

**Minutes of the Local Academy Committee meeting held on
Monday 3rd July 2023
at 5.00pm at The Holgate Academy**

Governor name	Initials	Governor category	A = absence
Mrs Kate Turner	KT	Chair of Academy Committee	A
Dr Andrea Chiarelli	ACh	Appointed AC governor	
Mrs Gyongi Klein	GK	Appointed AC governor	
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Abriz Akbar	AAk	Appointed AC governor	Joined at 5.14pm
Mr Anthony Walker	AMW	Appointed AC governor	A
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mr Roger Braich	RG	Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Head of School	
Mrs Sophie Medjdoub	SM	Head of Modern Foreign Languages	Left at 5.35pm
Mrs Margaret Newcombe	MN	Governor Candidate: Observer	Joined at 5.04pm
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	4	Governors Present	7

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
	<p>Local Training Session on Modern Foreign Languages by Miss Medjdoub</p> <p>Miss Medjdoub explained that levels are slightly below target at 53.83%. It was acknowledged some students have been entered for the higher paper.</p> <ul style="list-style-type: none"> • Mock exams for Year 10 had been successful with good direction. • Changes to assessment was to be put in place for Key Stage 4 students in 2023/24. As a result a focus on full skills for Key Stage 3 students is in place. 	

- The Intent is a knowledge based curriculum, working on topics with a focus on communication and building confidence with students speaking. Information on building cultural knowledge for students, linking with society, relevant topic knowledge and social context is offered.
- A review of living in a multicultural society and understanding of different heritage and backgrounds takes place with students and within the MFL (Modern Foreign Languages) team which is a focus and celebrated.
- Information on the focus of listening, reading, speaking and writing is taking place to support three themes at GCSE (General Certificate of Secondary Education). Details of what is offered for students was provided.

Mr Bailey left the meeting at 5.02pm. Mr Bailey returned at 5.04pm
Mrs Newcombe joined the meeting at 5.04pm.

- It was reported some students have previously experienced languages at primary school however, this varies and can limit exposure for students in Year 7.
- Details of interaction, feedback and questioning that takes place and how this is filtered into cross curricular subjects was offered.

Miss Medjdoub explained a review of the offer is taking place. Details of the offer are available on the Academy website; and is topical based with key skills attached. It was reported there will be a focus on vocabulary and non-negotiables will be introduced from September in efforts to drive retention and knowledge for students. Themes of topic areas will be reviewed. Steps are in place regarding Equality, Diversity and Inclusion for the whole academy and Trust. Details regarding British Values and careers will be reviewed during lesson.

Details of the focus this year around confidence building and other areas including vocabulary, grammar, pronunciation, and phonics was provided. It was explained a recall quiz is used to support knowledge and delivery. Steps are in place to ensure students take responsibility for their own learning. Some resistance to uptake had been experienced and steps had been put in place to discuss this with parents and students who may be interested in taking languages in Year 10.

- Intervention with lunch clubs and after school clubs for Year 10 students has taken place with improvements in students attending being identified.
- Improvements have been identified with speaking as a result and will continue. Details of what is in place to support this was provided.
- Support has been provided to support students writing skills and understanding of what is required to progress further.

- Details of time allocations offered for lesson planning in addition to the CPD (Continued Professional Development) that was offered to staff which had been beneficial. It was reported staff subject knowledge is good and overall knowledge of what is being taught in each class is known by the Head of Faculty.
- Information regarding the use of visualisers alongside the white board was offered and quality assurance that is taking place to support area development for students and is a strength during lesson observation.
- It was reported expectations with students are shared and seating plans are in place to support students working together effectively.
- British values is in place to ensure differences between French and English families, society, celebrations, local context and core values are discussed in lessons.
- It was reported consistency across the faculty has been identified when staff are dealing with challenging behaviour.

Mr Bailey left the meeting at 5.11pm and returned at 5.14pm.

Mr Akbar joined the meeting at 5.14pm.

Miss Medjdoub reported curriculum and assessment was being reviewed in readiness for September and how this will support students in Key Stage 4 to achieve best possible outcomes for students. Discussions had taken place within the faculty and within the trust.

Details of what is being put in place to build student and staff confidence and continuation of CPD for staff will take place, to support further improvement. Positive staff reflection has taken place to ensure improved understanding of a focus to improve momentum and addressing misconceptions in a timely manner.

- Positive feedback is offered to students from staff. Book reviews take place and can identify positive discussions with students. Details of marking was offered.
- New GCSE assessments will require students complete reading and speaking. Some resistance has been identified and additional steps put in place to increase students confidence and improvement of pronunciation and habit forming.
- Challenges and barriers had been identified and details of the difference in lost learning between year 7 and year 8 has shown impact.
- A reduction of uptake in year 10 for 2023/2024 has been identified. Details of numbers of students taking MFL and currently taking MFL were provided.
- A reduction in the value of languages had been identified and steps were in place to change the perception of languages with students and parents.

	<ul style="list-style-type: none"> • Details of the French/History trip that had taken place were provided and the benefit of this for students. <p>Miss Medjdoub explained French Officials at the border had commented on the good behaviour of students who had been part of the trip.</p> <p>The Chair praised the presentation offered and asked what visualisers are. Miss Medjdoub explained how visualisers were used and the benefit for exam skills for students, which was supported by the Head of School.</p> <p>The Chair asked whether challenging behaviour was specific to MFL or whether this was broader around school. Miss Medjdoub explained this was broader and steps took place with students regarding restorative justice work. It was further explained it was key to ensure consistency and triangulation with parents. Miss Medjdoub explained staff visits to other lessons that take place if issues with students behaviour is identified and to ensure consistency with staff support in other lessons for students identified.</p> <p>The Chair asked if there are trends identified with uptake of languages and may this reduce further in the future or may this be a temporary issue. Miss Medjdoub explained this had been identified with other schools and Universities countrywide. Miss Medjdoub explained the importance of promoting languages with students in efforts to change the reduction in uptake countrywide.</p> <p>Academy Committee governors asked whether French has been offered for a long period of time at the academy. Miss Medjdoub explained changes that had been made with offers of German and a trial with Spanish in addition to dual language offers. It was reported difficulties in continuity were due to staffing issues arising.</p> <p>Academy Committee governors asked whether there was an offer of more than one language, is there a reduction to one to support another or is there a choice of languages on offer. Miss Medjdoub explained due to staffing restrictions more choices for languages could not be offered.</p> <p>Academy Committee governors asked whether any targeted training or support from the SEND (Special Educational Needs and Disabilities) team is available. Miss Medjdoub explained Teaching Assistant support is offered in lessons with student information being shared at the start of the academic year for students requiring additional support. CPD is offered to all staff in addition to work taking place with the SEN team and MS teams channel.</p> <p>The Head of School explained on students return from the 13-hour trip positive attitudes and behaviour from students was identified. The Acting School HeadHead of Schoolwork undertaken by staff to support trips</p>	
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	<p>taking place and praised staff for their support in facilitating trips for students.</p> <p>Academy Committee governors acknowledged the communications offered to parents for those taking part in trips was beneficial in parental engagement.</p> <p>Miss Medjdoub explained steps being put in place regarding trips for 2023/2024 and to offer incentives for students to choose MFL at Key Stage 4.</p> <p>Miss Medjdoub left the meeting at 5.35pm.</p>	
THA/075/22/23	<p>Welcome and apologies for absence</p> <p>Dr Chiarelli explained as Vice Chair, he would Chair the meeting due to the absence of Mrs Turner.</p> <p>Apologies for absence were received and agreed from Mrs K Turner due to family commitments and Mr M Walker due to work commitments.</p>	
THA/076/22/23	<p>Governor Appointment</p> <p>Mrs M Newcombe – Appointed Governor</p> <p>Mrs Newcombe left the meeting at 17.35pm.</p> <p>The Chair explained the background of Mrs Newcombe.</p> <p>It was agreed by Academy Committee governors that Mrs Newcombe would be appointed to the Academy Committee as an appointed governor for a four-year term of office.</p> <p>Mrs Newcombe returned to the meeting at 17.36pm.</p> <p>The Chair welcomed Mrs Newcombe to the Local Academy Committee.</p>	
THA/077/22/23	<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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p> <p>The Governance Professional reported this had now been completed by Mr Braich, Mrs Redgate and Mr Walker as new governors.</p>	

<p>THA/078/22/23</p>	<p>Training Local response following central training; Quality of Education, KCSIE, Safeguarding/SEND link governor The Governance Professional reminded governors to review the KCSIE (Keeping Children Safe In Education 2023) training that had been offered by the Trust and to confirm when this had been reviewed to the Governance Professional to ensure records could be updated.</p> <p>Governor & Leadership Conference Update The Governance Professional explained no governors were attending from the Academy Committee due to work commitments. The Executive Principal confirmed an update would be provided in the September meeting.</p> <p>Mandatory safeguarding for completion via National College The Governance Professional reported information would be forwarded to governors requiring to complete this when information is available from National College. The Governance Professional explained Mr Braich was to complete mandatory training or offer certificates if these were acceptable by the HR (Human Resources) department.</p> <p>The Chair asked for staff leaders to attend Academy Committee meetings to offer training sessions. The Staff governor confirmed a plan would be put in place for the next academic year and circulated.</p> <p>The Chair reported he would be attending the Local Authority safeguarding focus group in the absence of Mrs Turner and would share information at the September meeting.</p> <p>The Chair requested a training record is provided to show the training that has been actioned by Academy Committee governors.</p>	<p>Govs 18/09/23</p> <p>HWP 18/09/23</p> <p>Govs 18/09/23 RB ASAP</p> <p>PB 18/09/23</p> <p>ACh 18/09/23</p> <p>Clerk 18/09/23</p>
<p>THA/079/22/23</p>	<p>Ofsted Recovery Plan update/conclusion from Ofsted Visit/New plan for 23/24 The Executive Principal explained an Ofsted Monitoring visit had taken place on the 13th and 14th June 2023. Details of the focus of the visit was offered and it was reported there were little differences identified between a monitoring and full inspection. The Executive Principal explained feedback was unavailable currently due to confidentiality reasons. Details on the outcome of the monitoring visit will be forwarded to Academy Committee governors when received from Ofsted.</p> <p>Academy Committee governors asked when details would be provided by Ofsted.</p> <p>The Head of School acknowledged this was unknown and explained the process that had taken place which had reflected the full inspection process. It was reported that the actual overall judgement will remain the same and the visit would not change the judgement at this stage. Ofsted</p>	<p>HWP ASAP</p>

	<p>can conduct up to five monitoring visits. The next one is expected in about a year's time. Discussions took place regarding the updates made on the recovery plan in place which were confidential and recorded separately.</p> <p>The Executive Principal explained a review of the Academy Improvement Plan would take place and would be shared with Academy Committee governors in September. It was reported the plan would incorporate the areas requiring focus as a result of the monitoring visit.</p> <p>The Executive Principal praised the Head of School for leading staff through the inspection. The Executive Principal also praised new Assistant Principal staff for support offered during the visit.</p> <p>HSFC (Hucknall Sixth Form Centre) Update The discussion was regarding the centre was confidential and recorded separately.</p>	<p>HWP 18/09/23</p>
<p>THA/080/22/23</p>	<p>Minutes of the meeting dated 15th May 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>THA/081/22/23</p>	<p>Matters Arising: The Chair requested the Governance Professional to offer updates to the matters arising.</p> <p>060/22/23: Review of Trust safeguarding training The Governance Professional acknowledged newly appointed governors had been requested to review the Trust safeguarding training from September 2022. It was explained that due to changes to the KCSIE it would be beneficial for all new and established governors to review the Trust training session on KCSIE.</p> <p>061/22/23: Induction (Clerk) - Actioned The Governance Professional explained an induction had taken place for all newly appointed governors, with the exception of Mrs Newcombe, this would take place in the autumn term.</p> <p>062/22/23: Declaration of Interest - Actioned The Governance Professional confirmed the Declaration of Interest had been completed by all newly appointed governors.</p> <p>063/22/23: Mandatory Training update (Clerk); The Governance Professional reported newly appointed governors had completed mandatory training with the exception of Mr Braich. Mr Braich had confirmed certificates would be provided for forwarding to HR (Human Resources) as discussed earlier in the meeting.</p> <p>063/22/23: Governance & Leadership Conference numbers The Governance Professional confirmed there were no governors attending the conference, which had been reported back to the Trust.</p>	<p>MN 18/09/23</p>

	<p>The Executive Principal confirmed an update would be provided in September.</p> <p>067/22/23: Follow up on Health & Safety Inspection report The Governance Professional reported a Health and Safety visit had been submitted by Mr Rae.</p> <p>067/22/23: DfE (Department for Education) Behaviour Audit results The Head of School confirmed data was being attained to add to the audit. Details of the outcome of the audit would be provided for Local Academy Governors at the autumn term meeting.</p>	<p>HDD 18/09/23</p>
<p>THA/082/ 22/23</p>	<p>Principals Report Safeguarding The discussions regarding safeguarding and staffing changes were confidential and recorded separately.</p> <p>Breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) The Head of School reported a staff wellbeing survey had been circulated via Edurio, throughout the Trust.</p> <p>It was acknowledged there had been one minor GDPR (General Data Protection Rules) breach which had now been closed.</p> <p>The Head of School reported there were currently four complaints received which was being supported by the Academy Business Manager.</p> <p>It was further reported there was one FOI (Freedom of Information) request and one SAR (Subject Access Request). These were being dealt with.</p> <p>Health & Safety The Executive Principal reported there had been an issue with Health and Safety due to some flooding that had taken place. The location of the flooding was provided. It was reported steps had been put in place to ensure adequate drainage was available and steps had been put in place for support from the Trust.</p> <p>The Chair suggested during the academic year a table of information relating to GDPR breaches was offered and could this information be made available for Academy Committee governors to review. The Assistant Business Manager reported this information could be provided.</p> <p>Evaluation of AIP (Academy Improvement Plan) & SEF (Self Evaluation Form)</p>	<p>PB 18/09/23</p>

	<p>The Chair acknowledged the information offered in the SEF (Self Evaluation Form) document. The Chair asked if there were figures available to evaluate the document. The Executive Principal explained figures were not added to the document and the reasons for this due to live data. This was acknowledged by the Chair.</p> <p>The Chair asked why information relating to suspensions and exclusions had not been identified in the allocated timescales by the Academy. The Head of School reported changes to systems in the academy regarding students accruing more than 15 days in a term had taken place to prevent any further issues arising.</p> <p>The Chair reported a discussion had taken place with Mrs Turner relating to staff leaving the academy and a concern that had arisen as a result of the contact made. The Chair asked what steps take place with the academy and staff when leaving. The Head of School provided details of confusion that had arisen on that occasion. It was further reported there is no formal process in place for staff leaving. Details of procedures that take place for staff leavers was provided. The Executive Principal confirmed email correspondence had been forwarded for the staff leaver. The Head of School explained the process in place from the Principal and Trust. The Chair asked whether a formal process was in place. The Executive Principal explained there was no formal process in place for collections etc due to the use of public money. It was further reported any collections are made informally by faculty staff.</p> <p>The Chair requested that the use of acronyms is limited when documentation is offered by the Academy due to a lack of understanding of the acronyms. The Head of School confirmed this would be reviewed.</p> <p>Trust Policy Updates – Concerns and Complaints Policy The Head of School reported there had been changes to the Trust Concerns and Complaints Policy for governors to review.</p>	
<p>THA/083/22/23</p>	<p>Governance Housekeeping</p> <p>Governance Action Plan completion of 22/23 and agreement of 23/24/ Complete Annual Summary Template on the effectiveness of governance 2022/23/Skills Audit</p> <p>Academy Committee governors confirmed they were satisfied with the information in all documents.</p> <p>The Chair asked whether there was anything that could be improved and whether additional training was required to support development in the role.</p> <p>Academy Committee governors acknowledged a high level of support was offered by the Governance Professional and praised The Governance Professional for the support offered throughout the academic year.</p>	

	<p>Academy Committee governors reported transition had been seamless due to the support provided by the Governance Professional.</p> <p>The Chair asked whether all governors had completed the skills audit. This was acknowledged by the Governance Professional. The Governance Professional reported data had now been received from the Trust and would be forwarded to the committee in due course.</p> <p>Link Visit Reports and feedback from visits Mr Akbar acknowledged shadowing of a link visit with Dr Chiarelli had been cancelled and was to be re-arranged.</p> <p>Events Attended by governors The Governance Professional reported visits to events had taken place by Mrs Redgate, Mr Rae and Mrs Turner.</p> <p>The Chair requested that additional support was offered by governors to attend events and support stakeholder engagement. The Chair requested that all governors attend at least one event per year.</p> <p>The Chair confirmed he would be in attending at the Awards event taking place at the end of the academic year.</p> <p>Parents Evening Discussion The Staff governor had shared information regarding parents evening which had been circulated. Mrs Redgate confirmed the parents evening visit had been a good experience. Mrs Redgate suggested Year 7 parents evening should take place earlier in the academic year to benefit new families to the school community. The Head of School explained this had been changed to November for the next academic year to resolve any issues. The Chair asked whether there is follow up for any parents not attending. The Head of School as follow up for students that were receiving additional support and interventions. The Head of School praised staff for provision provided at the expected standard due to the absence of the Executive Principal and Head of School.</p> <p>The Chair asked what the percentage of parents attended parents evenings. The Staff governor reported information could be provided.</p> <p>1:1 meetings with Chair and Academy Committee governors The Chair reported 1:1 meetings were required to be arranged with Mrs Turner in the autumn term. Academy Committee governors would be contacted to arrange an appointment.</p> <p>Governor Termly newsletter The Chair acknowledged a newsletter had been completed. The Governance Professional confirmed this would be circulated with the school community and added to the Academy website and Committee Report for return to Trustees.</p> <p>Local Training</p>	<p>Clerk 18/09/23</p> <p>AAk/ACh ASAP</p> <p>Govs 18/09/23</p> <p>PB 18/09/23</p> <p>Govs 18/09/23</p> <p>Clerk Actioned</p>
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	<p>The Chair requested a schedule was arranged as there had not been a high amount of visibility relating to steps being put in place with Equality, Diversity and Inclusion. Discussions of when and who training would be offered by prior to the Local Academy Committee meeting took place. The Staff governor would provide a schedule of training in readiness for the autumn term as discussed earlier in the meeting.</p>	<p>PB 18/09/23</p>
<p>THA/084/22/23</p>	<p>Governance Housekeeping Election Chair of Governors (with effect from) autumn term</p> <p>The Chair confirmed a statement for re-election of the Chair role had been provided by Mrs Turner. Academy Committee governors were in agreement that Mrs Turner should be elected as Chair of Governors for a one year term of office.</p> <p>Election Vice Chair of Governors (with effect from) autumn term</p> <p>The Vice Chair explained he would be happy to stand as Vice Chair for a further one year period. The vacancy was offered to Academy Committee governors.</p> <p>Academy Committee governors were in agreement that Dr Chiarelli was appointed as Vice Chair of Governors for a one year term of office.</p>	
<p>THA/085/22/23</p>	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders regarding French provision, parents evening and the staff leavers process.</p>	
<p>THA/086/22/23</p>	<p>How have VMV(Vision, Mission and Values) of Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied challenge through the agenda and questioning in the meeting had upheld the Vision, Mission and values. Academy Committee governors were satisfied that equality had been upheld.</p>	
<p>THA/087/22/23</p>	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <p>Considerations of steps that had taken place throughout the academic year took place with responses being added to the annual committee report.</p> <p>The response from Trustees from the termly committee report was acknowledged.</p>	
<p>THA/088/22/23</p>	<p>Determination of confidentiality of business</p> <p>Academy Committee 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 confidential information had been discussed (or that items discussed within agenda item 068/22/23 and 069/22/23 should remain confidential to Academy Committee governors and attendees of the meeting until the end of the academic year. 	
<p>THA/077/22/23</p>	<p>Date and time of next meeting</p> <p>Monday 18th September 2023:</p>	

	Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm The Chair asked whether all staff are on annual leave during the summer break. The Head of School confirmed staff will return to the Academy on 4 th September 2023.	
	The meeting closed at 7.02pm Signed: K Turner (chair) Date: Agreed in the LAC meeting 20.09.23	