

**Minutes of the Local Academy Committee Meeting
held on the 23 September 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	Absent
Mrs Rebekah Gear	Appointed Academy Committee governor	Absent
Mrs Jemma Mee	Academy Committee Parent governor	
Mrs Lucy Murungi	Appointed Academy Committee governor	Absent
Vacancy x 1	Staff governor	
Vacancy x 3	Appointed Academy Committee governor	

In attendance:-

Mrs Lucy Spacey	Executive Principal	
Ms Claire Gledhill	Principal	
Mr Gareth Letton	Executive Principal	
Mrs Rhianne Chambers	Governance Professional	
Quorum: 3	Governors Present:	3

Responses, **challenge, support**

Item No	Item	Action/ by who/when
HPA/001/ 2425	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Murungi and Mr Reader due to work commitments. It was also advised that Mrs Gear's resignation will be coming.</p> <p>It was also acknowledged that Mr Letton is now the Executive Principal for Hillocks Primary due to a reallocation of schools with Mrs Spacey. Mrs Spacey attended the meeting to help with the handover.</p>	
HPA/002/ 2425	<p>Governance report by GP & CoC</p> <ul style="list-style-type: none"> • Declarations of Interest The Chair confirmed that all governors had completed their declaration of interest for the academic year of 24/25. • Code of Conduct The Chair confirmed that all governors had completed their code of conduct for the academic year of 24/25. • Confirm/appoint to link governor roles Link governor roles to remain the same for now. 	

	<ul style="list-style-type: none"> • Confirmation of training for governors to complete Governance Professional to send out the link to the safeguarding videos and all governors to confirm they have been watched. • 2024/25 training programme The Governance Professional confirmed there will be Trust training in November, April and July. The November one will be on the Ofsted changes which governors will receive a pre-recorded video in advance of October half term and then can bring any questions to the next meeting. Governors are then to decide what training they may like for the January and May meetings. • Governor Recruitment update & staff governor election Current vacancies are for 3 appointed governors and 1 staff governor. The Principal is speaking to staff about the position. • 1:1 meetings with CoG to be arranged The Chair is going to arrange these with the governors over the coming weeks. • Calendar of Events for governor attendance for 24/25 In advance of the meeting, governors received a list of the key dates for the academic year. The committee did discuss their attendance at the upcoming parents' evenings. • Governor Bio (LM & JM) Mrs Mee advised this has been completed. Governance Professional to upload to the website and follow up with Mrs Murungi. 	<p>GP</p> <p>GP</p>
<p>HPA/003/ 2425</p>	<p>Minutes of the meeting dated 8th July 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>HPA/004/ 2425</p>	<p>Matters arising Outstanding</p> <p>068/23/24: Chair to discuss outstanding safeguarding requirements with RG (SB/RG) – actioned due to RG leaving the committee It was agreed that with Mrs Gear's resignation being expected this would be followed up if she decides to continue on the committee.</p> <p>070/23/24: JM to complete Eligibility request (JM) Governance Professional to check as Mrs Mee advised she has completed this.</p>	<p>GP</p>

	<p>070/23/24: Governors to attend Governor Rewards event with response to CG To confirm this has been actioned.</p> <p>071/23/24: AIP for review Please see agenda item HPA/005/2425.</p> <p>071/23/24: H&S & GDPR Committee minutes for each LAC meeting The H&S meeting was due to be held after the LAC meeting so these will be shared at the next meeting. Governance Professional to speak to the Team Leader to obtain the minutes.</p> <p>071/23/24: SB to arrange meeting with THA Chair The Chair to arrange this for this half term.</p> <p>073/23/24: EYFS Link Visit to be arranged The Chair is to arrange this meeting for this half term.</p>	<p>GP</p> <p>SB</p> <p>SB</p>
<p>HPA/005/ 2425</p>	<p>Principals Report</p> <ul style="list-style-type: none"> • Training – review of results <p>Mrs Mee advised she had met with the SENDCO and went through the outcomes for these children to which there were no concerns.</p> <p>The Executive Principal explained that the outcomes are not at national figures but that the academy plan to keep working hard to get closer. The progress that some of the children made has been significant and has helped to instigate rich discussions which have helped the academy focus their thinking on what is next and what will make the difference. Some clarity is needed regarding the reading pathway from foundation through to y6 especially where the children come off the phonics scheme and ensuring that the fluency is there when children are in y3 upwards. Within the academy and using the data that the academy has got, the academy SLT will be looking at the children that accelerated progress can be achieved. The governors asked what programme the children are on once they finish the phonics programme in y2. The Principal explained that there are 19 children who did not meet age related expectation at the end of KS1. The academy is working with a RWI specialist especially around fluency. Interventions are being held with those 19 children using RWI materials to help teach them the fluency so that they can increase this. It was added that from y3 upwards, the academy uses Star Reader which is an assessment tool and the academy have heavily invested in their books in classrooms so that children are reading the right book for the right stage in their development.</p>	

The governors queried if there is dedicated time and space for this development like there is in Reception – y2. Mr Letton confirmed this was through reading lessons and whole class reading.

The governors questioned if the children understand that reading continues as there is a current conception that they are now ‘off programme’ as the phonics scheme has ended. The Principal advised that this is why the reading pathway and curriculum is on the AIP for this year. Mr Letton explained that for some children phonics will never make sense and the academy must be open to finding the right approach for those children, one size does not fit all. **The governors added** that there is a need for the children to understand the next phase to ensure they understand the connection.

The governors asked if the reciprocal reader lessons are pitched at less able readers or do the academy leave children behind to which the Principal confirmed that they do not leave children behind and that gaps need to be filled. The English lead is working with teachers where they have children where RWI does not make sense so that their teaching can be more acutely tuned.

The governors queried if there were any resource constraints with 19 children needing something different for the rest of the year. The Principal advised that this teaching is still done within the classroom with their normal class teacher and is not a bolt on.

The governors questioned if the teachers are on board with this and is there a toolkit for staff to be able to do this. Mr Letton agreed it will take a little bit of work, however once the staff see the results then they will all be fully engaged. The toolkit will also be coming.

The governors noted that it sounds like this is being embedded from the beginning of school to which the Principal confirmed this was the case.

The governors added that they can tell it is work in progress but that there is a clear end point. It was agreed it makes the committee happier that there is a more consistent approach throughout the whole school rather than adding the most pressure on in y6.

The Principal added that the academy has applied for 4 pupil outcomes to be removed from their data due to joining the academy from non-English speaking countries in the 3 years prior to the exams. Governors were made aware that there are an increasing number of EAL children joining the academy. Mr Letton added that all children have to sit the test but then the academy can ask for their data to be removed.

	<ul style="list-style-type: none"> • ERM / AIR report if available or summary of key points / actions ERM summary will be provided for the next meeting. • Evaluation of AIP & SEF 23/24 There were no further questions on the AIP and SEF for 23/24. • Overview of 24/25 AIP Ahead of the meeting, governors were given a copy of the AIP for 24/25. During the meeting the Principal confirmed that further refinement of the document will be completed. Objective 1: To enhance the quality of literacy education, ensuring that all learners improve outcomes across all year groups. Objective 2: To enhance the quality of mathematics education, ensuring that all learners improve outcomes across all year groups, including those who are disadvantaged or have special educational needs. <ul style="list-style-type: none"> - The Principal let governors know that this including the effective use of tools that teachers can access to teach what they need. There is a new strategic lead for Maths within the Trust, Sarah Kahler, who the academy is working closely with to look at the data and the needs of the cohorts. It was added that the academy is already working at pace on this objective. The governors noted that this relies on assessments and the identification of needs before asking if the teachers were responsible for this. The Principal confirmed that the teachers are responsible for using the data to help advance the children's outcomes, but the Maths lead will be doing most of the work on the data. <p>Governors were advised that the academy and the trust have now moved away from PiXL so the trust are working on what the assessment will look like whilst ensuring the children are only be assessed on what they have already been taught.</p> <p>Objective 3: Implementation of the new EYFS curriculum plans through direct instruction and provision leads to improved outcomes for all learners.</p> <ul style="list-style-type: none"> - The governors asked if it is hard to get tangible assessment data from children in the EYFS provision. Mr Letton explained that this can be done through observing the children at their purposeful play to see where they are operating. The governors queried if the academy have the tools to upskill the team to 	
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ensure the purposeful play is where it needs to be. The Principal confirmed that the teacher is really experienced and the EYFS team have a strong working relationship. There is also lots of strength in the other primaries in the trust as well as a Trust EY lead. **The governors wanted** to highlight this as it had been mentioned on the recent Ofsted to which Mr Letton confirmed this was on the leadership and management of the EY rather than the provision.

Objective 4: Improving Outcomes for All Learners through high quality implementation of the curriculum and teachers' use of adaptive teaching practices to accelerate progress for all learners

- **The governors noted** that the biggest influencer on the results is the adult in the room so there is a desire to ensure the adult is receiving all the help they need to be the best. The Principal advised the committee that the academy has implemented the need for continued focus on retrieval and continuing to embed assessments. Now it needs to be sustained to ensure it has changed teacher's practice.
- The Principal added that there is high level of children getting greater depth. However, some of those getting greater depth at KS1 are not following this through to KS2. The teachers do have a good understanding of those children, but they need to know the children who have the potential to ensure they are being stretched.

The governors expressed that this feels like a lot of change for staff. Mrs Spacey it is mostly refining and adapting with a different guise. It will be a shift but not a complete change and by doing this is ensures everything the staff are doing delivers the maximum impact. **The governors asked** if the staff would manage as there has been a lot of change in the last 2 years. The Principal advised that she had started the year sharing the overarching headlines for the outcomes so that the whole team understood the shared goal. It was added that the staff are really on board and want to do the best they can.

- **Targets 2025**

There were no further questions on the targets for 2025.

- **Behaviour and attendance update**

The governors queried the budget considering the new Behaviour Lead. Mrs Spacey explained that this role was within the budget and will be sorted for future years due to the academy having a sustainable budget.

	<p>The Principal informed the governors that attendance is a key issue in early years with parents believing attendance is optional. The governors asked if this stems from nursery to which the Principal confirmed this was the case and because the children are not statutory school age, policies are unable to be applied. The governors questioned if parents know the impact it has by not sending their child to school. The Principal confirmed they do. Attendance does link into the inclusion team so they can work with families to identify any trends in relation to non-attendance.</p> <p>The governors queried when does a child’s attendance become statutory and it was confirmed it is the term after their 5th birthday. Mr Letton added that the year group with the worst attendance is y8. The Ofsted expectation is that the academy is doing everything you can to ensure attendance is as high as possible.</p> <ul style="list-style-type: none"> ○ FPE/PEX/AP review 23/24 <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> ● Receive any surveys / audits / review <p>The Principal explained that prior to the summer all staff were asked to complete a survey on people experience and wellbeing to which the results were shared with governors in advance of the meeting. The governors acknowledged that the academy’s results were positive and had been higher than average but noted there are still concerns around staff workload and disruption within the classroom. The governors added that the work that the Principal has done on belonging was evident in the results and it highlighted the supportive culture within the academy. Mr Letton explained that within the curriculum development team, they are looking at streamlining certain areas to ensure staff are doing less but better.</p> <ul style="list-style-type: none"> ● Sports Premium evaluation and plan <p>There were no questions on this item in the agenda.</p> <ul style="list-style-type: none"> ● Safeguarding - compliance & culture (LAC Checklist) <p>In advance of the meeting the governors received a copy of the safeguarding presentation that was shared with staff on the inset days. The governors asked for the Principal to put some of this into a local context for Hillocks Primary. The Principal explained that the local context and key focuses for the academy are as below.</p> <ul style="list-style-type: none"> - To ensure it is clear in the recording on My Concern why you are not referring something to MASH so that there is a trail of 	
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	<p>reasoning. Staff did receive a report from My Concern on the number of referral reasons.</p> <ul style="list-style-type: none"> - All teaching assistants have been trained in SEMH interventions and the mental health first aider is attending training in November. - It was acknowledged that the younger children were not able to articulate what bullying was. Staff were advised that this is a key focus for this academic year around the ‘Stop, start telling other people’ and what the DSL team do including the investigations and reporting that takes place on My Concern. - Harmful sexual behaviours were also discussed with the team and scenarios were used that the academy dealt with last year. - The Principal also confirmed to the academy staff when they would be doing another set of pupil voice and the follow up actions that were taken from the set that was done in the summer term. <p>The governors queried if the whole team are now confident in knowing where to go if something is seen or heard. The Principal confirmed that the staff surveys highlighted how staff really valued the training and found it beneficial to their roles, so they are more confident in knowing what to do now. It was advised to the governors that there are now weekly inclusion meetings, which is being overseen by the nurture lead and assistant SENCO. The governors questioned if the inclusion team meetings were working to which the Principal confirmed it is attended by herself, the behaviour lead, the nurture lead, the SENCo, the DSL, and the assistant SENCo. During the meeting they talk about pupils, including any safeguarding issues, any interventions that are needed, how to support any children and families. The meetings are going well and has an effective strategy. The governors asked if there was anything that could be done to make the meetings better. The Principal advised that it needs strengthening due to the high levels of safeguarding within the academy. The academy has just recruited for a behaviour mentor to lead on behaviour across the academy and that can also be a part of the safeguarding team. The successful candidate is joining the academy with experience in de-escalation techniques, creating bespoke plans and teamwork around the needs of patients. The Principal added that this candidate will also strengthen the safeguarding, behaviour and inclusion team. Mrs Spacey added that all academies within the Trust now run the weekly inclusion meetings but the one at Hillocks is really effective and the impact is already evident within the academy.</p> <ul style="list-style-type: none"> • SEND –local offer, information report 2024/25, annual review 2023/24 inc. all vulnerable groups (reports for websites) 	
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	<p>There were no questions on this item in the agenda.</p> <ul style="list-style-type: none"> Academy specific information including stakeholder engagement – actions for 24/25 The academy events for the year had been discussed earlier in the meeting. There were no further questions on this agenda item. Policies / local appendix to review/ratify Governors approved the policies which had been sent out for review. Data protection (any breaches/SARs/FOIA/Police requests) It was confirmed that there have been no breaches, SARS, FOIA or Police requests. Complaints / claims (no/overview) The committee acknowledged that a claim is still ongoing, and the academy are following the process. 24/25 trip calendar and review any Cat C trips held The Principal advised that the 24/25 trip calendar was currently being pulled together by the academy but at the next meeting a Cat C meeting will be brought to the committee. The Cat C trip being planned is a trip to London. Admissions 2026/27 local appendix approval (referral to Trustees if changes proposed & if consultation required) Governors were made aware that the admissions appendices for all primaries in the Trust was changing so that they all had the same oversubscription criteria. The policy appendices was distributed to the governors and retrospective approval was received by 04.10.2024. 	
<p>HPA/006/2425</p>	<p>Budget summary for 2024/25 Governors were made aware that the budget summary was not provided in time to the academy. Governance Professional to add to the next agenda if the Chair deems appropriate</p>	<p>GP</p>
<p>HPA/007/2425</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"> Results The AIP for 24/25 Attendance Local safeguarding context 	
<p>HPA/008/2425</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>	

HPA/009/ 2425	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.	
HPA/010/ 2425	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - There have been no confidential discussions.	
HPA/011/ 2425	Date and time of next meeting: Monday 18 th November 2024 Training Meeting at 5.00pm Main Meeting at 5.30pm	
	The meeting closed at 6.32pm Signed.....(chair) Date.....	