



The Neale-Wade Academy
Full Governing Board
Minutes
Wednesday 30 September 2020 at 5pm
Via Microsoft Teams

Present:	N Jones (Chair), A Carlin (Vice Chair and Minute Taker), G Horn (Principal), J Rowland (Head of School), A Chandler, K Nightingale, C Wright
Apologies:	D Williams, D Barnes (Clerk), K Jarvis

Agenda item	Notes All relating documents were circulated before the meeting unless stated	Actions
1.	<p>Welcome and apologies for absence</p> <p>N Jones opened the meeting and thanked everyone for their attendance.</p> <p>Apologies were received from D Williams, D Barnes and K Jarvis.</p> <p>As D Barnes had offered apologies A Carlin took the minutes.</p> <p>Election of Vice Chair: A Carlin was nominated as Vice Chair, N Jones asked if there were any other nominations. There were none. A Carlin was voted Vice Chair for a year.</p> <p>At 5.40pm G Horn joined the meeting and apologised for being late. N Jones introduced G Horn as Principal of NWA. Governors introduced themselves and N Jones stated there is a vacancy for a Career's Governor.</p>	
2.	<p>Declaration of pecuniary and non-pecuniary interests</p> <p>No new declarations were indicated.</p> <p>N Jones stated the annual declaration of interests had been sent to Governors as part of July's meeting papers, and asked for outstanding declarations to be sent to D Barnes.</p>	<p>A Carlin A Chandler</p>
3.	<p>Previous meeting minutes</p> <p>N Jones had found two minor amends to the previous minutes from the LGB meeting held on 15th July 2020.</p> <p>1: Found on the penultimate page. The action point should have noted an action for D Barnes to send out meeting invites to Governors for the agreed meetings.</p> <p>2: Our next meeting should read 30th September 2020, instead of 28th September 2020.</p> <p>No other amends were noted. Governors agreed the minutes of the previous meeting were an accurate record with the two amends listed above.</p> <p>Matters arising</p> <p>N Jones will discuss termly governors' visits with G Horn and discuss how to position them with staff moving forward.</p> <p>Governors' biographies are required for the staff handbook. Governors who have not yet sent their biography in, should send as soon as they are able to D Barnes.</p>	<p>D Barnes</p> <p>D Barnes</p> <p>N Jones G Horn</p> <p>Governors</p>

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	<p>The events calendar now includes assessments, data drops and audits. The calendar will be shared on a half termly basis with Governors to give an idea of a typical week at NWA.</p> <p>Governors agreed, the first Governor Mark session should be a Governor only meeting. Governors agreed a 5pm start was suitable. Options for meeting dates will be sent to Governors for consideration.</p> <p>Governors have been asked to complete a skills audit and some have been sent in, outstanding audits are to be sent to D Barnes as soon as Governors are able. On receipt D Barnes will summarise, so any gaps in the LGB's available skill set will be identified and act as a base for the recruitment and appointment of new Governors.</p> <p>N Jones to receive behaviour policy from NWA for sign off.</p> <p>Governors to be sent diary dates for NWA's meetings for the rest of the academic year.</p>	<p>J Rowland</p> <p>N Jones</p> <p>Governors</p> <p>J Rowland</p> <p>D Barnes</p>
<p>4.</p>	<p>School updates</p> <p>a) Overview of Yr. 7's assessment</p> <p>NWA has received teacher assessed data for this year's KS2. In order to give a clearer view of students joining Yr. 7, NWA completed a set of cognitive ability tests (CAT4) for the whole year group.</p> <p>J Rowland has used CAT4 tests in different schools and the results complement KS2 data, so these results will be NWA's most reliable source of student information up to the first set of assessments, due to be completed near to Christmas.</p> <p>Year group bubbles. Yr. 7 have settled well, there was no standard transition in place as in previous years. This may lead to some changes being made to the transition process moving forward. Transition usually starts from late September with an open evening, this academic year's open evening will be held in the first week of October.</p> <p>Yr. 5 & 6 are invited to see the school and throughout the year, small groups of students including those identified by the feeder schools as being vulnerable or having concerns about transition, are invited in for a tour of the school.</p> <p>Yr. 7's ability to interact with one another and their behaviour around structured times is good. Bubbles seem to have helped students, being in their own areas means less interaction over breaks and lunchtime, creating settled movement around the school. Progress Leaders and pastoral support are based in each year group's bubble, they are only seconds away and available to speak to students if support is needed.</p> <p>When bubbles need to be dispersed, the process will be staggered. Yr. 7 will stay in their bubbles and the other 4 years will not. Throughout the year, Yr. 7 will rotate around the school, in order to experience the different areas of the school.</p> <p>G Horn joined the meeting at this point – 5.40pm</p> <p>b) Responding to coronavirus</p> <p>G Horn stated the government released a tiered response to Covid cases in schools during the second week of September. There are four tiers. NWA is presently in tier one. Schools are open and NWA is taking every precaution it can to minimise risk. This includes social distancing where possible, including when students line up.</p> <p>NWA took the extra precaution of wearing face coverings, which wasn't part of the government guidelines. NWA have implemented this as a discretionary move. Hand</p>	

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sanitiser is available throughout the school. Teachers have hand sanitiser, which is put onto student's hands as they enter a classroom.

In tier three students would be put onto a rota with year groups coming into school for a period of time and then working from home for a period of time. NWA have agreed a two week on/two week off rota; chosen because it takes two weeks to self-isolate. A tier four case is a local or countrywide lockdown; which could mean all students are working from home for that period.

[Redacted]

J Rowland led the response for teaching, learning and curriculum teams. Staff have seating plans, there is a risk assessment in place, now on version 13, as it is continuously reviewed and adjusted. The advice is for teachers to stay 2 metres away from their students wherever possible. Teachers can circulate around the classroom but cannot stay in one place for longer than 15 minutes.

[Redacted]

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c) Annual pupil premium report

J Rowland gave an update on the pupil premium three year trend for KS4.

In 2018 NWA had a Progress 8 score of -0.81. It was -0.51 in 2019 and has now decreased further to -0.33. It is below 2019's national average for the Pupil Premium, Progress 8 score. In 2018 Pupil Premium students were attaining an average of 3.3. Moving to 3.6 in 2019. The aim is to move to 4.4 over the next two years.

18.9% of Pupil Premium students and 36.3% of Non-Pupil Premium students reached grade 5 in English and maths this year. This area needs to be addressed, as English and maths are the qualifications that enable students to progress to the next phase of their learning in an easier way.

Pupil Premium is progressing at KS4, focus is needed on KS3 to address the gaps, so that when those students start their GCSEs, they are on a level footing with their Non-Pupil Premium peers.

J Rowlands explained the focus is split into six areas.

1) Outcomes.

The KS3 focus is for all Pupil Premium students to have their chronological reading age by the end of Yr. 9, this will be achieved by small groups working on literacy and numeracy. The KS4 focus is to increase the Attainment 8 score focusing on English, maths and science.

2) Learning & Teaching.

This includes, checking the quality of work in students' books and if students are in class and working. Key staff will be sent to primary schools, in order to gain a real understanding of what is being delivered for KS2 in English, maths and science.

Pupil Premium students will be put into one band for each year group, enabling the students to be tracked, and NWA to easily overcome any long term cover implications.

3) Attendance.

Pupil Premium students need to be in school to benefit from NWA's offering. The strategy is to deliver a high quality provision utilising staff who are good at building relationships with our Pupil Premium students.

4) Behaviour & Wellbeing.

NWA will focus on supporting students presenting behaviour challenges including those Pupil Premium students who access the SEND provision with behaviour challenges.

5) Increasing Pupil Premium Student's Outlook.

Once Covid restrictions are lifted NWA will focus on widening the outlook of our PP students by taking trips, visiting museums, and having guest speakers in, to broaden horizons beyond the town of March.

6) Provision of Resources.

This year, NWA has given every student an equipment case including; two pens, two pencils, a ruler, rubber and pencil sharpener. Moving forward uniform, PE kit and other barriers to learning will be assessed and potentially provided.

Governor Comments: The Link Governor for Pupil Premium thanked J Rowland for his report. It provided a level of detail that had not previously been given in terms of how the Pupil Premium funding is broken down.

J Rowland has replaced C Howlett in taking responsibility for disadvantaged children at NWA. A need for a 'Closing the Gap' Coordinator has been identified and J Rowland will be senior leader once the new post is filled.

[REDACTED]

Governor Question: will a communication be sent out to parents/carers soon, so they know how to claim FSM if they have a need?

J Rowland, confirmed there will be a communication, there is difficulty finding the best way to communicate. A survey has been sent to families with access to the internet. A

proportion of those parents have not replied and they will need to be contacted via traditional letter, in order to gain an overview of what is on offer.

Governor Comment: a Governor was surprised that Relate is one of the organisations students are signposted to.

J Rowland advised Relate is one of the services on offer to NWA's students should they need it. G Horn stated NWA have looked at the support students can access from different agencies. NWA have approached the YMCA to buy in counsellors and family workers, which will start straight after half term for one day a week, and will cost NWA £8k for a year. That service will be evaluated and probably increased over time.

Governor Question: as this is a development point for NWA, a Governor suggested NWA might want to visit other schools identified as having as having a strength in this area.

J Rowland confirmed that will happen and added Pupil Premium impact is very difficult to analyse. Schools with 50%+ of their cohort qualifying for the Pupil Premium, or who have a very small cohort where they can provide specific targeted support for their Pupil Premium students have the biggest impact. J Rowland is going to identify a school similar to NWA in size and makeup that achieves results for its students.

G Horn stated there is a 'Covid Catch-up Fund' attached to the Pupil Premium disadvantaged fund, and which the school will be in receipt of [REDACTED] [REDACTED] Moving forward NWA will be able to give Governors more information on how that fund will be used. D Barnes to add as an agenda point for next the Quality of Education meeting.

d) Principal's report

NWA's vision and values are based around these points. Happiness and wellbeing should not be belittled. Being happy is something we should work towards.

The aim for NWA is to be a school of choice for staff, governors, parents/carers and students. Where individuals choose to come to NWA and that choice is built around the reputation of the school.

Pride: in oneself, the community, the school, of those around us and to be able to celebrate one another's achievements.

Confident: in yourself and others around you, that others will help you and celebrate your achievements. **Content:** with achievements, as individuals try hard.

Success: students built for the next stage, becoming life-long learners that go onto have great success.

NWA's strapline is: **'We need to find the opportunity, to be successful, to breed confidence, to ensure that we are proud of our community.'**

Governor Comments: Governors supported the vision and values outlined. Raising aspirations for NWA's students is very important, as is community engagement.

How will **NWA deliver this vision** over the next few years?

Starting with the curriculum, NWA will offer more opportunity for students to experience success, with quality first teaching. The team is currently exploring how NWA and other organisations within the community come together as a hub of

D Barnes

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opportunity, providing an extended school day over time, where students are participating in other activities.

School Improvement Planning: G Horn has written Key Performance Indicators (KPIs) for various areas of school life, each area has been given to a member of SLT to lead. For example: Quality of Education. J Rowland has responsibility for this area, and has five KPIs which are:

- Progress 8 at zero.
- Increasing the proportion of 4 & 5 in English.
- Increasing the proportion of 4 & 5 in maths.
- Closing the gap in attainment.
- Increasing the attainment progress for previous higher attainers

100% of students to read at their chronological age by Year 11.

100% of students to be numerate at their chronological age by Year 11.

There are thirteen members of SLT. Each SLT member has a clear set of KPIs. Some KPIs will be achievable over a year, some over a period of time. The LGB is in a position to support and challenge this area of work.

Governor Question: it was requested the KPIs are taken to LGB meetings termly and are RAG rated.

G Horn has created a School Improvement Plan (SIP) outlining NWA's aims and vision, which he will share with Governors.

The SIP will give the Governors an idea of the actions taken to achieve the KPIs. This will help with Governor Link visits and Governor meetings.

Quality of Education/Staffing: NWA has two vacancies, one in DT and another in science. J Rowland has been included in the recruitment process. This year NWA advertised earlier and through TES. NWA had a lot of NQTs apply, which is unusual and five of the applicants trained with NWA.

[REDACTED]

Learning and Teaching: NWA's biggest task is recruitment, training and supporting staff. G Horn has said to staff, they are NWA's greatest asset and most expensive resource.

Over the next two terms there will be a focus on addressing any underperformance, and support teachers and other staff will follow NWA's vision and values: being polite, positive and aspirational for young people and for one another.

This will include quality assurance, carried out by J Rowland and C MacManus, which will evaluate teaching in different areas, providing support and addressing underperformance. [REDACTED]

[REDACTED] CPD will be tailored and personalised for individual need.

Governor Question: Is NWA getting any funding from the Opportunity area? Teacher retention is one of their key areas for funding.

G Horn had a meeting today and established NWA can gain £5k in funding to help recruit staff, either by buying devices or contributing to masters or further degrees.

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	<p>Steve Barclay MP for NE Cambridgeshire is visiting NWA on Friday 2nd October. He is interested in understanding the impact of the Opportunity area funding/support.</p> <p>Governor Comment: Thrive was funded by the Opportunity area funding programme.</p> <p>G Horn confirmed this and said there was a bid and an action plan, around CIAEG and wellbeing. A need for medical professionals and counsellors was also identified.</p> <p>Governor Comment: The Opportunity Area (OA) Programme is funding the Youth Advisory Board (YAB) for Fenland & East Cambs. Fenland have demonstrated the importance of youth voice. The majority of YAB members are NWA students.</p> <p>YAB consulted NWA students to get a steer on how young people were feeling, because the OA wanted to understand how they can support young people's mental health in school. The YAB are presently recruiting new volunteers.</p> <p>NWA have completed the annual appointment of the Student Leadership Team.</p> <p>Sixth formers have been appointed to senior prefect roles, in order to remain gender neutral, there is no longer a 'Head Boy' or 'Head Girl', the title given is now, 'Senior Prefect.' It was agreed Senior Prefects should be invited to December's LGB meeting. The Senior Prefects attend SLT meetings once per month already.</p> <p>NWA are updating assessments, J Rowland was leading the updates last year, and now T Boyce has responsibility for moving NWA's KS3 assessment to a more formal assessment, moving away from Grades 1 – 9.</p> <p>T Boyce has the challenge of establishing how assessments are validated and made reliable. This could be through moderation or networking with other schools to cross-moderate NWA's work, so assessments are ratified. Therefore when the LGB are shown numbers, there will be confidence in the results. Assessment is directly linked to the curriculum. It was agreed T Boyce will be invited to a Quality of Education meeting to explore KS3 data.</p> <p>C Howlett has responsibility for reading at NWA. One of the KPIs is to ensure 100% of NWA's students are at chronological age for reading by Yr. 11. There is a direct correlation between reading and behaviour, wherever there are gaps in reading and understanding of text, behaviour is impacted.</p> <p>NWA have purchased a training programme to support this key area of work. It was agreed C Howlett will be invited to LGB's spring term meeting once staff are trained. The LGB will request the baseline for reading in all year groups at NWA for December's meeting, to give Governors an idea of chronological ages for Yrs. 7 - 11.</p> <p>██ ██ ██ ██ ██ ██ ██</p> <p>Governor Comment: a governor asked for a Prevent update to be a standing item on the Principal's report.</p> <p>G Horn stated NWA are going through staff training, and there are no Prevent updates at the moment. A prevent report will be included for the next LGB meeting.</p> <p>Behaviour: A Welling has responsibility for behaviour. NWA is presently a calmer and more orderly environment. G Horn has set a KPI of achieving fewer exclusions.</p>	<p>D Barnes</p> <p>D Barnes</p> <p>D Barnes</p> <p>A Carlin</p> <p>G Horn</p>
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This partnership demonstrates to students that NWA takes pride in the school and the local community.

Governor Question: How will the policy operate, if outside of the school, when it should be a parental response?

If there are students conducting themselves in an antisocial way, it is important that NWA supports the community. There is a social and moral duty to show that NWA doesn't stand for students associated with violent crime.

Governor Comments: Governors agreed the standard of behaviour of most students in public is good and has improved over the years. Governors are supportive of the partnership between the police and NWA. Antisocial behaviour isn't tolerated in later life so these are valuable life lessons.

e) Student, parent and staff feedback overview

J Crawley joined NWA last year and started a project, surveying student and parental voice, which is being continued this year. G Horn also meets with a group of students once per week to gain feedback on student life.

Students and parents have identified areas for focus in terms of behaviour, bullying and communications around their progress. NWA's Senior Prefect team have set up an anti-bullying group and action plan. Students are training to be mentors. An anti-bullying charter has been developed, which students will sign as they join the school and this will be rolled out next term.

G Horn stated moving forward these areas of concern and associated statistics will be recorded. He believes there is a need to initially over record, to ensure issues are being addressed and to instil confidence in our community.

Attendance: The national figures for attendance were recently updated. During the first two weeks of schools returning the national average was 87% dropping from 88% in the first week. NWA's attendance as of writing the report was 92.2%, and on the date of meeting, 30th September, it was 91.5%. NWA aspires for attendance to be 95%.

Approximately 180 students are absent at any one time, the numbers vary due to Covid related self-isolation. Between forty to fifty students per day have been absent with Covid related illness. The DfE advised schools they do not need evidence of testing.

f) Review of risk register

G Horn has discussed the risk register with E Graham. The LGB should consider if the risk register is too financed based? Should it include the business continuity plan and the business impact report? Do these reports include information on contingencies for natural disasters and other disasters?

It was agreed N Jones will ask E Graham to include these documents with the risk register in future. It was agreed that G Horn will bring details of staff absence to the QofE meetings. Eleven members of staff were absent on Friday 25th September. On Wednesday 30th September, staff absence reduced to four.

N Jones
D Barnes/G Horn

g) Review of Covid-19 risk assessment

The Covid-19 risk assessment is reviewed regularly. G Horn has a meeting at 8.30am each morning with the attendance officer and HR. At this meeting, there is an update on the number of absent staff and students, as well as those at risk or who are self-isolating. NWA is required to send daily absence reports to the DfE and LA.

G Horn has introduced a fortnightly health and safety meeting, to discuss medium or long term changes to the risk assessment with the site team.

Students leaving at the end of the school day are slightly staggered. SLT have considered moving bubbles to different locations of the school post half term. In doing so, NWA will be able to deep clean, move, and relocate some students, giving year groups access to other facilities.

G Horn has been writing a weekly newsletter to parents/carers. The newsletter is likely to be issued monthly after half term.

In terms of health and safety, G Horn is satisfied NWA is taking every step to keep students safe in school.

Governor Comments: The Health & Safety Link Governor was reassured by the comprehensive report and the continual review of the risk assessment.

Governor Question: A Governor asked what is IAEP?

It is an Individual Alternative Education Plan.

The LA have started a new process called 'Temporary Reduction Produced Timetables' or TRTs. TRT work in association with the risk assessment.

There's also an existing LA process called an IAEP. This is a risk assessment agreement between home and school in regard to phased returns and reduction in hours at school. In terms of the attendance report, students on an IAEP or TRT still fall under the normal attendance procedures.

Governor Question: A Governor asked G Horn if the Principal's letter could be sent to the LGB to keep Governors fully informed.

G Horn confirmed this would happen moving forward.

h) A Level & GCSE Results

J Rowland stated Centre assessed grades were awarded. Apart from where the algorithm had awarded a higher grade.

The A Level results mostly remained the same to the data provided in July's LGB meeting. C Spibey, S Mandley and C Gribble did an excellent job on Yr. 13's results day supporting students when the algorithm grades were initially awarded. These grades were subsequently changed back by the government to centre assessment grades a few days later.

NWA has continual improvement at A Level, with the cohort moving from C to + as an average grade. There is an increase of 10% of students with A/A* and an increase of 17.7% with an A – B grade. That trajectory has been maintained for four years. This year NWA is looking at B- if those trends remain.

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	<p>The Applied General, vocational courses; Law, Sport, Business, Art and Science have an average grade of distinction. The same as last year, the only subject that underperformed was the vocational science course.</p> <p>NWA's technical qualifications are IT & Media. The average grade is distinction. This is an increase from last year's merit grade.</p> <p>J Rowland stated this year's A-level year group are generally working well as a whole, now that they are back in school. It is difficult to record any issues in subject retention at this stage.</p> <p>In regard to GCSE results, NWA had forty-nine students with improved grades from those predicted. The uplift was a result of the algorithm which either moved students' grades from U to 1, 1 to 2 and in some cases 2 to 3. NWA had approximately 8,000 qualification grades issued, 49 of them were computer generated and it was only those 49 that had been under-marked.</p> <p>NWA had an issue with some Yr. 12 English retakes. The results were appealed, NWA shared the process used for awarding grades and the exam board moved seven students from grades 3 to 4.</p> <p>The figures achieved are 59.6%, in line with FFT 50, with 31.95+ and then 3.87+ English and maths crossover. A P8 score of 0.05, and A8 increased by 0.2, from 4.2 to 4.4.</p> <p>Yr. 11 is an area of concern, with an average attendance rate of 83%, and has the lowest attendance rate of any year group in school. It is an area that needs addressing.</p> <p>NWA started to run Period 6 lessons last week. English on Monday, science on Tuesday and maths on Wednesday. Thursday and Friday are left to other subjects, and students are directed to go to those. Approximately seventy-five students have attended sessions each day during the first week.</p> <p>Disadvantaged students are focusing on English. When English skills are improved, it leads to improvements in the other subjects. If NWA can improve English, improvements will be seen in other subjects.</p> <p>Open courses saw NWA's strongest performance gain. With an attainment score of 5, and a progress score of +0.5. The open qualifications are achieving scores on average, half a grade higher than any other students are nationally.</p> <p>Governor Questions: A Governor commented the grades are significantly different and asked why that is?</p> <p>J Rowland answered that during the last academic year, the vocational subjects were three years at KS4, and students had more time to complete their coursework. Also there was the opportunity to go back for a second mark and improve on the first mark, with the external assessments. However, not all the vocational subjects delivered.</p> <p>The concerning factor is that English, maths, science and humanities have got a negative progress score, with the exception of triple sciences. Those areas will have the biggest impact on our overall attainment and progress scores</p> <p>HPA Progress: HPA progress was -0.1 last year, better than previous years, however it is still not where NWA needs to be. J Rowland outlined NWA needs to ensure Yr. 7 students stay on track and there needs to be challenge further down the school, keeping students engaged in subjects.</p>	<p>G Horn</p>
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	<p>Governor Comment: The chair asked D Barnes to send the annual calendar and LGB meeting dates to E Graham so that she is aware of what needs to be prepared for meetings.</p> <p>N Jones thanked G Horn and J Rowland for the quality of reports that come through to LGB for this meeting.</p>	
8.	<p>Date of next meeting</p> <p>Wednesday 9 December 2020 at 5pm</p>	

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