



Minutes of the Academy Committee meeting held on Monday 21 September 2020
Via Teams

| Governor name | Initials | Governor category | A = absence |
|---------------|----------|-------------------|-------------|
| Kate Turner | KT | Appointed | |
| Paul Saint | PS | Appointed | |
| Sue Tongue | ST | Appointed | |
| Trevor Clay | TC | Appointed | |
| Julia Dickens | JD | Parent | |
| Deborah Doyle | DD | Parent | |
| Phil Bailey | PB | Staff | |

In attendance: [staff or other invited persons]

| Staff name | Initials | Role | |
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| Heather Widdup | HW | Senior Principal | |
| Matt Pennington | MP | Principal | |
| | | | |
| Amanda Terry | AT | Clerk and Advisor | |

| Item No | Item | Action |
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| AC/01/20/21 | <p>Apologies for absence</p> <p>There were no apologies for absence.</p> <p>Governors noted Sheila Clarke had resigned due to family commitments. Governors asked the Clerk to email Sheila to thank her for her contribution to the Academy and asked it to be noted that she would be most welcome back to the Committee at a later date.</p> <p>Mrs Turner welcomed Deborah Doyle to the meeting, Parent Governor. Deborah introduced herself and explained she was parent to a Year 7 Holgate student and her other child had just left Holgate too. She currently worked in Safeguarding and had previously been a governor at Lee Mills Primary. Governors welcomed her and were delighted to have her valuable skills on the Committee.</p> <p align="right">Heather Widdup joined the meeting 1705.</p> | |

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| AC/02/20/21 | <p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.</p> | |
| AC/03/20/21 | <p>Minutes of the meeting dated 3 February 2020</p> <p>The minutes of the meeting, having previously been received by the Chair and attendees had been agreed by email. A digital signature would be applied but the Clerk asked Mrs Turner to email her consent.</p> | KT (within 2 weeks) |
| AC/04/20/21 | <p>Matters arising</p> <p>AC1920 30 Admissions Policy consultation – update on status (taken out of Agenda order as Mr Pennington arrived at 1707)</p> <p>Mr Pennington said there had been no changes to the Admissions Policy as a result of the Consultation.</p> <p>AC1920 39 Update on Post 16 split on Finances between Holgate & The National School</p> <p>Mrs Widdup said she had a meeting regarding this, this coming Friday and following that meeting she would send an update to the Clerk for her to email out to governors.</p> <p style="text-align: center;">Mr Pennington joined the meeting at 1707</p> <p>AC1920 39 Update on issues associated with Attendance Registers</p> <p>Governors were reminded of the action and that it related to system problems accurately storing attendance marks. Mrs Widdup said since the last meeting there had been further issues relating to coding for COVID. She said the DSL had a meeting with Chris Elliot from the Trust. It had also been raised at the ERM meeting. Update next meeting.</p> <p>AC1920 40 Update on Governor Action Plan</p> <p>Mrs Turner said the action plan would be updated and circulated to governors ready for the next meeting.</p> <p>AC1920 40 Update on Link Governor Reports moving forward</p> <p>Mr Saint updated governors and said progress had been halted due to Lockdown and COVID restrictions but moving forward Link Governor roles would be reviewed as to how they may best support the Academy with these roles. Deborah Doyle added that she did have experience previously doing a link governor role.</p> | <p>HW (w/c 28/9/20)</p> <p>HW (next mtg) MATTERS ARISING NOV AGENDA</p> <p>KT (before next mtg) AGENDA ITEM NOV</p> <p>PS (before next mtg) AGENDA ITEM NOV</p> |



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| | <p>AC1920 41 Engagement with Stakeholders – community involvement – incorporate with a link governor role</p> <p>Mr Saint said, as the above more general Link Governor roles, these roles also needed to be reviewed. He will update at the next meeting.</p> <p>Mr Clay referred to the 15 July 2020 Risk meeting that took place during Lockdown where Mr Wilson had attended to give an update to governors on the status of the work identified on the last Condition Survey. He asked the Clerk to record in these minutes that Mr Wilson had informed governors he would update them regularly at this meeting on the status of the works highlighted on the last Condition Survey. An update hadn't been received.</p> <p>Mrs Widdup said she had met with Mr Wilson recently but the Academy were still not in a position to progress works identified. Governors were concerned this still remained unresolved and requested the Clerk to invite Mr Wilson to the next Academy Committee meeting on 30 November 2020.</p> <p>Mr Saint added that it was essential that governors were reassured that the current Academy building was fit for the education of current students as well as be able to accommodate increased capacity in the area too.</p> <p style="text-align: right;">Action: Clerk to invite Andrew Wilson to the next meeting clerk for an update.</p> | <p>PS (before next mtg) AGENDA ITEM NOV</p> <p style="text-align: right;">AT (within 2 weeks) AGENDA ITEM NOV</p> |
| <p>Training/ Briefing</p> | <p>Scheme of Delegation – Alison Elway</p> <p>Mrs Elway shared the Scheme of Delegation (SoD) 20/21 document online with governors and highlighted the main points. She advised that it was a legal requirement for the Trust to have a written scheme of delegation to outline governance remits. She added that the Trust Board have the overarching remit with some remits delegated to committees.</p> <p>She said it covered the previous three Terms of Reference but now had a fourth which was the engagement of the stakeholders.</p> <p>It also included reference to the Nolan Principles. Mrs Elway said this document should also be read in conjunction with the DFE Governance Handbook and the Trust Governance Handbook. She explained that Members were the top level and their role was akin to stakeholders and hold the Trustees to account. She said the Trust had three members and were also looking to appoint as five was the</p> | |

recommended number. The Trust Board were the accountable body of the organisation and they had formed the Trust Board Committees and the Local Academy Committees. Governors were shown the organisation structure for Governance and Mrs Elway explained the roles and responsibilities of each tier including the Trust Board and the Committees.

Mrs Elway said there were no changes to the actual remit of the committee for holding leaders to account for educational performance. She said the Admissions Policy would be produced locally but if any changes within the policy eg Pan/oversubscription then it must go to the GP for consideration.

She highlighted the Link Governor roles required including SEND, H&S and Educational Visits Link Governor although she recognised this term there may not be any visits planned due to COVID 19.

She explained the Committees role on supporting the Principal on Complaints.

Mrs Elway said the financial remit of this Committee was to challenge the rationale for spending within allocated budget and the intended impact and outcomes on learning and regularly evaluate the intent, impact and value for money through the strategies for Pupil Premium, SEND, Catch Up Funding

She highlighted that an Admission Panel must be formed if oversubscribed for any In Year Admissions.

She gave an overview that this Committee should have between 5 to 10 governors and a Staff Governor was optional but there must be 2 elected Parent Governors.

She updated governors on this SoD changes to Term of Office as whilst it remained as four years, from January the maximum term of office is two times a four year term unless you become a Chair of Governors then you can serve a further term (No person can be a Chair if employed by the Trust), making a maximum term of office for a governor as 8 years and 12 years as Chair.

She highlighted how many meetings the Committee would meet and that Quoracy was 50% of governors in post. The Agenda would be set with senior leaders in the academy around the standard agenda provided by the Trust (but more specific Academy items can also be added) and papers should be received 7 days in advance. Declarations must be advised to the clerk annually and for each Agenda too. Mrs Elway highlighted the importance of meeting attendance.

She updated governors' on the process for the Reports to Trustees following Committee meetings and that the report may contain celebrations too. She stressed the importance of the items remaining strategic as operational items should be dealt with by the Senior Principal. In response to a governor question, she apologised for the delays previously in responding to items raised on these forms but assured governors that future responses from the Trust would become timelier this year.

Mrs Tongue noted that the Committee were to support the academy leaders in Safeguarding and GDPR so asked if there was a requirement for Link Governors for those roles. Mrs Elway confirmed there was and the usual safeguarding checklist is still required to be completed with the Academy DSL as well as the Safeguarding Audit too. It was confirmed that Link Governor reports would go to the Committee and if there were any concerns these should then be passed to the Trust board via the Report to Trustees.

Governors referred to the Committees ability to challenge on budget spend as to date they still hadn't received any budget information or management accounts so were concerned they were unable to fulfil the remit of their role. Mrs Elway said the Committee's role was to ensure any spend was in line with budget and CFLP as well as looking at the impact of the SEND and PP budget. Governors said they were unable to do this without sight of the budget.

Mrs Tongue as Link governor for Pupil Premium said she had met with the Academy person responsible for Pupil Premium and they hadn't got the Pupil Premium budget either. Mrs Widdup recognised this and noted there had been issues last year but reassured governors that these issues had been resolved and the process was being managed differently.

Mr Clay said it wouldn't be possible to challenge the rationale for spending and any changes to staffing without a view of the initial budget and also sight of regular reporting so he was concerned that governors were unable to carry out their financial remit within this SoD. Mrs Elway said she would follow up the budget/management accounts with the Finance department. On behalf of all governors, Mr Clay raised concern that governors hadn't had this information for this meeting or before and that potentially it could be the end of November before this may be available for them to see. Mr Clay added that this issue had been raised on previous years too and each year governors had received assurances that priority would be given to align the committee meetings against the budget setting and management accounts timetable and that they would be available in advance of the Academic Year.

Mrs Elway said priority should be given to the Pupil Premium and SEND spending and its impact.

Paul Saint queried this and referred to the current SoD, a statement on Page 9 as he understood it to say this Committee had the remit for spending priorities of the whole budget for the Academy. He requested that this was clarified.

Mrs Widdup agreed with Mr Saint and asked Mrs Elway to clarify this within the SoD and concurred Governors' comments on the importance of getting the wording correct on the SoD so governors had a clear understanding of their remit.

There followed a detailed discussion on the remit of the Academy Committee and governors said without sight of the budget figures they couldn't look at the rationale behind the budget or ensure spend was having an impact. Mrs Elway said she would feed this back to Trustees but the SoD may not get changed this year.

Paul Saint stated that he was surprised this would be the situation given the renewed emphasis on stakeholder engagement, and as the Committee were stakeholders, he would have thought it sensible to consult the stakeholders on this SoD before it was set and approved for use this year.

Following a question from a governor there was a discussion on the Report to the Trustees and the process on receiving feedback on the comments. Mrs Elway clarified and apologised again for the delay in feedback previously from the Trust and assured governors this would be rectified.

Mrs Turner asked the rationale behind the term of office changes as the Committee felt that this may lead to a loss of governors and experience and that potentially a Committee may lose experienced governors all at the same time. Following a discussion Mrs Elway clarified that this resets in January 2021 so current governors whose term of office expires next year (and had already done 2 terms or more) wouldn't be affected as they would be eligible to do a further 2 x four year terms.

Paul Saint highlighted his concerns that as the current SoD was reviewed annually it would be important to note this as it would be difficult to monitor terms of office if this 'rule' changed again.

Paul Saint noted that the current SoD stated that the Committee monitor the AIP not agree the AIP. This was confirmed.

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| | <p>Mrs Turner asked for confirmation of expectations of Link Governors in these unusual circumstances of COVID 19. Mrs Elway said the Local Authority Safeguarding checklist would still need to be completed by the Safeguarding Link Governor role with the DSL and consideration should also be given to mental health and wellbeing.</p> <p>Mrs Elway would also expect the Link Governor for PP and SEND to visit and whilst H&S may not be able to do a walk around they should be aware of the risks of the site and Health & Wellbeing of staff and students too. Mrs Elway confirmed that any concerns from a Link Governor should be passed to this Committee in the first instance and the Committee would then report this to Trustees if they felt it necessary.</p> <p>Deborah Doyle briefly left the meeting at 1755 to take an Academy related family call.</p> <p>Governors thanked Mrs Elway for attending the meeting to run through the SoD.</p> <p>Mrs Elway left the meeting at 1810.</p> | |
| AC/05/20/21 | <p>Membership & Standard Items (taken out of Agenda order before Ms Elway's briefing)</p> <p>The Clerk confirmed the Trust GP Committee had approved the appointment of Kate Turner as Chair of Governors for a further year (as the current SoD states a Term of Office for a Chair is 1 year).</p> <p>There was a discussion on Governors' understanding of the SoD and the term of office changes. Governors agreed to raise concerns at the SoD briefing next.</p> <p>The Clerk informed governors that staff elections had closed at 4pm today and one nomination had been received for Phil Bailey so he would continue as Staff Governor.</p> <p>Deborah Doyle had been appointed as a parent governor (Mr Saint was now an appointed governor) and Mr Saint and Mrs Turner were planning to meet another candidate who had completed an application form and on paper had the necessary skills to join the committee. Update the next meeting.</p> <p>The clerk confirmed an advertisement for a further Governor vacancy will remain on the website given Mrs Clarke's recent resignation.</p> | <p>PS/KT (Nov mTg AGENDA Membership)</p> |

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| | <p>Code of Conduct Governors were reminded that they should email the Clerk to confirm they had read and agreed the Code of Conduct circulated.</p> <p>Training Plan 20/21 Update to follow on this but current thinking from the Trust was training will be done virtually at Trust level as per the recent KCSIE training. Governors thought this was a good idea in principle but wanted to ensure that Academy related training was also included. The Clerk agreed and said that Academy related briefings could still be included as an Agenda item but it may be a good idea for governors to feedback now their training needs and she would pass them on to the Trust.</p> <p>Complaints Log The clerk confirmed there had been no complaints received at Governor level. Academy complaints had been shared for information with governors.</p> | <p>ALL (within 2 weeks)</p> <p>ALL (within 2 weeks)</p> |
| AC/06/20/21 | <p>Policies Admissions Policy 22/23 Governors were informed there were no changes for 2022/2023.</p> <p>Mr Saint queried the Pupil Premium policy as his search had found it wasn't available on the website and Mrs Widdup confirmed this would be circulated soon but she needed to review it first.</p> <p>The Clerk advised again that any changes to PAN must go to the Trust Board first. It was confirmed that there were no changes to PAN.</p> <p>Governors had been informed previously that the Trust had updated the following policies and they were on the Trust website:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection policy Sept 2020 • Attendance policy Sept 2020 • Data Breach policy 2020 • Freedom of Information policy Sept 2020 • GDPR policy Sept 2020 • Member Trustee Governor Privacy Notice Sept 2020 • Privacy Notice Student Sept 2020 • Parent Carer Privacy Notice Sept 2020 | <p>HW (within 2 weeks)</p> |
| AC/007/20/21 | <p>Updates re exams and Centre Assessed Grades Mr Pennington shared the data summary document and noted the comparison to last year and reminded governors that, as it was centre assessed grades, these results wouldn't have been affected</p> | |

by illness or nerves on the day so expectations would be that nationally grades were higher than previous years however he was confident that the process followed by staff was rigorous.

Mrs Widdup asked governors agreed and asked them to note that instructions for staff had been to give the student the grade that they would achieve if they did their best. Therefore staff had already put in action plans since the mocks and the grades had also been moderated by other academies too with challenge between the academies so the Senior Leaders were fully confident they reflected a true accuracy of the grades.

Governors noted that high ability boys appeared to be an issue and this was agreed by Senior Leaders and had been addressed in the AIP; as had issues with Pupil Premium boys.

Mr Saint said governors had only received this information on Sunday night and he would have liked to have received all papers for the meeting in advance in any case but with this particular data he would also have expected a commentary explaining the headlines. Governors agreed.

There was a discussion on the initiatives put in place and the targeted actions.

There was a discussion on the PP gap widening and governors said they needed to understand this in order to challenge. There was a discussion and the Principal explained the current difficulty of comparing non PP and PP students due to the difficulty of obtaining the data nationally. Governors recognised this but asked that a narrative to this kind of data summary would be helpful and should always be provided.

Mrs Tongue said she understood we were in unprecedented times with COVID 19 but she would really appreciate an explanation or executive summary of the headlines of the table circulated. Mrs Widdup agreed with governors and said she would provide an Executive Summary going forward but would also send a summary of this report to the Clerk by the following Monday so it can circulate to governors.


Governors asked about A Level results and Mr Clay said given the Committee's link with HSFC he would have expected results and he commented that the Committee were still awaiting details on the costs Holgate were spending for the Post 16 facility.

Mr Saint asked for an update on Safeguarding. The Principal said all Safeguarding training had been done for all staff. In response to a

HW (28/9/20)

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| | <p>question from the Clerk, governors confirmed, with the exception of Paul Saint, governors hadn't attended the Trust statutory training provided on Safeguarding. Governors were requested to view the invite and attachments so they could satisfy the mandatory training for KCSIE.</p> | ALL (within 2 weeks) |
| AC/008/20/21 | <p>AIP 2019/20 & draft 2020/21</p> <p>Governors had previously received the AIP with the papers. Mrs Widdup said she had been working with the Trust and had changed the approach to the AIP with a move to change rather than maintenance. Heather shared the AIP on screen and highlighted the three AIP objectives and illustrated to governors how she felt the Academy may address them differently this year. She said it was a 3 step process and the need to know the start point and the desired outcome with milestones included too.</p> <p>Mrs Widdup said consideration should also be given to:</p> <p>How are we going to do it? What is going to be different that is going to bring about the change? Eg highlight the differences not the maintenance. At the end of each term a measurement of the impact via rag rating.</p> <p>Mrs Widdup highlighted some differences and in particular that the AIP needed to involve all stakeholders not just SLT.</p> <p>Mr Clay said without objective measurements how do we know we are starting at a minority and expectations of the majority to exhibit the behaviour. Heather said that the Ofsted schedule would be used, with a suggested behaviour rating for a GOOD descriptive.</p> <p>There was a discussion on a change of culture and that staff were already noticing this.</p> <p>There was a discussion on collecting data.</p> <p>Paul Saint said he felt it was important soon that governors visit the Academy to see evidence of this culture change and measure student behaviour change too. Governors congratulated SLT's desire for a move from a culture of fear and punishment to a culture of engagement.</p> <p>The Senior Principal highlighted that there had been a need to adapt our behaviour for the student and to empower the staff to adapt the behaviour policy accordingly to ensure we get the best out of each student. She gave examples and stated that we needed to take intelligent fair action for our students but that action always allowed education to continue.</p> | |

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| | <p>There was a discussion on partnerships between home and the academy to understand any issues with students.</p> <p>There was a discussion on Objective 3 – the participation and holistic approach to drive a positive culture and involvement.</p> <p>Mr Saint raised ‘Stone Soup’, an outstanding school that lessons may be learnt from and there followed a discussion regarding this, the Academy’s Alternative Provision and confirmation that staff were looking at improvements and a blended approach for our students. It was confirmed that a visit to ‘Stone Soup’ was planned.</p> <p>There was an attendance question from Deborah on the coding process for students who were self-isolating due to COVID 19.</p> <p>There was a discussion regarding COVID 19 and Mrs Widdup confirmed there had been a 2nd case reported today at the Academy in Year 7 and another case at the HSFC. The Academy were currently awaiting advice from Public Health England. She asked governors to treat this in the strictest confidence at this stage until this advice had been received. She stressed the importance of confidentiality, particularly on social media.</p> <p>Mrs Turner asked if the Academy would chase up Public Health England and Mrs Widdup said they would.</p> | |
| AC/009/20/21 | <p>Generic Principal Update & Safeguarding Risk Register (standard Risk Register with COVID risks included)</p> <p>Mr Pennington said the risk register has been reviewed and included reference to COVID 19 too.</p> <p>Mrs Widdup referred to the ERM document and the agreed actions were:</p> <ul style="list-style-type: none"> • AIP • Support from the trust had been received on behaviour and special educational needs • The collection of attendance data will be actioned. <p>Governors noted the report.</p> <p>Mr Clay noted the target for attendance as 98% and thought this may be ambitious given it was 94.5% last year and hadn’t been achieved. Governors agreed and commented they were pleased that the Trust would be supporting the Academy with attendance.</p> | |

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| | <p>Governors discussed the AIP.</p> <p>Mr Pennington left the meeting at 1855.</p> | |
| AC/10/20/21 | <p>Consider information to be advised to Trustees and complete the report</p> <p>Governors considered all items discussed at the meeting and asked the Clerk to add the following to the Trustees report:</p> <ul style="list-style-type: none"> • Future capital spend plans • Celebrate the hard work of SLT over the difficult COVID 19 situation. • Celebrate the production of the new school improvement plan as well as a new AIP style. • Celebrate Exams support from staff is to be commended. | CLERK (following mtg) |
| AC/11/20/21 | <p>Determination of confidentiality of business</p> <p>Equality Act consideration</p> <p>Nolan Principles</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That no confidential information had been discussed. - There had been no Equality Act implications. - Attendees were content that all decisions made adhere to the seven Nolan principles. | |
| AC/12/20/21 | <p>Date and time of next meeting</p> <p>Monday, 30 November 2020</p> | |
| | <p>The meeting closed at 1905</p> <p>Signed  (chair) Date 30 November 2020</p> | |

The seven Nolan Principles are outlined below:

1. Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
2. Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. Openness – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. Leadership – Holders of public office should promote and support these principles by leadership and example