

**Minutes of the Local Academy Committee Meeting
held on the 18th March 2024 at 5.00pm
At Hillocks Primary Academy**

Name	Title	A=Apologies
Mrs Susan Beasley (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
Mrs Gemma Mee	Appointed Academy Committee Parent governor	
Vacancy	Academy Committee staff governor	

In attendance:-

Mrs Lucy Spacey	Executive Principal	Joined via MS Teams
Ms Claire Gledhill	Principal	
Mrs Lucy Murungi	Governor candidate/observer	
Mrs Emma Paine	Governance Professional	
Quorum: 2/3	Governors Present:	4

Responses, **challenge, support**

Item No	Item	Action/ by who/when
HPA/040/ 23/24	<p>Welcome and Introductions Introductions were made for the benefit of Mrs Murungi who was attending as an observer. Mrs Murungi received a tour of the academy prior to the start of the meeting with the Principal.</p> <p>Apologies for absence Apologies for absence were received and agreed from Mrs Gear due to maternity leave.</p>	
HPA/041/ 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>	
HPA/042/ 23/24	<p>Trust Training – Effectively Monitoring Quality of Education Academy Committee governors confirmed a recording of the Trust training had been reviewed prior to the LAC (Local Academy Committee) meeting.</p>	

	<p>Governors praised the Trust training session provided by the Trust Chief Education Officer and reported the training had been, informative with useful generalised questions available for governors to ask during LAC(Local Academy Committee) meetings and Link visit meetings.</p> <p>Governors asked whether the curriculum had been adapted to support pupils in the local context regarding memory recall, that was discussed during the January meeting.</p> <p>The Principal reported a review had taken place at a recent Link visit meeting. It was further explained that Jigsaw PHSE (Physical Health and Sexual Education) has been put in place to support pupils social skills, goals and aspirations linked with British Values and other areas. The Principal explained the strands that are in place regarding healthy relationships and what potential risks could be. Discussions took place regarding further steps in place to support with this which included protected characteristics.</p> <p>The Principal explained a review of the curriculum was to take place to refine areas further. Details of changes that would be added were provided and supportive to the local community and age appropriate. Governors acknowledged from the Ofsted Inspection knowledge retention in RE (Religious Education) had been highlighted. The Principal explained a scheme called Discovery RE had been implemented to support the local context for pupils.</p> <p>The Principal reported CPD (Continued Professional Development) had taken place on inset day for staff in respect of EDI (Equity, Diversity and Inclusion). Discussion regarding areas of staff discussion regarding visits to places of worship and how this had been impacted due to Covid-19 took place.</p> <p>The Principal explained steps were in place to review computing to ensure safeguarding was at the highest levels to support the local community. Discussions took place around safeguarding.</p> <p>Governors asked whether there was a plan in place to work with SEN (Special Educational Needs) pupils in respect of neurodiversity. The Principal explained support in place with the use of PANTS by the NSPCC and scaffolding for SEND(Special Educational Needs and Disabilities) pupils and teaching support that can be offered through the programme. The Principal explained the use of WIDGET takes place in the classroom environment to support SEND pupils and those requiring additional support.</p> <p>Governors acknowledged the continual changes that are taking place. Discussions took place around SEND pupils and those requiring additional support. The Principal explained steps in place and</p>	
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	<p>communications sent out to families to offer a wider understanding in the community.</p> <p>The Chair suggested subject leaders need the knowledge and tools to offer scaffolding, adaptable for all in the classroom environment to incorporate the community aspect.</p> <p>The Principal reported the process between curriculum lead and subject leaders. In addition, details of how pupil voice, PD (Personal Development), and staff meetings support with this to offer QA (Quality Assurance). The Principal explained an initiative that has been implemented to support staff development in computing.</p> <p>The Principal offered details of links formed with a local special school to offer support regarding places of worship to visit in the area.</p> <p>The Chair asked whether subjects such as history and geography will link into the PHSE curriculum. The Chair acknowledged the reasons for the areas of focus in the first instance and the benefit of pupil learning through another subject. The Principal explained how this worked with other subjects and how this could be taught.</p> <p>Governors asked whether the connections are brought together with the pupils and are they aware; is it explicit that specific areas have been taught to ensure a full picture can be gained by pupils and not have to bring this together themselves. The Principal explained this is offered by staff to support pupil understanding.</p> <p>The Chair asked how senior staff are sure that the packages being used support the needs of the local community.</p> <p>The Principal reported this was embedded and reflected on to ensure a focus can be identified.</p> <p>The Chair acknowledged that broadened horizons and aspirations are being supported and how this is being made relative to pupils. Discussion took place regarding the review of retention work taking place, in addition to the refining of the curriculum and QA work taking place.</p> <p>The Chair requested additional information should be made available for governors to show curriculum plans moving through the academy to offer an improved understanding.</p> <p>Governor Training Record/Link Governor Training Mrs Barksby confirmed a review of the Trust Safeguarding link governor training was taking place, however it was a lengthy session.</p>	<p>CG 20/05/24</p> <p>HR/GM</p>
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	<p>to pupils requiring further support. Discussions regarding further barriers took place.</p> <p>032/23/24: Behaviour impact Data The Principal confirmed this would be provided at the May meeting. The Chair asked how staff were coping with data. The Principal confirmed this was positive. The Chair requested the data to be provided at the first LAC meeting of each term and to be added to the agenda.</p> <p>The Chair confirmed the remainder of matters arising had been actioned accordingly and further review would not take place.</p>	<p>08/07/24</p>
<p>HPA/045/23/24</p>	<p>ERM (Educational Review Meeting) Report The Chair requested details of what the ARM (Academy Review Meeting), ERM (Educational Review Meeting) and AIR (Academy Improvement Review) process was for the benefit of Mrs Mee. The Executive Principal confirmed the AIR was to take place in the summer term.</p> <p>The Executive Principal provided a brief summary of what each review was and the process for this taking place and how this supported QA.</p> <p>The Chair acknowledged the ARM had been scaled back. The Executive Principal offered the reasons for the changes put in place by the Trust.</p> <p>The Executive Principal explained the scoring of the attainment data figures provided. The Executive Principal explained the targets in place and support being offered to pupils that are receiving additional support. The Chair acknowledged there were no national figures available.</p> <p>The Chair asked what was achieved last year and what it is related to. The Executive Principal acknowledged currently attainment was below national average from data recorded at the end of the last academic year.</p> <p>Governors suggested information locally was required. The Executive Principal offered information regarding pupils' journey and progress made to support expected outcomes. Details of how a progress score is achieved and applied were provided. The Chair suggested it would be beneficial for information to be offered regarding the data. The Principal reported improvement had been identified in reading. Discussions took place on the overall positive progress that was required.</p> <p>Governors asked whether negative impact was a result of Covid-19 and lost learning. The Executive Principal confirmed this and</p>	

	<p>explained that covid-19 had a huge impact on outcomes and learning for pupils. The Chair suggested it would be beneficial to show the percentage that each child represents in the Year 6 cohort and to reflect expectation at local level. The Executive Principal explained information currently available for the current Year 6 cohort and the high levels of SEN (Special Educational Needs) pupils forming part of the cohort. Information was provided regarding predictions and performance review moving into the SATS window.</p> <p>Governors asked how progress was measured. The Principal offered details of how the SATS score and FFT (Fischer Family Trust) scoring is achieved and how pupils achieved an expected score. Governors asked whether SEN pupils formed part of that score. The Principal acknowledged they did. The Executive Principal offered information regarding scores and how this was reviewed to offer information on pupil improvement and expected standards which informed teaching practice.</p> <p>The Chair acknowledged from the current Year 6 data steps were to be put in place to close gaps in maths. The Chair asked how was this being achieved. The Principal explained the process in place and programmes offered to support improvement in outcomes and regular CPD sessions for staff taking place with the mastery hub. Staff were ensuring areas of focus were being targeted to support impact on pupil outcomes and move forward with education.</p> <p>The Principal explained the programme being used and mastery scheme to offer scaffolding support for pupils and adaptation where required to offer a focus on key skills during each key stage. The Principal confirmed the programme had shown impact on outcomes and worked well for pupils. It was further confirmed that the support available through the programme offers the opportunity to make adaptations to close gaps in knowledge for pupils.</p> <p>The Chair asked how governors can be assured that what is taking place for Year 6 staff is enough. The Principal explained the support that is offered through staff and how this is put in place with a focus on reading English and maths. The Chair asked which staff supported. The Principal explained this and who required adaptive curriculum to support with SATS outcomes.</p>	
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	<p>Discussion took place around curriculum and outcomes and what was being offered to support pupil with SATS and closing gaps. The Principal reported boosters sessions were being offered for pupils.</p> <p>The Chair asked whether parents welcomed the additional support being offered to support pupil outcomes. The Principal confirmed this.</p> <p>Governors acknowledge the progress being made was positive.</p> <p>The Chair asked whether progress data was available and could this be provided for the May meeting. The Principal confirmed a review of data was taking place and would be available for the May meeting.</p> <p>The Executive Principal confirmed work continued to take place in improving attendance. It was acknowledged that persistent absence was not where expected, however, impact had been identified and improvements were evidenced.</p> <p>The Chair asked for clarity on the data and did this include the autumn term data. The Executive Principal confirmed the data was from February. The Chair acknowledged this data would have been impacted by seasonal sickness and flu bugs. The Principal acknowledged bugs continue to impact attendance.</p> <p>Governors asked for clarity around the reasons for suspensions and exclusions. The Executive Principal offered details of the reasons and the steps being put in place to offer support for pupils identified.</p> <p>The Chair asked for clarity around the fluency plan. The Executive Principal reported this was regarding fluency with phonics and explained the packages being used to support pupils outcomes.</p> <p>The Chair asked whether there were issues arising with the jump between the programme and a higher level of reading. The Executive Principal explained the issues arising nationally with the use of the Read Write Inc programme. The Executive Principal provided details of what is being offered to support pupils outcomes with reading and the specific work that was taking place to reduce gaps with fluency and ensure the correct support was being offered. The Executive Principal confirmed support for ECT's (Early Career Teachers) was being offered, in addition to support offered by the Trust. Details of the steps being put in place by the Trust and senior leaders collectively to review best practice and how this can be refined was provided.</p> <p>The Principal explained all staff have received support from the Trust Lead and a review of what can be offered for Key Stage 1 to Key Stage 2.</p>	<p>CG 20/05/24</p>
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	<p>Governors asked whether the risk for the academy and funding due to the increased needs of SEND pupils is above what is acceptable and are further steps required. The Chair acknowledged there has always been an element of risk. The Principal acknowledged there has been an increase in SEND pupils.</p> <p>Governors asked whether this was expected. The Chair acknowledged the numbers are not increased it is the level of complexities being identified for pupils that was impacting on staffing resource. Governors acknowledged this was a result of impact from Covid-19.</p> <p>Governors asked whether the academy and staff have what they need to offer adequate support. The Principal reported steps were being put in place regarding this.</p> <p>Governors raised concern regarding additional workload and impact this may have on staffing resource. The Chair acknowledged staff competency and levels of support received were adequate. The Chair suggested there could be impact for staff without TA (Teaching Assistant) support available with a high number of SEN students in a class. The Executive Principal acknowledged there was currently a national SEN crisis due to complex pupil needs and complex medical needs in society, nationally. The Executive Principal provided details of where the SEND budget is provided from and the reductions in funding and access to special school places for pupils with SEN/D. The Executive Principal acknowledged that the complexity in pupil needs in the academy has increased. Details of the support that is available for EHCP (Educational Health Care Plans) and external support were provided. Discussions took place regarding the support being offered by the Trust and funding that the Trust is offering to ensure additional staff resource is available. The Executive Principal offered information regarding the national crisis for special school places. Governors acknowledged the difficulties identified. The Principal acknowledged a review of the offer is in place to ensure there are no gaps and staffing is allocated effectively. It was confirmed there is a SEND team in place with SENCO (Special Educational Needs Co-ordinator) and family support worker.</p> <p>The Chair asked if this was impacting on staff offering one to one support for pupils. The Principal provided information on the team and support offered through a team approach.</p> <p>Governors raised concern around staff wellbeing and staff retention.</p>	
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	<p>The Principal explained discussions have taken place with staff regarding expectation and support offered regarding the EHCP process, in addition to support offered by the Principal for staff. The Principal explained the external support offered to families identified. The Principal reassured governors of the steps in place to support staff wellbeing and to offer balance. The Executive Principal reported a review was taking place to ensure support can be offered for staff what can be accessed from the Trust.</p> <p>Governors asked what parental engagement is for the SEND pupils. The Principal explained steps are in place for parents and offered examples of the support offered. It was reported that support was offered bespoke to the family and pupil needs.</p> <p>Governors asked how staff achieved support from the family and acknowledged information sessions are put in place to offer support. The Chair acknowledged support is offered by a Family support worker for families identified. Discussions took place regarding needs and difficulties arising for families and support offered externally to ensure needs are being met.</p> <p>The Chair invited further questions on the information provided in the ERM report. No further questions were asked.</p> <p>Academy Specific Information</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture Governors acknowledged receipt of the LAC safeguarding checklist and were satisfied with the information provided therein and in the ERM report. • Risk Register The Chair explained a risk that had moved to green and questioned how this had been recorded. The Chair suggested a review of the document to establish whether there was an issue rather than risk. The Principal acknowledged a review of this would take place. • Health & Safety/ Data Protection (breaches/SARS/FOIA/Police Requests) The Chair acknowledged there were no issues or concerns regarding Health and Safety or data privacy. • Complaints, Claims (no's/overview) Governors acknowledged information provided in the ERM document regarding complaints and steps put in place to resolve the complaint received. 	
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	<ul style="list-style-type: none"> • Autumn term evaluation of AIP (Academy Improvement Plan) <p>The Chair acknowledged the AIP was not available and requested this was provided for the May meeting.</p> <ul style="list-style-type: none"> • Exclusions and suspensions data <p>The Chair acknowledged information was provided in the ERM document. Discussions took place around the numbers and reasons for suspensions and support offered for pupils due to medical need.</p> <p>Trust Policy Updates</p> <p>Governors acknowledged the updates to the below policies from the Trust.</p> <ul style="list-style-type: none"> • GDPR, • Retention guidelines • Whistleblowing • Relationship and Sex Education Policy • Provider Access Policy • Supporting students with medical conditions policy • Early Careers Teachers policy • Levels of Authority • Reserve and Investment Policy • Filtering & Monitoring (See Trust Document) <p>Governors acknowledged understanding of why the document was in place. Governors were of the opinion the process was evolving and discussion regarding filtering and monitoring took place and support being offered by DSL's (Designated Safeguarding Lead)</p> <p>The Chair acknowledged there was a high level of information to be reviewed.</p> <p>Governors raised concern that a single student searching for a particular area may be missed if this was not repetitive. Governors acknowledged the national approach.</p> <p>Governors asked whether pupils were aware of the use of SENSO and Watchguard and monitoring that takes place. Governors suggested if pupils were aware there may be a reduced likelihood of pupils attempting to access information in the first instant.</p> <p>Governors asked whether pupils are made aware of filtering and monitoring at primary level. The Principal explained there were certain blocks that pupils would be aware of. Information had not been shared with pupils as part of an assembly.</p> <p>Governors acknowledged information would form part of online safety and discussions took place around mobile phone usage.</p> <ul style="list-style-type: none"> • Privacy Notice (Governance Newsletter) <p>Local Policy Appendix</p> <ul style="list-style-type: none"> • Behaviour Appendix 	<p>CG 20/05/24</p>
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	<p>Governors were satisfied with the content of the policy appendix. Governors were in agreement with the changes to the Behaviour Policy appendix in line with the Trust Behaviour Policy and praised staff for embedding this with pupils and the consistency identified across the academy.</p>	
<p>HPA/046/23/24</p>	<p>Link Visits Reports It was confirmed a PP (Pupil Premium) link visit was arranged to take place before the end of the term.</p> <p>The Chair confirmed a meeting would be arranged to hand the SEND link over to Mrs Mee.</p> <p>There Chair explained difficulties experienced with sharing the report which would be reviewed by the Governance Professional and information provided.</p> <p>Mrs Barksby raised concern regarding the Local Authority mid year safeguarding audit and whether this was to be completed. The Governance Professional advised the Trust would have requested this was completed if this was necessary. The Principal acknowledged this had not been acknowledged by the Trust lead when discussions had taken place.</p> <p>Mrs Barksby confirmed the safeguarding link visit had been useful and a Link report had been provided. - Leadership & Management/EYFS(Early Years and Foundation Stage) The Chair confirmed positive visits had taken place. Issues arising regarding the Link report for EYFS would be resolved by the Governance Professional as requested.</p> <p>The Chair requested additional visits were arranged by governors for the summer term. The Principal acknowledged CPD was taking place for staff which could be reviewed during link visits.</p> <p>Skills Audit (gaps and training to be offered in May) The Chair confirmed a review of the skills audit had taken place with information provided being positive. Further review would take place alongside the Governance Action Plan in preparation for the May meeting, with the Governance Professional. Governors acknowledged additional numbers of governor recruitment was positive and supported work taking place by the committee.</p>	<p>GP ASAP</p> <p>Govs 20/05/24</p>
<p>HPA/048/23/24</p>	<p>How have the Academy Committee held senior leaders to account Governors have challenged senior leaders regarding:-</p> <ul style="list-style-type: none"> • Attainment and data outcomes • SEND provision and support for pupils • Filtering and monitoring 	

	<ul style="list-style-type: none"> Effectiveness of the quality of education 	
HPA/049/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld Governors acknowledged equity is taking place in classrooms and improvements being identified as a result of questioning taking place in discussions with senior leaders and governors.</p>	
HPA/050/23/24	<p>Consider information to be advised to the Trust Board and complete the report Governors reviewed information provided and completed the Committee Report accordingly. The completed document was returned to the Head of Governance for review by Trustees.</p>	
HPA/051/23/24	<p>Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That no confidential information had been discussed</p>	
HPA/052/23/24	<p>Date and time of next meeting Governors acknowledged that as a result of the skills audit training regarding vulnerable groups and support provided through the curriculum would be beneficial to be offered at a local level. The Principal acknowledged this would be provided at the meeting taking place on:- Monday 20th May 2024 Training Meeting at 5.00pm Main Meeting at 5.30pm</p>	
	<p>The meeting closed at 6.53pm</p> <p>Signed: S Beasley (chair) Date: 20th May 2024 at LAC meeting</p>	