

ACADEMY COMMITTEE MEETING

Date: Monday 2nd October 2023

Time: 4.45pm

Venue: Priestnall School

Clerk: N Burgess

Present: M Farrar, R Howarth, C Brown, T Clarey, A Morrison, L Burridge, E Warrington, K McKnight and P Clarke

Action	Initials
To complete the Register of Interests proforma and return to the Clerk	All
To liaise with L Woolley regarding future Governor recruitment	NB
Link Governors for 4 Cornerstones to be reviewed at the next meeting	All
Attend visits to school and also Open Evening	All
Complete GDPR training	All
Attend Laurus Trustee and Governor Conference where possible	All
L Woolley to attend a future meeting to give Governors an overview of Trust wide Governance	NB
PDC training requested by Governors	RH/NB
Send GDPR training certificates to the Clerk for retention	CB/LB

Agenda – Part 1 - D Woolley – Ofsted Preparation

Category	Item	Notes	Action
1 Governance Arrangements	Apologies	Apologies were received from J Pullan.	
	Ofsted Preparation	D Woolley attended to present to Governors around Ofsted preparation and the role of the Governors during the inspection, and to answer any questions Governors may have. DW detailed the breakdown of the areas covered in the inspection and the importance in particular of Safeguarding and SEND provision.	
	AOB items	Homework recording was raised. RHO confirmed that in future PP&R will be recorded for parents/carers to monitor via MCAS app (My Child At School) but at present this will be done via the student planners.	
	Register on Business Interests	Governors were asked to complete the proforma and return to the Clerk to allow the register to be updated and published.	All

	Code of Conduct	Governors reviewed the Code of Conduct and agreed to adhere to.	
	Membership: Recruitment Update/Succession Planning	<p>MF updated Governors on the current membership of the Academy Committee. K Dixon had decided over the summer break not to continue as a member of the newly formed committee.</p> <p>Future recruitment was discussed. The Clerk will speak to L Woolley, Executive Head Primary and Trust Governance Lead, with regards to appointing additional Governors via the Inspiring Governance ad. A discussion with LW will also take place regarding the diversity of the Academy Committee Governors to consider when recruiting.</p> <p>Link Governor roles were agreed: Safeguarding - M Farrar SEND/Inclusion – L Burrige Pupil Premium – K McKnight</p> <p>It was discussed that in the future there would be Link Governors appointed to the four Cornerstones of:</p> <ul style="list-style-type: none"> • Academic Aspiration • Culture, Creativity and Rhetoric • Leadership and Service • Competition and Endeavour <p>This will be revisited at the next meeting.</p> <p>Governors were warmly encouraged to come into school and visit and look around. They were also invited to visit the Open Evening which was planned for 19th October.</p>	<p>NB</p> <p>All</p> <p>All</p>
	Scheme of Delegation	Governors reviewed the Scheme of Delegation and noted the specific responsibilities of Academy Committee Governors.	
	Trust Board update	Trustees reviewed the Trust Board reports from the May and July 2023 meetings. Governors felt the reports to be useful and concise and had no further questions to raise.	

2	School Performance & Accountability	Review Head of School Report	<p>RH informed Governor that the Head of School report was the same format used by all Trust secondary schools.</p> <p>2023 GCSE results at Priestnall were pleasing against national figures but better is always possible. Governors noted that comparisons against previous years are against 2019 figures as opposed to 2022.</p> <p>Following the results RH has been meeting with Subject Leaders to talk through the results, what has been learnt from them, and what will change going forward.</p> <p>Q – In terms of Business Studies is there an issue in the way it is taught, or was the exam the reason for the lower than expected grades? A – It is a combination of both reasons. We will be reviewing performance in lessons, look at PP&R and be having frank and direct conversations with staff.</p> <p>It is an absolute priority to ensure that Teaching and Learning is improved and is better. Trust Directors are also working with Subject Leaders in all curriculum areas.</p> <p>Q – What will happen as a direct result? A – There have been a number of key experienced Trust staff appointed and there will be constant monitoring, QA and changes to the curriculum. SLT are visiting lessons all of the time looking at both the curriculum and behaviour so that all staff are on the same page. There is a process of constant monitoring.</p> <p>There has also been the appointment of a Literacy specialist to drive reading. We also doubled the Leadership of SEND and added the roles of SEMH specialists.</p> <p>The curriculum implemented has been welcomed by staff and this has been a huge change.</p> <p>In addition, there has been lots of FPL (Further Professional Learning) taking place on focussed subject specific pedagogy and also pastoral learning.</p> <p>Q – What about the Progress 8 figure? A – This has not yet been validated.</p> <p>Q – When will the validated data be available? A – Around November when the ISDR is published.</p> <p>Q – Have there been any re-marks submitted for</p>	
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		<p>English?</p> <p>A – 28 re-marks have been submitted for English Literature.</p> <p>Governors commented that from the results data Business Studies, Music and Maths stood out but that everything is a priority. Art did however stand out as excellent results.</p> <p>Q – EBAcc has been an issue in the past. Will you be working with years 8 and 9 to encourage them to take a language?</p> <p>A – We will be working with year 9 to try to restructure. Currently in year 11 only 10% of students have opted to study a GCSE MFL and 23% in year 10.</p> <p>There is a huge culture change needed for year 9 in how MFL is taught. Parent Governors noted that they had already seen a difference in the teaching of MFL via their own children.</p> <p>Year 8 are starting at a similar point to year 7 in terms of target language.</p> <p>Governors appreciated that the changes would be a journey and would not happen instantly.</p>	
	Review School Development Plan priorities	<p>The SDP was presented to Governors. The plan reflects the desired outcomes, the actions required to achieve the outcomes, and who the action belongs to.</p> <p>The plan will be reviewed and RAG rated during the course of the academic year. The plan is broken down by subject and by terms.</p> <p>Sections of the plan are currently with Subject Leaders for completion, to be returned to the Head of School in two weeks time. Priorities and actions within the plan are linked to appraisal objectives and pathways.</p> <p>SDP will be reviewed again at the next meeting.</p>	
	Set and ensure delivery of school curricula and assessment in line with Trust approach	<p>RH confirmed that delivery of the curriculum and assessment is in line with the Trust approach.</p>	

3	Governor Monitoring	Finance update including pupil numbers, bench marking and value for money	<p>Management accounts will be presented at future meetings.</p> <p>Pupil numbers were discussed by Governors. Year 7 applications for places close 31st October 2023.</p> <p>Q – Is there anything we need to be aware of, investment wise, planned for the year?</p> <p>A – There will be a significant spend involved to refurbish the Recreation Centre and negotiations are still taking place with Life Leisure. Some work has been done over the summer but there is still a significant amount to be done.</p> <p>We are also obtaining quotations for improvements to the school library.</p> <p>Plans are in place for many rooms within the building but it is vital to concentrate on behaviour before the improvements take place.</p> <p>MF commented that behaviour is a team effort. Students have commented that leaders are visible in school and the students feel that they care.</p>	
		Policies – undertake school level reviews and note phase/Trust level policies	<p>Governors noted that numerous policies now will sit at Trust level. Only school specific policies will be reviewed and approved by this committee.</p> <p>Governors <u>approved</u> the Safeguarding Policy, subject to the removal of the student being able to report a concern electronically as this facility is not yet available.</p> <p>The following amendments were also requested to the policy – review date changed to September 2024, M Farrar amended from Mr to Dr and spelling of Farrar corrected.</p> <p>Q – How are staff able to log a concern?</p> <p>A – Via the CPOMS system. Safeguarding training was delivered in the September INSET and included CPOMS, KCSiE and Harmful Sexual Behaviours. All staff have been trained to use CPOMS and can raise an alert. Alerts go to the DSL and DDSL.</p> <p>It was also noted that Trustees had approved the following policies to be in place on 1st September 2023 as Priestnall joined Laurus Trust:</p> <p>Behaviour Policy Uniform Policy Mobile Technology Policy</p>	

	Ensure curriculum policies (eg Religious Education and Relationships, Sex Education) Behaviour and Welfare are in line with statutory guidance	RH confirmed that the curriculum policies have been reviewed in line with statutory guidance.	
	Safeguarding and SEND Link Governor updates	<p>Safeguarding and SEND Link Governor proformas were circulated prior to the meeting. Both contain standard questions which can be used during the link visits.</p> <p>These forms will be used as a record of visit from September 2023 and will be used in all Trust schools.</p> <p>Safeguarding Governor will use one form over the course of the year, which will be updated after each visit. There will be a different focus at each meeting so that all aspects are covered by the end of the year.</p> <p>SEND Governors should complete a form after each visit.</p> <p>Completed ROV forms should be returned to the Clerk for retention.</p>	
	Critical Incident Planning	<p>Critical incident levels have been reviewed by SLT at a recent meeting. There is still work to be done around the language used to describe the incidents. Gold level incidents would also be reviewed by D Brown as Trust Safeguarding Lead.</p> <p>Critical Incident Planning is being reviewed Trust wide by the Heads of each secondary school.</p> <p>Q – Is there any guidance as to the levels? A – The levels have been reviewed over a number of years and is replicated in each school. There is not a national template to use. The planning has developed and has actions associated with each level of risk.</p>	

4	Governor Development	Review Trust Training Plan	<p>Governors will have access to the Laurus Institute once their Trust accounts have been set up and accessed.</p> <p>There are suggested training modules on the Laurus Institute Sharepoint site, GDPR training is a mandatory module which Governors are required to complete.</p> <p>All Governors will have NGA access to be able to complete further training modules.</p> <p>Governors are invited to the Laurus Trustee and Governor Conference on Wednesday 29th November 8.30 – 10.00am. This will also be a good opportunity to meet Governors from other Trust schools.</p> <p>Governors attention was drawn to the Laurus Trust website, where all schools could be found. Governors may find it useful to review other Academy Committee minutes to inform their own meetings and discussions going forward.</p> <p>Governors requested the opportunity to meet with LW at a future meeting to discuss the format of meeting and how Priestnall fits with other schools in the Trust.</p> <p>Governors requested PDC training for a future meeting.</p> <p>Governors felt it useful that Governors from across the Trust could sometimes be used for PDCs as independence is vital.</p>	<p>All</p> <p>All</p> <p>NB</p> <p>NB</p>
		Minute any training undertaken by Governors since the last meeting	C Brown and L Burrige have already completed GDPR training within their own work roles and will send their certificates to the Clerk for retention.	LB/CB
		Governor Competency Framework/Effective Governance Handbook	Governors attention was drawn to the Governor Competency Framework and Effective Governance Handbook as key documents they should be aware of.	
5	AOB		<p>There will be curriculum presentations from Subject Leaders at the start of future meetings.</p> <p>Governors offered their thanks to Leaders for all that had been done at the school in such a short space of time. Positive feedback had been received from a number of parents.</p>	

7	Meeting Dates:	To note	Monday 11 th December 2023 at 4.45pm Monday 18 th March 2024 at 4.45pm Monday 24 th June 2024 at 4.45pm Please inform the Clerk, as far in advance as possible, of any meetings you are unable to attend.	
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Impact of Meeting / Key Outcomes
This was the first meeting of the newly formed Academy Committee
Governors received and approved the Code of Conduct and Schedule of Business
Membership and recruitment to the committee was discussed
Governors reviewed two Trust Board Reports from their recent meetings
Head of School Report was presented to Governors
Governors received the School Development Plan
Governors approved the Safeguarding Policy

Meeting closed at 18.40

M Farrar
15.01.2024