

Minutes of the Autumn Term Local Academy Board (LAB) meeting held on Wednesday 5th September 2018 at 7.30am at the Academy.

Membership			
A = absence	Governor name	initial	
	Tiff Boot	TBO	
	Richard Monkhouse	RMO	
	Nigel Parry	NPA	
	Nathan Smith	NSM	Vice Chair
	Rachel Webb	RAW	Chair
	Helen Ind	HIN	
A	Matt Sumner	MSU	
	Sarah Cooper	SCO	
A	Carl Gregory	CGR	

In attendance:

A = absence	Staff/in attendance	Initial	
	Caroline Saxelby	CSA	Principal
	Andrew Wright	AWR	Vice Principal
	Will Teece	WTE	Vice Principal
	Jess Leonard	JLE	Assistant Principal
	Jenny Sharp	JSH	Assistant Principal
	Simon Jones	SJO	Executive Principal
	Aimee Simmons	ASI	Clerk to the Academy Board

Item No	Item	Action/ by who when
LAB/01/1819	<p>Apologies for Absence: Apologies were received and agreed for Mr Sumner who had been deployed.</p> <p>No apologies were received from Mr Gregory.</p>	
LAB/02/1819	<p>Declaration of interest and any changes to declarations made at the start of the year: There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
LAB/03/1819	<p>Minutes of the LAB meeting held 11th July 2018: The minutes of the meeting, having previously been received were agreed and signed by the Chair.</p>	
LAB/04/1819	<p>Matters arising from previous minutes: LAB/84/1718</p> <ul style="list-style-type: none"> To note that the Clerk provided details of the prospective governor to the AOM and is currently awaiting contact: This 	

	<p>was acknowledged by the LAB and no further comments were made.</p> <p>LAB/86/1718</p> <ul style="list-style-type: none"> Mr Gregory to complete all compulsory EduCare modules and Mr Parry to complete Safeguarding on EduCare before Septembers LAB meeting: Mr Gregory has completed all compulsory EduCare modules and the certificates have been received by the Clerk. Mr Parry has not yet completed the Safeguarding module on EduCare, The Chair highlighted the importance of completing this module and stressed that this was a matter of urgency. Mr Parry agreed that he would complete this as soon as possible and send the certificate to the Clerk. <p><u>Action:</u> Mr Parry to complete the Safeguarding module as a matter of urgency and forward the certificate to the Clerk before the end of this week.</p> <p><u>Post meeting note:</u> The Clerk received Mr Parry's Safeguarding EduCare certificate on 06.09.18.</p> <p>LAB/91/1718</p> <ul style="list-style-type: none"> To note the Clerk sent the Post 16 Newsletters to all governors on 17.7.18: This was acknowledged by the LAB and no further comments were made. 	NPA
LAB/05/1819	<p>Safeguarding: Mrs Leonard projected an update on Safeguarding.</p> <p>A number of Safeguarding documents have been updated by the government:</p> <ul style="list-style-type: none"> Keeping Children Safe in Education Working Together to Safeguard Children Sexual harassment and violence between children in schools and colleges <p>A key summary has been delivered to staff, which includes how they access the documents above and their responsibilities. The information will be circulated to governors by the Clerk.</p> <p><u>Action:</u> Clerk to email governors the updated Safeguarding information</p> <p><u>Post meeting note:</u> The Clerk emailed the information to governors on 06.09.18.</p> <p>In light of the above the following documents have been updated within the Academy:</p> <ul style="list-style-type: none"> DALP Child protection and safeguarding policy Academy appendix Walton quick guide to safeguarding 	Clerk

	<ul style="list-style-type: none"> Walton pastoral handbook <p>It was noted that face to face training regarding the above changes would be delivered to governors during a LAB meeting. However there is a whole staff training session scheduled for the 17th September which governors were welcome to attend.</p> <p>Safeguarding staffing updates:</p> <ul style="list-style-type: none"> Designated safeguarding lead – Jessica Leonard Deputy safeguarding lead – Aileen Pearce Safeguarding team – Kim Dolby, Tanya Ashwin <p>Tanya Ashwin (Attendance Officer) will also complete a two day training session in October.</p> <p>An update on MyConcern was projected. 146 incidents have been recorded by teaching and support staff during that time, 5 new incidents reported since the previous Governor update on 04.07.18. 9 are in open cases with outside agency support (increase of 2). Another 7 incidents that have been reported remain open and support is in place via the pastoral team at the Academy (decrease of 1).</p> <p>The open cases with outside agency support are the following:</p> <ul style="list-style-type: none"> Team around the child = 6 (increase of 1) Child in need = 2 (no change) Child protection = 0 (no change) MARAC (Multi Agency Risk Assessment Conference) = 1 (increase of 1) <p>It was explained that MARAC is a victim focused information sharing and risk management meeting attended by all key agencies, where high risk cases involving domestic violence are discussed.</p> <p>There are various outside support agencies whose services the Academy utilises, these have been discussed at prior meetings and remain the same. The Academy has forged strong relationships with these support services and they continue to be of great benefit to the Academy.</p> <p>There are several upcoming events at the Academy these include:</p> <ul style="list-style-type: none"> Future in minds –meeting -12.09.18 Kooth counselling – delivering assemblies to all year groups on 17.9.18 LCC (Lincolnshire County Council) Multi agency days- Year 7 & 9 -10.10.18 and 11.10.18. These are free sessions. <p>There was a MyConcern review held on 16th July with Patrick Knight who works within DALP. The results were extremely positive and the Academy continues to use MyConcern appropriately.</p>	
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	There will be a Nottinghamshire County Council (NCC) Safeguarding audit during the academic year and an Academy Safeguarding review on 17.10.18. Updates on these reviews will be provided at future meetings.	
LAB/06/1819	<p>Academy Results Performance Review/KPI headlines 2017/18</p> <p>The information had been circulated prior to the meeting.</p> <p>It was highlighted that the results were provisional and the national data was not yet available. Mr Teece explained that further information would be shared once the national data was published.</p> <p>In 2016/17 attainment and Progress 8 were important indicators and if the Academy were able to achieve a score of 0.0 or above this would be a fantastic achievement, anything below 0.0 would mean that progress was not being met.</p> <p>In KS4 over 80% of students made above average progress, with the Academy achieving a Progress 8 score of +0.67, well above the national average. 75 % of students achieved a grade 4+ and just fell short of achieving a grade 5+, this could be examined in more detail when the national data is released.</p> <p>KS4 has made fantastic progress, over 73% of students achieved at least five 4-9 grades, reflecting on how hard the students and staff have worked. It was emphasised that the positive exam results were due to a whole team effort and the continued hard work and dedication from staff members. The focus on stretch and challenge and gifted and talented were important influences on the results.</p> <p>2017 was a stronger year in comparison to 2018. Maths results had reduced in 2018, it was noted that talks were being held with the faculty lead in order to rectify any issues there may be. The focus on stretch and challenge and the problems surrounding tier entry could be accountable for the shift in Maths grades. There would be a challenge ahead to achieve and maintain a grade 4+ in Maths. Mrs Sharp noted that the grade boundaries had also changed.</p> <p>Overall attainment has increased in every subject, continuing the upward trend of the Academy results over the last three years, attainment appeared to be the highest within DALP. Once the national data is released where the Academy measures against the MAT will be evident.</p> <p>The PiXL average demonstrates how the Academy measures against other PiXL schools in the country. The Academies overall attainment is above other PiXL schools which is a great achievement.</p> <p>EBacc remains strong mainly due to the success of science (particularly triple science), all students were where they needed to be. This area will continue to improve and the Academy were happy</p>	

	<p>with the results. It was pointed out that more students are choosing to study history and geography. BTEC subjects had also performed extremely well.</p> <p>It was announced that 14 students at the Academy had obtained a grade 9 which is the highest grade achievable, the LAB were in agreement that this was a superb result. Mr Teece noted that the previous year there was 1 student who managed to achieve this grade so 14 students was tremendous and a testament to the hard work from staff and students. The focus for 2018/19 would be on pushing for more students to achieve a grade 9.</p> <p>Progress 8 results are provisional, the software used to draw comparisons from the data is 4Matrix and SISRA. The share and compare using 4Matrix was extremely accurate last academic year. The goal for Progress 8 is to achieve a result of 0.5+, previous years have seen the following results:</p> <ul style="list-style-type: none"> • 2016 = 0.27 • 2017 = 00.36 <p>The current provisional score for 2018 is 0.68, this is a superb result and the data from 4Matrix is usually pretty accurate. Overall there has been a small shift from last year but results look positive.</p> <p>The gap has widened for Pupil Premium students. 2017 the score for Pupil Premium students was 0.27 and in 2018 0.37. Pupil Premium students are still achieving results which are above the national average. The reason for the widening gap is being investigated. It was identified that one change had been the removal of one to one support for students in Maths and English, this may have had an impact. Mrs Ind questioned the reason the one to one support had been withdrawn, was this due to financial restraints? Mr Teece explained that this was one factor but the focus had previously been on the most able students and stretch and challenge.</p> <p>SEND students achieved a score of 0.35 in 2017 and 0.21 in 2018, the gap has narrowed. This was particularly due to the hard work from Mrs Leonard and the Teaching Assistants.</p> <p>Performing Arts, Polish and Philosophy were amongst the top performing subjects. It was reported that Design Textiles was no longer a subject which was being taught and that there had been some changes within P.E. and Drama. Mrs Leonard had accomplished excellent work in recovering and assisting with Drama classes and practical exams.</p>	
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	<p>The focus for 2018/19 will be on maintaining the results and fine tuning the areas in need. In the lead up to exams Year 11 tutor teams will focus on a revision/exam timetable, walking talking mocks, mental health sessions, yoga sessions and bespoke intervention as these proved to be successful last academic year. Mrs Leonard has met with the English and Maths groups to consider the areas requiring improvement.</p> <p>The Chair queried if the areas requiring improvement would be addressed in the Academy Improvement Plan (AIP). The Principal confirmed that they would be addressed in the AIP or within the faculty School Evaluation Forms (SEFs).</p> <p>Mrs Sharp discussed the KS5 results. The Academies overall pass rate was 98%, over 92% of grades were A*-E. In level 3 BTEC 65% were the top graded Distinction*. Overall the academic subjects have improved and the UCAS tariff has lowered for vocational subjects. BTEC subjects now include exams. Mr Teece noted that this was the first year that BTEC subjects had incorporated exams so much was unknown.</p> <p>Both academic attainment and progress have improved since 2017-2018. Furthermore, Year 12-13 retention rates remain extremely high at 98.4%.</p> <p>Mrs Sharp explained that one student had failed to complete the course despite frequently trying to contact them, this had meant that no level 3 qualification was awarded to this student. It was noted that contact with this student continues in an effort to encourage them to re-submit and achieve the qualification in 2018/19.</p> <p>One student achieved an A* in A Level Psychology, this was the first time an A* had been achieved in this subject due to previous known issues within Psychology. It was detailed how Paul Simpson who works within DALP had helped phenomenally with Psychology lessons.</p> <p>Health and Social Care also achieved positive results.</p> <p>It was highlighted that there was a possibility that Level 3 Criminology may be offered at the Academy next year. There had been some issues with students leaving the Academy to study elsewhere due to the fact that the Academy were no longer offering A Level Psychology or Sociology due to problems with staffing. Ideally a Social Sciences teacher would be needed in the future.</p>	
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	<p>Maternity cover will be required from October 2018 as the Health and Social Sciences teacher is due to go on maternity leave, recruiting a replacement will be crucial to maintain high results.</p> <p>Mrs Ind queried if job adverts had been published for these positions. The Principal confirmed that as of yet no job adverts had been published.</p> <p>Actions to focus on will be to look at the possibility of amending the Year 13 timetable in the run up to exams and focus on the top end and most able students in order to achieve more A* grades. Staff members will work closely with DALP colleagues from other academies.</p> <p>Mrs Ind asked what the Sixth Form numbers were. It was explained that there are currently 55 Year 12 students, 40% of these students were previously in Year 11 at the Academy. 4 students were external and there is a guest student from KGGS. It was detailed how students who had done extremely well at A Level or better than expected had chosen to study at the local grammar school instead and this had had an impact on the final numbers. The Principal explained that staff will contact the students who decided to study elsewhere at the end of next week to see how they are getting on. Some of these students may decide to return to the Academy to study.</p> <p>*Mrs Leonard left at 08:20am.</p>	
LAB/07/1819	<p>Approve training plan for 2018/19</p> <p>The 2018/19 training plan was discussed, the mandatory training areas are provided by DALP.</p> <p>The Chair explained that during November's LAB meeting a short training session would be delivered surrounding the Co-educational Plan.</p> <p>Governors were urged to contact the Clerk or the Chair if there were any areas they wished to add to the training plan. This plan will need signing as soon as possible.</p> <p><u>Action:</u> The Chair and Principal to sign approved LAB training plan before or at the next LAB meeting.</p>	Chair/Principal
LAB/08/1819	<p>GDPR update</p> <p>Mr Wright confirmed that spot checks surrounding GDPR had taken place at the Academy and all results were positive. There was no further update.</p>	
LAB/09/1819	<p>Any Academy specific issues including academy specific policies, DALP appendices and review of any updated DALP statutory policies as appropriate</p> <p>The Principal declared that the Academy Operations Manager Lucy Smith was due to leave the Academy in 4 weeks. Lucy has been an</p>	

	<p>asset to the Academy and talks were underway with Gary Corban and Karen Bonser to recruit a suitable replacement for her.</p> <p>It was explained that the Principal will be undertaking a secondment with another MAT for 3 days per week. This will mean recruiting a 'Head of School' to fulfil the position. Interviews for this position are due to take place on Monday 10th September. The Principal pointed out that this would be an exciting involvement for both the Academy and Principal and will enable opportunities to be developed. The Principal will keep governors updated on the progress of this.</p> <p><u>Action:</u> The Principal to provide an update on the above at the next LAB meeting on 14.11.18.</p> <p>To conclude the Principal led thanks to the Senior Leadership Team for the phenomenal exam results which were the result of extremely hard work and dedication from them and all the Academy staff members.</p>	Principal
LAB/10/1819	<p>Any other business previously notified to the Chair</p> <p>The Chair discussed details of an email which had been received from a staff member, acting as union rep, regarding grievances being raised against The Academy as an employer. It was understood by the Chair that the grievances were in regards to the recent consultation process and redundancies. After a discussion with all governors, it was concluded that the Chair would respond to the email, asking for assurances that the formal DALP procedure was followed. Once specific details and issues are ascertained, the LAB would be updated accordingly</p> <p><u>Action:</u> The Chair to update the LAB on the above at the next LAB meeting on 14.11.18.</p> <p>The Chair explained that two emails had been received from a previous governor regarding the consultation to increase the physical capacity at the Academy. There was a concern that the consultation period had included the summer holidays and that all the relevant information had not been released; meaning that due consideration could not be given. The Chair sought, and received, reassurance from the Principal that all information was now available on the website. The Principal assured governors that talks were held with the Department of Education (DfE) regarding the consultation process and sufficient time had been allowed for this to take place. The minimum period for a consultation is 4 weeks and the Academy had allowed 9 weeks. A response would be sent to the concerned party by the Senior Leadership Team (SLT) explaining that the process had been followed correctly and sufficient time allowed.</p>	Chair

	<p>The Chair announced that due to personal reasons the Academy Clerk to the Governors had resigned and would leave the Academy in 4 weeks. The Chair expressed thanks to the Clerk from the LAB and wished them well. A replacement would be provided from DALP until a new Clerk was recruited.</p>	
LAB/11/1819	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was Resolved</p> <p>That no confidential information had been discussed and there had been no Equality Act implications.</p>	
LAB/12/1819	<p>Date and time of next meeting:</p> <p>The next LAB meeting will be held on Wednesday 14th November at 7.30am in the Conference Room.</p>	
	<p>The meeting closed at 08:30hrs.</p> <p>Signed.....(Chair)</p> <p>Date.....</p>	