circumstances. In response, Mr Brailsford advised that the team were coping well and that the DSL felt well supported, with colleagues stepping up as required. <b>Governors thanked all staff involved for their work on Safeguarding.</b></p> <p>Governors <b>noted</b> the latest position in relation to Safeguarding, as reported.</p>	AHH – May 21
LGB/27/2021	<p><b>Principal's Termly Report</b></p> <p>Governors were invited to formally approve the revised Annual Improvement Plan 2020/21, copies of which had been previously circulated. The Plan had been revised to reflect the impact of Covid-19. Following further discussion, governors <b>agreed</b> the revised Annual Improvement Plan 2020/21.</p>	

	Issues including the impact of Covid-19 and Safeguarding matters were considered as part of other items on the agenda.	
LGB/28/2021	<p><b>Review of Christian Distinctiveness</b></p> <p>The Chair advised that MITRE expects its academies to carry out a review of Christian Distinctiveness each year. It was therefore proposed that this should form the focus of the next meeting of the Local Governing Body. Detailed arrangements would be made through discussion between the Chair, the Principal and the Clerk but may include consideration of the Ethos Governor's Link Governor report, review of relevant policies, the SIAMS SEF and an overview presentation.</p> <p>Governors were advised that interviews for the vacant Chaplain post were being held on 17 March 2021. In response to a question, governors were advised that it was not possible for there to be student involvement in appointment to a non-teaching post.</p> <p><i>Rev Chantry left the meeting at 7.15 pm at the conclusion of this item.</i></p>	KC/MBR /Clerk April 21
LGB/29/2021	<p><b>Single Central Record (SCR)</b></p> <p>Governors were advised that the SCR was up to date and compliant, as set out in the Safeguarding update report (see agenda item 26 above).</p>	
LGB/30/2021	<p><b>SEND spend and outcomes secured</b></p> <p>Mr Brailsford summarised the content of the SEND report which had been recently circulated. The report covered a review of 2019/21 and plans for 2020/21 in the area with more detailed statistics showing current SEND numbers and 2019/20 outcomes. A separate AFN report showed SEND actual and projected spend for the years 2019/20 and 2020/21 respectively.</p> <p>Mr Brailsford drew attention to increasing numbers of SEN(K) students in lower years and to funding arrangements for those with healthcare needs. He explained that performance gaps between SEND and non-SEND students had widened during the Covid-19 pandemic and the recent further lockdown had prevented these issues from being addressed so far in 2020/21. SEN was being prioritised on the return to school with a view to narrowing these increasing gaps.</p> <p><b>Governors supported the prioritisation of Pupil Premium and SEN</b>, while stressing the importance of not leaving anyone behind, irrespective of SEN or PP status. The importance of stretching higher achieving students was also recognised.</p> <p>The report would be referred on to Standards &amp; Outcomes Committee for further more detailed scrutiny and review.</p> <p><i>Mr Marshall left the meeting at 7.20 pm.</i></p>	Clerk – May 21
LGB/31/2021	<p><b>Feedback and referrals from committees</b></p> <p><b>Standards &amp; Outcomes Committee – 2 February 2021</b></p> <p><u>Student performance against targets – Year 11 AMP 2</u> – The data had been referred to the Local Governing Body meeting on the basis of timeliness – it was felt that waiting for the Pentecost Term meeting of the committee would render the data less timely. Mr Brailsford highlighted key points arising from the data, explaining that the data had been entered before the government decision to cancel external</p>	

	<p>examinations for 2021. Data continued to be analysed and reviewed and the next set of data presented to governors at Standards &amp; Outcomes Committee would reflect latest discussions. Governors <b>noted</b> the report.</p> <p><u>Remote Learning Policy</u> – This item was addressed at agenda item 32 below.</p> <p><b>Finance &amp; Resources Committee – 9 March 2021</b> Mr Yardley summarised issues considered at the most recent Finance &amp; Resources Committee meeting. Governors had supported a series of improvements to the academy's infrastructure outlined at the meeting.</p>	
LGB/32/2021	<p><b>Policies for review</b></p> <p>Governors <b>approved</b> the Remote Learning Policy, copies of which had been previously circulated.</p>	
LGB/33/2021	<p><b>Membership Update</b></p> <p>The Chair updated governors on progress in filling the vacant Foundation Governor position. Further updates would be presented in due course.</p> <p>She also updated governors on discussions with Mr Brailsford with regard to the appointment of a co-opted Staff Governor, advising that discussion with a potential candidate had been initiated. Further reports and a recommendation to appoint would be put before governors in due course.</p> <p>Staff governor elections continued to be delayed during the Covid-19 pandemic but it was hoped that nominations could be sought and if necessary elections held during Pentecost Term.</p> <p>The Clerk advised that very thorough advice had been made available by MITRE to support future parent governor elections. MITRE leaders had also advised against delaying parent governor elections if at all possible.</p> <p>Nothing further had been heard from Mrs Allen since the last meeting. Governors were asked to share details of any contact they had with the Chair.</p> <p>The Chair advised governors of the need to appoint a SEND Link Governor. Following discussion <b>it was proposed and agreed to appoint Mr Oldfield to the role of SEND Link Governor.</b></p>	KC – May 21 MBR – May 21 Clerk – May 21 All – Mar 21
LGB/34/2021	<p><b>GDPR</b></p> <p>Mr Brailsford informed governors that there were no GDPR related breaches to report. A recent site walk had revealed two minor issues which had been addressed with the relevant members of staff.</p> <p>Governors <b>noted</b> this.</p> <p><i>Mr Marshall returned to the meeting at 7.31 pm.</i></p>	
LGB/35/2021	<p><b>Governors Training and Development Update</b></p> <p>The Clerk outlined arrangements for governors' individual completion of the annual MITRE Governor Self-Audit. Details would be sent out in an e-mail to governors.</p>	

	<p>Results would inform the development of a Governors' Action Plan, the template for which was shared with governors for information. It was hoped that a draft Plan could be presented to the next meeting of the Local Governing Body.</p> <p>The Clerk reminded governors that access had been set up to the MITRE SharePoint system and to the NGA's Learning Link resource. Governors were encouraged to complete the log on process to the latter and to make use of training opportunities offered both by MITRE and through Learning Link.</p>	Clerk – May 21
<b>LGB/36/2021</b>	<p><b>Meeting Dates – Pentecost Term</b></p> <p>Governors considered a report from the Clerk proposing meeting dates for the Local Governing Body and committees for Pentecost Term 2021. The Clerk advised that a date for a meeting to present final NCEAT accounts and associated business also needed to be scheduled.</p> <p>Following discussion, proposed meeting dates for Pentecost Term 2021 were <b>agreed</b>.</p>	
<b>LGB/37/2021</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 11 May 2021 at 6pm by video conference.</p>	
<b>LGB/38/2021</b>	<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. 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 asked Mr Marshall to close the meeting with a prayer.

The meeting concluded at 7.43 pm.

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