

MINUTES OF AUTUMN TERM 2 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 12 DECEMBER 2019 AT 4:45PM IN THE BOARDROOM

PRESENT ("A" donates absence)

Mr N Melton (Chair)
A Mr C Richards (Vice Chair)
Mr J Sale
A Mrs M Lovell
Dr W Pearce
Mrs J Caswell
A Mrs S Tryner
A Mr J Roberts
A Mrs P Varley
Mrs S Garratt (Newly appointed parent governor)
Mrs K Kerry (Headteacher)
A Mr Ian Greenaway (Linked Trustee)

IN ATTENDANCE

Mr R Gladwin (Deputy Headteacher)
Mrs N Barsby (Clerk to Governing Body)
Bradley Booth (Chair of Student Senate)
Mrs K West (Student Senate Mentor)

Meeting begins: 16:45

Action(s)

1 Welcome

The Chair opened the meeting and welcomed those in attendance to the second meeting of the academic year.

2 Student Senate Presentation

The Headteacher announced the item and introduced Bradley Booth Chair of the Student Senate to the Governors. The Headteacher briefed the governors that Bradley had been invited to represent the students of The Manor Academy and share with those in attendance the voice of the students in relation to the academy's vision and values.

Bradley proceeded to present to the Governors the students' interpretation of the Academy's ACHIEVE values and what each element means to the students both in an academic and moral setting. Bradley shared that the Senate had been given the autonomy to debate their views and work collaboratively to develop the PowerPoint summary of the student voice. The presentation highlighted that the Senate valued the freedom of respectful self-expression and that students of the academy felt strongly about ensuring all students feel safe to do so. Bradley provided insightful examples of values the Senate had discussed and emphasised that the Senate spoke for the students when expressing a strong desire to have a reputation for conscientiousness, supporting each other to reach their full potential, embracing the differences amongst those in their community and having the freedom to be themselves amongst their peers.

The Headteacher asked how the Senate were planning to develop and grow the student voice. Bradley shared with the Governors the Senate's ideas for the future and plans for charitable fundraising that would be taking place this academic year in addition to the concept of form tutors as representatives to provide collective opinion and support all members of the academy community to work together to build a safe and supportive environment for students to flourish.

A Governor asked about democracy within the Senate. Bradley shared with the Governors that all decisions and initiatives are scheduled for consultation and the Senate regularly consults with a variety of focus groups when considering the impact of changes that new initiatives may bring. Bradley shared that the Senate feel very strongly about providing a voice for the students and take their responsibility seriously when providing feedback on behalf of their peers.

The Headteacher asked Bradley to share an example of a decision the Student Senate had consulted on. Bradley shared that the queueing times during lunch in the Café hindered student's ability to enjoy their free time with friends. The Senate listened carefully to their peers and proposed the installation of vending machines to reduce the foot flow in the café area. This provided ease of access, and reduced queueing times enabling students to enjoy more free time with their peers.

The Headteacher shared that the Senate applied considerable time and effort to support student wellbeing and growth and that Bradley as Chair of the Senate has been a key player in the introduction

	<p>and implementation of key concepts agreed by the Senate members and the delivery of student voice assemblies. The Headteacher also shared that members of the Senate take pride in their position on the Senate; students who would like to join are invited to apply for the Senate, elected members also support the Academy during recruitment interviews by participating in panels and providing interviewees with guided tours of the school.</p> <p>On behalf of the local governing body, the Chair thanked Bradley for his presentation and the Senate for their active presence supporting the academy.</p> <p>Bradley and Mrs West leave 4:50.</p>	
3	<p><u>Apologies</u></p> <p>The Chair confirmed timely apologies were received from five of five Governors who were not present; one of the governors had given their apologies and notice of resignation simultaneously.</p> <p>A governor queried the attendance of the linked trust governor. The Headteacher explained that due to the postponement of the original scheduled meeting, the new date conflicted with prior arrangements.</p> <p>A governor not in attendance provided apologies in advance to be noted for the next meeting to be held 30 January 2020. A governor present provided apologies in advance of this meeting also.</p> <p>a) <u>Declaration of Interest</u> The Headteacher declared that should any detail be discussed during item 20, she shall leave the discussion immediately.</p> <p>b) <u>Quoracy Check</u> Quoracy confirmed – 60% of Governing Board in attendance</p> <p>c) <u>Review of Memberships</u> The Clerk shared with the board details of the recent Parent Governor nomination period and the appointment of Mrs Sharon Garratt to the Local Governing Body.</p> <p>There is still a vacancy for an additional parent governor due to a resignation received by the Chair; in addition to this vacancy the Trust have increased the number of co-opted governors permitted from six to seven. The Clerk shared with those present, details of a historical enquiry made by a local resident expressing an interest in becoming a co-opted governor having previously governed at another school locally.</p> <p>A discussion was also held regarding the role of an existing governor and their term as Parent Governor. It was decided that further consideration would be applied to the co-opted vacancy in the spring term.</p> <p>It was agreed that the Clerk would open another parent governor nomination period at the beginning of the spring term.</p>	<p>Clerk to open a new nomination period 06.01.2020</p>
4	<p><u>Pecuniary Interests</u></p> <p>All Governors in attendance completed/updated a pecuniary interest form. All forms are now complete.</p>	
5	<p><u>KCSIE 2019</u></p> <p>The Clerk introduced the item, and shared with the board that all governors had confirmed that Keeping Children Safe in Education part 1 2019 had been read, with the exception of the newly appointed parent governor. Access to the eLearning suite would be provided during an induction tour which will arranged to take place in January.</p>	<p>Clerk and Chair to arrange a date for the induction tour in the new term.</p>
6	<p><u>Minutes of Summer 2 Meeting Held 27 June 2019</u></p> <p>APPROVED</p>	<p>Clerk to publish on the academy's website by 06.01.2020</p>

7	<p><u>Headteacher Report</u></p> <p><u>Pupil Allocation Number</u></p> <p>Due to the increased numbers of applicants for the next academic year an appeals panel may become necessary due to the volume of applicants selecting the Manor Academy as a first choice for their education.</p> <p><u>School Improvement Plan</u></p> <p>The Headteacher outlined the amendments made to the school improvement plan to support the focus on striving to build a culture of success and providing the Student Senate with the autonomy to devise a set of anti-bullying rules for the students to adhere to. The Senate will also lead on the display content around the school to highlight and promote the importance of the updated anti-bullying code of conduct that will be shared during the spring term.</p> <p>An amendment has been made to plans to support attendance and a further addition regarding the focus of enrichment to broaden the exposure of students to cultural capital both inside and outside of the school learning environment.</p> <p>The Headteacher emphasised these areas are additions to compliment the current SIP the academy is currently adhering to.</p> <p><u>CPD</u></p> <p>New teaching and learning continual professional development activities linked to the new Ofsted Framework for 2019 have been made available to support the development of the academy staff.</p> <p>The Trust CEO Dick Vasey has completed an analysis of the academy and the training opportunities from the Trust for the following areas:</p> <ul style="list-style-type: none"> • Teaching and Learning • Safeguarding • Chair and Headteacher development <p><u>Student Progress</u></p> <p>The first data collection for 2019 has been positive and overall there is currently a predicted progress score of +0.01. The Headteacher discussed the ability of the Current Year 11 students compared to the 2018-19 cohort. Both the English and Maths teams are predicting higher percentages of students to achieve the pass grade 4 in both subjects. If the students achieve 70% it will be the highest score in the school's history with the current highest score being 61%.</p> <p>All curriculum areas are predicting grades in-line with or exceeding previous years'; this correlates with the Quality Assurance carried out so far this year. The Headteacher also discussed the predicted improvements for Ebacc which if maintained would result in grades significantly higher than the current academy target and would broadly be in-line with the national average.</p> <p>French is still affected by legacy issues which are impacting the predictions in this subject.</p> <p><u>Personal Development, Behaviour & Welfare</u></p> <p>Permanent exclusions remain at zero, the alternative provision arrangement strategy is proving effective and continues to be utilised to support behaviour management.</p> <p>Attendance is an issue at present, the Chair has met with a member of the senior leadership team to discuss the current attendance levels and to review current trends. A plan for improving attendance was shared during this quality assurance session and an in depth review has been provided for discussion during agenda item 17.</p> <p>Prejudice incidents have been highlighted during the autumn term, analysis of the incidents has taken place promptly and it has been established that in the majority of cases, lack of knowledge has been the root cause. As a result of the investigations into the incidents, focus has been directed towards educating the student community on indirect racism and anti-Semitism during PHSE and targeted assemblies. This became a high priority for the autumn term as interviews with students involved in these incidents indicated they did not understand the terminology that had been used nor the impact this could have on emotional wellbeing.</p> <p>All staff have been tasked to challenge and educate should they become aware of incidents of this nature. This has resulted in prompt action being taken, a prevent referral being made which was not escalated by police and heightened vigilance by staff around the academy site.</p>	
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Drop Down Days with specific focus around Fundamental British Values and Personal Health and Social Education lessons incorporating Social, Moral, Spiritual and Cultural development are also designed to educate and challenge misconceptions.

Pupil Voice

The Student Senate continues to go from strength to strength. This year Mrs West has supported the development of the Senate and will continue to work alongside the group to promote a strong student voice.

Staffing

Retention continues to be strong at the Academy with only one part time member of staff leaving at Easter and two members of staff retiring at the end of the academic year.

A governor queried the need for recruitment to replace the staff who are retiring. The Headteacher shared with the LGB staffing strategies for staffing and recruitment to ensure the needs of the pupils continue to be met.

Another governor expressed their opinion that their involvement with staff at the academy strongly indicates that retention is indeed strong and staff would like to remain however the academy must continue to strive to support growth and development opportunities to retain the high quality of staff.

The Deputy Headteacher shared that the Lead Practitioner qualification has proven successful and continues to be a strength for the academy.

Staff Survey Responses

The Headteacher summarised the findings from the most recent staff survey. The results were shared with the LGB and broken down into staffing groups to provide further insight. The results indicate the acknowledgement of steps taken to reduce workload and maintain a strong work/life balance for the staff at the academy. This turn has positively impacted the curriculum as the new structure for whole class marking and feedback has allowed staff to spend more time focussing on curriculum content and enrichment opportunities.

The Chair sought clarity on behalf of the Vice Chair regarding the data for communication and change management amongst Manor Staff. The Headteacher clarified that there aren't currently many training opportunities from the Trust for main scale teachers, and the responses are not due to training having been denied but rather there just aren't training opportunities available at present. The Trust CEO has analysed the responses.

The Deputy Headteacher also explained that the timing of the survey did not account for the embedding of training strategies.

Sixth Form Development

The Headteacher outlined the data contained within the report highlighting the predictions for the current cohort. Currently the data indicates the cohort is exceeding expectations and shows an improvement on school's 2018-2019 figure.

Staff are predicting 27 A*-A grades from the current Y13 cohort. In 18-19 there were 3 A*-A grades. The Headteacher also shared with the Governors that five students have applied for UCAS early entry for Oxbridge or Medicine.

Strategic decisions were taken at the beginning of the year to eradicate any potential U grades, discussions are currently taking place with teachers and students to support them gaining an A Level pass in these subjects.

The Headteacher outlined the success of the A Level taster day; 45 of current Year 11 students have applied to Manor College, a further 29 students have said they may stay on and 14 external students attended the taster day. Of these, 3 have applied for a place, and 11 have said they may apply.

Careers

The Headteacher highlighted the careers and employability related events that have taken place so far this academic year, that have been running within and alongside the school's curriculum for different year groups to ensure the school's careers programme is meeting or exceeding the Gatsby Benchmarks. Assemblies and Workshops Year 9, 10 & 11 included an R.A.F workshop; students interested in the military were put through their paces with physical training and a presentation to help students understand the different roles and entry routes into the forces.

Morrison's are going to be delivering a range of employability workshops this term to students in Year 10 in their PSHE lessons. The workshops are going to cover CV Writing, Interview Techniques and Employability Skills which aims to support them with applying for work experience placements ready for July next year.

Post 16 Options - Year 11 will have impartial tutor sessions informing them of the different pathways available to them (A-levels, Btecs and Apprenticeships) so that they are able to make a well informed decision on the pathway which is going to be most suitable for them.

An assembly held by Nottingham Trent University aimed to motivate students to think forward about their future and reinforced the importance of goal setting and working hard to achieve their aspirations.

Drop Down Days

There was an Emergency Services Day for Year 7 students providing inspiration by facilitating the engagement with professionals from different areas of the emergency services and learning more about the service and care which they provide.

Year 9 took part in a STEM careers day which provided them with the opportunity to take part in six individual workshops related to science and engineering careers. The workshops were hosted by a variety of outside providers who all work in the STEM industry and gave students an insight into possible future careers.

Year 11 engaged in a careers and employability day with five workshops from University of Leeds, A.S.K, West Notts College and HMRC discussing the benefits of Higher Education, apprenticeships, CV Writing and Tax, Money and Work to help prepare them for life after The Manor Academy. Students also participated in a 'mock' interview with an employer.

Alongside providing students with the opportunity to get expert advice and guidance on interview techniques, the event also enabled students to start building their own personal network which resulted in one of the students being offered an apprenticeship.

Year 10 students from Health and Social Care were invited to a trip at the Kings Mill Hospital to help inspire them about the wide range of careers within the sector. The visit included a variety of engaging sessions to give students a practical insight into the roles and responsibilities of a wide range of health care professionals. A number of Year 11 Pupil Premium and Special Educational Needs students were invited onto a trip at West Nottinghamshire College. The trip helped to support these students with the barrier of the 'unknown' as they experienced a tour round each of the college campuses. Students were giving information about the different vocational areas and the varied levels of courses and supported them to understand the application process.

Ideas4Careers ran a training session on 'Embedding Careers and Employability skills into the Curriculum' in support of working towards Gatsby Benchmark 4 'Careers in Curriculum.' The session discussed practical examples of how faculties can embed careers and employability skills into their subjects ensuring that students are aware of the careers linked to those subjects but also the skills and attributes they are developing by studying those subjects.

Curriculum Development

The Deputy Headteacher discussed the topics covered on the recent INSET day 29 November. The day focussed on metacognition, reducing cognitive load to support the embedding of essential content and knowledge recall in addition to the redesign of curriculum intent.

A governor supported with quality assurance analysis of the day and highlighted that the report in item 17 would reflect the success witnessed during the sessions.

Cross-curricular collaboration was evident and the sharing of best practices between faculties was free flowing. Staff were delivering content to their peers and engagement was clear across all levels.

The governor also expressed that expectations were modelled well by the staff delivering the strategies to embed.

Curriculum intent was the focus for the afternoon session with departments given autonomy to devise their own graphic organisers according their curriculum content, ready for publishing on the school website and for displaying within their departments.

The graphic organisers will support understanding and provide transparency of topic work and curriculum content for students and stakeholders.

A governor asked if this concept has been highlighted to the Trust and if there were plans for this to be adopted by other schools within the multi academy trust.

	<p>The Deputy Headteacher shared that another school have been consulted who discussed embedding appropriately in-line with their academy's strategy.</p> <p>A second school are currently looking at adopting a previous strategy used at the academy as this is supports their current needs in terms of staff development.</p> <p>The Manor Academy curriculum intent strategy and use of graphical organisers has been well-researched and consultations have taken place regularly with both the senior leadership and middle leadership teams prior to the INSET day.</p> <p><u>PP & Catch Up Funding</u></p> <p>The Headteacher shared that the new three year Pupil Premium Plan has been written by the Assistant Headteacher and provided as an appendix to the Headteacher's report.</p> <p>Catch up data was summarised from the Headteacher's report. The governors discussed the level of data contained and expressed the information provided was comprehensive.</p> <p><u>Linked Governor Update</u></p> <p>The Headteacher expressed gratitude to the LGB for their very active involvement in supporting the school this year by participating in a wide variety of events including Parents Evening, Lesson Observations, SMSC Drop Down Day, CPD Support and the Safeguarding review.</p> <p><u>Health & Safety</u></p> <p>The Headteacher outlined the details of recent Health and Safety audits and the activity that had taken place so far this academic year. The Clerk highlighted that the Vice Chair had been in regular contact during the Autumn term and has offered support on his return in the Spring Term. External auditors have postponed conducting the asbestos audit; in addition to asbestos, an external audit of Fire will take place on 16 December. Departmental Audits are in progress.</p> <p>There are still ongoing limitations to the allocation of modules on the Every eLearning system at present.</p> <p>In consultation with the link Governor for H&S and the Headteacher, the academy half termly meetings will now be conducted within departments to minimise the impact on staff working hours and tailor the content specifically to each area. The final meeting to take place each half term will be the site team, to enable information to be gathered from the three faculties allowing for follow up with any site facilitation requests.</p> <p>First Aid incidents on Every were reviewed, 14 have been logged as pre-existing and all incidents/near misses were minor in nature with the exception of two logged as major, the details of which were discussed with the LGB. The Clerk shared that First Aid training took place on 3 September; the academy currently has 40 members of staff who hold the Emergency First Aid at Work certificate</p> <p><u>Trust Update</u></p> <p>The Chair attended the Trust Chair of Governors training with the CEO, The Headteacher briefed the LGB regarding CFO arrangements. To support governance, there will be an introduction of new software within the Trust. The systems currently used such as SharePoint, will be replaced with GovernorHub. More details will follow during the Spring Term.</p>	
8	<p><u>Safeguarding Audit</u></p> <p>The Nottinghamshire County Council (NCC) Safeguarding audit was completed during the Autumn Term, in the absence of the Governor who supported with the quality assurance, the Headteacher provided details of the audit and the information sent to the NCC Safeguarding Officer.</p> <p>The safeguarding team within the school is large and the governor expressed positivity in their written report regarding the leadership provided by the Headteacher to the safeguarding team and the appropriate delegation of responsibilities to other staff members. It was reported by the Governor that the Headteacher's high level of involvement in the safeguarding processes within the school shows excellent leadership of this area.</p> <p>A review of the Single Central Record (SCR) was completed. Organisation within the MAT was explained to auditors as The Manor Academy still hold their own SCR which can be accessed locally.</p> <p>New staff data is processed through the MAT HR and records of checks carried out are sent to the school. The documentation must be signed by the member of staff who has completed the relevant checks prior the member of staff beginning their employment.</p>	

	<p>All new staff are thoroughly inducted by staff in the school and there is staff handbook to support this. A full session of safeguarding training is given and staff are expected to read and sign to confirm they have read the necessary documentation.</p> <p>A number of themes linked to safeguarding are taught through PSHE in squad time and through themed days and assemblies. These include E-safety, CSE, Self-harm and Mental Health & Well-being topics. Self-harming and suicidal thoughts are high profile at the moment and many young people are being supported through various strategies in school as well as referring to outside agencies for further support.</p> <p>There is an ethos of safety and keeping ourselves and each other safe within the school. This is clear amongst staff but also amongst students who spoke highly of the school and of the support the staff provide. The students interviewed could also speak about the various topics which have been covered in PSHE and they said that they found these sessions useful.</p> <p>Indirect racism was also highlighted as an area of concern with the school and is being tackled and reported appropriately. Staff acknowledged that children need more diverse experiences to support them further with this. It was clear that staff at the Manor Academy have a good understanding of County Lines and how this can negatively affect young people in the area of Mansfield. They have spent time 'plotting out' vulnerable students within the school and this shows good knowledge and understanding of pupils by the staff as a whole.</p> <p>The QA visit was carried out with the support of Designated Safeguarding Leads from two of the MAT schools. This was the first of its kind and a detailed QA report will follow. The staff were extremely impressed with the strategies being used in the school and used this as an example of good practice. They took many ideas and strategies away to use in their own schools. Progress towards ADP Safeguarding is embedded into the culture of the school and is very strong at all levels.</p> <p>The governor participating in the audit has been invited to take part in the MAT Leadership of Mental Health & Well-being training in January.</p>	
9	<p><u>Curriculum Statement.</u></p> <p>The Headteacher summarised the Curriculum statement. The Governors in attendance expressed their opinion that the document is comprehensive. Once formatted this document will be published on the academy website.</p>	
10	<p><u>Attendance</u></p> <p>The Headteacher discussed the report provided to the LGB and the analysis and monitoring of attendance that had taken place which has been completed by a member of the senior leadership team and the report shared with the Governors. The Chair asked on behalf of the Vice Chair if strategy also accommodates Post 16 students. The Headteacher clarified the data included Years 7-11, Post 16 data cannot be included as this would conflict with statutory compliance; the Headteacher added that the inability to fine parents of Post 16 students is a hindrance to the robust management of absenteeism. The academy is looking at alternative methods to encourage attendance.</p> <p>The Deputy Headteacher emphasised that attendance issues within Years 7-11 remain a key focus. A Governor highlighted that if the current efforts by the leadership team remain consistent this will have a positive effect on attendance.</p> <p>The Chair shared that his meeting to review the attendance strategy had gone well and the plans to uplift the figures are strong.</p>	<p>Post 16 data to be provided to Governors at the next FGB 30.01.19</p>
11	<p><u>Whole Class Marking & Feedback</u></p> <p>The Deputy Headteacher shared with the Governors the supportive measures that have been taken to support student understanding and ownership of their own active learning using whole class marking and feedback, outlining that assemblies had been delivered to each year group to develop students understanding of the benefits of the new method and the impact this has on their learning experience at the academy.</p> <p>Assemblies will be held each term based on emerging trends identified through the use of this technique.</p> <p>The Deputy Headteacher explained the focus is on the quality of the curriculum and broadening this to support students' exposure to cultural capital and employability.</p>	

	<p>A governor shared that the focus is now to measure the quality of education which has always been at the forefront of the academy's vision and could be beneficial as the staff have strived to provide a well-rounded education for students of The Manor Academy.</p> <p>The Deputy Headteacher expressed that all stakeholders have a strong moral compass and a drive to support the students to reach their full potential which considerations made for inclusivity across all abilities, reporting that broadly, class sizes of 30 in comparison to smaller numbers don't result in a detrimental impact to learning. The Chair agreed with this notion.</p> <p>A governor disagreed, sharing their belief that Teaching Assistants (TA) within larger class sizes help support improved performance.</p> <p>The Deputy Headteacher discussed the difference between results from targeted TA support and generic whole class TA support, highlighting the latter did not produce a significant uplift in attainment and was less cost effective.</p> <p>The Deputy Headteacher furthered this by providing a comparison between the positive impact and low financial cost of the new marking strategy which has been well researched and is evidence based. The Deputy Headteacher discussed the importance of running a good school with quality Careers, SMSC and FBV education to provide students with the necessary knowledge and experience to make confident choices about their future career path.</p> <p>The Headteacher also shared that the provision will be accessible to all students regardless of ability as experiences will be carefully tailored to suit abilities across the spectrum, providing long term stable key principles to support students and their involvement within the local community. In doing so, students will be provided with support and guidance throughout their time at the academy and support the mastery of key life skills.</p> <p>There will be further focus on reading for pleasure to help support students in this area.</p> <p>A governor shared their thoughts regarding the ACHIEVE values; that the implementation and retention of this is the right decision for the school.</p> <p>The Headteacher also clarified that students will still have experience of broader curriculum subjects such as Drama and Dance, after they've chosen their options, through project work to support passion, ambition and willingness to attend.</p>	
12	<p><u>Chair Report</u></p> <p>The Chair introduced his report and shared that Chairs from the LGBs within the Multi Academy Trust (MAT) had not unanimously agreed on the templates proposed by the Trust at present.</p> <p>The Chair shared that the centralised service for Governance had provided a new agenda to ensure all academies within the MAT are remain compliant and Local Governing Bodies exercise the duties robustly.</p> <p>The Chair also shared details of further centralised services that are available at MAT level to reduce budgetary constraints.</p> <p>The Headteacher shared that due to changes centrally, a meeting had been held with the central finance team and as a result, the financial information for analysis would be provided in the new term due to unforeseen circumstances.</p> <p>The possibility of a new funding formula could significantly support the school and the current issue with the funding lag due to the increase in published admission numbers (PAN) this academic year.</p> <p>The Vice Chair wrote to the Chair prior to the meeting; the Chair shared with attendees the Vice Chair's positivity regarding the potential funding formula change and his disappointment regarding lack of financial information and the vacancy that currently exists for Parent Governor</p>	
13	<p><u>Feedback from MAT Chair Network Meeting</u></p> <p>The Chair shared details of the agenda items that were discussed at the MAT Chairs briefing 18 November 2019 and the developments at the MAT that impact the academy.</p>	
14	<p><u>Ofsted Framework – Deep Dives</u></p> <p>The Chair summarised the PowerPoint presentation and highlighted the focus on Intent, Implementation and Impact. Staff workload will also be a consideration as will leadership and Management. The Governors in attendance expressed their positivity towards these areas of consideration.</p>	

	<p>A Governor asked how the Ofsted inspection would review these measures. The Chair explained that this would be through meeting with staff during the inspection and reviewing absenteeism.</p> <p>The Chair outlined the new inspection framework and the scrutiny of work alongside the interviewing that would take place during an inspection and the expectation that all stakeholders can explain the curriculum rationale and that students are able to articulate their understanding of the rationale behind their learning.</p> <p>Visual curriculum mapping will be overt across the academy.</p> <p>The Headteacher shared that the SEF will support the robust quality assurance of leadership and management. The Deputy Headteacher highlighted that this is an area that is already a focus and development of this has taken place over recent years and high retention continues to be a key priority.</p> <p>A governor asked if mental health support is available and easily accessible from the MAT.</p> <p>The Headteacher explained that there would be CPD taking place to provide a fully qualified mental health first aider for academy staff and that the academy has applied for the Wellbeing Mark.</p> <p>The Chair added that there would be training on offer for Governors in the Spring Term</p> <p>The Headteacher emphasised the importance of staff wellbeing and that counselling support from the Trust for designated safeguarding leads has been requested to ensure their own wellbeing is being cared for.</p> <p>The Chair highlighted that the Vice Chair had shared in his pre-meeting letter he found the document to be informative.</p>	<p>Governors seeking to attend Spring Term training to request a place via the Clerk by 23.01.2019.</p>
<p>15</p>	<p><u>NGA Training Modules & Safeguarding Tasks</u></p> <p>The Clerk shared with those in attendance an update of modules and completion rates.</p> <p>The Chair asked for all mandatory modules to be completed by 30 January 2020. The Clerk highlighted a third mandatory module had been updated this week and was now available for completion.</p>	<p>All Governors to confirm completion of all mandatory modules/tasks by 23.01.20</p>
<p>16</p>	<p><u>Code of Conduct</u></p> <p>The Clerk shared with the governors present, updates to the code of conduct following the clarification sought by the Vice Chair at the previous meeting. This document was approved and signed by those in attendance</p>	<p>Clerk to follow up with those absent to ensure signed copies held by all current members of the LGB</p>
<p>17</p>	<p><u>Governor Monitoring Visits & Evidence of Impact on School Improvement</u></p> <p>The Chair shared with attendees the Vice Chair's reason for absence, his concerns regarding communication and the possibility his absence reflects negatively on his involvement so far this academic year; the Vice Chair hopes to address this on his return. The Clerk shared that the Vice Chair had been in regular contact via email and has offered to meet in the Spring Term.</p> <p>Six quality assurance summaries were provided to the Governors for review in advance of the meeting. There were no further questions.</p> <p>The Headteacher thanked the Governors for their time so far this academic year.</p>	
<p>18</p>	<p><u>School/Trust Policies for Review</u></p> <p>The Clerk shared with the Governors that the Trust have introduced the following policies:</p> <ul style="list-style-type: none"> - Supporting pupils with medical conditions - Serial and unreasonable complaints <p>As such, the academy will adopt these going forward.</p> <p>Peer on Peer Abuse is a Nottinghamshire County Council based template and no longer listed as a statutory policy for governor approval.</p> <p>The Clerk checked if there were any suggested amendments the Behaviour Policy along with the Exclusions policy which sits within it. The updates were APPROVED.</p>	<p>Clerk to provide the new policies in the Spring Term.</p>

	The Chair shared that the Vice Chair had questioned if the Academy was up to date with the policy review cycle. The Clerk shared that there have been four new statutory policies added to the cycle and these would be made available for review once drafted.	
19	<u>Leave of Absence Requests</u> None	
20	<u>Headteacher Performance Appraisal</u> The Chair confirmed that the Trust CEO and he had met 5 November 2019 to complete the appraisal of the Headteacher.	
21	<u>Staff Performance Appraisal</u> It was confirmed by the Chair that both he and the Vice Chair met with the Headteacher on 16 October 2019 to review and approve academy staff pay and performance.	
22	<u>Correspondence</u> None received	
23	<u>AOB</u> <u>Govern-Ed Training</u> The Clerk shared with the Governors the efforts made to obtain further information and the booking of a place by the Clerk and a governor who expressed a desire to attend. Despite several emails and booking a place on the training, no response was provided and no booking confirmation was received. The location of the venue was not listed and as such the offer of the training was not able to be taken up. <u>Pay award appeals panel</u> The Headteacher shared details of a possible appeal with may require an appeal panel to be assembled. A number of governors offered their time to support should the need for a panel arise.	Clerk to contact governors should the need for a panel become necessary.
24	<u>Determination of Confidentiality</u> Item 20 & 21 of a sensitive nature but both items were for acknowledgement purposes only therefore no detailed information was provided	
25	<u>Date & Time of Next Meeting</u> 30.01.2020 17:00 Admin Boardroom	
26	<u>What has been achieved tonight</u> Governors have been provided with a detailed summary of the progress made so far this academic year across all measures and have received a comprehensive overview of the new Ofsted inspection framework.	
Meeting Ends: 19:10		