

**Minutes of the Local Academy Committee Meeting
held on the 8th July 2024 at 5.00pm
Via MS Teams**

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 Jemma Mee	Academy Committee Parent governor	A
Mrs Lucy Murungi	Academy Committee governor	

In attendance:-

Mrs Lucy Spacey	Executive Principal	
Ms Claire Gledhill	Principal	A
Mrs Emma Paine	Governance Professional	
Quorum: 2/3	Governors Present:	4

Responses, **challenge, support**

Item No	Item	Action/ by who/when
HPA/067/ 23/24	Apologies for absence Apologies for absence were received and agreed from Mrs Mee due to personal reasons and Mrs Gear was due to maternity leave.	
HPA/068/ 23/24	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. The Chair asked whether a new Declarations of Interest form would be forwarded for completion. The Governance Professional acknowledged this.	
HPA/069/ 23/24	Trust Training – KCSIE (Keeping Children Safe in Education) 2024/Safeguarding Refresher The Governance Professional advised all governors had signified on the document provided, they had completed the safeguarding training and had read and understood the KCSIE 2024 with the exception of Mrs Gear. The Chair confirmed she would be meeting with Mrs Gear and would raise this with her at that time. Link governor Trust training	RG/SB ASAP

	<p>The governor training record had been updated. The Governance Professional advised this was available in governor share point. The Chair confirmed her attendance and Mrs Mee's attendance at the SEND Trust training that had taken place.</p>	
HPA/070/23/24	<p>Minutes of the meeting dated 20th May 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
HPA/071/23/24	<p>Matters arising Outstanding 058/23/24: Eligibility criteria to be completed again by Mrs Mee The Governance Professional confirmed the document had been forwarded to Mrs Mee for completion without response. The Chair requested this was completed by Mrs Mee as soon as possible. 058/23/24: Link Visits to be arranged/061/23/24: Link Visit Reports The Chair confirmed a visit had taken place. Mr Reader confirmed the outstanding Link Visit Report had been circulated. Governors were invited to the Governor Awards day and requested to attend if possible. 060/23/24: Completion of the Skills Audit Mrs Barksby confirmed she had completed the additional document and returned this to the Governance Professional. The Chair explained there had been some technical difficulties being experienced by some governors when attempting to complete the form. The Governance Professional confirmed receipt of the information and explained this was out of time for the Trust document that was being organised. The Chair was satisfied that areas that were actioned as part of the agenda had been completed satisfactorily and would not be reviewed.</p>	<p>JM ASAP Govs 25/07/24</p>
HPA/072/23/24	<p>Principals Report</p> <ul style="list-style-type: none"> • Safeguarding Compliance and culture <p>Governors confirmed receipt of the LAC safeguarding checklist and documents supporting the Principals report which had been circulated and reviewed. Governors asked whether staff were receiving adequate levels of support in respect of safeguarding case load and was there any additional support that could be offered to the safeguarding team by the Trust or governors. The Principal explained support was received regularly from the Trust Executive Leaders for safeguarding and behaviour.</p>	

	<p>Discussions took place regarding staff absence and additional support being offered by the Principal and other staff which was impacting staff resource.</p> <p>The discussion regarding safeguarding was confidential and recorded separately.</p> <ul style="list-style-type: none"> • Evaluation of AIP (Academy Improvement Plan) & SEF (Self Evaluation Form) <p>The Chair confirmed the AIP objectives had been shared. The Principal explained the AIP continued to be reviewed with firm details being provided at the September LAC meeting.</p> <p>The Chair asked how confident the Principal was if objectives had not been completed from the 2023/2024 AIP these would move forward to be completed on the 2024/2025 AIP.</p> <p>The Principal explained that objective 1 was progressing and would be continued with a focus in 2024/25.</p> <p>Objective 2 – a review of retrieval was to take place to support long term planning and to ensure strategies and interventions were in place to fill gaps to support pupils outcomes.</p> <p>Objective 3 – A review was taking place to ensure the offer and strategies being used in Early Years were adequate to close gaps and move forward.</p> <p>Objective 4 – Work was taking place Trust wide to support the Oracy 21 project. Discussions regarding the offer available to support pupils took place.</p> <p>The Principal explained the focus on attendance would continue with rigour and the use of the Quality Assurance calendar would continue to strengthen the curriculum offer.</p> <p>The Chair acknowledged link areas would continue to monitor AIP objectives.</p> <p>The Executive Principal explained the emphasis sits around the targets and feedback received from the Ofsted Report with a focus next year to move forward in preparation for the next inspection.</p> <ul style="list-style-type: none"> • Behaviour & attendance update <p>The Chair praised the reports circulated by the Principal.</p>	<p>CG 23/9/24</p>
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	<p>Governors acknowledge improvement was identified as a result of the strategies and efforts of staff being made. The Chair praised the work and consistency that had taken place to support improvements. The Executive Principal explained it was known to the academy that a continued drive would be needed regarding attendance.</p> <p>The Principal explained the use of the Department for Education attendance dashboard was being used in conjunction with Trust support to ensure high levels of recording are being maintained.</p> <p>Governors asked whether there will be any impact on attendance with new cohort coming into the academy and Year 6 leaving. The Executive Principal explained strategies were in place to support attendance in Early Years and to ensure good habits are being formed at an early age to support attendance throughout school in addition to improvements with attitudes towards attendance.</p> <ul style="list-style-type: none"> • Outcomes/progress against targeted outcomes update <p>The Chair explained a high amount of information had been provided in the Progress Report shared by the Principal, there was not a substantial amount of information available for comparison. The Principal explained contextual information had been shared for the past two to three years. The Principal explained benchmarking information was currently unknown.</p> <p>The Principal confirmed Year 2 data and SATS outcomes had not been received currently and would be available for review at the September LAC meeting together with IDSR (Inspection Data Summary Report) information and FFT (Fischer Family Trust) data.</p> <p>The Chair acknowledged information is cohort specific and governors would hope to see year on year improvements.</p> <p>The Chair acknowledged multiplication outcomes had reduced. The Chair asked whether there were strategies in place to improve the outcomes. The Principal explained the requirements of marks for pupils to achieve a pass mark and how the nature of the tests offers pressures for pupils.</p> <p>The Chair suggested a push on performance was required and support for pupils was required. The Executive Principal explained high aspiration was supported with a focus taking place on Maths in the next academic year. Discussions took place around understanding and pupils mathematical knowledge. The Principal confirmed support had been received from the Trust strategic lead for maths.</p>	
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	<p>Governors acknowledged the steps taken to support improvements.</p> <p>Governors asked for clarity around the data for PP (Pupil Progress) and non-PP pupils in Early Years. Governors acknowledged PP pupils were achieving higher outcomes than non-PP pupils in Early Years. Governors asked what the reason for this was.</p> <p>The Principal explained strategies had been put in place to ensure PP pupils were achieving GLD (Greater Level Depth) in Early Years which had been effective.</p> <p>The Chair asked whether SEND groups of pupils have equal outcomes to PP pupils. The Principal confirmed there were more PP.</p> <p>The Principal acknowledged maths was a weakness and steps were being put in place to support improvement.</p> <p>Governors asked what application was being used for maths mastery. The Principal offered details of the applications being used and explained how these were being used to support improvements.</p> <p>Governors asked whether any online support for maths was used. The Principal confirmed Times Table Rockstars was used to support knowledge with multiplication.</p> <p>Governors suggested competitions between classes would be supportive in offering an incentive to continue with learning. The Principal confirmed this would be focused on in the next academic year.</p> <ul style="list-style-type: none"> • Health & Safety – H&S Committee minutes <p>Health and Safety Committee minutes had been circulated. It had been requested that due to the lack of a H&S governor the minutes from the H&S committee were to be provided throughout the academic year for the LAC meeting.</p> <p>Governors acknowledged there had been a detailed H&S Audit received from the Local Authority.</p> <p>Governors acknowledged the report that was positive.</p> <p>Governors asked whether the areas with a deadline had been completed. The Principal explained the Business Manager and Team Leader had put steps in place to ensure these could be completed in a timely manner.</p> <p>The Chair asked whether areas identified from the previous audit had been completed and who oversees the actions. The Principal confirmed it was herself and the Business Manager.</p>	<p>CG 23/09/24</p>
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	<p>The Chair praised the positive report received.</p> <ul style="list-style-type: none"> • Stakeholder Engagement <p>The Chair acknowledged the Governance Professional had been supportive with organising a meeting with the Chair of The Holgate Academy Committee to discuss steps put in place at the academy regarding stakeholder engagement to strengthen links. Mrs Turner and Mrs Beasley would liaise to arrange a convenient appointment in due course.</p> <p>The Executive Principal offered information regarding a review of additional staff support that may be required regarding behaviour and safeguarding.</p> <p>The Chair asked whether this was Trust wide.</p> <p>The Executive Principal confirmed this would be bespoke to the academy. Discussions regarding this took place.</p> <ul style="list-style-type: none"> • Outcomes and Moderation including PP & SEND groups <p>The Principal reported support had been received from the Trust strategic leads for English. It was reported the support had been beneficial for pupil's skills.</p> <p>Steps had been put in place in Early Years and in respect of the curriculum.</p> <p>The Principal reported the writing moderation had taken place with results from this being positive.</p> <ul style="list-style-type: none"> • Admissions - Deferred Admission outcome <p>The Chair confirmed a meeting had taken place to discuss the deferred admission. The Principal confirmed discussions continued to take place with the Local Authority and parent.</p> <ul style="list-style-type: none"> • Staffing structures <p>Governors asked whether there would be a vacancy for an ECT (Early Career Teacher) from the end of the autumn term. The Principal offered clarity around ECT's and this had arisen due to one of the ECT's completing the course at that point. Discussions took place regarding ECT's that remained in place.</p> <p>Governors asked whether there would be any gaps with staffing. Discussions took place regarding movement of staff to cover gaps effectively.</p> <p>Governors asked whether the fall in admissions numbers was expected. The Executive Principal explained the low birth rate cycle that was being experienced nationwide and predicted for the next five years. Discussions took place regarding the staffing structure and placement of Executive Principals and the focus that would remain for RI (Require Improvement) schools within the Trust.</p>	<p>SB/KT 23/09/24</p>
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	<p>Governors asked whether any resignations were expected moving to the end of the academic year. The Principal confirmed the window for teaching staff resignations had now passed.</p> <p>The Chair asked whether staff were aware of where they were being placed for the next academic year. The Principal confirmed this and confirmed discussions with staff had taken place regarding Personal Development Plans and CPD (Continued Professional Development) required to support this.</p> <ul style="list-style-type: none"> • Trust Policies Governors acknowledged the changes made to the Trust Policies regarding; Charging and Remissions Policy, Pay and Reward policy, LGPS discretion's policy, Reserve and Investment Policy, Expenses policy, Governance Strategy. • Local Policies The Chair acknowledged there were no local policy appendix to be updated. 	
<p>HPA/073/23/24</p>	<p>Governance housekeeping for 2024/25</p> <ul style="list-style-type: none"> • Self-evaluation completion/Governance Action Plan The Chair confirmed completion of the documentation had taken place with the Governance Professional and circulated prior to the meeting. Governors were in agreement with the information shared. The Chair explained the focus to take place on SMSC (Social Moral Social Cultural) and personal development in addition to stakeholder engagement that would be monitored. Governors were in agreement with the self-evaluation and Governance Action Plan for 2024/25. • Skills Audit The Chair acknowledged there had been some technical difficulties with the skills audit responses which had caused delays. The Governance Professional explained there had been a delay in information being received from the Trust and which would be circulated with governors. • Calendar of Events for governor attendance for 24/25 (CG) The Chair acknowledged governors were invited to the Governor Awards due to take place on the 25th July 2024. The Chair urged governors to attend the event and inform the Principal if they were attending. The Chair requested information regarding event dates that governors could attend for the new academic year were to be provided at the start of the autumn term to ensure governors could add dates to diaries. • Election Chair (w.e.f autumn term) The Governance Professional advised Mrs Beasley had forwarded a statement regarding election as Chair for the next academic year. 	

	<p>Governors were in unanimous agreement that Mrs Beasley should be elected as Chair of the Academy Committee for a one year term of office with effect from the autumn term.</p> <ul style="list-style-type: none"> • Election Vice Chair (w.e.f autumn term) <p>The Chair asked whether any expressions of interest for the Vice Chair role had been received.</p> <p>The Governance Professional advised there had been no expressions of interest received from governors regarding the Vice Chair role.</p> <p>The Chair explained to governors that support in the role of Chair would be welcomed and the role was open to any governors on the committee that could offer this.</p> <p>The Chair thanked the Governance Professional for the continual support offered in the role and ensuring governor practice was maintained effectively.</p> <p>The Chair thanked the Executive Principal, Principal and staff for the continued hard work throughout the academic year.</p>	<p>Govs 25/07/24</p> <p>CG 04/09/24</p>
<p>HPA/074/23/24</p>	<p>Link Visits Reports Link Governor Schedule Review</p> <p>Mrs Murungi asked whether there was a link role that she could take. The Chair confirmed a review of link governor areas would take place in the autumn term and support and shadowing would be put in place at that stage to support Mrs Murungi as part of the induction process.</p> <p>Leadership & Management</p> <p>The Chair confirmed a meeting would be arranged for the autumn term.</p> <p>Safeguarding</p> <p>Mrs Barksby confirmed a safeguarding visit had just taken place.</p> <p>Mrs Barksby suggested continual additional support is provided to the Safeguarding team due to to support mental health and wellbeing of staff.</p> <p>Mr Reader explained a podcast had been reviewed regarding the impact on staff in respect of secondary trauma. Mr Reader forwarded the link as requested by the Executive Principal.</p> <p>The Executive Principal explained support is offered to staff by the Trust strategic lead for Safeguarding, in addition to support offered by the Trust to access external services and counselling support if required.</p> <p>Governors suggested the importance of staff taking the first steps towards support.</p> <p>Governors asked whether a mental health lead was in place at the academy.</p>	

	<p>The Principal confirmed there was a Wellbeing Champion in place for staff. It was reported the support that was required for staff differed to this due to this being around DSL (Designated Safeguarding Lead) supervision.</p> <p>The Chair acknowledged there should be appropriate and adequate support available for those staff and to be received from the Trust if required.</p> <p>The Chair confirmed a link visit had taken place with Mrs Mee for SEND and the Link Report would be forwarded by the Chair.</p> <p>The Chair explained an Early Years visit would be arrange prior to the end of the academic year if available.</p>	<p>SB ASAP</p>
<p>HPA/075/ 23/24</p>	<p>How have the Academy Committee held senior leaders to account Challenge had taken place throughout the meeting in respect of:</p> <ul style="list-style-type: none"> • Safeguarding support for staff • Health and Safety audit actions • Outcomes 	
<p>HPA/076/ 23/24</p>	<p>How have Vision, Mission and Values of Trust/Equality been upheld The Chair confirmed vision, mission and values and Equity remained at the forefront of discussions throughout the meeting.</p>	
<p>HPA/077/ 23/24</p>	<p>Consider information to be advised to the Trust Board and complete the report Discussions took place and the document was populated with information required as discussed during the meeting. The document was subsequently returned to the Head of Governance.</p>	
<p>HPA/078/ 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 071/23/24 and should remain confidential to the attendees of the meeting. 	
<p>HPA/079/ 23/24</p>	<p>Date and time of next meeting: Monday 23rd September 2024 Training Meeting at 5.00pm Main Meeting at 5.30pm</p>	
	<p>The meeting closed at 6.25pm</p> <p>Signed.....(chair) Date.....</p>	