



PRIVATE AND CONFIDENTIAL
ACADEMY COMMITTEE MEETING

Date: Thursday, 26th November 2020
Time: 5.45pm Meeting
Venue: Microsoft Teams

Clerk: N Burgess,
Present: C Nevin (Chair), L Booth, A Ali, M Vevers and J Crawford
In attendance: C Vogt, Ben Davidson (for part of Item 2)

Action	Initials
Inform the Clerk of any changes to the Register of Business Interests	All
Target wording within School Development Plan to be amended	MV
Safeguarding Policy to be amended on P.5 and P.30	MV
Governor Self Review of Impact to be updated	NB
GDPR training to be completed as soon as possible with access issues resolved for JC and AA to be re-sent the log-in details	JC/AA/NB
A talk to the Governors about the Pupil Premium will be arranged for the next meeting	MV
Governors appreciation for the hard work and achievements of staff during the Covid crisis to be conveyed to the school	LB

Agenda – Part 1			
Category	Item	Notes	Action
1 Governance Arrangements	Apologies	There were no apologies for absence for this meeting.	
	AOB items	Governors agreed to highlight points for the Self-Review of Impact Annual Report as they arose throughout the meeting rather than waiting for Item 3, as this would more easily facilitate completion of the document.	
	Register of Interests	The Clerk circulated the Register of Interests prior to the meeting and asked to be notified of any amendments	All
	Code of Conduct	The Clerk circulated the Code of Conduct prior to the meeting and there are no changes to note.	
	Part 1 minutes	The minutes of the meeting held on 21 st September 2020 were <u>approved</u> as a correct record of the meeting. <u>Matters Arising</u> Governors noted that the tour of Laurus Ryecroft new building, scheduled for the November	

			<p>meeting will be postponed until next year when Covid restrictions have hopefully eased.</p> <p>Q: C Nevin (CN) asked for clarification as to whether the GCSEs would be going ahead? M Vevers (MV) advised that the indications from DfE were that they would be going ahead and that there should be confirmation in January. The school was proceeding on the basis that they would take place and students who had missed school were being given support to catch up on what they had missed.</p> <p>Q: CN asked if the outside food shack was operational? MV confirmed that it was now operational but only Year 7 students, who were in their own Covid-secure bubble, could access it currently.</p>	
		Membership: Recruitment Update/ Succession planning	<p>One application for a potential governor had been received and MV and CN were meeting the candidate in the week following this meeting.</p> <p>An expression of interest had been received from a person in Tameside who works for DfE and who has 19 years' experience as Chair of Governors for a primary school. An application form has been provided but not yet returned.</p> <p>Consideration will be given to succession planning at the March 2021 meeting, including the appointment of a new Chair of the Academy Committee.</p>	
		Scheme of Delegation	There are no changes to note. The Scheme of Delegation defines the responsibilities of the Academy Committee.	
		Trust Board Update	There was no update from the Trust Board to consider.	
2	School Performance and Accountability	Review Strategic Priorities and Critical Success Factors (School level)	<p><u>Covid Health & Safety Assessment</u></p> <p>MV advised that this was last updated when the school moved into the main building and there have been no significant changes since. Due to Covid, it is reviewed fortnightly and will be considered in relation to the end of national lockdown and the implementation of Tier 3 restrictions. Operationally, it is working well.</p> <p><u>School Risk Register</u></p> <p>CN was pleased to note that, despite the impact of Covid, staff costs were remaining within budget. Also, that the policies and procedures in place were mitigating the areas of high risk.</p>	

			<p><u>School Development Plan</u></p> <p>Governors reviewed the School Development Plan which was circulated prior to the meeting.</p> <p>CN suggested that the wording relating to targets should be amended to state that these will continue to be reviewed.</p> <p>Action: MV to amend target wording</p> <p>CN said it was important to consider the critical success factors and to monitor targets. MV stated that the targets had been set to be challenging and aspirational. This was noted by Governors and CN commented that the targets were benchmarks which helped assess progress. Adjustments could be made in the Spring term if required, particularly in light of Covid.</p> <p>Q: CN queried whether there was sufficient focus on SEN and how many students this applied to? MN responded that the percentage of students involved was not significantly high but that individual needs differed widely; some had a severe impact academically whilst others had no effect. CN said it was important to keep SEN under review and check progress as a future focus.</p> <p>Q: CN asked what extra-curricular provision was being made? MV commented that provision had been limited due to the pandemic and had been based on DfE advice which initially stated that extra-curricular activities should only continue if assisting parents who had to attend work. Since then, it had become clear from the DfE that some extra-curricular sport could continue. Extra-curricular support was in place for English, Maths, Science and Spanish. The aim was to delay putting the full programme back in place until January to limit contact, as Greater Manchester would be in Tier 3 after the national lockdown finished. Concerns about families being affected at Christmas if contacted by Track and Trace also had to be considered. Governors agreed that this was a good strategy.</p> <p>MV reported that Trust Directors who were Heads of Department at schools had agreed to carry out an independent review of subject areas across the Trust and provide reports. The English Department Review, circulated to Governors prior to the meeting, was one such report. The Trust</p>	<p>MV</p>
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			<p>Director, whilst very positive about the department's work overall, had pointed to specific areas which required attention. KS4 provision and preparation was highlighted. MV was pleased to report that the department had a number of highly experienced GCSE and A Level teachers who were working hard to prepare students. The draft report for Maths had been received and would be circulated at the next meeting. A Science review was due to take place in January 2021. The aim would be to do two reviews per subject each academic year.</p> <p>Q: JC asked will the reports be limited to English, Science and Maths?</p> <p>MV said Geography, History and Spanish would also be included.</p> <p>Governors noted that the report was encouraging and were pleased to see that there was an ongoing review process to ensure high quality provision for all students.</p> <p>B Davidson (BD) was asked to join the meeting at this juncture to speak to Governors about the school's careers focus. CN passed on congratulations to BD and the school on the encouraging details within the Compass Evaluation and Results Reports, which were circulated to Governors prior to the meeting.</p> <p>BD advised that steps were being taken on the Gatsby Benchmark 8 which was 0%. Discussions were taking place with students about how to apply to university.</p> <p>BD said that the evaluation showed that the school had a strong and stable careers programme, and advised that there was a dedicated careers page on the website. The school was also working with an Enterprise Co-ordinator in Tameside who had an excellent network of contacts, some of whom had assisted with a virtual careers week. Year 9 students were given presentations from a wide variety of sectors. A nominated careers lead had been appointed for each subject area. Students were also being advised about changes to and potential gaps in the job market in the future. The figure for Benchmark 3 should improve with the appointment by the Trust of a Careers Adviser.</p> <p>CN suggested that Trust Board Directors, with their breadth of industry experience, could be</p>
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			<p>useful in discussing their backgrounds with students and this would also serve to bring Directors closer to schools and pupils. CN commented that the Academy Committee was due to appoint a Governor with Careers specialism when a suitable candidate was sourced.</p> <p>AA offered to take on this role, as he had significant experience in this area and was currently running a careers office within a social enterprise. The Governors thanked AA for this proposal and were happy to <u>approve</u> the appointment.</p> <p>AA felt it was important to address the needs of non-academic students and show them alternative pathways if grades are not achieved.</p> <p>CN thanked BD for his time in reporting to Governors and BD left the meeting at this point.</p> <p>L Booth reported it was lovely to hear the students around school really excited by discussing their options choices and possible future career choices.</p>	
		<p>Review Head of School Report</p>	<p>The Head of School report was circulated prior to the meeting.</p> <p>MV commented that Covid had affected attendance and dealing with this issue was time-consuming for staff. Whilst there were only 2 cases of pupils with Covid in school in the first term, there had been 3 since returning. An attendance rate of 96% would not normally be what the school would be happy to achieve but in current circumstances it compared very well with the national average of 78%.</p> <p>CN remarked on the high number of students with 100% attendance which, again, was well ahead of the national average and very impressive, particularly for Year 7.</p> <p>Q: CN asked for more information about the weakness in reading and comprehension with Year 7 students?</p> <p>MV said it was difficult to assess this situation fully due to an incomplete data set; Year 6 results would normally have been sent by now. Staff have been trained by a KS2 SATS marker from another school which has ensured that they know what to focus on with the students. The Literacy Overview had been circulated to Governors prior to the meeting to demonstrate that the school was</p>	

			<p>working hard in this area and promoting a culture of reading. The library in the new building has helped with this.</p> <p>CN was pleased to note that the gender gap was not as large as in other schools.</p> <p>MV stated that the a target for the Head of Literacy is to ensure that, by Year 9, the vast majority of students were at the right reading age and reading level to access their GCSE courses. It was also important to ensure that those at a higher level were being supported to progress.</p> <p>MV advised that the numbers quoted regarding behaviour issues could seem high but they were due to the strict policy the school operated.</p> <p>Q: J Crawford (JC) asked what do C1 and C2 mean?</p> <p>MV said they related to consequences. For example, C1 could be speaking over the teacher in class in which case the student’s initials would go onto a board. If the talking persisted, the pupil would receive a C2 which would be a 10-minute detention with the teacher where a conversation would take place about the behaviour issue. A C3 related to a serious behaviour issue and involved a 30 minute detention.</p> <p>Q: CN queried what ARSS in the Literacy Report relates to?</p> <p>MV said this related to accelerated reading scores.</p> <p>Q: CN asked what was being done for those in Year 9 who were behind in reading age?</p> <p>MV reported interventions had been put in place and continued support would be necessary.</p>	
3	Governor Monitoring	Finance Update	<p>The management accounts were circulated prior to the meeting.</p> <p>MV reported that an outdoor covered space had been created and a further one would be made over the Summer, as students were keen to go outside whenever possible.</p> <p>Governors were satisfied with the details within the Finance Report.</p>	
		Policy Reviews	<p>The Safeguarding and Uniform Policies were circulated prior to the meeting.</p>	

			<p><u>Safeguarding Policy</u></p> <p>CN pointed out errors on P.5, where Adrian Jarvis was shown as Chair of Governors, and P.30 should read Head of School not Headteacher.</p> <p>Action: MV to amend.</p> <p>The Governors approved the Safeguarding Policy subject to the amendments noted above.</p> <p><u>Uniform Policy</u></p> <p>The Governors approved the Uniform Policy.</p>	MV
		Governor Self Review of Impact – start to populate Annual Report to Trust Board	<p>The Governor Self Review of Impact was circulated prior to the meeting and will be updated to reflect approval of the two policies above and the Financial Report. SED would be noted as an area of particular focus.</p> <p>Action: N Burgess (NB) to update.</p>	NB
4	Governor Development	Governor Training	<p>The majority of Governors had completed the GDPR training but access issues were noted for JC which NB will try to resolve. A Ali (AA) asked for the details to be provided again.</p> <p>Action: GDPR training to be completed as soon as possible.</p> <p>Ongoing training for Governors was discussed and it was agreed that this would be focused on in the next meeting. It was noted that understanding of the Pupil Premium was important to analyse spend. The NGA provided training for this and the link for this module was within the NGA Learning Link Module List circulated prior to the meeting.</p> <p>Action: MV will arrange for a presentation to Governors regarding Pupil Premium at the next meeting.</p>	JC/AA/ NB MV

5	Community Engagement	Stakeholder engagement	<p>It was noted that it had not been possible to make stakeholder engagement a prime focus during Covid but there would be more positive engagement with stakeholders in the Spring.</p> <p>Q: JC asked how did the virtual open evenings go? MV reported that they had gone very well. The school was heavily over-subscribed with 294 children stating as first choice, not including those out of area. Multiple appeals could cause issues with the length of time needed to attend and be away from school, as a member of SLT from the school has to attend the appeals panel meetings. The deadline to apply for the school had closed on 31st October 2020.</p>	
	AOB		There were no other items of business to discuss.	
	Meeting dates	Academic year 2020-2021	Thursday 4 th March 2021 at 5.45pm Monday 21 st June 2021 at 5.45pm	

Impact of Meeting / Key Outcomes	
<ul style="list-style-type: none"> • Governors reviewed the School Development Plan • Governors received an update on recruitment to the Academy Committee • Governors reviewed the Covid Health & Safety Risk Assessment • Governors reviewed the Risk Register • Governors approved the Finance Update • Governors reviewed the Head of School report • The Safeguarding Policy and the Uniform Policy were approved by Governors • Governors received a presentation from BD on Careers provision in school • AA was appointed as Careers Governor • The Governor Self Review of Impact will be updated to reflect approval of the Uniform and Safeguarding Policies and the Financial Report. SEND would be noted as an area of particular focus. 	

Signed by the Chair:

