

**Minutes of the Local Academy Committee meeting held on
Monday 14th November 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	Appointed AC governor	Resignation
Dr Andrea Chiarelli	ACH	Appointed AC governor	
Mrs Gyongi Klein	GK	Appointed AC governor	A
Mr Philip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Matt Pennington	MP	Principal	
Mrs Katie Mathews	KM	Vice Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Mr Abriz Akbar	AAk	Observer; Governor Candidate	
Quorum Required	3	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/014/ 22/23	<p>Welcome, apologies for absence Apologies for absence were received and agreed from Mrs Klein due to access issues.</p> <p>Governor Candidate, Mr Walker had confirmed he was unable to attend due to personal reasons.</p> <p>Governor Candidate, Mrs Drury had not provided apologies and was absent from the meeting. The Chair confirmed a further meeting could be arranged in due course with Mrs Drury.</p> <p>Resignation Acknowledgement The Chair reported a resignation had been received from Mr Saint. A brief discussion took place regarding the reasons for</p>	

	<p>the resignation. The Chair wished to formally thank Mr Saint for the commitment in the role during his term of office. Academy Committee governors accepted the resignation received.</p>	
THA/015/ 22/23	<p>Governance Strategy</p> <p>The Executive Principal guided Academy Committee governors through the Governance Strategy document previously circulated and highlighted the areas of the Scheme of Delegation and delegated responsibilities for governors.</p> <p>The Executive Principal explained the areas of responsibility for Academy Committee governors at local level in the Scheme of Delegation table and reported governors at local level should ensure value for money is being achieved locally. It was embedded with Academy Committee governors that ultimate responsibility for finance is to be agreed by Trustees.</p> <p>Academy Committee governors were further advised challenge around rationale, Pupil Premium, SEND (Special Educational Needs and Disabilities) and catchup funding are areas for monitoring at local level and during link visits.</p> <p>The Chair acknowledged the document was the same as the previous version with the exception to finance.</p> <p>Brief discussion around management accounts and there no longer being a requirement for review at local level. Updates regarding PP (Pupil Premium), SEND (Special Educational Needs and Disabilities) funding in addition to the NTP (National Tutoring Programme) will be provided at each Academy Committee meeting by the Vice Principal. The Vice Principal confirmed this information would be forwarded for circulation with governors.</p> <p>Mr Akbar asked whether challenge should take place around funding in those groups. This was confirmed by the Executive Principal and explained the impact funding had in respect of outcomes.</p>	KM 16/01/23
THA/016/ 22/23	<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. Trustees confirmed that the declarations given at the beginning of the academic year were correct.</p>	

	The meeting was taken out of order at this stage.	
THA/022/22/23	<p>Governor Appointment Mr A Akbar Mr Akbar left the room at 5.06pm.</p> <p>A brief discussion took place regarding the background of Mr Akbar. The Governance Professional confirmed references obtained had been signed off by the Chair.</p> <p>It was resolved that Mr Akbar would be appointed as an appointed governor on the Academy Committee for a four year term of office.</p> <p>Mr Akbar returned to the meeting at 5.07pm.</p> <p>The Chair welcomed Mr Akbar to the Academy Committee.</p>	
THA/017/22/23	<p>Ofsted Recovery Checklist The Executive Principal confirmed an updated version of the document would be forwarded to Academy Committee governors after the meeting.</p> <p>The Executive Principal reported the changes made to the leadership and pastoral team in efforts to prevent anti-social behaviour.</p> <p>Academy Committee governors acknowledged the high levels of permanent exclusion taking place and asked whether the time scales had given adequate time to show changes in behaviour.</p> <p>The Executive Principal explained steps and procedures considered prior to the decision to permanently exclude being made by the Principal and communication taking place with the family and Local Authority.</p> <p>Academy Committee governors acknowledged the difficulties being shown with behaviour, due to impact from Covid-19 and changes experienced by students during that time, with lack of contact with others and in the school environment for some students which may be contributing to behavioural issues. The Executive Principal explained Academy staff were mindful of difficulties some students may experience with socialisation skills and support being provided was explained.</p> <p>The Principal confirmed contact with the Local Authority is established to ensure any students who are permanently excluded receive a placement to support their educational needs.</p> <p>Discussions took place around the procedures and processes in place with Discipline Panel hearings for permanent</p>	HW Actioned

	<p>exclusions. The Chair reported the process and procedures in place. Discussions took place around students' educational journey and impact that could take place for students involved in incidents.</p> <p>The Executive Principal confirmed the recovery plan was reviewed with Executive Leaders of Education and the Chief Executive Officer to review the changes being put in place and support being provided by the Trust.</p> <p>The Assistant Business Manager provided an update on the installation of the new toilet block. The Chair asked whether there was a deadline for installation. Mr Bailey confirmed steps were in place and explained the process that is in place.</p> <p>It was reported Strategic Development leadership meetings with Trust lead practitioners are in place with the Academy to ensure further support is taking place for staff to facilitate further improvements required. It was confirmed quality assurance is provided externally from the Nova Trust.</p> <p>The Executive Principal confirmed attendance was currently sitting below targets. However, due to steps put in place improvement was being made in a timely manner and to reflect the SEND provision offered.</p> <p>It was confirmed permanent exclusion was higher than expected. The Principal confirmed this was expected to reduce moving forward due to changes being made with behavioural expectation. Information was provided regarding issues with late students and steps put in place evidencing impact on the figures.</p> <p>It was confirmed steps were in place regarding sanctions and in line with behavioural policy, for students identified who are not meeting the required expectations.</p> <p>The Executive Principal confirmed the document contained the Academy Improvement Priorities (AIP).</p> <p>Academy Committee governors suggested the document contained a high amount of information which was difficult to understand. Academy Committee governors requested a document showing information being presented and actions being taken to ensure governors have a better understanding.</p> <p>The Executive Principal suggested governors should focus on the metrics and print in green. Academy Committee governors were satisfied with the information provided.</p> <p>The Executive Principal confirmed the document was externally evaluated at the end of each half term with updates to be provided to Academy Committee governors at the end of each full term.</p>	<p>HW/MP</p>
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	<p>Academy Committee governors asked whether targets were set by the Academy. The Executive Principal explained targets were set by the Academy with the agreement of the Trust.</p> <p>Attendance targets were discussed and how these were set above national average of 90%. It was confirmed currently these sit below national average with steps being put in place to make improvements to attendance figures.</p> <p>Academy Committee governors asked how data was collected and shared. The Executive Principal confirmed there was one data point and baseline, currently being targeted and details of where this was currently were shared. Academy Committee governors were satisfied with the information provided.</p> <p>The Executive Principal invited Academy Committee governors to make contact by email if there were any additional questions.</p>	March 2022
THA/018/22/23	<p>Training</p> <p>GCSE Headline Results/Targets/local response presented by the Vice Principal – Mrs Mathews</p> <p>The Vice Principal projected the headline response for governor information.</p> <p>The Vice Principal went through the information presented to ensure Academy Committee governors were clear on the grades with overall outcome remaining the same as 2019.</p> <p>It was reported there was evidence of high achieving students with high levels of support being put in place for students.</p> <p>It was confirmed at Post-16 there had been an increase of high achieving students attending the Hucknall Sixth Form Centre and students moving onto further education at Russell Group Universities.</p> <p>Discussions took place around the steps put in place to ensure realistic targets are being set and to show outcomes in the data. The Vice Principal confirmed the document would be forwarded to Academy Committee governors.</p> <p>Academy Committee governors asked whether students contribute to setting realistic targets and what impact this has.</p> <p>The Chair asked whether the IDSR will be forwarded for governor information as Trust training had been completed suggesting this would be shared with Academy Committee governors and to support challenge.</p> <p>The Executive Principal explained the grades achieved and explained the progress scoring compared to National average.</p>	KM ASAP

	<p>It was further explained a review of areas showing little progress is in place.</p> <p>The Chair asked whether this was reflected due to weaknesses in cohort where progress should be zero. The Executive Principal confirmed this and explained performance measures.</p> <p>The Principal provided information regarding double weighted and average GCSE Score.</p> <p>The Chair asked for further information on progress 8. The Executive Principal explained the fluctuation of the progress figures.</p> <p>The Executive Principal reported this is reflected in FFT (Fischer Family Trust) and explained the changes to progress figures and attainment remaining the same.</p> <p>Academy Committee governors asked whether there are frequent changes to baseline. The Executive Principal explained this and the predictions. It was reported fluctuations are due to impact from Covid-19 restrictions on testing. The Executive Principal further reported steps in place for mock examination processes and confirmed information would be available for Academy Committee governors in the Spring Term.</p> <p>The Chair asked whether the IDSR was for the whole Academy. The Executive Principal confirmed this was for year 11.</p> <p>Further discussions took place around impact and review of data and how students requiring additional support were identified.</p> <p>Academy Committee governors asked how decisions are made based on regular review. The Principal confirmed an internal review record was in place. The Executive Principal explained the process and highlighted rigorous systems in place.</p> <p>Academy Committee governors were satisfied correct steps were in place.</p> <p>Brief discussion took place regarding progress 8 scores with steps put in place after review to ensure improvement and to show impact for SEND (Special Educational Needs and Disabilities) students.</p> <p>The Chair asked what changes have been made to exceed targets for SEND students.</p> <p>The Executive Principal reported steps and training provided for teaching staff to ensure delivery of SEND during lesson</p>	
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	<p>time for all students which had been embedded in academic year 2021/2022.</p> <p>The Governance Professional asked if Academy Committee governors would receive a copy of the IDSR document. The Principal confirmed this would be forwarded.</p>	MP ASAP
THA/019/ 22/23	<p>Minutes of the meeting dated 26th September 2022</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
THA/020/ 22/23	<p>Matters Arising:</p> <p>003/22/23: Code of Conduct Had been actioned. The Chair asked whether Mr Akbar had completed this. The Governance Professional confirmed this would be forwarded to Mr Akbar now he had been elected to the Committee and as part of the induction process.</p> <p>004/22/23: Review of Trust safeguarding training and inform Clerk Mr Rae confirmed a review of the training had taken place. Academy Committee governors present at the meeting confirmed they had reviewed the training.</p> <p>The Chair asked whether Mr Akbar would be forwarded a link to complete the training. The Governance Professional confirmed this would be made available as part of the induction process.</p> <p>006/22/23: Questions for Student Voice Link Visit The Governance Professional confirmed Dr Chiarelli had provided questions for the meeting being arranged. The Chair confirmed a student voice meeting was being arranged with the Academy and questions were being collated.</p> <p>007/22/23: Principal to provide targets and GCSE Data/FFT login The Governance Professional asked whether Academy Committee governors would receive an FFT login to review data. Mrs Mathews would arrange this.</p> <p>007/22/23: Risk Register/SEND/PP Evaluation Documentation was circulated with Academy Committee governors.</p>	
THA021/ 22/23	<p>Principals report</p> <p>Educational Review Meeting Report The Executive Principal explained the report had changed since reporting in the ERM (Education Review Meeting) document. It was explained the overall rating had been agreed at 3.</p> <p>The Chair asked what had contributed to the changes.</p>	

	<p>The Principal reported the steps being put in place to reflect changes in culture. It was acknowledged there was currently a higher rate of permanent exclusion which was hoped to reduce due to the behavioural expectations put in place.</p> <p>The Executive Principal reported good behaviour had been evidenced when walking around the Academy with good participation from students during lesson time.</p> <p>Academy Committee governors suggested learning walks from senior leaders had been stressful for some staff as discussed during a recent link visit. The Executive Principal explained the reasons for the learning walks which were non observational and to provide support for staff in development and ensuring policy is being followed. The Principal confirmed the learning walks were designed to support staff and to ensure consistency in teaching.</p> <p>Academy Committee governors asked what differences had been made to support lesson time.</p> <p>The Executive Principal explained the differences put in place to support learning for the full lesson, time allocation was being accessed by all students. Brief discussions took place regarding this. It was confirmed expectations with uniform were being embedded with students.</p> <p>The Principal reported focus on particular areas, for example, the Take 5 strategy in place to evaluate effectiveness. Brief discussions took place regarding engagement and a focus on leadership and management to impact teaching and learning.</p> <p>The Chair asked whether staff received positive feedback. This was confirmed and a discussion took place regarding the systems in place for staff praise. Mrs Mathews confirmed the process in place for sharing good practice between staff.</p> <p>The Chair asked whether good practice was shared regularly already.</p> <p>The Principal explained how this was facilitated through staff briefing and good practice being shared.</p> <p>Academy Committee governors were invited to ask any further questions. No further questions were asked.</p> <p>The Principal confirmed the televised national Remembrance Event was shared with students throughout the Academy on the 11th November 2022, to commemorate the Remembrance event. It was further reported the Principal had attended the Hucknall Remembrance Parade celebrating the 100-year anniversary with attendance by students as part of their out of school activities. It was reported a student had supported the Principal in laying a wreath.</p>	
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	<p>The Chair confirmed attendance at the Year 13 mock interviews and explained the process that had taken place. The Chair confirmed positive feedback from a member of the community had been provided in respect of stretch and challenge for students attending the Academy. It was acknowledged the Chair would be attending the Year 11 Mock interview day. The Chair asked whether girls were encouraged to participate in football events. The Principal confirmed this. It was further reported that due to steps put in place in the Academy, all support staff contributed to supporting sports clubs as part of the manners, determination and teamwork culture being promoted in the Academy. The Principal reported other extra-curricular clubs were offered for students including gardening and participation in the school show.</p> <p>The Chair confirmed she would be attending the school show and encouraged governors to attend the event. The Principal invited Academy Committee governors to inform the designated Academy staff member if they would be in attendance at any events taking place to ensure a reservation could be made.</p> <p>Discussions took place regarding the improvements made to students attending lessons and steps in place regarding staff responsibilities to ensure positive changes can be identified.</p> <p>The Governance Professional guided Academy Committee governors to make a response on the Educational Review Meeting document. This was completed and subsequently forwarded to the Trust.</p> <p>Policy Appendix Policy appendix had been circulated with Academy Committee governors.</p> <p>Cat C trip review The Principal provided information of the Normandy trip which had been agreed at Executive level, to support modern foreign languages and the history of the area. Details of the itinerary were shared with governors. The Principal confirmed steps were being put in place regarding the evening itinerary.</p> <p>Academy Committee governors asked whether consideration for ferry crossing delays had been taken. The Vice Principal confirmed the tour operator would deal with the operational side of the tour. The Principal confirmed risk assessments had been put in place and support provided from the Local Authority.</p> <p>The Chair asked whether only students on Pupil Premium received support with funding for the trip and was support accessible to all students?</p>	<p>Govs ASAP</p>
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	<p>The Principal confirmed steps in place for any families identified and requiring additional support.</p> <p>Academy Committee governors asked if support was provided to students in respect of passports.</p> <p>The Executive Principal reported this would be reviewed.</p> <p>The Principal explained the number of permanent exclusions taking place and it was hoped a reduction would be identified moving forward. The Chair confirmed her attendance at Discipline Panel meetings and the process and procedure in place including thresholds to be met by Discipline Panel Committee governors as part of the decision-making process.</p> <p>Academy Committee governors confirmed they were satisfied with the support being provided throughout the process.</p> <p>The Principal confirmed referrals for students identified with SEND are taking place.</p> <p>Academy Committee governors asked whether the process was fair, and parents are invited to make representation. The Chair reported the Discipline Panel process in place, in line with DfE (Department for Education) guidance and Trust. The Chair acknowledged the process was fair and parents were invited to attend any Discipline Panel meeting.</p>	
THA/022/ 22/23	<p>Parent Governor application/nomination Mrs Drury</p> <p>The Chair suggested a meeting would be arranged with Mrs Drury prior to the next meeting.</p> <p>Appointed governor application Mr Walker</p> <p>The Chair suggested a meeting would be arranged with Mr Walker prior to the next meeting.</p>	
THA/023/ 22/23	<p>Link Governor Areas</p> <p>A brief discussion took place around link governor areas. It was agreed that Mr Akbar would link with the careers area.</p>	
THA/024/ 22/23	<p>Link Governor Visits Behaviour Link Visit</p> <p>Dr Chiarelli confirmed a visit had taken place with Link Visit Reports being circulated. Dr Chiarelli confirmed a positive approach was evidenced. It was acknowledged a good plan was in place regarding the installation of the toilet block and student toilet pass recording system changes. The Vice Principal reported a positive impact had been evidenced with the system changes introduced.</p> <p>The Principal reported expectations for behaviour are shared with students regarding information relating to the graduated response. The Principal explained the procedures in place for</p>	

	<p>students. The Executive Principal supported steps in place to support staff through the process.</p> <p>Safeguarding The Chair confirmed a visit had taken place with review of the Local Authority Safeguarding Checklist (NCC NSCP SiE) taking place and reported the visit had been positive. Concerns around assistant year leads were raised. The Principal confirmed the steps in place and the use of the MyConcern system in place which was used to influence learning during tutor time and linking with personal development and any key trends being identified.</p> <p>Quality of Education The Chair confirmed a Student Voice meeting was being arranged and questions being collated from governors. It was confirmed a Student Counsel was now in place.</p> <p>Dr Chiarelli raised concern of the Termination Notice that had been received. The Executive Principal confirmed a plan was in place with the Chief Education Officer and the Department for Education. The Executive Principal confirmed an updated would be provided to Academy Committee governors regarding any outcomes.</p>	
THA/025/22/23	<p>How has the Academy Committee held senior leaders to account Academy Committee governors have challenged senior leaders by asking questions regarding behaviour and exclusion, GCSE targets and grades which is highlighted throughout and the Ofsted Recovery Plan.</p>	
THA/026/22/23	<p>How have VMV of Trust/Equality been upheld Consideration to the vision mission and values had taken place during the meeting in addition to equalities.</p>	
THA/027/22/23	<p>Termly Report to Trustees A response had been received from Trustees from the meeting dated 26th September 2022, which was acknowledged by Academy Committee governors. It was suggested that some reassurance had been provided to the Academy Committee governors, however a meeting with the Chief Education Officer would be beneficial to provide further assurances in steps being put in place to support improvement. The Executive Principal reported the Chief Education Officer would be in contact with the Academy Committee governors once a meeting with the Regional Schools Commissioner had taken place.</p>	

	The termly document was completed and subsequently returned to the Head of Governance for review by Trustees.	
THA/028/22/23	Determination of confidentiality of business Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That no confidential information had been discussed 	
THA29/22/23	Date and time of next meeting Thursday 16 th January 2023: Training meeting: 5.00pm - 5.30pm Main Agenda: 5.30pm - 7.00pm	
	The meeting closed at 6.50pm Signed: K Turner (chair) Date: Approved at the meeting 16 th January 2023	