



## National Church of England Academy Local Governing Body Meeting

### Minutes of Meeting

Tuesday 6<sup>th</sup> December 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)	Y
Mrs K Cowley	KC	Foundation Governor	Y
Mr C Dean	CD	Community Governor	Y
Mrs J Eastwood	JE	Foundation Governor	Y
Mrs A Harmston-Hall	AHH	Foundation Governor	Apols
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	Not required
Mr D Llewellyn	DLL	Assistant Headteacher	Not required
Mrs J Kirkwood	JK	Observer	Y
Mr M Paine	MPa	Observer	Y
Mr S Northedge	SN	Clerk to Governors	Y

Agenda items	Action
<p data-bbox="103 259 268 360">Staff Presentation to Governors</p> <p data-bbox="309 259 823 293"><b>Religious Studies Curriculum Presentation</b></p> <p data-bbox="309 331 1219 432">Prior to the main meeting, governors received a curriculum presentation about the Religious Studies curriculum from the Rachel Halfpenny and Dave WI (Social Sciences).</p> <p data-bbox="309 472 1190 573">RH gave a background to the presentation and the lower recent results in RS, including student buy in after it took one of their other options and staffing challenges.</p> <p data-bbox="309 613 1155 714">The main points of the presentation were shared with governors via a Powerpoint and the details below were summarised verbally by RH for governors.</p> <p data-bbox="309 754 1222 898">RH explained the current areas that they were working on as a department including deep thinking and marking and feedback, before talking governors through the Team Improvement Plan for Social Sciences with a focus on Religious Studies.</p> <p data-bbox="309 938 1206 1081">Details of the approach to marking and feedback were shared and an example of how students use purple pen in assessment activities was explained, along with an example of a piece of work from a Year 7 student. The use of visualisers in this process was also explained to governors.</p> <p data-bbox="309 1122 1182 1149">The impact of this, is a clear assessment framework that leads into GCSE.</p> <p data-bbox="309 1189 1219 1290">A second priority is based around pedagogy and moving away from knowledge-based tasks and getting students to carry out more higher order tasks through discussions.</p> <p data-bbox="309 1330 1187 1397">One challenge of this is to get pupils to record this after these discussion-based activities.</p> <p data-bbox="309 1438 1182 1505">As part of this staff have been regularly visiting each other lessons with a focus on starting lessons with a Big Question.</p> <p data-bbox="309 1545 1227 1646">In terms of support for SEN pupils, staff are often over teaching key words and knowledge to help support pupils learning. Pupils are benefitting greatly from this over teaching and scaffolding.</p> <p data-bbox="309 1686 1227 1798">In Religious Studies, work around spirituality is very much about self-expression although the amount of content to be covered in GSCE make this challenging.</p> <p data-bbox="309 1832 1206 1975">Students particularly enjoy debates and discussions and the opportunity to take part in enrichment activities and learn about wider world religions. Trips have also been increased so that all but Year 11 have one trip out per school year.</p> <p data-bbox="309 2009 1174 2076">In terms of RS outcomes, the focus is on Year 10 and ensuring that more pupils are on track and that engagement is improved in lessons.</p>	

	<p>The latest data shows a more positive picture for Religious Studies, but RH will analysis this on a continual basis as more assessments take place and data is updated.</p> <p><b>Question – a governor asked about the use of 2 assessments per half term and was that too much?</b> MBr confirmed that the assessment policy was currently being reviewed as it was felt this a little excessive.</p> <p><b>Question – a governor asked if there was any flexibility for different departments in this?</b> RH gave details of what these assessments looked like in RS and the challenges of completing these and ensuring the curriculum content is also covered.</p> <p><b>Question – a governor asked would the time not be better spent teaching rather than assessing?</b> DWI felt this was possibly the case. Pupils were aware they were taking assessments even though they were called composite tasks. MBr added that these were often short assessments rather than full one-hour long tasks.</p> <p>RH then highlighted advice from an external advisor that RS should have the same curriculum time as other humanities subjects.</p> <p><b>Question – a governor asked about the staff workload around the assessments?</b> DWI explained it was easier this year because of the much shorter tasks being set. He also felt students understood these were development tasks rather than tests.</p> <p><b>Question – the Chair asked about the disparity in results between boys and girls and the strategies used?</b> RH felt it was getting the boys hooked in with a good introduction and that boys often produced good examples of the purple pen activities as they were more concise and accurate. Reducing the knowledge-based teaching has also helped to engage boys more. Boys also like quick response activities such as bingo and quizzes. Staff are also using knowledge organisers to help pupils catch up if they missed a lesson.</p> <p><b>Question – a governor asked why there is less teaching time in Religious Studies?</b> MBr explained it was down to space in the curriculum. RH gave an example of an approach made at another academy that was used to increase curriculum time. RH felt the non-EBAC status also didn't help.</p>	
LGB/22/2223	<p><b>Welcome and apologies</b></p> <p>KC opened the main meeting by leading governors in prayer.</p> <p>Apologies were received and approved from Mrs A Harmston-Hall (work commitments).</p>	
LGB/23/2223	<p><b>Declarations of interest and any changes since last declarations made</b></p> <p>There were no changes in declarations of interest since the last meeting.</p>	

LGB/24/2223	<p><b>Minutes of Local Governing Body meeting held on 27<sup>th</sup> September 2022</b></p> <p>The minutes of the Local Governing Body held on 27<sup>th</sup> September 2022 were agreed and approved by governors.</p>	
LGB/25/2223	<p><b>Matters arising from meeting</b></p> <ul style="list-style-type: none"> <li>- LGB/03/2223 - DSL Job Description to be circulated – DLL</li> </ul> <p>Action completed – job description added to governors’ area of Sharepoint.</p> <p>MBr explained that job descriptions were being developed for all members of the Senior Leadership Team.</p> <p><b>Question – a governor asked could we not get job descriptions from the trust?</b></p> <p>MBr explained it was a long-term task and was very much reliant on the trust HR department. He went on to explain it was a historical issue related to the previous academy trust.</p> <ul style="list-style-type: none"> <li>- LGB/04/2223 – Governors to email departments with excellent exam results</li> </ul> <p>Action completed</p> <ul style="list-style-type: none"> <li>- LGB/11/2223 – School to send message to parents highlighting issues with TALAXY – MBr</li> </ul> <p>Action completed</p> <ul style="list-style-type: none"> <li>- LGB/11/2223 – School to write formal letter to TALAXY about concerns around the readiness of the product – MBr</li> </ul> <p>Not required – as system was much improved. There are still issues but these are much reduced, and the system overall is excellent and working much better. TALAXY continue to work on improvements where necessary.</p> <ul style="list-style-type: none"> <li>- LGB/13/2223- Chair to circulate committee delegations, declaration of interest forms and code of conduct- KCo</li> </ul> <p>Action completed</p> <ul style="list-style-type: none"> <li>- LGB/14/2223 – S and O Committee to review Behaviour Policy</li> </ul> <p>Action completed</p> <ul style="list-style-type: none"> <li>- LGB/16/2223 – Governor training and development update to be checked with MITRE -KCo.</li> </ul> <p>Later in the agenda</p>	

LGB/26/2223	<p><b>Decisions Made Under Delegated Powers</b></p> <p>KC and BM made some changes to attendance policy to account for the use of TALAXY and the use of Headteacher instead of Principal.</p> <p><b>Question – a governor asked about the reward for 100% attendance and if the academy wanted to encourage pupils to come into school if they are ill?</b></p> <p>MBr detailed the reward scheme and explained it was down to parents to decide if a child was well enough to attend. MBr explained the policy needed to be as straightforward and as simple to apply as possible. He also explained that Covid now was just recorded as an absence for illness.</p>	
LGB/27/2223	<p><b>Training identified from Training Plan</b></p> <p>Later in the agenda</p>	
LGB/28/2223	<p><b>Safeguarding - Culture and Compliance incl Safeguarding audit to LA</b></p> <p>Single Central Record</p> <p>MITRE carried out a safeguarding audit the previous week. It was excellent and only two minor points were highlighted. The Single Central Record was fully compliant and a report from the Trust will follow and be forwarded to governors.</p>	MBr
LGB/29/2223	<p><b>Head Teacher's Report</b></p> <p>There are still no validated results. They will be available in January 2023.</p> <p><b>Behaviour Report</b></p> <p>DLL had shared a detailed behaviour report with governors prior to the meeting via Sharepoint. In this, the high suspension rate of 2.79% compared to 1.81 % at the same time the previous year was highlighted. This is 34 suspensions at this point compared to 12 last year. However, DLL pointed to the high levels of good behaviour still being seen overall and the fact that it was a very small cohort, who were exhibiting this poor behaviour post-Covid.</p> <p><b>Question – a governor asked about the increase in suspensions?</b></p> <p>MBr explained the issues locally and nationally which were leading to an increase in suspensions, including pupils vaping on the school site.</p> <p>MBr also gave brief details of some cases and the approach of students and how he had to deal with them.</p> <p>He also explained SHNK to governors and how this could be used by the academy as a fair access approach to reducing exclusions and suspensions.</p> <p>A governor detailed the help the academy was offering students and how the external support to help many of them just wasn't available, which was</p>	

	<p>making some challenging circumstances even more difficult. MBr added his frustration over the length of time external agencies were taking to communicate with the academy and put support in place.</p> <p><b>Question – a governor asked where this might end generally in society if there has been a 300% increase in suspensions this year?</b> MBr explained that his honest answer was that he didn't know. Governors then discussed the current challenges in society around behaviour.</p> <p>In conclusion, governors agreed to continue to monitor this moving forward and felt MBr had dealt with appropriately by considering students concerns.</p> <p>MBr also added that he wanted governors to be aware that behaviour generally in the academy was good and only a very small cohort of students were providing these challenges.</p>	<b>Future agendas</b>
LGB/30/2223	<p><b>Academy Improvement Plan – Current year</b></p> <p>This has been shared with the Parent Forum and also agreed by the trust.</p> <p><b>Question – a governor asked what is JPD?</b> MBr replied it is joint practice development and explained how this worked and how it involved staff working in triads on developing their practice.</p> <p><b>Question – a governor asked about the length of the document and if should be shorter?</b> MBr explained he felt the length was necessary.</p> <p>Governors agreed and approved the Academy Improvement Plan for 2022-23.</p>	
LGB/31/2223	<p><b>Head Teacher's appraisal</b></p> <p>The Chair gave details of the appraisal meeting for the Headteacher and that all targets had been met for 2021-22 and new objectives had been set for 2022-23.</p> <p>MBr highlighted his view that the HT appraisal process should happen earlier in the year, as targets set now often only had a relatively short time scale to be completed.</p>	
LGB/32/2223	<p><b>Finance – year-end report</b></p> <p>Emma Maltby, Trust Finance Lead had explained at the latest Finance Committee Meeting that the end of year report wouldn't be available until late December, as it had been delayed by staff illness at the Trust.</p> <p>Governors highlighted their concerns that one absence at Trust level had delayed the production of the year-end report and felt that other staff should also be able to complete this work.</p>	

	<p><b>Question – a governor asked if the delay in producing the forecast had impacted on any decisions?</b></p> <p>MBr confirmed that it hadn't, although the Trust were working to an approach where any unnecessary expenditure wasn't authorised. The Trust are though allowing expenditure on a staff position as MBr knows this will become vacant shortly due to staff member relocating.</p> <p>MBr confirmed there would be a healthy carry forward of over £100k and the end of year report will be presented at the next LGB meeting.</p>	
LGB/33/2223	<p><b>Pupil Premium</b></p> <p>A three year plan was already in place. This had been updated and circulated to governors ahead of the meeting.</p> <p><b>Question – a governor asked about an attendance target which didn't actually have a metric to it?</b></p> <p>MBr explained this was deliberate because it was difficult to know where to set a target for pupil premium pupils' attendance. MBr confirmed that progress was being made in this area and attendance for tis group was slowly improving. He also highlighted concerns around the attendance of SEND pupils.</p>	
LGB/34/2223	<p><b>Feedback and referrals from committees</b></p> <p><b>Standards and Outcomes</b></p> <p>SY had also carried out a safeguarding audit with DLL.</p> <p><b>Finance and Resources</b></p> <p>Governors agreed and approved all recommendations made for staff pay increases following the completion of the performance management process.</p>	
LGB/35/2223	<p><b>Policy related matters /matrix update</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Attendance Policy</li> <li>• First Aid Policy</li> <li>• Medical Policy</li> <li>• Collective Worship Policy</li> </ul>	

	<p><b>Question – a governor asked if there is actually a record of collective worship?</b></p> <p>MBr confirmed he would chase this up and check this with relevant staff.</p> <ul style="list-style-type: none"> <li>• CEIAG Policy</li> </ul> <p><b>Question – a governor asked what is the Gatsby benchmark?</b></p> <p>MBr explained that it was a benchmark for checking the advice and guidance given in careers.</p> <ul style="list-style-type: none"> <li>• SMSC and British Values Policy</li> </ul> <p>Following the above questioning and challenge, governors agreed to approve all the above policies.</p>	<b>MBr</b>
LGB/36/2223	<p><b>Membership Update</b></p> <ul style="list-style-type: none"> <li>• to include appointments to Admissions Panel (3 governors)</li> </ul> <p>KC, AHH and MPi will act as the 3 governors on the admissions panel.</p> <p>KC will follow up the membership for 2 observers (Mr M Paine and Mrs J Kirkwood) and arrange to hold a parental governor election.</p>	<b>KC</b>
LGB/37/2223	<p><b>Governor Training and Development update</b></p> <p>Training on Progress 8 has been sent through to the Chair and will be circulated to all governors.</p> <p>There was Ofsted training held by MITRE last week, which governors gave mixed feedback about.</p> <p>CD highlighted to the board details the CEO had shared about cash flowing and moving between academies within the trust in future years.</p> <p><b>Question – the Headteacher asked if CD could explain what the CEO actually meant by this?</b></p> <p>CD replied it seemed to be a short term cashflow solution rather than long term movement of surpluses which the CEO had previously ruled out to the Headteacher.</p> <p>The Chair returned to the Ofsted training and highlighted to governors the focus on governors' knowledge of the curriculum and the strategy being used to implement and deliver this. Governors agreed continuing with curriculum presentations like this evening and at previous meetings is important for their understanding of this area.</p> <p>Governors also explained that British Values, Student Voice, Safeguarding were all key areas that Ofsted would challenge the school about.</p>	<b>KC</b>



	<p>MBr highlighted that NCEA was likely to be inspected in the 2023-24 academic year and KC suggested all governors should undergo Ofsted training and that a further session on safeguarding would be useful for all governors. CD will follow this up.</p> <p>KC also asked other governors to undertake exclusions training, so there was a wider pool of governors to call upon in this situation. Governors also discussed if these meetings could be held virtually or had to be in person.</p> <p>CD highlighted that the SEF and rag rated AIP would be useful documents for governors ahead of OFSTED.</p>	<b>CD</b>
LGB/38/2223	<p><b>Link Governor Report</b></p> <p>BM and KC suggested that there should be one set LGB where all link governor visit reports were brought to and shared. The first LGB meeting of the Summer Term was proposed. Governors agreed to this proposal.</p> <p>Governors also agreed to a set of questions being added to the end of any link governor visits. BM will update the proforma to reflect this.</p> <p>BM will be link governor for the Sixth Form.</p> <p>TJ agreed to sort training links out for the governing body.</p>	<p><b>Future Agendas</b></p> <p><b>BM</b></p> <p><b>TJ</b></p>
LGB/39/2223	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>MBr reported that the GDPR Officer had stated there are no issues in this area, although there are two requests for the release of pupil records and information.</p>	
LGB/40/2223	<p><b>Review of Meeting</b></p> <ul style="list-style-type: none"> <li>- What has been done to impact on outcomes for pupils?</li> </ul> <p>RS curriculum has been challenged and leaders held to account Safeguarding statutory requirements are all in place Reviewed and approved the AIP Monitoring procedures for link governors and reporting back systems have been updated and agreed.</p> <ul style="list-style-type: none"> <li>- How has the governing body held the school leaders to account?</li> </ul> <p>Challenge on pupil premium report Challenged exclusions</p> <ul style="list-style-type: none"> <li>- How has the meeting contributed to the delivery of the Academy Vision and the Academy Ethos?</li> </ul> <p>The AIP is written in line with the academy ethos, values and vision</p>	

LGB/41/2223	<b>Date and time of next meeting</b>  Tuesday 24 <sup>th</sup> January 2023 at 6pm	
LGB/42/2223	<b>Determination of Confidentiality, Equalities Act and Nolan Principles consideration</b>  It was agreed sections of item LGB/29/2223 would be deemed confidential.  There had been no specific Equalities Act implications to decide upon. The Nolan Principles had been considered throughout all discussions.	

*The Chair thanked all for their attendance and HC closed the meeting with a prayer. The meeting concluded at 8.05 pm.*

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