

**The Neale-Wade Academy  
Full Governing Board  
Minutes  
Wednesday 20 May 2020 at 5pm  
Via Microsoft Teams**

|                |   |
|----------------|---|
| Present:       | N Jones (Chair), A Carlin (Vice Chair), A Welling (Head of School), J Rowland (Head of School), J Wing (Executive Principal), A Chandler, K Nightingale, C Wright |
| In attendance: | D Barnes (Clerk), K Jarvis (ALT)  |
| Apologies:     | D Williams  |

| Agenda item | Notes  | Actions   |
|-------------|--|---|
|             | <b>All relating documents were circulated before the meeting unless stated</b>   |   |
| <b>1.</b>   | <p><b>Welcome and apologies for absence</b></p> <p>N Jones opened the meeting. She said the papers had been issued a week in advance and would continue to be (where possible) to give all governors an opportunity to read them and come prepared for the meeting. She was keen to move meetings on from being used to receive information to ones with more discussion on the key issues facing the school and governing body – and this would obviate the need for those presenting papers taking up valuable time talking through their papers in detail.</p> <p>She discussed the purpose of starting meetings with a student story which are often used at the beginning of meetings to set the tone and to understand what the school is doing well or needs to better. She felt that over time these should highlight the school's strengths and weaknesses and could become more powerful in their content and in delivery – asking staff and students to share them.</p> <p>N Jones shared a video clip of an interview of the head boy from Robert Clack school. He was interviewed on Good Morning Britain as he became the focus of significant media attention following a visit to his school by Meghan Markle on International Women's Day. Robert Clack school is similar to NWA - it is a large secondary school that serves a disadvantaged community which seems to inspire its students so they can go on and live lives of choice and opportunity. Aker demonstrated many qualities – he was bright, confident, ambitious, articulate and caring – his qualities went beyond the academic, and highlighted all the wider work that goes on in school (in partnership with parents) supporting students to achieve their full potential, able to go on to the next stage in their lives, and become good citizens.</p> <p>K Nightingale offered to produce some case studies involving students from Neale Wade which could be presented at the next meeting. This was welcomed.</p> <p>A Carlin thought this was a good idea and would allow governors to gain a better understanding of the students' needs and school development areas.</p> <p>Apologies were received from D Williams.</p> | <b>K Nightingale to develop and bring a student story to July meeting</b> |
| <b>2.</b>   | <p><b>Declaration of pecuniary and non-pecuniary interests</b></p> <p>No new declarations were indicated.</p>  |   |
| <b>3.</b>   | <p><b>Governors' business</b></p> <p><u>Minutes and matters arising</u></p>  |   |

1 signed:

|  |   |   |
|--|---|---|
|  | <p>All governors agreed the 29 April 2020 meeting minutes.</p> <p>K Nightingale gave an update on the £5000 grant she had secured to provide tablets for children so they could access work from home. The school had received the tablets and had started distributing them to students who require them. J Wing stated that C MacManus is in touch with parents and students and has asked them to come into the Academy to collect them. Year 10 students have been prioritised (as it is important they can access learning as it is their GCSE year next year) and then year 12 students for the same reason (A levels). Governors thanked K Nightingale for her work on securing funding for the tablets which will directly benefit students.</p> <p>J Wing updated governors on how the school was engaging with students regarding exams. A letter had been sent to all year 11 parents/carers regarding the process based on DfE guidance. Information had also been shared on the school's Twitter account. C Wright thanked the Academy for this information, noting that the specific focus on students' mental health was very helpful.</p> <p>All actions from the minutes had been completed with the exception of safeguarding training which needed to be organised for NJ, KN and DW.</p> <p><u>Scheme of delegation</u></p> <p>N Jones presented a paper on governors' roles and responsibilities outlined in the scheme of delegation and how the LGB would meet them. She noted the importance of having a clear framework moving forward. No objections to the documentation were made.</p> <p><u>Annual governing body programme</u></p> <p>N Jones presented an annual agenda which set out the meeting schedule required to meet the responsibilities set out in the scheme of delegation. It included increasing the number of governing body meetings from three to five each academic year. She also proposed widening the remit of Standards Group and changing it to a Quality of Education Group, which would meet three times a year and have a wider focus which would include curriculum. It was agreed that the core membership would be NJ, AC and AC but that all governors would be welcome and all were positively encouraged to attend.</p> <p>A Carlin suggested circulating the agenda before the meeting and for governors to let D Barnes know if they would like to attend. Governors were supportive of this.</p> <p>N Jones asked K Jarvis if there were terms of reference we could adapt from within the ALT. K Jarvis agreed to share some which were being developed for a new ALT committee.</p> <p>N Jones discussed the idea of termly governor visits to the Academy with focus placed on specific areas. This would allow the governors to immerse in an area, and get to know the school, staff and students better. It was proposed to hold them three times a year during the same week as the Quality of Education meetings.</p> <p>J Wing spoke of the importance of speaking to NWA staff regarding these visits to ensure they know what the purpose of the visits are and to establish that the governing body is working with them. J Wing also noted the importance of the school getting to know its governing body and discussed the possibility of governors submitting a photograph of themselves with a short biography so staff can put a face to names. Governors were supportive of this. N Jones asked the governors to submit the information which would be incorporated in the academy handbook and on a poster which would be displayed in the academy.</p> <p>K Nightingale asked if the governors could have access to a calendar of school events when it is prepared for next year. She spoke of the importance of governors attending school events and representing the school.</p> | <p><b>D Barnes is liaising with H Hitch to organise ideally before the end of the summer term</b></p> <p><b>D Barnes to send QofE agenda to all governors</b></p> <p><b>K Jarvis to send TofR to N Jones</b></p> <p><b>N Jones to liaise with J Wing to organise</b></p> <p><b>N Jones to arrange a meeting to speak with teachers regarding termly visits</b></p> <p><b>Governors to send biog</b></p> |
|--|---|---|

2 signed:

|  |   |  |
|--|---|--|
|  | <p><u>Governing body composition and annual aims</u></p> <p>N Jones had asked J Wing to make an introduction to a local business the school had a relationship with as she wanted to recruit to a link governor role for aspirations and careers. He had a meeting with S Mandley at the end of the week to discuss this.</p> <p>Governors were supportive of the aims proposed for 2020/21.</p> <p><u>Governor mark requirements</u></p> <p>N Jones opened the discussion regarding the mark requirements document that was circulated to governors. S Chamberlain (ALT CEO) had suggested it was something that governing bodies might wish to work towards. Governors were asked to feedback their thoughts regarding this document.</p> <p>A Carlin stated that the document could be used to provide a baseline for the governing body, and it would be helpful to have something to work towards.</p> <p>K Nightingale suggested we use the document as a checklist to evaluate ourselves and the work we are doing in school. She noted the importance of focusing on specific areas of the document and working towards one or two at a time. She suggested that governors should meet separately to plan how we can best use it in the future.</p> <p>K Jarvis said it was a helpful process and framework to improve the effectiveness of governing bodies.</p> <p><u>Ofsted framework</u></p> <div data-bbox="300 981 1257 1211" style="background-color: black; width: 100%; height: 100%;"></div> <p>A Chandler spoke about the importance of connection with the school to understand the curriculum and wider learning strategies. He noted that it was important for governors and the school as a whole to learn from our strengths and weaknesses and to address any issues we believe we have before our forthcoming Ofsted inspection.</p> <p>Additional actions identified in the papers circulated included:</p> <ul style="list-style-type: none"> <li>• Off-site provision to be added as an agenda item to the July meeting</li> <li>• A Welling to add off-site provision to the regular head's report</li> <li>• D Barnes to review website based on latest DfE guidance and report back to the next meeting any gaps identified.</li> </ul> | <p><b>details to D Barnes</b></p> <p><b>J Wing to arrange for school calendar to be shared with governors</b></p> <p><b>J Wing to follow-up with N Jones</b></p> <p><b>N Jones to take forward</b></p> <p><b>D Barnes<br/>A Welling<br/>D Barnes</b></p> |
|--|---|--|

3 signed:

4.

#### School update

##### School activities relevant to looking after key worker and vulnerable students

J Wing gave an update on school activities. The Academy is open every day (Mon-Fri) for vulnerable and key worker students. Numbers have increased over the last two weeks and between 15-20 students attend daily. It was reported that many of these students have started to build positive relationships with members of the Senior Leadership Team. There have also been more outside agencies coming in to work with students including Norwich City Youth.

This week was the first week where more teaching staff were asked to come in so that preparations could be made for a further partial reopening in June. If the school does open for year 10 and year 12 students it will have no effect on students that are already attending. Students will be separated in different areas of the school.

##### Update on home learning and data

J Rowland gave an update on home learning. The Academy has had 654 students complete work which has been logged on GO, 200 students have been accessing work via paper based routes only and 216140 positive points have been awarded on GO for completed work since 23 March 2020. Additional 'bridging' work has been set for students in year 11 who are preparing for post-16.

J Rowland gave an update on data. All marks have been submitted and sent to FFT who are looking at generating a report for us. Staff have been very accurate on predictions.

[REDACTED]

[REDACTED]

The FFT report shows that we would be sitting at FFT 50, meaning we would be in the top 50% of schools that are comparable to NWA.

##### Update on plans for reopening the Academy

J Wing led the discussion around the reopening of the Academy. There is a strong chance that the Academy will be open from 1 June 2020 for year 10 and 12 pupils. We have sent out letters to parents/carers of these year groups asking them to complete a survey about if they will be sending their child back to school. The survey is being run by ALT.

The breakdown of the day will be one-hour time slots for different sets of 20 students working in the main hall and following social distancing measures. There will be half an hour between lessons to give the hall a full clean. Year 10's will be in on Monday-Tuesday and year 12's on Wednesday-Thursday with Friday being a planning day for remote learning. The first week will focus on maths, the second week on English and third week on science. After the first three weeks we will re-evaluate and look at bringing in lessons for non-core subject areas. We will also look at the possibility of other lessons being provided later via Zoom or other online platforms.

**Governors: Will the students still have access to the lesson material if they do not come in?**

J Wing stated that the lesson materials could be placed on the school website for the students to review once the lesson has taken place. There is no capacity at present to

4 signed:

film the teachers as we would have to be very careful not to film students. Filming lessons might also mean that students would not come in for lessons and stay at home.

**Governors: Will students be expected to wear school uniform for these lessons?**

J Wing said that at present they are undecided on this topic but believes that it will not be a requirement for students to wear school uniform.

**Governors: Will there be any transition for Year 6 students?**

J Wing said that we will be looking into this once more information is published on 28 May 2020. We have planned to have the year 6 students in for transition the week before the summer holidays, however it is dependent upon the number of students returning to primary schools and if primary schools are open. Introductory information had already been sent to year 6 students. N Jones said that she had seen a draft of the pack and that it was reassuring for students with clear information and photos about what they should expect.

**Governors: Will the Academy be open for students of key workers and vulnerable students throughout the summer holidays?**

J Wing said that he thought the Academy would be closed to all students for the summer holidays.

**Governors: Does the Academy have all the PPE it requires for the potential re-opening?**

J Wing stated that the Academy has all the PPE that it requires. There is hand sanitizer on the walls in the main parts of the school and the site team will be back in on a full time basis once students return to ensure that everything is sanitized and cleaned regularly.

**Governors: What are the travel arrangements for students who are coming in for lessons, will there be access to public transport?**

J Wing noted that the government guidance states that it is not recommended for students to use public transport to get to school for lessons and that students should only return to school by their own means of transportation.

[REDACTED]

[REDACTED]

[REDACTED]

**Governors: A significant issue highlighted in the SEF was that you haven't had a lead of MFL for the last three years, is this something that is being addressed?**

J Wing informed governors that a head of MFL has been appointed this week and is one of our current MFL teachers, E Davall.

**Governors: It is noted in the SEF you have a three-year KS4 because it better suits our students, are you changing back to a two-year KS4?**

|           |  |  |
|-----------|--|--|
|           | <p>We are currently reverting back to a two-year KS4 which is in keeping with the latest guidance. We are working through whether this is still the best decision for our students taking into account the current coronavirus context.</p> <p><b>Governors: Can you explain how space retrieval is measured at a whole school level?</b></p> <p>J Rowland explained that space retrieval is a way to incorporate a question/task from previous lessons into the current lesson allowing the student to tie objectives together and keep them interested and up-to-date on current topics. Students find this interesting and it helps them to retain information from previous lessons, keeping knowledge fresh and fluid. This is reviewed at every lesson, and local data is held but it is not used at a whole school level.</p> |  |
| <b>5.</b> | <p><b>Policies and procedures</b></p> <p>D Barnes gave an update on future plans for policies. She is working on an up to date document which shows the schools statutory policies as well as a list of other policies at the Academy, it will include who is responsible for them and when they need to be reviewed by the governing body. This will be brought to the meeting in July.</p> <p>Governors were invited to get in touch with D Barnes if they had identified any gaps in the polices at the Academy so that this can be discussed at the July meeting.</p>  | <p><b>Governors to contact D Barnes if they have identified any gaps in policies</b></p> |
| <b>6.</b> | <p><b>Other business</b></p> <p>A Chandler thanked N Jones on behalf of the governing body for all the work she is doing to strengthen governing body processes and for her hard work and commitment.</p>  |  |
| <b>7.</b> | <p><b>Date of next meeting</b></p> <p>Wednesday 15 July 2020 5pm via Microsoft Teams</p>   |  |

6 signed: