

**Minutes of the Local Academy Committee meeting held on  
Monday 15<sup>th</sup> January 2024  
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	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Anthony Walker	AMW	Appointed AC governor	
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mr Roger Braich	RB	Appointed AC governor	Absent
Mrs Margaret Newcombe	MN	Appointed AC governor	Apologies
Vacancy		Parent AC governor	

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Ms Katie Mathews	KM	Assistant Principal	Left at 5.40pm
Mrs Emma Paine	EP	Governance Professional (Clerk)	
In attendance:			
Mr Scott Comer	SC	Parent governor candidate	
Quorum Required	4/5	Governors Present	7

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

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>THA/026/ 23/24</b>	<p><b>Welcome and Introductions</b> The Chair explained Mr Comer was interested in becoming a parent governor at the Academy and would be observing the meeting to ascertain whether this was something he would like to continue with. Mr Comer was welcomed to the meeting and introductions were made. Mr Comer offered information on his background and reasons for wanting to become a governor.</p> <p><b>Apologies for Absence</b> The Chair acknowledged that Mr Braich was absent for the meeting, which was the second absence without apologies being presented. The Chair</p>	

	<p>reported contact had been made with Mr Braich after the November Committee meeting with some engagement received. Academy Committee governors were in agreement that the absence would not be accepted. Mrs Newcombe had presented apologies due to personal reasons which was accepted.</p>	
<p><b>THA/027/23/24</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. The Governance Professional reported a change to this since the start of the academic year as a result of becoming a member on the Nottinghamshire County Council Education Trust Board.</p>	
<p><b>THA/028/23/24</b></p>	<p><b>Local Training on Targets and Outcomes including vulnerable groups was presented by Mrs Mathews</b>          Ms Mathews projected information for governors to review.</p> <p>A background of basic information would be offered during the session.</p> <p>Information was provided regarding grades that are being worked with in addition to the BTEC Tech awards now in place.</p> <p>Information regarding progress 8 and attainment 8 and how buckets were filled was offered.</p> <ul style="list-style-type: none"> <li>• Progress and attainment are calculated for the whole academy and per bucket.</li> <li>• Data from primary level is used with Fischer Family Trust (FFT) and generates an estimated Key Stage 2 score and predictions for Year 11.</li> <li>• The targets are aspirational and challenging with support being offered to students to ensure outcomes can be achieved.</li> </ul> <p>Details of double weighted subjects and how this is added to the buckets. Information relating to the groups EBACC (English Bacculaureate) were provided regarding subjects this included.</p> <ul style="list-style-type: none"> <li>• EAL (English as additional Language) students are offered additional support to ensure exams can be sat and qualifications gained in their own language (for example Polish GCSE).</li> <li>• French is currently the language offered for academy students</li> <li>• All students study 9-10 subjects.</li> </ul> <p>An example of attainment 8 was presented showing how this was achieved and grades.</p> <p>Ms Mathews reported there is a key focus to ensure students, including students accessing Alternative Provision, Alternative Curriculum and SEN (Special Educational Needs) and those accessing a reduced timetable can be</p>	

	<p>offered the correct support to achieve outcomes. It was reported SEN remains a focus.</p> <p>It was reported mock examinations have taken place and it was acknowledged that outcomes require improvement and remain a focus. It was reported some slight improvements have been identified in comparison to last academic year data. Information regarding figures for mock data was offered and steps put in place to support improvements, and which remain a focus.</p> <p><b>The Chair asked</b> for clarity that data figures below progress 8 are attainment and what is the cohort ability like. Ms Mathews reported calculations of progress 8 is unstable due to feedback from the national picture.</p> <p>Ms Mathews confirmed a review of student groups takes place at Link visit meetings with Mrs Klein. It was acknowledged that improvements had been identified in progress 8 and attainment 8 for Pupil Premium (PP) students in comparison to non Pupil Premium students.</p> <p><b>Academy Committee governors asked</b> how big the difference is in real terms, relating to the variations in the data figures. The difference was explained. Ms Mathews acknowledged changes were gradually moving forward.</p> <p>Ms Mathews reported all students from mock exam data had shown improvement of one grade. The Principal clarified the timescale for the improvement identified was one term, September 2023 to December 2023.</p> <ul style="list-style-type: none"> <li>• Significant levels of support are being offered to students identified.</li> <li>• A change in culture had been identified relating to attainment and progress.</li> <li>• A difference in mock data to actual data had been identified. A further push would take place to support students.</li> <li>• A review of progress of PP and non PP students is taking place.</li> <li>• Improvements were identified for SEN students with further support and training for those groups in place, relating to exam practice and linked with the SENCo (Special Educational Needs Co-ordinator)</li> </ul> <p><b>Academy Committee governors asked</b> for clarity on last years students and the current cohort. Information was offered regarding the cohorts. <b>The Chair asked</b> whether SEND and PP students were improved from last year. Ms Mathews provided information regarding this and explained that some students have significant needs compared to those of the previous years cohort. It was reported additional support is being offered for students.</p> <p><b>The Chair asked</b> whether SEND students were progressing more than non-SEND students. The Executive Principal confirmed this and reported the progress was marginal. It was acknowledged SEND remained a focus area on the AIP (Academy Improvement Plan). The Principal acknowledged SEND attendance had shown improvement which would offer additional impact.</p>	
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	<p><b>Academy Committee governors acknowledged</b> there was a gender split in the data. <b>Academy Committee governors asked</b> whether there were any additional splits with gender or whether the data had to be boy/girl. The Executive Principal acknowledged the government guidance states this has to be birth gender, which is boy/girl.</p> <p>Ms Mathews reported an analysis of the young carer groups had taken place as it had been identified this was a key cohort within the school community. Steps were in place with staff leading the Young Carers initiatives and to ensure outcomes for the group of students identified. The Principal reported the Academy was the first school in the county to receive a Young Carers Award for the recognition of work put in place for young carers.</p> <p>Ms Mathews suggested similar steps will be put in place for the groups of looked after children moving forward.</p> <p><b>Academy committee governors asked</b> whether young carers are being supported under the PP umbrella. The Executive Principal explained not currently. Ms Mathews explained the reasons behind this.</p> <ul style="list-style-type: none"> <li>• Pupil progress is being used as part of Pixl.</li> <li>• Focus on plans and accurate data at data entry.</li> <li>• Areas of focus are identified and targeted interventions offered to support students.</li> <li>• Pixl resources are available.</li> <li>• Mentors support students, as a result of information reviewed. Additional support, action plans and targets are being reviewed to move forward and ensure progression.</li> <li>• Details regarding the targeted groups and discussions relating to attendance were provided, in addition to support being offered for SEND groups.</li> <li>• Year 11 Revision Plans were shared</li> <li>• Information regarding mock examinations for Year 10 students and motivation for students were provided.</li> <li>• Details of feedback received from students regarding rewards and what was being implemented as a result.</li> <li>• Information provided at assembly to inform students on the role of the exam invigilator and support that can be offered during exam conditions.</li> </ul> <p><b>The Chair asked</b> whether there was any analysis of data for other year groups and interventions in place. Ms Mathews explained a two year plan was being put in place with Year 10 students leading up to GCSE examinations in Year 11.</p> <p>A review of Year 9 student options being considered by students is taking place to ensure students are accessing the correct pathway to support</p>	
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	<p>outcomes and future aspirations. Data is currently collated for the lower year groups.</p> <p><b>Academy Committee governors asked</b> when the plan was intended to be implemented and would this be for current Year 10 students or would this be for current Year 9 students. Ms Mathews confirmed this approach would be fully implemented for the current Year 9 students.</p> <p>Ms Mathews reported a review of revisions sessions was taking place to ascertain whether additional support can be offered for students during school holidays leading up to the exam period. It was acknowledged an overview of the Year 11 plan had been shared.</p> <p>Ms Mathews shared the Pupil Premium Plan in place and explained the plan was a three-year plan which had been reviewed to reflect the progress and impact achieved. Details regarding the steps being put in place to support Pupil Premium pupils and narrowing the gap between PP and non-PP students in addition to this supporting the Trust vision.</p> <p>Ms Mathews left the meeting at 5.40pm</p> <p><b>Governor Training Record/Link governor training attended</b> The Governance Professional advised Mrs Newcombe and Mr Walker had now completed Equality, Diversity and Inclusion training as requested.</p> <p>The Chair acknowledged there had been no link governor training for attendance.</p> <p>The Chair reminded academy committee governors to inform the Governance Professional if any training or webinars are completed to ensure records can be updated.</p> <p><b>CoG/VCoG/Trustee Meeting – 5<sup>th</sup> March 2024/ Feedback on Trustee/Chair meeting 27<sup>th</sup> November 2023</b> The Chair offered a brief overview of the meeting that had been attended on the 27<sup>th</sup> November 2023 with Chair’s and Trustees at Head Office.</p> <p>The Chair explained a further meeting was taking place on the 5<sup>th</sup> March 2024 at Tuxford Academy and governors were invited to attend with the Chair. Academy Committee governors were encouraged to contact the Chair/Governance Professional if they wished to attend the session with the Chair.</p>	<p>Govs/ ASAP</p>
<p><b>THA/029/ 23/24</b></p>	<p><b>Minutes of the meeting dated 13<sup>th</sup> November 2023</b> The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p><b>THA/030/ 23/24</b></p>	<p><b>Matters Arising: 014/23/24: DOI (Declaration of Interest)/1:1 meeting</b> The Chair reported contact had been made with Mr Braich and a meeting will be arranged if Mr Braich engages with further correspondence.</p>	

	<p><b>017/23/24: Link Visit Report Stakeholder Engagement</b>  <b>The Chair asked</b> if a link visit for stakeholder engagement had taken place. Mrs Redgate confirmed a link visit report had been submitted for the meeting.</p> <p><b>018/23/24: SCR (Single Central Register) Review meeting to be arranged</b>  The Chair confirmed a visit had taken place with the Principal.</p> <p><b>018/23/24: Student Voice Meeting Dates</b>  Mrs Redgate explained meeting dates had not been arranged and steps were taking place with the Assistant Business Manager to ensure a meeting could be arranged.</p> <p><b>018/23/24: Dates for events to be updated</b>  The Principal confirmed dates had been updated and shared with governors regarding dates of events for governor attendance.</p> <p><b>018/23/24: GDPR Review</b>  The Principal reported the review had been shared. The Assistant Business Manager explained there were no major issues identified.</p> <p>The remaining agenda items had been actioned.  013/23/24: R Braich Absence (Actioned Clerk)  015/23/24: Governance Strategy Updates (actioned)  017/23/24: FFT Information to be shared (part of training)  017/23/24: Governor Bios (RB to action)  018/23/24: PP Evaluation &amp; Impact on outcomes (HD/Gov)</p>	
<p><b>THA/031/23/24</b></p>	<p><b>ERM (Educational Review Meeting) Report</b>  The Executive Principal explained improvements with attendance had been identified. It was acknowledged that attendance figures were broadly in line with national figures. It was reported steps were in place in efforts to further reduce persistent absence figures which was showing a significant reduction of 13%.</p> <p><b>The Chair asked</b> whether the main reason for absence was term time holidays. The Principal explained term time holidays impacted figures in the first half of the autumn term and seasonal illnesses had impacted figures in the second half of the term. Absence due to seasonal illness continued to be identified as the reason for absences. The Principal explained the steps put in place with the attendance team staff which challenge reasons for student absences and measures that families can take to enable a student to return to the academy in a timely manner and prevent lost learning.</p> <p>The Executive Principal explained a parent survey had taken place with an increase in parental responses being received. It had been identified there were steps to be put in place for SEND students relating to perception and expectation as a result of the survey which was shared in the ERM document. Details of steps being put in place were provided.</p> <p>The Principal explained staff were up to date with safeguarding training.</p>	

	<p>It was further reported safer recruitment was compliant. Details of steps being put in place for catering staff as a result of changes to moving catering in house and contractual catering staff changes were provided.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding (Checklist) Compliance/Culture</b></li> </ul> <p>The checklist had been shared with governors prior to the meeting. The following discussion regarding safeguarding was confidential and recorded separately.</p> <ul style="list-style-type: none"> <li>• <b>NCC NSCP SiE Audit</b></li> </ul> <p>The Principal reported the document had been reviewed by the Chair and subsequently returned to the Local Authority.</p> <ul style="list-style-type: none"> <li>• <b>Risk reports/Health &amp; Safety</b></li> </ul> <p>Information regarding risk was presented in the ERM document. Governors were satisfied with the details offered.</p> <ul style="list-style-type: none"> <li>• <b>Staff &amp; pupil well-being/ Pupil/staff (inc. wellbeing) parents and community views</b></li> </ul> <p>The Principal reported the title of belonging is being focussed on as part of the Trust vision, staff attended workshops to support with implementation of this with students.</p> <p>Results from the Student Voice have been analysed and steps put in place to support the results.</p> <ul style="list-style-type: none"> <li>• <b>Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b></li> </ul> <p>The Principal confirmed there had been a SAR (Subject Access Request) which was being dealt with. There had been one complaint received which had been resolved by the Academy.</p> <ul style="list-style-type: none"> <li>• <b>Confirm determined admission arrangements &amp; approval of local appendix (from discussions Autumn 1 meeting)</b></li> </ul> <p>Discussions had taken place at previous meetings confirming the Trust Policy was in use.</p> <ul style="list-style-type: none"> <li>• <b>In-year admissions numbers – all year groups</b></li> </ul> <p>The Principal explained there were high numbers of in year admissions received. It was further reported there had been no issues with attendance for students attending from outside of the town. Expectations were being met by those students. Attendance expectations were being made with support of the Local Authority at the outset for those students.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour and attendance/PD update</b></li> </ul> <p>Details of behaviour and attendance had taken place as part of the safeguarding and training agenda items, earlier in the meeting. <b>Academy Committee governors asked</b> whether appropriate behaviour in school is spoken about with students. The Principal explained the steps put in place with the whole school and Year 11 students around expectations during examinations. The Principal highlighted a review taking place with the Trust in preparation for the introduction of digital examinations being introduced by exam boards. The</p>	
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	<p>steps being put in place were to ensure risks were mitigated and any impact that may be identified due to AI (Artificial Intelligence).</p> <p><b>Academy Committee governors asked</b> whether the culture was appropriate. The Principal acknowledged steps put in place.</p> <ul style="list-style-type: none"> <li>• <b>P/Ex(Permanent Exclusion), FPS (Fixed Period Suspension), persistent absence and alternative provision in place</b></li> </ul> <p>The Executive Principal explained the reduction in fixed period suspensions and permanent exclusion figures from the same period in 2022/2023. Further information was available in the ERM Report.</p> <p><b>Academy Specific Items:-</b></p> <ul style="list-style-type: none"> <li>• <b>Cat C trips held or planned</b></li> </ul> <p>The Principal reported a change to the dates of the Normandy Trip was taking place, the reasons for the change were provided. The Principal explained updated information would be provided, once agreement by the Trust had taken place.</p> <ul style="list-style-type: none"> <li>• <b>Trust Policy Updates:</b></li> </ul> <p>The Governance Professional reported there had been updates made to the Trust policies and appendices for the following :- Anti-bullying policy, Attendance policy &amp; appendix, Behaviour policy, Early Years Foundation Stage policy &amp; appendix, Online Safety, Safeguarding and Low-Level Concerns, Suspensions and Exclusions of Pupils, Early Careers Teacher Policy, Whistleblowing policy, Health and Safety Policy (recommended to Board for approval), Reserves and Investment Policy, EDI policy.</p> <ul style="list-style-type: none"> <li>• <b>Local Policy Appendix:</b></li> </ul> <p>The Principal and Governance Professional advised there were changes to the Academy policies and appendix for Health and Safety Local Policy and Anti-bullying. Academy Committee governors were satisfied with the content of the policies and appendix received. Subsequently the local appendix and policies were agreed by Academy Committee governors.</p> <ul style="list-style-type: none"> <li>• <b>HSFC (Hucknall Sixth Form Centre) Update and consultation period</b></li> </ul> <p>The Executive Principal provided an update on the proposed changes being made to the provision offered at Hucknall Sixth Form Centre, which had also been shared with the school community and Academy Committee governors. Details of the proposed changes were provided. It was reported it was currently unknown whether the proposed changes would cause any negative impact. The consultation period would run until the end of January 2024. It was further reported by the Executive Principal that a further discussion would be taking place at the end of January to review the next steps for the 16+ provision to be offered for Academy students. Feedback would be provided for the committee at the March Academy Committee meeting.</p>	<p><b>HWp 11/03/24</b></p>
<p><b>THA/032/</b></p>	<p><b>Governance Housekeeping - Governance Action Plan Review</b></p>	



<p><b>23/24</b></p>	<p>The Chair explained a review of the Governance Action Plan had taken place which had been reviewed by the Committee. Academy Committee governors were satisfied with the updates added.</p> <p><b>- Link Visit Reports and feedback from visits</b> The Chair reported Link visits had taken place with information being shared prior to the meeting and no concerns raised as a result of the visits. The Chair requested that governors were asking around PP and SEND groups, in addition to mental health and wellbeing of staff and students during link visit meetings moving forward.</p> <p><b>- Agreement of Link Governor Areas</b> <b>The Chair asked</b> governors whether they were satisfied with the Link areas they had currently. Academy Committee governors were in agreement with current link areas. The Chair confirmed she would be covering attendance currently until further governors are elected to the committee. The document required updating to remove Mr Abriz after resignation. A review of wellbeing would take place if there was no further contact with Mr Braich.</p> <p><b>- Feedback on Trustee/Chair meeting</b> Discussions had taken place in agenda item 028/23/24.</p> <p><b>- Governor Conference Preferences</b> Discussions took place regarding the governors conference due to take place towards the end of the academic year. <b>The Chair asked</b> whether dates had been provided for this. The Governance Professional advised dates had not currently been set.</p> <p>Suggestions for the Governor Conference were:-</p> <ul style="list-style-type: none"> <li>• Interesting agenda items to make governors want to attend.</li> <li>• Difficulties attending due to working during the daytime.</li> <li>• Opportunities for networking with other groups of governors would be welcomed.</li> </ul> <p>The Chair asked whether governors were satisfied with the local training provided at the start of the meeting. Academy Committee governors praised the information offered by Mrs Mathews which offered a better understanding.</p> <p>The Chair praised the improvements to the running of the meeting and efficiency that had formed.</p>	<p><b>Govs ongoing</b></p> <p><b>Clerk Actioned</b></p>
<p><b>THA/033/23/24</b></p>	<p><b>How has the Academy Committee held senior leaders to account</b> Academy Committee governors have challenged senior leaders regarding:</p> <ul style="list-style-type: none"> <li>• Behaviour and attendance</li> <li>• Targets and outcomes</li> </ul>	
<p><b>THA/034/23/24</b></p>	<p><b>How have Vision, Mission and Values of Trust/Equality been upheld</b></p>	

	<p>Considerations were made to Equality through the information presented regarding targets and challenge presented by Committee governors which was in line with the Trust vision, mission and values.</p>	
<p><b>THA/035/23/24</b></p>	<p><b>Consider information to be advised to the Trust Board and complete the annual report</b></p> <p>Information was added to the document in respect of the areas suggested and relevant 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 Chair acknowledged the response received from Trustees in respect of the Report submitted from the November Committee meeting.</p>	
<p><b>THA/036/23/24</b></p>	<p><b>Determination of confidentiality of business</b></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"> <li>- That confidential information had been discussed within agenda item 031/23/24 and should remain confidential to attendees of the meeting until the end of the academic year.</li> <li>- Equalities Act implications were considered</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
<p><b>THA/037/23/24</b></p>	<p><b>Date and time of next meeting</b></p> <p>Monday 11<sup>th</sup> March 2024:            Training: 5.00pm - 5.30pm            Main Agenda: 5.30pm-7.00pm</p>	
	<p>The meeting closed at 6.40pm</p> <p>Signed: K Turner (chair) Date: Agreed at LAC meeting 11<sup>th</sup> March 2024</p>	