

**Minutes of the Academy Committee Meeting
held on Wednesday 7 July 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	A
Mrs L Crerar	LC	Appointed Governor	
Mr D Morgan	DM	Appointed Governor	
1 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	A
Mr M Hoad	MH	Vice Principal	
Mrs K Dolby	KD	Assistant Principal – Behaviour & Attitudes	
Mrs L Owen	LO	Assistant Principal - Outcomes	
Mrs F Gilbert	FG	Assistant Principal - Teaching and Learning	
Mrs R Chambers	RC	Clerk and Advisor to the Committee	

Item No	Item	Action/ by who/ when
AC/94/2021	<p>Declaration of interest There is an amendment to Mrs Cooper's declaration of interest following an appointment as director of Heath Farm Lane Residents Management Company Ltd. The committee approved this change.</p> <p>There were no further declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/95/2021	<p>Apologies for absence Apologies were received during the meeting from Mr Horsfield due to work commitments.</p>	
AC/96/2021	<p>Minutes of the AC meeting dated 12 May 2021. The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
AC/97/2021	<p>Matters Arising</p> <ul style="list-style-type: none"> AC/76/2021 – To revisit the poverty proofing within the academy. <p>The chair informed the committee that poverty proving will be a regular item on the agenda in the next academic year and asked the governors to think of ways to support the academy in this area. Mrs Leonard confirmed that poverty proofing is one of the academy development priorities so</p>	



making it a standing item on the agenda is a welcomed addition. Mrs Owen added that as part of being in the Diverse Academies Trust (DAT) a lot of resource for families in need is Nottinghamshire centric and asked the governors if they are made aware of any resources including food banks then to let the academy know so it can be included on Walton's website. Governors were also made aware that as of next year the academy will be sourcing food ingredients to KS3. **Mrs Webb asked** if the sourcing of ingredients is a foodbank concept to which Mrs Owen confirmed that the academy does have links with foodbanks so can accept donations. The academy is also going to ask for a £10 contribution for the year, but the academy will then provide all the ingredients and a container to take items home in. **Mrs Webb further queried** if the £10 contribution is from every pupil to which Mrs Owen confirmed it is voluntary. **Mrs Ind questioned** if the £10 payment could be split in to 2 or whether the payment could be paid later in the year to allow for the costs at the start of the year. Mrs Leonard confirmed the academy will look into this and will also be looking across the whole academic year in relation to costs for parents including trips, uniform, stationary etc so it is transparent to parents. **Mrs Ind also asked** about the uniform stock as some suppliers do not replenish throughout the year. Mrs Dolby confirmed that parents can buy uniform throughout the year via Trutex's website. Mrs Leonard added that the preloved uniform will be advertised more widely, and a shop will feature each term. Governors were made aware that there had been an anonymous donation which will be used to increase stock levels of uniform for the preloved shop and **the chair asked** governors to be aware of any organisations who are looking to donate to local communities to highlight Walton Academy.

Mr Morgan joined 7.39am

- AC/80/2021 – To note all governors are now receiving the group emails.
- AC/58/2021 – Clerk to distribute Mrs Shipstone's report once completed. Mrs Shipstone made the governors aware that this has been delayed due to meetings being cancelled.
- AC/82/2021 – To note the central document on previous Ofsted reports is being made by Clerk and once completed will distribute to the governors.
- AC/85/2021 – To note, a date for governors to visit the SEND hub will be arranged in the next academic year as the academy are still abiding to a 'no visitor' policy.
- AC/86/2021 – To note student librarians will join the committee next year to highlight what they would like the LRC offering to look like.



AC/98/2021	<p>Governor Admin</p> <p>The Clerk advised the governors that Mrs Ind's term of office was due for renewal. The governors voted unanimously to reappoint Mrs Ind to the committee for a four-year term of office from 07/07/2021 to 06/07/2025.</p> <p>Governors were reminded to complete the skills audit. Mr Sumner agreed to complete after the meeting.</p>	MS
AC/99/2021	<p>Safeguarding; culture & compliance</p> <p>Mrs Dolby informed governors that Ofsted completed a sexual harassment and violence review summary in June 2021 and wanted to highlight the findings to the committee and how Walton will action these findings.</p> <p>The review was investigating three areas.</p> <ol style="list-style-type: none"> 1. Safeguarding and the curriculum 2. Multi-agency partners 3. Victims voice & reporting procedures. <p>The review was carried out using 900 young people across 32 schools and looked at peer on peer sexual harassment and violence and the effects it has on pupils and the people around them.</p> <p>The findings highlighted that sexual harassment and online sexual abuse is evident across all year groups and genders and that young people see it as normal. Most children said it happened outside of school but there were reports of it happening within the school environment. Young people, particularly girls, said they did not want to report any incidents even when they were encouraged for reasons of worrying if adults would believe them and fear of being ostracized by peers.</p> <p>The governors were shown the statistics from the student voice for both within the academic setting and online. The findings also showed that many leaders and professionals underestimated the issue and only dealt with it when reported.</p> <p>Mrs Dolby explained to governors the steps that Walton is doing.</p> <ol style="list-style-type: none"> 1 – It is embedded within the academy development plan from September 2021 with it being a focus for all staff. 2 – A UPS role designated specifically for this role. Sherrie Hopkins will oversee this across the academy to ensure the information is widespread. 3 – the annual refresher safeguarding training in September will be picked up and additional reminders throughout the year. 4 - Looking at ways to report any incidents and investigate student voice to help create a safe environment. <p>It was agreed for the presentation to be distributed to governors.</p> <p>Mrs Dolby also informed governors that Walton has a Trust safeguarding audit on the 13/7/21 with Patrick Knight, lead from DAT, and will bring the feedback to the next meeting. Mrs Webb added that it will be interesting to</p>	<p>KD / Clerk</p> <p>KD</p>



	<p>hear how you develop the RSHE plan to encompass the information from the Ofsted review on how everyone assumes sexual harassment is not happening and how this can be embedded. Mrs Dolby explained that student voice will be invaluable in doing this.</p> <p>It was suggested to the academy team that if a group of peers or P16 students undertook the student voice the academy may get more involvement as some students may not feel comfortable talking to the staff. Mrs Ind offered her help in any student voice questionnaires if the academy felt it was appropriate. Mrs Shipstone added that she will liaise with Sherrie Hopkins on the RSHE policy and will help to look at ways to implement it from a stakeholder perspective.</p> <p>Mrs Leonard thanked Mrs Dolby for her hard work this year as Designated Safeguarding Lead (DSL) as this year has been harder than before due to Covid-19. The governors were made aware that the DSL and safeguarding team do not currently receive any supervision and although it comes with a cost, Mrs Leonard would be keen for governors to support the request for Trust wide support in this area. Mrs Webb questioned if this is being raised at other academies within the Trust to which Mrs Leonard confirmed it has and is being investigated, but she is keen to get something more formal in place. Mrs Saxelby added that there can be a two-pronged attack as Patrick Knight can raise from a Trust perspective and the academy can raise through Lincs Learning Partnership. Mrs Ind asked if this could be incorporated into the academy councillor's role to which Mrs Leonard confirmed she is aware of Bev's skillset and with further training for both herself and the team will help to increase capacity on the ground. Mrs Cooper added that in the corporate world, businesses have many provisions where employees can access independent support and was shocked the same level of service is not available to the education sector. It was felt that it needs to be independent from the academy rather than an internal resource as may then be used more widely.</p>	
AC/100/2021	<p>Integrated Risk Management Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR</p> <p>Mrs Leonard informed governors that the Trust is currently going through a H&S audit with the DfE and whilst it is through the Trust, only 3 schools have been selected – Walton being one. Both Mrs Leonard and Andy, the site manager, were part of the 3-hour process and verbal feedback from the Trust has been that it was a successful audit. The formal feedback, when received, will cover 13 areas and will be RAG rated with actions and recommendations on each. The actions and recommendations will be required to be updated during the next academic year as it will be reported into the DfE. Mrs Leonard thanked Andy for stepping up during the process and praised his extensive knowledge.</p> <p>The governors were made aware that the high risks within the risk register remain the same as they have for the past couple of committee meetings. It was acknowledged that following the recent guidance release around Covid-19, the academy will be making any relevant changes to the risk assessment</p>	



	<p>and will communicate this with all stakeholders, so everyone has all the information prior to September.</p> <p>Mrs Webb asked for Mr Sumner as H&S link governor to go through the report with the academy and share the feedback with the committee. Mrs Webb further queried if there were any surprises within the audit to which Mrs Leonard confirmed that prior to the audit, the academy was given a checklist of all the areas that the audit would be picking up on. The academy then gave the auditing team a bank of evidence around all 13 areas.</p>	JL / MS
AC/101/2021	<p>Admissions</p> <p>Mrs Dolby explained that out of the 30 appeals the academy received only 4 were upheld. Out of the 4, only 2 have accepted as they also had other appeals upheld elsewhere. For September it leaves the academy at 180 with a waiting list of approx. 100 students. The academy does still expect small changes, but the cohort will remain at full capacity. Mrs Leonard added that in the ERM report, which was shared with governors in advance of the meeting, it did provide a breakdown of the 180 children for information.</p>	
AC/102/2021	<p>Staffing Structure</p> <p>Both the leadership and senior leadership structure for the 21/22 academic year will remain the same as this academic year. Governors were informed that the team feels fully embedded which allows the academy to move forward and enhance with the development. The governors were shown a document which highlights each leader of the academy and what they are responsible for and what they are leading on. The plan is shared with all staff, so they are aware of the whole team's role and responsibilities. It was agreed for Mrs Leonard to share this document with the governors.</p> <p>Mr Hoad ran through the middle leadership structure. Within the academy, there has been some internal appointments to Head of Faculty's including Head of Humanities who has an oversight of history, geography, RE, philosophy and RSHE. There has also been an internal appointment for a Head of Social Sciences faculty which has an oversight of Health & Social Care, CPLD, business and criminology. Every subject across the academy now has a subject leader and a faculty leader with a total of 8 faculty leaders and 15 subject leaders that sit below them in the structure. The academy has also realigned the Heads of House to Heads of Year and are now on a similar pay and expectations to the Heads of Faculty.</p> <p>Mrs Webb asked how these changes have altered the staffing spend. Mr Hoad confirmed that it was a minimal spend with the difference being between pay scales e.g., 2B to a 2A. Mrs Webb further clarified that they were not extra recruitment to which Mr Hoad confirmed they were not. There are also specialist teachers delivering everything on the planned timetable for next year which is important for the Walton offer.</p> <p>Mrs Webb queried if there are staff on PIPs to which Mr Hoad confirmed there were not on targeted PIPs. Mrs Webb requested to hear the changes in outcomes that will drive the pupils. Mr Hoad agreed and explained that the starting point is the curriculum offer and the curriculum thinking which</p>	JL / Clerk



	<p>is why they do this at every level. Mrs Webb questioned if this allows for the changes that were wanted in the curriculum to plug the areas which were not as strong and any direct correlation there. Mr Hoad confirmed that was not necessarily the case with those positions and there are some other movements which are being looked at separately e.g., where drama sits but there is nothing directly linked. Mrs Webb added that it is fantastic to see the stability and progression which is being done and that the impression is that everyone feels settled. Mr Hoad informed the governors that the last time the academy externally recruited above a main scale teacher was 4/5 years ago.</p> <p>Mrs Ind asked if doing the options a different way this year has helped with budgeting and if it will be the same next year. Mr Hoad confirmed the academy will run the options the same next year and that out of 130 students there was only 3 that had to talk to to choose a sixth subject. It gave the flexibility to deploy the staff that the academy had and gave a more honest picture of where the students think their choices lie. Mrs Leonard added that the academy has a number of trainee teachers who are ex-students wanting to complete their training at Walton. Once their training is completed, they then want to stay with the academy. To be in a position where ex-students come back to do their teacher training and then want to stay afterwards does show the strength with the culture within the academy.</p>	
AC/103/2021	<p>Yr11 & Yr13 Headline Data</p> <p>Mrs Owen ran through the headline data with the governors and explained that pupils in Yr 11 and 13 have developed the knowledge and skills needed to achieve well. All groups including SEN, PP and GMT have achieved above the most recent national average for the co-hort. Governors were reminded that progress cannot be measured against other years which is firstly due to the grade awarding process and secondly, the fact that the government will not be publishing any data tables. This cohort of Yr11 are the first cohort with the new SATS which are norm referenced and scaled. The system the academy uses for analysis does give an indication of a Progress 8 (P8) figure, but it does come with a health warning whereas the Attainment 8 (A8) is a true representation. The A8 is 53.77 and the national average referred to is from 2019 (the last ones published) was 46.7 so the academy is above national average. The PP, whilst below the whole cohort, the gap is smaller than the national average and the PP students still outperform those at the national average. This is the same as SEN.</p> <p><i>Mrs Dolby left the meeting at 8.40am.</i></p> <p>The governors were also shown the English and Maths data which shows that the students are going to get the grades they need to move on.</p> <p>Mrs Webb thanked Mrs Owen for the breaking down of the averages and asked about the P16 data. Mrs Owen confirmed the P16 data is much harder to compare as the published figures are only on the academics and do not include BTEC's so gives a skewed figure and looks like the academy is not as</p>	



	<p>successful as they are. The academy therefore focusses on the destinations and most of the students will be successful in getting their first or second choices. Mrs Webb questioned from a curriculum perspective where the focus now needs to be because of this awareness. Mrs Owen confirmed there was nothing from a curriculum perspective and KS3 assessments will be completed soon. From there a review will be done to ensure the curriculum is fit for purpose. The results the academy has had over the past few years, show what they are doing is right. Mrs Cooper noted that the pupils in Yr 10 & 12 have had a year and a half of disrupted learning patterns and questioned how they are preparing for September. Mrs Owen explained that these year groups have both just gone through mock exams and the data from these will be assessed. The academy has received feedback from Performance Learning, which focussed on year 10 as the academy are conscious that the students do have those gaps. Governors were also advised that all Yr 10's completed a 20-minute questionnaire based on their feelings, how they are coping and mental health. The results showed that the students have a good attitude to themselves and school, but they are worried about their subject knowledge. The academy completed the questionnaire during the mock exams which was a strategic decision knowing the pupils would be more honest. The academy will be working on gaps highlighted through the mocks and the governors were made aware that it has been suggested that the government will reduce the exam content for next year, but the academy is not sure what this will look like yet.</p> <p>It was agreed for the presentation to be shared with the governors.</p> <p>Mr Morgan added that there are a lot of acronyms throughout the paperwork and asked for the acronym list to be updated. Mrs Webb agreed and asked the clerk to update.</p>	<p>LO / Clerk</p> <p>JL / Clerk</p>
AC/104/2021	<p>AIP and SEF review and priorities</p> <p>Both the Academy improvement plan (AIP) and the working live document for academy development plan had been distributed to the governors in advance of the meeting.</p> <p>Mrs Leonard explained that the leadership team have been working on reviewing the current AIP which has then helped to formulate the academy development priorities for 21/22. These will ensure that the academy continue to deliver exceptional provision and will continue to drive the academy forward. There are 2 priorities and within each there are 3 focuses that all the team will be working on. The governors were reminded of the 3 focuses for the 2 priorities and were invited to send any challenges through to Mrs Leonard after the meeting.</p> <p><i>Mrs Owen, Mrs Ind and Mrs Shipstone left the meeting at 8.58am.</i></p>	
AC/105/2021	<p>Notable achievements</p> <p>Mrs Leonard highlighted a number of notable achievements to the governors including;</p>	



	<ul style="list-style-type: none"> - Some of Walton's staff have been part of the National Professional Development curriculum week. Some of the middle leaders prepared presentations which are now being used by teachers nationally. - The academy has developed strong connections with LA and neighbouring LA around the work with HLN and SEND provision and now part of a steering group with Lincs and Rutland County looking at improving their provision. - Grade awarding process must be noted as an achievement. The academy has been confidently able to send the grades off for the students and confident they are the grades the students are deserving of. - Sherrie, as PSHRE subject leader has been doing training across the Trust around relationships and sex education with both the primary and secondaries. - Extra-curricular activities which have not been able to run for most of the year, but the academy have just started to run sporting extra-curricular events. The academy has never seen such uptake in extra-curricular events across the board. 	
	It was agreed for Mrs Leonard to distribute the final Waltonian to governors.	JL
AC/106/2021	<p>Professional development impact 2020/21 & planning on 2021/22</p> <p>Mrs Gilbert informed the governors that the academy has been able to run a significant proportion of professional development this year. When looking at professional development it is looked at from a teaching and leadership expertise as some staff like to do both whereas others like to focus on classroom practice. There will be funding for the NQT to be used to support CPD in the next academic year. The plan for how this money will be used will be shared with governors at a later meeting as Mrs Gilbert is currently awaiting instruction on what that will look like.</p> <p>All professional development will be aligned with the academy's priorities which will be linked to the team plans and individual priorities. It is very much about the staff having time to enhance their curriculum expertise through the process of collaboration of deciding what they would like to do, testing it, trialling it and reviewing it which is a trust wide idea. Observation will also be included as part of the process.</p> <p>Mrs Webb highlighted that it was a Trust initiative, and then asked how much support there is to which Mrs Gilbert confirmed in the past there has been someone who has led on professional development, but this is changing with the new association. There is also support through the institute and Executive Leads and there is the autonomy to run it how Walton would like with support at a Trust level if needed. Mrs Webb further asked if the sharing of best practice around the academies had been picked up again. Mrs Gilbert confirmed it is the plan and will maybe be done during the inset day in February. It will be shared internally and can then be shared wider as requested.</p> <p>There are several networks which are being used for development including PiXL and the National College and take up within the academy has been</p>	FG / Clerk



	<p>strong. There is always high uptake in the external CPD which is financed through the institute, and it has been advised that Walton will get some autonomy from that and some budget, but the breakdown has not been received yet. Mrs Webb added that she would be intrigued to see whether the level of offering is going to change to which Mrs Gilbert confirmed the academy are proactive in putting in as much as they can and rarely get rejected so have taken advantage of this. The governors were informed that Mrs Gilbert has been proactive and made bookings for some of the evening programmes as will sit within the institute. Mrs Webb thanked Mrs Gilbert for her work on this as CPD is beneficial to not only retain staff but also for their mental wellbeing.</p>	
AC/107/2021	<p>Finance Governors had been sent through the management accounts and the budget in advance of the meeting. From these documents, Mrs Cooper had sent through some questions.</p> <p>1. The management reports show a £100k improvement in income relating to extra pupil premium however it is not clear how all of these funds have been expended. Is additional cost for these plans allowed for in this financial year or next and if so allowed for in the 21/22 budgeted expenditure?</p> <p>Mrs Leonard explained the increase in the budget is down to the increase in pupil premium (PP) funding the academy received as well as the increase in the high-level needs (HLN) funding. When the budget is set the academy do not know how many EHCP will be received, and the money is allocated from the LA SEND team. When doing the budget, the academy only put in what is known at that point. High level needs funding can also change throughout the year and all the EHCP within Walton have all had an increase. The PP will change slightly next year as the allocation is now based on the October census, not the January one as before. When the budget is set the academy do not know at that point how many PP students the academy will increase by so when the budget is set, the forecast is based on what has been there traditionally with an uplift later in the year. The PP spend and how the academy spend it is all done through the PP statement on the website and the breakdown can be seen on there. A lot of the money goes in to staffing and staffing of areas including Maths and English. The money is in this year's budget so at the end of this year that funding will not be rolled over and is only available for current academic year. Mrs Cooper further queried that the academy has got to use the additional £60k before September and if there is a plan for that. Mrs Leonard confirmed this was correct and that the increase in pastoral staffing is offset against additional HLN and PP funding. There has been additional TA's and pastoral mentors and that money has allowed the academy to increase that capacity. Mrs Cooper highlighted a concern to spend £60k in a short space of time when only spent £40k so far.</p> <p>2. Can the changes in headcount for Ed support and premise staff be further explained please?</p> <p>Mrs Leonard confirmed there has been some movement in terms of where staff sit in the budgets as some of the non-education support staff have now been added to a central budget. Mr Hoad added that the premises drop is due</p>	



	<p>to the cleaners as this service has now been contracted out, so the cost is still in the numbers but is no longer on payroll.</p> <p>3. There is a good level of detail provided for the budget, thank you. Unfortunately, there is no context provided with these numbers to make a real assessment of whether the budget is realistic. For example, no comparison to prior year or benchmark staff FTE or pupil headcount YOY.</p> <p>Mrs Leonard advised this information can be distributed to the governors. Mrs Webb added that both herself and Mrs Cooper had attended the recent Trust training on finance last week and was useful to see that other governors are concerned in the same way as Walton is. Mrs Webb asked for clarification that moving forward the academy are now in control of their own budget to which Mrs Saxelby confirmed this to an extent. The governors were informed that this has been challenged by the Executive Principal's and Gary Corban (who did the presentation) is going to email all Principals' to further explain the methodology which can be shared with governors. Mrs Saxelby further noted that the questions brought up within the Walton meeting are the same across the Trust and the confirmed that the academy leaders can decide what to spend the money on but there are some finer details which need ironing out.</p> <p><i>Miss Lee left the meeting at 9.13am</i></p> <p>4. What happens to any surplus to budget at the end of the financial year?</p> <p>Mrs Leonard explained that for the current academic year, Walton has a surplus of £45k. Out of this money, some new chairs have been ordered however there will not be any further access to the surplus and will be used and pulled across reserves within the trust. Mrs Webb questioned if this would end going forward as with being in control of the budget surely the academy would then keep any surplus to which Mrs Leonard confirmed this was not her understanding. Mrs Webb noted that at this level it is it confusing that we do not know what is happening in the next financial year.</p> <p><i>Mrs Crerar left the meeting at 9.18am</i></p>	JL
AC/108/2021	<p>Appoint committee chair and vice-chair for 21/22 with effect from the autumn term meeting.</p> <p>The Clerk advised the governors that the committee needed to appoint for a Chair and Vice-Chair ahead of the autumn term. The governors voted unanimously to reappoint Mrs Webb as Chair and Mrs Cooper as Vice-Chair of the committee from 01/09/2021 to 31/08/2022.</p>	
AC/109/2021	<p>Complete Annual Summary Template on the effectiveness of governance 2020/21</p> <p>This was completed and has been sent to the Head of Governance.</p>	
AC/110/2021	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> - The budgeting process and queries from the management accounts. - The staffing structure and the costs associated with this. 	



	- The need for support for the DSL and safeguarding team	
AC/111/2021	<p>Complete report to Trustees</p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> • The Walton committee think there is more narrative to be had around the transparency of budget setting as it is felt they are still not allowed to question covid catch up funding. • They are keen to hear if there is a release of control, how does it sit with the Scheme of Delegation with governor control. Does the Academy control but Trustees challenge and support or does it come back to LAC. • Following the finance training the governing body felt they would have more ability to question the budget lines and need more clarity. <p>Governors are looking forward to more explanation.</p>	
AC/112/2021	<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>As the meeting ended, Mrs Webb asked Mrs Leonard to pass on a heartfelt thanks to all staff for their support and commitment to the pupils during an extremely tough year and added how much of a delight it has been to hear the passion from all staff.</p>	
	<p>Date and time of next meeting:</p> <p>Academy Committee meeting Wednesday 13 October 2021 at 7.30am.</p> <p>The meeting closed at 9.38am.</p>	

Signed by Chair:

Date: