



National Church of England Academy Local Governing Body Meeting

Minutes of Meeting FINAL Tuesday 26th September 2023 6.00 PM

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 (Chair)	Y
Mr C Dean	CD	Community Governor	Y
Mrs J Eastwood	JE	Foundation Governor	A
Ms J Kirkwood	JK	Foundation Governor	Y
Mr T Jenkinson	TJ	Elected Parent Governor	Y
Mr B Marshall	BM	Foundation Governor	Y
Mr M Pilling	MPI	Foundation Governor	A
Mr M Paine	MPA	Foundation Governor	A
Mr B Walton	BWA	Co-opted Staff Governor	Y
Mr S Yardley	SYA	Foundation Governor	Y
<i>In attendance</i>			
Mr Alex Hawkins	Aha	Deputy Headteacher	Y
Mr C Sawers	CS	Clerk to Governors	Y

Agenda items	Action
<p>Opening Prayer</p> <p>The meeting began with a prayer that was led by Rev Chantry.</p>	
<p>Apologies for absence</p> <p>Apologies for absence were received from Mrs Eastwood, Mr Paine, and Mr Pilling.</p> <p>It was</p> <p>Resolved</p>	

	that the governing body consent to these absences.	
	<p>Training presentation – Safeguarding annual update</p> <p>Mr Llewellyn (Assistant headteacher) gave all governors an annual update on safeguarding via a pre-recorded presentation</p>	
LGB/01/2324	<p>Safeguarding culture and compliance</p> <p>Mr Llewellyn gave an update to governors via a pre-recorded presentation. It was confirmed that most staff have now completed the annual safeguarding training. Files for individual pupils have been received from their primary schools. Individual files for post 16 students leaving have been sent to new providers within 5 days.</p> <p>Exam results analysis and overview</p> <p>Mr Hawkins gave a summary of the 2023 exam results and had circulated a report prior to the meeting. He talked through and explained the results. Mr Hawkins highlighted the following key points from his report:</p> <p>GCSEs</p> <ul style="list-style-type: none"> • 2022 was not a usual year for results due to COVID adjustments. Topics were pre-warned, and portions of courses cut. Therefore 2023 is the first normal year since 2019 and the current results should therefore be compared to 2019. • 2023 to 2019 is not a very different year in terms of results. In 2023 there were twice as many grade 9s. 7+ grades were better than in 2019, with the top end of students performing better than 2019. • A small number of students had skewed the data for 2023. These were mostly disillusioned girls who did not sit the exams. This resulted from a range of issues such as anxiety which had prevented school attendance. In addition, 3 parents withdrew pupils from exams. • Progress 8 figures are still being compiled and should be available from the DfE in October. They look to be more consistent between males and females as well as ability bands. • Attendance for the 2023 year was 6% lower than in 2019. • At this stage it is too early to say if the data is improving until the final figures are published by the DfE in October. • For disadvantaged students there is a similar gap to 2019 which was in line with the national average. COVID however had a more profound impact on these students in terms of home environment and access to ICT equipment. • ADT results were down due to overprediction with poor results. Work is in progress with faculty staff. • Humanities, languages, and maths results were more consistent. • PACE performed better than anticipated. • Science dipped at the mock examinations and then recovered through intervention. Double science is still improved but triple 	

	<p>science is greatly improved. This year there are 14 able students doing A-level physics following on from taking triple science.</p> <p>A governor asked how many ADT subjects have coursework? – Mr Hawkins replied that several subjects have coursework, however several students did not complete the coursework. In addition, some underperformed in exams and their coursework was moderated down which reduced overall results.</p> <p>A governor commented that open bucket is a constant concern. What can we do to lessen impact? – The headteacher replied that a full GCSE in RE is used to offer a chance in another subject.</p> <p>A governor commented that English results were poor for some groups such as those with high ability, boys and SEND students. – The headteacher replied that this was down to variability in the quality of teaching of English. This was being addressed with individual Teachers.</p> <p>Overall, these were surprising results with some boys unexpectedly performing well and some disillusioned girls bringing results down.</p> <p>Governors agreed to discuss boys and English at the Standards and Outcomes Committee.</p> <p>The chair commented that modern foreign languages showed an improvement over two years as well as music.</p> <p>A-levels</p> <ul style="list-style-type: none"> • Results overall were good, with a disappointing number of A and A* grades. 60% of students hit targets compared to a 70% target. • This will be the last year group to takes AS levels in year 12 with future years only taking A-levels in year 13. • 45% of grades were A* to B, however this drops to 39% when you include AS levels. • Vocational courses had strong results with two thirds of students on target or better. <p>The headteacher commented that 91% of students went to their first-choice university compared to a national average of 78%. Governors should also not underestimate how difficult it is to maintain average C+ grades with the current staffing situation. Several subjects have very small groups which can skew the data.</p> <p>A governor questioned if we have underperforming staff that are not ours how do we challenge? – The headteacher confirmed that we are allowed to watch teaching at Holgate and flag issues with the leadership team.</p> <p>The chair confirmed that the school is aware of issues with the quality of teaching at Holgate and keep this under review. The headteacher confirmed that the trust is also aware.</p> <p style="text-align: center;"><i>Mr Hawkins left at 6.37pm</i></p>	<p>S&O Cttee</p>
<p>LGB/02/2324</p>	<p>Election of Vice-Chair</p>	

	<p>Mrs Cowley self-nominated for the position of chair. There were no other nominations. Mrs Cowley left the room whilst governors considered the nomination. Following a vote, it was</p> <p>Resolved</p> <p>that Mrs Cowley be appointed as chair of the governing body.</p> <p>Governors requested that their thanks be recorded for the work Mrs Cowley has undertaken as chair in the previous year.</p>	
LGB/03/2324	<p>Election of vice-chair</p> <p>Mr Marshall self-nominated for the position of vice-chair. There were no other nominations. Mr Marshall left the room whilst governors considered the nomination. Following a vote, it was</p> <p>Resolved</p> <p>that Mr Marshall be appointed as vice-chair of the governing body.</p>	
LGB/04/2324	<p>Declaration of interest and any changes since last declarations made</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p> <p>Governors were reminded to ensure that they have completed the annual declaration of interests.</p>	All Govs
LGB/05/2324	<p>Minutes of NCEA Local Governing Body meeting – 27 June 2023</p> <p>The minutes of the summer term meeting held on 27 June 2023 having been previously circulated were confirmed and these minutes will have the chair's e-signature placed on them</p>	
LGB/06/2324	<p>Matters arising from NCEA Local Governing Body meeting 27 June 2023</p> <p>LGB/102/2223 - INSET days/Holidays – 24/25 inset days</p> <p>2 September 3 September 27 September 14 February 28 & 29 July</p> <p>Governors noted and approved the above INSET days for the next academic year.</p> <p>LGB/103/2223 – Dates of future meetings</p> <p>These have been circulated and placed on SharePoint,</p> <p>LGB/106/2223 – Link Governor reports; Pupil Premium and RHSE</p> <p>Visits have taken place for both Pupil Premium and RHSE. Mr Yardley shared a visit report on RHSE prior to the meeting.</p>	

LGB/07/2324	<p>Head Teacher’s report</p> <p>The headteacher’s report had been circulated to governors prior to the meeting and he summarised the main points for governors at the meeting,</p> <p>Staffing/HR A new clerk has been appointed. Teacher absence continues to follow the trust absence management policy. HR staff at the trust advise the head on whether to proceed with action when triggers are met. One member of staff has resigned following a PPS support plan being commenced. One member of staff has started a PPS support plan and one member of staff may progress to a PPS support plan if performance does not improve.</p> <p>Trust work and leadership use The headteacher reported he continues to support the trust wide review on behaviour management and has also been leading a primary review at Kingsway.</p> <p>A governor challenged if the school is paid for the time the headteacher spends on these activities? – The headteacher confirmed that yes, the school is reimbursed for this time.</p> <p>The headteacher reported that a few secondments to the leadership team are planned throughout the academic year.</p> <p>Open evening improvements The open evening plans have been finalised and include a free roam of the site, shorter speeches, improved exterior lighting and catering. Around 750 visitors are expected.</p> <p>A governor raised concerns at the numbers of visitors potentially arriving at once and asked if timed slots could be an option? – The headteacher replied that no it was not possible to assign timed slots at this stage.</p> <p>Early site issues The headteacher highlighted issues with fume cupboards being condemned and a boiler failing.</p> <p>Other HR matters The headteacher reported that a grievance had been made against him as the Academy Lead. This is not a personal grievance, and the trust are working to resolve it.</p> <p>Permanent exclusion hearing The headteacher thanked governors who supported the permanent exclusion hearing at the end of the summer term.</p> <p>16.5 day suspension panel review The headteacher thanked governors who supported a recent 16.5-day suspension panel review meeting.</p> <p>Accusations against members of staff A few accusations have been made against three members of staff from one pupil. Investigations are underway.</p>	
LGB/08/2324	<p>Decisions made under emergency delegated powers</p>	

	<ul style="list-style-type: none"> • Ski trip – Chair and Vice Chair approved trip. Cost will be £1,400 in current climate this is challenge. <p>The Chair and Vice Chair had used emergency powers to approve the school ski trip which will cost £1,400 per pupil. This is a 40% increase on the previous trip due to current inflationary rises.</p> <p>A governor raised concerns about the trip becoming elitist and only accessible to a select few. The headteacher confirms that if prices continue rising then future trips may need to be reconsidered.</p> <p>A governor asked when is the trip, does it give parents time to save? – The trip is at the end of the year and the headteacher confirmed 30 or more children usually attend.</p> <p>Governors noted the decision made under emergency delegated powers.</p>	
LGB/09/2324	<p>Governance matters</p> <p>Approval of committee structure and membership of committees</p> <p>Governors approved the following committees and members:</p> <ul style="list-style-type: none"> • Finance and Resources: Chair – Mr Yardley, Vice Chair – Mrs Eastwood, Mr Jenkinson, Mr Paine, and Mrs Cowley. • Standards and Outcomes: Chair – Mr Dean, Vice Chair – Mr Marshall, Mrs Kirkwood, Mr Pilling, Mr Walton, and Mrs Cowley. <p>Appointment/re-appointment of link governors and special governor roles</p> <p>Governors approved the following link governor roles:</p> <ul style="list-style-type: none"> • CEIAG – Mr Pilling • Complaints – Mr Paine • Ethos – Mrs Cowley • Health and Safety – Mrs Eastwood • Pupil Premium – Mr Jenkinson • RSE – Mr Yardley • Safeguarding – Mr Dean • SEND – Mrs Kirkwood • Sixth Form – Mr Marshall <p>Appointment of two Head Teacher appraisal governors</p> <p>Governors approved the appointment of Mr Yardley and Mrs Cowley as the headteacher appraisal governors.</p> <p>Establishment of membership of the admissions panel of three governors</p> <p>Governors approved the appointment of Mr Pilling, Mrs Kirkwood, and Mrs Cowley to the admissions panel.</p>	

	<p>Annual declarations of interest and Code of Conduct returns</p> <p>All governors confirmed that they had reviewed and signed the Register of Business Interest.</p> <p>All governors confirmed that they had read, understood, and signed the school governors’ code of conduct.</p> <p>Receive latest Academies Financial Handbook</p> <p>Governors received the latest edition of the Academies Financial Handbook.</p> <p>Receive latest Governance Handbook</p> <p>Governors received the latest edition of the Governance Handbook</p> <p>Membership – vacancies and re-appointment of Craig Dean</p> <p>The clerk highlighted the following vacancies on the governing body:</p> <ul style="list-style-type: none"> - 1 foundation governor - 1 parent governor - 1 staff governor <p>The clerk brought to the attention of governors the following end of term of office:</p> <ul style="list-style-type: none"> - Mr Ben Marshall (Foundation governor) 15 March 2024 <p>Training – MITRE governor event</p> <p>Governors were reminded that the trust have an upcoming training event and governors were asked to make efforts to attend where possible.</p>	All Govs
LGB/10/2324	<p>Policy matters</p> <p>Governors received, noted, and ratified the following policies:</p> <ul style="list-style-type: none"> • Anti bullying • Attendance • Behaviour • Collective worship • SMSC and British Values • Word Processor • Child Protection and Safeguarding • RSE <p>A governor challenged if collective worship took place daily? – The headteacher confirmed it does through a variety of formats such as “Thought for the day”. There was a discussion around the term collective worship, and it was agreed to discuss further at the Standards and Outcomes Committee.</p>	Standards & Outcomes
LGB/11/2324	<p>General Data Protection Regulations (GDPR)</p> <p>The headteacher confirmed there was nothing to report</p>	

LGB/12/2324	<p>Review of meeting</p> <p>What has been done to impact on outcomes for pupils</p> <p>A discussion on exams and outcomes, safeguarding and the appropriateness of trips.</p> <p>How has the governing body held the school leaders to account?</p> <p>See above. Questions about boys and English results.</p> <p>How has the meeting contributed to deliver of the Academy Vision 2018-21 and the Academy Ethos?</p> <p>Closer scrutiny of collective worship. Ski trip and the exclusion of some pupils. Link governors in place to challenge and ensure reports.</p>	
LGB/13/2324	<p>Confirmation of dates for 2023/24</p> <p>The governing body</p> <p>Agreed</p> <p>Finance and Resources – Tuesday 7 November 2023 at 5.45pm, by Zoom Standards and Outcomes – Tuesday 14 November at 5.45pm, by Zoom Advent term 2 2023 – Tuesday 5 December 2023 at 6pm, in person Standards and Outcomes – Tuesday 6 February 2024 at 5.45pm, by Zoom Finance and Resources – Tuesday 27 February 2024 at 5.45pm, by Zoom Lent term 2024 – Tuesday 19 March 2024 at 6pm, in person Pentecost term 1 2024 – Tuesday 7 May 2024 at 6pm, in person Standards and Outcomes – Tuesday 11 June 2024 at 5.45pm, by Zoom Finance and Resources – Tuesday 2 July 2023 at 5.45pm, by Zoom Pentecost term 2 2024 – Tuesday 16 July 2024 at 6pm, in person</p>	
LGB/14/2223	<p>Determination of confidentiality of business, Equalities Act and Nolan Principles</p> <p>It was</p> <p>Resolved</p> <p>that all papers and reports be made available as necessary.</p> <p>There had been no specific Equalities Act implications to decide upon. The Nolan Principles had been considered throughout all discussions.</p> <p>The chair thanked all for their attendance and closed the meeting with a prayer.</p> <p>The meeting closed at 8.12pm.</p>	

Kucanley

Signed:

(Chair) Date: 5 December 2023