

**Minutes of the Local Academy Committee Meeting
held on Tuesday 21st November 2023 at 5.00pm
Via MS Teams**

Name	Title	A=Apologies
Mrs Susan Beasley (Chair)	Appointed Academy Committee governor	
Mr Richard Lyne (Vice Chair)	Appointed Academy Committee governor	
Mrs Michelle Barksby	Appointed Academy Committee Parent governor	
Mr Henry Reader	Appointed Academy Committee governor	
Mrs Rebekah Gear	Appointed Academy Committee governor	Leave of absence
Vacancy	Academy Committee parent governor	
Vacancy	Academy Committee staff 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:	4

Item No	Item	Action/ by who/when
HPA/015/ 23/24	<p>The meeting was taken out of order to enable the training to take place at the start of the meeting.</p> <p>Training Trust Central Training Session on Attendance presented by Mr P Knight - Trust Strategic Lead</p> <p>A recorded training session was projected on screen and had been shared with Academy Committee governors prior to the meeting for review and to establish any challenge to take place in the meeting. Due to technical difficulties, Academy Committee governors left the meeting to review the recording. All attendees left the meeting at 5.05pm and returned at 5.25pm after review of the Trust training session.</p> <p>The Principal and Mrs Mee experienced difficulties accessing the training. The Governance professional supported this by displaying the slides on the screen. The Governance Professional explained contact would be made with IT in efforts to resolve the Principals issues.</p>	Clerk Actioned

	<p>Mrs Mee would reattempt log into the Diverse Academies governor account.</p> <p>Academy Committee governors reviewed the Trust training provided which included details of the strategic objectives.</p> <p>Information would be reported in the training session in respect of: National Context and the differences between persistent absenteeism in pupil premium and non-pupil premium groups. Trust indicators and gaps identified that governors should focus on. Questions for governor assurance.</p> <p>The Chair asked for feedback on the session provided. Governors acknowledged the training would be beneficial if reviewed collectively face to face. Academy Committee governors raised concern around the length of the training and challenge that could impose on local training sessions required which was beneficial. The Executive Principal reported when Trust training would be provided to allow opportunity for local training to take place throughout the year. The Chair raised concern on the length of training impacting on the duration of the Academy Committee meeting. The Executive Principal asked what the allowance for meeting and training times were. The Governance Professional acknowledged there was a thirty minute allowance for training and a one hour thirty minute allowance for the main agenda, two hours in total.</p> <p>The Chair invited governors to challenge information shared in the training session and what is taking place locally in line with Trust strategies.</p> <p>Academy Committee governors asked whether attendance levels had continued from last academic year or whether improvements have been identified.</p> <p>The Principal explained with new staff in place policies and procedures had been updated and aligned with those in place at other academies in the Trust. Details were provided of the support that was being offered from the Personal Development, Behaviour and Attendance Lead at Wainwright Primary Academy. The Principal reported a review of data took place on a weekly basis. The Principal acknowledged the level of need in the school community and barriers identified in respect of attendance. It was further reported by the Principal that steps were in place to resolve issues identified within the school community and to offer additional support for families where required. Discussions took place around the steps put in place. The Executive Principal reported the rigorous approach regarding daily and weekly reporting and support being offered to families in</p>	
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	<p>Local Training required The Chair acknowledged information had been shared relating to the areas of improvement through the Ofsted Judgement. Discussions took place regarding training around teaching and outcomes. The Principal confirmed training can be offered at the January meeting.</p> <p>Governor Training Record Mrs Barksby confirmed she had completed the Code of Conduct and cyber training in addition to the Equality, Diversity and Inclusion modules as requested. The Governance Professional acknowledged changes to the training record would be updated for the January meeting.</p> <p>Mr Lyne asked what training was required. The Governance Professional acknowledged updates were required for safeguarding and data protection training which had now lapsed. Mr Lyne confirmed the training had been completed and would forward certificates.</p> <p>Link Governor Training Attendances The Chair encouraged governors to attend the link training that is available from the Trust pertinent to link areas which would be reviewed later in the meeting.</p>	<p>CG 22/01/23</p> <p>Clerk Actioned</p> <p>RL ASAP</p>
<p>HPA/013/ 23/24</p>	<p>Welcome and Apologies for absence The Chair welcomed everyone to the main meeting. Apologies for absence were received and accepted from Mrs Gear due to personal reasons.</p>	
<p>HPA/014/ 23/24</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. 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/016/ 23/24</p>	<p>Governor Appointments Staff Governor The Chair asked for an update on the staff governor nomination and acknowledged delays to circulating this. The Governance Professional acknowledged there had not been any nominations received. The Governance Professional advised a staff governor is optional. This was acknowledged by the Principal and Chair.</p> <p>Appointment of Governor Candidate Mrs J Mee (Parent Governor) Mrs Mee was transferred to an online breakout room at 6.02pm.</p>	

	<p>Discussions took place regarding the candidate and the Governance Professional confirmed satisfactory references and DBS Checks had been completed and signed off by the Chair, in addition to meetings taking place in the summer term.</p> <p>Academy Committee governors were in agreement to appoint Mrs Mee for a four year term of office.</p> <p>Mrs Mee rejoined the meeting at 6.06pm</p> <p>The Chair welcomed Mrs Mee to the Academy Committee as a parent governor.</p> <p>Discussions took place regarding the next steps and information that would be provided for completion by Mrs Mee. The Governance Professional advised Mandatory training was required to be completed, in addition to Declaration of Interest, Code of Conduct and Eligibility Criteria. Further details would be provided directly to Mrs Mee.</p>	<p>JM 22/01/24 Clerk Actioned</p>
<p>HPA/017/ 23/24</p>	<p>Minutes of the meeting dated 25th September 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>HPA/018/ 23/24</p>	<p>Matters arising 00/23/24: Monitoring and Filtering checks to be reported to the Trust The Executive Principal confirmed information previously discussed had been reported back to the Trust. Discussions took place how checks were carried out locally and Trust wide.</p> <p>Academy Committee governors asked whether trends were being reviewed. The Executive Principal explained steps that are taking place. The Chair requested monitoring of this formed part of the questions asked during Mrs Barksby's safeguarding link visits. Mrs Barksby acknowledged this.</p> <p>Discussions took place around the process of reporting at local level and impact on the Principals workload. The Chair asked whether this would further impact the Principals workload.</p> <p>Academy Committee governors asked whether there was a report that could be offered locally and offer an early warning signal.</p> <p>The Executive Principal explained information can be shared as part of the Principals Report relating to emerging themes in the safeguarding section.</p> <p>00/23/24: Targets & Outcomes update</p>	<p>CG 22/01/24</p>

	<p>The Chair acknowledged a review of the information had taken place.</p> <p>Academy Committee governors asked why there was no target information for Year 2 phonics. The Principal explained the reasons for the delay due to further review of the data. Discussions took place around the understanding of pupil data to ensure ambitious outcomes can be achieved.</p> <p>Academy Committee governors asked whether there were any pupils resitting any tests. The Principal explained there were a low number of pupils resitting tests who are known to the academy and support is being offered. Discussions took place around steps in place to reach outcomes expected at the end of Year 2.</p> <p>Academy Committee governors asked why data looks lower than what has been achieved, how this is compared and the reasons for this. The Executive Principal reported this could be due to cohort and high levels of SEN (Special Educational Needs) pupils requiring additional support. It was further reported progress may be greater when data is being reviewed. Discussions took place around progress and age related attainment.</p> <p>Academy Committee governors asked what was being aimed for in respect of progress at the start to the end of the academic year. The Principal explained how progress was reviewed and the starting point for pupils. Details of the context of the academy and the journey that pupil are on. The Principal reported staff response was good and discussions took place around what is offered for pupils.</p> <p>The Chair acknowledged the context of the school was being celebrated and support being offered where required.</p> <p>002/23/24: Code of Conduct/DOI Completion The Governance Professional reported that Mr Lyne was yet to return the Code of Conduct and action the Declaration of Interest as a matter of urgency. Mr Lyne acknowledged this was to be completed.</p> <p>The Governance Professional reported Mrs Gear was also to complete the documentation. It was acknowledged that Mrs Gear was currently on a leave of absence from the committee.</p> <p>004/23/24: Review of Trust training Quality of Education/ KCSIE(Keeping Children Safe in Education) The Chair advised information had been circulated and was available for governors to review if not already done so.</p> <p>004/23/24: Mandatory training completion Discussion had taken place earlier in the meeting in agenda item 015/23/24. Mr Lyne acknowledged this would be actioned.</p>	<p>RL/RG ASAP</p>
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	<p>004/23/24: Link Reports from summer term Mrs Barksby and the Chair acknowledged this had been actioned.</p> <p>Mr Reader confirmed a visit was to be arranged. Mr Reader reported steps had been put in place to contact staff regarding a meeting.</p> <p>The Chair explained link visits would be recommenced in the Spring term as there had been delays in arranging these to take into consideration the OFSTED inspection and settling in of the new Principal.</p> <p>005/23/24: SEND & PP Local Offer Discussions to take place as part of the Principals Report in the next agenda item.</p> <p>005/23/24: Cat C Trips Discussions would take place as part of the Principals Report in the next agenda item.</p> <p>005/23/24: PP/SEND Value for Money This was to be reviewed at the January meeting.</p> <p>005/23/24: Updated Emergency Plan to be provided The Chair acknowledged receipt of the document and asked whether updates had been made to the document. The Principal confirmed updates had been made in terms of contracts and contingency and explained steps put in place in the academy.</p> <p>Academy Committee governors asked whether pupil medical information was available for covering staff, if there was a staff absence for that class in an emergency situation. The Principal reported the steps put in place to resolve any issues that may arise. The Principal reported there had been recruitment of site staff and discussions would take place regarding the plans for emergency procedures to take place with pupils in practice.</p> <p>Academy Committee governors ratified the Emergency Plan.</p> <p>The Chair requested feedback was provided at the Academy Health and Safety Committee meeting.</p> <p>005/23/24: Updated Anti-bullying Policy appendix The Principal confirmed changes made to the policy.</p> <p>Academy Committee governors ratified the policy appendix.</p> <p>006/23/24: Governor Recruitment update The Chair acknowledged information relating to a governor candidate had been shared and a meeting date was to be arranged with the</p>	<p>CG 22/01/24</p> <p>SB/CG/Clerk ASAP</p>
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	<p>Principal and governor candidate. The Governance Professional would put steps in place.</p> <p>006/23/24: Calendar of events for governor attendance The Chair requested a list of events to be provided for governors to attend. The Principal acknowledged there were numerous Christmas events and details would be circulated as soon as possible.</p> <p>007/23/24: Staff Governor Election to be circulated The Chair acknowledged there had been a slight delay to the Staff governor election being circulated. The Principal acknowledged there had been a closing date of the 20th November 2023. The Governance Professional confirmed there had not been any applicants for the vacancy and advised a staff governor was optional. The Chair and Principal acknowledged this. Discussions took place around this and what could be put in place to encourage staff to apply for the vacancy.</p> <p>007/23/24: Governor Bios to be completed and returned Mr Lyne, Mr Reader, Mrs Barksby and the Chair had all completed the governor bios and forwarded these. The Governance Professional would arrange for these to be added to the website.</p> <p>The Chair acknowledged the Governor Termly newsletter was to be completed. The Governance Professional provided dates this was to be received by.</p> <p>007/23/24: Link Visits to be arranged for the autumn term The Chair asked for governor feedback on link areas. Discussions took place regarding mandatory areas and areas required to cover AIP objectives and those raised in the OFSTED inspection. It was agreed that the following areas would be undertaken and details would be provided in the Link Governor Schedule in Governor Share point.</p> <p>The Governance Professional advised that Educational Visits was no longer required as a link governor area. The Chair asked whether governors had to sign the Educational Visits off. The Governance Professional acknowledged the governors are no longer required to sign these off. It was further advised that governors are to review and challenge information offered regarding category C trips.</p> <table border="1" data-bbox="414 1570 1230 1873"> <tr> <td>SEND/Stakeholder Engagement</td> <td>Jemma Mee</td> </tr> <tr> <td>Leadership & Management/Quality of Education/SEND</td> <td>Susan Beasley</td> </tr> <tr> <td>Health & Safety/Data Privacy (GDPR)</td> <td>Richard Lyne</td> </tr> <tr> <td>Pupil Premium (including data and quality first teaching)</td> <td>Henry Reader</td> </tr> <tr> <td>Safeguarding (including filtering and monitoring)/Complaints</td> <td>Michelle Barksby</td> </tr> </table> <p>010/23/24: Praise from governors feedback to staff</p>	SEND/Stakeholder Engagement	Jemma Mee	Leadership & Management/Quality of Education/SEND	Susan Beasley	Health & Safety/Data Privacy (GDPR)	Richard Lyne	Pupil Premium (including data and quality first teaching)	Henry Reader	Safeguarding (including filtering and monitoring)/Complaints	Michelle Barksby	<p>CG ASAP</p> <p>Clerk 22/01/24</p>
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	<p>The Principal acknowledged this had been actioned.</p> <p>010/23/24:L&M meetings with Principal/CoG to be arranged</p> <p>The Chair acknowledged a meeting had taken place with further meetings to be arranged.</p>	
<p>HPA/019/ 23/24</p>	<p>Principals Report</p> <p>The Chair acknowledged a review of the information shared in the Principals Report had taken place and invited questions on any areas from governors in efforts to reduce time of the meeting.</p> <ul style="list-style-type: none"> • Safeguarding (template)Compliance/Culture/NCC NSCP SiE <p>The Chair acknowledged the Trust Safeguarding Checklist had been received. Mrs Barksby confirmed Link governor meetings had been arranged with the Principal to review the Local Authority safeguarding audit (NCC NSCP SiE) in preparation for return prior to the deadline of the 21st December 2023.</p> <p>The Chair asked whether a report continued to be completed in the Spring term. The Principal confirmed this.</p> <ul style="list-style-type: none"> • Quality of Education <p>The Chair acknowledged the changes in style.</p> <p>Academy Committee governors acknowledged it was beneficial to see progress being made throughout the year as a result of the data being presented in the report</p> <p>Academy Committee governors praised the data available which showed improvement. Academy Committee governors acknowledged comprehensive safeguarding information had been provided.</p> <p>The Chair acknowledged the levels of work being applied to offer information and the priority for the Academy. A review of how this could be shared would take place with the Principal and Chair as part of leadership and management meetings.</p> <p>Pupil Premium Evaluation</p> <p>The Chair acknowledged the strategy had been reviewed and previously circulated.</p> <p>Accessibility</p> <p>The Principal explained this was ongoing and further review was taking place to ensure best practice was being achieved.</p>	<p>MB/CG ASAP</p> <p>CG 22/01/23</p>

	<p>Information relating to the below areas had been received as part of the Principals Report which had been reviewed by the Academy Committee governors. There was no questioning on these areas of the agenda as a result.</p> <ul style="list-style-type: none"> • Additional funding premium and outcome inc. catch up • Health & Safety • Data Protection (any breaches/SARs/FOIA/Police requests), • Complaints, claims (No's/overview) <p>• GDPR Audit update</p> <p>The report was to be provided at the January meeting.</p> <ul style="list-style-type: none"> • Pupil/staff (inc. wellbeing) parents and community views – Parent Voice update <p>Details of steps taking place were provided in the report provided by the Principal.</p> <ul style="list-style-type: none"> • 2023/24 Trip calendar and review any Cat C trips <p>Academy Committee governors acknowledged details provided regarding trips in the calendar shared. The Chair asked how the trips linked into the curriculum. The Principal reported changes made due to cost.</p> <p>Academy Committee governors reported they were happy to agree the trips in principle at this stage. Further information and questions were to be provided or asked via email.</p> <p>Academy Committee governors acknowledged the trip taking place to the National Space Centre and asked whether any governor support was needed. The Principal acknowledged governor support was welcomed on any trips that were taking place and contact with the Principal should take place to make arrangements.</p> <p>The Chair requested a calendar of events for governors to attend was provided. The Principal acknowledged this would be arranged and reported some of the events that were taking place in the lead up to the Christmas period.</p> <ul style="list-style-type: none"> • Trust Policy Updates <p>The Governance Professional advised of the updates made to Trust policies which were available on the Trust website for review. Updates had been made to the following policies: Privacy Notice, staff, parents, pupils/Managing People/Pay and Reward/ Safer Recruitment/Disciplinary/Staff Grievance</p> <ul style="list-style-type: none"> • Local Academy Appendix <p>Accessibility Plan</p>	<p>CG 22/01/24</p> <p>Govs/CG 22/01/24</p> <p>HR/CG ASAP</p>
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	<p>Academy Committee governors acknowledged the information provided.</p> <p>The Chair asked where support can be provided from. The Principal acknowledged support was available from Wainwright Primary Academy.</p> <p>Academy Committee governors asked how the academy ensure equality objectives are being fulfilled and how equity can be provided without being discriminatory.</p> <p>Academy Committee governors suggested updates on further developments from an estate's perspective would be welcomed. Academy Committee governors ratified the Accessibility Plan.</p>	CG ASAP
HPA/021/ 23/24	<p>Link Visits Reports - Link Governor Schedule Review</p> <p>The Schedule was reviewed in agenda item 019/23/24.</p> <p>Discussions regarding Link visits had taken place in agenda item 019/23/24.</p>	
HPA/022/ 23/24	<p>How have the Academy Committee held senior leaders to account</p> <p>Challenge of senior leaders had taken place in respect of:</p> <ul style="list-style-type: none"> • Filtering and monitoring • Targets and outcomes • Accessibility 	
HPA/023/ 23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Academy Committee governors acknowledged these had been upheld through the challenge offered on the information presented in the Principals Report.</p>	
HPA/024/ 23/24	<p>Consider information to be advised to the Trust Board and complete the Committee Report</p> <p>Academy Committee governors reviewed the questions and completed these in line with discussions that had taken place during the academy committee meeting.</p>	
HPA/025/ 23/24	<p>Determination of confidentiality of business Nolan Principles</p> <p>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 no confidential information had been discussed - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
HPA/026/ 23/24	<p>Date and time of next meeting</p> <p>Monday 22nd January 2024 Training Meeting at 5.00pm Main Meeting at 5.30pm</p>	
	The meeting closed at 7.18pm	



	Signed: S Beasley (chair) Date: Agreed at LAC 22 nd January 2024	
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