



**Minutes of the Academy Committee Meeting held on  
Monday 10<sup>th</sup> July 2023  
Main Agenda: 4.30pm-6.00pm  
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	
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	Joined remotely
Mrs Margaret Newcombe	MN	Principal	
Ms Claire Gledhill	CG	Assistant Principal	
Mrs Jemma Mee	JM	Governor Candidate/observer	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum	3	Governors Present	

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

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/ when</b>
<b>HPA/066/ 22/23</b>	The Chair informed the Academy Committee training was not available and the meeting would start at the earlier time. Academy Committee governors	

	<p>were satisfied the meeting should commence at the earlier time in the absence of training.</p> <p><b>Welcome and Apologies for absence</b>  <b>The Chair welcomed</b> everyone to the meeting.</p> <p>Apologies for absence had not been received.</p> <p><b>Parent Governor</b>          Introductions were made by Mrs Mee.          The Chair confirmed a meeting had taken place to discuss roles and responsibilities with the Principal and Ms Gledhill. Mrs Mee would be observing the meeting. Academy Committee governors welcomed Mrs Mee to the meeting.</p>	
HPA/067/22/23	<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.</p>	
HPA/068/22/23	<p><b>Central Training update locally</b>  <b>Quality of Education</b>          The Chair recommended Academy Committee governors reviewed the training session.</p> <p><b>Keeping Children Safe in Education 2023</b>          Mr Reader and Mrs Barksby confirmed they had attended the session. The Trust recommended the training was reviewed the training session and suggested there may be further training requested by the Trust in the new academic year. Mr Reader suggested the session had been good and it was positive to see the digital side moving forward.</p> <p><b>Mandatory Training</b>  <b>The Chair acknowledged</b> a link would be forwarded for mandatory training to be completed via National College regarding Safeguarding and GDPR (General Data Protection Rules) for governors to complete where training is due to be updated. The Governance Professional advised this would be forwarded once updated in the National College.</p> <p><b>Governance &amp; Leadership Conference Update</b>  <b>The Chair confirmed</b> attendance at the conference and reported the day had been informative.</p> <p><b>The Chair explained</b> a speaker from the institute of School Business Leaders offering information on the way trusts are working and using expertise to ensure Principals are able to fulfil their duties with support of middle leaders which will remain a focus for the Trust.</p>	<p><b>Govs</b>  <b>25/09/23</b></p> <p><b>Govs</b>  <b>25/09/23</b></p> <p><b>Govs</b>  <b>25/09/23</b></p>

	<p><b>The Chair reported</b> an update from Browne Jacobson was provided. Ms Gledhill reported this was regarding strategic thinking in respect of the future of education.</p> <p><b>The Chair reported</b> there had been a session from the Trust external consultant regarding equality, diversity and inclusion which will be a focus for the Trust for the new academic year and further information being received through the Trust and governors.</p> <p><b>The Chair suggested</b> it was beneficial for school leaders to collaborate. Ms Gledhill reported a review of the AIP (Academy Improvement Plan) took place in addition to a tour of the campus. The Chair explained a collaborative relationship was being established with the further education provision with clear progression and aspiration.</p> <p><b>The Chair suggested</b> the Trust training plan will be provided by the Head of Governance.</p>	
<p><b>HPA/069/22/23</b></p>	<p><b>Minutes of the meeting dated 20<sup>th</sup> May 2023</b> The minutes of the meeting, having previously been received were agreed by the chair.</p>	
<p><b>HPA/070/22/23</b></p>	<p><b>Matters Arising:</b>  <b>054/22/23: Chair to complete DOI (SB)</b> The Chair had updated the Declaration of Interest.</p> <p><b>055/22/23: Governors to inform of numbers attending the Governance and Leadership Conference</b> The Governance Professional confirmed this had been actioned.</p> <p><b>057/22/23: Governor support at assembly (Govs)/059/22/23: Governor attendance at Summer Fayre (14/07) &amp; Celebration Assembly (14/07)</b> <b>The Chair reported</b> the assembly had been rearranged and details of when this was taking place was provided.</p> <p><b>057/22/23: Feedback on STEM assembly (HR)</b> <b>Mr Reader confirmed</b> he had presented an assembly with pupils to offer information regarding STEM and reflective of Rolls Royce. Use of corporate videos were shared with pupils to engage and to offer an interactive session. Some questioning took place to establish pupils existing level of knowledge. Mr Reader was impressed with pupils high levels of interaction and knowledge around the area of engineering with pupils attending the session.</p> <p>Information around engineering skills and how fulfilling the career can be, were offered. Ms Gledhill reported there had been some positive feedback received from pupils who had been inspired by the information that was shared by Mr Reader.</p>	

	<p>Mr Reader explained another visit would be taking place and discussions would take place with Miss Gledhill to take forward intentions for the next visit. The Chair thanked Mr Reader for visiting and supporting this.</p> <p>Mrs Mee suggested a visit to West Notts College could be facilitated to offer an example of engineering. Further discussion would take place with Ms Gledhill in the autumn term. <b>The Vice Chair was supportive</b> of the visit taking place.</p> <p>Mrs Gear suggested pupils are able to access free visits to Sherwood Observatory and this was something that required development with the facility. It was reported the Observatory was part of a development plan to improve the site as part of the regeneration process.</p> <p><b>058/22/23: Business Continuity Plan</b> (circulated) <b>Academy Committee governors asked</b> what the Trust aim of the document was.</p> <p>Ms Gledhill explained a continuity plan was being written to ensure plans were in place in the event of any event that may cause issues with safety of pupils and staff. Mrs Beasley left the meeting at 4.53pm.</p> <p>The Principal explained the document was to ensure the processes and planning was in place throughout the Trust.</p> <p><b>Academy Committee governors asked</b> whether the plan was for all academies in the Trust and how this will be supported. The Principal explained this is discussed at Senior Leadership Team meetings in addition to Trust staff visiting to update actions. <b>Academy Committee governors asked</b> whether the business continuity will be local or whether this will be supported by the Trust.</p> <p>The Principal explained Trust support will be provided by business staff to offer additional support for Academy leaders.</p> <p>Mrs Beasley returned to the meeting at 4.57pm</p> <p><b>The Chair acknowledged</b> the high levels of work required to produce the document. The Principal explained a high level of support will be put in place in addition to staff training to support this.</p> <p><b>Academy Committee governors asked</b> how dates will be reported due to the importance of the work from a governance perspective. The Executive Principal suggested this formed part of the agenda regularly to report back as part of the Principals Report. <b>Academy Committee governors asked</b> whether there were any lead and completion times. <b>Academy Committee governors acknowledged</b> a level of prioritisation due to focus. <b>Academy Committee governors asked</b> what the expected time frame for management response. The Principal explained difficulties that had been</p>	
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	<p>experienced due to staff absence. It was reported completion will take place early in the autumn term. <b>Academy Committee governors acknowledged</b> that due to timescales, some information could be outdated. The Principal and Ms Gledhill confirmed IOSH (Institution of Occupational Safety and Health) training was being completed by staff.</p> <p><b>059/22/23: EDI (Equality, Diversity and Inclusion) MS Form to be completed (Govs)</b> The Chair confirmed this had been actioned by the committee.</p> <p><b>057/22/23: Forwarded PP Link Visit Report</b> Mr Reader confirmed feedback was offered at the May meeting.</p>	
<p><b>HPA/071/22/23</b></p>	<p><b>Principals Report</b> <b>Admissions and Staffing Structure</b> The Principal reported there had recently been an influx of pupils being admitted in year in all year groups. It was reported year group PAN (Published Admission Numbers) were 45. The Chair acknowledged Year 3 was low with pupil numbers due to the birth rate cycle. The Principal reported admission number for September were 34. Information regarding some places not being applied for were provided. <b>The Chair acknowledged</b> there had been a rise in Pupil Premium and Special Educational Needs and Disabilities groups of pupils. The Principal confirmed this. Ms Gledhill confirmed a staffing structure would be provided in the autumn term.</p> <p><b>Behaviour &amp; attendance update</b> The Principal explained attendance will be analysed at the end of term. The Staff governor reported low levels of attendance had been identified. The Staff governor reported that there was an improvement on statutory age absence by 2%. Discussions took place regarding pupils that remained on roll who had left the academy with persistent absence information which impacted on the attendance data. The Staff governor suggested pupils of non-statutory age had attendance levels below 90%. <b>The Chair asked</b> whether this was due to pupils not being statutory in reception year. The Staff governor explained attendance in Key stage 2 was higher at around 94%. <b>The Chair asked</b> whether strategies were in place for year groups. Ms Gledhill explained support was being received from the Trust to ensure a plan was put in place in the autumn term to ensure a robust system was in place to ensure policies and procedures were being followed. <b>The Chair raised concerns</b> around consistency and transition that there may be a gap in the area as a result of staff leaving and who would be in touch with families and offering nurture support for families. Ms Gledhill offered assurances to Academy Committee governors and reported the staffing being placed to support this area. The Staff governor reported information was being forwarded to families to ensure awareness of the changes being made to staffing. <b>Academy Committee governors acknowledged</b> that class</p>	<p><b>CG</b> <b>25/09/23</b></p>

	<p>teachers should be involved in the communication process. <b>The Chair acknowledged</b> improvements had been identified.</p> <p>The Principal and staff governor acknowledged issues arising with persistent absence and steps being put in place to support families understanding. The Staff governor explained issues identified with EAL (English as additional Language) pupil and non EAL pupil attendance. <b>The Chair acknowledged</b> the differences identified.</p> <p>Mrs Mee suggested attendance was displayed on the door, which may support improved understanding for pupils and families. The Staff governor acknowledged steps were being put in place to ensure families were welcome to approach the academy if there were any issues arising with attendance to ensure adequate support could be made available. The Principal reported pupils are upset if they do not arrive at the expected start time. The Staff governor explained improvements had been identified with pupils arriving late, from start of the academic year.</p> <p>The following discussion regarding suspension was confidential and recorded separately.</p> <p>Mrs Gear left at 5.10pm and returned at 5.15pm</p> <p>Mr Gascoyne left at 5.14pm and returned at 5.17pm.</p> <p><b>Safeguarding</b> Discussions regarding translation services were confidential and recorded separately.</p> <p>The Principal confirmed a review of the SCR(Single Central Register) had taken place. Staff training was up to date and letters of assurance were in place and would be updated in September.</p> <p><b>SEND (Special Educational Needs and Disabilities)</b> The Chair acknowledged a link visit was to be arranged with staff regarding SEND.</p> <p>Mrs Mee acknowledged there were a high number of pupils in the academy with SEN and why there was not more receiving EHCP's (Educational Health Care Plans). The Principal reported the Nottinghamshire County Council Policy and the thresholds that have to be met. Mrs Mee asked whether this was due to parental agreement. The Principal confirmed this was not the reason. <b>Academy Committee governors asked</b> whether the SENCo (Special Educational Needs Co-ordinator) was additional or in house. Ms Gledhill offered information regarding staff supporting this.</p> <p><b>Sports Premium Plan</b></p>	
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	<p>The Staff governor confirmed funding received had been used appropriately. <b>Academy Committee governors asked</b> who will be offering support regarding the planning and funding for sports premium. Ms Gledhill explained the plans in place and staff support being put in place regarding this. Ms Gledhill reported she would be supporting a review of the three year strategy with staff and to offer additional support and understanding.</p> <p>Ms Gledhill reported resources for Pupil Premium will be shared with staff. The Principal reported the foils grant and sports funding being put in place. <b>Academy Committee governors asked</b> whether this was being driven by the curriculum in the new academic year. The Principal confirmed this.</p> <p><b>Staffing Structure</b> The following discussion regarding staffing was confidential and recorded separately.</p> <p>Mr Gascoyne left at 5.30pm and returned at 5.32pm.</p> <p><b>Outcomes/progress against targeted outcomes update</b> The Principal reported there had been good levels of attainment received in Early Years and Foundation Stage. The Principal reported there had been low levels of GLD (good level development) identified and there was a strong team of staff in place supporting pupils. <b>Academy Committee governors asked</b> whether there was anything that had contributed to the reduction in this area. The Principal explained a review of phonics and writing had taken place and would continue due to issues identified with the heavy focus on phonics and a change in balance required. <b>Academy Committee governors asked</b> whether pupils would have the opportunity to catchup in the new academic year. The Principal confirmed there would be opportunities for pupils to catchup with writing during the new academic year. Phonics Screening set at the start of the academic year was at 76%. The Principal provided details of the impact from EAL (English as Additional Language) and SEN pupils on the data and issues experienced for EAL pupils.</p> <p>The Principal reported improvements had been identified with Year 2 which had been identified as positive due to the high levels of SEND pupils in the cohort. <b>Academy Committee governors acknowledged</b> the difference between PP (Pupil Premium) and non PP pupils is negligible which was praised.</p> <p>The Principal praised the positive results received for the multiplication check and explained the test and the reasons for some pupils not sitting the test. <b>Academy Committee governors acknowledged</b> the positive results received.</p>	
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	<p>The Principal explained the high level of phonics support which had impacted results with reading for Key Stage 1. Ms Gledhill left the meeting at 5.41pm.</p> <p>Discussions took place regarding changes with data from 2019 and the structure of classes from September 2023.</p> <p><b>The Vice Chair requested</b> an informal email was forwarded with the Key Stage 2 SATS results.</p> <p>Ms Gledhill returned 5.42pm.</p> <p>The Principal provided an update on staff in the safeguarding area. The chair asked whether there had been an appointment of the role. Ms Gledhill confirmed this had not been arranged and discussions with staff were to take place.</p> <p><b>Health and Safety</b> The following discussion regarding site issues was confidential and recorded separately.</p> <p><b>Complaints</b> The Principal confirmed there had been no complaints received.</p> <p><b>Educational Visits</b> The Principal reported good feedback from the staff and students regarding the recent residential trip that had taken place. The Principal praised Mr Brittain for the work that had gone into organising the trip. <b>Academy Committee governors asked</b> whether a new Educational Visits lead was to be put in place. The Principal confirmed this had been put in place. <b>Academy Committee governors asked</b> whether the work that Mr Brittain had supported the visit with had been recognised. The Principal acknowledged steps had been put in place.</p> <p><b>Trust Policy updates: Concerns &amp; Complaints</b> <b>The Chair acknowledged</b> the updates that had been made in the Trust Policy.</p> <p><b>Local Policies</b> Ms Gledhill confirmed Policies would be available in September.</p>	<p><b>MN/CG ASAP</b></p>
	<p><b>Governance housekeeping for 2023/24</b> <b>Governance Action Plan 23/24 &amp; Self Evaluation Summary 2023/24</b> The Governance professional reported a change to the wording had been updated in the Self Evaluation summary and the addition of Equality,</p>	



	<p>Diversity and Inclusion which had been agreed by the Chair. Academy Committee governors were in agreement with the information provided and changes made.</p> <p><b>Skills Audit Completion</b> The Chair acknowledged the audit had been completed.</p> <p><b>1:1 meetings with CoG</b> The Chair acknowledged contact would be made with Academy Committee governors to ensure 1:1 meetings can be arranged for the autumn term.</p> <p><b>Governor Termly Newsletter</b> <b>Academy Committee governors</b> highlighted a mistake in the first paragraph. The Governance professional confirmed this would be amended and added to the academy website in addition to being circulated in the Academy newsletter, via WEDUC and social media for staff, parents, carers and pupils.</p> <p><b>Staff Governor update</b> The Principal acknowledged nominations had been circulated without success. <b>The Chair reported</b> it would be beneficial to have a staff governor in place to offer additional support to Ms Gledhill. The Governance Professional advised a staff governor was optional and suggested a new staff governor nomination process could be offered again to staff later in the academic year.</p> <p><b>Leave of Absence</b> <b>Mrs Gear requested</b> a leave of maternity absence for a period of one year. Academy Committee governors were in agreement that Mrs Gear would return to governance after a one year break for maternity leave.</p>	<p><b>Clerk Actioned</b></p>
<p><b>HPA/072/ 22/23</b></p>	<p><b>Governor Election</b> <b>Election of Committee Chair for 2023/24</b> Academy Committee governors were in agreement that Mrs Beasley would remain in the position of Chair for a further one year term of office to commence in the autumn term.</p> <p><b>Election of Vice-chair for 2023/24</b> Academy Committee governors were in agreement that Mr Lyne would remain in the position of Vice Chair for a further one year term of office to commence in the autumn term.</p> <p><b>Acknowledgement of resignation from Staff governor</b> Academy Committee governors acknowledged the resignation of Mr Gascoyne as Staff governor. The Chair presented a gift to Mr Gascoyne for his commitment to the role. Mr Gascoyne thanked the Academy Committee governors for the gift and reported that he had enjoyed his time as staff governor and being part of the Academy Committee.</p> <p><b>Parent Governor – J Mee</b></p>	

	The Governance Professional explained the procedure that would take place with an induction process commencing in the autumn term and the election process due to take place at the September meeting.	
<b>HPA/073/22/23</b>	<p><b>Link Visits Reports</b> Mrs Barksby confirmed a safeguarding link report would be forwarded for the September meeting.</p> <p>The Chair confirmed SEND link reports would be forwarded for the September meeting.</p> <p>Mrs Gear confirmed her link visit had been circulated prior to the meeting. The Chair acknowledged this.</p> <p>The Chair reported link visits for Pupil Premium in the autumn term were important due to the changes being made to the PP Strategy.</p>	<p><b>MB</b> <b>25/09/23</b></p> <p><b>SB</b> <b>25/09/23</b></p>
<b>HPA/074/22/23</b>	<p><b>How has the Academy Committee held senior leaders to account</b> Academy Committee governors were satisfied that senior leaders had been held to account with challenge regarding translation, health and safety, staffing and gaps and outcomes against targets.</p>	
<b>HPA/075/22/23</b>	<p><b>How have Vision, Mission and Values of Trust/Equality been upheld</b> Academy Committee governors were confident that vision, mission and values and equality had been upheld.</p>	
<b>HPA/076/22/23</b>	<p><b>Completion of the Annual Report to Trustees</b> The report was completed by Academy Committee governors and subsequently forwarded to the Head of Governance for review by Trustees.</p> <p><b>Response from Trustees</b> The Academy Committee acknowledged the response from the Trustees.</p>	
<b>HPA/074/22/23</b>	<p><b>Determination of confidentiality of business</b> 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 items were deemed as confidential in items 071/22/23 and would remain confidential to the attendees of the meeting.</li> </ul> <p>The Chair offered thanks to the Academy Committee and Governance Professional for the continued time, commitment and support that was offered throughout the academic year.</p> <p>Academy Committee governors provided a leaving gift for the Principal. The Chair thanked the Principal for the continual support received.</p> <p>The Principal thanked the Chair for the continual support that had been offered during her time at the Academy.</p>	



<b>HPA/075/ 21/22</b>	<b>Date and time of next meeting:</b> Monday 25 <sup>th</sup> September 2023: Training: 4.30pm Main Agenda: 5.00pm - 7.00pm	
	The meeting concluded at 6.05pm  Signed: S Beasley (Chair)    Date: Agreed at the LAC meeting 25.09.2023	