

**Minutes of the Local Academy Committee Meeting
held on the 20th May 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	A
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	
Ms Claire Gledhill	Principal	
Mrs Lucy Murungi	Appointed governor candidate/observer	
Mrs Emma Paine	Governance Professional	
Quorum: 2/3	Governors Present:	3

Responses, **challenge, support**

Item No	Item	Action/ by who/when
	The meeting was taken out of order at this stage to offer training at the start of the meeting.	
HPA/055 /23/24	<p>Local Training – Adaptation to curriculum including vulnerable groups Presented by Ms Gledhill, Principal</p> <p>Information was projected on the screen and had been circulated prior to the meeting and the slides made available in the governor share point folder.</p> <p>Details regarding pupils individual needs and what support is offered through the curriculum was provided with further details available in the slides shared.</p> <ul style="list-style-type: none"> • Support and scaffolding based on a pupils needs is taken into consideration regardless as to whether a diagnosis has been received. This is based on knowledge gained regarding the pupil and professional relationships that are in place with staff and pupil. • Pathways have been reviewed and a bespoke offer takes place to meet pupil needs. 	

	<ul style="list-style-type: none"> • Work takes place with the Inclusion team, the assistant SENCO with external agencies. Details of what takes place was offered. • Details of the SENCo (Special Educational Needs Co-ordinator) and details of the role and support offered to the Assistant SENCo was provided. • Nurture offered support for pupils with additional needs with a new staff lead in place. Details of the practical and theme based learning that is offered based on a pupils Bsquared information and social and emotional needs. <p>Governors asked whether staff had received training to support pupils with additional needs. The Principal confirmed CPD (Continued Professional Development) takes place. Details of Nurture UK training was provided and the offer for staff.</p> <p>Governors asked how often pupil reviews took place. The Principal confirmed this was monthly with reports back to parents. The Executive Principal explained this may be offered more frequently dependent on the pupils needs and whether a reduced timetable was in place.</p> <p>All pupil receive core teaching with an offer of scaffolding where identified due to need.</p> <p>Details of the steps that take place and how this is implemented bespoke to pupils needs and targets. Details were available in the slides shared.</p> <p>Governors asked if the approach was to support pupils in being aware of their own learning strategies. The Principal provided details of the approaches that have taken place and tools offered to support pupils in becoming good learners.</p> <p>Governors acknowledged the approach to learning was a positive strategy for all learners and the use of widget symbols.</p> <p>Governors asked what other tools were used to support learning.</p> <p>The Principal explained other technology and tools used to support pupils learning and adaptive to their needs.</p> <p>Details were provided regarding scaffolding that is offered across subjects. NASAM information was used as guidance across all subjects.</p> <p>The Chair reported good information was available for governors that is free to access. Governors noted this.</p> <p>Governors were offered an opportunity to read through slides 12 and 13 to offer additional information.</p>	
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	<p>The Chair asked if this feeds into best practice teaching. The Principal confirmed this. The Executive Principal offered more in depth information relating to this.</p> <p>The Chair asked if learning was accessible to everyone and is there a reduction in stigma and enabling pupils to access additional information. The Principal confirmed whole class learning takes place. Details of what is offered was provided to ensure additional context could be achieved. Details of adaptations and the offer available for pupils to support learning were shared. Information regarding technology used to support learning was also shared. Full details were supplied in the slides reviewed.</p> <p>The Chair asked how confident staff were in delivering all of the techniques explained and were they being effective. The Principal explained the support offered by experienced practitioners that takes place as part of the inclusion team to identify pupil's needs and offer that can be provided to support learning and identifying whether any external support is required for families.</p> <p>The Executive Principal reported the Rosenshine's Principles supported CPD. Details of how adaptations through questioning and modelling continued to take place. Collaborative working was in place to support this.</p> <p>Governors asked whether this had impacted on behaviour as it was recognised that SEND pupils exhibit more behaviour. The Principal explained there was an increase in SEND pupils attending at the academy with steps being put in place to make adaptations to meet their needs and ensure the right learning provision is offered for pupils.</p> <p>The Principal reported a review of behaviour data had taken place and it had been identified that there was a decrease in behaviour as a result of steps put in place and impact this is having around instances of behaviour. The Executive Principal confirmed the introduction of the nurture provision for very complex pupils had been beneficial and was driven by Mrs Wakelin.</p> <p>The Chair suggested it is for staff to know what pupils need and for judgements on support that can be offered to take place. The Executive Principal explained there were some issues with some pupils with additional needs and difficulties were arising to provide provision in the main stream setting as a result of need. It was suggested there may be a need for specialist provision for those pupils. Discussions took place around the national crisis for special school places and specialist provision.</p> <p>The Chair acknowledged the strain on resource as a result.</p>	
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	<p>Governors asked whether staff teach the same year groups and does this cause a burden for staff and disruption for some pupils. The Principal explained there is support for professional relationship building. The Executive Principal explained staff retain a group of students for no longer than two years to support with change for both pupils and staff.</p> <p>Governors asked where there are break out groups across for pupils to interact with all teaching staff was beneficial as this offered small steps for pupils.</p> <p>The Chair acknowledged the use of strategies and how these are used across class. The Chair asked what was in place for higher achieving pupils requiring additional challenge.</p> <p>The Executive Principal offered details of the development of the curriculum and reported this was supported by the next pieces of concept learning or in the moment learning.</p> <p>The Chair acknowledged this had been raised by Ofsted when a visit had taken place at the start of the academic year and acknowledged it was for staff to offer this for pupils.</p> <p>The Executive Principal explained steps in place to refine and ensure knowledge is clear with staff and pupils. Discussions took place around this and the use of Read write inc.</p>	
<p>HPA/053/ 23/24</p>	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Gear due to a leave of absence and Mrs Barksby due to personal commitments Academy Committee governors were in agreement with the apologies presented.</p>	
<p>HPA/054/ 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/055/ 23/24</p>	<p>Training Link Governor training attended (SEND/PP/Impact/Careers) The Chair and Mr Reader confirmed their attendance at the PP (Pupil Premium) training. It was confirmed training had been clear and useful. Mrs Mee confirmed her attendance at the SEND Link training which had been informative and offered the questions for asking which was useful for new governors. The Chair confirmed the SEND training had been reviewed. The Chair requested governors should review the funding impact training offered by the Trust which would be informative. The Principal left the meeting at 5.38pm and returned at 5.40pm.</p>	

<p>HPA/056/ 23/24</p>	<p>Governor Election Mrs L Murungi Mrs Murungi left the meeting at 5.39pm.</p> <p>Discussions took place with governors regarding background of Mrs Murungi. Governors asked whether all checks had been completed.</p> <p>The Governance Professional advised steps had been put in place with the Trust and DBS checks and ID were satisfactory with all mandatory training being up to date for Mrs Murungi as a staff member at Queen Elizabeth’s Academy. The Chair was satisfied with the information.</p> <p>Governors were in unanimous agreement that Mrs Murungi was appointed as an Appointed governor for a four year term of office.</p> <p>Mrs Murungi returned to the meeting at 5.41pm.</p> <p>The Chair welcomed Mrs Murungi to the committee.</p> <p>The Governance Professional confirmed an induction would be put in place and contact would be made to ensure this could be completed with Mrs Murungi.</p>	<p>GP/LM ASAP</p>
<p>HPA/057/ 23/24</p>	<p>Minutes of the meeting dated 18th March 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>HPA/058/ 23/24</p>	<p>Matters arising Outstanding 042/23/24: Information on curriculum plans moving through the academy The Chair acknowledged the cross curricular and maturity of the curriculum. The Chair acknowledged classroom intent required further refinement. The Principal acknowledged this.</p> <p>043/23/24: Eligibility criteria The Governance Professional confirmed contact had been made with the office regarding the signed document as suggested by Mrs Mee. The Chair requested the document was forwarded to Mrs Mee again for completion and return to the Governance Professional.</p> <p>043/23/24: Behaviour data Governors acknowledged data had been circulated and reviewed.</p> <p>044 & 045/23/24: Attainment data The Principal confirmed there was no available data.</p> <p>045/23/24: Pupil percentages and local expectation information and 045/23/24: AIP (Academy Improvement Plan)</p>	<p>GP/GM 08/07/24</p>

	<p>The Principal acknowledged information had been circulated.</p> <p>045/23/24: A review of the risk register for risks and issues The Chair acknowledged information had been circulated and would be discussed as part of the agenda.</p> <p>046/23/24: Governor Link visits to be arranged for the summer term The Chair requested governors arranged link visit meetings with staff prior to the end of the academic year and in preparation for review of link reports before the meeting in July if possible.</p> <p>Mr Reader was to complete a visit after SATS results had been received and for review with the Principal. Mr Reader confirmed a Link Visit Report for PP (Pupil Premium) was to be submitted for the visit previously made.</p> <p>The Chair explained an assembly took place at the end of the academic year with awards presented by governors relating to the values of the academy. Governors were requested to attend and dates to be provided. Mrs Mee acknowledged she would be available to support with this at the end of term. The Principal acknowledged dates would be provided for governor attendance during the summer term.</p> <p>Actioned Governors were satisfied there were matters arising that had been actioned in line with the agenda and would not be discussed further.</p>	<p>Govs ASAP</p> <p>HR 08/07/24</p> <p>CG ASAP</p>
<p>HPA/059/ 23/24</p>	<p>Principals Report CEO Annual Report The Executive Principal circulated hard copies of the report for governor review. Governors acknowledged this had been shared previous to the meeting.</p> <p>The Principal explained the areas that were covered in the document including governance and Trustees, Trust priorities, improvement and the model being used by the Trust.</p> <p>Governors asked whether parents have access to the document. The Executive Principal explained this can be made available to parents if requested. Discussions regarding this took place. It was reported the document had been made available for review by staff and hard copies would be available.</p> <ul style="list-style-type: none"> • Safeguarding – Culture and Compliance The LAC safeguarding checklist had been circulated with governors prior to the meeting. <p>The Principal explained the document had been updated. The Chair acknowledged the importance of a journey being evidenced.</p> <p>The Chair acknowledged a visit to the academy had taken place. It was further acknowledged there had been an increase in incidents and the severity. Discussions took place regarding this and parental</p>	

	<p>engagement and impact on staffing. Governors acknowledged the impact on staff resource and rises in cases being dealt with appropriately.</p> <p>Governors asked whether staff received any training support from the Local Authority. The Principal explained as a Trust a review of the offer for conflict resolution training was to be made available for staff. Discussions took place regarding difficulties staff experience with some parental engagement. The Principal explained changes to room use was to be put in place to support with parental meetings. Discussions took place regarding the issues and difficulties arising and legal team support being offered by the Trust in introducing measures to support staff, pupil and parental safety. Support was being offered by the Trust in respect of strategies to offer protection of staff and information filtering.</p> <p>Governors suggested a parental and academy contract may be beneficial in preventing backlash from parents. The Chair acknowledged steps had been put in place regarding expectations with parents and pupils. Discussions took place around this.</p> <p>Governors acknowledged the culture of the school community and adjustments taking place would take time to embed and the additional strategies that would be put in place regarding expectations.</p> <p>Governors suggested staff receive training to offer additional support.</p> <p>The Executive Principal reported changes being put in place by the Trust with the Concerns and Complaints Policy to ensure this was easily accessible for the academy community.</p> <p>Mrs Mee acknowledged contact had been received from a parent regarding concerns. Mrs Mee acknowledged the parent had been guided to the Concerns and Complaints procedure to be followed.</p> <p>The Chair suggested staff completed difficult discussions training available through the National College to offer additional layers of support.</p> <p>Mrs Mee left the meeting at 6.00pm.</p> <p>AIP (Academy Improvement Plan) The Chair acknowledged improvements had been identified. Governors suggested the document read well and details offered regarding attendance strategies could be identified.</p> <p>The Chair asked whether there would be a continuation of some areas into the 2024/25 document and a refocus, or would priorities remain the same due to the desired outcome not being met at this stage.</p>	
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	<p>The Principal explained attendance and behaviour would become embedded and could be removed from the AIP due to the continuation of the trajectory.</p> <p>The Principal provided details of staff supporting with assessment and support to be put in place to support with raising standards.</p> <p>Discussions took place regarding the staff who would be supporting with this and steps put in place. Discussions took place regarding Year 6 predictions and process that would continue to be embedded and refined in maths and PP.</p> <p>Mrs Mee returned to the meeting at 6.04pm.</p> <p>The Principal explained steps put in place with Early Years and staffing in place to drive implementation.</p> <p>The Principal confirmed the three priorities that would form the AIP.</p> <p>The Chair acknowledged there would be a focus around EFI.</p> <p>The Executive Principal explained a review of impact and delivery in the classroom to support outcomes that had been put in place, to support in raising expectations through a rigorous approach to outcomes.</p> <p>The Chair asked how much Ofsted would focus on attainment.</p> <p>The Executive Principal reported Ofsted would want to see improvement and the academy must be able to show the improvements made since the visit in September.</p> <p>The Chair acknowledged quality first teaching takes place and the staff offer is required for pupils to meet expected outcomes. The Executive Principal reported refinement was taking place to ensure improved outcomes which will take some time to be identified. Discussions took place regarding impact on workload for ECT (Early Career Teachers).</p> <p>The Chair asked whether leaders were confident with staff retainment.</p> <p>The Executive Principal explained steps in place regarding staff retainment with the Trust and the discussions that had taken place with the HR (Human Resources) department in respect of staff development and retainment. The Executive Principal reported steps put in place to grow middle leaders and to support with stability across the whole academy.</p> <ul style="list-style-type: none"> • Attendance and Behaviour <p>The Chair acknowledged this had shown improvement and if this was not on the AIP how could staff ensure this remained constant.</p> <p>The Principal explained steps in place with the staff lead for attendance and behaviour and systems and procedures in place. Discussions took place regarding the levels of support offered for families and increase in EHAF's (Early Help Assessment Form). The Principal confirmed a review of steps were being put in place.</p>	
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	<p>The Chair acknowledged the steps put in place to offer information and support. The Executive Principal confirmed this would remain a strategic priority for the Trust.</p> <p>Governors commended the Principal for the hard work applied to support the improvements and to support improvements with behaviour identified in the AIP. The Principal reported there had been improvements identified with a reduction of behavioural incidents taking place.</p> <p>Governors acknowledged information circulated regarding attendance. Governors pointed out to the Principal there were some names appearing. The Chair requested all information remained confidential.</p> <p>Discussions took place regarding pupils returning to the academy. Further discussions took place later in the meeting and were recorded separately at that stage.</p> <p>The Chair acknowledged the Principal offers information to governors regarding fixed period suspensions. Governors acknowledged impact identified on staff resource.</p> <p>Governors asked whether there was any retaliation from parents due the changes in policy being embedded. The Principal explained procedures are being followed through and referrals continued to be made where needed which did allow for some backlash from parents</p> <p>Governors asked whether it was hoped issues would ease moving forward and into the new academic year. The Principal confirmed it was hoped the change in culture would settle in the new academic year.</p> <p>The Chair acknowledged changes at the start of the academic year and steps that had been put in place in respect of parental engagement. The Chair thanked the Principal for the levels of hard work put in place to support with this.</p> <p>Governors asked whether the SATS process had been positive. The Principal confirmed a visit had been received from the Local Authority in respect of SATS which had been positive with no advisories made. The Principal confirmed an English moderation was due to take place.</p> <p>The Chair acknowledged the positive steps put in place and the improvements with interventions offered for pupils during the SATS process.</p>	
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	<p>Governors asked whether this had been formally recognised with staff. The Principal acknowledged this.</p> <p>Personal Development The Principal provided details of what had taken place regarding the careers initiative and support being offered. It was further reported there had been contact regarding an aspirations project with NTU (Nottingham Trent University). The Principal explained steps being put in place with subject leaders who are working on aspirations as part of the levelling up funding. Steps are also being put in place with parents and families. Links were also being formed with local businesses. Support had also been offered by West Notts College regarding vocational careers. Mr Reader confirmed support could be offered by Rolls Royce. The Principal acknowledged this.</p> <ul style="list-style-type: none"> • Engagement of pupils, staff (inc wellbeing), parents and community <p>The Principal reported survey results had been previously circulated and confirmed no further surveys have taken place in the summer term. A review of parental engagement was taking place and a parental engagement strategy was to be implemented around pupils learning. Support was received from the PTA - The Friends of Hillocks to offer support with funding.</p> <p>The Chair asked if this would be more curriculum based. The Principal explained what can be offered with parental engagement as an information sharing project. The Executive Principal provided details of strategies used to support attendance, which had been effective and well received by pupils and parents. Discussions took place around pupil engagement and parental support at events in addition to support offered by Friends of Hillocks which had been positive. It was reported events had been empowering for the academy community and parental support had been positive.</p> <ul style="list-style-type: none"> • Identified academy risks - Risk Reports <p>The Principal explained the issues arising with funding for SEND (Special Educational Needs and Disabilities) pupils and impact on the budget due to the high level needs pupils.</p> <p>Governors asked whether the Trust recognise and support with any impact. The Executive Principal explained the support that can be offered by the Trust and issues that could arise if steps were not put in place. Discussion around meeting pupils needs took place. Governors acknowledged the issues being identified and lack of special school places available nationally. Governors acknowledged new special schools had been announced by the government. The Executive Principal confirmed the Trust were the sponsor for Ravensdale Academy, with steps being put in place regarding this.</p>	
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	<p>Discussions took place around the inclusivity for the whole community at the new academy and those requiring specialist provision.</p> <p>The Chair asked whether there was an expectation from the Local Authority that the academy admitted other pupils external to the Trust requiring specialist education. The Executive Principal acknowledged this, and discussions took place regarding placements.</p> <p>Governors asked what happened to funds when a pupil moved away from the academy. The Principal acknowledged funding stopped and followed the pupil.</p> <p>The Executive Principal provided reassurances that a sustainable model was in place to prevent any impact on the budget.</p> <p>Governors were in agreement that the threat could be removed.</p> <ul style="list-style-type: none"> • Health & Safety, staff & pupil well-being, Data Protection GDPR (General Data Protection Rules) <p>Governors were satisfied there were no concerns and the GDPR Audit had previously been reviewed.</p> <p>The Principal reported a lockdown procedure had taken place. A partial and full lockdown had been completed. Details of the issues identified with the bell on the playground were provided. Steps were being put in place to prevent any further issues arising..</p> <p>The Principal confirmed staff were confident with the processes in place.</p> <p>The Chair asked whether a missing child scenario had been completed successfully. The Principal confirmed this. Details of this were offered.</p> <p>Governors asked whether steps were in the event of the Principal's absence. The Principal confirmed this had been considered and a plan was in place.</p> <p>The Chair asked whether the procedure formed part of the new staff induction package. This was confirmed by the Principal.</p> <p>Governors asked whether scenario's around visitors on the academy site had been considered. The Principal confirmed the steps that were in place when visitors came on site and how this would be included in the procedure and through the inventory system.</p> <p>Academy Specific Information Admissions Discussions regarding a deferred admission took place which were confidential and recorded separately.</p>	
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	<p>The Principal confirmed governors had met regarding two in year admissions which had been agreed.</p> <p>Trust Policies Governors acknowledged the updates to the Trust policies available on the Trust website for Suspension and Exclusion Policy and Financial Procedures Manual.</p> <p>Local Policies The Principal confirmed there were no local policy appendix updates to be agreed.</p> <p>Mrs Murungi left the meeting at 7.09pm and returned at 7.11pm.</p>	
<p>HPA/060/23/24</p>	<p>Governance housekeeping for 2023/24</p> <ul style="list-style-type: none"> • Governance Action Plan <p>The Chair confirmed completion of the action plan had taken place with the Governance Professional. It was confirmed that any amber/yellow areas would continue to the 2024/25 Governance Action Plan and would be considered when completing the governance self evaluation. Governors were satisfied that the responses reflected the current position and were in agreement with the completion of the plan.</p> <ul style="list-style-type: none"> • Skills Audit (Govs to complete) MB to complete and LM <p>The Chair requested anyone not completing the updated skills audit to complete this to support completion of the Governance Action Plan and self evaluation.</p> <ul style="list-style-type: none"> • Calendar of Events for governor attendance for 23/24 <p>Governors requested dates were offered.</p> <p>Mrs Spacey left the meeting at 7.13pm and returned after the close of the meeting.</p>	<p>MB/LM ASAP</p> <p>CG ASAP</p>
<p>HPA/061/23/24</p>	<p>Link Visits Reports</p> <p>The Chair explained there had been link visits for Leadership & Management, EYFS (Early Years Foundation Stage) and SATS with reports to be forwarded for the July LAC meeting.</p> <p>The Principal reported Mrs Barksby had completed a safeguarding link visit and a link visit report was to be forwarded for the July LAC meeting.</p> <p>Mr Reader explained a visit had taken place and details offered at the start of the meeting were evidenced when the link visit was undertaken and live evidence was taking place in the classroom environment. Mr Reader acknowledged a link visit report was required and would be forwarded, reflecting what was identified during the visit.</p> <p>Link Governor Schedule Review</p> <p>Due to time restrictions a review of the link areas to include Mrs Murungi would take place at the July meeting.</p>	<p>SB 08/07/24</p> <p>MB 08/07/24</p> <p>HR 08/07/24</p> <p>Govs 08/07/24</p>

<p>HPA/062/23/24</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"> • Safeguarding • Risks • Lockdown procedures • Attendance and Behaviour 	
<p>HPA/063/23/24</p>	<p>How have Vision ,Mission and Values of Trust/Equality been upheld Considerations were made throughout discussions in line with items on the agenda.</p>	
<p>HPA/064/23/24</p>	<p>Consider information to be advised to the Trust Board and complete the report The Committee Report was completed in respect of discussions that had taken place with information subsequently returned to the Head of Governance for review by Trustees.</p>	
<p>HPA/065/23/24</p>	<p>Determination of confidentiality of business 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 within agenda item 059/23/24 and should remain confidential to attendees of this meeting. 	
<p>HPA/066/23/24</p>	<p>Agreement of meeting dates 2024/25 The Academy Committee governors were in agreement with the dates that had been circulated and reviewed prior to the meeting.</p> <p>Date and time of next meeting Monday 8th July 2024 Training Meeting at 4.30pm Main Meeting at 5.00pm</p>	
	<p>The meeting closed at 7.24pm</p> <p>Signed: S Beasley (chair) Date: Agreed at LAC 8th July 2024</p>	