

## National Church of England Academy Local Governing Body Meeting

**Minutes of Meeting**  
**Tuesday 26 January 2021**

**REVIEWED**  
**6.30 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	
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>			
Mrs C Blick	CB	Finance Team Leader - MITRE	
Mr S Bray	SBy	Clerk	

The meeting was preceded by a Governors' Training session on the English Curriculum at the academy, notes of which would be separately prepared and copied to governors.

<b>LGB/01/2021</b>	<p><b>Apologies &amp; Welcome</b></p> <p>The Chair welcomed everyone and opened the meeting with a prayer. She advised that no apologies had been received from governors.</p> <p>Mr Brailsford advised that Mrs Boothroyd and Mr Hawkins had both tendered apologies for the meeting. The Clerk advised that Mrs Straw had tendered her apologies for the meeting.</p>	
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LGB/02/2021	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>There were no new declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
LGB/03/2021	<p><b>Minutes of last meeting of NCEA Trust Board – 12 January 2021</b></p> <p>Minutes of the meeting of the NCEA Trust Board meeting held on 12 January 2021, having been previously circulated, were agreed as a true record.</p>	
LGB/04/2021	<p><b>Outstanding matters arising from NCEA Trust Board meeting 12 January 2021</b></p> <ul style="list-style-type: none"> <li>• <b>Hucknall Sixth Form Centre Management Board</b> – The Chair advised governors that responsibility for this matter now rested with the MITRE Trust Board and was therefore no longer a matter for decision by NCEA governors.</li> <li>• <b>CCTV Policy</b> – Mr Brailsford advised governors that this matter was progressing and that financial issues were being finalised. It was agreed that the matter should continue to be progressed through delegated decision making and reported back to the next Local Governing Body meeting.</li> </ul>	KC/BM – Mar 21
LGB/05/2021	<p><b>Decisions made under delegated powers</b></p> <p>The Chair advised that no decisions had been made under delegated powers agreed at the 23 June 2020 meeting of the NCEA Trust Board since the last meeting of the Board on 12 January 2021.</p>	
LGB/06/2021	<p><b>Future NCEA Governance Arrangements</b></p> <p>The Clerk introduced the report “NCEA Committee Terms of Reference and Delegations 2020/21”, copies of which had been previously circulated. He advised governors that the report and terms of reference and delegations included within it had been compiled in full consultation with the Chair and Vice-Chair, and with advice and support from MITRE senior leaders.</p> <p>Governors thanked the Clerk for his work in compiling the report and the terms of reference and delegations. Following further discussion, governors: -</p> <ul style="list-style-type: none"> <li>- <b>Agreed</b> NCEA Committee Terms of Reference and delegations as set out in the report.</li> </ul>	
LGB/07/2021	<p><b>Covid-19 update</b></p> <p>Mr Brailsford updated governors on latest developments regarding the academy’s response to Covid-19, drawing governors’ attention to a summary report circulated earlier on the day of this meeting.</p> <p>He advised that the whole school Covid-19 Risk Assessment had been further updated, highlighting key issues and drawing attention to a new section of the report relating to mental health, and governors <b>noted</b> the 18 January 2021 version of that document, copies of which had been previously circulated.</p> <p>Mr Brailsford informed governors that a Testing Centre was now operating at the academy and that Remote Learning was in progress and was working well. Further details had been set out in his report. Changes to government guidance regarding</p>	

home working had been introduced in mid-January and Mr Brailsford summarised the academy's response to those changes.

The Chair reported back on a visit she made to the academy during w/c 18 January 2021 and advised governors that she had found arrangements in place to be impressive. She expressed thanks to all staff involved in the development of the Testing Centre, in particular Mr Hawkins and Mrs Kirk.

The Chair invited questions from governors.

**Governors asked whether parents had responded positively to requests for consent for Covid-19 testing.** In response, Mr Brailsford advised that responses had varied, with higher rates of consent received from parents of students in some year groups than in others. In response to a further related question, Mr Brailsford informed governors that there was no comparative information available to compare parental responses in other academies.

**Governors sought clarification on latest changes to government guidance regarding the volume and frequency of testing and the implications for the academy's work in this area.** In response, Mr Brailsford advised that tests had now been limited to two per student which was felt to be consistent with the latest government guidance.

Mr Brailsford updated governors on new approaches being adopted to track remote learning and reasons for students missing remote lessons. Issues raised had included limitations on broadband width in some households and access to PCs for students where parents were also working from home. Some also had issues with internet provision.

The Chair drew attention to latest advice and guidance issued by the National Governors' Association (NGA) on governance matters during the Covid-19 pandemic. Guidance papers on Monitoring Priorities; Remote Education; Impact on Disadvantaged Students had all been previously circulated, along with latest FAQs prepared by the NGA. Governors had been encouraged to have the issues in the papers in mind when reviewing their academy's approach to the pandemic, overall and in the specific areas mentioned.

The Chair proposed that Standards & Outcomes Committee would be asked to scrutinise and review the academy's approach to remote learning, starting at its meeting to be held on 2 February 2021. Governors were invited to send any questions relating to the matter by email to either the Clerk or the Committee Chair in advance of that meeting. Governors not on the committee were invited to attend the meeting for discussion of these matters if they wished to.

The Chair invited initial questions from governors with regard to remote learning. **Governors sought clarification on whether there was a clear system in place for the reporting of general absence for students working remotely.** In response, Mr Brailsford confirmed that the standard absence reporting system remained in place for this purpose. **Governors asked whether live remote lessons could be picked up by students retrospectively and whether lessons were being recorded.** In response, Mr Brailsford advised that students could catch up on lessons through Teams, but such catch-up lessons would not be live. Not all lessons were being recorded at present. **Governors with students at the academy shared their own family experience of remote learning and felt that the experience had been positive.** Mr Brailsford confirmed that engagement from students had been strong, especially

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	<p>amongst Year 11 students and that the majority of parental feedback had been positive.</p> <p>The Clerk drew attention to details of government consultation in progress at the time of the meeting regarding the approach to 2021 external examinations. A link to the consultations had been circulated with the agenda to the meeting and Mr Brailsford confirmed that the links had been shared with Year 11 parents. He advised governors that he was due to attend a meeting with MITRE leaders to explore a joint approach to responding to the consultation across the Trust. The academy was also ensuring that data gathered on student performance continued to be robust, in anticipation of its use in any future assessments.</p> <p>Governors <b>thanked</b> Mr Brailsford and colleagues for the full update and for the work being done at the academy in response to Covid-19.</p>	
LGB/08/2021	<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. The report had focused on the approach adopted to the issue during lockdown and Mr Brailsford expanded further on points raised in the report.</p> <p><b>Governors sought assurance on the approach adopted at present when a parent could not be contacted in relation to a Safeguarding matter.</b> In response, it was confirmed that such an issue would be logged on the PARS system and attempts would be made to use other communication channels, such as email and contact with relatives if appropriate. Home visits were however problematic during the pandemic.</p> <p>Governors <b>thanked</b> Mr Llewellyn and colleagues for the report and for their continued valued work on Safeguarding matters. Governors <b>noted</b> the report..</p>	
LGB/09/2021	<p><b>Principal’s Termly Report</b></p> <p>Mr Brailsford informed trustees that Leadership Team had reviewed Term 1 of the Annual Improvement Plan earlier on the day of the meeting. The aim was to further develop impact statements and to make the document more data driven. Leadership Team had also been asked to further review the document, with a view to cutting back or delaying actions of less impact against the backdrop of the Covid-19 pandemic. The document would be reviewed again once the extent of the lockdown impact was clearer.</p> <p>The RAG rated plan had been circulated to governors on the day of the meeting. Mr Brailsford urged governors to review the RAG ratings and impact statements as part of their termly review of progress. The Chair proposed that this work should be taken on by Standards &amp; Outcomes Committee, in line with the agreed Committee Terms of Reference (see agenda item 6 above). All governors were invited to submit any questions arising from their review of the document to Mrs Harmston-Hall or to the Clerk for consideration at the meeting of Standards &amp; Outcomes Committee to be held on 2 February 2021. Any governor not on the committee would be welcome to attend the meeting for consideration of this issue.</p> <p>Given that governors had not been able to visit the academy recently due to Covid-19 pandemic restrictions, the Chair invited Mr Brailsford to summarise recent changes and improvements made on the site. Mr Brailsford explained that care had been taken with regard to spend on physical works, given that there remained some</p>	All – Jan 21

	<p>uncertainty over reimbursement of Covid-19 related spend which may impact on overall budgets. Improvements had nonetheless been carried out in a range of areas including: -</p> <ul style="list-style-type: none"> <li>• Improved office space for the PACE department</li> <li>• Conversion of the former Sixth Form study area to a central base for Inclusion. These works also included a separate space for interventions and improved office space</li> <li>• A new Isolation room, separate from Inclusion, which was easier to monitor and included motivational materials</li> <li>• Repainting and revamp of the former EC bungalow, with a view to future use as an Alternative Provision centre. This was likely to require an Inclusion Manager to manage the facility and a Teaching Assistant to provide bespoke support for a small number of students, but was felt to have the potential to provide a more effective solution and better value-for-money than current arrangements.</li> </ul> <p>Future planned improvements included a new phone system, with the facility for recording and other improvements compared with the current system. Funding for this was discussed further. Projectors, a lockable gate for the Alternative Provision centre and additional CCTV cameras were also under consideration. Overall costs for these works were summarised.</p> <p>Governors welcomed the planned improvements and thanked Mr Brailsford for his update.</p>	<p>MBR – Jan 21</p>
<p><b>LGB/10/2021</b></p>	<p><b>Feedback and referrals from committees</b></p> <p>There were no referrals to or from committees to report.</p>	
<p><b>LGB/11/2021</b></p>	<p><b>Policies for review</b></p> <p>There were no policies presented to the meeting for approval or ratification.</p>	
<p><b>LGB/12/2021</b></p>	<p><b>Membership Update</b></p> <p>On the basis of NGA advice regarding governance during the Covid-19 pandemic, governors <b>agreed</b> to defer the election of a Staff Governor. The matter would be referred back to the Local Governing Body during Pentecost Term.</p> <p>The Chair advised that discussions were ongoing with Mr Brailsford with regard to the appointment of a co-opted Staff Governor. Further reports and a recommendation to appoint would be put before governors in due course.</p> <p>With regard to the vacant Foundation Governor position, the Chair confirmed that she had begun discussion with a potential appointee and that relevant information would be shared with the candidate in the near future. On receipt of a response, the Clerk would issue Diocesan paperwork to progress an appointment and discuss a timetable for appointment with Diocesan representatives.</p> <p>Governors formally welcomed Mr Brailsford as a governor, following his appointment to the ex-officio role as Principal from 1 January 2021.</p> <p>Governors considered the future of the Associate Governor role, given that new governance arrangements made no provision for such a role. The matter would be</p>	<p>Clerk – May 21</p> <p>MBR – Mar 21</p> <p>KC/Clerk – Feb 21</p> <p>KC – Feb 21</p>

	<p>discussed further. The Chair advised that she had contacted Mrs Allen in relation to her recent attendance record and would follow the matter up if no response was received.</p> <p>The Clerk summarised terms of office for all current governors, and governors noted those due to expire during 2021.</p> <p><i>Post meeting note</i> – The Clerk to seek MITRE views on extending Parent Governor terms of office should it still not be possible to hold parent governor elections later in 2021.</p>	Clerk – Feb 21
<b>LGB/13/2021</b>	<p><b>GDPR</b></p> <p>Mr Brailsford informed governors that there were no GDPR related breaches to report. A Privacy Statement had been developed for Covid-19 testing.</p> <p>Governors <b>noted</b> this.</p>	
<b>LGB/15/2021</b>	<p><b>Governors Training and Development Update</b></p> <p>The Chair advised governors that the potential for further training through MITRE was being explored. MITRE had emailed latest opportunities direct to governors.</p> <p>Curriculum area presentations were expected to continue to be delivered prior to future LGB meetings. Future governor self-evaluation arrangements were being discussed with MITRE and would be reported back to a future meeting.</p> <p>Governors were encouraged to raise with the Chair any issues they would wish to see covered in future training sessions. The potential for SIAMS refresher training was recognised.</p>	Clerk – Mar 21  KC – Spring 21
<b>LGB/15/2021</b>	<p><b>Clerk’s Termly Report</b></p> <p>The Clerk’s termly report for Advent Term, which had been previously circulated and summarised correspondence, membership matters, governor training and related matters, was <b>noted</b>. The ongoing value of these summaries was recognised.</p>	
<b>LGB/16/2021</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 16 March 2021 at 6pm by video conference. Dates for meetings in Pentecost Term would be set at that meeting.</p>	
<b>LGB/18/2021</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 none of the issues discussed at the meeting 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 Rev Chantry to close the meeting with a prayer.

The meeting concluded at 7.25 pm.

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