

**Minutes of the Academy Committee Meeting
held on Wednesday 5 February 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	A
Mr M Sumner	MS	Appointed Governor	
Mrs R Webb (Chair of Governors)	RW	Appointed Governor	
Mr N Buckley	NB	Appointed Governor	A

In Attendance	Initials	Position	Absence
Mrs C Saxelby	CS	Senior Principal	
Mr W Teece	WT	Principal	
Mrs J Sharp	JS	Assistant Principal	
Mrs J Leonard	JL	Vice Principal	A
Miss K Bagnall	KB	Business Operations Manager	
Mrs R Chambers	RC	Clerk and Advisor to the Committee	

Item No	Item	Action/ by who/when
AC/049/1920	<p>Apologies for absence Both Mr Smith and Mr Buckley sent apologies due to medical reasons, their apologies were accepted. No apologies have been received from Mr Parry. The clerk is to send a final letter to remind him of the requirement to attend. There was also a welcome to the new clerk to the academy committee.</p>	Clerk
AC/050/1920	<p>Declaration of interest and any changes to declarations made at the start of the year. There were no declarations of interest, or any changed from the start of the year, either direct or indirect, for any items on the business agenda.</p>	
AC/051/1920	<p>Training; FFT Aspire Data All AC members in attendance were happy that training wasn't required on the FFT Aspire Data due to having previous training. It was agreed if they needed a refresher then they would request training.</p>	



<p>AC/052/1920</p>	<p>Minutes of the last Local Academy Board meeting held on 11 December 2019. The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
<p>AC/053/1920</p>	<p>Matters Arising: AC/018/1920 – discussion on PAN: The Principal had the ERM (Educational Review Meeting) recently and he advised he has had to submit a business case to the Trust that will go via the SEM (Senior Executive Meeting). The business case needs to detail why the Academy think the PAN should be reduced. It was highlighted to AC members that the information used was from the first plan which included the net capacity of the school. This confirmed you could get 180 students in but there would be a need to reconfigure classrooms and it would be highly likely that lessons would be taught out of incorrect rooms e.g. Science not in Science and not being taught by specialist teachers. It was stressed to AC members that this would have a large impact on the both the students and the Academy and also didn't take into consideration social space e.g. dining, changing, toilets and outdoor space. The business case has 2 outcomes;</p> <ol style="list-style-type: none"> 1. Reduce PAN 2. Between Local Authority and Trust they need to provide more funding to Academy to expand the site <p>AC members were informed that the business case is now with the Leadership team for review and will be on the agenda at the next SEM meeting. The window for the next round of admissions has been missed so the academy will have another 2 years at 180 which is financially beneficial.</p> <p><u>The AC members questioned</u> when the next deadline will be and the Principal confirmed it is a year. <u>The AC members further requested</u> that they are kept up to date following the SEM meeting and when this goes to the Trustees.</p> <p><u>The AC members questioned</u> who internally approved the report that said the PAN of 180 was suitable. The Senior Principal confirmed it was the Local Authority and it was then suggested there had been a “dangled carrot” from the LA to undertake building in 2 phases. Building 1 has been completed and now the academy needs to get LCC to keep the increased PAN to get building 2 but they are now retracting on that offer.</p> <p>Mr Sumner joined the meeting at 7.34am.</p> <p><u>The AC members suggested</u> they need to ensure the LA honour the original commitments. The Principal highlighted that even if they do honour it and provide extra classrooms there is still no space for the social space e.g. for lunch and moving around.</p>	<p>Principal</p>



	<p>Miss Boot joined the meeting at 7.35am</p> <p>The Principal then suggested that there are other key issues which hadn't been considered e.g. examinations. If there is a cohort of 180, plus all the requests for special circumstances there isn't the space for exams. The suggestion from the LA was to move the students to the Meres Leisure Centre to do their exams there.</p> <p><u>AC members all agreed</u> this was not acceptable and would cause more disruption to students at a time that is crucial to their future.</p> <p>The Principal further discussed how he had returned to the LA regarding the lunch time space issue and their suggestion had been to split lunchtimes which doesn't suit the site and doesn't work with the cohort sizes.</p> <p><u>The AC members confirmed</u> there wasn't a full impact assessment when the first decision had been made. If option 1 to reduce the PAN is agreed, then great however if it isn't then they will need to go back to the people who agreed the increase of the PAN previously. If option 2 and the funding is received, then still need to go back now the impact assessment has been done.</p> <p>AC/026/1920 – stakeholder visits: Discussed under agenda item AC/059/1920</p>	
AC/054/1920	<p>Mid-year review of progress made in AIP</p> <p><u>The chair highlighted</u> to the AC members that the AIP (Academy Improvement Plan) is linked to the ERM (Educational Review Meeting), <u>the chair then requested</u> the Principal brief the AC members on who the ERM goes too and what scrutiny it gets. The Principal confirmed the ERM is part of the CSI (Challenge Support Intervention) process whereby Senior Executive Leaders go to the Academy to do Educational Review Meetings (ERM). The ERM meetings focus on key areas of Ofsted and look at the overall effectiveness of the leadership team and also look at all areas of GDPR & safeguarding. Academy staff then go through and highlight the key things in those areas and the progress that has been made towards the targets in the AIP.</p> <p>This process is completed by the SEL (Senior Executive Leads) and the Academy undertaking a learning audit where they can pick up any issues they may have found through the AIR or previous ERM's and look at the impact of the strategies.</p> <p><u>The AC members questioned</u> where the challenge is coming from. The Principal confirmed the challenge is the same as the CSI. So they will be looking at all of the information provided e.g.</p>	



	<p>attendance, exclusion, outcomes and will be scrutinised around these areas.</p> <p><u>The AC members requested confirmation</u> that the copy of the AIP they have been given is the pre-challenge, of which the Senior Principal confirmed that the minutes from the previous meeting is where you can see the challenges senior leaders are getting.</p> <p><u>The AC members requested</u> a copy of the minutes so they can see the challenges given to the Principal.</p> <p>The Principal further explained the AIP compliments ERM but the AIP is reviewed internally on a monthly basis to ensure they are hitting targets.</p> <p><u>The AC members queried</u> that on page 3 of the AIP it mentions staff need to follow PIXL principles to meet their progress targets yet in the ERM there is reference to appointing a new PIXL champion so there is a bit of disconnect on how they are delivering what is expected in the AIP and then how the AC members are informed about that. The Principal responded highlighting there is a mismatch as it is looking at different things, so the core expectations are shared with all staff. The Academy is then reviewed on the QA process by learning walks / lesson observations and picked up through that process. Within the ERM it discusses the appointment of PIXL champion which was for PIXL Classroom and PIXL Independence which are 2 new strategies that Walton Academy hasn't implemented as much as they intend too. The Senior Principal then further highlighted that for AC members the AIP is more pertinent instead of the ERM as the it shows the academy led improvements whereas the ERM agenda is set externally as it's a snapshot of where you are.</p> <p><u>The Chair requested</u> that all AC members review the AIP and ask questions if they are unsure of progress made towards targets and areas of development</p> <p><u>The AC members questioned</u> that in the AIP it states that Walton want to be the highest performing academy in the country and to get the progress score up to 0.98. The idea to push KS4 to 2 years highlights a concern that certain subjects need 3 years.</p> <p><u>They questioned</u> how the Academy are going to reassure stakeholders and AC members that it is going to manage to deliver, for example, the entire curriculum for triple science when the suggestion is to reduce it from 3 to 2 years, and whether this will result in stressed staff, stressed students when there is now a big focus on mental health.</p> <p>The Principal confirmed that the decision was made with the SEL and in the AIR meeting that the Academy is likely to be downgraded to Requires Improvement if it has a 3-year KS3</p>	<p>Principal</p>
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	<p>curriculum and if it chooses to retain this it will have to take the consequences or to maintain what at 'good' and control it.</p> <p><u>The AC members further stated</u> that would be reasonable if they hadn't changed the criteria for the GCSE's. The Principal explained that 2010 Academies Act states that a Trust on behalf of its academies can decide not to follow the national curriculum if it has the breadth and depth of the national curriculum, but Ofsted's new framework suggests the need to follow it. The decision as a trust was to go to a 3-year curriculum and while it was considered that they could operate a hybrid model, it was agreed this was unwise to do so. The Principal confirmed there has been lots of other work around the quality of teaching and learning, the robustness of systems, aspiration and the development of the core team which has had a direct impact on the students.</p> <p><u>The AC members highlighted</u> that they had chosen Science for the example as the performance is incredible. The Principal agreed but highlighted the fact that Science gets an additional 100 hours which is significant. If other subjects like MFL had the additional 100 hours, then those results would be higher. Mr Hoad has spent a lot of time looking at different models, alongside Middle Leaders. It is believed they have the best model moving forward, one which still gives those areas the time to still achieve like others have. There is also no reason why they can't start to teach the GCSE content in yr9 even though they haven't made their choices until end of yr9.</p>	
AC/055/1920	<p>Safeguarding; culture and compliance</p> <p><u>The Chair confirmed</u> the Trust internal review had been distributed for reading prior to the meeting. There was praise for everything being green.</p> <p><u>The Chair questioned</u> that in the ERM document it was noted there is a need for alternative provision however it wasn't commented upon in the safeguarding review. The Principal responded saying the safeguarding review is from a compliance view rather than the curriculum so covering things like the single central record and issues around safeguarding checks. The alternative provision is being driven by offering students the curriculum that best suits their needs which is why it hasn't been touched upon under safeguarding.</p> <p><u>AC members questioned</u> the training that is available as the last course that was due to be attended was cancelled. Miss Boot confirmed that the Outstanding Teaching Assistant Programme was really beneficial and there was a lot of positive feedback. This programme has been cancelled moving forward but there is some work being done to offer it again. It was highlighted to the AC members that there is comprehensive offer from the Institute which has been well received and other courses have been</p>	



	<p>attended. There are quite a few attending the Health & Wellbeing course and transport has been arranged.</p> <p>The Principal wanted to recognise the work that was exceptionally well led by Mrs Leonard to achieve a very positive safeguarding review for 2 years in a row.</p> <p><u>The AC members questioned</u> whether elements from the safeguarding review could be shared with stakeholders and used in marketing as a way of showcasing the academy. The Senior Principal said this should be possible.</p>	
<p>AC/056/1920</p>	<p>Risk Register inc. Health & Safety, staff & pupil wellbeing, GDPR</p> <p>The risk register is an online portal and an overview had been provided which Mrs Bagnall displayed on the screen for the AC members to view.</p> <p><u>The Chair questioned</u> whether the risk register included risks associated with student wellbeing in the reduced facilities that are available at the moment. Mrs Bagnall confirmed it does.</p> <p>Mrs Bagnall also highlighted the 3 main threats:</p> <ol style="list-style-type: none"> 1. Being unable to recruit a science teacher. 2. Not enough resources and classroom equipment. 3. The PAN restricting dining and social spaces. <p><u>The AC members questioned</u> if there is a risk around the wellbeing of students specifically. The Principal confirmed there is and highlighted this document was just a snapshot from the dashboard as the document is too large. It was also highlighted that Mrs Bagnall has had an exceptional review from the Trust around the risk register.</p> <p>Mrs Bagnall confirmed there is a risk committee meeting every term that all business managers attend where it is documented whether the risks are going to be tolerated or treated.</p>	
<p>AC/057/1920</p>	<p>Any academy specific items including policy appendix ratification:</p> <p>PAN discussed under agenda item AC/018/1920.</p> <p>Buildings;</p> <p>The new build overrun is now impacting on the outside space which means the WTM (walking talking mocks) aren't happening as planned.</p> <ul style="list-style-type: none"> - WTM is in exam conditions in the hall and a member of the staff will chat students through the exam process, modelling what students should be doing. 	



	<p>- They have had to be done in classrooms, so the impact has been lost from doing it in the examination hall. The tennis courts are also out of action and are now reduced in size. The works are now meant to be completed over February half term. The official handover from LCC happened on 31/01/2020 and the electricians & IT are currently installing their specialist areas. Over the next 2 weeks everything will be completed. The area where the portacabins were located is just mud so this just needs to be made good whether this be paving or tarmac etc.</p> <p><u>The AC members questioned</u> where there is any compensation on the building delay. The Principal highlighted the contract with the builders is with LCC not with Walton Academy. Some of the delays were around the design which the Academy amended so that the build was fit for purpose so not the building company's fault. <u>The AC members further questioned</u> whether there has been any time for snagging. The Principal confirmed that all certificates were handed over on 31/01/2020 and that there was a week of snagging leading up to this date. There is a year warranty for everything in the building. The Principal informed the governors that the open evening will coincide with the grand opening and that an invite will be sent to all AC members.</p> <p><u>The chair highlighted</u> Phase 2 of the shared leadership restructure and that details are not being shared in a coherent fashion, creating unnecessary unrest and uncertainty. The Principal confirmed that there has been some more clarity but not sufficient. There will be clarity before half term on Phase 2.</p> <p><u>The chair questioned</u> the MAT contribution of 17% when the average should be between 3-5%. <u>It was further questioned by the AC members</u> as to what they are getting for the 17%. The Principal highlighted it was discussed at ERM with Dave Cotton (the new CEO) as the national average is 5%. He reminded the AC that a lot of that charge would sit at academy level if they didn't have the trust HQ e.g. data, marketing, HR.</p> <p><u>The AC members queried</u> if the Principal felt comfortable / happy that Walton is receiving 17% of central support. The Principal responded that education is in a time where it isn't getting funding it needs so at academy level, they are feeling the pinch. <u>The chair pushed further into</u> whether the Academy are receiving the support. <u>An AC member then asked</u> for a really quick calculation of the support the Academy would need as a standalone. The Principal replied saying this had been done and that they would still be adrift by a considerable amount but however in that, Walton Academy is part of a MAT so it must be done on that level. <u>It was further asked by the AC members</u> whether the academy could be run cheaper as a standalone. The</p>	<p>Principal</p>
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	<p>The Principal did a quick recap of the dashboard for AC members and highlighted that Walton Academy is maintaining an exceptionally strong position. The Academic VA is in line with where it needs to be. Applied General is significantly below but this is the same as the year before but then it changed to just above 0 when the results came in. Some of this is down to being predicted lower than the outcome which is due to the change in qualifications. With Applied General (the old BTEC), the staff knew what the students needed to do to get the results whereas now it is heavily exam based so staff are learning the best way to predict the results. With this in mind, the Principal is confident results will go close to 0 which will be very positive.</p> <p>The Principal further highlighted that the students in KS4 are doing really well however this is having a negative effect in KS5 as they need to advance on their already excellent knowledge.</p> <p><u>The AC members questioned</u> what the Academy is doing to retain students in KS5. The Principal replied saying they are doing what they have previously done. Every student gets a 1-1 with one of the Senior Leaders as well as assemblies and open events. <u>The AC members further enquired</u> how they are informing parents. The Principal detailed that this was again through open evening. The Academy is getting more students now due to the amalgamation with Kings Boys. <u>AC members then asked</u> regarding the support from marketing with the KS5 retention. The Principal highlighted this was all being done centrally but is happy with the support.</p> <p><u>The AC members then enquired</u> how the integration of the boys was going. The Principal detailed that on the ground the boys have settled in very well and are doing very well academically. In terms of the KPI's, it has also gone well but it is a very different cohort. There is a 10% increase on Pupil Premium and more SEND on entry which is highlighting more of a need. The Senior Principal further highlighted the strength that the small cohort in year 7 is helping to help smooth out any issues e.g. appearance.</p> <p>The agenda was then taken out of order.</p>	
<p>AC/061/1920</p>	<p>PDBA inc. exclusions & provisions in place / attendance / PA%</p> <p>The clerk highlighted to the Academy committee members that since the information has been distributed to AC members there had been 1 x 5 day exclusion.</p>	
<p>AC/062/1819</p>	<p>Finance update as of 31.12.19</p> <p><u>The Chair questioned</u> whether the management report had been linked to the dashboard. The Principal informed the AC members that this is all the information they currently have. The dashboard is slightly adrift from where they need to be which is predominantly from supply costs from long term absence.</p>	



	<p><u>AC members then questioned</u> whether the long term absences were in core subjects of which the Principal confirmed some were. These have been highlighted on the risk register.</p> <p>The Principal went on to highlight that one of the other big absences on the dashboard is training so not an illness. It was highlighted that the Institute has a comprehensive programme and that Walton has had a great uptake which then takes staff out of the Academy, resulting in requiring cover. At the moment the Principal has stopped staff attending courses. It has been feedback to the Institute that it is better to the academy if courses are for a full day rather than 2 x half days and this has been taken on board.</p> <p><u>The AC members then questioned</u> who scrutinises the finances for the Academy. The Principal confirmed that the financial information is given to both the Principal and the Senior Principal. The information is then questioned by the Senior Finance Manager and the Chief Operating Officer. Any sign off has to be done by finance, HR and a Senior Executive Lead or Senior Principal.</p>	
<p>AC/063/1920</p>	<p>HR Report as of 31.12.19</p> <p>Covered under agenda item AC/062/1819</p> <p><u>The AC members did highlight</u> the need for comparative data so they can see the year on year trends with HR issues.</p>	<p>Clerk</p>
<p>AC/064/1920</p>	<p>Completion of Ofsted areas tracking document & discussion about recent AIR.</p> <p><u>The Chair questioned</u> how prepared the academy is for Ofsted. The Principal responded by highlighting the fact Ofsted is no longer all about data and results but more about the curriculum and quality of education. All Middle Leaders have had training on this and all now have curriculum maps. The AIR had been really testing and staff have been trained to talk in the new framework language which is hard when they have only had one experience. There is a big focus around the KS3 2 year plan but the Academy has had exceptional feedback and are awaiting the final report. <u>The Chair requested</u> to see a copy of the report once this comes in which the Principal agreed with. <u>The Chair further questioned</u> if it had the same challenge as the FARS. The Principal said it did and the only implications from this was the switch in language.</p> <p><u>The AC members queried</u> whether the feedback had been taken from the senior leaders and middle leaders' team. The Principal has shared the feedback with the team and highlighted that there weren't as many as lessons that were visited and the ones that were visited were for much shorter time. <u>The AC members</u></p>	<p>Principal</p>



	<p><u>further questioned</u> why the staff didn't receive feedback on the observations to which the Principal highlighted the lessons were only attended for 10 minutes to see the students and the lesson rather than observing the full lesson. <u>The staff governor further highlighted</u> that staff were disappointed that not many lessons were attended when there had been a lot of preparation.</p> <p>The Principal to distribute so AC members can read.</p> <p>Mrs Webb left the meeting 8.51am and Mrs Cooper took over as Chair.</p>	Principal
AC/065/1920	<p>Complete report to Trustees AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> • Queries in to the 17% MAT contribution • Communication on the reduction in PAN decision • Request for more feedback from the Trustees 	
AC/066/1920	<p>Determination of Confidentiality Equalities Act consideration 7 Nolan Principles AC members 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 Equalities Act implications • Attendees were content that all decisions made adhere to the 7 Nolan Principles. 	
	<p>Date and time of next meeting: Academy Committee meeting Wednesday 25 March 2020 7.30am</p> <p>The meeting closed at 8.57am</p>	

Signed by Chair:

Date: