

**Minutes of the Local Academy Committee meeting held on  
Monday 13<sup>th</sup> March 2023  
at 5.00pm at The Holgate Academy**

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

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Heather Widdup	HWP	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mrs Carol Lunney	CL	Head of PE	A
Mr Anthony Walker	AW	Governor Candidate: Observer	
Mrs Emma Redgate	ER	Governor Candidate: Observer	
Mr Roger Braich	RB	Governor Candidate: Observer	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	3	Governors Present	3

**Governor support, questions and challenge: Responses**

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>THA/046/ 22/23</b>	<p><b>Welcome</b> The Chair welcomed Mrs Redgate and Mr Braich to the meeting as observers. Mrs Redgate and Mr Braich had registered interest in the parent and appointed governor roles. Introductions were made for the benefit of the observers. Mr Walker was also introduced to the Committee and had observed the January meeting.</p> <p><b>Apologies for absence</b> Apologies for absence were received and agreed from Mr Bailey, Mr Rae and Mrs Lunney due to personal reasons.</p>	

	<p>Mr Akbar was absent from the meeting without apologies being provided. Academy Committee governors were in agreement that the absence was not accepted.</p> <p><b>Principal Update</b> The Executive Principal explained Mr Diamond had been placed as Head of School for the remainder of the academic year. It was reported that advertisements were in place in efforts to recruit to the Principal post. The Executive Principal explained Mr Pennington had moved onto a role to support within the Trust. A brief discussion took place regarding the reasons for the change in role and support that had been offered by the Trust.</p> <p><b>The Chair asked</b> whether there was staff cover provided for gaps created due to the change in role for Mr Diamond. The Executive Principal provided details of staff changes made to ensure all areas were adequately covered. An update was provided regarding roles being created and time allocations for staff to ensure further support is available to fill gaps.</p> <p><b>Academy Committee governors asked</b> whether there was a Business Manager in place. This was confirmed and details were provided by the Executive Principal.</p> <p><b>Academy Committee governors asked</b> if there was a robust safeguarding system in place. Mr Diamond confirmed the ‘My Concern’ system was in place and embedded, in addition to additional support being provided by the Trust.</p> <p><b>Academy Committee governors asked</b> whether Mr Diamond would continue to support behaviour and whether meeting dates could be arranged. Mr Diamond confirmed meetings could be arranged for a link visit.</p> <p>The Executive Principal confirmed due to senior staff changes, attendance at the Academy had increased to three to four days per week attending the Academy.</p> <p>It was reported that Chief Education Officer, Mr Holmes had supported at the Academy during a recent spell of adverse weather., in the absence of the Executive Principal. <b>Academy Committee governors praised</b> the support offered by the Chief Education Officer.</p>	
<p><b>THA/047/22/23</b></p>	<p><b>Declaration of interest and any changes to be advised</b> 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><b>THA/048/22/23</b></p>	<p><b>Governor Candidate Election - Mr A M Walker</b> Mr Walker left the meeting at 5.13pm.</p> <p>Discussion took place regarding appointment of Mr Walker as an appointed Academy Committee governor. The Governance Professional</p>	

	<p>confirmed necessary references, DBS and social media checks had been completed and signed off by the Chair. It was resolved that Mr Walker would be appointed to the Local Academy Committee as an appointed governor for a four-year term of office.</p> <p>Mr Walker returned to the meeting at 5.14pm.</p> <p><b>Vice Chair Appointment - Dr Chiarelli</b> Dr Chiarelli left the meeting at 5.14pm.</p> <p>The Chair explained that Dr Chiarelli had registered an interest in the Vice Chair role. Academy Committee governors were offered the opportunity to step forward for the role. There was no further interest in the role.</p> <p>It was resolved that Dr Chiarelli would be appointed to the Vice Chair role until the end of the academic year. Consideration for a further term of office would take place in the summer term.</p> <p>Dr Chiarelli returned to the meeting at 5.15pm.</p>	
<p><b>THA/049/22/23</b></p>	<p><b>Training</b> Local response following Trust central training;</p> <ul style="list-style-type: none"> <li>• <b>Stakeholder Engagement</b> Dr Chiarelli confirmed attendance at the session. It was reported the content of the training had been beneficial and well presented. Academy Committee governors were urged to review the training session and inform the Governance Professional if this was reviewed.</li> <li>• <b>Safeguarding Link Governor</b> The Chair confirmed attendance at the training session. The Chair reported the importance of safeguarding and mandatory training that is required to be completed by all governors. A brief discussion took place regarding how safeguarding overlaps into other link areas, and which should be considered by Academy Committee governors when completing link visits.</li> <li>• <b>Equality, Diversity &amp; Inclusion</b> Dr Chiarelli confirmed attendance at the training session and that the session had been comprehensive. <b>Dr Chiarelli asked</b> whether there were any statistics or information of the teaching body in respect of the protected characteristics mentioned. The Executive Principal confirmed information could be provided. <b>Dr Chiarelli raised concern</b> of the issues countrywide and due to local population and how this was served in the Academy. The Executive Principal confirmed the Assistant Business Manager could forward information for the next Academy Committee meeting.</li> <li>• <b>Leadership and Governor Conference</b> Discussions took place regarding the Leadership and Governor conference due to take place in July. Academy Committee governors suggested the opportunity to access the event via MS Teams with sessions being recorded for access by others if unable to attend.</li> </ul>	<p><b>PB</b></p>

	<p>Networking was a priority for governors at such an event. It was suggested some governors may experience difficulties accessing a face to face event and particularly in the day would require prior notice to ensure governors who worked could attend.</p> <ul style="list-style-type: none"> <li>• <b>Governor Awareness Day</b></li> </ul> <p>The Governance Professional reported the purpose of the Governor Awareness Day that could be accessed online. Information had been circulated by email to support governor access. Details regarding the content of the sessions offered were provided. The Governance Professional encouraged governors to review the sessions.</p>	15/05/2023
THA/050/22/23	<p><b>Minutes of the meeting dated 16<sup>th</sup> January 2023</b></p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
THA/051/22/23	<p><b>Matters Arising:</b></p> <p><b>031/22/23: Declaration of Interest/Code of Conduct completion</b> The Governance Professional confirmed that Mr Akbar had completed and returned the documents.</p> <p><b>033/22/23: Review Trust SEN training</b> The Chair urged Academy Committee governors to review the training offered by the Trust and inform the Governance Professional if this was reviewed to ensure training records were updated.</p> <p><b>033/22/23: A Akbar to complete mandatory safeguarding/GDPR and Cyber training</b> The Chair explained that Mr Akbar had not completed the training modules after being contacted on numerous occasions. The Chair explained the training was mandatory for all Academy Committee governors and must be completed in line with government guidance.</p> <p><b>034/22/23: Government guidance on attendance</b> Information had been circulated to Academy Committee governors.</p> <p><b>034/22/23: Update on RHSE information</b> It was confirmed this had been actioned by the Academy.</p> <p><b>039/22/23: Change to SEN (Special Educational Needs) on Action Plan</b> The Chair confirmed changes had been made to the Governance Action Plan as discussed at the previous Academy Committee meeting.</p> <p><b>039/22/23: Governors to attend events with parents, students, stakeholders</b> The Chair acknowledged dates had been provided for Academy Committee governor attendance. Mr Diamond explained parents evening had been cancelled due to adverse weather conditions, although the Academy had remained open for students.</p> <p>Mr Diamond reported a year 9 options evening was taking place on the 14<sup>th</sup> March 2023 if governors were available to attend.</p>	

	<p>The Chair encouraged Academy Committee governors to attend events taking place in the Academy to support stakeholder engagement. Details of specialist SEN sessions were to be attended by the Chair and Mrs Klein in due course.</p>	
<p><b>THA/052/ 22/23</b></p>	<p><b>Post Ofsted Response Plan update</b> (including quality of education and staff wellbeing) The Executive Principal guided Academy Committee governors through the document.</p> <p><b>Metrics Monitoring - Attendance</b> The Executive Principal reported attendance was improved in half term 2 and 3. It was explained how this was calculated and any reduction in attendance identified as the academic year progresses. It was reported steps were positive and evidencing changes made were effective in making improvements. The Executive Principal reported there were further improvements being evidenced after half term 3. It was further reported that the Academy had remained open on days when there had been adverse weather conditions to support students and offer a safe space. The Chair asked how absence would be recorded. This was explained by the Executive Principal. Mr Diamond explained attendance had reached 78% for the afternoon session on the day of adverse weather. The Executive Principal reported a review of absence was taking place regarding geographical locality for some students that may have caused attendance issues due to the weather conditions. It was further reported that support had been offered for vulnerable students.</p> <p>The Executive Principal reported there had been an improved level of rewards offered by staff for students achieving 100% attendance.</p> <p><b>Persistent Absence</b> The Executive Principal reported figures of persistent absence were reducing. Discussions took place regarding students who leave the academy and remain on roll. <b>Academy Committee governors asked</b> if this has to be reported and is it statutory to be reported to the new school of a student.</p> <p>Mr Diamond explained the procedures when students are attending a new school and steps that are put in place regarding persistent absence procedures. It was reported school admissions meetings take place and discussions took place regarding the admission process and gaps identified in attendance figures.</p> <p>The Executive Principal explained issues arising for students who were allocated a place and were not local to the area. It was reported robust tracking of categories is in place.</p>	

The Executive Principal reported significant figures were reducing. It was acknowledged some persistent absence figures were unable to reduce and discussions took place regarding this.

The Chair acknowledged information available in the ERM (Educational Review Meeting) Report, referred to two telephone calls made to the home setting of students who had been absent had taken place. The Executive Principal explained the procedure was in place for both staff and students.

**Academy Committee governors asked** what the procedure was if students did not attend the morning session. The Executive provided clarity on how this was recorded for students and how this supported attendance figures. Mr Diamond reported steps were in place to support with a cultural change in the school community in efforts to improve attendance figures. A discussion took place regarding the strategy in place regarding improvements to attendance and support of the school community.

### **Suspension**

The Executive Principal reported there had been a significant reduction in fixed period suspensions. It was reported this was higher than desired. The Executive Principal reported student expectations were being established through the graduated response pathway to ensure expectations were embedded with students. Discussion took place around the procedures and processes in place for fixed period suspensions for students and impact of bespoke interventions for students in efforts to reduce fixed period suspensions.

**The Chair raised concern** of school community perceptions regarding fixed period suspension and permanent exclusion and whether other students were aware. Mr Diamond explained steps put in place to ensure students are aware of sanctions put in place and in line with GDPR guidance.

**The Chair asked** whether parents were aware of expectations. Mr Diamond explained the restorative justice culture and conduct cards in place in efforts to embed expectations.

Discussions took place regarding social media posts known to the academy regarding fixed period suspension and permanent exclusion.

**The Chair asked** Mrs Redgate what parents perception was and whether parents had knowledge of what was taking place in the Academy. Mrs Redgate explained more parental involvement was required. Mr Diamond confirmed communications with parents are provided regularly through Weduc.

### **Permanent Exclusions**

The Executive Principal reported there are currently no permanent exclusions.

#### **Bullying log entries**

It was reported there was a reduction in instances of bullying reported. Steps had been put in place to ensure parents and students were aware of the information regarding reporting of bullying and school response.

#### **Unauthorised late to school**

The Executive Principal reported there had been an increase in students arriving late to the Academy. It was reported this was due to nearby roadworks causing delays for students travelling to the Academy.

#### **Unauthorised Late to Lesson**

The Executive Principal reported steps were being put in place to review timetables in readiness for the new academic year to reduce movement around site for students. It was reported steps had been put in place to remove some areas of fencing around the site to improve flow of students in high traffic areas. A further review would take place in efforts to support students travel around the site.

The Chair acknowledged there were eighteen students arriving late per period. The Executive Principal provided clarity on the amount of students moving around the academy and the context regarding this.

Mrs Redgate suggested additional movement around site may cause stress for some students where lesson time may be missed.

#### **Unauthorised out of Lesson**

The Executive Principal reported toilets would be installed after the Easter break. Discussions had taken place at previous Academy Committee meetings regarding the inadequacy of the toilet block. It was further reported this was a national issue. It was explained students had not participated in the nationwide protests regarding issues with toilets in schools. Mr Diamond explained steps had been put in place to support students' views being heard in an appropriate manner and to be dealt with directly.

#### **Reward to Sanction**

The Executive Principal reported there had been an improvement with 30% of students meeting the criteria to receive an award. It was explained reward points are issued to students to work towards a bronze, silver or gold award from year 7 to year 11. Mr Diamond reported there had been a small number of Year 10 students in receipt of an award, which should be praised. **The Chair acknowledged** staff support and recognition being provided for student's efforts.

#### **Alternative Provision/Alternative Curriculum**

The Executive Principal reported steps were in place to support students return to mainstream. The differences for the support offered through

alternative provision and alternative curriculum were explained. It was hoped a reduction in figures would be shown due to steps put in place.

**The Chair asked** whether the permanent exclusion process was beneficial for some students. The Executive Principal explained steps put in place to ensure students are not removed from roll and with the graduated response pathway being followed. It was further reported an increase in students were returning to mainstream with additional bespoke support being provided. It was explained that alternative provision was offered off site if required for students. **The Chair raised concern** that the provision was costly and not well attended. The Executive Principal explained it was beneficial for students to remain at the Academy where possible. It was reported the breadth and depth of curriculum offered at alternative provision was inadequate to support academia.

#### **Academic Performance Year 11**

The Executive Principal explained Year 11 students were currently undertaking mock exams. Updated information would be available at the meeting in May.

**The Chair raised concern** at the negative figures being shown. The Executive Principal explained issues identified due to a lack of data recorded at Year 2 SATS during the Covid 19 pandemic which had impacted on figures. **The Chair asked how** the Executive Principal knows where figures are. The Executive Principal explained the accuracy in attainment figures and rigorous review of student data in place to identify gaps. It was explained intervention were being offered to provide bespoke support and programmes.

**The Chair asked** if low grades are identified will movement be shown. Mr Diamond explained strategy, review and intervention are being implemented. The Executive Principal explained the strategies in place to focus on class subjects and staff movement to support this. It was reported staff links were in place with East Leake Academy.

**The Chair asked** whether a large amount of agency staff are being used to support any gaps with staffing. The Executive Principal explained steps are in place to support staff recruitment. **The Chair asked** whether good quality staff are being recruited. The Executive Principal explained issues identified nationally with staff recruitment and a reduction in applications identified. It was explained steps were in place to recruit graduates through University links that have been formed, in addition to succession planning with retiring staff.

#### **Trustees Visits**

**The Chair acknowledged** the information regarding the visit had been received. It was explained the Chair had also been part of the visits that had taken place with Trustees and the CEO (Chief Executive Officer).

HWP  
15/05/23



	<p><b>The Chair reported</b> the visit that had taken place with Trustees and explained the issues arising with two-way feedback and lack of information being forwarded to Academy Committee governors regarding business decisions at Trust level pertinent to the Academy. It was reported a link Trustee will be assigned to the Academy.</p>	
<p><b>THA/053/22/23</b></p>	<p><b>ERM report (Educational Review Meeting)</b>  <b>Safeguarding</b>  The following discussion was confidential regarding levels of safeguarding and therefore recorded separately.</p> <p>Mr Diamond reported half termly reviews of the Single Central Register had taken place with the Trust and Local Academy Chair of Governors. It was confirmed staff training had been completed and was being renewed for those staff whose training was due to lapse. The Chair explained governors form part of the register. It was reported by the Chair, if governors do not complete mandatory training, they would be removed from the Committee in line with the Governance Strategy.</p> <p>Mr Diamond confirmed staff were compliant with safer recruitment training and requirements when recruiting.</p> <p>Mr Diamond confirmed links had been formed with the Police regarding anti-social behaviour and any issues arising in the community. It was reported anti-social behaviour was not being evidenced by students whilst in the Academy. It was further reported that links with the Local Authority safeguarding team are also in place.</p> <p>Mr Diamond confirmed there were no current allegations or whistleblowing disclosures.</p> <p><b>The Chair asked</b> whether the Academy safeguarding team receive support from the trust. Mr Diamond confirmed meetings take place with the Trust Safeguarding and Behaviour Lead.</p> <p>The Chair invited further questions. No further questions were asked.</p> <p><b>Cat C trip review</b>  <b>River Leen Trip</b>  Mr Diamond reported there was a Year 13 trip to take place to the River Leen and was to be supported by the Head of Humanities. It was reported risk assessments were in place and evolve reports had been agreed.</p> <p><b>The Chair asked</b> whether a member of staff would be attending. This was confirmed by Mr Diamond.</p> <p><b>Flamborough Head Trip</b></p>	

	<p>Mr Diamond reported there was an additional trip to take place to Flamborough Head to collect data for the syllabus. It was confirmed risk assessments were in place.</p> <p>Academy Committee governors were in agreement that both the trips should take place and necessary assessments had been put in place. Academy Committee governors were satisfied with the information provided verbally relating to the trips.</p> <p><b>Projected Pupil Numbers</b> The Executive Principal reported projected student numbers were 240 with a waiting list. It was explained there were other spaces in other year groups. <b>The Chair asked</b> whether there was a big increase in numbers. The Executive Principal explained 60 students was a large increase. <b>The Chair asked</b> whether there was staffing available to support. The Executive Principal explained recruitment taking place to for staffing to support the increase in numbers.</p> <p><b>Trust Policy updates</b> The Governance Professional advised of the changes made to the Trust Policies which were available on the Trust website.</p> <p><b>Local Academy Appendix:</b> Academy Committee governors were in agreement with the Anti bullying and CEIAG (Careers Education Information, Advice and Guidance) appendix.</p> <p><b>Health &amp; Safety Local Policy</b> Academy Committee governors were satisfied with the information provided in the Health and Safety local Policy without any issues being identified. Mr Diamond confirmed a visit from the Local Authority was scheduled. Academy Committee governors ratified the Health and Safety local Policy.</p> <p>The Governance Professional reported the Provider Access appendix had been forwarded and would be reviewed at the May meeting due to timescales when the document had been received and for governor review.</p>	<p><b>Govs</b> <b>15/05/2023</b></p>
<p><b>THA/054/22/23</b></p>	<p><b>Link Visit Reports and feedback from visits (any actioned)</b> <b>Health &amp; Safety Visit Report</b> The Chair acknowledged link visit reports had been received.</p> <p><b>Pupil Premium</b> Mrs Klein reported a link visit for Pupil Premium had taken place. It was evident that all policies and procedures were being followed. It was reported support with uniform is offered to students from the Pupil</p>	

	<p>Premium budget. The Executive Principal explained there was a uniform swap shop in place. Donations had been requested for nearly new items to support this. Mrs Klein reported support with trip costs is available for students in receipt of Pupil Premium. In addition, support for materials required for various Art, Design and Technology subjects is available. It was further reported the Academy had remained open for vulnerable students during strike action days. <b>Mrs Klein asked</b> whether clear communications are forwarded to vulnerable students and families. The Executive Principal explained personal invitations are provided for families known to the academy. It was explained steps were put in place if an absence is identified from an invited student with normal absence procedures being followed. It was further explained if there is Local Authority involvement with a student, it is requested by the Local Authority that the student is in attendance. It is the responsibility of Social Care to follow up any absence with Local Authority involvement.</p> <p><b>Mental Health and Wellbeing</b> Dr Chiarelli explained there had been difficulties in arranging link visit meetings with staff. The Executive Principal explained steps had been put in place with staff to resolve any issues arising. Academy Committee governors were requested to report this, if there were issues with link visit meeting arrangements with staff. The Executive Principal explained difficulties experienced by staff in attending link visit meetings, due to staff absence cover being required.</p> <p>Discussions took place around walk and talk meetings taking place during visits in addition to staff attending Local Academy Committee meetings to present information. Mr Diamond explained discussions were to be put in place with staff regarding expectations.</p> <p><b>Events/Mock interviews attended</b> The Chair reported her attendance at Year 12 and 13 mock interviews. <b>The Chair asked</b> whether students support was offered for students with difficulties attending 1:1 mock interviews and how many students with SEN (Special Educational Needs) and/or PP (Pupil Premium) attended mock interviews/careers days. The Executive Principal explained group discussions took place to support students unable to participate in 1:1 meetings.</p> <p><b>The Chair acknowledged</b> the support offered by staff in respect of careers and ensuring students have a plan in place and understanding of the routes that could be taken.</p>	
<p><b>THA/055/ 22/23</b></p>	<p><b>How has the Academy Committee held senior leaders to account</b> It was confirmed challenge had taken place in respect of careers, data analysis and behavioural aspirations and safeguarding.</p>	
<p><b>THA/056/ 22/23</b></p>	<p><b>How have VMV of Trust/Equality been upheld</b> It was confirmed vision, mission and values had been upheld through following the agenda and discussions that have taken place.</p>	

<p><b>THA/057/ 22/23</b></p>	<p><b>Consider information to be advised to the Trust Board and complete the report</b> Academy Committee governors completed the Academy Committee report. Details to be added were agreed by governors and subsequently confirmed by the Chair. The response to the previous Committee report returned from Trustees was acknowledged.</p>	
<p><b>THA/058/ 22/23</b></p>	<p><b>Determination of confidentiality of business Equality Act consideration</b> Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:  <ul style="list-style-type: none"> <li>- That that items discussed within agenda item THA/053/22/23 should remain confidential to academy committee governors until the end of the academic year.</li> <li>- There had been no Equality Act implications</li> </ul> </p>	
<p><b>THA/059/ 22/23</b></p>	<p><b>Date and time of next meeting</b> Monday 15<sup>th</sup> May 2023: Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm</p>	
	<p>The meeting closed at 6.56pm  Signed: K Turner (chair) Date: Agreed at the LAC meeting 15.05.23</p>	