

**Minutes of the Academy Committee Meeting
Monday 6th June 2022
at 5.00pm at The Holgate Academy**

Governor name	Initials	Governor category	A = absence
Mrs Kate Turner	KT	Chair of Academy Committee	
Mr Paul Saint	PS	Vice Chair of Academy Committee	A
Mr Phil Bailey	PB	Appointed Staff AC governor	
Mr Trevor Clay	TC	Appointed AC governor	
Ms Gyongi Klein	GK	Appointed AC governor	A
Mrs Julia Dickens	JD	Appointed Parent AC governor	A
Dr Andrea Chiarelli	ACH	Appointed AC governor	
Mr Alexandar Rae	AR	Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Matt Pennnington	MP	Principal	
Mrs Alice Driscoll	AD	Head of Science	Left at 5.45pm
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum required	4	Governors present	5

Governor support, questions, and challenge: Responses

Item No	Item	Action/ by who/ when
THA/048 21/22 (1)	<p>Welcome and Apologies for absence</p> <p>The Chair welcomed attendees to the meeting.</p> <p>The Chair provided an update regarding the health situation of Mr Saint, and issues being experienced.</p> <p>Introductions were made for the new Governance Professional and Ms Driscoll.</p> <p>Apologies for absence had been received and agreed for: - Mr Saint due to illness. Ms Klein due to illness. Mrs Dickens was absent from the meeting without apologies being presented. The absence was accepted.</p>	



THA/049/ 21/22 (2)	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. 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. The Governance Professional highlighted declarations recorded with the Trust for the National Church of England Academy and Leen Mills Primary School. These were accepted.	
THA/050/ 21/22 (3)	Central Training update locally Science Information Session by Ms Driscoll A presentation was shared by Ms Driscoll regarding attainment and targets. Ms Driscoll explained Key Stage 3 attainment 8 scores, gaps identified and the increase in targets as students move through the Academy. Ms Driscoll provided information on end of Year 11 predictions and student performance. Information relating to concerns identified in respect of combined science for students in year 10 was provided. It was confirmed steps have been put in place to mitigate issues identified for those students. Mr Clay asked whether the FFT (Fischer Family Trust) target of 50 relates nationally to the upper quartile. If this was met, will scores be in the top 50% and is FFT20 used. Mr Clay asked whether it was below halfway. Ms Driscoll confirmed FFT 50 is used and confirmed the level of achievement. Discussions took place around the number of pupils accessing combined science and the gap identified for Pupil Premium students and other groups. Context on the amount of Pupil Premium students was provided. Ms Driscoll reported the interventions put in place to resolve the issues identified and support provided for students undertaking mock examinations. It was confirmed revision guides have been made accessible to all students studying Science in Year 10. Ms Driscoll reported the targeted support being put in place for students and how this had taken place. The Chair acknowledged the low numbers of PP (Pupil Premium) students accessing separate sciences and asked how the faculty was dealing with the numbers. The Chair asked whether combined science was considered to be a lower paper. Ms Driscoll explained the review process. Mr Pennington explained this further. The Chair asked why students had not opted to take combined science. Ms Driscoll explained the reasons for this and confirmed triple science has now been offered to all students. Information for Key Stage 5 and the average point score was shared. It was	



	<p>confirmed information on percentages would be provided for information purposes.</p> <p>It was reported Year 13 psychology students are above target. Interventions have been put in place for students studying chemistry to resolve any concerns identified.</p> <p>Ms Driscoll reported changes being put in place in the new academic year. It was confirmed discussions with staff have taken place on the support that can be provided for Post 16 students. Issues that had been identified with steps put in place to ensure improvement as a faculty is taking place. Information regarding subject knowledge and actions on objectives was shared, along with actions taken to resolve the issues identified. Information relating to support staff was provided and it was reported steps have been put in place for support with students and families in efforts to close gaps regarding engagement and attendance. Ms Driscoll reported the interventions and support put in place has shown some impact.</p> <p>Ms Driscoll confirmed steps have been put in place to ensure consistency is in places in all year groups and working to facilitate a recognisable learning pathway in the future. Information had been provided to students on learning expectations during the academic year for each year group. Information was shared on how this worked for students. The Principal explained it is an Ofsted expectation that students can refer to past learning and evidence a learning journey.</p> <p>Ms Driscoll confirmed student support is provided through Quality Assurance.</p> <p>Information was provided relating to retrieval starters and work completed. A focus on staff development had been put in place to ensure further support could be provided for students in this area. Impact of this had been shown for students. It was reported continual improvement was being made for staff on subject knowledge with benefits being evidenced.</p> <p>Ms Driscoll provided information on the use of retrieval starters and how these were embedded in lesson and accessible to students. It was confirmed Policy is followed and student expectations are made known. Students are supported and experience a calm learning environment. Ms Driscoll explained staff consistency and good practice is being shared. Steps had been put in place to support students with confidence, knowledge, and expectations for student driven learning.</p>	
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	<p>Ms Driscoll explained the use of resources and policy review taking place. It was reported staff are undertaking reflection.</p> <p>In respect of the recovery curriculum, Ms Driscoll reported all areas covered during the pandemic are being revisited to ensure there are no gaps in learning. Practical support has been put in place and embedded with students in respect of Health and Safety in practical lessons, due to gaps identified for students due to impact from the pandemic. Reflection time for students is taking place to ensure future learning resources can be managed by students.</p> <p>Ms Driscoll explained the areas which the faculty budget contributes to and what this supports. It was confirmed staff CPD (continued professional development) had been beneficial in supporting progression and continual improvement. It was reported staffing absences and staff cover arrangements had been challenging. Ms Driscoll confirmed there had been specialist staff recruitment in the faculty to ensure consistency in teaching can be provided. It was reported a change in examination board had taken place, with costs for Special Education Needs activities for students also forming part of the faculty budget.</p> <p>Ms Driscoll explained a review of the curriculum had taken place and an offer of a broader curriculum in the Science faculty was being offered. Good outcomes and an increase in students studying science as an option had been identified.</p> <p>The Principal thanked Ms Driscoll for the information provided and highlighted the key areas Ms Driscoll had addressed in respect of high expectation and staffing absence and support provided.</p> <p>The Principal acknowledged difficulties experienced due to the deprivation of the area. National issues were acknowledged by the Principal. It was confirmed steps were being put in place with students to ensure work was easily accessible and student confidence and knowledge was supported.</p> <p>The Chair asked the percentage of NQT (Newly Qualified Teachers) and other staff. Ms Driscoll reported the steps put in place to ensure all staff in the faculty are skilled in specialist areas and any issues identified with staff, were being resolved by the HR (Human Resources) Department. The Chair praised leaders for the calibre of staff recruited in the faculty and continual improvements being made. Ms Driscoll provided further information on the range of experiences of staff in the faculty.</p> <p>Dr Chiarelli asked whether the impact of the pandemic continues to be identified in respect of students mental health and wellbeing and examination results. Ms Driscoll reported some anxieties and issues with resilience had been identified. Steps were being put in</p>	
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	<p>place to support students identified and support improvements in the area.</p> <p>Ms Driscoll confirmed documentation would be provided to the Governance Professional for governors.</p> <p>Ms Driscoll left the meeting at 5.45pm.</p> <p>Safeguarding Link Visit Training The Chair confirmed attendance at the safeguarding link governor training provided by the Trust. The Chair confirmed Sexual Harassment and violence training had been discussed at the meeting and this would be completed by the safeguarding link governor (The Chair). The Chair reminded governors of their safeguarding responsibilities and to ensure policies and operational guidance was being followed when undertaking link visits.</p> <p>The Chair explained a link visit had taken place. It had been identified that low level disruption was a concern. The Executive Principal explained the issues identified and steps being put in place to ensure these concerns were resolved.</p> <p>The Chair confirmed the information provided in the Governor Training Record was satisfactory.</p> <p>The Chair requested feedback on the LGBTQ+ Trust Led training that had taken place. Dr Chiarelli confirmed this had been attended and was of good quality.</p> <p>Academy Committee governors confirmed cyber training had been completed as requested.</p> <p>Dr Chiarelli confirmed the Equality, Diversity and Inclusion webinar presented by the National Governance Association (NGA) had been attended and reported this was brief and not detailed. The Governance Professional advised there was an Equality, Diversity, and Inclusion module available for completion in Learning Link for governors if they wished to complete the module.</p>	AD Actioned
THA/051/ 21/22 (4)	<p>Minutes of the meeting dated 23rd May 2022 The minutes of the meeting, having previously been received were agreed and signed by the chair, electronically.</p>	
THA/052/ 21/22 (5)	<p>Matters Arising 040/21/22: Risk register wording relating to funding gap/Time scale for actions on Risk register Mr Bailey confirmed the areas had been actioned and information on time scales was available on the Risk report previously shared.</p> <p>040/21/22: Concerns regarding single glazing</p>	



	<p>The Executive Principal confirmed the Trust were aware and steps were being taken to replace the units fully when required.</p> <p>041/21/22: Membership – Link Role gaps The Chair confirmed this would be discussed later in the meeting.</p> <p>041/21/22: Position on Mr Saint The Chair confirmed an update on Mr Saint's health issues had been provided at the start of the meeting.</p> <p>046/21/22: Committee Report Response from Trustees The Chair acknowledged the response received from Trustees.</p>	
<p>THA/053/21/22 (6)</p>	<p>Principals Update: Safeguarding A Safeguarding Report had been shared with the Academy Committee prior to the meeting. The Principal confirmed two reviews had taken place and would be available on the next LAC (Local Academy Committee) Safeguarding Checklist report available.</p> <p>The Executive Principal confirmed a safeguarding questionnaire had taken place with all staff. Areas had been identified as a result of the information received with steps being put in place with staff to resolve any issues identified. A brief discussion took place regarding greater safeguarding awareness for staff and students and where this can be added to other areas of the curriculum to raise student awareness.</p> <p>Identified academy risks The Business Manager confirmed there were no changes to the Risk Register. It was confirmed there had been two minor GDPR (General Data Protection Rules) breaches which had been resolved.</p> <p>The Principal explained an Ofsted style survey is circulated each term with Academy staff with positive outcomes being received. The Chair asked for examples to be provided. The Principal explained behavioural issues and pathways had been identified. It was confirmed the Trust had provided support to the Principal. It was confirmed steps are now in place to resolve any issues with students behaviour and pathways to ensure students are aware of accountability for their actions. The Principal provided information regarding (CPD) continued professional development. It was reported some staff had completed training in relation to Voice21. The training was beneficial and had given insight into areas which improvements could be made in the curriculum to support behaviour and wellbeing. The Principal reported steps are being put in place to resolve issues identified and changes in culture in</p>	<p>MP 05/07/22</p>



	<p>the Academy and expectations required of students and staff. The Chair highlighted the increase in suspensions taking place and the reasons for this increase. The Principal explained the actions taken and steps put in place for students who had shown disruptive behaviour and non-compliance. Dr Chiarelli asked whether behavioural issues affect the education of other students and is this an issue and are procedures followed. The Principal confirmed the processes followed and Department for Education guidance followed. The Executive Principal confirmed a response pathway was followed with information of the processes being discussed. The Chair explained discussions had taken place during the safeguarding link visit.</p> <p>Professional development impact 2021/22 & planning for 2022/23 The Principal reported the draft Academy Improvement Plan had been shared with staff to ensure a cohesive approach with staff.</p> <p>The Chair requested sight of the Academy Improvement Plan at the meeting on 5th July 2022.</p> <p>Engagement of pupil, staff, parents, and community The Chair reported engagement with parents and students was required for Academy Committee governors to ensure links could be formed. This had been identified on the governor self-evaluation completed.</p> <p>The Executive Principal suggested Academy Committee governors take part in parent question and answer sessions with the Head of Faculty, that took place. The Principal confirmed that Mr Saint and Mrs Dickens had previously taken part in those discussions.</p> <p>The Chair asked when parents were visiting school.</p> <p>The Principal confirmed Year 7 transitions had taken place after school on a weekly basis.</p> <p>The Chair suggested it would be useful for Academy Committee governors to link with students with a staff representative to discuss wellbeing on a yearly basis.</p> <p>The Executive Principal confirmed arrangements could be put in place to support this.</p> <p>Link governor Visit Reports The Chair explained a safeguarding link visit had taken place. Discussion took place on the changes that were implemented with staffing and the reasons for the changes taking place. The Executive Principal provided further clarity on the purpose of the staffing being put in place, in efforts to support students and resolve</p>	<p>MP 05/07/22</p> <p>MP 05/07/22</p>
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	<p>any issues identified. It was suggested staff being put in place complete DSL (Designated Safeguarding Lead) training to support the role.</p> <p>The Chair praised senior leaders for the review of process and being active to ensuring solutions to issues identified are put in place as a result. The Principal reported the steps put in place to support students and staff to provide adequate provision on both the Hillcrest Drive and Nabbs Lane sites.</p> <p>The Chair asked how this would be monitored. The Executive Principal reported the steps being put in place to reduce suspensions which had been supported by the Trust. The Principal confirmed steps were being put in place to support changes to culture in the Academy. It was reported additional resources have been identified as a result of training attended by the Principal. A brief discussion took place regarding the benefit of trips that have taken place for students.</p> <p>Dr Chiarelli confirmed a link visit was being arranged.</p>	
THA/054/ 21/22 (7)	<p>Policy Appendix</p> <p>The Chair acknowledged the changes made to the Trust Policies for Financial Procedures, LGPS and photography and videography.</p> <p>Mr Clay suggested updates could not be easily identified. The Governance Professional advised a summary of changes was available in governor share point for information purposes. The Chair praised the information provided and reported the information was helpful.</p>	
THA/055/ 21/22 (8)	<p>Audits</p> <p>Educational Visits</p> <p>The Principal confirmed the Educational Visits Audit had taken place with actions identified now completed.</p> <p>The Chair confirmed Academy Committee governors are provided with feedback of trips that have taken place with students. The Principal reported steps had been put in place ensure trips could resume.</p> <p>The Principal reported students had undertaken visits to HSFC (Hucknall Sixth Form Centre) and Nottingham University.</p> <p>The Chair requested steps were put in place with marketing to review promotion of the Academy via social media. Discussion took place on the view of the Academy via social media and the request for the review to take place. Mr Bailey confirmed this would be reviewed.</p> <p>Safer Recruitment Review</p>	<p>PB 05/07/22</p>



	The Principal confirmed a review had taken place with a positive outcome. Steps have been put in place to ensure areas identified are actioned.	
THA/056/21/22 (9)	<p>Management Accounts /Forecast 1</p> <p>Mr Clay asked what the variances were for SEND (Special Educational Needs and Disabilities) income. The Executive Principal explained this. A discussion took place around the bidding process for higher level funding and how this is achieved. It was confirmed further funding was expected to be received.</p> <p>Mr Clay asked whether Academy Committee governors would have sight of the budget and when this would be available. Mr Clay asked whether staffing was being accounted for in the budget. A brief discussion took place regarding the budget and allocations being included for greatest need across the Academy. The Executive Principal confirmed budgets were being worked on and confirmed would be available for the meeting on the 5th July 2022.</p> <p>Mr Clay asked what student numbers were. The Executive Principal reported this would be 240 students in Year 7. Mr Clay asked for student numbers overall. The Principal reported this. Mr Clay acknowledged there would be lagged funding again and asked what class sizes would be. The Principal confirmed class sizes would remain low. A brief discussion around class sizing and reasons for these remaining low, alongside reporting issues identified, took place.</p> <p>Mr Clay asked for a staffing establishment document to be provided to ensure there are no gaps identified in staffing areas in the next academic year. The Executive Principal confirmed the information could be provided at the meeting on the 5th July 2022.</p>	<p>MP 05/07/22</p> <p>MP 05/07/22</p>
THA/057/21/22 (10)	<p>2021/22 Governance self-audit action plan update</p> <p>The Chair explained a meeting had taken place to review the document, with areas requiring a focus moving forward.</p> <p>Complete 2022/23 self-evaluation</p> <p>The Chair confirmed the self-evaluation had been completed and information shared with the Academy Committee. Academy Committee governors were in agreement with the areas highlighted in the document.</p>	
THA/058/21/22 (11)	<p>Membership - Link Governor Areas</p> <p>The Chair explained Mr Clay and Mrs Dickens would be leaving the Academy Committee at the end of the academic year which created gaps in link governor areas and a review was required.</p> <p>The Chair suggested a Committee governor should sit on the Committee at Hucknall Sixth Form Centre. The Executive Principal explained the Management Committee in place and who sat on the</p>	



	<p>committee. The Chair requested feedback was provided at Academy Committee level, due to high numbers of students attending the Centre from the Academy. Governors raised concern that budgets from HSFC were not being monitored at a local level. The Executive Principal confirmed budgets were monitored by the Executive Principal and monitored at Trust level. A brief discussion took place regarding HSFC. It was agreed the following link areas would be covered.</p> <table><tr><td>Safeguarding (including RHSE/LAC/Disadvantaged)/ Quality of Education Educational Visits Leadership & Management</td><td>Kate Turner</td></tr><tr><td>SEND / Pupil Premium</td><td>Gyongi Klein</td></tr><tr><td>Site safety and the health, safety and workload and well-being of staff, pupils, and visitors /Data Privacy/Complaints & Whistleblowing</td><td>Alexandar Rae</td></tr><tr><td>Personal Development, attendance, behaviour, welfare and mental health and wellbeing</td><td>Andrea Chiarelli</td></tr></table> <p>The Chair reported there was a gap for stakeholder engagement which should be considered by governors.</p>	Safeguarding (including RHSE/LAC/Disadvantaged)/ Quality of Education Educational Visits Leadership & Management	Kate Turner	SEND / Pupil Premium	Gyongi Klein	Site safety and the health, safety and workload and well-being of staff, pupils, and visitors /Data Privacy/Complaints & Whistleblowing	Alexandar Rae	Personal Development, attendance, behaviour, welfare and mental health and wellbeing	Andrea Chiarelli	
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THA/058/21/22 (11)	<p>Complete Report to Trustees for return to Head of Governance The report was completed by Academy Committee governors during the meeting. Areas of celebration were staffing allocation and review and subsequently forwarded to the Head of Governance for review by Trustees.</p>									
THA/059/21/22 (12)	<p>Determination of confidentiality of business Equality Act consideration 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 items were deemed as confidential.- There had been no Equality Act implications.- The Principals of Public Life had been considered									
THA/060/21/22 (13)	<p>Date and time of next meeting: Tuesday 5th July 2022: Training: 5.10pm-5.40pm Main Agenda: 5.40pm - 7.10pm</p>									
	<p>The meeting concluded at 6.45pm</p>									



THE
HOLGATE
— ACADEMY —



Part of
**Diverse
Academies**

	Signed: K Turner (Chair) Date: electronically after meeting 05 07 2022	
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AGREED