

**Minutes of the Local Academy Committee meeting held on
Monday 13th November 2023
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	
Mrs Gyongi Klein	GK	Appointed AC governor	A
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Abriz Akbar	AAk	Appointed AC governor	Resigned
Mr Anthony Walker	AMW	Appointed AC governor	
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mr Roger Braich	RB	Appointed AC governor	Absent
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	Joined 5.12pm
Mr Henry Diamond	HD	Principal	
Mrs Joanne Chapman	JCh	Assistant Principal – Behaviour and Attendance	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	4	Governors Present	6

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/013/ 23/24	<p>Welcome The Chair welcomed everyone to the meeting.</p> <p>Principal Welcome The Chair welcomed Mr Diamond to the meeting and offered congratulations on the appointment as Principal as a permanent post. Details of the appointment were provided by the Chair. The Chair suggested the benefits the appointment would bring in the school community.</p> <p>Apologies for absence Apologies for absence had been received from Mrs Klein due to personal reasons. The apologies were accepted by the Academy Committee.</p>	

	<p>It was reported that Mr Braich had not provided apologies. The absence was accepted by the Academy Committee on this occasion as Mr Braich had previously been a regular attender. The Chair requested that Mr Braich was contacted regarding the reason for the absence.</p> <p>Resignation – A Akbar Mr Akbar had been in contact with the Chair and Governance Professional and had provided a resignation as a result of prolonged changes in his work commitments. The Academy Committee acknowledged and accepted the resignation. The Governance Professional confirmed steps had been put in place regarding the resignation in respect of process.</p> <p>The Executive Principal left the meeting at 5.20pm and returned at 5.22pm.</p>	<p>Clerk Actioned</p>
<p>THA/014/23/24</p>	<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.</p> <p>The Chair asked whether this had been completed by Mr Braich. The Governance Professional explained Mr Braich had suggested at the previous meeting this had been completed. When reviewed by the Governance Professional there was no record of Mr Braich completed the Declaration of Interest on the central register. The Chair asked whether this had been followed up. The Governance Professional confirmed this had been followed up by email on more than one occasion. The Chair reported follow up would take place during a one to one meeting with Mr Braich and the Chair.</p>	<p>Clerk Actioned/RB RB/KT</p>
<p>THA/015/23/24</p>	<p>Trust Central Training Session on Attendance presented by Mr P Knight A recorded training session was projected on screen and had been shared with Academy Committee governors prior to the meeting for review and to establish any challenge to take place in the meeting.</p> <p>Academy Committee governors reviewed the Trust training provided which included details of the strategic objective.</p> <p>Information would be reported in respect of:</p> <ol style="list-style-type: none"> 1. National Context and the differences between persistent absenteeism in pupil premium and non pupil premium groups. 2. Trust indicators and gaps identified that governors should focus on. 3. Questions for governor assurance. <p>Mrs Chapman – Academy lead, attended the session to support with any governor challenge locally, as a result of the training provided by the Trust.</p> <p>The Chair asked where Mrs Chapman fitted in the staffing structure.</p>	

Mrs Chapman explained her role and the purpose of this in respect of attendance, staffing support and systems being embedded, in addition to Trust support being received. Robust and accurate systems were in place and monitored by the Trust.

The Vice Chair asked how this would be monitored. **The Chair reported** she would take the link area to monitor after resignation of Mr Akbar had been received who had been link governor for the area.

Academy Committee governors asked if there had been a negative impact from the school community in respect of fixed penalty notices being issued. Mrs Chapman reported the steps were in place in respect of communication and relationship building with families identified as persistently absent. In addition, home visits took place, in addition to other means of communication. Steps are in place to challenge parents with the reasons for student absence which has not historically been challenged.

The Principal confirmed an increase in term time holidays for year 7 students had been identified. It was thought this was as a result of fixed penalty notices not being enforced for the first absence at local Primary schools which can have a negative impact. The Principal confirmed term time holidays are not justified. Mrs Chapman explained there had been an increase in term time holidays; there had also been an increase in attendance. Steps were to be put in place with the feeder primary schools to raise the profile of term time holidays.

Mrs Chapman explained if a pupil in year 6 is identified as persistently absent, additional steps are put in place at transition in efforts to offer support and fill any gaps identified and to ensure the procedures and systems in place are clear to families from the outset.

Academy Committee governors asked whether there are particular categories of students that are persistently absent.

Mrs Chapman explained data shows improvements this half term, however there are students persistently absent in each year group. Interventions are put in place to support students identified in efforts to reduce this. Support was being offered for older students who were experiencing difficulties in the change in culture. It was further reported that groups of Pupil Premium and SEND (Special Educational Needs and Disabilities) students had positive levels of attendance.

The Chair asked what the main reasons for absences were. Mrs Chapman offered figures and explained sessions lost are tracked for all year groups. Steps were in place to challenging parents with the reasons for absences. It was confirmed by Mrs Chapman that reasonable adjustments are made for those students struggling to attend in a morning or who experienced

mental health and wellbeing concerns, in addition to students accessing alternative provision or with external agency involvement.

The Principal explained work that had taken place to offer support to young carers and a review of process is taking place to offer further support and reasonable adjustments for students identified. The Principal reported feedback received had been positive.

The Chair asked whether student absence for odd lessons are tracked. Mrs Chapman confirmed this and explained the reasons for some students missing lessons. It was further reported that steps put in place as a result of the Behaviour Hub sessions have offered successful strategies to address some absences through detentions. The behaviour pathway would be continued for some students continuing to show poor attendance as a result.

Mrs Chapman explained a review of what is taking place has been actioned by Senior and middle leaders. Procedures for this were explained.

Academy Committee governors asked whether staff absence was an issue.

Mrs Chapman explained steps in place in respect of staff and support offered by faculty team staff in efforts to prevent the use of agency staff. The Principal acknowledged the staff absence cycle, support offered and challenge through Bradford Scoring.

The Chair asked whether staff absence is split with long term absence and odd days.

The Principal explained the Bradford Scoring system identified reasons and length of staff absence. Discussion took place around staff with high levels of absence and the processes followed in line with Trust policy.

The Chair asked how many staff were currently absent. The Staff Governor confirmed the figures. **The Chair asked** how many staff were currently working at the academy. The Staff governor confirmed this was currently 150. Discussions took place around the context and reasons for use of agency staff.

The Chair asked if there were difficulties in obtaining good agency staff. The Principal confirmed this.

Mrs Chapman explained that although attendance remained below national average figures improvements had been identified with attendance.

Mrs Chapman left the meeting at 5.47pm

	<p>Outcomes/Targets 23 24 The Executive Principal suggested this should form part of the training to be offered at the January meeting.</p> <p>Governance Strategy The Executive Principal apologised for missing the update due to preparations for the Trust review. The Principal confirmed it had been circulated with all. The Chair acknowledged receipt of the document and suggested an update was not required as the document had been reviewed by the Committee.</p> <p>Governor Training attended/completed The Chair asked whether training had been actioned as requested. The Governance Professional advised a training record had been circulated with governor training completed. Equality, Diversity and Inclusion training was to be completed by Mr Braich, Mr Rae and Mr Walker. The Staff governor acknowledged that Equality, Diversity and Inclusion training had been completed as a staff member.</p> <p>Link Governor Training The Chair reported there had been a lack of attendance at the Link Governor training sessions provided by the Trust and asked whether there were any barriers that could be removed to support governor attendance. Governors reported the time of the sessions are not good for those governors who are commuting or have family commitments at that time. Academy Committee governors suggested a time after 6pm would be beneficial and would not impact on those governors not in full time employment. It was also suggested that those who could work remotely may be able to attend sessions during the date remotely if these are planned several weeks in advance of the session taking place.</p>	<p>HWP 15/01/24</p>
<p>THA/016/23/24</p>	<p>Minutes of the meeting dated 18th September 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>THA/017/23/24</p>	<p>Matters Arising: Training: Fischer Family Trust information to be shared The Executive Principal confirmed details had not been received and information would be forwarded to the Governance Professional for circulation with governors once they had been received.</p> <p>002/23/24: Declaration of Interest to complete Mr Walker had actioned this. Mr Braich was to complete this. Mr Akbar had resigned.</p> <p>002/23/24: Code of Conduct to complete Mr Walker had actioned this. Mr Akbar had resigned.</p> <p>002/23/24: Cyber Training</p>	<p>HWP ASAP</p>

Mrs Redgate and Mr Walker had completed this. Mr Akbar had resigned.

004/23/24: Keeping Children Safe In Education 2023 updates to confirm

Mr Walker acknowledged he had read and understood Keeping Children Safe in Education 2023.

005/23/24: Risk Register Matrix

The document had been provided. The Staff governor confirmed what the risks currently were. No questions were asked.

005/23/24: 23/24 Category C Trip Calendar and trip Information

The Principal confirmed this would be discussed during the Principals Report.

005/23/24: Admissions appendix 25/26

The Principal explained due to changes with admissions requested from the Local Authority, a review of policy was taking place with the Trust.

The Chair asked if funding will be received initially or would it be lagged. The Executive Principal suggested funding would be lagged. The Principal reported any increase to Published Admission Numbers may be required as a result and may impact on other schools in the area. Any consultation required was being discussed with the Trust.

005/23/24: Value for money on Pupil Premium/SEND (Special Educational Needs and Disabilities)

The Principal confirmed information had been shared in the Principals Report.

005/23/24: Local Academy Policy Appendix

The Chair confirmed this would be discussed as part of the Principals Report.

005/23/24: Emergency Plan Ratification

The Governance Professional confirmed this had been circulated with governors. Academy Committee governors ratified the Emergency Plan.

006/23/24: Equality, Diversity and Inclusion Learning Link Modules to be reviewed

The Governance Professional reported support had been offered to Mr Rae regarding access to training to be completed. Mr Rae confirmed a review of the training would be actioned. Mr Walker confirmed this was in progress. Mr Braich was to complete this. All other governors had successfully completed the training.

006/23/24: Governor Bios with photo to be completed

The Governance Professional confirmed Mrs Redgate had provided a photograph which had been added to the governor bio. Mr Rae had been supported by the Governance Professional in completing the governor bio. Mr Rae confirmed a photograph would be forwarded to

	<p>the Governance Professional to be added. Mr Walker confirmed amendments were required and the document would be returned. Mrs Newcombe and Mr Braich were yet to complete this. All other governors had completed and returned the bios.</p> <p>007: Awards Link Visit to be forwarded and circulated Mr Rae and Mrs Turner had forwarded the link visit reports which had been circulated.</p> <p>007: Link visits to be arranged and review of link areas to take place The Chair confirmed she would support with the attendance link area due to the resignation of Mr Akbar.</p> <p>Mrs Redgate confirmed a visit had taken place and a report would be available for the January meeting.</p> <p>The Chair acknowledged a visit was required by Mr Braich and this would be discussed at the 1:1 meeting that was required.</p>	<p>ER 15/01/24 RB/KT ASAP</p>
<p>THA/018/23/24</p>	<p>Principals Report/Ofsted Improvement Plan to include:</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture and NCC NCSP SiE (Nottinghamshire County Council Safeguarding in Education Audit) <p>The Principal confirmed the Safeguarding Checklist had been circulated with updated information in addition to the NCC NCSP SiE.</p> <p>The Principal reported review of the Single Central Register continued to take place each half term with Trust HR (Human Resources). The Chair reported a meeting to review this would be arranged after the Christmas Break to review the document. It was reported legal requirements were being met for staff recruitment purposes. Discussions took place around legal requirements for staff recruitment and additional checks that are required in line with DfE guidance took place.</p> <p>The Principal confirmed Mr Topp was the new Designated Safeguarding Lead.</p> <p>The Principal explained the Assistant Business Manager supports in ensuring staff training is completed in respect of safeguarding and GDPR (General Data Protection Rules).</p> <p>The Principal reported a review of the letter of assurance shared with external contractors is in place, in line with statutory requirements.</p> <p>It was further confirmed by the Principal that Exam Invigilators were receiving safeguarding training.</p>	<p>KT 15/01/24</p>

	<p>The Principal reported difficulties with a DBS certificate which had been resolved. Steps had been actioned regarding any risks.</p> <p>Pupil/staff (inc. wellbeing) parents and community views The Principal reported steps put in place with the Remedi Charity with positive feedback received. Students would continue to be signposted to external agencies where possible. Any students identified with domestic abuse related support required continued to receive Encompass support.</p> <p>The Principal explained a student voice had taken place with positive feedback being received. Discussions took place regarding student knowledge of online safety. The Chair requested the report was shared with the Stakeholder Engagement Link Governor. The Chair asked whether it was possible for governors to attend a Student Voice meeting. The Principal confirmed this could take place if a generic subject was being discussed. Mrs Redgate confirmed she would be happy to attend. The Principal would provide details to Mrs Redgate to support attendance at the next appropriate Student Voice meeting.</p> <p>The Principal explained all new staff receive full training including training on SIMS (Student Information Management System) in addition to information of the IT (Information Technology) package, and attendance expectations.</p> <p>The Principal reported an issue had arisen with managing allegations and whistleblowing which had been resolved. Details were provided.</p> <p>The Principal reported filtering and monitoring systems were in place and supported by the Trust. It was further reported that steps were in place to ensure The National Academy were provided with details of any Hucknall Sixth Form Centre (HSFC) students. Details for the reasons of this were provided. No Issues or disclosures had been received</p> <p>Academy Improvement Plan (AIP) The Principal reported a review of the priorities had taken place in the AIR (Academy Improvement Review) with details of the outcome of the meeting being shared with governors. It was reported that behaviour and attendance were showing positive improvements.</p> <p>Self Evaluation Form (SEF) The Principal explained the SEF formed part of the AIR and was regularly reviewed. The Principal explained details of quality of education were in the summary section.</p> <p>Behaviour and Attendance</p>	<p>HD/ER ASAP</p>
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	<p>The Principal explained areas will be updated in the metrics during the half term period. The Vice Chair confirmed a visit had taken place with a Link Visit Report being shared.</p> <ul style="list-style-type: none"> • Pupil premium evaluation and evidence of impact on outcomes 2022/23 and review of strategy for 2023/24 <p>The Principal explained the Pupil Premium strategy had been delayed in being shared with governors. The Chair requested this was added to the January meeting agenda for further discussion.</p> <ul style="list-style-type: none"> • Additional funding premium and outcome inc. catch up <p>As a result of the delay this was not discussed and would be added to the January agenda.</p> <ul style="list-style-type: none"> • Equity Diversity and Inclusion update <p>The Staff governor confirmed staff training had been provided by the consultant for the Trust.</p> <p>Academy specific information:-</p> <ul style="list-style-type: none"> • Update on 15+ day suspension discipline panel meeting <p>This had not been discussed during the meeting.</p> <ul style="list-style-type: none"> • Targets and Outcomes 2023/24 <p>It was agreed this would form part of the training to be offered by the Academy in the January meeting by Mrs Mathews.</p> <ul style="list-style-type: none"> • Health & Safety <p>The Principal reported there was a Health and Safety Committee meeting planned.</p> <ul style="list-style-type: none"> • Staff & pupil well-being (inc mental health) <p>This had been discussed as part of the Safeguarding agenda item and documentation provided.</p> <ul style="list-style-type: none"> • Data Protection (any breaches/SARs/FOIA/Police requests) <p>The Staff governor reported there had been five minor breaches details were provided.</p> <ul style="list-style-type: none"> • Complaints, claims (No's/overview) <p>The Principal confirmed there had been one concern received which had been resolved by the Academy.</p> <ul style="list-style-type: none"> • 2023/24 Trip calendar and review any Cat C trips held <p>The Principal reported details of trips taking place had been provided with information relating to the pantomime to be added.</p> <p>The Principal reported a trip for Year 12 and year 13 may be cancelled as a result of a lack of uptake. The Vice Chair asked for the reasons behind this. The Principal reported this was due to apathy and cost.</p> <p>The Principal explained the Duke of Edinburgh Programme was in place for Key Stage 3 and Key Stage 4 students. The Chair asked whether there was a trained lead supporting the programme. The Principal confirmed qualified staff from the Mill Base supported this. The Chair asked whether an overnight trip was taking place. The Principal confirmed this.</p> <ul style="list-style-type: none"> • Audits/Reviews - GDPR (General Data Protection Rules) <p>The Principal confirmed a GDPR review had taken place by the Trust. It was reported this would be available in due course. The Chair requested</p>	<p>HD/Govs 15/01/24</p> <p>HD 15/01/24</p> <p>HD 15/01/23</p> <p>HD ASAP</p> <p>HD</p>
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	<p>the document to be circulated with governors as soon as available to support link visit questioning and to be discussed at the January meeting. Academy Committee governors asked whether GDPR will be removed. The Staff governor suggested it was unlikely GDPR would be removed and the reasons for this.</p> <ul style="list-style-type: none"> • Trust Policy Updates <p>Academy Committee governors had been notified of the changes made to the Trust policies updates; Privacy Notice, staff, parents, pupils, Managing People , Pay and Reward, Safer Recruitment, Disciplinary, Staff Grievance</p> <ul style="list-style-type: none"> • Local Academy Appendix <p>The Principal reported Local Academy appendix had been shared with governors prior to the meeting. Governors ratified the Behaviour, Attendance and Safeguarding and Child Protection local appendices and were in agreement with any changes made.</p> <ul style="list-style-type: none"> • Admissions Appendix 2025/26 <p>The Chair acknowledged details had been offered earlier in the meeting at agenda item THA/017/23/24.</p>	15/01/23
THA/019/ 23/24	<p>Parent Governor Update</p> <p>The Governance Professional advised that the parent governor process was live and had been shared with parents/carers of the school community. The Chair reported the closing date for nominations was 17th November 2023 at 10.00am. The Principal asked for clarity around the ballot process. The Governance Professional confirmed the process.</p> <p>Mr Rae left the meeting at 6.16pm.</p>	
THA/020/ 22/24	<p>Link Visit Reports and feedback from visits</p> <p>The Vice Chair reported a positive visit had taken place. During the visit it had been identified that changes and impact of communications had been identified in addition to good behaviour being witnessed.</p> <p>The Chair reported a visit had taken place with Mr Walker and Mr Rae to the recent Open Evening. Link Visit Reports had been shared. The Chair raised concern regarding equipment disrepair in the music faculty and discussions that had taken place which were impacting this.</p> <p>Mr Rae returned at 6.17pm.</p> <p>The Chair acknowledged positive changes made to staff in the Maths faculty and praised the changes made in supporting staff recruitment.</p> <p>The Chair confirmed a link visit report had been shared from a safeguarding link visit that had taken place in July 2023 and praised the steps put in place regarding counselling for students. The Principal confirmed the addition of the staff member supporting this was positive with positive professional relationships were being formed with students.</p>	

	<p>Mrs Redgate confirmed a visit had taken place regarding Stakeholder engagement, the report will be forwarded for the January meeting.</p> <p>Academy Committee governors asked whether there were any survey's to review. The Executive Principal confirmed a parent survey and staff survey had taken place. Mrs Redgate suggested issues had been highlighted regarding impact for staff due to messages being received via WeDuc. The Principal explained this was due to culture and changes to the communications process being made. Discussions around staff culture and how this was facilitated took place. Mrs Redgate asked whether this was monitored on when staff responses were taking place. The Principal reported this had been raised with the Trust due to impact on staff wellbeing. The Head of Governance would suggest steps were put in place in respect of an out of office response being facilitated.</p> <p>Mrs Redgate explained that during the meeting the Principal had asked whether parents check the Academy website. Mrs Redgate reported the benefits of parental review of the website and information that can be gained as a result. The Principal reported steps were being put in place with the marketing team to promote this with the school community. The Chair asked whether information was shared with the wider community. The Principal confirmed there were links with Bulwell and Hucknall Dispatch. Academy Committee governors suggested links with Nottinghamshire Live would be beneficial.</p> <p>The Executive Principal reported improvements identified as a result of responses provided by parents relating to recommending the Academy to others. The Executive Principal confirmed the survey responses had been positive and were increased in numbers.</p>	
<p>THA/021/23/24</p>	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders through items on the agenda. Challenges had taken place regarding Category C trips, student voice, admissions and funding.</p>	
<p>THA/022/23/24</p>	<p>How have VMV (Vision, Mission and Values) of Trust/Equality been upheld</p> <p>Vision Mission and Values and Equality had been considered throughout the discussions that had taken place and through the changes in signage that were situated around the Academy site displaying these.</p>	
<p>THA/023/23/24</p>	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <p>Information was added to the document in respect of the areas. Information was added relative to discussions that had taken place.</p> <p>The document was subsequently forwarded to the Head of Governance to be submitted to Trustees at the Governance and Partnership Meeting.</p> <p>The Governance Professional reported a response from Trustees had not been received on this occasion.</p>	

<p>THA/024/ 23/24</p>	<p>Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That the Emergency Plan would remain confidential to the meeting indefinitely.</p>	
<p>THA/025/ 23/24</p>	<p>Date and time of next meeting Monday 15th January 2024: Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm</p>	
	<p>The meeting closed at 6.47pm Signed.....(chair) Date.....</p>	