

**Minutes of the Academy Committee Meeting
held on Wednesday 12 May 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	A
Miss J Lee	JLE	Staff Governor	
Mr J Horsfield	JH	Parent Governor	
Mrs L Crerar	LC	Appointed Governor	
2 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	A
Mr M Hoad	MH	Vice Principal	
Mrs K Dolby	KD	Assistant Principal – Behaviour & Attitudes	
Mrs L Owen	LO	Assistant Principal - Outcomes	
Mrs R Chambers	RC	Clerk and Advisor to the Committee	
Mr D Morgan	DM	Observer	

Item No	Item	Action/ by who/ when
AC/75/2021	<p>Update following central training:</p> <p>Careers and RSE was the focus of the central training this time and Mrs Webb highlighted that the committee had received a presentation on careers at the last meeting from Mrs Etherington. It was also noted that Miss Hopkins had spoken to the governors about RSE in the December meeting so felt governors have had substantial training in these key areas, but governors were informed that both the recordings and slideshows are available on SharePoint for those who were unable to attend the training to catch up.</p>	
AC/76/2021	<p>Pupil Premium strategy impact</p> <p>Mrs Owen shared a presentation with governors on the poverty proofing as this is a focus of the PP funding.</p> <p>Governors were shown statistics on poverty throughout the country and were made aware to the fact that Covid has played a big part in this, with many more families now being in a vulnerable position due to redundancies and furlough. If children live in poverty, then they will come to the academy with 'extra baggage' which can often hinder their chances at reaching their full potential. The academy has been challenged to identify those families who do not quite qualify for the list. In the last 4 years the percentage of PP students has increased and in year 7 this is 42% of the year and 30% across the whole school.</p>	



	<p>Both Mrs Owen and Mr Reynolds have completed intensive training on poverty proofing and the academy have also commissioned for Children North East to conduct a student voice. This was done via Microsoft Teams and they spoke with a cross section of students from the entire academy which focussed on 5 key areas including food, returning to school, additional opportunities, support and learning (both remote and in school). The LT body were challenged on scrutinising the academy through a reflection exercise on how business is conducted which proved a beneficial task and there are plans to repeat this to ensure the academy remain as current as possible.</p> <p>The academy often relies on being told families are in need either by students or families and have begun an exercise looking at ways to identify those students in a proactive way as well as looking at ways to get into the community to see how people are living. The food area of the reflection programme highlighted the success of the voucher scheme which was quickly taken up by families. There is a 70% take up of FSM and there is regular communication with the families to let them know there is no need for money at lunchtime. The academy does collect data to see who are using their vouchers and looking forward the academy are investigating affordable healthy options for the lunch meal deals.</p> <p>Mrs Owen also shared with governors that from Grace, a Covid Facebook page for Grantham, the academy highlighted it was a point of contact for anyone in a vulnerable position. Following this the academy were donated some laptops. The academy has also been looking at ways to poverty proof trips including any hidden extras including lunch money. This has now been written into Trust policies to ensure everything is poverty proofed.</p> <p>A bill has recently been approved in parliament to ensure uniform is accessible to all and whilst the academy does run a preloved uniform shop, there are plans to ensure this has a higher profile on the website. Diverse Academies are also looking at having a page on each academy website to help signpost the students and families to different support channels and charities. Mrs Ind added that the Grace Project do offer food parcels on the days that the local food banks are closed and highlighted it could be worth making parents aware of this in case they are struggling. Mrs Owen agreed, and governors were informed that there is a link from the academy's website to the Facebook for the Grace Project whilst they build a website.</p> <p><i>Mrs Saxelby joined the meeting at 7.47am.</i></p> <p>Mrs Webb asked how governors can help and get involved and queried if discussions around an academy PTA had been restarted. Mrs Owen confirmed a conversation had begun around a 'Friends of Walton' group but nothing had been actioned yet and more in depth conversations would be needed including research into the regulations around fundraising and donations. Mrs Leonard added that from the academy development point of view it will be looked in to as there is a priority to get the engagement back with parents. Mrs Webb further added that there would be a desire to have a dedicated governor on the PTA to help stakeholder communication. It was also</p>	
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	<p>suggested about a uniform wish list e.g. size 10 PE shorts, so that it was understood what was needed. Mrs Webb asked for this to be revisited at the next governor meeting.</p> <p>Mrs Leonard added that from the academy agenda there is a plan to ensure the governing body has a more visible presence to staff, students and families including a feature in the next newsletter. In the staff briefings, staff have been informed who the governors are and any link roles.</p> <p><i>Mrs Owen was thanked for attending and left the meeting at 7.52am.</i></p> <p>Mrs Ind queried if a percentage of the PP money was still used towards uniform which Mrs Leonard confirmed the academy use the PP funding to help families in this area.</p>	Clerk
AC/77/2021	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/78/2021	<p>Apologies for absence Apologies were received and accepted from Mrs Shipstone due to holiday.</p>	
AC/79/2021	<p>Minutes of the AC meeting dated 31 March 2021 The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
AC/80/2021	<p>Governor admin Mr Morgan's CV information had been circulated prior to the meeting after expressing an interest to join the committee and after observing the March meeting. Governors voted unanimously for Mr Morgan to join the Academy Committee for a four-year term from 12/05/2021 to 11/05/2025.</p> <p>It was also raised that some governors were not receiving the group emails. Clerk to follow up with IT to ensure all are receiving the information.</p>	Clerk
AC/81/2021	<p>Matters arising:</p> <ul style="list-style-type: none"> - AC/58/2021 – the distribution of Mrs Shipstone's P16 & Careers link governor report had been delayed due to a complaint so this will be sent in advance of the next meeting. - AC/59/2021 – To note Mr Horsfield's and Mr Morgan's declaration has been completed. - AC/70/2021 – To note the cultural calendar was distributed to the governors on 31/03/2021 - AC/70/2021 – To note the Waltonian was distributed to governors on 31/03/2021 	Clerk/ES
AC/82/2021	<p>Safeguarding; culture & compliance There were no questions from the governors on safeguarding. Mrs Webb reminded governors that the Clerk is working on a central document which will incorporate all information in preparation for an Ofsted visit.</p>	Clerk



AC/83/2021	<p>Integrated Risk Management Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR</p> <p>Mrs Leonard highlighted to governors that there were no changes to the risk register and all risks remain the same. Governors were advised the academy had a risk audit 2 weeks prior to the meeting and initial feedback on the day was extremely positive and were praised on the rigorous approach they have. Following the success of the audit and the work that Miss Bagnall has done on the risk register, handover for her maternity cover will be a very smooth process.</p> <p>Mrs Webb queried if the maternity cover was temporary hire or a member of staff covering two roles. Mrs Leonard advised that the successful candidate was a member of staff who had been doing a business management apprenticeship within the academy and so had been shadowing Miss Bagnall so she will be stepping up to cover the role. There will then be further opportunities for other members of the team to back fill the apprenticeship role. Mrs Webb praised the team on great succession planning and asked for best wishes from the governing body to be passed on to Miss Bagnall.</p>	
AC/84/2021	<p>Academy Improvement Plan evaluation</p> <p>Mrs Leonard highlighted to governors that the AIP is a live document which is constantly being worked on and is formally evaluated after every term. Over the coming weeks, the academy will be preparing the AIP for the next academic year including shaping the key priorities. The AIP for the next academic year will be shared with governors once completed.</p>	
AC/85/2021	<p>SEND strategy impact</p> <p>Mrs Webb queried the increase in the SEND budget in the latest accounts. Mrs Leonard confirmed the SEND budget had increased due to a raise in the number of EHCP within the academy with more also expected next year. This increase allows the academy to put resources in place to support all the SEND students and the academy is working hard on how they use the funding. Mrs Webb further asked if the funding is received retrospectively which was confirmed by Mrs Leonard as the funding works in line with admissions. The academy goes to consult on any applications received and along with the SEND team the academy will decide if the child is best placed at Walton. From there they will become aware of the level of funding that the child brings. The governors were informed there is 2 guaranteed students with EHCP plans in September with a potential of an additional 3. The draft budget only has confirmed funding in as this allows the academy to work through the plan and look at how they will use the funding year on year. Mrs Leonard explained to the committee that each student obtains £6k of funding and once that money has been used then the academy can apply for an EHCP.</p> <p>Governors were shown a presentation on SEND and were informed that the current percentage of SEND students within the academy remains in line with national average, but this is within a growing population, so numbers are increasing. There are currently 119 students with SEND status and a further 72 that are on the SEND radar but do not quite qualify for funding yet. There are also 13 students with an EHCP and a further 3 students who are undergoing EHCP assessments. Whilst Miss Boot is currently on maternity leave the Asst SENDco has run the on the day running of the department and upon Miss Boot's return these shared responsibilities will continue, to allow for a more</p>	



	<p>strategic lead. The team have all engaged in additional professional development including some open university courses.</p> <p>The academy has invested in an online based software called 'provision map' where all information surrounding an EHCP's is on. By using this system it allows for information to be continuously updated and allows for the academy to track all interventions and costing which allows for a full strategic overview. This is currently used solely by the SEND team but will be rolled out to all staff in September.</p> <p>The committee was informed about The Hub, a provision the academy put in place in September using the money from the increase in EHCP funding. It is a curriculum-based provision for the students with complex needs and the student's study in line with the mainstream curriculum. Each student has a bespoke timetable, so they access some lessons with mainstream students and some within The Hub, although this has been difficult due to Covid bubbles. All students that go into the hub do have an exit strategy as the goal is for them to return to mainstream classes fully. Currently there are 10 students accessing The Hub at the moment which has increased both attendance and engagement from the students as they are happier and more comfortable. By using this provision, TA's can be deployed more effectively and ensures all the students are getting the support they need. The next steps include using B Squared and to looking into alternative KS4 curriculum suitable for the SEND students as well as further satellite provision.</p> <p>Governors were also made aware that Mrs Leonard has been working closely with the LA to look at how they can deal with the increase in demand for the SEND provisions across the county with Walton's provision being seen as best practice. Mrs Leonard has been invited to LA meetings as there is an aim across Lincolnshire to get more academies in the county to offer similar provisions as there is a shortage of special schools in the county against the number of young people with the additional needs. Governors were reassured that the academy do only accept children where the academy can meet need.</p> <p>Mrs Webb praised the academy on The Hub and further asked for the SEND outcome date in numbers. Clerk to suggest a date for the governors to visit the space.</p>	JL Clerk
AC/86/2021	<p>Quality of Education update <i>Mrs Dolby left the meeting at 8.34am</i> Mr Hoad shared his screen with governors.</p> <p>The academy is 1 year into the move to the 3-year KS3 programme, so the full evaluation is limited due to Covid-19 and bubbles. Therefore, this decision cannot be evaluated for the next 2 years until the current year group move to KS4. Governors were made aware that every Yr9 student has continued to study a language, ICT, art / design / technology (ADT), and performing arts. All subject areas have restructured their curriculum and schemes of work to the fit the new timeline and to classroom spaces available to them. Moving forward, the academy would like to consider and investigate a way for some</p>	



	<p>students to study 2 languages in year 9 should they wish to as currently the study one language in year 8 and one in year 9. On a similar note, the academy would like to investigate the potential of a performing arts specialism as currently students switch between drama and dance however there is a desire to offer a focus of one or the other into year 9.</p> <p>Students have just completed their options which was left open allowing for free choice which has shown some different choices whereas in the past some may have been restricted. 95% of students are likely to get their first 4 choices with a small increase in languages uptake. The academy does have a hope of this increasing in the future. There have also been large uptakes in other subjects including food & sports which have 2 full classes and there are 3 full groups for health and social care. The number of pupils opting for history is higher (3 groups) than geography (2 groups) with humanities still being a compulsory choice. Governors were also informed that even with complete free choice, all the courses are financially viable. Looking ahead to next year, the cohort is larger and will be the first co/ed cohort coming through so the academy are currently looking into other options including an expansion on languages with the possibility of Arabic or Chinese Mandarin and the ADT offer will constantly need reviewing for the next few years to rebuild this.</p> <p>Mr Hoad explained to governors that there is currently a lot in the media around reading and ensuring the academy are promoting this. The academy has a communication strategy and actions moving forward are currently being developed further and as an academy, they are looking into the responsibilities across the leadership and teaching team to help drive this forward.</p> <p>The academy is also looking at increasing the use and effectiveness of the LRC (learning resource centre) with the potential of having it as a teaching space if needed. The team have been looking at solutions including reconfiguring the space, moving the LRC to another space or to expand the LRC into a second classroom which allows to have reference study space but also allowing for a fiction / novelty space. The aim is to have this completed by September and will be relatively cheap fix with powerful solutions.</p> <p>Governors were informed that once trips can resume again, all require full approval from the Trust before any commitments can be made. All financial liability for cancellations will sit with the academy and any trip will need to be Covid-19 risk assessed. As mentioned at the beginning of the meeting all visits must also be fully inclusive and poverty proofed.</p> <p>Mrs Webb queried if the EBacc bucket has increased since last year which Mr Hoad confirmed there has been a slight increase but not as much as they would have liked. The biggest hope for the switch to the 3-year KS3 is that there will be a significant increase in this next year. Mrs Webb questioned the ADT carousel and queried if it was a specialist staffing challenge. Mr Hoad explained it is more about the room in the timetable to ensure that everything is included especially with the addition of RSE. In order to expand the ADT offer it would be in the same space as RSE so the academy would be</p>	
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	<p>unable to offer graphics, food and IT to all students as there is only 2 lessons a week available so the students are currently doing one term on each throughout the year. Mrs Webb clarified that the current languages offered to students was French and Spanish. Mrs Webb praised the academy on the expanding curriculum before checking that all subjects map into P16 options. Mr Hoad confirmed that all subjects were available as P16 options before Mrs Webb further asked if the offering is strong at P16. Mr Hoad confirmed the academy offer a double award diploma for Health and Social care and there is viable History & Geography at A level. Mrs Webb inquired if Mandarin or Arabic would be available at P16 too and if there is still a plan to offer Business & Economics. Mr Hoad confirmed that there is the aspiration with Mandarin and Arabic however the academy wants to get French and Spanish back into P16 first. The academy has secured a business specialist who is joining from the College and will be full time from September who will be able to offer Business & Economics.</p> <p>Mrs Webb asked if there has been pupil engagement with the LRC development which Mr Hoad confirmed the project started with the LRC team, but the pupil engagement is the next phase with the student librarians being involved. Mrs Webb suggested, if viable, for the student librarians to show what they would like the LRC offering to be like.</p> <p>Mrs Webb requested clarification with the EVC if the financial responsibility sits with the academy or the Trust to which Mr Hoad confirmed the wording says academy. Mrs Webb asked that if any trips come up that would be prohibitive due to the fact the academy takes liability, then she would like to be made aware so any conversations can be undertaken. Mrs Saxelby added that she must also sign off any trips along with the Trust approval, but as always collaborative working is appreciated and helpful. Miss Lee asked from a staff perspective if there was any training or reading that could be done around the poverty proofing of trips seen as trips are a key element of the Geography curriculum and there is a desire to ensure all students are being catered for. Mr Hoad confirmed this information would be shared with staff at the briefing on 17/05/2021.</p> <p>Mrs Crerar questioned if the academy anticipates any changes in demand of certain subjects next year with it being the first mixed cohort group and queried what the academy are doing to ensure choices can be met. Mr Hoad confirmed the curriculum is varied now especially with the introduction of subjects including graphics which is being accessed by all students and will be continued into KS4. The academy is also looking at expanding business studies down to KS4 too to cater for all needs.</p> <p>Mr Horsfield added that he has experience in EVCs from a tour operator perspective as previously worked for a school travel business operator. He offered any support or guidance if the academy would like. Mr Hoad thanked Mr Horsfield and said they would be in touch as they start to look at trips again.</p> <p><i>Mr Horsfield left the meeting at 8.58am.</i></p>	<p>MH / JL / Clerk</p>
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	<p>Mr Morgan questioned if the academy is looking strategically at changing the subject offering in term of where the academy is exemplary. Mr Hoad confirmed the academy currently offer Business at KS5 (P16) which has been very successful but have not had the staffing expertise to offer it into KS4. With the appointment of Mrs Hanks this will now be possible. Mr Morgan further queried if other academies offer this subject at KS4 and Mr Hoad confirmed this was the case.</p>	
AC/87/2021	<p>Appraisal update Staff did set performance management targets at the start of the year. In line with the Trust, the staff have all had link meetings and a touch base meeting in the Spring. There are no concerns from this perspective as there are no staff on formal support plans. From the academy development cycle there is a new system called Personal Development Plans across the Trust, with the focus on staff development and staff developing their career.</p>	
AC/88/2021	<p>Admissions next academic year Mrs Leonard explained to governors that the academy will be oversubscribed in September with a cohort of 180. There are 32 appeals which will take place for 3 weeks commencing the 7th of June which Mrs Dolby will take a lead on. From the 32 appeals the academy plan for a handful to be successful and it was noted that out of the 32 appeals, 28 of these are parents who are unhappy with student placement at West Grantham Academy.</p> <p>The academy is in full swing of the transition process for the students with Mrs Leonard, Mr Hoad and Mrs Dolby visiting the feeder primaries. Based on the latest guidance from the government the academy is planning for a face-to-face transition week commencing from the 25th of July and are looking at splitting the cohort in half and doing 2 days each to allow the academy to continue to follow the risk assessments. Mrs Webb queried if the academy has enough staff to run 2 x 2 days should there be a need to isolate from the first half of the week. Mrs Leonard confirmed the academy are waiting for guidance from the government but there are several plans based on all eventualities to ensure the new cohort do have a transition week. The plan will be completed after half term and Mrs Dolby is communicating with yr6 parents once a fortnight. Schools within the area are planning for a similar approach.</p> <p><i>Mrs Ind left the meeting at 9.02am</i></p> <p>Mrs Webb questioned if the LA take all schools in equal weighting to ensure there is no pressure on WA to accept the 32 appeals, especially if there is a desire to fill West Grantham Academy (WGA). Mrs Leonard confirmed that not all appeals are heard by the LA and at each appeal there is an independent panel to make the decisions. As part of the information provided the academy has highlighted that there is a shortage of 6 classrooms for the current students on site and within the site improvement plan it shows the academy can only accept 180 students. It is possible a handful of the appeals will be successful but know they will not all be accepted. Governors were also informed that out of the 180 cohort for September, Walton is first choice for</p>	



	<p>over 100 of the students. There is a chance some families will have appealed to their first choice of school, so the numbers are expected to balance out.</p> <p><i>Miss Lee left the meeting at 9.11am.</i></p> <p>Mr Morgan queried if reputation plays a part in the choices. Mrs Leonard confirmed there is a reputation attached but WGA are now within a MAT and working with the Executive team to support the academy moving forward.</p> <p>Mrs Webb added that she does not believe in it just being reputation as they have different challenges in the community that they work, so naturally they have a different educational provision. Mrs Saxelby added that WGA have now joined another trust with a new executive headteacher. It has been recommended they work with the heads in Grantham, with the aim being parents want to send their children to WGA. This is in the best interest for everyone as helps to relieve pressure off the other academies. Mrs Leonard added that the Grantham secondary school heads do meet, which has been a great support and collectively discuss ways to move things forward and are working together rather than in competition.</p>	
AC/89/2021	<p>Any academy specific items including policy appendix ratification;</p> <ul style="list-style-type: none"> - Other policy updates (Privacy Notice for Staff and Photography & Videography Policy) <p>The above Diverse Academies policies were updated by the Trust on the 4th May 2021 and are available on the Trust website. Governors were informed of these updates on the 4th May 2021.</p>	
AC/90/2021	<p>Staff, pupils and parent survey evaluations</p> <p>Mrs Leonard explained to the governors that the Spring term evaluations have not been completed yet as the priority has been to get everyone back on site and to commence with the centre assessed grades. The academy is looking at doing an evaluation after half term to help influence information for September.</p> <p>Mrs Webb asked for Mrs Leonard to pass on thanks to the staff on behalf of the whole committee for their support and dedication.</p>	
AC/91/2021	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> - Staffing for Miss Bagnall's maternity cover to ensure high standards continue - Quality of education moving forward including subject offering and any amendments required to support the co/ed cohort. - Appeals process and admission numbers for September. 	
AC/92/2021	<p>Complete report to Trustees</p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> • Mrs Leonards involvement with the LA regarding The Hub provision and this being seen as best practice. 	
AC/93/2021	<p>Determination of Confidentiality</p> <p>Equalities Act consideration</p> <p>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 7 July 2021 at 7.30am.</p> <p>The meeting closed at 9.18am.</p>	

Signed by Chair:

Date: