

**Minutes of the Academy Committee Meeting  
held on Wednesday 3 February at 7.30am via Microsoft Teams**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mrs S Cooper (Vice Chair of Governors)	SC	Parent Governor	
Mrs H Ind	HI	Appointed Governor	
Mr M Sumner	MS	Appointed Governor	A
Mrs R Webb (Chair of Governors)	RW	Appointed Governor	A
Mrs E Shipstone	ES	Appointed Governor	
Miss J Lee	JLE	Staff Governor	
<i>Parent governor vacancy</i>			
<i>3 x Appointed governor vacancy</i>			

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>	<b>Absence</b>
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	
Mr M Hoad	MH	Vice Principal	
Mrs K Dolby	KD	Assistant Principal	
Mrs R Chambers	RC	Clerk and Advisor to the Committee	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/ when</b>
<b>AC/37/2021</b>	<p><b>Update following central training</b> Governors were informed that the Data training slideshow is available on SharePoint for those who were unable to attend the training.</p> <p><i>Mrs Webb gave her apologies and left the meeting at 7.40. Mrs Cooper became temporary chair for the meeting.</i></p>	
<b>AC/38/2021</b>	<p><b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>AC/39/2021</b>	<p><b>Apologies for absence</b> Apologies for absence were received and approved from Mr Sumner and Mrs Webb, both due to work commitments.</p> <p><i>Mrs Shipstone joined the meeting at 07.39</i></p>	
<b>AC/40/2021</b>	<p><b>Minutes of the AC meeting dated 9 December 2020</b> The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
<b>AC/41/2021</b>	<p><b>Governor admin</b> The Clerk advised the governors that Mrs Webb's term of office was due for renewal. The governors voted unanimously to reappoint Mrs Webb to the committee for a four-year term of office from 03/02/2021 to 02/02/2025.</p>	



	Miss Lee had been unanimously voted by the staff to be the staff governor. It is now confirmed that the term of office for Miss Lee is 11/01/2021 to 10/01/2025.	
<b>AC/42/2021</b>	<p><b>Matters arising:</b></p> <p>AC/16/2021 – To note Mr Sumner was sent the training links on 9/12/2020</p> <p>AC/20/2021 –</p> <ul style="list-style-type: none"> <li>- Mrs Ind safeguarding report to be distributed – the report is to be resent after this meeting.</li> <li>- To note the clerk linked Mr Sumner and Mrs Bagnall on 9/12/2020</li> <li>- To note the clerk linked Mrs Shipstone and Mrs McKeown on 9/12/2020</li> <li>- To note the clerk linked Mrs Shipstone and Miss Hopkins on 9/12/2020</li> </ul> <p>AC/22/2021 – To note the Trust vision document was shared with the governors on 15/12/2020</p> <p>AC/23/2021 – To note the governors received the first bulletin on 14/12/2020</p> <p>AC/24/2021 – To note the concern regarding the funding was escalated to the Trust on 14/12/2020</p> <p>AC/30/2021 – To note the emergency plan was amended and approved on the 17/12/2020</p> <p><u>Post meeting note</u></p> <p>Mrs Ind's safeguarding link governor report was distributed straight after the meeting.</p>	
<b>AC/43/2021</b>	<p><b>Covid update</b></p> <p>Mrs Leonard highlighted to governors that the academy is in a situation where there is an exceptional provision for both the students on site but also for the remote learning in place for the entire academy community. The academy has worked hard to respond to any feedback they have received since the schools closed from staff, parents, and the students. There have been formal feedback opportunities as well as any ad-hoc feedback which has all been overwhelmingly positive.</p> <p>The academy has continued to structure the remote learning in line with the academy day which has received lots of positive feedback from parents and students. All lessons are real time and continue to deliver a blended approach, with staff there to answer questions and give support whilst there is time for students to work independently to complete tasks including having some time away from the screen to complete. Parents have also said that the academy communication is very clear and positive which is being appreciated.</p> <p>In each lesson registers are being taken to allow staff to chase any critical students who are not engaging in the remote offering. By doing this it enhances the knowledge that the academy will support families in any way possible. The registers fed into an attendance report which shows that 88% of the academy community attended more than half of their timetabled lessons in the week which shows a high level of engagement.</p>	



	<p>The current challenge for the academy is finding the best way to support staff and families as most staff are teaching as well as home schooling their own children.</p> <p><b>Mrs Cooper noted</b> that structure is so important for the students especially with the impact it has on mental health so <b>questioned</b> how the academy is managing with the need for a balance of downtime but also allowing for the teachers to monitor what the student is doing independently. Mrs Leonard explained that this is being reflected on constantly. Staff understand that students will not work to the same pace as if they were in the academy and it has been agreed that there is to be no homework for KS3 students as they are spending most of their day on screens and any work, they need to do is being completed in lesson time. The academy is also actively encouraging students to do activities away from the screen and the faculties are putting in wellbeing breaks during lessons to allow the student's to get up, stretch and get some water.</p> <p><b>Mrs Shipstone queried</b> specifically what is being done for the year 11 and 13 students around wellbeing since people are starting to lose hope and they are key years in a student's future. Mrs Leonard highlighted that from a year 11 and 13 point of view, there is a very strong pastoral support system in place. The year 11 students have started with academic mentoring which is 1:1 and touches on both academic and wellbeing topics. From a motivational side, there is shoutouts, rewards, and recognitions. Mr Hoad further added that the structure is really important and from this structure the staff can then look at ways to fill in the gaps.</p> <p><b>Mrs Ind questioned</b> if all Pupil Premium students have got access to technology to support their learning. Mrs Leonard confirmed that Walton reached out to various initiatives to obtain as much equipment as possible which has meant the waiting list is currently clear with some stock on site. The academy is always asking parents if there is a change in circumstances to ensure all students have the ability to access the remote learning offering. <b>Mrs Ind further asked</b> if there had been any students who have accessed the broadband scheme from the government. Mrs Leonard explained the academy had a mix of both the sim cards and the dongles of which have been distributed to the students that requested them. The academy does also have an additional stock of these should there be any students who need one in the future.</p>	
<b>AC/44/2021</b>	<p><b>Mid-year review of progress made in AIP</b> In advance of the meeting, the AIP had been shared with the governors and Mrs Leonard confirmed the academy are continuing to move towards their objectives.</p> <p><b>Mrs Ind queried</b> the year 11 assessment information as there were not any mock results for English Literature, Geography and History. Mrs Leonard confirmed that the plan had been to distribute the mock results along with data point 2 however when it was announced that the exams wouldn't go ahead, the faculties were told to deliver the mock result but to ensure they were given with a health warning that the mock result is not reflective of the overall grade for the subject. The information on both the mock results and data point 2 will</p>	



	<p>be distributed to parents and students prior to half term. <b>Mrs Ind further enquired</b> that surely it would have been better on student's mental health to provide the exam results all at once. Mr Hoad explained that the mock results were always going to come out with data point 2 however it was the faculty leader's choice if they were distributed earlier. Miss Lee added that the humanities exam was postponed for 2 weeks due to year 11 isolating, so the exam was sat just before the Christmas break which has resulted in a delay in marking. Following the cancellation of exams, a conscious decision was made not to bombard the students all at once. <b>Mrs Cooper underlined</b> the need for a clear communication plan around the mock exam grades and data point 2. This was agreed by Mrs Leonard.</p> <p><b>Mrs Ind queried</b> the information that students are receiving when applying for college into which data point to use, following information that students were being told to use data point 1. Mrs Leonard confirmed that when applying for college the students can use any data from either data point 1 or 2. When the data is distributed to the students and their families, it will come with not only a health warning but will also include guidance on how to apply for the next steps. Walton have liaised with external providers as well as other secondary academies, so they are aware of what the students are being told as all colleges and Post 16 offerings understand the students will not have any predicted grades at this time, so they are happy to use the 'working at' score from either data point 1 or 2. Mrs Shipstone added that each Post 16 centre will also complete their own initial assessment of each student when commencing their study. Mrs Saxelby further suggested that staff could email parents to reassure that everything is as is and being done on an individual basis.</p>	JL
AC/45/2021	<p><b>Safeguarding; culture &amp; compliance</b></p> <p>Mrs Dolby explained to governors that she took over as the Designated Safeguarding Lead (DSL) in September, supported my Mr Hoad and 2 other team members. There have been some changes while working remotely however safeguarding is everyone's responsibility and it remains an agenda item on every internal meeting. The safeguarding team are completing 'safe and well' checks and each team member have been allocated a number of students each and the support is not only for the students but the parents / families too.</p> <p>The safeguarding team have 1:1 meetings with students, following all protocol including blurred background, camera on and meetings being recorded. By having the 1:1 support it is proven to be more beneficial and the feedback has confirmed this. The academy has also developed a wellbeing charter which was recently launched which will play a part in the planner moving forward to ensure students know they are being looked after.</p> <p><b>Mrs Ind added</b> that following a recent safeguarding link visit she wanted to highlight to governors the fantastic work that Mrs Dolby is doing. She was very impressed with the supportive documentation received and asked for Mrs Dolby to send this on to the governors. Mrs Shipstone added that after going through the RSE policy with Miss Hopkins it was clear that safeguarding is embedded throughout that too which shows the cross departmental working is being successful achieved.</p>	KD



<p><b>AC/46/2021</b></p>	<p><b>Integrated risk management – risk register</b></p> <p>Miss Bagnall informed governors that the risk register is a live document and currently, out of 9 key risks, 8 of them are rated as a high risk. The academy is doing as much as possible to mitigate the risks, but the likelihood of something happening is out of control due to the impact of COVID-19. The other entry on the register is around the PAN project / site improvement plan. The academy is currently waiting on feedback and to see the allocation from the capital plan to decide how to support the PAN project moving forward.</p> <p>Miss Bagnall explained to governors that all the Leadership Team (LT) are assigned to any relevant risks associated to their roles. There is then meetings every half term to go through the risk mitigation and ensure the register entry is accurate. All the threats are linked to AIP within the risk register entry, as well as having the Trust risks embedded too. Outside of the academy, Miss Bagnall has meetings both 1:1 and as a committee within the Trust to ensure the scores are consistent. The scores then go to the Audit &amp; Risk committee where they are reviewed. <b>Mrs Cooper queried</b> if the academy is receiving feedback from the Trust as well as an opportunity to share best practice in managing risks. Miss Bagnall confirmed that after the Audit &amp; Risk committee there are both 1:1 and whole risk meetings to monitor and obtain feedback.</p> <p><b>Mrs Cooper questioned</b> with the knowledge that the 21/22 academic year is going to be at PAN, is the risk reflected on the risk register or has it created more risk than anticipated. Miss Bagnall confirmed that it creates different risks in different areas e.g., congestion outside of the school as well as the dining, social and exam space in the school. The risk is not immediately on this year but some will be for 22/23 so will need to look at site improvement plan.</p>	
<p><b>AC/47/2021</b></p>	<p><b>Determined admission arrangements (if any) &amp; approval of policy to be forwarded to LA and in-year admissions – all year groups</b></p> <p>The governors determined the admissions policy for the 22/23 academic year and Mrs Leonard will ensure it is sent to the LA for inclusion on their website.</p> <p>Mrs Dolby informed governors that there have been 19 in-year admissions across all year groups including one in year 7 which came through an appeal. There also been one managed move in year 10. <b>Mrs Cooper queried</b> what factors are instigating the applications. Mrs Dolby confirmed that the majority are of families moving into the area. There have been 9 students leave the academy of which 3 have been for elective home education and 2 have moved out of country. In the previous academic year there were 34 leavers, so the academy continues to increase in numbers with a current total cohort of 817. Looking ahead to September 2021 and Walton has received 569 applications across 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> choices. 190 of those are 1<sup>st</sup> choice meaning the academy is already oversubscribed so the team are pre-empting several appeals. The current year 7's have a gender split of 60/40 to females and the new year 7 cohort will be 57/43 to females so an equal split.</p> <p><b>Mrs Cooper queried</b> what the plans are to manage the expected appeals. Mrs Dolby confirmed that the LA leads the appeals, but the cases are discussed with the admissions team at Walton. The academy will attend the initial panel hearing however the LA will then take over and inform the school if the</p>	



	appeal is upheld. Mrs Leonard added that in the last 2 years the number of appeals has increased and whilst there is a cost associated with these, the academy has budgeted (and been over cautious) in the budget process so they are not caught out financially.	
<b>AC/48/2021</b>	<p><b>YR11 and YR13 progress and plans</b></p> <p>Mrs Leonard shared the headline from data point 2 with governors. The 'working at' grades for the year 11 &amp; 13 students have moved up from the last data point which has lessened the gap to the predicted grades. With the GCSE's at level 2, the academy is predicting to be below target but this will be picked up with the specific faculties as well as link meetings to investigate the data. In the vocational subjects at level 2, the academy is seeing students being predicted at or above target. Due to the curriculum the students have already completed some assessments, so they have grades resulting in more solid data. There is a similar pattern with the year 13, with predictions generally being above target. The academy is now focussing on the students who are below target and putting in individual plans to ensure they are moving forward. Once the consultation is announced then the academy can look again at where the students are to ensure they get on to the next steps.</p> <p><b>Mrs Ind queried</b> if the students will be completing a second set of mock exams. Mrs Leonard confirmed that the academy is awaiting the response from the consultation, once this is received then a plan will be formulated to ensure the academy is supporting the students to do their best. <b>Mrs Cooper asked</b> when the conclusion will be, of which Mrs Leonard confirmed an announcement is expected week commencing 22<sup>nd</sup> February 2021.</p> <p><b>Mrs Shipstone added</b> that she is completing a link governor visit with the P16 lead on 5<sup>th</sup> February and will send the report to the committee afterwards.</p>	<b>ES / Clerk</b>
<b>AC/49/2021</b>	<p><b>PDBA including Personal Development focus, attendance, exclusions (&amp; provision in place)/Persistent absences %, vulnerable groups, SEND, PP</b></p> <p>The governors praised the staff on the depth of the report and level of information. There were no further questions.</p>	
<b>AC/50/2021</b>	<p><b>Covid bridging plan including use and impact of additional funding</b></p> <p>Mrs Leonard explained to governors that following the report to trustees she met with Mr Lowe, finance officer for the Trust. From the meeting Mrs Leonard was advised that when the budget was set, the COVID-19 funding was considered. Mr Lowe was made aware of both the academy and governors concern as there had not been any significant change to the budget following the announcement of the catch-up funding and the need for more transparency and communication regarding this subject.</p> <p><b>Mrs Cooper queried</b> that although the catch-up funding was considered, how are the academy going to find the hole that is still standing in the budget. Mrs Leonard explained that the academy has seen an uplift in Pupil Premium and SEND funding as well as some substantial savings in certain lines in the budget e.g., hospitality, travel expenses and supply. <b>Mrs Cooper further suggested</b> that although this is a route of self-help, there needs to be an understanding that it is a one off and not a reoccurring event which will reduce budgets further for next year. <b>Mrs Shipstone agreed</b> that although the savings should be</p>	





	<p>applauded it is vital the academy keep the requirements steadfast for the next academic year. Mrs Saxelby added that the academy will be setting the budget in the next couple of months.</p> <p>The governors requested finance training to be added to the governor training schedule.</p>	Clerk / AKE
AC/51/2021	<p><b>CLFP</b></p> <p>Mr Hoad shared on screen the plan for the curriculum led financial planning for the 21/22 academic year. Governors were informed that all areas will be staffed with subject specialists with all classes coming in line with the Trust targets with a slight increase on the pupil:teacher ratio which is based on the larger year groups coming through.</p> <p><b>Mrs Shipstone queried</b> that there appears to be little spare capacity and with the current COVID-19 pandemic and staff sickness does the academy have a contingency. Mr Hoad confirmed that the academy has a 2% slack which is used up as cover time, and due to COVID-19 the academy has spent less on cover so currently looking to add an additional temporary post into the budget to continue to help with this.</p>	
AC/52/2021	<p><b>Any academy specific items including policy appendix ratification &amp; any audit results</b></p> <ul style="list-style-type: none"> <li>- <b>Special Educational Needs and Disabilities, Supporting students with Medical Conditions, Provider Access and Covid-19 appendix to Behaviour policy</b></li> </ul> <p>The above Diverse Academies policies were updated by the Trust on the 19<sup>th</sup> January 2021 and are available on the Trust website. Governors were informed of these updates on the 25<sup>th</sup> January 2021.</p> <ul style="list-style-type: none"> <li>- <b>RSE policy</b></li> </ul> <p>The RSE policy was shared with the governors in advance of the meeting. Mrs Shipstone had met with the policy lead, Miss Hopkins, and distributed her link governor report with the committee. Mrs Shipstone was very happy with the meeting and highlighted to governors the RSE policy is now on the academy website.</p>	
AC/53/2021	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>- Exam planning and the information given regarding the students next steps.</li> <li>- Access to equipment and government funded schemes for Wi-Fi.</li> <li>- Planning for the expected high levels of appeals following the admissions arrangements.</li> </ul>	
AC/54/2021	<p><b>Previous report feedback from Trustees</b></p> <p>The governors discussed the feedback from the Trustees under agenda item AC/50/2021.</p>	
AC/55/2021	<p><b>Complete report to Trustees</b></p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> <li>• Financial training</li> <li>• Budget awareness</li> </ul>	
AC/56/2021	<p><b>Determination of Confidentiality</b></p> <p><b>Equalities Act consideration</b></p> <p><b>7 Nolan Principles</b></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"> <li>• There were no confidential items discussed</li> <li>• There had been no Equalities Act implications</li> <li>• Attendees were content that all decisions made adhere to the 7 Nolan Principles.</li> </ul>	
	<p><b>Date and time of next meeting:</b> Academy Committee meeting Wednesday 31 March 2021 at 7.30am.</p> <p>The meeting closed at 9.10am.</p>	

**Signed by Chair:**

**Date:**