

**Minutes of the Local Academy Committee Meeting
held on Monday 25th September 2023 at 5.00pm
At Hillocks Primary Academy**

Name	Title	A=Apologies
Mrs Susan Beasley (Chair)	Appointed Academy Committee governor	
Mr Richard Lyne (Vice Chair)	Appointed Academy Committee governor	A
Mrs Michelle Barksby	Appointed Academy Committee Parent governor	
Mr Henry Reader	Appointed Academy Committee governor	
Mrs Rebekah Gear	Appointed Academy Committee governor	A
Vacancy	Academy Committee parent governor	

In attendance:-

Mrs Lucy Spacey	Executive Principal	
Ms Claire Gledhill	Principal	
Mrs Jemma Mee	Parent governor candidate/observer	
Mrs Emma Paine	Governance Professional	
Quorum: 2/3	Governors Present:	3

Item No	Item	Action/ by who/when
HPA/001/ 23/24	<p>Apologies for absence Apologies for absence were received and agreed from; Mrs Gear due to work commitments Mr Lyne due to personal reasons.</p> <p>Mrs Mee was welcomed to the meeting. The Chair explained due to delays with DBS (Disclosure and Barring Service) Certificate being returned, appointment would take place at the November meeting.</p>	
	<p>Training Safeguarding and Keeping Children Safe in Education update by Ms Gledhill – Principal The Principal reported the update had been offered to staff at the start of the term. It was further reported there was a Trust wide safeguarding culture identified.</p> <p>Slides were projected for the benefit of governors to offer information.</p> <ul style="list-style-type: none"> • Safeguarding culture comes through the vision, mission and values with work taking place around values. • There is a culture of vigilance and reporting through MyConcern. • KCSIE 2023, main changes were provided. 	

	<ul style="list-style-type: none"> • Information regarding filtering and monitoring was shared. • Information relating to children absent from education as opposed to missing in education. <p>Discussion took place around what is now a safeguarding concern and how this is being managed at a local level and focus that is in place.</p> <ul style="list-style-type: none"> • Legal age to marry is now 18 years of age. • Changes were not impacting school in respect of the use of the academies by external organisations outside the school day. • Online searches for new staff appointments; candidates must be informed. • Changes to the DBS checks; it is the responsibility of the individual to inform their employer of any changes. • Policies had been updated. <p>Discussions regarding when policies were issued and the steps put in place by the Trust took place.</p> <ul style="list-style-type: none"> • MyConcern was a robust system in place to log any safeguarding issues identified by staff and in line with Academy and Trust policy. • Monitoring and filtering was explained. Discussion around what is offered took place. • Information as to how monitoring and filtering takes place in respect of trigger words and process that takes place was provided. <p>Academy Committee governors asked if the systems were used across the Trust. This was confirmed by the Executive Principal. Discussions took place on how this was monitored locally; procedures being used and whether any issues had been identified.</p> <p>The Chair asked whether the programmes being used to filter, and monitor are routinely checked and software was not relied on, and staff monitoring was taking place. The Executive Principal confirmed there was staff monitoring. The Principal reported monitoring took place by the Trust IT (Information Technology) team. The Chair suggested the number of staff in the IT team was insufficient and required a higher level of reporting locally to prevent any issues arising. The Executive Principal confirmed this would be reported back to the Trust.</p> <p>Academy Committee governors asked whether there were any triggers being identified and if not this could be an unidentified issue.</p> <p>Academy Committee governors raised concern at a lack of identification of anything being flagged with the monitoring and filtering system in place.</p>	<p>LSP 20/11/23</p>
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	<p>The Chair raised concern at delays that could be caused due to process. The Chair raised concern at the lack of a local technician to monitor. The Chair asked whether staff used personal electronic devices for work purposes. The Principal confirmed the usage of electronic devices from the Trust for work purposes and wi-fi systems used containing monitoring and filtering.</p> <ul style="list-style-type: none"> • Online safety; information of what is offered for pupils was provided. The Principal confirmed the policy appendix had been updated to reflect KCSIE 2023 and the imminent online safety bill. Information had been shared with parents/carers. The Principal explained who the staff members were supporting with online safety and how this was being facilitated. <p>The Chair asked whether the lead was a Trust lead or local. The Principal confirmed this was local and offered further information regarding staff supporting this area.</p> <ul style="list-style-type: none"> • Low level concern has been embedded with staff, without any concerns being raised by staff. <p>Governance Strategy/Vision Mission and Values The Governance Professional explained this was to be agreed by Trustees and would be available for the next Academy Committee Meeting.</p> <p>Governor Share Point The Governance Professional explained a PowerPoint had been circulated with Academy Committee governors regarding access to the area. Governors were advised of information available in Governor Share Point, to support the governance role which included; Trust Training, governor guidance and information relevant to the role. The Governance Professional suggested Academy Committee governors reviewed the guidance and governor share point area. The Governance Professional advised that if any issue arose then contact should be made for support to be offered. Mrs Barksby suggested there were some issues locating documentation. The Governance Professional offered a meeting to resolve this. This was declined by Mrs Barksby.</p> <p>SATS Results - KS2 The Principal explained Information was available in the ERM document (Educational Review Meeting) Report. The discussion regarding the results and gaps identified was confidential and recorded separately.</p> <p>Ofsted Feedback The Chair advised the importance of any Ofsted information must remain confidential to the meeting. The Executive Principal explained the</p>	<p>LSp 20/11/23</p> <p>Govs ASAP</p>
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	<p>differences with a Section 5 Inspection which was a full inspection and all areas graded and the different areas reviewed.</p> <p>The following discussions regarding the Ofsted Inspection were confidential and recorded separately.</p> <p>Academy Committee governors recognised the hard work and commitment that had been applied by staff and praised staff for their hard work and commitment in supporting the academy and pupils on a daily basis and throughout the Ofsted Inspection process.</p> <p>Trust Training Plan The Governance Professional explained the plan would be circulated once this was available and would be provided by the November meeting. The Governance Professional advised there may be some changes to delivery of Trust Training sessions. The Governance Professional advised details would be provided at the agenda setting meeting and how this would link with local training required as identified in the Skills audit.</p>	
HPA/002/23/24	<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. 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>The Governance Professional advised Mr Lyne had not completed the Declaration of Interest Form.</p> <p>Code of Conduct The Governance Professional advised the Code of Conduct had not been returned by Mrs Gear or Mr Lyne.</p>	<p>RL ASAP</p> <p>RG/RL ASAP</p>
HPA/003/23/24	<p>Minutes of the meeting dated 10th July 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair subject to amendment at HPA/071/23/24.)</p>	
HPA/004/23/24	<p>Matters arising 068/22/23: Review of Quality of Education and KCSIE Trust Training The Chair confirmed a review of the training sessions had taken place and urged Academy Committee governors to review the training sessions if they had not already done so and to inform the Governance Professional when this had been completed.</p> <p>068/22/23: Completion of Mandatory Training The Governance Professional advised that Mr Lyne and Mrs Gear were to complete the mandatory safeguarding and GDPR (General Data Protection Rules), in addition to cyber training. This would be followed up by the Governance Professional.</p>	<p>Govs ASAP</p> <p>RL/RGe ASAP</p>

	<p>Mr Reader confirmed mandatory training requested had been completed. The Governance Professional acknowledged this.</p> <p>071/22/23: Information to be shared with staff regarding EAL (English as Additional Language) translation facilities /071/22/23: Feedback on translation services for EAL families</p> <p>The Executive Principal confirmed steps were in place to ensure a general resource of information relating to EAL can be offered to staff to resolve any issues identified. Discussions around the support being offered regarding staff knowledge of EAL services available took place.</p> <p>071/22/23: Staffing Structure</p> <p>The Chair acknowledged this had been circulated with governors.</p> <p>071/22/23: KS2 SATS results data</p> <p>The Principal offered information regarding staffing changes, staff movement and mentoring taking place for ECT staff.</p> <p>The Chair asked for clarity of who attended and ran the CDG (Curriculum Development Group) training. This was explained by the Principal. The Executive Principal offered further clarity on this and which staff members supported the group.</p> <p>Academy Committee governors acknowledged information shared was beneficial.</p> <p>The Chair asked whether specific staff were being supported with leadership development. The Principal provided details of staff accessing the middle leadership course and who the provider of the course was.</p> <p>073/22/23: Link Reports</p> <p>Mrs Beasley and Mrs Barksby confirmed Link Reports had not been forwarded and would ensure these were actioned for the November meeting.</p>	<p>MB/SB 20/11/23</p>
<p>HPA/005/ 23/24</p>	<p>ERM (Educational Review Meeting) Report/Principals Report Safeguarding Compliance/Culture</p> <p>Academy Committee governors acknowledged the Local Academy Safeguarding Checklist had been received in addition to information available in the ERM document received. Academy Committee governors did not offer any questioning on safeguarding at this stage. The Executive Principal acknowledged the systems in place were robust and effective.</p> <p>Evaluation of AIP (Academy Improvement Plan) 2022/23 /Overview of 2022/23 AIP</p> <p>The Principal reported there were no changes in the AIP. It was reported that as a result of the Inspection outcomes, AIP objectives will become focused and refined to support improvements in outcomes. The Principal</p>	

explained steps in place around Early Years to ensure a robust plan was in place.

Targets 2023/24

Information on the targets was available for review in the ERM document.

Behaviour and attendance/FPS (Fixed Period Suspension)/PEX (Permanent Exclusion) review 2023/24

Details were available in the ERM document and discussions had taken place at the start of the meeting regarding behaviour and attendance which had been acknowledged by governors and steps being put in place to address this by staff.

SEND (Special Educational Needs and Disabilities) local offer, information report 2023/24, annual review 2022/23 inc. all vulnerable groups

It was acknowledged these would be available for the November meeting.

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Sports Premium evaluation and plan

The Chair acknowledged it was clear what money was being spent on and more of the same was being put in place.

The Chair invited questions from Academy Committee governors.

Academy Committee governors suggested if this was reviewed retrospectively, what was taking place moving forward? **The Chair explained** the impact from the previous academic year was reviewed, in addition to spend and if there had been a change in strategy, information would be different. **The Chair acknowledged** it had not been identified to be different.

Identified academy Risks/Risk Reports

The Executive Principal confirmed there was nothing new to report. **The Chair acknowledged** the risks regarding progress and attainment.

The Chair asked whether there had been any issues with setting a budget. The Executive Principal explained the impact identified as a result of SEND funding impact which is highlighted as a risk. The Executive Principal reported a balanced budget had been set without any issues arising.

The Principal explained the difference between risk and issue. **Academy Committee governors** were asked to confirm the risk relating to staff stability and retention could be removed due to mitigation put in place and a resolution in place.

The Chair acknowledged an understanding of the reasons behind the removal of this from the register.

Academy Committee governors were in agreement that the risk was removed from the register.

The Chair asked how often risk was reviewed. The Executive Principal explained the document was live and provided details of regularity of review and who reviewed the document.

Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs (Subject Access Requests)/FOIA (Freedom of Information Act)/Police requests), complaints, claims

The Principal explained there were no risks and no complaints to report.

2023/24 Trip calendar and review any Cat C trip review

The Executive Principal explained information would be available for the November meeting. The Principal confirmed there were no category C trips taking place shortly. The Executive Principal gave further information on the reasons for Category C trips from a risk perspective.

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Value for money and measurable outcomes and impact review – SEND/PP/Primary Sports Funding

The Executive Principal confirmed a review of value for money would take place in the January meeting.

Further information regarding the PP and SEND strategy would be forwarded for the November meeting and reviewed at that stage.

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Stakeholder engagement

The Principal confirmed positive feedback had been received from stakeholders as a part of the survey circulated by Ofsted.

The Principal confirmed when parents open evening was taking place. It was further reported, in addition, newsletters had been forwarded to parents regarding learning and an open event for parental attendance to answer questions was to take place. The Principal reported changes taking place regarding assemblies and parental attendance, in addition to changes with the menu.

The Principal explained steps had been put in place with pupils regarding voting to establish menu choices. Details of how this had been implemented and discussed with pupil Counsel were provided.

The Chair asked whether the catering staff were supportive of the changes. The Principal explained steps were in place with Nottinghamshire County Council and staff which were positive.

Academy Committee governors acknowledged there were volume issues during the lunch break and issues identified with noise due to acoustics, which could offer issues for pupils who were experiencing anxieties. The Principal explained the steps being put in place to support pupils and the review in approach to lunchtimes to ensure efficient strategies can be put in place. **Academy Committee governors acknowledged** the steps to be put in place and suggested they were keen to see development in the area to resolve the volume and noise issues.

Equality, Diversity and Inclusion Update

The Principal reported staff had received training in the area on the INSET days.

The Executive Principal explained the Trust wide approach and objective regarding the area and steps being put in place and work being completed in each academy. It was further reported a holistic view was to take place. **The Chair acknowledged this was evident** in areas of strength and would be easily supported at SLT (Senior Leadership Team). The Principal reported the strength in the area around protected characteristics and British Values. **Academy Committee governors acknowledged** there was a level of diversity in place for pupils.

Emergency Plan

The Governance Professional advised the document was confidential to the meeting due to the information contained therein.

Academy Committee governors suggested the reaction plan stated the Office on numerous occasions and raised concern around this if there were issues in the Office where could documentation be located. The Executive Principal confirmed this would be reported back. The Principal explained steps were being put in place to review the plans and how this would work and to take this forward with staff and pupils. The Principal offered details of where information would be stored for easy access in the event of an emergency and simplifying steps for teaching staff.

The Chair highlighted some issues with storing and updating information and issues that may arise due to GDPR.

Academy Committee governors suggested a centralised repository.

The Chair asked where staff would get Trust contact information. The Principal confirmed a review of the document would take place. **The Chair explained** the plan was confusing in line with the actual site. The Principal acknowledged amendments to the document would take place and an updated copy would be forwarded for agreement.

Academy Committee governors explained the importance of discussing plans with pupils and parents before any practice takes place and offered suggestions of how this could be supported to meet pupils needs. The Executive Principal confirmed plans and procedures would be well communicated with parents/carers and pupils before procedures took place. Discussions took place around procedures and processes and how this would be implemented as part of PD (Personal Development) work.

Trust Policies: SEND

Academy Committee governors acknowledged the updated Trust Policy.

Local Policy Appendix:

Emergency Plan/Accessibility/Anti-bullying/Attendance/
Behaviour/EYFS/H&S/Mental Health & Wellbeing/Online Safety/
RSE/Safeguarding &CP/EVC

Academy Committee governors highlighted a section on the Anti-bullying policy which had been duplicated. The Principal confirmed a review of the

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	<p>document would take place and an updated copy circulated with governors.</p> <p>Academy Committee governors were in agreement with the local appendix stated above being updated, subject to the changes in the Anti-bullying policy appendix and Emergency Plan.</p> <p>Admissions 2025/26 local appendix approval Academy Committee governors asked whether there were to be any changes. The Executive Principal confirmed the PAN (Published Admission Numbers) would remain the same and no consultations were required. Information was being returned to the Trust with the Local Policy. Academy Committee governors agreed there would be no changes or consultation process to take place and were in agreement with the Local Policy Appendix.</p>	<p>CG ASAP</p>
<p>HPA/006/ 23/24</p>	<p>Governance housekeeping for 2023/24 Governance Action Plan The Chair explained a review of the action plan had taken place with the Governance Professional alongside the Skills Audit. The Chair acknowledged timescales had been added to the Action Plan which had been shared with academy committee governors. Academy Committee governors were in agreement with the timescales and areas added.</p> <p>Agree training required locally The Chair explained as a result of review of the skills audit, it had been identified where there were gaps for training. The Governance Professional advised further review should take place at the agenda setting meeting due to the changes being made to the delivery of training and how local training requirements could be included to support gaps. Discussions took place around this.</p> <p>Appointment of Parent Governor Discussed at point 001/23/24.</p> <p>Governor Recruitment update/Calendar of Events for governor attendance for 23/24 Information was to be provided at the November meeting.</p>	<p>CG/Clerk 20/11/23</p>
<p>HPA/007/ 23/24</p>	<p>Link Visits Reports Link Governor Schedule Review Discussions took place regarding a link area with EYFS (Early Years and Foundation Stage) to ensure awareness and monitoring is taking place in the area.</p> <p>Discussions around SEND and PP link areas took place.</p>	

	<p>Academy Committee governors agreed a full review of areas would take place at the November meeting to include any new governors being elected to the Committee.</p> <p>Skills Audit The Chair reported progression of the committee had been identified, however, it had been highlighted that the committee requires additional governors to support.</p> <p>The Chair highlighted a staff governor was required and requested a nomination process was circulated with staff. The Governance Professional acknowledged details would be provided to the Principal.</p> <p>Governor Bios The Chair acknowledged these had previously been circulated and asked whether governors had previously completed this. The Governance Professional could not recall receiving completed bios from all governors and confirmed had received one from the Chair. The Chair asked governors to complete the document circulated. The Governance Professional suggested the Chair may hold the bios. The Chair confirmed this would be reviewed.</p> <p>Link Visits The Chair acknowledged link visits had not taken place and encouraged governors to arrange meetings with staff.</p>	<p>CG/Clerk 20/11/23</p> <p>Govs/Clerk/ SB 20/11/23</p> <p>Govs 20/11/23</p>
<p>HPA/008/ 23/24</p>	<p>How have the Academy Committee held senior leaders to account Academy Committee governors had challenged senior leaders in relation to Monitoring and filtering, SATS results (KS2), behaviour and attendance, persistent absenteeism, Emergency Plans, local policy appendix.</p>	
<p>HPA/009/ 23/24</p>	<p>How have Vision, Mission and Values of Trust/Equality been upheld Discussions have taken place throughout the meeting. Information relating to Safeguarding offered additional information relating to the Vision Mission and values.</p>	
<p>HPA/010/ 23/24</p>	<p>Consider information to be advised to the Trust Board and complete the report Response from Trustees The Chair acknowledged there had not been a response received from Trustees.</p> <p>Confirmation of Chair of Governor Appointment 2023/24 The Chair acknowledged a letter had been forwarded from the Trust acknowledging term of office for a one year period as Chair of Governors to the Academy Committee for the academic year.</p> <p>Academy Committee governors asked whether staff have been recognised for the work being put in place and recognition from the Trust has taken place. The Executive Principal explained a press release had</p>	

	<p>taken place and staff praise had been offered. The Principal confirmed staff had been praised in the newsletter to parents for their hard work and dedication.</p> <p>Academy Committee governors asked whether any feedback from the parent survey offered by Ofsted is provided. The Executive Principal explained the process and information that is available for review.</p> <p>Academy Committee governors requested praise was offered to all staff for their continued hard work and commitment and support at the Ofsted Inspection. The Principal would feed this back to staff.</p> <p>The Chair confirmed steps were being put in place to arrange Leadership and Management meetings with the Principal.</p>	<p>CG ASAP</p> <p>SB/CG ASAP</p>
HPA/011/ 23/24	<p>Determination of confidentiality of business Nolan Principles Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That confidential information had been discussed in the training section relating to Ofsted Inspection and SATS data (00/23/24) in addition to the Emergency Plan (007/23/24). Information should remain confidential to the meeting. - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
HPA/012/ 23/24	<p>Date and time of next meeting Monday 20th November 2023 Training Meeting at 5.00pm Main Meeting at 5.30pm</p>	
	<p>The meeting closed at 7.21pm Signed: S Beasley (chair) Date: Agreed at LAC Meeting 21.11.23</p>	