



**Minutes of the Academy Committee meeting
held on Monday 5 July 2021**

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	A
VACANCY		Appointed	
Julia Dickens	JD	Parent	
Deborah Doyle	DD	Parent	A
Phil Bailey	PB	Staff	
Gyongyi Klein	GK	Appointed	
Andrea Chiarelli	AC	Appointed	

In attendance: [staff or other invited persons]

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

Item No	Item	Action
AC/061/20/21	<p>Apologies for absence</p> <p>Apologies for absence had been received from</p> <p>Trevor Clay due to a holiday. Sue Tongue due to illness.</p> <p>Governors consented to their absence.</p> <p>Deborah Doyle was absent from the meeting. Governors commented that they hadn't had a response from recent email contact with Ms Doyle. The Clerk suggested she could contact Ms Doyle by text in case Ms Doyle was having email problems.</p> <p>CLERK NOTE: Contact made on 6 July 2021 with Mrs Doyle giving apologies for missing the meeting and confirmed her father in law was in hospital after a cardiac arrest. Governors advised by the Clerk 06/07/21.</p>	<p>AT (within 1 week)</p>

AC/062/20/21	<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/063/20/21	<p>Minutes of the meeting dated 10 May 2021</p> <p>The Clerk said she had received one amendment from Mr Chiarelli which had been actioned.</p> <p>The minutes of the meeting were agreed as an accurate record of the meeting.</p>	
AC/064/20/21	<p>Update following Central Training</p> <p>Governors discussed the recent central training.</p> <p>SEND</p> <p>Paul Saint said he hadn't attended this updated training as he had recently carried out the NGA training and also had done SEND training in November.</p> <p>CLERK NOTE: Mr Saint emailed after the meeting stating that since he would now be covering SEND he had viewed the recording of this training to ensure he was up to date on this area.</p> <p>Safeguarding</p> <p>Mrs Turner had attended the Trust training and summarised the content for governors. She said it had covered the effects and problems that COVID had had on safeguarding, Peer on Peer abuse and also online safeguarding. Prevent Training has been amended to cover this topic to prepare staff how to deal with it and educate students too as it had been found that it had affected 90% of girls and 50% boys - so was now regarded as a huge issue for students and a key topic for staff to understand and deal with.</p> <p>Mr Pennington agreed, in his opinion this had been exacerbated by COVID. Holgate, as per most schools were noticing that mobile phone use had increased during COVID and more children were increasingly online and this presented a risk area for students as well as a concern for young people who were already vulnerable to mental health issues. He outlined how the Academy were covering this within the curriculum currently and that the safeguarding team were becoming more vigilant.</p>	

	<p>Mrs Turner asked if we had enough staff to cover this in the academy. Mr Pennington said there were but staff were often working additional/long hours to cover this and to ensure communication was made to parents too. Mrs Turner asked if the wellbeing of the staff was also being looked after as well as the students involved. Mr Pennington said counselling and CPD was given to any staff dealing with events of this type. In addition colleagues were mindful of each other within the Academy to safeguard wellbeing of staff as well as students.</p> <p>Finance</p> <p>Mr Saints said he had attended the training with Mr Clay. GAG funding had been covered. He advised governors that next year the data provided to governors would be similar with the same responsibility for ensuring money was well spent and value for money in the scheme of delegation remit. In addition, from next year, leaders' would consult with governors on the final budget eg staffing etc. In response to another governor question it was clarified that this would be moving forward (ie next year's budget was already set but the following year governors' would be consulted). In response to a question from Mr Saint, Mrs Widdup said she hadn't received clarification on this yet.</p>	
AC/065/20/21	<p>Matters arising</p> <p>AC/52/20/21 Risk Register Report – Mr Bailey said he would bring this to governors for the next meeting as the audit had recently been done but there were further training being done.</p> <p>AC/52/20/21 Data Dashboard on Trust report. Completed</p> <p>AC/52/20/21 Accessibility policy update Link governor. Mrs Turner asked for this to be removed.</p> <p>AC/52/20/21 Update Complaints register – Mr Pennington said this had been completed.</p> <p>AC/52/20/21 Provide PP Funding detail. Completed on the website and done.</p> <p>AC/55/20/21 Parent meetings – governor contact. Deborah Doyle has been invited to parent forum. Mr Saint will be sending a list of dates to governors' and asked that governors each attended a session to ensure there was governor representation. It was confirmed that the Academy was trialling year group parent forum meetings and following a discussion, governors' were supportive of this.</p>	

	<p>AC/55/20/21 PP Strategy on the website. Confirmed on the website.</p> <p>AC/55/20/21 Funding from the Trust details. Completed and understood.</p> <p>Mr Chiarelli enquired about funding that had been made available for Mental health & Wellbeing and how this would be distributed to Academies. Governors requested the Clerk add this to the Trustee form.</p> <p>AC/57/20/21 Link area evidence to KT. Completed.</p>	
AC/066/20/21	<p>Membership & Standard Items</p> <p>Governors noted the circulated standard items relating to Visits, Training, Correspondence and any Complaints received.</p> <p>Helen Ridley's resignation was noted. There was a discussion regarding the SEND role and also whether a replacement governor should be recruited.</p> <p>It was AGREED that Mr Saint would cover the SEND role this term. The Skills Audit would be sent out to the Academy Committee to identify any gaps within the Committee before deciding whether to recruit another governor. Clerk to email a link to the Skills Audit before the end of term.</p> <p>The Clerk asked governors to consider the appointment of Chair and Vice Chair for the next academic year and confirmed she had received nominations from Mrs Turner and Mr Saint to continue. Following discussion it was agreed that continuity of Chair and Vice Chair would be sensible with an Ofsted visit due. Governors' agreed that succession planning should be put in place to shadow Mr Saint and Mrs Turner in these roles. Governors should contact the Clerk if interested.</p> <p>Complaints</p> <p>No complaints log had been received. Mrs Widdup said the report was exception reporting only.</p> <p>GDPR Log</p> <p>No GDPR log received. Mrs Widdup said the report was exception reporting only.</p>	<p>CLERK (before end of term)</p> <p>ALL (this term)</p>
AC/067/20/21	<p>ERM Report & Principal Update & Safeguarding</p> <p>Mrs Widdup had circulated her report in advance of the meeting and</p>	

highlighted key points.

3 significant safeguarding cases presently being managed and the new SENDCO has joined the weekly safeguarding meeting which reviews high profile cases and monitors each student in receipt of an action plan.

Risk audit done and actions underway. Discussion regarding HSFC risks discussed.

Staffing risks discussed and reference made to contingency for a specialist food teacher.

Long term absence of one member of staff and measures put in place to address stress at work. HR supporting on 2 conduct cases. One member of staff on formal support plan.

Teacher assessed grades quality assured and submitted and any appeals process planned for.

Outcomes for SEND students remain a concern. There was a discussion regarding the pathway of SEND students impacting on the grades at Holgate but governors agreed that priority should always be given to signposting the right education path for the student even if that impacted on our outcomes.

Risk in relation to finance is an historical risk and is now resolved for The Holgate Academy. Positive budget set.

Mrs Widdup said the SEF had been written and it was felt within behaviour and attitudes Holgate were on the cusp of a move to 3 from a 2 but it had been written as a 2 with an Ofsted visit due.

There was a governor discussion regarding the need to have better access to data in addition to the ERM.

Mrs Turner said she believed there should be more data on all year groups available for governors. Mrs Dickens, said she felt the same and felt this was important for her to feel comfortable having conversations with Ofsted in her role as Link Governor for Quality of Education. Mrs Widdup said data collection was currently being undertaking at the moment.

Mrs Dickens asked Academy Leaders if they were tracking lost education for certain groups and students and they confirmed they were.

<p>There was a discussion on the difficulty of a true understanding of progress due to COVID and all agreed the pandemic had had a huge impact on education.</p> <p>Mrs Turner requested further information to validate the understanding of how well the students are doing.</p> <p>Mrs Widdup confirmed that the Academy would be up to PAN in September so there will be a LAG funding issue despite setting a positive budget.</p> <p>Staffing was discussed including a maths teacher on the Future Scholars programme which presents the opportunity for budget savings to be targeted at increased capacity working with SEND students.</p> <p>Discussion on admissions and it was highlighted that a governor admission panel may be needed now we were at PAN.</p> <p>AIP objectives explained to governors and discussed in detail.</p> <p>Responsibility of TLR holders to drive and sustain culture change within the Academy discussed.</p> <p>Mrs Turner and Mr Saint said they were pleased to have been involved in the AIP setting process. Mr Saint said it was clear that the team had given a lot of thought on needs, past mistakes and improvement.</p> <p>There was a discussion on expected collation of Teacher Assessed Grades this year and how it had changed with teachers expected to take a holistic review of students' actual performance (evidenced) rather than their best outcome on the day and that 2021 should be similar to 2019. Mrs Widdup said it would be unfair to base grades on 2019 as that was a lower performing year group and so decisions had to be made on fair staff projections and senior leaders would be happy to evidence and support the grades. The holistic approach was discussed.</p> <p>There was a discussion on Attainment 8 figures and targets. Disadvantaged and non-disadvantaged students' targets was discussed. There was a brief discussion on non Pupil Premium and Pupil Premium students' performance nationally and closing the gap.</p> <p>In response to a question from Mrs Turner, it was confirmed that the grades had been discussed with the Trust.</p>	<p>HW (next mtg)</p>
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	<p>There was a discussion regarding the HSFC offering and whether attention should be given to ensuring it was offering Holgate students what they needed give the low uptake for our students to go on to the HSFC. Senior leaders agreed this had been looked at and the HSFC was now offering Childcare studies.</p> <p>Mrs Widdup said Mr Holmes and Ms Thornton had recently visited the Academy and had commented that the Academy had moved much further forward than anticipated and this was a credit to Mr Pennington.</p>	
AC/068/20/21	<p>Completion of Governance Self Audit</p> <p>The Chair informed governors that the audit had been completed by herself and the Clerk and had also been circulated to Mrs Widdup and Paul Saint for comments. She asked governors if they had any comments.</p> <p>Mrs Turner highlighted the lack of data knowledge but had noted this was due to COVID and improvements would be made next year.</p> <p>There was a discussion on SEND.</p> <p>ParentView was discussed and governors felt this should be promoted more regularly to get a balanced view rather than a snapshot in the year when Ofsted visited.</p> <p>Mrs Dickens said consideration should be given on Open Evenings for the school as whilst she (as a Parent Governor) supported online parents evenings she felt it was a lost opportunity for parents to see the school in action. Senior leaders noted this.</p> <p>There was a discussion on student surveys and it was agreed that details from student surveys would be available for governors at the next meeting.</p> <p>The Self Audit was agreed by governors.</p>	MP (next mtg)
AC/069/20/21	<p>Policies & Audits</p> <p>Governors had received the Appendix to the Mental Health & Wellbeing policy via email between meetings.</p> <p>In response to a question from Mr Chiarelli it was confirmed that the main policy was produced by the Trust and this appendix detailed any details applicable to this Academy only.</p>	

	<p>Mr Chiarelli raised the following points:</p> <ol style="list-style-type: none"> 1) Clarification that the contact for Student Wellbeing was the same contact detailed for Staff. 2) The appendix details Educare for training so should be changed to The National College from September. <p>Governors approved the Appendix to the policy.</p> <p>Governors requested they receive parent news updates. Mr Bailey to add governors to WEDUC news distribution.</p>	<p>PB (within 2 weeks)</p>
AC/070/20/21	<p>Link Governor Visits/Reports (virtual)</p> <p>Leadership/SLT Strategy The Link governor report had been circulated with the papers of the meeting. Mrs Turner and Mr Saint had met with leaders to discuss preparation for Ofsted, the SEF and Academy key messages.</p> <p>Mrs Turner asked that all governors submit a Link governor report for their area if they hadn't already submitted one.</p> <p>Post 16 The Link Governor report had been circulated with the papers of the meeting. He highlighted that Mr Clay had raised a few concerns and referred governors to the investigation into attendance rates for Pupil Premium students for HSFC.</p> <p>In response to a question from Mr Saint, Mrs Widdup confirmed that there wasn't a separate governing body for Post 16 and Holgate governors should review Post 16 with respect to Holgate students.</p> <p>Quality of Education Mrs Dickens summarised her report she had circulated.</p> <p>Behaviour Mr Saint said he felt the Academy were moving in the right direction and he was satisfied with the AIP priorities suggested. He added, on behalf of governors that it was pleasing the Trust and SLT were engaging with governors on the AIP priorities.</p> <p>Mr Saint sought further evidence in order to validate senior leaders comments on the satisfaction of students and parents and he asked that governors had sight of student and parent surveys.</p> <p>GDPR (no report)</p>	<p>ALL (before end of term)</p> <p>MP (next mtg)</p>

<p>Mr Saint had tried to contact Ms Bielewicz but she had been unavailable on a course. Mr Bailey said a GDPR audit was due next week.</p> <p>In response to a question from Mr Saint regarding the site works, Mr Pennington said meetings had taken place at Trust level and Ms Bielewicz was now escalating progress on the works on site. It was agreed that an update on progress would be provided on the next meeting.</p> <p>Mr Saint asked for a progress update on the rebuild to ensure the Trust were actively pursuing this for capacity for the future.</p> <p>Wellbeing Mr Chiarelli commented he had been surprised to have an update that staff voice meetings were being replaced by a staff survey rather than the face to face meetings. Following a discussion he and governors understand that this decision had been taken in order to reach a wider audience and gather a variety of views. Governors were supportive but asked that a question was added to the survey each time similar to 'are you happy for staff voice meetings to be undertaken in this format' to ensure this matched staff majority view.</p> <p>Pupil Premium Pupil Premium report had been circulated. Mrs Klein said it had been a productive meeting and she had heard about RAG rating, reading and other interventions but felt she wanted more evidence on the impact and progress these interventions had made.</p> <p>She was concerned that the Pupil Premium plan hadn't been finalised yet as governors would need to have sight of this before it was finalised ready for the next Academic year, given this was the last meeting of the year she asked how governors would be involved in reviewing the plan so it may be put in place at the start of the next Academic year.</p> <p>Senior leaders said staff had been involved in setting the Teacher Assessed Grades but it was anticipated that the Pupil Premium plan would be worked on now the grades had been submitted. In response to a query from a governor, Mrs Widdup confirmed that the DfE template would be used and she would ask staff to submit the Pupil Premium plan to Ms Klein to ensure governor consultation before the plan was finalised.</p>	<p>MP (next meeting)</p> <p>HW (next meeting)</p> <p>HW (before end of term)</p>
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AC/071/20/21	<p>Consider information to be advised to Trustees and complete the report</p> <p>Governors noted the response from the Trust from the last meeting.</p> <p>They asked the clerk to add the following to the Trust report this time.</p> <p>Plans for how the Mental health funding would be distributed to Academies.</p> <p>Positive support on SEND</p> <p>Positive AIR experience.</p> <p>Governors are pleased with the AIP and that they were involved with discussions on the objectives.</p> <p>Happy that next year's budget will be set positive.</p> <p>Update on data dashboard</p>	
AC/072/20/21	<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"> - There had been no confidential items or Equality Act implications. - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
AC/73/20/21	<p>Date and time of next meeting</p> <p>Governors noted the dates of the meetings for 2021/2022.</p>	
	The meeting closed at 1905	

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