

**Minutes of the Local Academy Committee Meeting
held on the 23 September 2024 at 5.00pm
via Microsoft Teams**

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	A
Mrs Jemma Mee	Academy Committee Parent governor	
Miss Lucy Murungi	Appointed Academy Committee governor	
Vacancy x 1	Staff governor	
Vacancy x 3	Appointed Academy Committee governor	

In attendance:-

Mrs Claire Gledhill	Principal	
Mr Gareth Letton	Executive Principal	A
Mrs Rhianne Chambers	Governance Professional	
Quorum: 3	Governors Present:	4

Responses, **challenge, support**

Item No	Item	Action/ by who/when
HPA/012/ 2425	Welcome and Apologies for absence Mrs Barksby and Mrs Gear sent their apologies in advance due to work commitments. Mr Letton sent his apologies due to personal circumstances. All apologies were accepted.	
HPA/013/ 2424	Declarations of interest It was acknowledged that Mrs Gear is still to complete the annual declaration of interest. Mrs Beasley completed the declaration of interest retrospectively after the meeting. 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.	
HPA/014/ 2425	Training It was confirmed that Mrs Beasley and Mrs Murungi had watched the Ofsted training recording in advance of the meeting. The rest of the committee were reminded to update the Governance Professional when they have caught up with the training for the committee's training log.	

	<p>The governors agreed that the training was useful from a governance perspective and gave an indication of the challenge that could be given to school on what an Ofsted inspector may be looking at.</p> <p><i>Mrs Mee joined the meeting at 5.10pm.</i></p> <p>The Chair added that Ofsted inspectors have all had mental health training and are keen to know that staff are having keeping in touch meetings. It was agreed it will be better knowing that inspectors will be more consistent with their approach.</p>	
HPA/015/ 2425	<p>Governance report by GP & CoC</p> <ul style="list-style-type: none"> Local response following central training <p>It was confirmed that all governors except for Mrs Gear have completed the annual safeguarding update and read KCSIE.</p> <p>The Governance Professional confirmed that there had been no representation for Hillocks at the recent SEND link training or the safeguarding link training.</p> <p>Governors were reminded to update the Governance Professional when any training is completed or caught up on so that the training log for the committee can be updated.</p> <ul style="list-style-type: none"> Link governor role, visits, and reports <p>The committee discussed the link governor roles, and it was agreed as below.</p> <ul style="list-style-type: none"> Mrs Beasley - Leadership & management and Early Years Mrs Mee – Quality of Education & SEND Mr Reader – Quality of Education & PP Mrs Murungi – Quality of Education - Outcomes Mrs Barksby – Safeguarding <ul style="list-style-type: none"> Local training established from governance self-evaluation and focus on priority aspect of school improvement <p>The plan for the training at the January meeting will be on how staff use assessment data to see impact and make further improvements to teaching.</p>	
HPA/016/ 2425	<p>Minutes of the meeting dated 23 September 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	

<p>HPA/017/2425</p>	<p>Matters arising</p> <p>HPA/002/2425 – To note the governance professional distributed the safeguarding videos to all governors. The governors update of who has watched it is noted within HPA/015/2425.</p> <p>HPA/002/2425 – To note, both Mrs Mee and Mrs Murungi’s bios have been updated on the website.</p> <p>HPA/004/2425 – To confirm Mrs Mee’s eligibility request has been received.</p> <p>HPA/004/2425 – To note there has not been a Health and Safety Committee meeting this term yet. It was agreed for the minutes to be distributed once held.</p> <p>HPA/004/2425 – Meeting between Mrs Beasley and Kate Turner (Chair at The Holgate Academy) is being arranged.</p> <p>HPA/004/2425 – EYFS link governor visit is being arranged.</p>	
<p>HPA/018/2425</p>	<p>Principals ERM Report</p> <ul style="list-style-type: none"> • Quality of education update <p>The Principal explained that the academies request to remove the data of the 4 children, who joined the academy in the last 2 years, was successful. The IDSR was issued recently so therefore the updated official data will not be released until January. It was added that the academy currently has a high mobility of children coming in and out the academy with a rising number of EAL children from around the world.</p> <p>It was added that the core data is not where the academy wanted it to be, but the Academy Improvement Plan (AIP) has been put together as a reflection of this. In addition to this, the academy has a rapid improvement plan that is being written with the Trust and with English and Maths as core subjects. There is intensive work under way with the key subject leads and the Executive Principal to rapidly improve the outcomes based on the outcomes of the KS2 data in July 2024. The governors asked for clarity that the Y6s noted in the plan is the current Y6 to which it was confirmed this was the outgoing Y6 in Summer 2024.</p> <p>The governors asked what the assessment data is telling the academy for this year and what strategies are in place to support what the academy has learnt. The Principal confirmed that reading outcomes are looking healthier which, therefore, goes hand in hand with the writing outcomes. Maths continues to be an issue but is in a progressive nature. Sarah Kahler, Maths subject lead for the Trust is currently deployed to</p>	

	<p>work at Hillocks Primary Academy (HPA) and Samuel Barlow Primary Academy (SBPA). The academy is working at refining the curriculum and Sarah Kahler has planned CPD sessions as well as coming into the academy to work with teachers on both coaching and planning meetings which is helping staff with the implementation of maths. The Principal added that there is a plan in place to improve teacher's implementation and to continue to look at fluency and automaticity. In addition to the above, the academy is running clubs for multiplication where the team are raising the profile of TTRS across the academy to get children more involved.</p> <p>For reading, the academy has heavily invested in books for classrooms using the Accelerated Reader / Star Reader programme. By using this programme, children in Y3- Y6 now have books for all target ranges. The academy know that teaching of phonics is strong in KS1, so in addition, the academy is looking to enhance this into Early Years so that children have an accelerated start earlier. The Early Years teacher has completed some additional training to support this.</p> <p>The governors acknowledged that there is a lot going on specifically in Maths before asking how the changes are going to be filtered back to check the children have both the understanding and comprehension. The Principal advised that the academy is no longer using PiXL for assessments as they used to test on the whole year of curriculum coverage which was unfair in the autumn term as there was a lot of content being assessed that had not been taught yet. Moving forward, Sarah Kahler has created testing materials that reflect the coverage of the curriculum to date and these materials, along with the question level analysis tools. Throughout this process, it has been explained that this is a collaborative approach with the team and governors were highlighted to the fact, the staff have been fully engaging and appreciative of Sarah Kahler's expertise and time as well as the ability to ask for support when needed.</p> <p>The governors noted that the progress check will highlight any gaps and then questioned how this will be fed down to the pupils to ensure gaps are being filled. The Principal explained that when a teacher gets the results, they get a spreadsheet to collate the information on with what the children know and to look at any trends and misconceptions of what the children don't know. The data will then be discussed in progress reviews as both the whole cohort and individual students which then forms the plan for interventions. The governors queried if there is the capacity for interventions. The Principal detailed that historically, it would be seen for teaching assistants to run any interventions however this is now seen as either a whole class discussion on a question which the majority may have got incorrect or a guided group once the class</p>	
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	<p>has started a task. Interventions use a mixture of resources. The governors asked how the SLT of the academy gets assurance that all classroom teachers are using varied approaches to interventions. The Principal confirmed that this is part of the role of a subject leader. In addition to this, the academy would check this through quality assurance when books are checked, and outcomes are discussed in progress meetings. The academy has a regular cycle for progress meetings which is incorporated into the assessment calendar.</p> <ul style="list-style-type: none"> • Impact of additional funding: <ul style="list-style-type: none"> ○ Pupil premium evaluation and evidence of impact on outcomes 2023/24 and review of strategy for 2024/25 <p>The Principal confirmed that the final strategy for 2024/25 is almost finished. Document to be shared with the committee once finalised and published.</p> <ul style="list-style-type: none"> ○ Sports premium evaluation and plan <p>Governors were made aware that the sports premium plan has been updated using information from teacher feedback about their confidence on subject knowledge therefore, the delivery is focussed on improving this and is a more targeted plan. The academy is also looking to invest money in equipment for unstructured time to encourage open ended play. The Principal advised she is working at other primaries in the Trust to ensure that spaces are being planned to the maximum. The governors asked how this will impact the staffing if the provision will be more structured play. It was confirmed that this will be loose parts play and therefore no additional staffing will be needed. The adults will model the provision and play with the children and governors were made aware that the Midday Supervisors are excited and onboard with the plan. It was added that the academy does need to plan the provision carefully and ensure behaviour expectations are set. The new Behaviour Lead will be timetabled to be outside during break and lunch times too.</p> <p>The governors queried if this would incorporate a nature provision. The Principal confirmed that a teaching assistant is working towards an accreditation in forest schools following some training in September. The academy has recently had some trees cut and are waiting for these to be disposed of before the forest school space can be accessed. The forest school lead for HPA has been buddied up with the forest school lead from Wainwright Primary Academy to work together on the provision. The Behaviour Lead is enthusiastic to work with children in terms of social, emotional and mental health and the benefits of animals therefore he is wanting to work with the school community to raise money for chickens. The academy is also looking to reach out to companies to aid with this including llama walking.</p> <ul style="list-style-type: none"> • Receive any surveys/audits/reviews 	CG / GP
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	<p>The governors acknowledged the AIR report which was from the summer term. It was agreed it was an overview of the year and can see how far the academy has moved on. This is a credit to the Principal and the team for the hard work and that the gaps are feeling smaller than they were, mostly down to the proactivity of the Principal.</p> <ul style="list-style-type: none"> • Safeguarding - Compliance and culture <p>It was acknowledged that the Local Authority safeguarding audit needs to be completed by December. The Principal will work with Mrs Barksby to complete.</p> <p>The governors noted that physical punishment is a common theme for the academy and questioned what is being done with those families to readapt. The Principal advised that these cases have been referred to MASH where they will make decisions with the family on the appropriate interventions. From the academy's perspective, they continue to work with families on an individual case-by-case basis.</p> <p>The governors requested for the BBC video to be shared. The Principal agreed to send this to the governors.</p> <p>The governors acknowledged the sheer level of safeguarding concerns and the demand on the staff before asking if this has settled down. The Principal advised that the academy have recently recruited a new member of the safeguarding team who has experience of working in adult mental health and will be the Behaviour Lead and DDSL. During the summer term there was 2 members of the safeguarding team, but this has now increased to 5 so there are now weekly meetings to help empower each other and discuss any cases.</p> <ul style="list-style-type: none"> • SEND <p>There were no questions on SEND.</p> <ul style="list-style-type: none"> • Data Protection (any breaches/SARs/FOIA/Police requests) <p>There were no questions on data protection</p> <ul style="list-style-type: none"> • Complaints, claims (No's/overview) <p>There were no questions on complaints / claims</p> <ul style="list-style-type: none"> • Attendance <p>The governors asked if any fines have been issued due to attendance to which it was confirmed there has not and the academy are currently sending out the letters where children have less than 90% attendance.</p> <p>The governors queried if there has been any impact from Mrs Houghton's absence with attendance. It was confirmed that absence remains the same.</p>	<p>CG / MB</p> <p>CG / GP</p>
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	<ul style="list-style-type: none"> • 2024/25 Trip calendar and review any Cat C trips held <p>In advance of the meeting, the Principal shared the trip calendar for 24/25, and the governors confirmed they were happy with the offer.</p> <p>The governors noted that the Y3/4 class has only had 1 trip whilst at Hillocks due to lack of funding and asked if any other year groups have been affected. The Principal confirmed that the recent Y3/4 trip was cancelled due to only 30% of parents paying. It was added that the academy does not have the money within the budget to subsidise for trips so therefore the decision has to be made to cancel trips early enough before the academy gets invoiced with cancellation charges. Mrs Mee agreed to liaise with the class teachers to look at fundraising methods to ensure the children get to experience a school trip. The Principal added that the academy is looking at in-house experiences to give the children enrichment opportunities with a lower cost. The academy is also offering bikeability this year as well as the singing club going to Kings Mill to sing.</p> <ul style="list-style-type: none"> • Pupil/staff (inc. wellbeing) parents and community views <p>Mrs Meeson has recently taken the training to become a mental health lead for the academy. It was agreed it would be beneficial for Mrs Meeson to either attend a meeting or to provide information to discuss this in more detail. The governors asked if staff know where to get mental health support from to which it was confirmed that staff are aware of the employee benefit service, Vivup, which was shared with staff on the inset day in September as well as being share on emails via the business team. On a case-by-case basis, staff have been signposted where it has been deemed necessary.</p> <p>The academy has recently held reading mornings which have been well received with parents as well as the Bonfire breakfast with phonics. It was added that these were excellent and beneficial to parents. The Principal added that discussions with Friends of Hillocks have been held to discuss the key events for the academy moving forward as well as agreeing on what the money raised will be spent on to ensure that all children benefit.</p> <p>The governors questioned if parental behaviour has improved. The Principal confirmed that in total, 2 parents have been banned from the academy and the policy has strengthened the approach to this as well as providing the mechanisms and support that is needed. To change the culture completely, will take some time but there has been a positive response to the application of the policy. The governors asked if there are mechanisms in place for if a staff member feels threatened or vulnerable to which it was confirmed there currently is not. The</p>	GP
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	<p>governors discussed several options with the Principal. It was added that the Principal has spoken with the Business Manager, and it has been agreed for the policy to be clearly communicated with parents regarding the expectations when on site.</p> <p>The governors highlighted that a survey had been shared regarding the provision for after school club and asked if this was something that would be coming to the academy. The Principal explained that the government has expectations coming in regarding wrap around care around the school day as well as in the school holidays. The Trust business team are currently looking into logistics and the demand for this and from there, external providers or hubs may be investigated for those academies in proximity.</p> <ul style="list-style-type: none"> • Policies/local appendix to review/ratification There were no policies or local appendices to review / ratify at this meeting, • Budget In advance of the meeting the governors received a budget overview. It was acknowledged that the governors will receive a copy of this intermittently to show the governors how the school compare to other primaries and to the Trust. There is nothing to challenge on and is purely for information. 	
HPA/019/2425	<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"> • Staff wellbeing • Quality of education • Sports premium plan inc. new provision for unstructured time. • Safeguarding • Trip calendar 	
HPA/020/2425	<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/021/2425	<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>	
HPA/022/2425	<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"> - There have been no confidential discussions. 	

HPA/023/ 2425	Date and time of next meeting: Monday 20 January 2025 Training Meeting at 5.00pm Main Meeting at 5.30pm	
	The meeting closed at 6.50pm Signed.....S. Beasley (Chair) Date..... Agreed via email 19.11.24	