

**Minutes of the Local Academy Committee meeting held on
Monday 16th January 2022
at 5.00pm at The Holgate Academy**

Governor name	Initials	Governor category	A = absence
Mrs Kate Turner	KT	Chair of Academy Committee	
Dr Andrea Chiarelli	ACh	Appointed AC governor	A
Mrs Gyongi Klein	GK	Appointed AC governor	
Mr Philip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Abriz Akbar	AAk	Appointed AC governor	A
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Matt Pennington	MP	Principal	A
Ms Tina Draper	TDr	Head of Faculty - Art, Design and Technology	Left at 6.00pm
Mr Mark Walker	MW	Governor Candidate: Observer	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/ when
THA/030/ 22/23	<p>Welcome and apologies for absence Mr Walker was welcomed to the meeting as an observer. Introductions took place. The Chair reminded all attendees of the confidentiality of information discussed during the meeting.</p> <p>Apologies for absence were received and agreed from Dr Chiarelli, Mr Akbar and Mr Pennington. .</p>	
THA/031/ 22/23	<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. 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.</p>	

	<p>The Chair had discussed with Mr Akbar the reasons for completion of the Declaration of Interest document which had been previously requested as part of the induction process. Mr Akbar was requested to complete the document as soon as possible.</p>	AAk ASAP
THA/032/ 22/23	<p>Local Training</p> <p>Faculties update (Art & Design/Technology)</p> <p>Mrs Draper projected information for the purpose of the governors present.</p> <p>Mrs Draper reported students attitude to learning was good. Links with the Academy mission, vision and values was in place.</p> <ul style="list-style-type: none"> - Attitude to learning in Key Stage 3 was positive with rotation of subjects taking place. - Year 10 projections were based on FFT (Fischer Family Trust) 50 with steps in place to monitor improvement and a focus on coursework. - BTEC data was shared for creative arts subjects. <p>The Chair asked whether different strategies were being used in BTEC music as data was positive. Mrs Draper explained the delivery of the subject and predictions made. The Executive Principal explained the differences between BTEC and GCSE. Mrs Draper acknowledged steps were to be put in place to provide further support for students in efforts to improve outcomes for Year 11 students.</p> <ul style="list-style-type: none"> - Information relating to Art, photography and graphics was provided. - 60% of coursework contributes to the final grade in art, photography and graphics. - Information regarding BTEC hospitality and secured grades for year 11 students was shared. <p>Academy Committee governors asked whether data shown was a result of the mock exam results. This was confirmed by Mrs Draper.</p> <p>Academy Committee governors asked whether further mock exams would be taken. The Executive Principal explained this would take place in some subjects and not others due to the approach being taken. Details of the approach around improvement was provided.</p> <ul style="list-style-type: none"> - Information relating to the reasonable adjustments being made to the time and duration of Art examinations to support students experiencing difficulties with the duration of the examination. Further information was provided regarding the steps put in place. <p>The Executive Principal explained guidance had been provided to the Senior Leadership Team in respect of maximising students potential to achieve outcomes.</p>	

	<p>The Chair asked for further information on problems identified in respect of hospitality.</p> <p>Mrs Draper explained a review of the course had taken place and steps were in place to support student engagement.</p> <p>The Chair asked what types of students were attending and does the option process make a difference.</p> <p>Mrs Draper explained a mixture of students attended with a variety of abilities in each subject area.</p> <p>It was reported nurture and promotion of subject areas at Key Stage 3 is beneficial to course uptake with students.</p> <p>Academy Committee governors asked how many students were in each subject currently.</p> <p>Mrs Draper explained 5 students attended textiles compared with the higher level of 27 students attending art. The Executive Principal explained there was three groups of students taking Art.</p> <ul style="list-style-type: none"> - Information regarding number of students taking Art, Design and Technology subjects at post 16. - Improvement in number of students taking drama at post 16. - Art was currently shared with National Church of England Academy for post 16 students. - Photography took place solely for The Holgate Academy students. - Links had been formed with Nottingham Trent University. <p>Academy Committee governors asked whether there were any barriers with equipment for students. The Chair asked whether PP (Pupil Premium) students are supported with equipment. Mrs Draper explained a borrowing system was in place for students to access at GCSE and A-level, in addition to food supplies being subsidised.</p> <ul style="list-style-type: none"> - Improvements were being made to support and build confidence for SEN (Special Educational Needs) students in respect of oracy, using scaffolding and modelling to support this. - Information regarding the use of books and the introduction of white boards to support SEN students understanding and supporting confidence building. <p>The Chair asked what steps were being put in place to increase student numbers as it was known a high level of students attended college instead of HSFC (Hucknall Sixth Form Centre). Mrs Draper explained building student relationships was beneficial in retaining students, in addition to showcasing at Hucknall Sixth Form Centre.</p> <p>Academy Committee governors asked whether staff are aware which students are SEN prior to lessons taking place. Mrs Draper</p>	
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	<p>confirmed staff are aware of which students are SEN, in addition to accessing PP and FSM (Free School Meals).</p> <ul style="list-style-type: none"> - Book reviews and student surveys have taken place. - Review of SEN policy has taken place. - Support in the drama department has taken place to ensure uniform expectations are in place. - Awards are being used to support improvements in Art. - An increase in extracurricular activities is taking place. - An increase in trips is being re-introduced after Covid restrictions have been lifted. - A review of the Health and Safety Policy has taken place as a result of an audit in the Food faculty. - Practical lessons continue to take place in food technology. - Details of the use of funding in various faculties was Provided. - the school production had taken place and was successful. <p>Mrs Draper left the meeting at 6.00pm.</p>	
THA/033/22/23	<p>Training</p> <p>Local response following Trust central training</p> <p>The Chair reminded governors to review the SEND (Special Educational Needs & Disabilities) training that had taken place if they were unable to attend.</p> <p>Governor Conference</p> <p>The Chair explained she had been unable to attend the session.</p> <p>Link governor training</p> <p>Mr Rae confirmed he had reviewed the Data Protection link governor training provided by the Trust.</p> <p>Mandatory Training Completion</p> <p>The Chair explained discussions had taken place with Mr Akbar regarding mandatory training that was required to be completed as part of the induction process. Mr Akbar had been requested to complete the safeguarding training, GDPR (General Data Protection Rules) and cyber training as soon as possible to meet legal requirements.</p>	<p>Govs 13/03/23</p> <p>AAk ASAP</p>
THA/034/22/23	<p>Ofsted Recovery Plan update</p> <p>The Executive Principal explained the reason for the information being tabled at the meeting due to discussions that were required with Executive Leaders.</p> <p>The Executive Principal explained the response received from the department for Education in respect of the Termination Notice. It was reported that the DfE (Department for Education) were satisfied with steps that had been put in place by the Trust and were happy for the Academy to remain as part of the Trust. Full details of the response were provided and subsequently shared with governors.</p>	

	<p>Academy Committee governors asked what would happen if the Academy were asked to leave the Trust. The Executive Principal explained the RSC (Regional Schools Commissioner) would determine which Trust the Academy could be moved to.</p> <p>The Executive Principal explained the purpose of the report and colour coding, showing changes made.</p> <p>It was reported improvements on behavioural sanctions were shown, in addition to a data suggesting a reduction in suspensions and an increase in rewards points being received.</p> <p>The Executive Principal explained coaching had been provided for staff to ensure consistency in approach and impact on behavioural outcomes. The Executive Principal explained a survey had been shared with staff, with a low level of responses received. It was reported positive feedback had been received from an exam invigilator who had acknowledged there was an improvement in behaviour identified when visiting the Academy.</p> <p>The Chair asked how many staff were in the Academy currently. The Executive Principal confirmed this was currently 75. The Chair asked if the reason for the low number of responses was known. The Executive Principal explained this may have been due to staff absences prior to the Christmas break. A full survey was to be circulated with staff.</p> <p>It was reported learning walks had taken place with the Principal and Chair of Academy Committee. It was reported mission, vision and values were being embedded during lessons with a cultural shift with student attitude being identified.</p> <p>The Executive Principal explained the Ofsted monitoring handbook was being followed and guidance suggested improvements were expected to be seen in an 18–24-month timescale. It was explained that improvements had already been identified in the academy.</p> <p>The Executive Principal provided details of the priorities: - Priority 1 – Students were transitioning from alternative provision, with a mixture of support being provided including access to an alternative curriculum. It was acknowledged that the systems being used in the transition to mainstream were successful.</p> <p>Priority 2 – A drop in attendance had been identified from Autumn term 1 to Autumn term 2. It was reported this was a similar picture nationally and impact was due to seasonal bugs and high levels of absence prior to the Christmas break. It was hoped improvements would be seen during the Spring term. It was reported that strategies to reduce persistent absenteeism in Year 11 had been effective and</p>	
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	<p>would be introduced for the rest of the Academy in efforts to tackle persistent absenteeism.</p> <p>The Chair asked whether persistent absenteeism was 36% which was a concern. The Executive Principal explained due to impact of the absence rate, this had impacted further on absence and pushed some students into the persistent absentee category. It was reported that leaders were confident that improvement in figures would be identified overall during the term.</p> <p>The Chair asked if there were further persistently absent students would these be identified as a result. This was confirmed by the Executive Principal.</p> <p>Academy Committee governors asked whether staff have reached out to students and families. The Executive Principal reported the strategies being used by staff and issuing of penalty notices taking place. It was further reported there were some issues identified with communication with some families. Further details were provided, and a brief discussion took place regarding the consistent approach in place to support students return to mainstream. The Staff governors explained communications will continue with families in efforts for students to eventually return to mainstream, where communication issues have arisen.</p> <p>Academy Committee governors asked whether there were any prosecutions. The Executive Principal confirmed there were not any currently at the Academy.</p> <p>Academy Committee governors asked whether the school are able to prosecute for lack of attendance or whether the school is responsible. The Executive Principal reported the recent information released by the Government regarding the crisis in schools relating to attendance. It was further reported the reasons why some students are absent due to the deprivation of the area and impact due to the cost of living crisis for some families. The Executive Principal confirmed the information would be shared with Academy Committee governors.</p> <p>The Chair asked whether persistent absenteeism was poor in Year 7. The Executive Principal provided details of the number of students who were persistently absent in Year 7 and history of persistent absenteeism being known in primary education.</p> <p>The Chair asked what was in place to reduce this. The Executive Principal reported steps were being put in place in respect of bespoke timetables and further additional support and strategies. Barriers with uniform had been identified due to the deprivation of the area. Steps had been put in place to ensure this was resolved and support provided. A review of strategy was taking place.</p> <p>Priority 3 – The Executive Principal reported in a recent survey, 51% of parents had said their child had been bullied and which had been dealt with effectively. 30/200 were dissatisfied. It was reported no</p>	
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	<p>complaints had been received as a result. One complaint had been received which was being dealt with by Police.</p> <p>The Executive Principal explained a communications system had been put in place to support parents and students. It was reported students were being encouraged to become involved through the initiative of the Princess Diana Trust. The Chair asked whether a spike was expected as a result. The Executive Principal explained figures currently remained static. It was explained discussions had taken place with students around bullying and terminology used.</p> <p>The Chair asked whether there had been an increase in admission figures. The Executive Principal explained the increase in figures identified. The Staff governor explained the figures for Year 11 and confirmed Year 10 were at PAN (published admission number). Details of the current national birth rate cycle were provided to explain the reduction in admissions that would be identified moving forward.</p> <p>Quality of Education – Trust wide CPD (Continued Professional Development) had been received by staff.</p> <p>It was explained Voice21 training had been provided for students to support articulation of learning.</p> <p>Teaching and Learning – It was reported Head of Faculty meetings take place to support links for Year 11 students. Strategies have been put in place to apply content and to support questioning. Additional support was being provided to support student outcomes in Year 11.</p> <p>The Chair asked whether there would be any issues with teaching not being completed prior to the GCSE period. The Executive Principal reported the steps that have been put in place with staff and the approach to be taken around exam questions and skills being used.</p> <p>It was reported steps had been put in place with staff to ensure Personal Development Plans were linked to the Academy Improvement Plan and the six areas of improvement. A brief discussion around the processes took place.</p> <p>It had been identified there had been an improvement with SEN student attendance figures due to the provision being provided for SEN students and in efforts to support attendance for those students.</p> <p>The Executive Principal reported steps had been put in place with students regarding British Values. Information had been provided to students two days per week to support British Values. The Chair asked whether this was to support understanding of what was being taught for students. The Executive Principal reported steps in place were making this explicit to students to ensure full understanding of British Values.</p>	<p>HW Actioned</p>
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	<p>It was further reported a guide had been provided for staff relating to RHSE (Relationships, Health and Sexual Education). The Chair asked whether information had been shared with parents. The Executive Principal explained this was unknown and the Assistant Business Manager would review this.</p> <p>It was reported progress 8 figures were showing as poor. The efficacy of the calculation of the figure is however questionable in terms of accuracy and indeed all academies in the Trust have a much lower progress 8 score than expected. The attainment figures are more reliable because they represent actual grades allocated, and do not rely on an external calculation, which progress 8 does. The Executive Principal explained discussions with the Trust were to take place. It was reported attainment figures were accurate and reliable and should be reviewed. Details of mock examination data were provided, and it was confirmed these were in line with projected. The Executive Principal explained a Head of Faculty Data Review for all subjects was to take place with staff.</p> <p>The Chair asked whether the attainment figures shown were the most likely outcome and would this be reached by the end of half term 2. This was confirmed by the Executive Principal. It was reported a monitoring visit was due to take place.</p> <p>The Chair asked whether the information provided was constantly updated. The Executive Principal explained the summary provided in the meeting was reviewed by Executive Leaders at the end of each term and subsequently shared with the Trust and RSC.</p> <p>The Chair asked from the Principals Report and Ofsted update – Term 1, what was the main issue. The Executive Principal reported the focus was attendance. It was explained an attendance advisor is working with the Trust to provide support and introduce strategies in the hope to reduce absences. The Chair asked for an example of a strategy. The example of the strategy used in Year 11 to reduce persistent absenteeism was explained in further detail.</p> <p>The Chair asked whether impact had been seen as a result of the permanent exclusions and suspensions being made or whether students were using alternative provision. It was reported students were being placed on the graduated pathway in efforts to support behavioural issues. It was reported a half termly review of students accessing alternative provision took place to ensure students were receiving correct and adequate support to meet their needs.</p> <p>The Chair acknowledged the layers of support available for students at the Academy, which provided a high level of support for students in efforts to prevent bullying and behavioural issues. The Executive</p>	<p>PB 13/03/23</p>
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	<p>Principal explained the differences in provisions available within Local Authorities and the support that can be offered by the Local Authority.</p> <p>A brief discussion took place regarding the graduated pathway used for students prior to permanent exclusion and information shared with governors for a Discipline Panel meeting and to evidence incidents that have taken place leading to a permanent exclusion.</p> <p>The Executive Principal explained information had been received to confirm the Academy had been accepted as part of the School Rebuilding Scheme. It was reported a site visit was awaited and it was unclear at this stage what the intention of the DfE was in respect of a new build. It was further explained the programme had a ten year timescale.</p> <p>The Chair requested regular updates to be provided regarding the progress of the scheme.</p>	
THA/035/22/23	<p>Minutes of the meeting dated 14th November 2022</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
THA/036/22/23	<p>Matters Arising:</p> <p>015/22/23: PP/SEND/NTP funding information to be circulated prior to each LAC (Local Academy Committee) meeting</p> <p>The Chair acknowledged information had been provided in the Principals Report and was monitored at Link visits.</p> <p>017/22/23: Executive Principal to provide updated Ofsted Recovery Plan to governors</p> <p>Discussions had taken place in agenda item THA/034/22/23.</p> <p>018/22/23: Headline data to be circulated by Vice Principal</p> <p>The Executive Principal confirmed summer headline data had been shared by the Principal.</p> <p>018/22/23: IDSR (Inspection Data Summary Report) to be shared with governors when available</p> <p>The Executive Principal had provided updated data.</p> <p>021/22/23: Governor attendance at Academy events. Confirmation to Academy</p> <p>The Chair acknowledged dates had been provided for governors to attend. The Chair invited governors to attend any of the events highlighted in the document. The Chair invited Mrs Klein to attend a SEN coffee morning as part of her link role.</p> <p>Mr Bailey suggested governors should attend parents evenings to support engagement with stakeholders/parents. The Chair acknowledged this would be arranged between governors to ensure governor presence at the different sessions.</p> <p>The Chair requested governors to attend at least one event per year.</p>	Govs ASAP

THA/037/22/23	<p>Principals Report and ERM (Educational Review Meeting) Report The Chair acknowledged information had been reviewed from both the Principals Report and the ERM Report. The Chair invited questions on the reports. No further questions were asked.</p> <p>The Governance Professional advised discussions were required regarding certain agenda items.</p> <p>Admission Arrangements 2024/2025 The Executive Principal confirmed there were no changes to be made to the admission arrangements for 2024/2025. A copy of the document had been previously shared with governors. Academy Committee governors were in agreement with the Admissions Arrangements for 2024/2025. Academy Committee governors were satisfied there were no changes being made.</p> <p>Category C Trips and Visits The Assistant Business Manager explained a rewards trip was due to take place to clip'n' climb, in addition to a faculty trip to Normandy, also due to take place. The Chair asked whether procedure had been followed and approval by Executive Leaders had been completed. The Assistant Business Manager confirmed this.</p> <p>The Assistant Business Manager reported planning for a drama trip to London was being put in place. The Chair asked whether the providers were part of the approved list and asked whether documentation would be provided regarding the trip. The Executive leader confirmed providers were from the approved list and details of any further trips would be provided once these had been agreed at Executive level.</p> <p>Trust Policy Approval Academy Committee governors had been informed changes to Trust Policy and confirmed they were satisfied with the changes made by the Trust in respect of the following Policies:</p> <ul style="list-style-type: none"> - Anti-bullying - Behaviour - Suspension & Exclusion - Online Safety - Level of Authority <p>It was confirmed there were no changes to local policy appendix at this meeting.</p>	
THA/038/22/23	<p>Link Visit Reports and feedback from visits H&S Visit Report</p> <p>Mr Rae confirmed a Link Visit had been completed and Link Visit Reports had been subsequently returned by post to Diverse Academies Head Office due to difficulties being experienced with technology. The Governance Professional explained steps would be</p>	

	<p>put in place to ensure copies of the Link Reports could be uploaded to the Governor Share point area once received. Mr Rae did not provided any further feedback on the visit that had taken place.</p> <p>Events/Mock interviews attended</p> <p>The Chair confirmed her attendance at the mock interviews that had taken place. The Chair had also attended various events at the Academy including the Academy Show.</p> <p>The Chair reported a meeting had taken place with Mr Cotton (Chief Education Officer). Discussions had taken place regarding issues identified by the Committee. The Chair suggested Mr Cotton had apologised for any lack of communication regarding the termination notice received. Mr Cotton had reassured the Chair of the steps put in place to ensure communications with the Trust were improved moving forward.</p>	
THA/039/22/23	<p>Update to Governance Action Plan</p> <p>The Chair confirmed a review of the Governance Action Plan had taken place and was satisfied that monitoring of SEN was in place and could be changed on the plan.</p> <p>It was reported the focus for governors for the term would be around engagement with parents, students and stakeholders. The Chair explained a visit with students was being arranged.</p> <p>Governors were encouraged to attend various events with parents, students and stakeholders highlighted in the calendar provided.</p>	<p>Clerk ASAP</p> <p>Govs 13/03/23</p>
THA/040/22/23	<p>Governor Candidate Update</p> <p>The Chair acknowledged steps had been put in place regarding governor recruitment.</p> <p>Attendance by Mr Walker as a governor candidate had taken place and further steps would be put in place regarding the position.</p> <p>In addition, there had been two further applications made regarding the vacancies. The Governance Professional was putting steps in place with legal requirements and an offer for the candidates to observe the March meeting had been made.</p>	
THA/041/22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders on persistent absenteeism, attendance and behaviour, bullying, teaching and learning and attainment figures.</p>	
THA/042/22/23	<p>How have VMV of Trust/Equality been upheld</p> <p>The Chair acknowledged the Academy Committee continue to uphold the vision mission and values through the agenda.</p>	
THA/043/22/23	<p>Committee Report to the Trust Board</p> <p>The Committee Report was completed and celebrated the improvements with Year 11 attendance, improvements shown with behaviour and expectations, in addition to the positive response received from the RSC regarding the Termination Notice and acceptance into the school rebuilding programme.</p>	



THA/044/ 22/23	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That no confidential information had been discussed	
THA/045/ 22/23	Date and time of next meeting Monday 13 th March 2023: Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm	
	The meeting closed at 6.55pm Signed: K Turner (chair) Date: 13 th March 2023	