



**Minutes of the Academy Committee Meeting
held on Wednesday 30 September at 7.30am
via Microsoft Teams**

Membership	Initials	Governor category	Absence
Mrs S Cooper	SC	Parent Governor	
Mrs H Ind	HI	Appointed Governor	
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	
<i>Staff governor vacancy</i>			

In Attendance	Initials	Position	Absence
Mrs C Saxelby	CS	Senior Principal	
Mrs J Leonard	JL	Principal	
Mrs J Sharp	JS	Assistant Principal	A
Miss K Bagnall	KB	Business Operations Manager	A
Mrs R Chambers	RC	Clerk and Advisor to the Committee	
Mrs Alison Elway	AKE	Head of Governance	
Mrs Emma Shipstone	ES	<i>Observer</i>	

Item No	Item	Action/ by who/ when
AC/01/2021	<p>Training – Scheme of Delegation with Alison Elway Mrs Elway projected the Scheme of Delegation on to the screen and discussed the document with the governors.</p> <p>See appendix one for the full run through of what the governors were informed of.</p> <p><i>Sarah Cooper joined the meeting at 7.49am.</i></p> <p>The Chair advised the governors that it is a large document, but it is key to understand where the governors sit with attention being drawn to page 20 / point 8.6 where it capsulates everything governors do. It was stressed that the governors need to understand how they fit into the bullet points, so they were advised to have a look and inform Mrs Webb if there were any concerns.</p> <p>The Chair highlighted to the governors about the recent trust safeguarding training where only the chair had attended. All governors were asked to catch up on the recording from the session. The session had provided questions that the governors could ask the academy which are what Ofsted will be looking for.</p> <p>Clerk to distribute the recording.</p> <p><i>Mrs Elway was thanked for her attendance and she left the meeting at 8.02am.</i></p>	Clerk / govs



AC/02/2021	Apologies for absence Mr Smith had sent his apologies due to being on holiday. The apology was accepted.	
AC/03/2021	Principal Update The Chair started by introducing Mrs Shipstone, an observer, for the meeting who will be hopefully joining as a governor in the coming weeks. Mr Buckley was also welcomed as his appointment was just before lockdown. All attendees were also thanked for attending. Mrs Leonard started by providing an overview as to where the academy is at, up till this point in the autumn term. During lockdown, the whole academy team worked very closely to devise appropriate plans so the students could continue with their learning. There have been many positives including the feedback from students, staff and parents especially around communication and care. As the academy moved into the planning for the autumn term the strong communication continued by keeping in touch with parents throughout the summer, to ensure they were aware of what would happen in the autumn term. Mrs Leonard was delighted to welcome both the year 11 and year 13 students on to site for their results day. The academy was very confident that all the students were receiving the grades they deserved after going through the rigorous process. The governors were further updated that now all the students are safely back in school with all the guidance from the DfE being followed and that the wellbeing of the staff and students is at the heart of every decision that has been made. Within the academy they have also been working hard to get the remote learning contingency plan up and running so if there is a local lockdown / national lockdown / or students are self-isolating due to symptoms then the students can continue with their education. This has been communicated out to all stakeholders and an update will be sent to parents by w/c 5 th October. Mrs Cooper asked what the protocol is as to how Walton is managing the preparation for the upcoming exams and also how much guidance the academy is receiving. Mrs Leonard responded by highlighting the guidance is very fluid and is arriving at the academy at a quick pace. The academy receives updates from the DfE daily so there is a procedure in place to ensure it is actioned immediately. The communication is then passed through the team by daily video briefings. With the exams this is still a grey area and any guidance the academy get will go to the exam's manager. The students will continue to build their valid data files throughout the year so that the academy have a lot of evidence on each student so if needed, the teachers could make very accurate decisions should that process be needed to be done again. By using the rank system throughout the academic year, the teachers will have a full overview of each student so they can see which students may need intervention or help. There will also be a full set of valid mocks in November for all KS4 and KS5 students to further build on the valid data from an early stage.	



	<p>Mrs Ind asked whether the academy had any further news on a local lockdown. Mrs Leonard replied that the academy has not received anything official from the DfE or the government.</p> <p>The Chair asked that Mrs Leonard passed thanks from the committee to the Walton staff for all their hard work. It was also noted that Mrs Leonard had taken over as Principal for the academy during lockdown, so she was congratulated on her new position.</p>	
AC/04/2021	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/05/2021	<p>Governor admin <i>Safeguarding paperwork</i> All governors were reminded to complete the safeguarding paperwork which had been previously sent through.</p> <p><i>Code of conduct and declaration of interest</i> All governors were reminded to complete both the code of conduct and declaration of interest.</p>	
AC/06/2021	<p>Minutes of the last academy committee meeting on 5th February 2020 The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
AC/07/2021	<p>Matters Arising <i>AC/049/1920</i> To note Mr Parry has since been removed from the committee.</p> <p><i>AC/053/1920</i> Mrs Leonard updated the governors that during the summer term, a project group was set up to look at the PAN. Miss Bagnall and Mr Batton took the lead and looked at the site as it is, looked at the facilities that the academy has got and then looked at what the academy can do to maintain the growth with the PAN at 180. There is a meeting on 01/10/20 where a plan was being proposed to the project team with potential solutions which can be done at a local level. The academy does want to grow and want to continue to offer the excellent provision to more students but ultimately, they need to ensure there are appropriate facilities. Mrs Leonard informed the governors that Walton are working with the LA on this as they received funding as part of the project with the new build that opened earlier in the year. The LA are looking at the curriculum plan and classroom space to then see if it is possible to obtain more funding from them. The meeting on the 01/10/20 will decide if the plan can go to the SEM.</p> <p>The chair questioned the apparent change in Walton posture, as, prior to lockdown, the Governors were asked to support a reduction in the PAN. Mrs Leonard responded by highlighting the fact they want to offer the academy's provision to as many students as possible. Throughout the summer they have</p>	



grades from vocational subjects. On the dashboard it breaks the attainment 8 scores down into the individual elements of Maths, English, Open (vocational subjects) and EBAC (humanities languages, sciences, history etc) in all results there is an upwards trend showing the strength in each subject.

The chair agreed it was fantastic progress yet again however looking at all the greens, the English results do pop out on both progress and attainment 8 of not quite meeting the aspirations. **The chair** questioned what the strategy for addressing this was. Mrs Leonard replied by saying that although there are subjects that look like they are not achieving as well it is simply because the other scores are higher, but the English grades are still high. Back in 2019 the P16 English results were an area which was picked up on for not performing as well so the academy put a plan in place. English is currently being line managed by Mrs Leonard to ensure there is a rigorous process on a weekly basis around quality assurance. There is also a lot of support from the trust and within the AIP there is a definite approach around reading on a whole for the academy. Although it does stand out, it has improved from the previous year, but it is really hard to compare due to the different process.

The Chair queried if the low progress 8 scores for the gifted and able category. Mrs Leonard confirmed that the students that come to the academy with higher prior attainment are potentially more challenging to give the value added too. **Mrs Shipstone queried** the acronyms with the assumption that ASP is the aspirational target of where the academy wants to be versus the difference is where the academy ended the year. Mrs Leonard confirmed that was correct. It was further clarified, where it says ASP, the academy had asked staff at data point 3 (spring term) to put in an aspirational grade of what they think the student would get if the student had the best day in the exam room. Then there is the 2020 centre assessed grade which was the staff going through the process, ranking the students, discussions of each individual student of what grades they thought they should be awarded which is how they then came to the centre assessed grades. **Mrs Shipstone further asked** about the SEND comparison boxes and were they worse than the academy expected as from an aspirational perspective they all miss a little bit. Mrs Leonard responded that the SEND outcomes, this year and last 3 years, have risen in terms of attainment and progress. There is a gap between the SEND and non-SEND students which the academy is aware however the gap has stabilised. Overall, the SEND is above national average (although not available this year). The academy does also identify the critical cohorts from the data points where SEND students feature. Those students are exposed to additional intervention especially in key areas like English and maths by small group and individual interventions.

Mrs Cooper enquired that in terms of the trends it was clearly an unusual year. It would be interesting to see the national averages to compare to Walton. When will this information be available? Mrs Leonard confirmed there are no performance tables this year, however PIXL have sent through data especially around English and Maths and Walton is inline or above in comparison. It was agreed for the PIXL data to be sent through to governors.

JL



AC/09/2021	<p>Safeguarding</p> <p>The governors were informed there is a new DSL (designated safeguard lead) in the academy – Kim Dolby. Ms Dolby has been part of the safeguarding team for 3 years prior to taking this role.</p> <p>Mrs Leonard highlighted that since the academy has been back open there has been an expected increase in safeguarding cases. The academy is still using the system, My Concern, to report the cases and as of 30/09/20 there were 50 open and active cases. These are mostly around mental health, wellbeing, and anxiety with most of the students being in KS4 and KS5. As an academy they are offering lots of additional support and in the PSHRE curriculum there is a dedicated half term to well-being as well as safeguarding. The chair asked if the staff had the opportunity for professional development in this area. Mrs Leonard confirmed that during lockdown there was promoted training to all staff for mental health and wellbeing. The designated leads in safeguarding have also all done additional training specifically on mental health and wellbeing. Walton also had 2 members of staff who are ELSA (emotional literacy support assistance) trained which is focussed on emotions. The plan is to further increase the team by at least one more. The chair further asked for clarification on what this actually comprises of. Mrs Leonard confirmed that the 2 members of staff with emotional training will meet with students regularly. The programme is 8 weeks long and at the end there is a review with someone from the pastoral team. Some students remain on the course, some will finish and then some will start. There are also mental health and wellbeing mentors who touch base face to face with students.</p> <p><i>Mr Buckley, Mr Sumner and Mrs Ind left the meeting at 9.02am</i></p> <p>The chair queried if there were any other formalised processes to measure the effectiveness of the safeguarding strategies. Mrs Leonard confirmed the academy use My Concern as the tool where they report on and know how many cases are open / active. This system allows the academy to document everything and although some may become inactive, some students may remain open as an active safeguarding case for the entire time they are at the academy. Mrs Leonard further stating that My Concern is effective due to the sheer volume of things that get reported on there. In terms of the staff, they all must go through annual refresher training as well as doing bi-annual EduCare modules. With the communication, staff receive regular updates through the bulletins and parents receive a bulletin once a term.</p> <p>Mrs Cooper questioned that considering COVID has created a lot of safeguarding challenges and wellbeing issues, the extent of support given to the academy. Mrs Leonard informed the governors that from a trust point of view there has been a lot of support through the staff portal. As an academy, they have been very conscious of staff workload charter and ensuring that anything the staff are doing is relevant and making a difference. Any support flagged by DfE and government and where relevant this has / will be shared with students, parents, staff. There was a survey done with the students just before the academy closed for the summer and overwhelmingly the results came back that the students wanted to get back to academy, back into lessons,</p>	
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	<p>see teachers and learn. Mrs Cooper requested to see the headline results from the survey. Mrs Saxelby confirmed that the survey will be shared on the ERM report which will be on the next agenda. Mrs Shipstone asked if the governors would usually see this data. The chair confirmed that there is a link governor which is specific to safeguarding (Mrs Ind) and she will report back to the governors on a regular basis.</p> <p>It was agreed for Mrs Leonard to send through the written update on safeguarding for the governors to read.</p>	<p>Clerk</p> <p>JL</p>
AC/10/2021	<p>Risk register</p> <p>Mrs Leonard confirmed to governors that currently on the risk register there are 2 items as high risk, of which can also be linked to agenda item AC/053/1920.</p> <p>The 2 high risk items are</p> <ol style="list-style-type: none"> 1. There are not enough resources (classrooms, equipment, teaching staff etc) to support the academy timetable 2. Ensuring the academy have the correct facilities for dining / recreational etc <p>The chair stated that the number of items in the amber category are COVID and lockdown related. It was mentioned that it was good to see all the work that has been done to complete the online provision.</p> <p>It was agreed for Mrs Leonard to send through the written update on the risk register for the governors to read. The risks could not be discussed during this meeting due to the time having been allocated to training at the beginning.</p>	<p>JL</p>
AC/11/2021	<p>AIP for 2019/20 and draft AIP for 2020/21</p> <p>The AIP had been circulated to governors in advance of the meeting. Mrs Leonard informed the governors that within the academy all staff know what the key focus for the 2020/21 year are. New for this year there is a context page which explains how the plan has been discussed and how decisions have been made whilst also reflecting the current situation regarding COVID. The executive summary gives you the key focus for each of the Ofsted areas and the large objectives. There are 3 which are highlighted in green as those are the focus. These are</p> <ol style="list-style-type: none"> 1. A broad, rich and accessible curriculum is embedded for all pupils. 2. Ensuring an embedded wellbeing approach for staff and students 3. Post 16. <p>It was stressed to the governors that the other items within the AIP are still just as important. The document is also shared with staff as well as an AIP poster which is in in their progress folder, so they know what they are all driving towards.</p> <p>Anything within the document which are highlighted in yellow are the aspects specific to the current situ with COVID-19 so they are a focus at the start of the autumn term e.g. recovery curriculum and successful transition back to the community. There is also detail as to who is responsible for the objectives as well as the timeline related to completing each one.</p>	



AC/12/2021	<p>Policy appendices <i>Behaviour policy</i></p> <p>The behaviour policy had been sent through to the governors in advance. There is now an appendix in the back of the policy which is specific to COVID-19. There are additions, specifically around the expectations that students need to follow e.g. distancing, hand hygiene etc. Within the appendix it does fully explain that if the students do not do, or purposefully go against the additions then they will be dealt with in line with the behaviour policy.</p>	
AC/13/2021	<p>Governor training <i>NGA training</i></p> <p>The chair highlighted to governors that there is some fantastic training available with the NGA as well as other online courses through EduCare.</p> <p><i>Succession planning</i></p> <p>The chair also discussed with governors about succession planning for the future and invited any governors who were interested in becoming a Chair, to make themselves known so that appropriate training and experience can be arranged</p>	
AC/14/2021	<p>Complete report to Trustees</p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> • Highlight great news on the exams. • Fantastic work done with keeping contact with all pupils throughout lockdown • School build to where it needed to be • Risks with PAN – times of social distancing. 	
AC/15/2021	<p>Determination of Confidentiality Equalities Act consideration 7 Nolan Principles</p> <p>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 9 December 2020 7.30am</p> <p>The meeting closed at 9.29am</p>	

Signed by Chair:

Date: