



PRIVATE AND CONFIDENTIAL

ACADEMY COMMITTEE MEETING

Date: Tuesday 1st December 2020
 Time: 6.00pm
 Venue: Microsoft Teams

Clerk: N Burgess
 Present: S Keyworth, R Kumar, S Blades, A Bentley, S Warner, M Vevers, M Stewart, T Phillips and V Horsfield
 In attendance: C Franklin and B Vickers

Action	Initials
Report any changes to the Register of Business Interests to the Clerk	All
A copy of the Trust Estates plan to be provided	MV
MS and VH to meet to discuss recruitment to the Academy Committee	MS/VH
MS to offer thanks of behalf of Governors to all staff in school for their continued hard work during this difficult time	MS
Governors were reminded to complete their GDPR training	All

Category	Item	Notes	
1	Apologies	Apologies were received from A Robertson	
	AOB items	S Warner was welcomed to her first meeting of the Academy Committee and introductions were made to all present.	
	Register of interests	Governors were asked to report any changes to their record to the Clerk	All
	Code of Conduct	There were no changes to note. The Code of Conduct is for Governors to sign up to each year and for new Governors to sign up to as they join the Academy Committee.	
	Part 1 Minutes	<p>The minutes were <u>approved</u> as a correct record of the meeting.</p> <p>AB asked if it would be possible to have a copy of the Trust Estates Plan to see how HGHS fits into the overall plan of development for the Trust and to see what the plans were for the buildings.</p> <p>Q – VH asked if there was a Trust Estates plan? MV confirmed that there was no actual plan document at present but that HGHS was high priority in terms of</p>	MV

			<p>requiring the most maintenance at present.</p> <p>MV agreed to ask R Hardman, Trust Estates Director, for a copy of his RAG report for HGHS and the possibility of RH attending a future meeting was discussed.</p>	
		Memberships: Recruitment Update/Succession Planning	Recruitment to Academy Committees across the Trust is ongoing. It was agreed that there is still capacity for further recruitment to this Academy Committee. V Horsfield and M Stewart agreed to discuss, outside of the meeting, the number of vacancies that would need to be appointed to in order to be at capacity, and would report back at the next meeting.	MS/VH
		Scheme of Delegation	There are no changes to note for the Scheme of Delegation.	
2	School Performance & Accountability	Review Strategic Priorities and Critical Success Factors (school level)	Governors are to review the Cornerstones beyond the data and behaviour. There will be one area of focus at each meeting to enable Governors to understand what takes place in school. Due to the extraordinary term this will be revisited at the next meeting and an update on the implications of Covid 19 will be discussed later in the meeting.	

		<p>The data presented shows where students are currently up to, in particular year 11 during the mock exam season.</p> <p>B Vickers presented the data to Governors. KASH data is provided termly by teachers. The table on page 1 of the report shows an overview by subject, with an average grade per subject to be able to compare performance. It was pointed out to Governors that some year 11 students had already completed several periods of self-isolation.</p> <p>Staff can be cautious with their predictions at the start of the year and these can change as the year progresses. Year 11 students are currently undertaking their mock exams. Results of the mocks will provide more specific data which can then be analysed to support any curriculum changes and intervention which will need to be implemented accordingly. A year 11 data meeting had taken place the week prior to this meeting and bespoke intervention was put in place on a one by one basis. It was noted that students and their parents were unsure as to whether the exams would go ahead and that the school were working on the premise that they would be until they were told otherwise.</p> <p>Q – VH asked what is the trajectory of the gap for Pupil Premium (PP) students – is it up, down or the same? A – The gap is up very slightly but the targeted intervention will be happening following the data meeting.</p> <p>TP informed Governors that in terms of MFL from the teacher point of view it was difficult to estimate grades as there have been no speaking tests and pupils have missed a lot of the content. The combination of factors can make it difficult to predict with any certainty. It was also noted that guidance and dates from exam boards were changing all the time.</p> <p>Governors were reassured that as there had been no announcement to date regarding Summer 2021 exams teachers were doing everything they possibly could.</p> <p>Q – RK asked that given the focus of higher academic performance how does this impact on the gap? A – The true Trust impact has not yet been seen with regards to the gap as the new curriculum takes a while to embed and the impact could take a couple of years to filter through but that all students want to do as well as possible.</p>	
--	--	---	--

		<p>Q – RK asked how do we know that students are enjoying their subjects?</p> <p>A – Student Voice surveys would normally be done but it was felt the current time was not the right time to do this term due to Covid 19. This will be done once settled and will be compared to other schools across the Trust.</p> <p>BV commented that engagement in lessons is excellent when SLT have been on their walk around and the vast majority of students are glad to be back in school. SB confirmed that as a parent his daughter is happy to be back in school and is enjoying lessons. Governors offered their thanks to BV for his comprehensive presentation.</p> <p>Governors were then given an update on attendance by CF. Improving attendance has been a big focus for the school for the past couple of years and it was noted that this year was a really difficult year in terms of attendance.</p> <p>Attendance figures are broadly in line with national figures although they had taken a decline when compared to last year. Staff are continuing to challenge absence at all times. There had been a gradual drop in weeks 2 – 8 to 94.95% as the year groups were affected by significant numbers of Covid cases across the school. CF confirmed that students having to self-isolate are given a code of X and this does not count towards the figures but a confirmed case does.</p> <p>The school continues to closely monitor all vulnerable groups. Average attendance for FSM students was 90% in the first half term. Staff are working hard with these students and their parents with regular contact made with home. SEND team are working closely with their identified students and review meetings are taking place. It was noted that it was a difficult area to challenge whilst also support.</p> <p>Page 4 of the report shows the attendance figures when the X code for isolation for all year groups has been discounted. Attendance up to 16th November 2020 was 94.5%, however when taking into account the number of students who were actually attending school the figure falls to 80.9%. Governors were informed that if all students in a year group were at home then the lessons reverted to Teams. Governors were also informed that the attendance team meet fortnightly and discuss individual student cases.</p>	
--	--	--	--

		<p>Q – SK asked how much extra work is involved in calculating the figures?</p> <p>A – work takes place to monitor the figures constantly and SLT, HOY and HOH all work closely with students to maximise attendance. MV informed Governors that the national average for attendance in secondary schools was currently 78%.</p> <p>It was discussed that currently parents are more cautious when students show signs of a cold as some symptoms could be perceived as signs of Covid. Of the students who are back in school they are working well and glad to be in school and provision is in place for those students who have to work at home.</p> <p>Governors were then presented with an overview of Behaviour and Exclusions. The table showed the C system and how behaviour leads to sanctions. Y10 have the most incidents of low level disruption whilst year 7 and 11 have the least. The data is used to inform planning in how to tackle behaviour within identified year groups.</p> <p>Governors noted that there had only been one permanent exclusion this academic year and that fixed term exclusions figures were low.</p> <p>Governors offered their thanks to CF for the presentation.</p>	
--	--	---	--

		<p>At the time of the first meeting of the Academy Committee, in September 2020, there had been no confirmed cases in school. One case then quickly spiralled and whole year groups at a time have been out of school and working at home.</p> <p>The school worked quickly, following advice from DfE, PHE and the LA. For a small number of cases identified students would be sent home to isolate but as numbers increased it was necessary for whole year groups to isolate at home. It was confirmed that this term all year groups across the school have had a period of self-isolation. This was following advice from PHE who advice to close a year group as a circuit breaker if there are a number of confirmed cases. Years 9 and 10 have had 2 whole year group isolations each.</p> <p>Governors were informed of the considerable amount of work placed on school leaders in track and tracing of students following confirmation a positive case. From an operational point of view this has almost become a full time job for SLT who have worked incredibly hard to support and manage the process. Measures are in place where possible to reduce the risk of transmission but it would be difficult to ascertain whether transmission is in or outside of school.</p> <p>To date there had been 98 confirmed cases in school. 66 students and 32 staff. It was noted that whilst many of the cases led to staff and students having to isolate, 44 of the cases only required for the individual to isolate. Governors were informed that there had been no new confirmed cases in the week prior to this meeting.</p> <p>MS informed Governors of the impact of staff absence. There had been 32 confirmed cases. All 32 staff are now well and back at school. There had also been a number of staff having to self-isolate and some days up to 30 staff were absent. This also has a financial impact on the supply costs to the school to cover the absences.</p> <p>It was discussed that this had been an exceptionally challenging time for all and professionally was different to anything ever known by staff. The school are doing everything possible and it was recognised that staff are working very hard in extraordinary circumstances.</p> <p>Q – SW asked how staff are from a well-being perspective as they are working evenings and weekends to track and trace?</p> <p>A – Where possible this has been limited to the Head of</p>	
--	--	--	--

			<p>School and 2 Deputies. Track and trace was being done every day over half term and every weekend and staff are working incredibly hard.</p> <p>AP was asked for the perspective from a staff point of view. AP informed Governors that it was difficult in departments due to staff absence and supply but it was kept as smooth as possible. Staff are regularly reminded to maintain social distancing and are all doing their best.</p> <p>MS described to Governors how when year groups were out staff had to switch between live Teams lessons and back to students in the classroom in school. Staff had responded to this in an excellent way and their confidence has grown, all credit was given to staff for their hard work.</p> <p>The plan for online learning was issued to Governors for their information to show the school offer for all scenarios. There is increased communication with parents at all stages. The plan details home learning for individual students isolating and for whole year groups.</p> <p>A discussion took place regarding combined learning whereby half the class are at home and half are in the classroom but all are in the same lesson. This is not something the school have yet undertaken but may need to be considered in the future.</p> <p>Q – RK asked if any other schools had done this? A – Yes there have been a few but there has been no guidance from the DfE or LA to show how this would work. The only guidance currently available in when all students are working at home.</p> <p>SK asked for Governors thanks to be passed on to all staff for all they are doing under difficult circumstances.</p>	MS
3	Governor Monitoring	Finance update	<p>Governors received and reviewed the management accounts.</p> <p>Q – RK- How does staff absence impact on the finances? The impact is not as bad as you would expect in the current climate. Significant amounts of work were done in the last year to lower the supply costs incurred by the school.</p>	

		Policy reviews	<p>Governors <u>approved</u> the following policies:</p> <ul style="list-style-type: none"> • Attendance policy • Uniform policy • Safeguarding policy • Drugs and Alcohol policy • Assessment, Feedback and Marking policy <p>Q – SK – Has the implementation of the Assessment, Feedback and Marking policy been affected by staff absence?</p> <p>It has been to some extent but consistency is maintained as much as possible.</p>	
		Governor Self Review of Impact	The clerk will begin to populate the report using the committee meeting minutes. The report is a live document which is updated following every meeting.	
4	Governor Development	Governor training	<p>Governors were reminded of the need to complete their GDPR training. Governors should inform the Clerk if they required the link to the training to be resent to them.</p> <p>As a new Governor SW was encouraged to undertake any training provided and to make any requests for training which is felt would be beneficial.</p>	All

5	Community Engagement	Stakeholder Engagement – Sixth Form Consultation	<p>The Sixth Form consultation was discussed at length. Although it had been a sad decision to make Governors acknowledged it was the right decision to agree to pause admissions for a couple of years in order to reopen as an academic Sixth Form in the future. The small number of students currently attending meant the curriculum subjects offer was reduced and that the current situation was not financially viable.</p> <p>MS updated Governors on the consultation so far. Initial conversations had taken place with year 11 students to support them in school to assist them in applying to other Sixth Form colleges.</p> <p>The consultation closes on 18th December 2020. To date there have been 131 responses. 50% of the responses have been in favour, 15% are unsure and the remainder are against, the parents against are predominantly students in the current year 11. An update will be given at the next meeting of this committee.</p> <p>Q – How are the parents expressing their views? A – By responding to the survey, phone calls and emails. MS commented it would be helpful to know the views of the year 7 and 8 parents but that it is too far in advance for them to potentially be considering Sixth Form provision.</p> <p>Q – SB asked if the MP had been contacted? A – There has been a phone call and a letter and this is being dealt with ongoing by the CEO.</p> <p>Q – RK asked if there had been any press interest? A – It was confirmed that there had been no interest at all from the press.</p> <p>Q – AB asked why the future Sixth Form provision would be an academic offer and not more fluid? A – It was confirmed it would be a core academic offer with strengths in other areas. MS reiterated that whatever the offer it would be within the Laurus Trust ethos of high standards of education across all subjects.</p>	
	AOB		There were no other items of business to discuss.	

	Meeting Dates:	Academic year 2020 - 2021	Tuesday 2 nd March 2021 at 6.00pm Tuesday 22 nd June 2021 at 6.00pm	
--	----------------	---------------------------	--	--

Impact of Meeting / Key Outcomes
<ul style="list-style-type: none"> • A new Governor was welcomed to the Academy Committee • Further recruitment to the Academy Committee was discussed • Governors received a presentation regarding year 11 data to date • Governors received a presentation regarding Attendance and also Behaviour & Exclusions • An update was given on the ongoing school response around the impact of Covid-19 • Management accounts were received by the Academy Committee • Governors approved 5 school policies • Governors were reminded to undertake the GDPR training E-Module • An update was given regarding the consultation for pausing admission to the Sixth Form