

National Church of England Academy Trust (NCEAT) Board Meeting

Minutes of Meeting
Tuesday 8 December 2020

REVIEWED
6.00 PM – By video conference

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	A
Mrs C Ball	CB	Foundation Governor	
Rev H Chantry	HC	Foundation Governor	A
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		Parent Governor	
Vacancy x 4		Foundation Governor	
Vacancy x 3		Staff Governor	
<i>In attendance</i>			
Mrs G Johnson	GJ	Associate Governor	
Mr M Brailsford	MBR	Principal	
Mr S Bray	SBy	Clerk	

NCE/021/2021	<p>Apologies & Welcome</p> <p>The Chair welcomed everyone to the meeting. She advised that the following apologies for absence had been received: -</p> <p style="text-align: center;">Mrs A Harmston-Hall: Work commitment</p> <p>Trustees were asked to consider and agree the apologies submitted. The apologies were approved.</p>	
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	<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> <p>Mrs Johnson informed trustees that she was leaving the academy at Christmas to take up a new role at another academy. She would therefore be stepping down as an Associate Governor. She thanked trustees for making her welcome, both as a former trustee, member of staff and most recently as Associate Governor during her time at the academy. Trustees thanked Mrs Johnson for her contributions to the academy and its governing body over the past three years and wished her every success for the future.</p> <p><i>Mrs Johnson left the meeting at 6.05 pm at the conclusion of this item.</i></p>	
NCE/022/2021	<p>Declarations of interest and any changes since last declaration made</p> <p>There were no new declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
NCE/023/2021	<p>Minutes of last meeting – 22 September 2020</p> <p>Minutes of the NCEAT Board meeting held on 22 September 2020, having been previously circulated, were agreed as a true record.</p>	
NCE/024/2021	<p>Matters arising from NCEAT Board meeting 23 June 2020</p> <ul style="list-style-type: none"> • NCE/05/2021 – Minutes of Last Meeting – The Clerk confirmed that the amendment to the minutes requested had been made. • NCE/06/2021 – Matters arising – Safeguarding Link Governor report – The Clerk confirmed that the report was still awaited. The aim would be for it to be presented to an early future Standards & Outcomes Committee meeting. • NCE/06/2021 - Matters arising – arrangements for remote meetings – Arrangements for meetings to be held remotely were now in place and were likely to continue for the foreseeable future. • NCE/08/2021 - Future NCEAT Governance and Partnership arrangements – The Chair advised that legal advice had been sought on the matter in question. • NCE/09/2021 – Covid 19 Risk Assessment – Documents had been shared with trustees as promised (see also agenda item 27 below). • NCE/09/2021 – Covid 19 Parental engagement – The matter had been raised at the recent Standards & Outcomes Committee meeting. • NCE/10/2021 - Safeguarding - Culture and Compliance – The Clerk confirmed that the latest edition of “Keeping Children Safe in Education” had been reissued to trustees as requested. • NCE/11/2021 – Standards & Outcomes strategic matters – The Clerk confirmed that the Catch-Up plan document had been copied to trustees as requested. • NCE/12/2021 – Finance & Resources strategic matters – July 2020 management accounts – The Clerk confirmed that the July 2020 Management Accounts had been received and issued to all trustees. • NCE/12/2021 – Finance & Resources strategic matters – bank account authorised signatories – Mr Brailsford advised that the matter had been discussed at the recent Finance & Resources Committee meeting and had been resolved. 	AHH – Feb 21

	<ul style="list-style-type: none"> • NCE/12/2021 – Finance & Resources strategic matters – AGM date – The Clerk advised trustees that the AGM and presentation of accounts had been postponed to 12 January 2021. Trustees and members had been informed. • NCE/13/2021 – Principal’s termly report – AIP 2020/21 – The matter had been considered at the recent Standards & Outcomes Committee meeting. • NCE/14/2021 – Policies for review – Admission arrangements 2022/23 – This matter was considered further at agenda item 32 below. • NCE/17/2021 – Training Plan – A trustee training and development update was considered at agenda item 35 below. • NCE/18/2021 – Other Business – The letter of thanks was still to be drafted. • NCE/19/2021 – Future meeting dates – This matter was considered at agenda item 36 below. 	KC – Jan 21
NCE/025/2021	<p>Decisions made under delegated powers</p> <p>The Chair advised that no delegated decisions had been made under delegated powers agreed at the 23 June meeting of the Board since the last meeting of the Board on 22 September 2020.</p> <p>Trustees were advised that it was possible that an urgent decision may need to be made with regard to Hucknall Sixth Form Centre Management Board Terms of Reference and Heads of Terms in the near future. The Chair and Vice-Chair would review the draft and refer it to Mr Yardley and Mrs Eastwood, as Chair and Vice-Chair respectively of Finance & Resources Committee, for their views.</p> <p>Following further discussion, it was agreed that, should it be necessary for the matter to be addressed urgently, authority to make the decision on the matter be delegated to the Chair and Vice-Chair of the Board, in consultation with the Chair and Vice-Chair of the Finance & Resources Committee as outlined above.</p>	KC/BM – Dec 20
NCE/026/2021	<p>Future NCEAT Governance and Partnership Arrangements</p> <p>The Chair confirmed that NCEAT would now be joining MITRE on 1 January 2021, following agreement at the RSC Head Teacher’s Board in October 2020. The Chair was signing off the relevant documents required to complete the process. Discussions with both the Chief Executive Officer and Chief Operation Officer at MITRE were continuing to ensure a smooth transition. Outstanding legal work would be required to wind up NCEAT in due course.</p> <p>It was confirmed that Mr Brailsford would cease to be Accounting Officer going forward when the academy joined MITRE.</p> <p>Trustees noted the Governance Summary document, prepared by the Clerk, copies of which had been previously circulated. Proposed terms of reference for the new Standards & Outcomes and Finance & Resources committees to be established under the new arrangements were in the final stages of development and would be submitted to the first Local Governing Body meeting in the New Year for governor consideration.</p> <p>Mr Brailsford reported on outstanding issues with DAT. The final payment for services provided under the MoU agreement for 2019/20 had been withheld pending completion of work on final accounts, but would be paid now that this work had been completed.</p>	SBy – Jan 21 MBR – Dec 20

	<p>Trustees sought clarification on whether the academy had been reimbursed for a recent cutting off of the academy's broadband service. In response, Mr Brailsford explained that no reimbursement was due - the matter had now been resolved and future billing arrangements had been sorted. The new contract for the service now in place had secured improved performance and better value-for-money for the academy.</p> <p>Trustees noted receipt of the latest version of the DfE Governance Handbook and Competency Framework, copies of which had been previously circulated.</p>	
NCE/027/2021	<p>Covid-19 update</p> <p>Mr Brailsford updated trustees on developments regarding the academy's response to Covid-19 since the last meeting of the Trust Board.</p> <p>He summarised the number of Covid-19 cases at the academy and the number and year groups of students in isolation as a result of the cases confirmed. On line work had been provided for students isolating at home and Public Health England (PHE) had been continuously informed. Students were accessing online study well.</p> <p>Mr Brailsford advised trustees that the second funding window for claiming Covid-19 costs had been opened and finance colleagues were exploring making a claim for costs incurred.</p> <p>Mr Brailsford informed trustees that there was evidence that vulnerable students were catching up, though this varied between subjects. Attendance remained strong at 95% overall, though there was some evidence of students being kept at home due to anxiety amongst parents about their children coming to school at the present time. Mr Brailsford explained that, in such circumstances and if there was no other reason for a child's absence, such absence had to be classed as unauthorised.</p> <p>Trustees expressed concern at the potential for families to be fined in these circumstances. In response it was confirmed that this was a matter for Nottinghamshire County Council to consider on notification of absences by the academy. Trustees further questioned issues relating to students' study at home. In response, it was confirmed that students who are isolating had access to home working and that different options were available for different groups. All work available online related to the curriculum. Live lessons were available via Teams for Year 11 students.</p> <p>Student engagement had been positive and there was compliance with mask-wearing requirements. Frustration at the inability to play football and similar games at lunch and break time due to Covid-19 restrictions had led to misbehaviour from some students but this was being addressed. There had been one issue where a student had allegedly suffered an allergic reaction from the special cleaning products in use for the Covid-19 pandemic – the matter had been followed up with the Nottinghamshire County Council and it had been confirmed that the academy's policy and practice were compliant.</p> <p>Implications for the academy of the recent DfE announcement with regard to an optional INSET day on 18 December 2020 were discussed. Mr Brailsford explained the rationale behind the move and its potential impact on track and trace work carried out at the academy. He advised that DAT had decided to take up the option, which meant that HSFC would be closed on 18 December 2020. It had however</p>	

	<p>been decided that NCEA would remain open in order to provide continued education to its students.</p> <p>Mr Brailsford outlined arrangements for Leadership Team to manage notifications arising from Covid-19 cases at the academy during the period 18-24 December 2020. Trustees recognised that a decision on the matter was an operational one to be made by the Principal as part of his operational management responsibilities but robustly challenged the arrangements, expressing reservations if the approach as outlined inadvertently advised people that they had been exposed to the virus if they had not been exposed. Mr Brailsford offered further reassurance on the matter and approaches to how correspondence with parents might be appropriately worded were considered further.</p> <p>After extensive further discussion trustees were reassured by the processes outlined and recognised that the approach to be adopted represented the safest option, balancing family Christmas arrangements with the potential lifelong impact of Covid-19 for vulnerable people.</p> <p>Trustees expressed their appreciation to Senior Leadership Team for the work they had done to manage the pandemic at the academy, recognising the significant additional work carried out. Trustees stressed their support for academy leaders and staff and recognised and valued the high levels of attendance sustained through the term.</p>	
NCE/028/2021	<p>Safeguarding – Culture and Compliance</p> <p>Mr Brailsford informed that there were no Safeguarding issues to report at present. Engagement with Mr Llewellyn as the academy’s DSL was ongoing. The academy had successfully switched to a paper reporting system during the short period (four hours) when the academy’s internet connection was temporarily closed down earlier this term.</p> <p>Trustees noted the latest Safeguarding position as reported.</p>	
NCE/029/2021	<p>Principal’s Termly Report</p> <p>Mr Brailsford updated trustees on a range of current issues.</p> <p>He drew trustees’ attention to a report previously circulated relating to future use of CCTV at the academy. He outlined the findings of a recent walk around the academy reviewing the current CCTV system and the coverage of cameras. He informed trustees that new CCTV equipment was being ordered, having secured reassurance that value-for-money was being secured. New locations for cameras were being explored. The academy CCTV Policy was being updated to reflect the MITRE policy in this area. Issues relating to GDPR and access to recordings were being updated as part of that process.</p> <p>Following further discussion, it was agreed to delegate to the Chair and Vice-Chair authority to agree the revised CCTV Policy, with the final document referred back to the first Local Governing Body meeting thereafter for information.</p> <p>Mr Brailsford updated trustees on recently received OFSTED qualifying complaints. He informed trustees that the academy’s responses had been checked for compliance with Nottinghamshire County Council and the response had been positive.</p>	KC/BM – Jan 21

	<p>Mr Brailsford summarised current progress with the 2020/21 AIP. Progress was largely as expected, but further discussions were being held with Leadership Team with a view to revising the Plan in the light of the current external situation. Further reports would be presented to future governing body meetings to secure agreement for any revisions to the Plan.</p> <p>Mr Brailsford invited questions on his report. Trustees asked whether it was considered that behaviour at the academy was deteriorating and, if it was, whether that was thought to be as a result of Covid-19 or whether the academy has become stricter and less tolerant in its approach to these issues. In response, Mr Brailsford acknowledged that FTEs had increased, though the rates remained well below national averages. He observed that there had been an increase in poor behaviour which had led to some concerns, with defiance and refusal to comply as the key areas noted, but also felt that anxiety amongst students due to Covid-19 and the long period in which the academy was closed due to the pandemic were factors that had influenced this. Behaviour continued to be actively monitored and reviewed at Standards & Outcomes Committee.</p>	<p>MBR – Jan 21</p>
<p>NCE/030/2021</p>	<p>Feedback and referrals from committees</p> <p>Standards & Outcomes Committee – Mr Marshall reported back on issues discussed at the meeting of the committee held on 17 November 2020, having chaired the meeting in the absence of Mrs Harmston-Hall. The Collective Worship policy had been approved and referred on to the Board for ratification (see agenda item 32 below).</p> <p>Finance & Resources Committee – Mr Yardley reported back on issues discussed at the meeting of the committee held on 24 November 2020. Trustees had welcomed improved engagement and quality of reports evident in material presented to trustees since MITRE had taken responsibility for these matters. The Social Media policy had been approved and referred on to the Board for ratification (see agenda item 32 below).</p> <p>Performance & Remuneration Committee – Mrs Cowley reported back on issues discussed at the meeting held on 11 November 2020. There were no issues or concerns to report. Under future governance arrangements, it had been agreed that the remaining delegated business in this area would be covered through Finance & Resources Committee, rather than through a separate Performance & Remuneration Committee.</p> <p>CONFIDENTIAL MINUTE</p>	
<p>NCE/031/2021</p>	<p>Modern Slavery and Human Trafficking Statement 2019/20</p> <p>Trustees considered the draft report which had been prepared by DAT on behalf of NCEAT.</p> <p>Trustees were content with the overall content of the report but raised concerns regarding the wording of some sections of the document. As a result, trustees were unable to endorse it without further clarification and potential changes to those sections.</p> <p>Following discussion, it was agreed that the Clerk would liaise with the Chair and Vice-Chair with regard to the wording that trustees felt needed to be changed and</p>	

	that DAT would be updated accordingly. If necessary, a revised version of the document would be presented to a future meeting.	SBy – Dec 20
NCE/032/2021	<p>Policies for review</p> <p>The following policies, copies of all of which had been previously circulated, were all approved by trustees.</p> <ul style="list-style-type: none"> - SMSC Policy - Literacy Policy - CEIAG Policy <p>In agreeing the CEIAG Policy, trustees recognised that delivery of some elements of the policy would be difficult due to the impact of Covid-19.</p> <p>With regard to Admissions Policy and arrangements for 2022/23, the Chair explained that responsibility for the matter remains with the Local Governing Body when the academy joins MITRE. MITRE was however encouraging the use of trust-wide forms and templates for 2022/23 and this was being explored.</p> <p>Mrs Cowley advised trustees that the academy’s current policy made specific reference to a role played by the Board of Directors, which would no longer be the case on joining MITRE as the status of the governing body would change at that point with governors at NCEA serving as governors and no longer as trustees or directors. While the policy as written was accurate for 2021/22 admissions, it was agreed that the Chair would seek external guidance on whether changing policy documents for 2022/23 to reflect this change would require consultation and, if it did, what the timescale would be for such consultation. Should it be necessary, it was agreed to delegate to the Chair and Vice-Chair authority to agree any minor change to the policy relating to this matter for consultation. An update on the matter would be reported to the next meeting.</p> <p>Subject to clarification of the matter above, trustees agreed to make no changes to the NCEA Admissions Policy for 2022/23.</p> <p>Trustees ratified the Collective Worship Policy and the Social Media Policy, which had been agreed by Standards & Outcomes Committee (17 November 2020) and Finance & Resources Committee (24 November 2020) respectively.</p>	KC – Dec 20
NCE/033/2021	<p>Membership Update</p> <p>Trustees acknowledged the appointment of Rev Chantry as ex-officio trustee with effect from 4 October 2020. Rev Chantry’s induction would be completed in early 2021.</p> <p>The Clerk advised that, on joining MITRE and working to recently agreed Local Governing Body Terms of Reference, there would be vacancies for 1 Foundation Governor (DBE); 1 staff governor and 1 co-opted governor, with Mr Brailsford being appointed to the ex-officio governor position as Principal.</p> <p>Nominations would be sought and, if necessary, an election would be held in early 2021 for the staff governor post.</p> <p>The Chair would discuss with Mr Brailsford nominations for the co-opted governor post, with a view to making an appointment early in the New Year.</p>	<p>Clerk – Jan 21</p> <p>Clerk – Jan 21</p>

	<p>Suggestions were invited for the vacant foundation governor post and a name was put forward. The Chair agreed to contact the potential nominee with a view to progression of the matter early in the New Year.</p> <p>Mrs Cowley, Mrs Eastwood and Mrs Harmston-Hall were appointed to a Governors Disciplinary Committee to hear a forthcoming exclusion related matter.</p>	<p>KC/MBR – Jan 21</p> <p>KC – Jan 21</p>
NCE/034/2021	<p>GDPR</p> <p>Mr Brailsford informed trustees that the academy had recently received one Subject Access request and one Freedom of Information request, both of which had been processed successfully. There had been no GDPR related breaches to report.</p> <p>Trustees noted this.</p>	
NCE/035/2021	<p>Training Plan</p> <p>Trustees considered the report summarising recent and potential future training and development for governors, copies of which had been previously circulated.</p> <p>Following further discussion it was agreed that Curriculum presentations should take place prior to future Local Governing Body meetings, rather than prior to Standards & Outcomes Committee, to ensure a wider audience for the presentations. Arrangements would be made for a presentation on the English curriculum prior to the first Local Governing Body meeting of the new year (see agenda item 36 below).</p> <p>The Chair and Vice-Chair reported back on a recent MITRE governors meeting. Discussion had included consideration of Link Governor roles in reviewing key actions in the AIP and this would be considered for adoption at NCEA in future. The MITRE governors' network was expected to identify wider training opportunities in future.</p> <p>Trustees were reminded to complete contact details forms for MITRE which had been previously circulated if they had not already done so.</p> <p>Arrangements for the development and population of a new governors SharePoint system were outlined for progression in the New Year.</p>	<p>SBy – Jan 21</p> <p>KC – Spring 21</p> <p>Clerk – Spring 21</p>
NCE/036/2021	<p>Future meetings</p> <p>Dates for governing body meetings for Lent Term 2021, a list of which had been previously circulated, were agreed.</p> <p>The Clerk would issue invitations early in the New Year.</p>	<p>Clerk – Jan 21</p>
NCE/037/2021	<p>Date and time of future meetings</p> <ul style="list-style-type: none"> - Tuesday 12 January 2021 – including Presentation of accounts and AGM - by video link - 6:00pm - Local Governing Body – 26 January 2021 - by video link - 6:00pm 	

NCE/038/2021	<p>Determination of confidentiality and Equalities Act and Nolan Principle consideration</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 resolved that discussion of:-</p> <ul style="list-style-type: none"> • Details of discussions regarding Covid-19 as it affects individuals • Details of appraisal matters, including of the Principal • Any individual students or staff members. <p>Were all confidential.</p> <p>No further items discussed were deemed to be confidential and there had been no Equalities Act implications to consider.</p> <p>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 The Grace.

The meeting closed at 7.52 pm.

SignedPrint.....Date:/...../2021