

## National Church of England Academy Local Governing Body Meeting

**Minutes of Meeting**  
**Wednesday 30 June 2021**

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

Membership			'A' denotes absence
Mrs C Ball	CB	Foundation Governor	Apologies
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	Apologies
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		Parent Governor	
Vacancy x 1		Staff Governor	
<i>In attendance</i>			
Mrs C Blick	CBI	Finance Team Leader - MITRE	
Ms T Radford	TRA	Subject Lead - Modern Foreign Languages	
Mr S Bray	SBy	Clerk	

The Chair began the meeting with a prayer.

The Chair invited Ms Radford to deliver her presentation on the Modern Foreign Languages Curriculum, copies of which had been previously circulated. Governor questions on the presentation were invited and answered. Details were included in a separate note of the training presentation.

The Chair thanked Ms Radford for her presentation. Ms Radford left the meeting at the conclusion of her presentation at 6.31 pm.

*Mrs Eastwood joined the meeting during the presentation*

<b>LGB/57/2021</b>	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting, formally introducing Mr Pilling and Mr Walton to their first formal meeting as governors.</p> <p>The Clerk advised that apologies for absence had been received from: -</p> <ul style="list-style-type: none"> <li>- Mrs C Ball – Illness</li> <li>- Mrs A Harmston-Hall – Work related commitment</li> <li>- Mr J Oldfield - Work related commitment</li> </ul> <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 had also tendered apologies for the meeting.</p>	
<b>LGB/58/2021</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/59/2021</b>	<p><b>Minutes of last meeting – 11 May 2021</b></p> <p>Minutes of the meeting of the NCEA Local Governing Body, held on 11 May 2021, having been previously circulated, were agreed as a true record.</p>	
<b>LGB/60/2021</b>	<p><b>Matters arising from meeting 11 May 2021</b></p> <ul style="list-style-type: none"> <li>- <b>LGB/44/2021 – Review of Christian Distinctiveness</b> – The Clerk confirmed that copies of the presentation had been shared with governors. Mr Brailsford advised that the outcome of the discussions at the meeting were being fed into the review of the academy's vision and values.</li> <li>- <b>LGB/46/2021 – Principal's Termly Report</b> – Issues relating to Christian Distinctiveness at Hucknall Sixth Form Centre were discussed further at agenda item 65 below.</li> <li>- <b>LGB/47/2021 – Home School Agreement</b> – It was confirmed that this would be included in an updated Behaviour Policy later in 2021.</li> <li>- <b>LGB/50/2021 – Membership Update</b> – Issues arising from discussion of this matter were considered at agenda item 69 below. Membership documents had been updated to reflect the changed role of the Ethos Link Governor.</li> <li>- <b>LGB/52/2021 – Governors Training and Development Update</b> - These matters were considered at agenda item 63 below. Governors who had not yet registered with NGA Learning Link were urged to do so.</li> </ul>	
<b>LGB/61/2021</b>	<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>	
<b>LGB/62/2021</b>	<p><b>NCEA Budget 2021/22</b></p> <p>The Chair opened discussion of the matter by noting that the date of this meeting had originally been set in order to allow time for the budget to be considered by governors before referral on to MITRE Board. She acknowledged that all had acted with best interests at heart and she thanked all for their contributions in bringing the matter before governors for review. There had nevertheless been delays all round,</p>	

	<p>such that governors had only received final papers the previous day, which was considered to be too late to allow governors to consider and discuss the document fully. The Chair stressed that budget documents must be made available to governors earlier in future years and urged all involved to work together in future to achieve this.</p> <p>Mr Brailsford explained that he had only had an opportunity to discuss latest budget issues with Mrs Boothroyd earlier on the day of the meeting. Those discussions were likely to lead to further changes to the budget papers circulated to governors, resulting a £40,000 reduction in the surplus stated in those papers. Mr Brailsford advised governors that, in spite of this, the academy's overall surplus remained healthy and that he was content with the budgetary position. There had been positive improvements arising from work with MITRE.</p> <p>Mrs Blick advised that it was now planned to begin the process earlier in future years, to start in May, and this would include work on staffing budgets and CLFP from this time onwards. She further explained the workings of the software used for HR which had impacted on the issues referenced above. Lessons had been learned and would be followed through in future years. The academy's surplus offered potential to make further improvements.</p> <p>In the light of delays highlighted above, <b>Governors sought advice on the mechanics and process for approval of the budget.</b> Following discussion and advice from the Clerk it was <b>agreed</b> that: -</p> <ul style="list-style-type: none"> <li>- Consideration and agreement of the budget once final amendments had been made be delegated to the Chair of the Governing Body, the Chair and Vice-Chair of Finance &amp; Resources Committee and Mr Paine, by exchange of emails facilitated by the Clerk.</li> </ul> <p>A timescale and process for this was considered and agreed. The Clerk and Mr Brailsford were asked to co-ordinate to ensure that governors' decision was communicated to MITRE in time for Trust Board consideration.</p> <p>Mr Brailsford updated governors on plans for capital spend. Ideas included works to improve toilets, shelters, teaching &amp; learning equipment and ceilings. This built on ideas raised through Student Voice as well as areas already identified for improvement. Plans would be worked up in due course and an amount had been included in budgets for these works. <b>Governors observed that there could be potential to make use of the surplus to supplement the budget for these works.</b></p> <p>Mr Brailsford further advised governors that the academy had received a government grant of £550,000 for roofing works for the academy main building. The required NCEA contribution of £100,000 could be funded through an interest free loan. He thanked MITRE and Mrs Richardson for their work submitting the successful bid for these works. Governors agreed that this was fantastic news and echoed Mr Brailsford's thanks. Further reports would on capital matters would be submitted in due course.</p> <p>Governors <b>noted</b> the latest CLFP document, copies of which had been previously circulated.</p> <p>Governors thanked Mrs Blick for her work on budget preparation.</p> <p><i>Mrs Blick left the meeting at 7.00 pm at the conclusion of this item.</i></p>	<p>MBR/ CBI /Clerk – July 21</p> <p>MBR – Autumn 21</p>
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<b>LGB/63/2021</b>	<p><b>Governor Action Plan 2021/22</b></p> <p>The Chair introduced the report previously circulated, which had incorporated a draft Action Plan based on initial ideas submitted by a selection of governors. The Chair sought governors’ views to inform development of the plan further.</p> <p>In further discussion, governors:</p> <ul style="list-style-type: none"> <li>- Suggested that development around the questioning of academy leaders could be beneficial</li> <li>- Proposed that ideas put forward be submitted to MITRE to explore areas of training and development that might most usefully be delivered across the Trust where there is demand – locally delivered training might then be designed to supplement this</li> <li>- Asked that a menu of training opportunities be provided by MITRE, with improved notification to all governors.</li> </ul> <p>Governors requested that the above issues be fed back to MITRE. The Chair was asked to raise the issues at a forthcoming Governor Network event, while the Clerk would raise specific matters with MITRE directly. The Action Plan would then be further updated on receipt of MITRE responses.</p>	Chair/ Clerk – July 21
<b>LGB/64/2021</b>	<p><b>Safeguarding – Culture and Compliance</b></p> <p>Governors noted the recent OFSTED Review of Sexual Abuse in Schools and Colleges report, a link to which had been previously circulated. The Clerk was asked to send a separate email including a link to the document for future governor reference.</p> <p>Mr Brailsford stressed the importance of the document and urged all governors to review it. He summarised the key points in it and explained that further DfE Guidance on detailed points was expected in due course.</p> <p>Governors considered the matter further and recognised the significance of the issue. Governors stressed the importance of robust education on the issues involved at the academy and Mrs Brailsford advised governors of work already in place to challenge misogynistic behaviour.</p> <p>There were no further Safeguarding issues to report. The Link Governor report would follow in the new academic year.</p>	Clerk – July 21         AHH – Sept 21
<b>LGB/65/2021</b>	<p><b>Academy Improvement Plan</b></p> <p>Governors considered and noted the Lent Term RAG rated Academy Improvement Plan, copies of which had been previously circulated.</p> <p>Arisng from the issue, <b>governors sought more information regarding Christian Distinctiveness at the Hucknall Sixth Form Centre (HSFC) in relation to a recent response from HSFC.</b> Governors urged a robust response from NCEA on the matter.</p> <p>Mr Brailsford informed governors that the matter was being raised at a meeting of the HSFC Management Board that evening and that NCEA has the full backing of the Diocesan Director of Education on the matter. NCEA would continue to pursue and progress Christian Distinctiveness at HSFC robustly.</p> <p>Governors continued to express concern , stressing that the issue needed to be pursued and was critical to the ethos and values of NCEA. Governors felt that</p>	

	<p>Christian Distinctiveness had diminished and been watered down at HSFC over the previous two years. Governors agreed that there would be some value in discussing what Christian Distinctiveness meant in practice at HSFC, stressing that this should be about values exhibited as much as through formal expressions of Christianity.</p> <p>With regard to Alternative Provision, <b>governors sought clarification in relation to the amber status for the new facility and sought reassurance on plans to address the issue.</b> In response, Mr Brailsford explained that the facility was physically ready (and that aspect of the project was therefore at green status) but recruitment of staff had been delayed (and was therefore at red status) leading to an overall amber rating. None of the applicants to an initial advertisement had been considered suitable and regrading and readvertisement was being progressed as a matter of urgency. <b>Governors further questioned whether any other means of staffing the facility had been explored</b> – in response it was confirmed that no other approaches were considered to be appropriate. Mr Brailsford further explained that opening of the facility was now likely to be delayed until between late October 2021 and early January 2022 and that this could have implications for some students. <b>Governors asked Mr Brailsford to update them if any issues persisted.</b></p> <p><b>Governors acknowledged overall progress with the Academy Improvement Plan and thanked Mr Brailsford and the team for delivery of the Plan.</b></p> <p>Mr Brailsford outlined likely high-level priorities and themes for the 2021/22 Academy Improvement Plan. The full document would be put before the Governing Body for review and approval in Advent Term.</p>	<p>MBR – Sept 21</p> <p>MBR – Sept 21</p>
LGB/66/2021	<p><b>L3VA 2019/20</b></p> <p>Governors noted that detailed reporting on this matter for 2019/20 was not applicable due to circumstances in place at the time of proposed Summer 2020 examinations due to Covid-19.</p>	
LGB/67/2021	<p><b>Feedback and referrals from committees</b></p> <p>There were no referrals to report from committees.</p> <p>Standards &amp; Outcomes Committee had met on 8 June 2021 and had received very thorough reports from academy leaders across the full range of the committee's responsibilities.</p>	
LGB/68/2021	<p><b>Policies for review</b></p> <p><b>Policies Matrix</b> - The Clerk summarised the Policies matrix document, copies of which had been previously circulated. He explained that this was a MITRE document, which had been updated by Mrs Richardson to incorporate local NCEA policies as required by MITRE. The aim would be to use the document to guide publication and review of policies to ensure compliance with national and MITRE requirements. In order to achieve that, policy review dates would be programmed into future agenda plans, to guide Leadership Team with their policy reviews.</p> <p><b>Governors thanked Mrs Richardson for her work on the matrix and noted the document.</b></p> <p>Mr Brailsford raised an issue relating to Trans-Gender policies, which he indicated he would raise with MITRE leaders.</p>	<p>Clerk – Autumn 21</p> <p>MBR – July 21</p>

	<p><b>Nut free academy update</b> – Mr Brailsford informed governors of a recent incident at the academy involving a student with a nut allergy. He reassured governors that the student involved was well and that notices in the academy restaurant had been changed and IT systems updated as a result of the incident. He also informed governors that wider issues had come to light in relation to moving towards being a nut-free academy which had the potential to impact adversely on other groups such as vegans and those with lactose and gluten intolerance. Further advice as therefore being sought on practicalities in relation to the issue and views were being sought through Parent Forum.</p> <p><b>Equality Information and Objectives Local Additions</b> – Governors were asked to consider proposed local additions to the MITRE Equality Information and Objectives document, copies of which had been previously circulated. Governors asked that the wording of the first sentence of para 3 of the proposed local additions be changed to read <i>“A child from a disadvantaged background is less likely to get good GCSEs. This may impact on future career choices and the ability to go on to higher education”</i>  <b>With that amendment, the proposed Local Additions to the Equality Information and Objectives document were approved.</b></p>	<p>RRi – July 21</p>
LGB/69/2021	<p><b>Membership Update</b></p> <p>The Chair formally welcomed Mr Walton and Mr Pilling to their first meeting, following their recent appointments as Co-Opted Staff Governor and Foundation Governor respectively.</p> <p>The Clerk updated governors on progress on filling the vacant Elected Staff Governor position. Nominations had been sought during June 2021 but no candidates had come forward. The Chair advised that she would be discussing the issue with Mr Brailsford with a view to progress in Advent Term.</p> <p>Governors were advised that, following further attempts to contact Mrs Allen with regard to her attendance to which replies had not been received, Mrs Allen had been removed from her role of Parent Governor on the Governing Body with effect from 7 June 2021.</p> <p>Governors were reminded of the need to act on emails sent out in relation to web access and two factor authentication in advance of Advent Term. The Clerk would report on the future use of SharePoint for governor information at the next meeting.</p>	<p>KC – Sept 21</p> <p>SBy – Sept 21</p>
LGB/70/2021	<p><b>Ethos and SMSC Link Governor Report</b></p> <p>Consideration was given to the Ethos and SMSC Link Governor report, copies of which had been previously circulated. The Chair thanked Mrs Ball for her report and advised governors to submit any questions to her for onward forwarding to Mrs Ball.</p> <p>Mr Brailsford advised governors that the academy had been awarded a Gold Standard Award for SMSC following a recent inspection. This was a nationally recognised certificate and the academy had been asked to become a Centre of Excellence to support other academies.</p> <p><b>Governors welcomed the news and thanked Mrs Wall for her role and contribution to the issue and securing the award.</b></p> <p><i>Mr Marshall left the meeting at 7.59 pm during consideration of this item.</i></p>	

LGB/71/2021	<p><b>GDPR</b></p> <p>Mr Brailsford informed governors that there were no significant GDPR related breaches to report.</p> <p>Governors <b>noted</b> this.</p>	
LGB/72/2021	<p><b>Calendar and Meeting Dates 2021/22</b></p> <p>Proposed meeting dates for 2021/22 governing body meetings, as set out in a report from the Clerk previously circulated, were <b>agreed</b>, subject to there being no clashes with the MITRE calendar. In response to a question, the Clerk confirmed that the first Local Governing Body meeting of 2021/22 would take place on Tuesday 28 September (not 29<sup>th</sup> as set out in the report). The Clerk to invite governors and academy leaders to meetings accordingly.</p> <p><i>Post meeting note – It has since been confirmed that there are no clashes with the MITRE calendar and the governing body meetings will take place as agreed.</i></p> <p>Governors considered and <b>agreed</b> that, once Covid-19 regulations allow, Local Governing Body meetings should be held face-to-face. Committee meetings would continue to be held by video conference. In coming to this decision, governors paid due regard to NGA guidance on the holding of remote meetings, copies of which had been previously circulated. The Clerk to arrange necessary room bookings – governors were advised that Canon Williams Hall may need to be used for meetings to allow for appropriate social distancing.</p> <p>Governors were advised that final details of the MITRE Calendar for 2021/22 were still awaited but the academy was expected to adopt it for the year ahead. Governors <b>agreed</b> to delegate to Mr Brailsford authority to adopt the MITRE calendar on receipt.</p>	<p>Clerk – Sept 21</p> <p>Clerk – Sept 21</p> <p>MBR July 21</p>
LGB/73/2021	<p><b>Review of this meeting</b></p> <p><i>What has been done to impact on outcomes for students?</i></p> <p>Governors reviewed budgets for 2021/22 to ensure that resources are in place to secure student outcomes. Governors welcomed news that external funding had been secured to help improve academy facilities. Governors scrutinised the latest RAG rated Academy Improvement Plan to ensure that outcomes were being secured and agreed a Policies Matrix that would help ensure that local policies remain up to date and appropriate to drive improvements to outcomes.</p> <p><i>How has the governing body held the school leaders to account?</i></p> <p>Governors challenged and urged improvements to the timing of budget processes in future years. Governors reviewed and questioned delays to the opening of the academy's new Alternative Provision facility.</p> <p><i>How has the meeting contributed to delivery of the Academy Vision 2018/21 and to the Academy Ethos?</i></p> <p>Governors supported the new Alternative Provision facility, urging that progress be maintained so that it can be opened and fully operational as soon as possible. Governors urged academy leaders to continue to challenge perceived dilution of the academy ethos and Christian Distinctiveness at the Hucknall Sixth Form Centre. Governors welcomed the latest Ethos and SMSC Link Governor report and expressed their pleasure and appreciation at the award of an SMSC Gold Standard award for the academy.</p>	

<b>LGB/74/2021</b>	<b>Date and time of next meeting</b>  The next meeting of the Local Governing Body will take place on Tuesday 28 September 2021 at 6pm in the Canon Williams Hall.	
<b>LGB/75/2021</b>	<b>Determination of confidentiality and Equalities Act and Nolan Principle consideration</b>  Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during the discussions any equal opportunities had arisen.  It was <b>resolved</b> that all matters relating to individual staff and students were confidential. Detailed discussion of financial matters was also deemed to be confidential.  There had been no Equalities Act implications to consider and the Nolan Principles had been considered throughout all discussions.	

The Chair thanked all for their attendance and for their contributions throughout the year. She invited rev Chantry to close the meeting with a prayer.

The meeting concluded at 8.10 pm.

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