

**Minutes of the Academy Committee Meeting**  
**held on Wednesday 2<sup>nd</sup> February 2022 at 7.30am via Microsoft Teams**

Membership	Initials	Governor category	Absence
Mrs S Cooper - <b>Vice Chair of Governors</b>	SC	Parent Governor	
Mrs H Ind	HI	Appointed Governor	A
Mrs R Webb - <b>Chair of Governors</b>	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	
Mr D Morgan	DM	Appointed Governor	
1 x Appointed governor vacancy			
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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	A
Mrs K Dolby	KD	Assistant Principal – Behaviour & Attitudes	
Mrs L Owen	LO	Assistant Principal - Outcomes	A
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
<b>AC/39/2122</b>	<p><b>Local response following central training on;</b></p> <p><b>Ofsted Updates &amp; School Evaluation Framework</b> Governors were reminded to catch up on the training especially with an Ofsted visit being due.</p> <p><b>Risk Appetite &amp; Integration</b> Governors noted how useful the training was on risk appetite and integration and it was good to be kept up to date.</p> <p>Clerk to distribute the recordings for both training and governors to confirm when they have watched it.</p> <p><i>Mrs Crerar and Mr Morgan joined the meeting at 7.38am.</i></p>	<b>Governors</b>
<b>AC/40/2122</b>	<p><b>Apologies for absence</b> Apologies were received from Mrs Ind due to family commitments.</p> <p><u>Post meeting note.</u> The committee agreed to offer Mrs Shipstone a sabbatical from the committee due to personal circumstances. Clerk to speak to Mrs Shipstone in May with her proposed return at the meeting in June 2022.</p>	

18



	<p>subscription to the Historical Association. Other faculties have paid for CPD which is at a higher level than can be allowed from the CPD funding.</p> <p>The governors were advised that the academy is not expecting anymore ITT students to join this year. <b>Mrs Webb noted</b> the number of male students <b>and questioned</b> if this was targeted to get a better split of gender with the co-educational cohorts the academy now has. Mrs Gilbert explained that there was no targeting and the places are open for anyone to apply for. The academy is seeing a more diverse mix of students and of the subjects chosen. There is a conscious decision to ensure the academy are not over-allocating certain faculties and do try to limit the number of ITT students in the key stage's and will reject applications based on whether the academy can support the students or not. Mrs Saxelby requested confirmation that there are 8 students for the rest of academic year to which Mrs Gilbert confirmed this and noted that the academy is comfortable with this number and would not want to take anymore. Mrs Saxelby agreed and noted that whilst it is great for Walton and great for the student teacher, it does however increase workload for the staff so 8 students is the very top limit as the academy only has a small number of staff. Mrs Gilbert acknowledged the academy has 40 staff to which Mrs Saxelby noted that that is a significant number in comparison so 8 is the top line number that are to be accepted to ensure the students are not taught primarily by students.</p> <p>Mrs Gilbert advised that the academy have turned away students on this basis and faculties are not forced to commit to the programme.</p> <p>Mrs Saxelby asked for Mrs Gilbert to look at how many classes are taught by students in KS3.</p> <p><i>Mrs Gilbert left the meeting at 7.58am.</i></p>	FG
AC/45/2122	<p><b>December management accounts</b></p> <p>In advance of the meeting, Mrs Cooper had sent through a series of questions.</p> <ol style="list-style-type: none"> <li>1. Noting that staff Covid absence is highlighted as a key risk and potential to increase agency costs - please confirm how the SLT manage and monitor contingent workers costs</li> </ol> <p>Mrs Leonard confirmed that the potential increase in agency costs is highlighted as a key risk but Mrs Wiblin, the cover manager, is ensuring it is managed efficiently. There are 2 full-time and 1 part-time cover supervisors in-house and then there is 4 in-house supply teachers which are employed as casual employees. These 4 supply teachers are employed on a 0-hour contract but allow the academy to have consistency for the students whilst knowing the high-quality provision continues. <b>Mrs Cooper further asked</b> if the budget for these employees sits in the agency cost line to which Mrs Leonard confirmed they have asked for it to be taken out of the staffing line and to be moved into the agency cost line as the academy would prefer it to be sat in this cost centre. <b>Mrs Cooper noted</b> that £25k is not a lot of money based on the volume of cover the academy are talking about. Mrs Leonard acknowledged that this will be the same in most academies with Covid causing an increase in absence and following a recent meeting with Simon</p>	



	<p>Lowe &amp; HR it was understood that Trusts would use internal resources to support their academies before they would apply to the government for support funding. It was agreed by the Finance Manager in the meeting that if the academy goes into a deficit due to agency costs, then the Trust would support them. <b>Miss Lee added</b> that the additional investment in cover has had a positive impact on staff workload so Mrs Leonard and the SLT was thanked from the staff. <b>Mrs Webb questioned</b> how much the academy spent on this finance line last year to which Mrs Leonard noted that it would be less as the academy was not open for the full year, resulting in the pot never being fully spent. It is also impossible to comparable to pre-pandemic as the academy are still going through isolation periods.</p> <p><b>Mrs Webb asked</b> if staff get full pay even if off sick to which Mrs Leonard confirmed this was the case.</p> <p><b>Mrs Cooper noted</b> that this is a high risk on the budget as the academy is almost in business-as-usual territory but the problem has not gone away. Also, by moving the money within lines it does not show visibility as to how the money is spent which puts the academy at risk of being told they are not managing the permanent staff budget. <b>The governors requested</b> more confidence on the support that would be received by the Trust if there is a deficit because of the agency costs. Mrs Saxelby noted that she had a meeting with Simon Lowe planned and would seek the reassurance then. The SLT do meet regularly with HR and finance so there is always a narrative around the costs and if the narrative is kept then it is a risk around the trust.</p> <p>2. Regarding any contingent workers what procedures have been put in place by the Trust to comply / assess IR35 compliance</p> <p>Mrs Leonard confirmed that all supply, is either through an agency or on a casual contract as employees. <b>Mrs Cooper further questioned</b> how the academy monitors those agencies are following tax compliance and also ensuring the academy is. Miss Bagnall confirmed that the Trust HR department compiled a letter of assurance which was distributed to all agencies to ensure they are fully compliant.</p> <p>3. What preferred supplier arrangements does the Academy / Trust have for contingent workers.</p> <p>Governors were advised that Mrs Wiblin has a list of agencies that the academy have regularly used. Textbook Teachers are the most preferred and they are part of the Crown Commercial Services so there is no buy out cost. It was noted there is also increased absence through the agencies too.</p> <p>4. What does the Academy need to do to trigger Sports Premium funding?</p> <p>It was confirmed that Sports Premium funding is an initiative only available to Primary academies.</p>	
AC/46/2122	<p><b>Forecast 1</b></p> <p>In advance of the meeting, the governors received the forecast 1.</p> <p><b>Mrs Cooper asked</b> why the forecast for education recovery is ahead of the budget to which Mrs Leonard explained that there was originally a line in the</p>	



	<p>budget for the recovery fund received from the government which was an estimated figure. Once the funding was allocated, it was an increased amount from what was put in the budget and unlike other funds it does come in in a lump sum which is why it looks like it is ahead.</p> <p><b>Mrs Cooper further asked</b> that following the confusion surrounding this particular funding last year, if this is now being kept separate on the budget to which Mrs Leonard confirmed that this is now a separate line on the funding and is now reflected in the forecast moving forward. The academy is very clear on what this funding is and what it must be used for with the plan sitting within PP and the National Tutoring Programme.</p>	
AC/47/2122	<p><b>Safeguarding; culture &amp; compliance inc. online safety</b></p> <p>Mrs Dolby explained the sexual violence and sexual harassment survey has now been shared with community which was actioned as part of Ofsted highlighting concerns that these topics were not being picked up within academies. This has also been reflected pertinently in KCSIE and is a key focus of an inspection team when visiting academies. Following the academy running a Trust survey, which saw that 59% of student body respond, there will be a new survey completed after half term. This will be because the survey was completed through SRE lessons and in assembly so by running another it will allow for a more validated set of results which will come from the students to ensure there are no skewed results and so the academy gets the true picture. Mrs Dolby to send the survey results to governors.</p> <p>Following the Trust survey, the academy has updated their whole approach to sexual violence and sexual harassment and any concerns have been filtered by the safeguarding team with any individual concerns being dealt with and put onto My Concern. Sherrie Hopkins, as SRE lead, will be analysing the results against the curriculum to allow for any changes to the delivery on certain topics.</p> <p>The information has been shared to the leadership team, governors and will also be shared with staff during the inset day. Students will be informed of how the results will aid the academy in understanding more ways to support the students.</p> <p><b>Mrs Cooper asked</b> how the questionnaires were focussed between physical harassment vs virtual. Mrs Dolby explained the survey had 2 branches, one being if they have experienced sexual violence or sexual harassment face to face or online and the other was if they have had inappropriate touching or contact with other students. There is still work to do with the online world and raising awareness on what the students need to do when facing that adversity. An overview will also be included in the Waltonian for parents to see that the academy is being proactive.</p> <p>In advance of the meeting, the governors had received the whole academy approach to sexual harassment and sexual violence.</p>	KD



AC/48/2122	<p><b>Identified academy risks inc. education, H&amp;S, staff &amp; pupil well-being, GDPR and complaints.</b></p> <p>In advance of the meeting, the governors received the risk identifications for Walton Academy. These key risks are;</p> <ol style="list-style-type: none"> <li>1. The academy being unable to complete crucial projects to support the increase in PAN and the transition to a fully co-educational academy. This could result in negatively affecting the quality of education, the student outcomes, and the reputation of the academy. Miss Bagnall explained she is presenting a proposal to the Trust for new classrooms.</li> </ol> <p><b>Mrs Webb asked for clarification</b> that the risk is if the academy do not get the project through and must deal with an increase in PAN without those facilities. Miss Bagnall confirmed that is correct. <b>Mrs Cooper noted</b> that the timescales all say September 2022 or 2023 <b>before asking</b> if this means that everything will be done in the summer or is there planned activity whilst the students are in the academy. Miss Bagnall advised that the larger projects do have to be done in the school holidays with September 2022 being the deadline for them to be completed. The academy has put an aim of September 2022 for the new classroom to highlight the urgency for the project.</p> <ol style="list-style-type: none"> <li>2. The academy is unable to strategically manage the changes to the cohort demographic coming into the academy. The risk is if the academy does nothing towards changing the systems and structure and putting an alternative provision in place then there would be a risk to reputation, culture and atmosphere. The academy is already putting actions into place to combat and mitigate this.</li> </ol> <p><b>Mrs Webb noted</b> this a key risk to be highlighted which does guide the whole school strategy from the budget to the curriculum.</p> <ol style="list-style-type: none"> <li>3. Staff absence relating to Covid with the risk being if the academy does not put any contingencies in place around cover supervisors, supply staff and looking at minimising the impact it has on the teaching staff to cover lessons then this would result in a detrimental impact on staff wellbeing and outcomes.</li> </ol> <p><b>Mrs Webb advised</b> she is less concerned about this risk due to the way the country is moving towards a flu type response rather than a disease response however it is good to remain on the risk identification document from a financial point of view and so that the governors can keep an eye on it.</p> <ol style="list-style-type: none"> <li>4. Student absence relating to Covid. Miss Bagnall added that the academy does have clear processes in place for attendance and have adapted systems to ensure they are targeting those students who need to be onsite. Governors were advised this is currently challenging due to a rise in cases, but the team are doing a great job.</li> </ol> <p><b>Mrs Webb noted</b> that the risk should be around student absenteeism on a whole not just specifically related to covid. Mrs Leonard confirmed it does cover all aspects as whilst an absence may not directly be covid related, the aftermath of the last 2 years is having a huge impact on student absence. The academy is continuing to work with parents and students to ensure that as</p>	
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	<p>many students are back in the setting as soon as possible. The national picture is that absences are no longer purely down to Covid and is now due to the aftermath factors including mental health. <b>Mrs Webb further noted</b> that it could be argued that the risk is more towards wellbeing of both staff and students and that absenteeism is a result of this.</p> <p><b>Mrs Crerar asked</b> what is available for home learning and if there are still any issues in the provision. Mrs Leonard confirmed the academy have made tweaks to the system since the students have been back. The academy has now sent out a step-by-step letter for parents, so where the students have not been able to be in the academy then the letter directly links them with the work they can do for each of their subjects. If the students are too ill then there is not an expectation for them to complete the work. The academy has now moved to a model where staff have set work that is relevant to the topics being delivered in the academy at that time so students can work on the same topic.</p> <p>Governors agreed the risks and the scoring.</p> <p><b>Mrs Webb noted</b> that following the previous meeting, the catering offer is looking better and the governors are happy this is moving in the right direction. Miss Bagnall added that the academy has seen some great changes with weekly conversations. The catering team have been invited to a whole team meeting so they feel involved.</p>	
<b>AC/49/2122</b>	<p><b>In-year admissions – all year groups</b></p> <p>Mrs Dolby advised governors that Walton has seen 10 students leave the academy and have had 17 arrive. Out of the 17 of whom have arrived, they have been spread across years 8-11. The reasons for the leavers are mostly due to moving areas with 1 leaving for elected home education. The academy is not concerned about any of the reasons for leaving and are quite assured there are no underlying issues.</p> <p>Governors were informed that the following permission from the LA, Walton are now refusing any mid-year admissions. This is mainly to enable the community to settle. In relation to refusing, there is a fair access protocol which comes into force and if you refuse an in-year application, the parents can appeal through this fair access protocol. Walton have received 1 but it was decided the student would be better in another setting. <b>Mrs Webb noted</b> a need to ensure the academy are following protocol and procedures and if the academy can give governors assurance that procedures are robust then they are happy.</p>	
<b>AC/50/2122</b>	<p><b>Confirm determined admission arrangements &amp; approval of local appendix Mrs</b></p> <p><b>Mrs Cooper asked</b> why Walton does not have a catchment area and how does this support the local area if there is not one listed. Mrs Leonard advised that LCC do not run stipulated catchment areas and the reality is that because Walton Academy is oversubscribed the academy does have a catchment in the sense that the oversubscription criteria is on locality. Governors were advised that Grantham as a town is complex with 2</p>	



	<p>grammars, 3 comprehensive academies and 1 academy which is not a parental preference. It is also complicated due to Priory's admission policy which do not have a straight-line distance policy. Their policy is that they take a certain percentage from zones across Grantham however they have gone to consult to take a random allocation from each zone which will be decided by the LA. Along with the admissions policies for the other academies and the Grammar schools, admissions in Grantham are contentious and parents do get upset which is why Walton have so many appeals. <b>The governors agreed</b> that this is problematic. Mrs Leonard further added that it will continue to be problematic especially with the consultation from Priory as it will make the admissions process more complicated which will probably result in more appeals. Currently the LA run the appeals at a cost to the academy so Walton is now at a point where they need to consider running their own appeals as the cost may start to outweigh the initial outlay of workload.</p> <p>The governors determined the admissions policy for the 23/24 academic year and Mrs Leonard to ensure they are sent to the LA for inclusion on their website</p>	JL
AC/51/2122	<p><b>Effectiveness of governance and review of self-evaluation</b></p> <p>The review of the governor self-evaluation was discussed within the meeting. Clerk to update and distribute to the committee to ensure the academy are moving forward.</p> <p><i>Miss Bagnall and Mrs Dolby left the meeting at 8.58am.</i></p>	Clerk
AC/52/2122	<p><b>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</b></p> <p>Mrs Leonard advised governors of a Cat C trip which will be to Mapleton &amp; Hornsea for an A level geography field trip. Governors were advised that this trip has been done previously and is classified as a Cat C trip due to the proximity of the water. There are 3 members of staff going on the trip with 1 being first aid trained. It was also noted that there will be 10 students from Yr12 and Yr13 going. The governors approved this trip. Mrs Webb to go into school to sign the paperwork.</p> <p><b>Other policy updates</b></p> <ul style="list-style-type: none"> <li>• Medical Conditions Policy</li> <li>• Provider Access Policy</li> <li>• Special Educational Needs and Disabilities Policy</li> </ul> <p>The above Diverse Academies policies were updated by the Trust on the 12<sup>th</sup> of January 2022 and are available on the Trust website. Governors were informed of these updates on the 18<sup>th</sup> of January 2022.</p>	RW.
AC/53/2122	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>- Staffing / agency cost lines.</li> <li>- Forecast 1</li> <li>- Risk identification</li> <li>- Catchment area for the academy.</li> </ul>	
AC/54/2122	<b>Complete report to Trustees</b>	

	<p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> <li>- That the LAC seek assurance that the Trust will support the academy if a deficit happens due to the staffing / agency costs as a result of Covid.</li> </ul>	
AC/55/2122	<p><b>Determination of Confidentiality</b>  <b>Equalities Act consideration</b>  <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 23<sup>rd</sup> March 2022 at 7.30am.</p> <p>The meeting closed at 9.01am.</p>	

Signed by Chair:

Date: