



National Church of England Academy Local Governing Body Meeting

Minutes of Meeting FINAL

Tuesday 5th December 2023 6.00 PM - At the School / Virtually – Via TEAMS

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	Y
Mr T Jenkinson	TJ	Elected Parent Governor	Y
Ms Jennifer Kirkwood	JW	Foundation Governor	A
Mr B Marshall	BM	Foundation Governor	A
Mr M Pilling	MPI	Foundation Governor	Y
Mr M Paine	MPA	Foundation Governor	Y
Mr B Walton	BWA	Co-opted Staff Governor	Y
Mr S Yardley	SYA	Foundation Governor	Y
<i>In attendance</i>			
Mrs Emma Maltby	Aha	Finance Team Leader	Y
Mrs J Reay	JR	Clerk to Governors	Y

Agenda items	Action
<p>Opening Prayer</p> <p>The meeting began with a prayer, led by Rev Chantry.</p>	
<p>LGB/15/2324 Apologies for absence</p> <p>Apologies for absence had been received from Mrs Kirkwood and Mr Marshall.</p> <p>It was <u>RESOLVED</u> that the Local Governing Body <u>CONSENT</u> to the absences above.</p>	

	The Local Governing Body <u>NOTED</u> the meeting attendance and apologies										
LGB/16/2324	<p>Declarations of Interest</p> <p>The Local Governing Body <u>NOTED</u> that there were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>										
LGB/17/2324	<p>Approval of Minutes of the NCEA Local Governing Body Meeting Held on 26 September 2023</p> <p>The Local Governing Body <u>RECEIVED</u> the minutes of the Advent term 1 meeting.</p> <p>A number of amendments were highlighted:</p> <ul style="list-style-type: none"> - The numbering of the minutes on page 8 required updating; - A rewording of the response to a question at the bottom of page 2 was agreed as: ‘The headteacher replied that this was down to variability in the quality of teaching of English. This was being addressed with individual Teachers’; - The ‘^0%’ on page 3 should read ‘60%’; <p>Subject to the amendments above, the Local Governing Body <u>APPROVED</u> the minutes of the Advent term 1 meeting.</p> <p>The Clerk would amend the minutes per the comments above, and would add the electronic signature of the Chair to create a final copy.</p>	Clerk									
LGB/18/2324	<p>Matters Arising from NCEA Local Governing Body Meeting Held on 26 September 2023</p> <p>Updates on actions arising from the previous meeting – (not covered elsewhere in the meeting) – were as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 60%;">Update</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr> <td>LGB/07/2324</td> <td> <p>The Chair advised that she had attended the Open Evening, and she reported on a successful event – highlighting Student involvement, good organisation and support, short but positive presentations and speeches, and a great atmosphere.</p> <p>The Head Teacher advised that around 500 visitors had attended the Open Evening. He confirmed that the event had been much improved from prior years.</p> </td> <td style="text-align: center;">Complete</td> </tr> <tr> <td>LGB/09/2324</td> <td> <p>No candidates had been identified for the vacancy of Foundation Governor.</p> <p>The Governors <u>SUPPORTED</u> that the Chair make contact with Local Churches to highlight the vacancy.</p> </td> <td style="text-align: center;">C/F</td> </tr> </tbody> </table> <p>Governors <u>CONFIRMED</u> the actions that had been completed from the previous meeting, with one action - on Local Governing Body membership - to carry forward to the next meeting.</p>	Item	Update	Status	LGB/07/2324	<p>The Chair advised that she had attended the Open Evening, and she reported on a successful event – highlighting Student involvement, good organisation and support, short but positive presentations and speeches, and a great atmosphere.</p> <p>The Head Teacher advised that around 500 visitors had attended the Open Evening. He confirmed that the event had been much improved from prior years.</p>	Complete	LGB/09/2324	<p>No candidates had been identified for the vacancy of Foundation Governor.</p> <p>The Governors <u>SUPPORTED</u> that the Chair make contact with Local Churches to highlight the vacancy.</p>	C/F	KC
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LGB/19/2324	<p>Decisions Under Delegated Powers</p> <p>The Chair and Mr Yardley had addressed the action outstanding from the Finance and Resources Committee meeting held on 7 November 2023.</p> <p>Based on additional information provided after the meeting, the Chair and Mr Yardley had <u>APPROVED</u> the pay upgrade for a Staff member from NPS to UPS.</p> <p>The Local Governing Body <u>NOTED</u> the decision made under Delegated Powers.</p>	
LGB/20/2324	<p>Safeguarding</p> <p>The Head Teacher provided the meeting with an update on Safeguarding – presenting a Report which had been prepared by Mr Llewellyn</p> <p>The Head Teacher highlighted the vigour of ‘SENSO’ – a new filtering and monitoring system – advising that it picked up on all electronic searches for words which could be considered sensitive. The Head Teacher was provided with a weekly report, showing all the words that had been highlighted, for review.</p> <p><u>CONFIDENTIAL ITEM – See Confidential Minutes of Meeting.</u></p> <p>The Local Governing Body <u>NOTED</u> the update on Safeguarding.</p> <p style="text-align: center;"><i>Rev Chantry left the meeting at 6.10pm</i></p>	
LGB/21/2324	<p>Feedback and Referrals from Committees</p> <p><i><u>Finance and Resources Committee Meeting – 7 November 2023</u></i></p> <p>Mr Yardley– in his capacity as Chair of the Finance and Resources Committee – highlighted the following points from the meeting:</p> <ul style="list-style-type: none"> - Approval of the annual Appraisal Review process; - Consideration and approval of Pay Progression for Teaching Staff; - An outturn of £53,000 surplus for 2022 - 2023; - A current projected surplus of £36,000 for 2023 – 2024; - Expenditure on Table Tennis Equipment and Reception Desks. <p>Mrs Maltby advised that the current year accounts to date had been submitted, and she highlighted a slight change (although not material) with the projected surplus from prior month reports. Staffing Full Time equivalents had increased by 0.4 WTE due to the successful recruitment of two full-time Staff.</p> <p>Mrs Maltby advised that the income for, and expenditure on, Pupil Premium and SEN had been split out to aid separate management of finance streams.</p> <p>The Local Governing Body <u>NOTED</u> the update from the Finance and Resources Committee meeting.</p>	

	<p><u>Standards and Outcomes Committee Meeting – 14 November 2023</u></p> <p>Mr Dean in his capacity of Chair of the Standards and Outcome Committee – highlighted that the meeting had received and considered information on Quality Assurance and the AIP.</p> <p>The Local Governing Body <u>NOTED</u> that there was nothing to highlight from the Standards and Outcome Committee meeting.</p> <p><i>Mrs Maltby left the meeting at 6.19pm.</i></p>	
LGB/22/2324	<p>Head Teacher’s Report</p> <p><u>Validated Results</u></p> <p>The Validated Results had not yet been received.</p> <p>The Local Governing Body <u>NOTED</u> that the Validated Results would be provided to the next meeting of the Standards and Outcomes Committee.</p> <p><u>Pupil Premium Impact Statement</u></p> <p>The Local Governing Body <u>NOTED</u> that the Pupil Premium Impact Statement would be available w/c 11 December 2023.</p> <p>CONFIDENTIAL ITEM – See Confidential Minutes of Meeting.</p> <p>The Local Governing Body <u>RECEIVED, NOTED</u> and <u>CHALLENGED</u> the Head Teacher’s Report.</p>	S&O Cttee Agenda
LGB/23/2324	<p>Academy Improvement Plan (AIP)</p> <p>The Local Governing Body <u>NOTED</u> that the Current Year AIP had been considered in detail at the Standards and Outcomes Committee meeting held on 14 November 2023.</p> <p>The AIP had been uploaded to Sharepoint for Governor information.</p>	
LGB/24/2324	<p>Policies</p> <p>The Chair highlighted that the School’s Admissions Policy had been updated in three areas.</p> <p>Governors confirmed that they had reviewed the updated Policy.</p> <p>The Local Governing Body <u>APPROVED</u> the School’s Admissions Policy.</p>	
LGB/25/2324	<p>Correspondence, Communication Received, and Updates</p> <p><u>From Chair</u></p> <p>The Chair advised of the recent resignation of the substantive Clerk to the Governors.</p> <p>Work was in progress to ensure that cover was provided for all Local Governing Body and Committee meetings.</p> <p>The Chair highlighted that there were a number of forthcoming meetings and panels that would need support.</p>	

	<p>The Governors noted that a number of the panels were to consider Student behavioural issues. NCEA was not alone in having to address such behaviour – the Head Teacher advised that an increase in such issues had been noted at other local Schools.</p> <p>The Chair reminded the Governors of the Training arranged for Thursday 7 December 2023. Governors were requested to confirm their attendance or apologies to MITRE.</p> <p>The Local Governing Body <u>NOTED</u> the update from the Chair.</p> <p><u>From Head Teacher</u></p> <p>The Head Teacher advised of a number of Staff resignations, highlighting that they had resulted from positive factors such as personal choice, retirement and promotion.</p> <p>The Head Teacher advised that he had received a letter from a member of the Public to which he had responded. The Head Teacher considered that his response would have resolved the matter and he did not expect any further action to be required.</p> <p>The Local Governing Body <u>NOTED</u> the updates from the Chair and Head Teacher.</p> <p><u>From Trust</u></p> <p style="text-align: right;"><i>Mr Yardley left the meeting at 7.12pm.</i></p>	Govs
LGB/26/2324	<p>Review of Meeting</p> <p><u>What Has Been Done to Impact on Outcomes for Pupils</u></p> <p>The Local Governing Body had <u>DISCUSSED</u> and <u>NOTED</u> plans for future development at the School (at LGB/21/2324).</p> <p><u>How Has the Local Governing Body Held the School Leaders to Account</u></p> <p>The Local Governing Body <u>NOTED</u> the input and challenge of Governors throughout the meeting – in particular on Financial Matters and Safeguarding.</p> <p><u>How has the meeting contributed to deliver of the Academy Vision and the Academy Ethos?</u></p> <p>The Local Governing Body <u>SUPPORTED</u> and <u>CONFIRMED</u> Academy actions throughout the meeting.</p>	
LGB/27/2324	<p>Confirmation of Dates for 2023/24</p> <p>The Local Governing Body <u>NOTED</u> the arrangements for future meeting dates – as recorded at the Advent term 1 meeting, aside from:</p> <p><u>Spring Term Standards and Outcomes Committee</u></p> <p>- Tuesday 20 February 2024 at 6pm.</p>	

	<p><i>Standards and Outcomes Committee Meetings</i></p> <p>- All to commence at 6pm (previously 5.45pm).</p>	
LGB/28/2324	<p>Determination of Confidentiality of Business, Equalities Act and Nolan Principles</p> <p>The Local Governing Body <u>DETERMINED</u> that the Safeguarding and Head Teacher’s Reports, and some of the discussions, at LGB/20/2324 and LGB/22/2324 would be treated as confidential.</p> <p>It was <u>RESOLVED</u> that all papers and reports be made available as necessary with the exception of the Safeguarding and Head Teacher’s Reports, and the confidential minutes which were for Governors only.</p> <p>The Local Governing Body <u>NOTED</u> that there had been no specific Equalities Act implications to decide upon.</p> <p>The Local Governing Body <u>CONFIRMED</u> that the Nolan Principles had been considered throughout all discussions.</p>	

Close: The meeting closed at 7.20pm, following a prayer, led by Mrs Cowley.

Signed:

(Chair) Date: