



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

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

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Margaret Newcombe	MN	Principal	
Mrs Claire Gledhill	CG	Assistant Principal - WPA (Wainwright Primary Academy)	
Mr David Brittain	DB	Head of Maths	Left at 5.00pm
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum	3	Governors Present	5

**Governor support, questions and challenge:** Responses

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/ when</b>
	<b>Training presented by Mr Brittain regarding Maths</b>  Mr Brittain informed governors the basics strengths and weaknesses had been identified for the new academic year.	

	<p>Mr Brittain explained the approach to concrete and pictorial maths is good. <b>The Chair asked</b> for further clarity on what concrete and pictorial maths were.</p> <p>The use of formal pictorial maths is in place. Details of how this is achieved were offered.</p> <ul style="list-style-type: none"> <li>• Concrete comes first, then pictorial and then abstract.</li> <li>• Delivery of this was a strength to support understanding and outcomes by pupils.</li> <li>• Pictorial and abstract were used in Key stage 2.</li> </ul> <p>Discussions took place regarding pictorial to concrete and then to abstract and how this was viewed by pupils. The Principal explained difficulty in challenge takes place, however, still requires concrete learning foundations for pupils. <b>The Chair acknowledged</b> an improved understanding after discussions had taken place.</p> <p>Mr Brittain explained good levels of motivation had been evidenced from pupils working in mixed ability groups and supports pupil engagement.</p> <p><b>Academy committee governors asked</b> whether this encourages teaching and learning amongst tables of pupils. Mr Brittain explained the steps in place to support this and how this was articulated to support pupils and higher attainers.</p> <p>Mr Brittain explained the teaching for mastery approach which offers high levels of pedagogy and reviews five key principles. Representation is evidenced in different ways; mathematical thinking, approaches and resources, to ensure practice improves richness in the area. It was reported as a result of staff experience, further improvements are being identified.</p> <p>Mr Brittain reported a Pupil Voice meeting had taken place with positive feedback being received from pupils regarding the systematic mathematical work and efficient mathematical work that takes place.</p> <ul style="list-style-type: none"> <li>• Y6 maths books are in use and will be available for the next round of SATS if resources are available.</li> <li>• Information regarding ECT (Early Career Teacher) was offered, and improvements being identified for pupil outcomes was provided.</li> <li>• A times tables after school club is in place, with good levels of pupil attendance/engagement being identified. Improvements for pupils outcomes relating to times tables had been identified</li> <li>• Any weakness identified was reported and being used positively to create opportunities to maximise and retain staff in Early Years.</li> <li>• Support was being received from Universities.</li> <li>• Early intervention is being offered to the Year 5 cohort to support outcomes.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Improvements with fluency linking to the AIP (Academy Improvement Plan) is showing improvement, in addition to those with times tables.</li> <li>• Additional support for staff was required regarding delivery of number bonds and the pareto effect philosophy to support cognitive working for pupils.</li> <li>• Daily arithmetic sessions are in place.</li> </ul> <p><b>The Chair acknowledged</b> strong foundations were being put in place. <b>The Chair asked</b> how early this is started and is it from Early Years. Mr Brittain explained the use of instant number recognition which is used in foundation stage. Mr Brittain reported a review of Power Maths and White Rose maths had taken place to ensure steps are in place for the new academic year and a solution found to support staff delivery.</p> <p>Discussions took place around learning and how this could be delivered for all cohorts through lesson planning. It was reported impact from staffing levels, impact on staff access to external CPD (Continued Professional Development) opportunities. Steps were being put in place to resolve the issues identified.</p> <p><b>The Vice Chair asked</b> how good practice is being shared and is being built into the whole staffing and school. Mr Brittain reported teaching of maths can be observed by staff, who are able to view a lesson, to support staff in encouraging pupil motivation and engagement. It was further reported a review of ECT classes had taken place with support being offered to staff regarding delivery and pedagogy. <b>The Vice Chair asked</b> if all staff have a full understanding of maths. Mr Brittain confirmed all staff are confident in delivering maths.</p> <p><b>Academy committee governors asked</b> whether staff are encouraged at making practicalities and relevance and when a link with something is identified as being effective. Mr Brittain explained steps in place to support learning for pupils.</p> <p><b>The Chair thanked</b> Mr Brittain for the clear and concise information shared. Mr Brittain left the meeting at 5.00pm.</p>	
<p><b>HPA/051/22/23</b></p>	<p><b>Welcome and Apologies for absence</b> <b>The Chair welcomed</b> Mrs Gledhill to the meeting.</p> <p>Apologies for absence had been received from Mrs Barksby due to work commitments.</p> <p><b>Principal Update</b></p>	

	<p>The Chair confirmed involvement with the interview process that had taken place for the Principal position. <b>The Chair provided background</b> information for Mrs Gledhill and information regarding the plan offered as part of the interview process; with a focus on relations with staff and the community to support the continued trajectory of the academy. <b>The Chair reported</b> Mrs Gledhill had been successful in securing the position. It was reported that Mrs Gledhill is familiar with the academy and staff. Steps had been put in place with parents and steps being put in place regarding stakeholder engagement to support a smooth transition.</p> <p>Mrs Gledhill reported she would be in attendance at the academy around two days per week during the next half term and was supporting staff recruitment.</p>	
<p><b>HPA/054/ 22/23</b></p>	<p><b>Declaration of interest and any changes to be advised</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda. 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. The Chair explained changes to declarations of interest due to her position as the Chair of NAGS (Nottinghamshire Association for Governors) in addition to a position held on the Nottinghamshire County Council Education Trust Board. <b>The Chair acknowledged</b> the Declaration of Interest Register required updating. The Governance Professional would forward a link for completion.</p>	<p><b>SB ASAP</b></p>
<p><b>HPA/055/ 22/23</b></p>	<p><b>Central Training update</b> The Governance Professional advised that careers link training had taken place which was focused for secondary academy governors within the Trust. The link was available in governor share point. <b>Academy Committee governors asked</b> whether any other training had taken place. The Governance Professional advised Quality of Education and Keeping Children Safe in Education sessions being offered by the Trust were due to take place in June. The Governance Professional recommended Academy committee governors attended the training sessions. The Governance Professional advised if Academy committee governors had not received invitations for the amended dates, governors should advise of this.</p> <p><b>Mandatory Training Update</b> <b>The Chair advised</b> mandatory training was due to be updated by governors for September and further information would be forwarded by the Governance Professional for completion by governors once updates to the mandatory training had taken place and for governors to complete over the summer break.</p>	

	<p><b>Governance and Leadership Conference</b> The Chair reported information had been provided regarding the Leadership and Governor conference taking place on the 5<sup>th</sup> July 2023. The Governance Professional advised that numbers of governors who were able to attend were required to be provided as soon as possible as information was to be provided to the Trust. Academy committee governors were to advise the Governance Professional if they could attend.</p>	<p><b>Govs ASAP</b></p>
<p><b>HPA/056/ 22/23</b></p>	<p><b>Minutes of the meeting dated 20<sup>th</sup> March 2023</b> The minutes of the meeting, having previously been received were agreed by the chair.</p>	
<p><b>HPA/057/ 22/23</b></p>	<p><b>Matters Arising:</b> <b>Training: Principal to forward presentation</b> The Principal confirmed the presentation had been circulated with governors.</p> <p><b>Training: Feedback to Mrs Holloway on the quality of Training</b> The Principal confirmed feedback on the training had been provided to Mrs Holloway.</p> <p><b>042/22/23: Review of quotes used in training session</b> The Principal confirmed this had been reviewed and actioned.</p> <p><b>044/22/23: Principal to populate staff information in Link Schedule</b> The Principal explained contact should be made with the Principal to ascertain staff to link with for link meetings due to changes with staffing. Discussions took place around staffing changes being made. The Chair advised Mrs Gledhill would complete this from September.</p> <p><b>045/22/23: Provider Access Appendix review</b> The policy document had been circulated with governors. Academy Committee governors ratified the policy and confirmed they were satisfied with the content and reasons for the policy.</p> <p><b>046/22/23: Chair to provide Leadership &amp; Management Link Visit reports</b> The Chair confirmed link visit reports had now been forwarded to the Governance Professional and circulated with Academy committee governors.</p> <p><b>047/22/23: Contributions to Termly Governor Newsletter</b> The Chair confirmed this had been actioned and acknowledged this had been circulated. Discussions took place regarding how this had been processed. The Governance Professional had now been forwarded the document.</p> <p><b>047/22/23: Chair to arrange governor attendance at an assembly</b> The Chair requested governor attendance at the assembly arranged for the 7<sup>th</sup> June 2023. Mr Reader confirmed he would be available to support. The</p>	<p><b>Clerk</b></p>

	<p>Governance Professional suggested an email was circulated with governors to request support with the assembly. <b>The Chair requested</b> an email was circulated to encourage governor attendance.</p> <p>Mr Reader confirmed he would be presenting a STEM (Science, Technology, Engineering and Maths) assembly for pupils on the 23<sup>rd</sup> May 2023 as a STEM Ambassador for Rolls Royce.</p> <p><b>047/22/23: Report back to Trust central meeting location for Chair/Trustee meeting</b> The Executive Principal confirmed this had been reported back to the Trust.</p> <p><b>048/22/23: Ofsted Checklist to be completed/forwarded</b> The Principal reported the Ofsted Checklist had been completed and forwarded to governors. The Chair confirmed additions had been made to the document where required by governors. <b>The Chair acknowledged</b> there was adequate information available for governors to support in the event of and Ofsted Inspection and thanked the Principal for populating the document.</p>	<p><b>Actioned Govs</b> <b>07/06/23</b></p> <p><b>HR</b> <b>10/07/23</b></p>
<p><b>HPA/058/22/23</b></p>	<p><b>Principals Report</b> The Principal reported a vacancy for an Assistant Principal was in place. <b>The Chair asked</b> whether recruitment advertisements were in place. The Principal confirmed this. <b>The Vice Chair asked</b> whether there had been a good response. Mrs Gledhill reported a high level of interest had been received from a good field of candidates. The Principal explained interviews were in place for staffing required in Early Years and upper key stage 2. <b>The Chair asked</b> whether there had been a good level of interest received. The Principal explained there had been some strong candidate applications received.</p> <p><b>Health and Safety</b> <b>The Vice Chair asked</b> whether issues that had been outstanding had been resolved. This was confirmed by the Principal. The Principal explained an issue had been identified regarding a trolley. A solution was being put in place.</p> <p><b>Risk Report</b> <b>The Vice Chair acknowledged</b> removal of an area on the risk register due to improvements being made. The Principal confirmed this had taken place. <b>The Vice Chair recommended</b> a Health and Safety Committee was organised for the summer term regarding any new issues arising. <b>The Chair and Executive Principal asked</b> for further clarity on process and whether this was being followed. The Staff governor explained a solution is required and steps require putting in place to ensure correct procedures are followed.</p>	

	<p><b>The Vice Chair asked</b> whether there was a central estates facility that provides oversight within the Trust. The Executive Principal explained local issues are resolved at local level and the academy should be able to deal with any issues arising as discussed regarding the trolley.</p> <p><b>Attendance and Persistent Absence</b></p> <p><b>Academy committee governors asked</b> how suspensions and pupils accessing reduced timetables are included in attendance data and are they included in the figures. The Principal explained pupils were included in the figures. The Principal suggested a calculation without these figures would be beneficial. The Staff governor explained the attendance figures were impacted by leavers, in addition to some pupils who are non-statutory and with poor attendance. It was reported by the Staff governor support had been provided by the Trust. Further details of how the reduced timetable works for pupils was provided.</p> <p><b>The Chair asked</b> whether persistent absence figures are high due to families taking term time holidays. The Staff governor acknowledged this was high and if steps were taken to remove any pupils identified from the data this would show a slight reduction. It was further reported steps are in place for pupils with absence just over 90% with some progress being evidenced in comparison with the same period in 2022.</p> <p><b>The Chair asked</b> whether there are families of pupils absent. The Staff governor explained issues arising due to some pupils remaining on roll. It was reported steps are in place regarding this. The Staff governor explained analysed intervention was in place. The Principal suggested fining should be enforced in a timely manner for unauthorised absence. <b>The Chair acknowledged</b> that during the academic year there had been a gradual introduction to fining families as a result of taking holidays during term time. Discussions regarding term-time holidays and fines being issued for unauthorised holiday took place. The Principal reported due to levels of EAL (English as Additional Language) families, impact is caused on attendance data due to absences relating to family commitments. <b>Academy committee governors asked</b> whether EAL pupils are increasing. The Principal confirmed this.</p> <p><b>Academy committee governors asked</b> whether there had been a difference noticed between Foundation stage and reception. The Principal explained the figures relating to PP (Pupil Premium) SEND (Special Educational Needs and Disabilities) and EAL pupils. <b>The Chair reported</b> link visits for these areas had been completed with questioning regarding attendance concerns for those groups taking place. The Executive Principal explained the support previously offered by the Local Authority which had now been removed. The Principal reported there had been an improvement identified in punctuality. <b>The Chair praised</b> the academy staff for the steps put in place to improve levels of punctuality identified.</p>	
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	<p><b>Academy Committee governors asked</b> if it was thought persistent absence was improving. The Staff governor explained this was changeable and due to the non-statutory age groups that impact figures. The Principal explained the impact caused due to the Strep A and chickenpox outbreaks. Mrs Gledhill explained the impact caused due to this and affecting attendance figures below 90%</p> <p><b>The Chair asked</b> whether all staff are familiar and confident with classroom strategies. The Principal reported steps have been put in place to offer additional training for some staff with support being offered by Wainwright Primary Academy.</p> <p><b>Academy Improvement Plan Update</b> The Principal reported the AIP (Academy Improvement Plan) was in place. <b>Academy committee governors suggested</b> this was beneficial to ascertain where the academy focus was for the next academic year. Mrs Gledhill reported steps were in place to formulate the AIP for academic year 2023/2024 . The Principal reported attendance would remain a focus. Mrs Gledhill explained steps in place with staff to support behaviour and attendance. It was further reported there would be a focus around curriculum development. The Principal reported additions to staffing being made to support.</p> <p><b>The Chair asked</b> whether reading would remain a focus on the AIP. Mrs Gledhill confirmed this would remain a key focus to support pupil outcomes. Mrs Gledhill offered details of steps in place with staff development and Read Write Inc. It was further reported that a Foils bid had been achieved. Steps were in place to review the most effective way this was invested to benefit pupils.</p> <p><b>The Chair acknowledged</b> low levels of parental engagement with reading at home. Mrs Gledhill explained steps were in place at Wainwright Primary Academy regarding an online library service. Details of the service being offered for pupils was provided and it was reported the initiative had been positive. <b>The Chair asked</b> whether the initiative would be introduced for pupils at the academy.</p> <p><b>Academy Committee governors asked</b> for more information regarding the initiative. Mrs Gledhill explained the benefits of the initiative and support this offered for EAL pupils.</p> <p><b>Academy Committee governors asked</b> whether it would be costly for the academy. Mrs Gledhill explained this would be reviewed by the Trust.</p> <p><b>The Vice Chair asked</b> whether a review of desired outcomes takes place. The Executive Principal confirmed this would take place in September.</p>	
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	<p><b>The Chair acknowledged</b> curriculum development was a large area and steps in place for subject leaders and reassigning. Mrs Gear acknowledged a curriculum link visit was due to take place. <b>The Chair suggested</b> staff complement was unknown and would be beneficial. Mrs Gledhill confirmed she would be available to support with the review due to take place. <b>Academy committee governors</b> were mindful of staffing changes, staff burden and staff morale. This was acknowledged by Mrs Gledhill.</p> <p><b>Projected Admission Numbers</b> <b>Academy Committee governors acknowledged</b> the projected numbers that had been reported in the Principal's Report. <b>Academy Committee governors asked</b> whether the intake numbers were likely to change at the start of the academic year. The Principal explained concerns raised regarding the intake and places available. The Executive Principal acknowledged the causes regarding funding and explained teaching support required that could impact funding. Discussions regarding class sizes and funding allocations required to offer staff support took place and how this could be addressed higher up the school. It was further reported in respect of unit and teacher capacity, money is well spent, with boosters and through the curriculum. <b>Academy Committee governors asked</b> what basis funding is based on. The Principal explained this was based on the October census which informs funding for the following academic year.</p> <p><b>Business Continuity Plan</b> The Principal reported the document had been forwarded. The Governance Professional explained IT (Information Technology) issues had been experienced which had caused delay in circulating the document. It was agreed a review of the plan would take place at the July meeting.</p> <p><b>Parent Governor Nominations</b> <b>The Chair asked</b> whether there had been any responses to the nomination offered to parents regarding the parent governor vacancy. The Principal reported there had not been any applicants and parents had not been approached directly regarding the vacancy.</p>	<p><b>Clerk Actioned</b></p>
<p><b>HPA/059/ 22/23</b></p>	<p><b>Governance Housekeeping</b> <b>Review 2022/23 Governance self-audit action plan</b> The Chair reported a meeting had taken place with the Principal and Governance Professional to review the progress made by the Academy committee. <b>The Chair explained</b> the document was due to be updated by the Trust regarding updated phrasing used. <b>The Chair explained</b> improvements had been identified and acknowledged in the document. <b>The Vice Chair was in agreement</b> with the changes made. It was acknowledged a focus was to remain regarding stakeholder engagement.</p>	

	<p><b>Academy committee governors asked</b> whether there was a PTA (Parent Teacher Association) and whether events took place that governors could attend if appropriate. The Principal reported there are some events such as the pupil's disco. In addition, governors were invited to attend the Summer Fayre taking place on the 14<sup>th</sup> July 2023 at 1.15pm-3.00pm. In addition, governors were invited to attend the Celebration assembly also taking place on 14<sup>th</sup> July at 9.10am. Academy committee governors were asked to inform the Principal if they were able to support at either or both of the events.</p> <p>The Chair reported the results of the self evaluation would formulate the Governance Action plan for 2023/2024.</p> <p>Discussions regarding focus required on SMSC (Social, Moral, Social and Cultural) in addition to reporting being in line took place.</p> <p><b>EDI (Equality, Diversity and Inclusion) governor statistics as guided by DfE (Department of Education)</b></p> <p><b>The Chair explained</b> the requirements for collating data regarding EDI which would be reported by the Trust. Academy committee governors were asked to complete the MS form by the 5<sup>th</sup> June 2023. Mrs Gear raised issues regarding the link. The Governance Professional explained this would be reviewed.</p>	<p><b>Govs ASAP</b></p> <p><b>Govs 05/06/23</b></p> <p><b>Clerk Actioned</b></p>
<p><b>HPA/060/22/23</b></p>	<p><b>Link Visits Reports</b></p> <p><b>The Chair acknowledged</b> link visit reports had been circulated for academy committee governor review. Mr Reader confirmed the Pupil Premium Link report had been forwarded. The Principal explained this was not available in the share point area. The Governance Professional explained IT difficulties had been experienced and this would be made available to governors.</p> <p>Mrs Gear explained a link visit was due to take place and would be made available for the July meeting.</p>	<p><b>Clerk Actioned</b></p>
<p><b>HPA/061/22/23</b></p>	<p><b>How has the Academy Committee held senior leaders to account</b></p> <p>Academy committee governors had challenged senior leaders regarding persistent absence, Health and Safety issues, the risk register and projected pupil numbers.</p>	
<p><b>HPA/062/22/23</b></p>	<p><b>How have Vision, Mission and Values of Trust/Equality been upheld</b></p> <p>Vision, Mission and values had been upheld through the challenge and discussions taking place linking with the agenda.</p>	
<p><b>HPA/063/22/23</b></p>	<p><b>Complete Report to Trustees</b></p> <p>The report was completed by Academy committee governors and subsequently forwarded to the Head of Governance for review by Trustees.</p>	

	<p><b>The Chair acknowledged</b> her attendance at a visit which had taken place at the Academy with Trustees. The Chair reported the visit had been positive and friendly.</p> <p><b>The Chair acknowledged</b> she had attended a SATS sitting. It was reported that behaviour was good, with little anxiety being identified. The Chair praised the support offered by staff for pupils.</p> <p><b>The Chair acknowledged</b> a response had been received from Trustees. <b>The Chair acknowledged</b> communication between local level and trust board is improved.</p>	
HPA/064/22/23	<p><b>Determination of confidentiality of business</b> <b>Equality Act consideration</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was</p> <p>Resolved:</p> <ul style="list-style-type: none"> <li>- That no items were deemed as confidential.</li> <li>- There had been no Equality Act implications.</li> </ul>	
HPA/065/21/22	<p><b>Agreement of Meeting dates 2023/2024</b></p> <p><b>Academy Committee governors were in agreement</b> with the dates circulated for 2023/2024 which were broadly in line with the dates from academic year 2022/2023. <b>The Chair acknowledged</b> dates could be circulated.</p> <p><b>Date and time of next meeting:</b></p> <p><b>Academy Committee governors requested</b> training was provided regarding Science. The Principal would ensure the staff member would be available to offer this.</p> <p>Monday 10<sup>th</sup> July 2023: Training: 4.30pm Main Agenda: 5.00pm - 7.00pm</p>	
	<p>The meeting concluded at 6.10pm.</p> <p>Signed: S Beasley.(Chair) Date: Agreed at LAC 10.07.23</p>	