



**Minutes of the Academy Committee Meeting  
held on Wednesday 31 March at 7.30am via Microsoft Teams**

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

In Attendance	Initials	Position	Absence
Mrs C Saxelby	CS	Senior Principal	
Mrs J Leonard	JL	Principal	
Mrs J Sharp	JS	Assistant Principal	
Miss K Bagnall	KB	Business Operations Manager	
Mr M Hoad	MH	Vice Principal	A
Mrs K Dolby	KD	Assistant Principal	
Mrs R Chambers	RC	Clerk and Advisor to the Committee	
Mrs J Etherington	JE	Careers Leader	
Mrs L Crerar	LC	Observer	
Mr D Morgan	DM	Observer	

Item No	Item	Action/ by who/ when
<b>AC/57/2021</b>	<p>Prior to the agenda starting, Mrs Webb introduced those new to the committee. Mrs Crerar's appointment is to be confirmed under agenda item AC/62/2021 following electronic voting in advance of the meeting. Mr Horsfield is the newly elected parent governor, and the committee was made aware of his experience in this role following being the parent governor at a local primary. Mr Morgan is observing with the potential of joining the committee at the next meeting.</p> <p><u>Post meeting note</u> Mr Morgan would like to proceed with his application to join the committee.</p> <p><b>Update following central training:</b> Governors were informed that the preparation for Ofsted training slideshow is available on SharePoint for those who were unable to attend the training. Mrs Ind confirmed she had caught up on the training afterwards. Mrs Shipstone added that the training is worth watching and listening especially as it is a good opportunity to learn the language. Mrs Webb informed governors that along with the Clerk, a pack is being created as any governor could be asked to attend an Ofsted visit due to availability.</p> <p><b>Mrs Webb queried</b> who the link trustee governor is and <b>asked</b> how often the academy are in communication with them. Mrs Leonard confirmed she does not have any direct communication with the trustees. <b>Mrs Webb further</b></p>	



	<p><b>added</b> that the trustees have a high level of ownership and would need to speak well of what happens at an academy level in a visit. It was agreed for this to be added to the committee report for trustee feedback.</p> <p><b>Mrs Crerar asked</b> when the last Ofsted inspection was and when the academy is anticipating the next. Mrs Leonard confirmed the academy had a Section 8 inspection in February 2018 which confirmed the academy was still ‘good’ but there was advice they could become an ‘outstanding’ academy and confirmed their return for a Section 5 inspection. The academy received the call from Ofsted in February 2020, however at the time the academy was closed due to the roof being damaged in the wind resulting in the inspection being deferred and then there has been the global pandemic. Governors were informed that Ofsted has released guidance that throughout the summer term, they will continue with light inspections for schools in ‘requires improvement’ or ‘special measures’. Ofsted will then inspect ‘good’ schools outside of the 5-year window in the summer term with full inspections returning in September. Mrs Saxelby added the academies next visit could be in the autumn term.</p>	
<b>AC/58/2021</b>	<p><b>Careers presentation</b></p> <p>Mrs Etherington was welcomed to the meeting and shared a presentation with governors on what the academy are doing in terms of careers and next steps for the students.</p> <p>Governors were informed that the careers programme is now looked at within an Ofsted inspection including looking at the ways that the academy are preparing the students for their next steps. In the governance handbook, it is noted that the governing body, as an independent friend to the school, should be asking what is happening within the academy. The academy works with Careers &amp; Enterprise Company and Confident Choices in the offering. In 2013 the government commissioned a research programme working with The Gatsby Foundation. This research found that a pragmatic approach to careers was needed in schools, which created The Gatsby Benchmarks. The academy self-assesses themselves on different criteria including how effective they are operating and the impact on the students and then evidence would be requested to prove this. During an Ofsted inspection they would speak to children, staff, and governors rather than the careers team, so it is important it is embedded in everyday academy life. The academy’s recent measurements from Compass Plus shows some areas are down on last year which was expected due to covid including “experiences of workplaces”. The key message throughout it all is that every single student gets the same opportunities especially since some of the opportunities can be life changing to some students. Governors were informed of the 8 benchmarks within the criteria and explained what the academy is doing to complete these. To assess the needs of each pupil, the academy is using Unifrog which every student has access to and is paid for by the Trust. The system is updated daily and holds a wealth of information as well as the apprenticeship resources. Unifrog allows the academy to assess the needs of each pupil as each student can gain self-awareness of their interests and successes. The students complete a questionnaire which Unifrog bases from an established research project into personalities and each student becomes one of 16 frog’s dependent upon</p>	



	<p>their personality traits. This does help students to understand why some people are suited to certain jobs and it also helps the academy to track students as there is an understanding of their personality type.</p> <p>The academy has a careers week once a year, but Walton is making a conscious effort to incorporate this into weekly academy life and once a term, staff are asked to speak about their careers to help students with their aspirations. <b>Mrs Webb offered</b> for the governors to help with this. The academy also hosts life skills days which have included crime scenes in the car park, visits from the military and Medical Mavericks who helps students examine their own bodies, take pulse rates etc. for an insight into the medical profession. Governors were invited to the next life skills day on the 16<sup>th</sup> of July.</p> <p>Governors were highlighted of the 1-2-1 virtual meetings the careers team have had with students during lockdown which has included parents. This has been helpful for parents to see what the academy is doing and to also see the opportunities available to their children.</p> <p>Mrs Webb added that with Mrs Shipstone’s knowledge and background in P16 the link between the academy and governors can be strong and beneficial to both sides.</p> <p><b>Mrs Webb stated</b> that within the data it highlights the academy have achieved 62% in the workplace experience area which is high throughout the restrictions in place from covid so <b>asked</b> what the academy have been doing to manage this. Mrs Etherington confirmed there has been a shift towards virtual work experience including whole class talks with external speakers. Any visitor whether in school or virtual is classed as experience.</p> <p>Mrs Shipstone added she needed to complete her P16 report so requested a meeting with Mrs Etherington to include on the same report and will distribute ahead of the next meeting in May.</p> <p>Clerk to distribute the presentation to the governors after the meeting.</p> <p><i>Mrs Etherington was thanked for the attending and the presentation and left the meeting at 8.06am.</i></p> <p>Mrs Leonard added that the work being completed by Mrs Etherington for the student’s next steps is incredible and the offering the students get is exceptional.</p>	<p>ES</p> <p>Clerk</p>
<p><b>AC/59/2021</b></p>	<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> <p>Declarations of interest for Mr Horsfield and Mr Morgan to be completed after the meeting.</p>	<p><b>Clerk</b></p>
<p><b>AC/60/2021</b></p>	<p><b>Apologies for absence</b> All governors in attendance.</p>	



AC/61/2021	<p><b>Minutes of the AC meeting dated 3 February 2021</b></p> <p>The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
AC/62/2021	<p><b>Governor admin</b></p> <p>Mrs Crerar’s CV information had been circulated prior to the meeting after expressing an interest to join the committee. Governors voted unanimously for Mrs Crerar to join the Academy Committee for a four-year term from 31/03/2021 to 30/03/2025.</p> <p>Following a parent election, Mr Horsfield was voted to join the Academy Committee for a four-year term as a parent governor from 30/03/2021 to 29/03/2025.</p> <p>Governors were made aware that there is a requirement through the Trust for a GDPR link governor and the role was explained. Mrs Crerar put herself forward and it was confirmed she would take this role on.</p>	
AC/63/2021	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>- AC/44/2021 – To note staff emailed all parents to reassure them on the next steps for the students on 11/3/21</li> <li>- AC/45/2021 – To note all the safeguarding information was sent to governors on 2/3/21</li> <li>- AC/48/2021 – To distribute Mrs Shipstone’s P16 link governor visit report. Following agenda item AC/58/2021, Mrs Shipstone’s report will be distributed ahead of the next meeting.</li> <li>- AC/50/2021 – To note, finance training was added to the schedule for governor training</li> </ul>	ES
AC/64/2021	<p><b>Return to the academy</b></p> <p>Mrs Leonard informed the governors that the academy has been very busy, but the return has been very successful. The academy reopened with a phased return and by doing this the academy could gradually build the community back into site whilst completing the lateral flow testing. The mass testing team, made up solely of volunteers, completed over 1600 tests in 2 weeks. Both students and staff have approached the testing very positively.</p> <p><b>Mrs Cooper queried</b> the response rate of the tests now they are needing to be done at home and <b>further queried</b> if there has been any impact with the tests being optional. Mrs Leonard highlighted that with the home testing, the academy has done rigorous communication with both students and parents to make it clear what needs to be done. The uptake on the home testing has increased, including those who originally opted out. The academy sent out videos and guides to reassure the community and to further explain this is another measure to make the community as safe as possible and automated message are sent on a Sunday and a Wednesday to staff and parents as a reminder to do the tests. As on overall result the academy has seen over 80% of people testing throughout the whole community.</p> <p>The academy offered additional tutor time as part of the phased return and there has also been the introduction of wearing face coverings in classrooms, but the students have been happy to comply, and the academy has had no</p>	



	<p>issues. The academy is awaiting an update on the face covering legislation which is expected throughout the Easter holidays.</p> <p>Mrs Leonard also highlighted to governors that the academy is spending a lot of time supporting staff following the return to site, the lateral flow testing and now working on the grade awarding process for Yr11 and Yr13 cohorts. With regular meetings occurring internally it allows for the opportunity to connect and check of any support that staff need. <b>Mrs Cooper added</b> that the communication around the assessments which was sent to parents was very clear, well presented, and easy to understand and <b>further queried</b> with the requirement of evidence gathering and the workload this brings how is it being resourced and managed within the academy. Mrs Leonard confirmed that Mr Hoad and Mrs Owen are leading the process and since the announcement they have been putting together the academy’s process and timelines albeit a tight deadline. It is noted there is a tight turn around for the evidence being collected and then being marked and moderated, so all staff have been allocated CPD time to work on this process. After Easter, there is additional time for both subject and faculty leads, dedicated for moderation and marking. For the process itself, the academy is using the staff who are particularly skilled within IT and spreadsheets to alleviate the admin processes around it and when collating evidence this is being done through MS Forms.</p> <p><b>Mrs Webb passed praise</b> on to both Mrs Leonard and the whole academy team on the smooth and seamless processes in the return to academy life which is evidenced through the happy students and staff.</p>	
AC/65/2021	<p><b>Safeguarding; culture &amp; compliance</b></p> <p>In advance of the meeting, governors were given an additional safeguarding report which was completed by Mrs Ind. From this report Mrs Webb thanked Mrs Ind for bringing forward a key issue around the funding available from the government for helping the vulnerable students following the academy seeing a negative impact on the attendance in lessons due to covid. <b>Mrs Webb then asked</b> if the academy had been able to achieve an understanding as to why the absences were occurring and what is being done to plug the gap for the vulnerable students. Mrs Leonard confirmed that throughout the period of remote learning there had been continuous close contact and encouraged those students, were deemed appropriate, to continue to attend the academy throughout lockdown. The vulnerable students who were not on site received very regular contact and as much support as possible. Mrs Dolby added that the academy did send out laptops and dongles for internet connection, so the academy may not have used the funding, but the academy has used their own resources. In terms of attendance, Mrs Dolby was happy with the engagement levels online and for those students who did not engage the academy spoke with and found a variety of reasons for the non-attendance. Form tutors and heads of years were made aware of these issues to help the students with the transition back into academy life. <b>Mrs Webb further asked</b> if all the vulnerable students are back in the academy life now and Mrs Dolby confirmed this was the case.</p> <p><b>Mrs Ind asked</b> if the academy is planning on running any summer schools following the announcement of funding being available for this. Mrs Leonard</p>	



informed governors that there is evidence to show the lack of impact that summer schools have but for Walton it will be discussed in the summer term. The academy is also going to look at using some of the funding to form a transitional summer school to help the vulnerable children who will be joining the academy in September, however if this happens it will be ran with outside agencies as the academy are keen for staff to get a break. **Mrs Cooper queried** if the academy gets an allocation of funding to which Mrs Leonard confirmed she has been contacted by the Local Authority to ask if the school will be running a provision. The funding will go directly to the Trust and then will be used that way. **Mrs Ind inquired** if the academy will do anything for the Yr10 and Yr12 cohort to which Mrs Leonard confirmed the academy will receive a summer catchup funding from the government which will be due to come into the academy in the autumn term. There are ongoing discussions around the budget and ways to make this more transparent. The academy has requested to have this money in the budget as a separate line as it would be the most helpful way for the academy to put plans in place for moving all students forward. For Yr10 and Yr12 specifically the academy will be looking at those cohorts in the summer term for the ways to best support them. **Mrs Ind noted** there was a risk around funding to which Mrs Leonard confirmed this was discussed in a previous governor meeting and the concern was raised to the Trustees. The academy itself is very solution focussed and have supported the community as best as possible through other funding streams. Mrs Saxelby added that it was noted in the last meeting that governors had requested training on the finance / budget process and how things are decided. The Clerk confirmed this was passed on to the Trust. The feedback from the Trust was that training for budget allocation and monitoring is to be arranged later in the year. Mrs Saxelby further added Mrs Leonard can share the budget once it has been set and the academy committee role is to make sure that there is value for money. **Mrs Cooper noted** that in the last meeting it was requested to make sure the one-off savings this year were not a trend to be taken into the next budget.

Mrs Dolby informed governors that since returning to the academy safeguarding checks have been easier and the safeguarding team continue to meet weekly. There are 2 pastoral mentors who are resuming face-to-face meetings as well as holding a drop-in service 3 days a week. On the first day back, all students were reminded of the safeguarding procedures including who they can go to. Also, within the area, there has been a new PCSO established, and Mrs Dolby has a meeting scheduled for after Easter as he will be able to complete check ins with the students where the academy feels a need.

A mental health provision audit has been completed via the Trust and Walton contributed to this, highlighting a need for Tier 3 counselling. This audit will hopefully result in some outside provision as an additional level of support that students can be offered.

**Mrs Webb asked** if there were any students that are currently in alternative provisions. Mrs Dolby confirmed there is a Yr11 student at Build A Future, a Yr7 student on a temporary 16-week intervention programme at Springwell. There is also 2 more Yr11 students at Pilgrim Hospital. **Mrs Webb further asked** if the



	<p>Yr11 students will return. Mrs Dolby confirmed the students at Pilgrim Hospital will sit their exams there, but the grades will be a part of Walton. There are regular check ins and termly meetings to ensure the children are happy, safe and well. <b>Mrs Webb requested</b> an update on the Yr7 pupil upon his return to Walton.</p> <p><b>Mrs Ind added</b> that she met with Mrs Dolby on 30.3.21 and mentioned that the pastoral mentors at the drop-in sessions have already picked up on some additional safeguarding issues, so they are a key part of the Walton team.</p>	
<b>AC/66/2021</b>	<p><b>Integrated risk management (including Risk Register inc education risks, Health &amp; Safety, staff &amp; pupil wellbeing, GDPR)</b> The risk register was discussed jointly with agenda item AC/67/2021.</p>	
<b>AC/67/2021</b>	<p><b>Review development plans</b> The governors were informed that the academy have now received confirmation as to how they can proceed with the PAN project with all the information being loaded into the site improvement plan to make sure the academy can facilitate and adapt the school to have the PAN. The funding will come from the increase in GAG funding which will be received upfront to pay for the projects to make sure the plans happen. By doing this it will ensure the academy can welcome the students on site in the correct years they are coming through. The governors were highlighted to the fact that the academy has been on the back foot of this year's site improvement plan due to timing and covid, but the team are now able to look at what projects can be completed with the funding they currently have. The projects completed this year have included a canopy between the new build and the tower block, a full kitchen refurbishment and an LED electrical project. The big projects for this year are a refurbishment in the urinals including additional urinals and cubicles being installed. There will also be a refurbishment to the food room to increase the ovens from 10 to 15. The academy has followed the correct procurement process and have asked for final deadlines for quotes by 19.4.21 with both projects having a deadline of September 2021. <b>Mrs Webb highlighted</b> that the high-risk updates within the document is an alarming read and <b>questioned</b> if the risks are taken from a pre-set risk register. Miss Bagnall confirmed that this is the risk register and then it is a summary at the bottom of the site improvement plan and any H&amp;S concerns are always flagged so the academy has a trail. <b>Mrs Webb asked</b> for updates as the improvements happen and <b>queried</b> if the path and resurfacing of the tennis courts had been completed yet. Miss Bagnall confirmed this project was completed last week. <b>Mrs Ind questioned</b> the progress on the roof being fixed permanently. Miss Bagnall confirmed that over the summer holidays the tower block roof will have its permanent repair with the Estates Manager leading on that. <b>Mrs Ind further queried</b> what happens if it is not finished on time. Miss Bagnall confirmed that the work that is being completed, albeit sounding a big job, is not and will not take the full 6 weeks to be completed.</p>	
<b>AC/68/2021</b>	<p><b>Any academy specific items including statutory policy appendix ratification.</b></p> <ul style="list-style-type: none"> <li>- <b>Financial Procedures Manual, Staff Grievance, GDPR Subject Access request form, Governors Allowances, Accessibility, Health and Safety, Covid-19 appendix to Safeguarding and Child Protection policy and Mental Health and Wellbeing Principles statement</b></li> </ul>	



	The above Diverse Academies policies were updated by the Trust on the 8 <sup>th</sup> of February & 2 <sup>nd</sup> March 2021 and are available on the Trust website. Governors were informed of these updates on the 3 <sup>rd</sup> of March 2021.	
<b>AC/69/2021</b>	<b>Finance: management accounts including HR Staffing report</b> The governors received the February management accounts prior to the meeting with supporting narrative. The governors noted that there was nothing to pick up at this stage and happy to see the academy were doing what they could with the savings.	
<b>AC/70/2021</b>	<p><b>Things to celebrate / embedded culture</b></p> <p>Mrs Sharp informed the governors that the cultural calendar is occurring as should be at Walton and there has been a variety of events for all students including the Yr12 and Yr13 enrichment programme being ran remotely. There was a life skills and choices day which was live streamed or delivered by Walton's teachers which was successful and there has been an Oxbridge mentoring application which was successful for a Yr12 student. A medical work experience day was offered to Yr12 students on a Sunday for 8 hours with the student voice being mixed but it was a long programme, on a weekend especially when it was all virtual. Mrs Sharp also advised governors that she had gained some private scholarship funding worth £18,500, however due to covid the student is now going to do a year in industry so has only cost her £3000 from university. Mrs Sharp then asked the sponsor to sponsor the student next year as the fees increased to £9000 and the sponsor agreed. There have also been competitions galore to keep moral up and that the academy as purchased kits to allow the students to do active things at lunch. As an academy they felt the students had missed out on interaction with each other and sporting activities so trying to encourage this at lunch.</p> <p>Clerk to distribute the cultural calendar to governors which includes everything the academy have done.</p> <p><i>Mrs Sharp was thanked and left the meeting at 9.06am</i></p> <p>Mrs Leonard added that The Waltonian newsletter had lots to celebrate so this would be sent to the Clerk to be distributed to the governors.</p> <p><b>Mrs Ind asked</b> Mrs Leonard if she wanted information sending through for Bikeability to which Mrs Leonard happily accepted.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>HI</b></p>
<b>AC/71/2021</b>	<b>How has the AC held senior leaders to account?</b> <ul style="list-style-type: none"> <li>- Evidence gathering for exam results and the workload behind this.</li> <li>- Attendance by the vulnerable students</li> <li>- Site improvement plan and the deadlines associated to the projects</li> </ul>	
<b>AC/72/2021</b>	<b>Previous report feedback from Trustees</b> To note this was discussed under agenda item AC/65/2021	
<b>AC/73/2021</b>	<b>Complete report to Trustees</b> AC members discussed the report and agreed to add: <ul style="list-style-type: none"> <li>• The request for a link trustee in the interest of Ofsted visits and the understanding of the knowledge they would need of the academy.</li> <li>• Celebrate the work done in the school on the cultural calendar and enrichment offering.</li> </ul>	



<b>AC/74/2021</b>	<b>Determination of Confidentiality</b> <b>Equalities Act consideration</b> <b>7 Nolan Principles</b> AC members considered whether anything discussed during the meeting should be deemed as confidential. It was resolved; <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>	
	<b>Date and time of next meeting:</b> Academy Committee meeting Wednesday 12 May 2021 at 7.30am.  The meeting closed at 9.10am.	

Signed by Chair:

Date: