

**Minutes of the Academy Committee Meeting
held on Thursday 12 December 2019 at 7.30am
at Walton Academy**

Membership	Initials	Governor category	Absence
Miss T Boot	TB	Staff Governor	
Mrs S Cooper	SC	Parent Governor	
Mrs H Ind	HI	Appointed Governor	
Mr N Parry	NP	Appointed Governor	A
Mr N Smith (Vice Chair)	NS	Appointed Governor	
Mr M Sumner	MS	Appointed Governor	A
Mrs R Webb (Chair of Governors)	RW	Appointed Governor	
1 x Parent vacancy		Appointed Governor	

In Attendance	Initials	Position	Absence
Mr W Teece	WT	Principal	A
Mrs J Leonard	JL	Vice Principal	
Mrs Sharon Bailey	SB	Temporary Clerk & Advisor	

Item No	Item	Action/ by who/when
AC/031/1920	Apologies for absence Mr Sumner sent apologies due to work commitments, his apologies were accepted. No apologies for absence have been received from Mr Parry the clerk was asked to write to them to remind them of their requirement to attend. To date no correspondence has been received from Mr Parry.	Clerk
AC/032/1920	Appointment of new Appointed Governor to the Academy Committee Mr Buckley Mr Buckley sent apologies due to a family emergency. In his absence Governors voted unanimously for Mr Buckley to join the Academy Committee for a four-year term of office.	
AC/033/1920	Declaration of interest and any changes to declarations made at the start of the year. There were no declarations of interest, or any changes from the start of the year, either direct or indirect, for any items of business on the agenda.	
AC/034/1920	Minutes of the last Local Academy Board meeting held on 6 November 2019. The minutes of the meeting, having previously been received, were agreed and signed by the chair.	
AC/035/1920	Matters Arising: AC/015/1920 Safeguarding audit The Governors were advised that the safeguarding audit will be part of the Academy Improvement Review (AIR) 10	



January 2019. The Vice Principal has reviewed the Single Central Record (SCR) as a priority ensuring that all staff up to date with their safeguarding training.

The Chair stated that it is an Ofsted expectation that all staff are trained in safeguarding and enquired what training support is offered to staff. The Principal responded that staff receiving face to face training.

The Chair questioned the length of the face to face training. The Principal responded that the face to face training is 1 hour long and that there are further modules to complete on EduCare. Safer recruitment training is fully up to date.

The Chair enquired if the students have any understanding of safeguarding. The Principal responded that the Head of House informs the students about safeguarding.

The Vice Principal advised the governors that safeguarding best practice is being launched for when the Designated Safeguarding Lead (DSL) is not on site. All staff log safeguarding concerns on My Concern.

The Chair suggested that the governors devise a set of questions about safeguarding to be asked to random picked students during break/lunch. This will gauge what level of understanding students have regarding safeguarding.

The Governors agreed to 5 different set of question. Mrs Ind will complete the first set of question and Mrs Cooper will complete 5 questions following the committee meeting in February.

AC/017/1920 AIP (received post meeting – agenda item below)

The AIP has been circulated to the governors and will be discussed under agenda item AC/ 042 /1920.

AC/018/1920 PAN/admission change

A discussion arose regarding the previous decision to increase the current Pupil Admission Number to 180 and the delay to the electricity supply in the new build. The Principal has completed a PAN review, currently classrooms room are not appropriately placed, and the Science department is dispersed across the academy.

The Chair enquired if the Principal is liaising with the Trust regarding the PAN. The Principal responded that Patrick Knight (Associate Principal for PDBA is reviewing the PAN of 180 and there is a suggestion that the PAN is decreased to 150.



	<p><u>The Chair asked</u> for the governors' thoughts regarding decreasing the PAN. The Governors responded that budget implications will have to be considered and requested further clarification on the decision to increase the PAN.</p> <p>The Principal advised that the budget is based on the Curriculum Led Financial Plan (CLFP). There are concerns with the PAN of 180 and the capacity of the hall during the exam period, the SEND impact and weather factors.</p> <p>It was confirmed that any decision regarding the reduction to the PAN will have to be for the 2022/2023 admission policy as the consultation period for 2021/2022 has lapsed.</p> <p><u>The Chair requested</u> that the Principal investigates the reason why the PAN was increased with the Senior Principal and feedback the information to this academy committee.</p> <p>Action: The Principal to discuss the decision to increase the PAN to 180 with the Senior Principal and feedback the information to the academy committee</p> <p>AC/020/1920 Kitchen update/funding</p> <p>The Principal advised the Governors that CaterLink have taken over the catering contract. The catering staff have tupeed across to the new company and the kitchen is due to be refurbished using the capital budget.</p> <p>Mrs Cooper <u>raised a concern</u> that the refurbishment is a large expenditure and <u>questioned</u> the rational of the spend. The Principal responded that the decision regarding the spend was made by the Trust. The kitchen has not been refurbished since the building was built. A full kitchen refurbishment will be more efficient in the long term.</p> <p>The Governors stated that the money would be better spend elsewhere and <u>questioned</u> having an Academy Committee if they have no influence on any decision. The Principal responded that he raised his concern regarding the kitchen refurbishment with the Senior Principal who reports to the Education Leadership Group (ELG).</p> <p><u>The Chair raised</u> a concern that the governors are volunteers who are giving up their time and are now questioning the point of the academy committee as they have no influence on any decisions that are made. The Principal responded that issues have been raised at the Principal group and Trustees need to know there is a disconnect with academy committees.</p>	<p>Principal/Term 2</p>
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	<p>The Clerk advised the Chair that there is a committee report that the academy committee completes following the academy committee meetings. The report goes to the Governance and Partnership committee. Significant risk and concerns can be raised via the report.</p> <p>AC/022/1920 AP Provision – lessons learnt from the permanent exclusion. The Principal informed the governors that following lesson learnt from the permanent exclusion, plans have been made moving forward around the new curriculum and the staffing reductions that were undertaken in May 2019. There is an increase in the Special Education Needs (SEN) and Pupil Premium (PP) cohort who had previously been picked up by the learning mentors. Due to the staff reductions learning mentors are no longer in place and the poor behaviour has increased. There is potential for additional funding for a member of staff to oversee the Alternative Provision. It has been suggested that Walton adapts Tuxford Academies HEALM provision. The HEALM provision is where students receive support. The temporary interim solution is to offer different curriculum pathways ensuring progress for the students.</p> <p><u>The Chair enquired</u> if there is a safe area for children. The Vice Principal responded that she has invited the SENDCo from Lincolnshire County Council as this differs from the Notts County Council for advice on the inclusion ladder and additional funding.</p> <p><u>The Governors questioned</u> where the alternative provision will be located. The Principal responded that a possibility is a breakout classroom in the new build previously the conference suite however no decision has been made.</p> <p><u>The Governors enquired</u> how many children will attend the alternative provision. The Vice Principal responded that between 5 and 10 will attend, all will have different pathways according to their needs.</p> <p><u>The Governors queried</u> where the children with behavioural needs are currently sent when issues arise. The Principal responded that currently the children are sent to the Senior Leadership corridor which does have an impact on visitors.</p> <p>AC/026/1920 Confirmation safeguarding training been completed HI and TB Miss Boot confirmed that she has completed the safeguarding training. Mr Smith and Mrs Ind were advised that they must complete their safeguarding training. Instructions to the NGA learning link and EduCare link to be sent to Mr Smith and Mrs Ind by the Clerk.</p>	<p>Clerk/ASAP</p>
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AC/036/1920	<p>Safeguarding; culture and compliance Discussed under agenda item AC/035/1920</p>	
AC/037/1920	<p>Risk Register inc. Health & Safety, staff & pupil wellbeing, GDPR The Principal advised the governors that the Business Manager meets with key members of staff within the academy to identify risk and mitigate against those risks within the academy, identified risk are as follows:</p> <ul style="list-style-type: none"> - Recruitment of Science teachers is to be re advertised as a member of staff from the science department is leaving at Christmas and a member of the science department is due to go on Maternity. The academy secured a candidate for 3 days and for 1 day however there are delays due to recruitment issues. <p><u>The Chair questioned</u> the reason of the departing member of staff. The Principal responded that the member of staff has been at Walton for 6 years and was seeking promotion.</p> <p><u>The Chair enquired</u> if there is an offer of development within the academy. The Principal responded that the Trust offer training for all staff however staff can be static in development. Staff seeking promotion can be a Head of House, Subject Lead or a Pastoral Lead.</p> <p><u>The Governors queried</u> what the Principal is doing to retain staff. The Principal responded that a questionnaire regarding career progression has been circulated to staff. The Trust offer is to offer training through the Institute. Staff can examine the different career pathways available. Opportunities for staff include shadowing leadership, secondments and the Joint Project Development (JPD) group. Training available is at no additional cost. However, some teachers are happy to be subject leaders.</p> <p>The Chair stated that it is important that the governors are aware of the CPD available to staff.</p> <p>The Principal advised the governors that there are staff undertaking professional development and that the academy must find a balance between enabling staff to attend training sessions and covering the staff attending those training sessions.</p> <p>The Governors suggested that training opportunities are incorporated into the job vacancies adverts to attract more applications. The Principal responded he has held discussions with HR and the adverts have been revised.</p> <p>The Governors enquired if the academy is completely reliant on the adverts for job vacancies. The Principal responded</p>	



	<p>that word of mouth through agencies can help with recruitment process however agency costs are expensive. It is recognised by the Department of Education that it is difficult to recruit in certain areas and that there will be a challenge with Leadership recruitment in Lincolnshire 2021.</p> <p>Mrs Ind stated that the work undertaken on Walton Academy workload charter is impressive and the staff should be congratulated.</p> <p>The Principal presented a power point to the governors that demonstrates the workload charter:</p> <p>The core aim is to ensure “Everyone achieves their full potential”</p> <p>The academy view is that the teacher is the professional and the expert in the classroom, therefore the academy provides high quality CPD. The academy supports the staff to use their time efficiently and effectively, so it has the greatest impact on learning and outcomes ensuring staff workload and well-being is taken seriously. Staff wellbeing packs are provided to staff.</p> <ul style="list-style-type: none"> - Previously reported the new build remains a risk with the delay to getting electricity supplied to the new build and will continue to be monitored. 	
<p>AC/038/1920</p>	<p>Performance review to include:</p> <ol style="list-style-type: none"> 1) <i>Review of all staff in 2018/2019 including recommendations for pay progression or any staff being held back</i> <p>The Principal advised the governors that all staff eligible to received pay progression have received pay progression. Targets were set and evident. The pay committee approved pay progression and staff received backdated pay.</p> <p>The Governors questioned if all staff pay progression is approved at the pay committee. The Principal responded that staff’s pay progression is approved at the pay committee and staff evident training through Blue Sky</p> <ol style="list-style-type: none"> 2) <i>UPS/TLR performance review/relevance/impact on outcomes: any changes</i> <p>The Principal advised that there are no changes to report.</p> <ol style="list-style-type: none"> 3) <i>Review of temporary TLR points and those due to expire.</i> <p>The Principal advised the governors what a Teacher Learning Responsibility (TLR) is. TLR is an additional</p>	



	<p>payment given to a teacher who is doing an additional responsibility alongside their teaching role. Currently 2 members of staff have temporary responsibilities. 1 teacher TLR and 1 support staff (SSR).</p>	
<p>AC/039/1920</p>	<p>Curriculum The Principal summarised the curriculum review previously received by governors. Phase 1 was to examine Walton’s current position and what the academy needs to do regarding the new Ofsted framework. Overall Walton has good attainment, key questions are Intent, Aims and Outcomes. The Identified area is content versus depth. Knowledge is key to adhere to the national curriculum against Walton’s own curriculum offer. Phase 3 is the curriculum model; Ofsted state they have no preferred curriculum model however feedback is that the preferred model is that Key Stage 3 is delivered over 3 years and Key Stage 4 is delivered over 2 years. There are gaps in Spiritual Moral, Social and Cultural (SMSC), Sexual and Relationship Education (SRE) and education citizens. The new framework will be a challenge for all, and Walton’s curriculum offer will look at typicality versus systemic. Ofsted will be alert to signs of narrowing in the key stage 2 and 3 curriculum. If a school has shortened key stage 3 the Ofsted inspectors will examine this to ensure that the school has made provision so that all pupils can still study a broad range of subjects. The EBacc ambition needs to be included in the new framework as it is an important factor in understanding a school’s level of ambition for its pupils. Inspectors will need to be made aware of the school preparation ensuring that the ambition is achieved.</p> <p>Two examples of Ofsted inspections taken place this academic year are included within this presentation.</p> <p><u>The Governors enquired</u> what the benefit could be in a reduction to the length of Key Stage 3. The Principal respond that a benefit is that GCSE’s can commence earlier. New topics can be included in Year 9 where there is a dip as students could be doing a subject they do not like.</p> <p>The Governors stated that it appears to be a lot of work to cover in 2 years. The Principal responded that the national curriculum is 3 years long and is equally as ambitious. GCSE specification is 2 years and additional time can be picked up in Key Stage 4 which could be seen as gaming.</p> <p><u>The Governors questioned</u> what the transition period is for the new curriculum framework to be in place. The Principal responded that the transition period is 1 year.</p> <p>Miss Boot and Mrs Leonard leave at 8.35am.</p>	



	<p>In summary the power point curriculum offer presentation examines the issues and implications, gaming for extra time, KS3 model over 2 or 3 years, examining the current model, potential model and the best fit model for Walton Academy ensuring the least amount of change for staff whilst covering the depth and breadth of the curriculum and is reflected within Diverse Academies. The model will go to the Curriculum Development Group (CDG) and is not a top down model.</p> <p><u>The Governors questioned</u> who the Principal presents the curriculum model to. The Principal responded that he reports to the Senior Principal and the Senior Executive Leads.</p> <p>The Governors commented that it appears that there are too many additional layers.</p> <p>The Chair stated that there is a requirement for curriculum maps. The Principal responded that clear intent statements and maps will be place January 2020.</p> <p><u>The Governors enquired</u> whether the curriculum intent and maps will be visible around the academy for the pupils and parents.</p> <p>Learning journeys and subject mapping are due in the classroom in February.</p> <p>Subject leaders are still needed for PSHE/RSE. Deadline for PSHE/RSE is 13 December. Two members of staff have shown an interest.</p>	
<p>AC/0/1920</p>	<p>This agenda item was taken out of turn</p> <p>Attendance by Head Girl</p> <p>The Chair introduced the governors to the head girls and welcomed them to the meeting.</p> <p>The girls introduced themselves as Evie, Pippa and Abbey. The girls attend student council meetings and are Year 11 leads, they feedback information to their forms.</p> <p>The girls are helping with the eco award and have put recycle bins in place, the Year 11 prom, leavers hoodies and assemblies. The Eco award is a nationally recognised award.</p> <p><u>The Chair questioned</u> how being Year 11 leads and head girl will help them once they have left school. The Girls responded that it has helped with developing their leadership and communication skills.</p>	



	<p><u>The Governors enquired</u> if the girls have plans to stay on in Year 12. One girl responded that she is going elsewhere as they have the subject that she wants to study, one is planning on staying in Year 12 and one is yet to decide.</p> <p><u>The Governors questioned</u> if the reasons are known why pupils decide not to stay on to Year 12. The girls responded that the subject offer or that students want a change could be factor.</p> <p><u>The Chair queried</u> whether the girls are aware of what the governor's role is. The girls responded that they were not aware of what the governor's role is.</p> <p>The Chair stated that the governors need to support more and be visible within the academy.</p> <p><u>The Governors questioned</u> what the selling point of Walton Academy is. The girls responded that the schools have a good cultural environment.</p> <p><u>The Governors enquired</u> what would be the number 1 thing to changes at the academy that the governors should be aware of. The girls responded that there are no outstanding issues.</p> <p>The Chair thanked the girls and invited them to another academy committee meeting before the end of year 11. The girls left at 8.45am</p> <p>The Chair stated that there is a clear message that the girls are unaware of the Governors, and the Chair will attend more assemblies. The Principal responded that governors are always welcome.</p> <p>The culture of Walton Academy is good.</p>	
<p>AC/040/1920</p>	<p>Inclusion and Alternative Provision Previously discussed under agenda item AC/035/1920</p>	
<p>AC/041/1920</p>	<p>Staffing/CLFP The Principal summarised the Curriculum Led Finance Planning (CLFP) document that the governors previously received. The CLFP drives the budget which deploys subject and staff deployment and identifies any slack. The post for Maths will also be used to plug the gap in Science. The CLFP is viewed by Simon Lowe the Finance Manager for the Trust.</p>	
<p>AC/042/1920</p>	<p>Receipt/approval of AIP for 2019/20 The Chair suggested that the curriculum mapping is more explicit and clearer next steps identified for students in the outcomes.</p>	



	The governors approved the AIP	
AC/043/1920	<p>Dashboard https://reports.dalp.org.uk/ review to include: Student performance (YRS 11 & 13) HR report</p> <p>The Principal advised the governors that the dashboard represents headline data</p> <p>The Governors stated that the data is lacking substance and that they are unable to see full details particular with finance.</p> <p>The Principal stated that he has sought clarification with the finance manager regarding the 8K figure that he is unaware of and the £89K deficit figure as the figures appear confusing.</p> <p>The Principal will report the findings to the governors</p>	
AC/044/1920	Finance: Cash Flow Management Accounts Discussed under agenda item AC/043/1920	
AC/045/1920	<p>What has been discussed to impact on outcomes for students Alternative Provision SEND need.</p>	
AC/046/1920	<p>How have governors held the school leaders to account Questions regarding the dashboard Kitchen refurbishment</p>	
AC/047/1920	<p>Governors report to trustees To be completed after the meeting and to include:</p> <ul style="list-style-type: none"> - Celebrate the work undertaken with the workload charter - Ofsted framework - Justification of the Capital spend - Governor input to decisions. 	
AC/048/1920	<p>Determination of Confidentiality of Business, Equalities Act consideration, Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved</p> <ul style="list-style-type: none"> - There were no confidential items discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
	<p>Date and time of next meeting: Academy Committee meeting Wednesday 5 2020 7.30am</p> <p>The meeting closed at 9.20am</p>	



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Signed by Chair:

Date: