

**Minutes of the Academy Committee Meeting held on
Monday 20th March 2023
Training Meeting: 4.30pm
Main Agenda: 5.00pm-6.30pm
at Hillocks Primary Academy**

Governor name	Initials	Governor category	A = absence
Mrs Susan Beasley	SB	Chair of Academy Committee	
Mr Richard Lyne	RL	Vice Chair of Academy Committee	A
Mr Rick Gascoyne	RG	Appointed Staff AC governor	A
Mr Henry Reader	HR	Appointed AC governor	
Mrs Michelle Barksby	MB	Appointed Parent AC governor	
Mrs Rebekah Gear	RG	Appointed AC governor	Arrived 5.00pm

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Margaret Newcombe	MN	Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum	3	Governors Present	3

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/ when
	<p>History and Geography Curriculum overview Presented by Mrs D Holloway Mrs Holloway presented the session by a narrated recording for the benefit of academy committee governors.</p> <p>Mrs Holloway reported the curriculum intent was broad, balanced and experiential for pupils and as part of personal development this would support pupils understanding and support a wider outlook through the local and wider community and to celebrate diversity.</p>	

	<p>Details below outline areas of the training session presented.</p> <ul style="list-style-type: none"> • A description of how history and geography are fed into the curriculum through other subjects. How this was delivered, and pupil expectation was explained. • How subjects are linked together for an improved pupil understanding was described. • It was reported that PHSE (Personal, Health Social and economic) education supported the meaning between past and present and information regarding local studies. • Curriculum design was supporting students understanding and knowledge. • Curriculum content was clear and ambitious with intent being quality assured. Recall and think methods were in place for pupils. • Staff are reviewing vocabulary, reading and language skills when discussing learning. Details of areas of history reviewed were provided. • Evidence of the use of language was provided. <p>Mrs Holloway explained the next steps to ensure consistency across the academy in terms of disciplinary knowledge for pupils. It was reported steps were to be put in place to facilitate links with other subjects. It was hoped field work could be introduced.</p> <p>Mrs Holloway explained as part of the AIP (Academy Improvement Plan) objectives, steps had been put in place to refine the vocabulary spine to support learning. Quality Assurance had taken.</p> <p>Academy Committee governors were invited to ask questions via email. Email address details were provided to support this.</p> <p>The Principal confirmed the presentation would be forwarded for circulation with governors wishing to review the session.</p> <p>A book review took place by Academy Committee governors with good feedback being received.</p> <p>Academy Committee governors praised staff for ensuring there was one clear plan in place. The Principal confirmed the curriculum had developed over a period of time and would continue.</p> <p>Academy Committee governors acknowledged steps in place in foundation stage were to be built on for pupils continuing in the academy. The Principal explained one cycle had taken place.</p>	<p>MN Actioned</p>
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	<p>Academy Committee governors asked for the reason for two cycles running. The Principal reported this was due to mixed year classes to ensure coverage for all pupils.</p> <p>The Chair praised the quality of the presentation provided by Mrs Holloway. This would be reported back by the Principal.</p>	<p>MN 22/05/23</p>
<p>HPA/040/22/23</p>	<p>Welcome and Apologies for absence The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received from Mr Gascoyne and Mr Lyne due to personal reasons.</p> <p>Mrs Gear joined the meeting at 5.00pm</p> <p>The following update on the Principal was confidential and recorded separately.</p>	
<p>HPA/041/22/23</p>	<p>Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
<p>HPA/042/22/23</p>	<p>Central Training update locally Academy Committee governors praised the local training presented prior to the start of the meeting. Academy Committee governors asked whether some of the information presented would be used at induction. This was confirmed by the Principal.</p> <p>Academy Committee governors asked whether any best practice was received from external review. The Executive Principal acknowledged review takes place from the Trust. It was requested that the Principal review the source of the quotes used in the training session.</p> <p>Mrs Gear confirmed Link visit meetings were in place for the summer term with the Maths lead.</p> <p>Trust Safeguarding Link Training The Chair acknowledged training had been attended. Mrs Barksby had confirmed this had been reviewed.</p> <p>Trust SEND Link Training The training had been reviewed by the Chair.</p> <p>Stakeholder Engagement The Chair confirmed this had been attended.</p> <p>Equality and diversity</p>	<p>MN 22/05/23</p>

	<p>Academy Committee governors reported the training had been informative. A discussion of the benefit of the training and what had been beneficial for governors to take away from the session took place. Mr Reader confirmed attendance.</p> <p>Mr Reader explained a review of NGA (National Governance Association) training had taken place and recommended Academy Committee governors reviewed the session regarding teacher wellbeing. A discussion took place regarding what the session had offered.</p> <p>The Principal explained coping strategies and mechanisms are in place for staff. The Executive Principal confirmed there was a wellbeing champion in place at the academy. The Principal explained the distributed support available for the particular staff groups. Mr Reader acknowledged the stigma around mental health and reporting issues. The Principal explained there was a SENCo (Special Educational Needs Co-ordinator) and discussions with other staff in the particular group were beneficial for staff. The Chair asked whether there was a local arrangement and whether there was a supervision policy. The Principal confirmed there was a supervision policy. The Executive Principal confirmed there was a led approach in place.</p> <p>The Chair acknowledged the support that can be offered for identified families, in addition to steps in place by staff to form links with families in the community and review of new ways of engaging, due to the diversity of the local community.</p> <p>The Chair requested Academy Committee governors reported back to the Governance Professional when any training had been reviewed or completed to ensure training records could be updated.</p> <p>The Chair reported the Vice Chair had completed Equality, Diversity and Inclusion and GDPR training.</p> <p>Leadership & Governance Conference Governors discussed requirements for the Leadership and Governor conference, and it was suggested that some training around the lead up to an Ofsted inspection should be offered, in addition to mental health and wellbeing. It was suggested it would be beneficial if training sessions could be recorded and made available for governors who were unable to attend in person.</p> <p>Discussion took place around media awareness of staff wellbeing and pressures from Ofsted visits. Academy Committee governors asked what the timescale for any Ofsted Report was to be returned. Mrs Gear acknowledged this could be three months. The Chair explained the procedure that takes place when there is an Ofsted inspection.</p>	
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	<p>Discussions took place regarding the pressures an Ofsted Inspection can trigger for staff.</p> <p>Academy Committee governors asked if there were any self-assessments or pre audits that are completed prior to an Ofsted Inspection. The Executive Principal explained information that could be offered in terms of what an inspection means for the Local Academy Committee governors and how a visit can be prepared for. The Executive Principal advised academy committee governors on areas that could be reviewed at a visit and what academy committee governors were expected to know in respect of curriculum, strengths and weaknesses of the academy and triangulation taking place. A description of the process was provided.</p> <p>Mrs Gear suggested it would be valuable for governors to regroup and discuss what do in school to support the teaching team when link visits were being undertaken.</p> <p>Academy Committee governors asked whether audits were prescriptive to ensure steps and work practice were effective. The Principal reported staff receive coaching from the Trust and external resources. The Executive Principal explained what would be reviewed by inspectors in respect of information available and to support triangulation. Academy Committee governors acknowledged the uncertainty of what deep dives would be focussed on during an inspection. A discussion took place around what areas could be reviewed during inspection.</p> <p>Governor Awareness Day The Governance Professional reported the purpose of the Governor Awareness Day that could be accessed online. Information had been circulated by email to support governor access. Details regarding the content of the sessions offered were provided. The Governance Professional encouraged governors to review the sessions.</p>	
<p>HPA/043/22/23</p>	<p>Minutes of the meeting dated 23rd January 2023 The minutes of the meeting, having previously been received were agreed by the chair.</p>	
<p>HPA/044/22/23</p>	<p>Matters Arising: 028/22/23: Review of Data Privacy Training It was confirmed this had been actioned by the Vice Principal.</p> <p>028/22/23: Governors to review Trust SEN training The Chair asked whether any of the committee had reviewed the training. Academy Committee governors explained this had not yet been actioned.</p> <p>030/22/23: Issues with Share Point account for Mr Gascoyne The Chair confirmed this had been actioned.</p> <p>031/22/23: Review of Mental Health Policy Appendix</p>	

	<p>Academy Committee governors were satisfied with the information provided and ratified the appendix.</p> <p>031 & 032/22/23: Review of Governance Action Plan The Chair acknowledged changes had been made to the Governance Action Plan as discussed in the January meeting.</p> <p>033/22/23: Review of Link Areas including Quality of Education/Curriculum The Chair explained the link areas exceeded the mandatory link areas. It was agreed that the link regarding curriculum would remain and not be altered to quality of education. The Chair suggested link governor areas would be reviewed when additional governors were in place. The Principal suggested changes to staff names were required to be added to the Governor Link Schedule. The Governance Professional suggested this would be forwarded to the Principal for updating.</p> <p>039/22/23: Review of Curriculum Training with staff The Principal acknowledged the schedule for staff training at the Local Academy Committee meeting had been circulated.</p>	<p>Clerk/MN 15/05/23</p>
<p>HPA/045/22/23</p>	<p>Principals Report/ERM (Educational Review meeting) Report The Chair invited questions from Academy Committee governors.</p> <p>Academy Committee governors asked for an update on staffing changes. The discussion was confidential and recorded separately.</p> <p>A brief update on fixed period suspension was provided by the Principal. The discussion was confidential and recorded separately.</p> <p>The Chair acknowledged the progress on attainment and assessment. The Principal reported there had been an increase in attainment identified. The Chair acknowledged less progress was identified in maths. The Principal reported tutors were in place during the school day with teaching staff offering tutoring support after the school day. The Chair acknowledged PP (Pupil Premium) gaps were reducing. The Principal explained a number of PP families were also SEN (Special Educational Needs) families. The Chair praised the improvements evidenced.</p> <p>Academy committee governors asked whether academy staff were confident that targets will be met. The Principal explained there was some uncertainty whether targets will be reached. Discussion took place around support being offered for pupils during test conditions. The Chair asked if Key Stage 1 were progressing with current assessments. The Principal reported percentages were on track. Information was provided regarding the level of pupils at expected in reading, writing and maths. The Chair asked whether there were any issues with maths in Key Stage</p>	

	<p>1. The Principal explained some issues had been identified with steps being put in place and an improvement in scores being evidenced. Academy committee governors acknowledged steps put in place and systems offered to pupils with Times Tables Rockstars. It was further acknowledged that the system was well articulated with staff and understanding from pupils.</p> <p>The Principal reported progress in phonics identified and difficulties due to pupil movement. The Chair asked whether there has been a pattern identified. The Principal reported this was due to admissions at another local school due to location to their home setting.</p> <p>The Chair acknowledged SEF (Self Evaluation Form) judgements and Ofsted ratings. The Chair asked how this was quality assured. The Executive Principal explained this was completed by the Trust Executive Team and through the AIR (Academy Improvement Review). The Principal reported improvements were being evidenced.</p> <p>Mrs Gear left the meeting at 5.58pm.</p> <p>The Chair acknowledged issues with attendance figures. The Principal explained improvements were being evidenced with attendance figures. It was further reported steps put in place were evidencing improvement with persistent absenteeism. The Principal explained steps that are put in place with families, such as letters and penalty notices being issued. The Chair asked whether this was correlated to outcomes and was being monitored. The Principal explained if a pupil was not at expected attendance levels, procedures were followed.</p> <p>The Chair asked whether phonics and Early Years training had been provided for staff. The Principal confirmed this had taken place. The Chair asked whether this had supported improvements with staff confidence. The Principal confirmed this.</p> <p>Mrs Gear returned to the meeting at 6.00pm</p> <p>The Principal explained information in the Principals report contained further updated information than the ERM report.</p> <p>The Chair asked whether a refresher with staff regarding My Concern had taken place. The Principal explained the reasons for the refresher with staff to ensure clarity on recording procedures in the My Concern system, which had been completed successfully.</p> <p>Safeguarding; culture & compliance</p>	
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	<p>Academy Committee governors were satisfied with the information provided in the report.</p> <p>Health & Safety, staff & pupil well-being, Data Protection The Chair acknowledged the Risk summary provided.</p> <p>Trust Policy Updates The Governance Professional advised of the updated Trust policies that were available for review on the Trust website.</p> <p>Local Policy Appendix: The Governance Professional asked whether any updates to the Provider Access appendix were required. The Principal explained this would be reviewed. The Executive Principal reported there was some confusion as to whether Primary academy should complete the policy. The Governance Professional advised all academies had previously been requested to provide this.</p> <p>Mental Health & Wellbeing Academy Committee governors ratified the policy appendix.</p>	<p>MN 20/05/23</p>
<p>HPA/046/22/23</p>	<p>Link Visits Reports Leadership & Management The Chair reported regular meetings take place with the Principal. The Chair understood the benefit of Link Visit Reports being provided for review and would provide these for the May meeting.</p> <p>Curriculum/Quality of Education Mr Reader explained a link visit meeting was due to take place.</p> <p>Mrs Barksby explained a link visit meeting was in place for the summer term.</p> <p>Mrs Gear explained link visit meetings were arranged for the summer term. Discussion took place around the focus of the visits. The Executive Principal suggested review of other areas such as pupil voice may be beneficial.</p>	<p>Chair 22/05/23</p>
<p>HPA/047/22/23</p>	<p>Governor Recruitment Governor Election - Appointment of Mrs Beasley Mrs Beasley left the room at 6.13pm</p> <p>The Governance Professional informed Academy Committee governors that Mrs Beasley had suggested she was willing to continue in the role as an appointed governor.</p> <p>Academy Committee governors agreed that Mrs Beasley would be elected as an appointed governor for a four year term of office. Academy</p>	

	<p>Committee governors were satisfied that Mrs Beasley would remain in the Chair role.</p> <p>Mrs Beasley returned to the meeting at 6.15pm.</p> <p>Links to the Academy newsletter The Chair requested a link for the Governor Termly newsletter should be added to the Academy newsletter to support stakeholder engagement. Academy Committee governors asked whether contributions to the newsletter would be welcomed by the Chair. This was acknowledged. Academy Committee governors would contact the Chair with any contributions.</p> <p>Parent governor vacancy The Chair explained the nomination process was to take place after the Easter break to support parent governor recruitment. The Principal was requested to approach any parents that would be interested in the role.</p> <p>Governor Attendance at Academy Events The Chair suggested dates for governors to attend events should be provided. The Principal acknowledged this would be forwarded.</p> <p>The Chair reported a governor day would be organised for governor in the summer term to support pupil and staff awareness of who governors are. The Chair would put steps in place to organise this.</p> <p>Trustee Meeting Feedback The Chair reported a meeting with a Trustee had taken place.</p> <p>The Chair explained the meeting with Trustees had been positive and acknowledged a review of how local governance could be improved had taken place. In addition, it was also suggested there was a lack of responsibility in decision making at local level and improvements with communication between Trustees and Local academy committees could be put in place. It was further reported the meeting was positive.</p> <p>The Chair advised of the difficulties of attending the Chair/Vice Chair/Trustee conferences in person at Head Office. The Executive Principal suggested a central location for the meetings to be held would be beneficial and would report this back to the Trust.</p> <p>The Principal reported a visit was arranged for Trustees to visit the academy on the 23rd April 2023. The Chair confirmed availability to attend the meeting.</p>	<p>Govs 24/03/23</p> <p>MN 22/05/23</p> <p>Chair 22/05/23</p> <p>LS 22/05/23</p>
<p>HPA/048/ 22/23</p>	<p>Ofsted Checklist</p>	

	The Governance Professional explained information had been forwarded to the Principal for population. The Principal suggested this had not been received. The Governance Professional confirmed this would be forwarded again.	Clerk 22/05/23
HPA/049/ 22/23	How has the Local Academy Committee held senior leaders to account The Chair confirmed this had taken place through the ERM and Principals report to support Academy Committee governors to challenge senior leaders sufficiently. Challenge had taken place during the meeting around attendance, persistent absenteeism in addition.	
HPA/050/ 22/23	How have VMV (Vision, Mission & Values) of Trust/Equality been upheld The Chair was satisfied that vision, mission and values had been upheld through following the agenda and reviewing the ERM and Principals reports. The Committee were satisfied that equalities had been upheld.	
HPA/051/ 22/23	Complete Report to Trustees for return to Head of Governance Academy Committee governors considered areas to be added to the Committee Report. The report was subsequently returned to the Head of Governance for review by Trustees. The response received from Trustees to the Committee Report from the January meeting was acknowledged.	
HPA/052/ 22/23	Determination of confidentiality of business Equality Act consideration Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That confidential items had been discussed in 040/22/23 and 045/22/23 and remained confidential to the Academy Committee and Principals until the end of the academic year. - There had been no Equality Act implications. 	
HPA/053/ 21/22	Date and time of next meeting: Monday 22 nd May 2023: Training: 4.30pm Main Agenda: 5.00pm - 7.00pm Details of Trust training was made available to encourage governor attendance.	
	The meeting concluded at 6.30pm Signed: S Beasley (Chair) Date: Agreed at the LAC meeting 22.05.23	