



Minutes of the Academy Committee meeting held on Monday 30 November 2020
Via Teams

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

In attendance: [staff or other invited persons]

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

Item No	Item	Action
AC/13/20/21	<p>Apologies for absence There were no apologies for absence.</p> <p>Sue Tongue contacted the Clerk at the start of the meeting because she could not access Teams. The Clerk resent links to the meeting.</p> <p>Mrs Turner welcomed Helen Ridley to the meeting, and Governors welcomed her to the Committee.</p>	
AC/14/20/21	<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.</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/15/20/21	<p>Minutes of the meeting dated 21 September 2020 The minutes of the meeting, having previously been received by the Chair and attendees had been agreed by email. A digital signature</p>	KT (within 2 weeks)

	would be applied but the Clerk asked Mrs Turner to email her consent.	
	<p>Update from Andrew Wilson, Condition Survey Progress See Confidential Section</p> <p><i>The clerk had been in contact again with Mrs Tongue and Mrs Tongue asked for her apologies to be given to the meeting as she was unable to access the meeting.</i></p>	
	<p>Update following Central Training Risk Management Training 04/11 Pupil Premium & SEND Strategy 25/11 Review Development plans eg Site/IT</p> <p>It was confirmed that the Trust would be offering these regular training sessions to governors and whilst it was encouraged that governors attended the actual sessions to achieve the best benefit from these sessions. There would also be an opportunity, for those governors unable to attend, to watch a recording of the training.</p> <p>Governors said this new way of training was a positive step and asked that these comments with regards to the improvement in training opportunities from the Trust be added to the Trustee form.</p>	AT
AC/16/20/21	<p>Matters arising</p> <p>Condition Survey Mr Wilson had been invited to the meeting. Update provided earlier in the meeting under Confidential Section.</p> <p>AC1920 39 Update on Post 16 split on Finances between Holgate & The National School Mrs Widdup informed governors that it was a 40/60 split and it would remain that way as per the Funding Agreement. Mr Clay sought assurance on the efficiency of the use of our staff as his understanding was we only have under 30% students off at the Post 16 centre. Mrs Widdup confirmed that Mr Ellis (Holgate member of Staff) carried out viability analysis for each course. In response to a further question from Mr Clay, Mrs Widdup said that she was happy with the Teaching resource in the Post 16 Centre for the number of Holgate students accessing the Post 16 Centre.</p> <p>AC1920 39 Update on issues associated with Attendance Registers Mr Pennington confirmed this had been rectified.</p> <p>AC1920 40 Update on Governor Action Plan</p>	

	<p>Mr Saint said he consulted with all governors regarding the Action Plan and it will remain the same with revised dates to review the plan throughout the year.</p> <p>AC1920 40 Update on Link Governor Reports moving forward Mr Saint had revised the Link Governor roles and these had been shared with the papers of this meeting.</p> <p>Mr Saint said governors were still awaiting a revised Link Governor Visit Form against the new Schemes of Delegation so had done report based on the previous link governor form. The Clerk confirmed that there hadn't been any further updates from the Trust on this version. It was confirmed that a virtual visit/report should be submitted based on the current report (adapted for virtual).</p> <p>AC1920 41 Engagement with Stakeholders – community involvement – incorporate with a link governor role Mr Saint said Mrs Doyle would take on this role.</p> <p>Code of Conduct – sign and return to the clerk. The Clerk advised she had received code of conduct forms from Mr Saint, Mr Bailey, Mrs Turner and Mrs Ridley.</p> <p>Mrs Widdup had circulated the Pupil Premium Policy and updated data tables to governors after the last meeting.</p> <p>The Clerk had circulated the Training Plan for 20/21.</p>	
AC/18/20/21	<p>Membership & Standard Items Governors noted the circulated standard items relating to Visits, Training, Correspondence and any Complaints received.</p> <p>Governors noted that the NGA COVID 19 Monitoring Priorities and the Covid 19 Review Report had been circulated for their information.</p> <p>Mr Bailey said that an Audit with regards to COVID procedures and risk assessments had been carried out by the Trustees today and he had been pleased it had been positive with nothing raised.</p> <p>Mrs Turner asked what impact staff isolation had had on the Academy. Mrs Widdup said it was having a huge impact on the Academy and it had actually 'wiped out the budget on supply resource' already. She added that there was nothing that could be done to address this but asked governors to note this. Mr Pennington added that a rota of year groups had been discussed but</p>	

	<p>the Government had said this was not a strategy that schools should take.</p> <p>Mr Saint was concerned and asked what contingency would be in place if the Academy ran out of money to pay the staff.</p> <p>Mrs Widdup said this wouldn't happen as, due to safeguarding of students, we would need to adhere to number: ratio of staff to students. She added that this had been added to the Risk Register.</p> <p>Governors asked the Clerk to add this risk on the Trustees form.</p> <p>The Clerk asked governors who hadn't attended the Trust's KCSIE Part 2 Safeguarding Training to formally confirm they had read the document attached to the Training invite from the Trust.</p> <p>Training It was noted that the Trust had provided Governors Training for Risk, Pupil Premium and the SEND strategy.</p> <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. The Clerk confirmed she had received agreement to the Code of Conduct from Mr Saint, Mrs Turner, Mr Bailey and Mrs Ridley.</p>	<p>AT</p> <p>ALL</p> <p>TC, ST, DD, JD</p>
AC/19/20/21	<p>ERM Report & Principal Update & Safeguarding Risk Register (standard Risk Register with COVID risks) The ERM was shared with governors on screen.</p> <p>AIP objectives Social behaviour to staff and community – manners determination and teamwork and ensuring students are polite and helpful and contribute to lessons.</p> <p>Commitment to participation to holistic academy life.</p> <p>In addition reporting on measures taken regarding COVID. Matt said the Trust focus is now on how we can 'catch up'. SLT had concerns on trying to catch up on 6 months of work and put students in the same position they would have been without a pandemic.</p> <p>Quality of Education Update Staff said they needed to address pupil premium and provide welfare support to students as well as tackling academic progress. Positive work had been done especially regarding vouchers. However whilst last year, positive progress had been made from all students but the GAP wasn't narrowed so we need to accelerate</p>	

Pupil Premium.

COVID bridging plan including use of additional intervention funding

Staff said training had been provided to all students on Teams and lesson resources are ready for Teams delivery too. Resources had already been put in place for those students too.

Mrs Dickens agreed that Teams was the way forward in the long run to help students to progress. She agreed this was a good plan.

Mr Pennington said we had to be mindful that things are moving rapidly and engage in this technology but we also had to consider staff workload, GDPR and Safeguarding.

Staff confirmed that Year 11 and 13 are the priority with regards to monitoring and intervention.

Star reader discussed.

CATS data discussed.

Mrs Turner asked about the wide ability range and whether this was manageable. Matt said it had been noted and staff looking into this. There was a discussion about this.

Stakeholder Engagement – Staff Survey

The Staff Survey had been circulated with the papers of this meeting. Matt said he was pleased to see that *staff feel trusted to use their initiative* and that *91% of staff think we are taking account of their wellbeing*. He stressed the importance of the outcome of these results in this climate.

He added that *Staff feel proud to work at the academy*.

Mrs Widdup said the data showed that *academy staff felt the academy is well led and managed* so she wanted to highlight this to governors and thanked Mr Pennington and his team for their input to this. Governors agreed and asked that this should be added to the Trustee report.

Mr Pennington highlighted to governors that *staff still felt concerned about behaviour in the Academy* and he felt this was a true record and staff felt Behaviour was an issue in the academy.

Mrs Dickens asked if staff confidence was improving to develop behaviour policy. Mr Pennington said this was an area SLT were

<p>working on.</p> <p>Mrs Widdup described the input within a working party which involved Academy SLT and Trust representatives Tom and Sally. She said they were currently relooking at the policy and will be carrying out training with staff on the new policy as well as how we can improve behaviour and the management of behaviour. There would also be some coaching support provided by Tom Reed and Sally from the Trust.</p> <p>Emotional wellbeing of students was a concern and the Trust would be looking to employ someone on safeguarding and emotional wellbeing of students. It was confirmed that there was a need for extra staffing to support this area due to the social situation of some of Holgate's students. She added that this was essential to support our students with their behaviour.</p> <p>Governors asked the Clerk to put on the Trustees report that Governors were supportive of employing someone in this area. Mrs Dickens said she had experience in her school of learning mentors working with families and students and the impact it has had in her school, helping staff to put their time into teaching. Governors agreed this would be supportive to the Academy.</p> <p>Mrs Turner raised an item on the report with regards to 'disturbing' items. Mrs Widdup said she was unable to go into detail due to safeguarding but confirmed there had been some incidents with police involvement and that she felt the Academy needed support and help on this. Mental health and social issues are increasing due to the influences of social media and YouTube.</p> <p>ADHD students are struggling within this pandemic environment and the current situation was a sensory overload for ASD students too.</p> <p>GDPR/Safeguarding Updates Safeguarding Audit Checklist had been completed by the DSL with the Chair of Governors present. The DSL would be returning the checklist to the Local Authority. Single central record had been checked.</p> <p>My Concern Summary data will be circulated by email to governors.</p> <p>GDPR updates from link governor had been received.</p> <p>Risk register A summary of the Risk Register will be circulated to governors. Mr Saint added that this is a requirement for governors to review as per the Schemes of Delegation.</p>	<p>AT</p> <p>MP (within 2 weeks)</p> <p>MP (within 2 weeks)</p>
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	<p>Targets 20/21 Mrs Widdup said these were covered in the ERM. There were no questions.</p>	
AC/20/20/21	<p>Policies Admissions Policy 22/23 no changes.</p> <p>No policy updates from the trust</p> <p>Draft behaviour policy in place at the Academy, this will be shared with governors once finalised.</p>	MP(when available)
AC/21/20/21	<p>Link Governor Visits/Reports (virtual) Governors had previously been advised by email that the Trust's stance is only essential visits (safeguarding) should take place and that any 'visits' should be via MS Teams or telephone/email to comply with governors' monitoring obligations. Consideration should be given to staff workload too.</p> <p>Visit reports had been circulated as follows:</p> <p>Quality of Education No questions.</p> <p>Behaviour Mr Saint added further comments to his report circulated. He felt the new policy of a move to positive rewards rather than sanctions was a good step and he was supportive of staff to use their professional initiative in giving the appropriate sanctions and agreed that SLT should be supportive of this staff approach.</p> <p>Mr Pennington agreed that positive points are better for students to feel valued and make an impact to the academy.</p> <p>Mrs Turner asked how this feedback had been provided to the Academy. Mr Pennington said the Trust had done a pupil panel with students to get their feedback but also some students had emailed Mr Pennington as Academy Head directly.</p> <p>Mrs Doyle, as a Parent Governor agreed that in her opinion negative points often may deter the good work from students. She felt that an encouraging conversation with the student was often more beneficial than giving negative points.</p> <p>Mrs Dickens, Parent Governor agreed that from a parent and professional perspective she felt positive points can be very encouraging.</p>	

<p>Mr Saint advised governors that he had recently talked to the Trust and provided a report on the current PX Process and as a result changes will be made. Governors and SLT thanked Mr Saint for his work in this area.</p> <p>Link Governor reports had also been received on</p> <p>Health & Safety No questions raised.</p> <p>GDPR No questions raised.</p> <p>Pupil Premium No questions raised.</p> <p>Safeguarding Mr Saint noted that SEND and Safeguarding had been raised in the ERM and requested governors received further clarification (general context) on this and what the Academy is doing to address this.</p> <p>Quality of Education Mrs Dickens added she would like to thank staff for their time and input in producing this report.</p> <p>Post 16 Link Governor report had been received and added to SharePoint today.</p> <p><i>Taken out of agenda order</i> Mrs Turner had a further question on the ERM report. She would like further clarification from SLT on how governors are able to confirm virtually the information within the report, for example Book checking, visits to school due to the COVID pandemic.</p> <p>Quality on education Governors requested a summary of this data to be provided at each meeting.</p> <p>Mr Clay noted that Post 16 wasn't included in the improvement plan and asked if this had been produced and had governor scrutiny. Mrs Widdup said she was working on this and would circulate it to governors once it was available.</p> <p>It was confirmed that results of Post 16 still hadn't been shared with Governors.</p> <p>Mr Saint asked governors to note that Post 16 should be included</p>	<p></p> <p>HW (within 2 weeks)</p> <p>HW (within 2 weeks)</p> <p>HW (each meeting)</p> <p>HW (when available)</p> <p>HW (within 2 weeks)</p> <p>ALL</p>
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	<p>within each of their areas when doing their Link Governor reports.</p> <p>Mr Saint said he understood from the Trust that the Pupil Premium Strategy should be shared with Governors. Mrs Widdup said she is currently working on this. There was a discussion. It was noted that Ofsted would require governors to have an understanding of this.</p> <p>It was confirmed that the SEND strategy had been completed by the Trust.</p> <p>Pupil Premium Strategy to be shared with governors once complete.</p>	HW
AC/022/20/21	<p>Consider information to be advised to Trustees and complete the report</p> <p>Governors had received an email response from Trustees via Mrs Elway with regards to the items raised at the last meeting.</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"> • Central training to governors is a positive step. • Supply budget has already been spent due to staff self-isolating. What is the contingency from the Trust on this? • Staff survey showed that the 'academy is well led and managed'. • Governors are supportive of employing a staff member to support the safeguarding/emotional wellbeing of students. 	CLERK (following mtg)
AC/23/20/21	<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 the discussion on the Condition Survey be treated as confidential. - There had been no Equality Act implications. - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
AC/24/20/21	<p>Date and time of next meeting</p> <p>Monday, 8 February 2020. 5pm by Teams.</p>	
	The meeting closed at 1850	

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