

National Church of England Academy Local Governing Body Meeting

**Minutes of Meeting**  
**Tuesday 25 January 2022**

**REVIEWED**  
**6.00 PM – Canon Williams Hall**

Membership			'A' denotes absence
Ms K Booth	KB	Elected Parent 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	Foundation Governor	
Mr T Jenkinson	TJ	Elected Parent Governor	
Mr B Marshall	BM	Foundation Governor	Apologies
Mr J Oldfield	JO	Foundation Governor	
Mr M Paine	MPa	Foundation Governor	
Mr M Pilling	MPi	Foundation Governor	
Mr B Walton	BWA	Co-opted Staff Governor	
Mr S Yardley	SY	Foundation Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Mrs C Stones	CST	Assistant Head Teacher (for agenda item 54)	
Mr S Bray	SBy	Clerk	

<b>LGB/46/2122</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting and invited Rev Chantry to begin the meeting with a prayer.</p> <p>The Chair welcomed Ms Booth and Mr Jenkinson to their first meeting as elected Parent Governors. Governors introduced themselves to Ms Booth and Mr Jenkinson.</p> <p>The Clerk advised that apologies for absence had been received from: -</p> <ul style="list-style-type: none"> <li>Mr B Marshall - Work related commitment</li> </ul>	
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	<p>Governors were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p> <p>The Chair advised that Mrs Stones would be arriving at 7 pm at the completion of her involvement with the Year 11 AMP evening. The training agenda item would be delivered at that point.</p> <p>Apologies had also been received from Mrs Boothroyd and Mr Hawkins due to the Year 11 AMP evening.</p>	
<b>LGB/47/2122</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/48/2122</b>	<p><b>Minutes of last meeting – 8 December 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 8 December 2021, having been previously circulated, were agreed as a true record.</p>	
<b>LGB/49/2122</b>	<p><b>Matters arising from meeting 8 December 2021</b></p> <ul style="list-style-type: none"> <li>• <b>LGB/26/2122 – Training Presentations</b> – The Clerk confirmed that the note of the History presentation had been written and shared with governors. Arrangements had been made to reschedule the Geography presentation to Standards &amp; Outcomes Committee on 8 February 2022.</li> <li>• <b>LGB/28/2122 – Matters arising – Trans-Gender Policies</b> – Mr Brailsford advised governors of the response he had received from the Trust on the matter. It was felt that the issue was covered in other policies and that therefore a separate policy on the matter was not required at present. Issues would be considered on a case by case basis at academy level. Governors noted the position and asked that the Trust advise on each case that arises.</li> <li>• <b>LGB/30/2122 – Safeguarding – Link Governor report</b> – This matter was considered at agenda item 60 below.</li> <li>• <b>LGB/30/2122 – Safeguarding – Gender Split of incidents</b> – Mr Brailsford advised governors that a detailed breakdown could not easily be produced but assured governors that gender-related matters were considered and monitored when Safeguarding issues are reported. Mrs Harmston-Hall was asked to pick up on the matter in future Safeguarding Link Governor reports.</li> <li>• <b>LGB/30/2122 – Head Teacher’s report – Pastoral Review report</b> – Copies of the full report had been circulated to governors as requested.</li> <li>• <b>LGB/33/2122 – Feedback from Committees – Admissions Arrangements 2023/24</b> – This matter was considered at agenda item 52 below.</li> <li>• <b>LGB/34/2122 – Policies for review pt. 1 – Nomenclature in policy documents</b> – The Chair advised that this matter was still outstanding but undertook to review the documents and report back to authors for review.</li> <li>• <b>LGB/36/2122 – Governance Matters – Head Teacher Appraisal</b> – This matter was considered at agenda item 55 below.</li> <li>• <b>LGB/38/2122 – Policies for review pt. 2 – Summary SEF for governors</b> – Mr Brailsford tabled the document as part of his report to governors – see agenda item 53 below.</li> <li>• <b>LGB/39/2122 – Membership Update pt. 2 – Elected Staff Governor</b> – This matter was considered at agenda item 58 below.</li> </ul>	<p>AHH – Mar 22</p> <p>KC – Feb 22</p>

	<ul style="list-style-type: none"> <li>• <b>LGB/40/2122 – Governor Training and Development</b> – The Clerk confirmed that his successor would have access to reports from previous years as requested.</li> <li>• <b>LGB/41/2122 - Link Governor reports – Safeguarding</b> – This matter was considered at agenda item 60 below.</li> </ul>	
<b>LGB/50/2122</b>	<p><b>Decisions made under delegated powers</b></p> <p>Governors <b>noted</b> the decision made under delegated powers with regard to a new telephone system, details of which had been previously circulated. Governors were reminded that details of prices quoted were confidential, having been submitted on a “commercial in confidence” basis.</p> <p>Mr Brailsford advised governors that staff had welcomed the new system, in particular its capacity to record calls. Only calls to the counsellor were not recorded.</p>	
<b>LGB/51/2122</b>	<p><b>Safeguarding – Culture and Compliance</b></p> <p>Mr Brailsford reported to governors on latest Safeguarding related matters, details of which were set out in his Head Teacher’s report which was tabled at the meeting.</p> <p>He summarised cases reported in the year to date and issues raised, details of which were further expanded in his report. He advised that the Academy Counsellor currently had a waiting list and that external agency waiting lists were now longer. Staff training was up to date, while software systems used for Safeguarding reporting were currently under review. Arrangements for the handover of records to further education destinations where appropriate at the end of year 11 and between primary and secondary schools at Year 7 were also being reviewed.</p> <p><i>Mr Walton arrived at 18:20 during consideration of this item.</i></p> <p><b>Governors asked what arrangements were made to ensure that information regarding vulnerable students was made available to the next education provider where relevant at the end of Year 11.</b> In response, arrangements that are in place were explained – this included contacting parents where parents had not made the academy aware of their child’s next education destination. Governors were advised that next destinations could change, which made the issue more complex.</p> <p>Governors sought clarification on the number of students affected and suggested that administrative resource should be provided for the task as the work involved a moral responsibility on the part of the academy. <b>Governors further questioned arrangements made for the transfer of the information at Year 6 between primary and secondary schools</b> – in response it was explained that information was provided by both primary schools and the local authority. Some delays had been experienced with regard to the latter’s response.</p> <p>Governors <b>thanked</b> Mr Brailsford for his report.</p>	
<b>LGB/52/2122</b>	<p><b>Admission Arrangements 2023/24</b></p> <p>The Chair introduced the reports which had been circulated previously and apologised for the delay in their distribution.</p> <p>She summarised areas in which arrangements had been altered compared with previous versions. Waiting list arrangements had been tightened and now covered all</p>	

	<p>years in line with MITRE policy. Separate documents had been prepared for Years 7-11 and Years 12-13, also in line with MITRE practice. The separation of the Year 12-13 document had allowed for the academy vision to be reflected in the document. Administrative arrangements for in-year transfers had largely retained NCEA's current approach.</p> <p>Following further discussion governors <b>adopted</b> Admissions Arrangements 2023/24 as circulated for final ratification by the Trust Board as admissions authority.</p> <p>The Clerk was asked to inform the Trust accordingly. Should any further change be required, it was agreed that decisions on such matter be delegated to the Admissions Sub-Committee.</p>	Clerk – Jan 22
LGB/53/2122	<p><b>Head Teacher's Termly Report</b></p> <p>Mr Brailsford tabled a report covering the areas listed below and invited governors' questions on each issue.</p> <ul style="list-style-type: none"> <li>• <b>Covid-19 update</b> – Case numbers at the academy for the academic year to date were included in the report. Mr Brailsford advised governors that the Covid-19 risk assessment had been updated following latest government announcements and would be published on the academy website. He summarised results gathered from CO2 monitors around the building – these showed that one room may need additional ventilation, solutions to which were being explored. Ventilation in all other rooms had been found to be satisfactory.</li> <li>• <b>INSET days</b> – Details of the SEND focused INSET day held on 4 January 2022 were included in the report. The next INSET day would be a trust-wide one, to be held on 11 February 2022, and content was summarised in the report.</li> <li>• <b>Staffing matters</b> – Mr Brailsford expanded further on latest recruitment exercises which had been summarised in his report.</li> <li>• <b>Capital projects</b> – Details of current and planned capital projects were outlined. Update reports would be presented to Finance &amp; Resources Committee in due course.</li> <li>• <b>Diocesan Director of Education visit to NCEA</b> – Mr Frith had visited the academy on 11 January 2022. Discussions and feedback from the visit were summarised in the report.</li> <li>• <b>SIAMS inspection</b> – Mr Brailsford informed governors of preparatory work for the forthcoming SIAMS inspection. He circulated the summary SEF document, which reflected the judgement aimed for in the inspection.</li> <li>• <b>Environmental considerations</b> – Mr Brailsford's report listed a range of measures which had been undertaken to improve the academy's environmental impact, reflecting recent NGA guidance in relation to Green Governance. At present, requirements to open windows and increase ventilation in response to Covid-19 were having a negative impact.</li> <li>• <b>SEND Review</b> – Mr Brailsford summarised headline findings from the full SEND review which had been carried out by MITRE during w/c 17 January 2022 at the academy's request. Areas of good practice and areas for further development identified through the review were included in Mr Brailsford's report. A full report was expected from MITRE in early February.</li> <li>• <b>Leadership Team CPD 2021/22</b> – Details of significant CPD being undertaken by Leadership Team in the current year were shared with governors for information.</li> <li>• <b>Financial matters</b> – Mr Brailsford updated governors on arrangements for the purchase of a new minibus, which had been signed off by the Chief Executive</li> </ul>	MBR – Mar 22

	<p>Officer in line with financial delegation arrangements for expenditure at the level involved. The new vehicle was due for delivery in June 2022. He also updated governors on progress towards the purchase of replacement printers. Quotes had been received and recommendations would be forwarded to the Chief Executive Officer in line with financial delegation arrangements for expenditure at the level involved.</p> <ul style="list-style-type: none"> <li>• <b>GDPR</b> – Mr Brailsford’s report included an update on a data breach which had occurred at Hucknall Sixth Form Centre and involved a third party. The matter had been raised with partner academies and issues had been resolved. <b>Governors asked for further information regarding the incident and details of any issues which had been raised by parents in relation to the incident.</b></li> <li>• <b>Interactive screens</b> – The report explained how the screens had been very well received. Quotes had been sought to acquire a further 15 screens and purchase would be progressed in line with financial delegation arrangements for expenditure at the level involved.</li> <li>• <b>Safeguarding update</b> – see agenda item 51 above</li> </ul> <p>Mr Brailsford raised two administrative issues for governors’ consideration.</p> <p>In response to the first request, it was recognised that governing body meetings for the current year had been scheduled in June 2021 but it was agreed that steps would be taken to avoid clashes between governing body meetings and parents evenings in future.</p> <p>In response to the second, it was confirmed that the expectation remained for academy leaders to complete and submit reports for governing body meetings a week before the meeting takes place. Governors accepted the need to model this behaviour when producing reports themselves.</p>	<p>MBR – Feb 22</p>
<p><b>LGB/54/2122</b></p>	<p><b>Training Presentation – SEND Key Issues and Latest Developments</b></p> <p><i>Mrs Stones joined the meeting at 19:05 to present this item.</i></p> <p>Mrs Stones delivered a presentation on SEND Key Issues and Latest Developments, copies of which had been previously circulated. The presentation drew on SEND governance issues and documentation discussed by the Local Governing Body at its meeting held on 28 September 2021 (minute LGB/14/2122 refers).</p> <p>A separate note on the presentation and questions raised on it would be produced.</p> <p>On behalf of governors, the Chair thanked Mrs Stones for her presentation.</p> <p><i>Mrs Stones left the meeting at 19:35 at the conclusion of this item.</i></p>	<p>Clerk – Feb 22</p>
<p><b>LGB/55/2122</b></p>	<p><b>Head Teacher appraisal 2020/21</b></p> <p>The Chair reported back on the recent annual appraisal of the Head Teacher, carried out under new delegation arrangements and led by the Chief Executive Officer.</p> <p>She confirmed that objectives for 2020/21 had been reached and that new objectives for 2021/22 had been set and agreed.</p>	

LGB/56/2122	<p><b>Feedback and referrals from committees</b></p> <p>There were no referrals from committees to report to the meeting.</p>	
LGB/57/2122	<p><b>Policies for review</b></p> <p>Mr Brailsford set out the background to the “Post 16: Changes to Key Stage 5 at Hucknall Sixth Form Centre” report, copies of which had been previously circulated. He explained that students would be offered three, rather than four, A levels from 2022/23 onwards. This was in line with other providers and had already been requested by some parents.</p> <p><b>Governors asked whether the maximum class size of 16 students for science classes would remain under the new arrangements.</b> In response, it was explained that, if that issue was not specifically set out in the policy, it could not be guaranteed. The matter would be raised with Mrs Boothroyd with a view to its inclusion in the policy.</p> <p>Governors <b>agreed to adopt the following NCEA Policies</b>, all of which had been previously circulated: -</p> <ul style="list-style-type: none"> <li>• Curriculum (2022 update)</li> <li>• Health, Relationships and Sex Education Policy</li> </ul> <p>Consideration of the SEND Policy was deferred to the next meeting of the Standards &amp; Outcomes Committee.</p>	<p>MBR – Feb 22</p> <p>Clerk – Feb 22</p>
LGB/58/2122	<p><b>Membership Update</b></p> <p>The Chair advised governors that progressing appointment to the vacant Elected Staff Governor position would be deferred to 2022/23.</p> <p>There were no further membership matters to report.</p>	<p>Chair – Sept 22</p>
LGB/59/2122	<p><b>Clerk’s Termly Report</b></p> <p>The Clerk’s termly report for Advent Term 2021/22, previously circulated, was noted. The report included a summary of correspondence received, membership, training delivered and forthcoming activities at the academy.</p>	
LGB/60/2122	<p><b>Link Governor Reports</b></p> <p><b>SEND</b> – Consideration was given to the report from Mr Oldfield, copies of which had been previously circulated. Mr Oldfield advised governors that he had no concerns with regard to compliance and that he was satisfied that academy leaders were going above and beyond with regard to SEND provision.</p> <p>Mr Brailsford expressed a view that the academy’s current SEN list included some students whose needs were arguably more behaviour based. He indicated his intention to review the list once new Alternative Provision was in place.</p> <p>Mr Brailsford stressed the continued importance of a Church of England academy supporting SEND and Pupil Premium students but noted the potential for applications to be received from potential students with very specific needs as an academy’s reputation for SEND grows. The aim would always be to be as inclusive as possible,</p>	

	<p>while also flagging specific funding needs required to provide an education to all successful applicants.</p> <p>Governors observed that some behavioural issues stemmed from SEN needs and this was acknowledged, while stressing that the SEN register did need to be reviewed.</p> <p><b>Governors agreed that a further Link Governor report should be produced to review the impact of the recent SEN review and its findings.</b> Mr Oldfield was asked to carry out a review and report back in Pentecost Term. welcomed the very thorough report and expressed thanks to Mr Marshall for its compilation. Governors <b>noted</b> the SEND Link Governor report.</p> <p><b>Safeguarding</b> – Consideration was given to the report from Mrs Harmston-Hall, copies of which had been previously circulated. It was further reported that the Safeguarding audit had been completed and findings would be reported to a future meeting. Governors <b>noted</b> the Safeguarding Link Governor report.</p>	<p>JO – June 22</p> <p>AHH – Feb 22</p>
<b>LGB/61/2122</b>	<p><b>GDPR</b></p> <p>GDPR matters had been covered as part of the Head Teacher’s report – see agenda item 53 above.</p>	
<b>LGB/62/2122</b>	<p><b>Review of this meeting</b></p> <p><i>What has been done to impact on outcomes for students?</i> Governors welcomed current and planned capital improvements, including environmental projects, which were improving the learning environment for students and staff. Governors received a presentation setting out SEND Key Issues and latest developments and raised questions on issues included in it.</p> <p><i>How has the governing body held the school leaders to account?</i> Governors challenged leaders to ensure arrangements in place for the exchange of Safeguarding information between education providers at Years 6 and 11 remain fit for purpose. Governors questioned various issues arising from the SEND presentation and sought reassurance regarding class sizes at Hucknall Sixth Form Centre as part of changes to the A level offer at the centre.</p> <p><i>How has the meeting contributed to delivery of the Academy Vision 2018/21 and to the Academy Ethos?</i> Governors adopted Admission Arrangements for 2023/24 reflecting the academy’s Christian Ethos and values. The SEND presentation received and questioned by governors highlighted a range of measures being taken to support disadvantaged students, consistent with the academy’s Christian values.</p>	
<b>LGB/63/2122</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 22 March 2022 at 6pm. The venue would be confirmed in due course.</p>	

LGB/64/2122	<p><b>Determination of confidentiality and Equalities 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 all details of financial matters and all matters relating to individual staff and students, including Safeguarding related matters, were confidential.</p> <p>There had been no specific Equalities Act implications to decide upon, though the SEND presentation made reference to the needs of students with disabilities and governors had raised issues in relation to Transgender policies and the gender split of Safeguarding incidents. The Nolan Principles had been considered throughout all discussions.</p>	
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The Chair thanked all for their attendance and closed the meeting with a prayer.

The meeting concluded at 20:02.

Signed .....Print.....Date: ...../...../2022