

**Minutes of the Local Academy Committee meeting held on
Monday 11th March 2024
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	
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Anthony Walker	AMW	Appointed AC governor	A
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mrs Margaret Newcombe	MN	Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mrs Katie Mathews	KM	Assistant Principal	A
Mrs Hersha Chauan	HCh	Vice Principal	Left 5.20pm
Mr Ricky Wall	RW	Governor Candidate - Observer	
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/038/ 23/24	<p>Welcome and Introductions The Chair welcomed everyone to the meeting and introductions around the table took place.</p> <p>Apologies for Absence Apologies for absence had been received from Mr Comer due to work commitments, Mr Walker due to personal reasons and Mrs Mathews due to personal reasons.</p> <p>Resignation</p>	

	<p>A resignation had been received from Mr Braich which was acknowledged and accepted by the Academy Committee.</p>	
<p>THA/039/23/24</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. 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>THA/040/23/24</p>	<p>Local Training – The Effectiveness of the Quality of Education Academy Committee governors acknowledged the link for the Trust training circulated had been reviewed.</p> <p>The Vice Principal was present at the meeting to answer any questions derived from the training and in the local context.</p> <p>Governors asked how the academy can ensure the curriculum is tailored to the local community.</p> <p>The Vice Principal explained work had taken place to ensure students felt a sense of belonging and to include the local area in response to the needs of the local community. It was further reported, to support the local context work takes place through the RHSE (Relationships, Health and Sexual Education) and PD (Personal Development) curriculum to support the demographic of the local community.</p> <p>Governors acknowledged the low uptake of higher education from students and asked if links are in place with any higher education providers.</p> <p>The Vice Principal explained links are in place with Nottingham Trent University with visits and workshops taking place with students from Year 7 to Year 11. Additional support is offered to vulnerable groups. It was further explained that local employers come into the academy to provide information and support, which forms further links with the local community.</p> <p>The Vice Principal explained a review of the rewards system had taken place to ensure links with the local community could be used to support the rewards system and local businesses.</p> <p>It was further reported that steps are in place to highlight the importance of Hucknall and bring belonging back which supported with EDI (Equality, Diversity and Inclusion) projects locally and celebrated local people such as Ada Lovelace and Lord Byron.</p> <p>The Principal reported training had been offered to all staff on Inset day to support staff in equipping students with skills for success. It was</p>	

	<p>further reported that the Covid-19 lockdowns had impacted links with the local community which were being renewed.</p> <p>The Vice Principal explained that steps in place with mock interview days and skills days were in place and governor attendance at the events is welcomed.</p> <p>The Chair acknowledged science was generic and could topics be chosen?</p> <p>The Vice Principal explained text can be chosen which supports the EDI agenda. It was further reported that the focus of EDI is used to generate discussions in the class environment and to offer knowledge and understanding of local people such as Lord Byron which is introduced in poetry. The Principal acknowledged links have been formed with local artists and with Rolls Royce.</p> <p>Governors asked how the curriculum links with primary schools in the area.</p> <p>The Principal explained information is gained through links with the Hucknall Heads Association that is in place with local primary schools. A representative from the Academy attends the sessions to ensure there is no crossover in Year 7. The Principal reported the majority of local primary schools are engaged with this. Discussions regarding this took place.</p> <p>The Chair asked what happens when students are admitted to the academy in a different year group and what is put in place if there are gaps in knowledge identified?</p> <p>The Vice Principal reported gaps will be covered where possible. An example of the steps put in place for EAL (English as Additional Language) students and interventions offered to support with any gaps identified.</p> <p>Governors asked whether it is possible to make media links.</p> <p>The Vice Principal explained review of the curriculum takes place with senior leaders on a regular basis. Details of how this takes place with Faculty Leaders to support quality assurance were provided.</p> <p>Governor Training Record/Link governor training attended</p> <p>The Chair requested governors to ensure the Governance Professional was updated if any training was completed to ensure records could be kept up to date.</p> <p>The Chair asked for the reason for non-subject specialists and was this financial?</p> <p>The Principal explained this was not financial. It was explained qualified teachers sit along with non-specialist staff to support</p>	
--	---	--

	<p>progression. Discussions took place regarding the initiatives, apprenticeships and grow your own initiative in place.</p> <p>The Vice Principal requested a link visit to take place to offer further information.</p> <p>The Chair acknowledged Mrs Newcombe was link governor for Quality of Education and a meeting would be arranged.</p> <p>The Vice Principal left the meeting at 5.20pm.</p> <p>Feedback from Behaviour Hub Webinar</p> <p>The Chair acknowledged attendance at the webinar along with the Vice Chair which had offered information about the programme currently being accessed by the academy staff.</p> <p>The Vice Chair reported useful questions had been shared at the session which would be beneficial for governors to use during link visits and LAC (Local Academy Committee) meetings.</p> <p>The Vice Chair confirmed the questions were available in the academy committee folder in the governor share point area for reference by governors.</p> <p>The Vice Chair confirmed a behaviour link visit report had been shared.</p> <p>The Vice Chair reported the opportunity for the academy was positive and offered support to aid improvements.</p> <p>The Principal explained what was being offered through the Behaviour Hub programme to support and as a result a plan was in place. It was further explained a report would be submitted as a requirement at the end of the programme. The requirements of the programme were to be completed to ensure DfE (Department for Education) funding could be achieved.</p> <p>The Vice Chair asked whether governors will be provided with the outcomes of the programme.</p> <p>The Principal confirmed this would be shared.</p> <p>The Chair asked if there were early signs of impact? The Principal confirmed feedback received was positive. The Principal confirmed details would be provided for the May meeting.</p> <p>The Chair asked whether financial costs for staff attendance were covered. The Principal explained that if the programme requirements are fulfilled there will be reimbursement from the DfE.</p> <p>The Chair asked whether the programme had been a positive experience.</p>	<p>MN/HCh ASAP</p> <p>HD 13/05/24</p> <p>HD 13/05/24</p>
--	---	--

	<p>The Principal acknowledged the programme had been beneficial and supported with identifying any problems and offered solutions to behavioural issues identified to support improvement.</p> <p>The Chair asked how the programme was accessed. The Principal reported the project could be accessed through the DfE Hub. The Principal explained the CEO (Chief Executive Officer) had supported the application process with the RSC (Regional School Commissioner) due to need, which had facilitated early access to the course.</p> <p>The Chair praised the academy for taking the opportunities available to support improvement in addition to the support offered by governors when attending mock interview events.</p>	
THA/041/23/24	<p>Parent Governor Election Mr Comer</p> <p>The Chair acknowledged Mr Comer was unable to attend the meeting due to work commitments.</p> <p>The Chair explained the benefit of electing Mr Comer in his absence and to support the induction process.</p> <p>Academy Committee governors were in agreement with the appointment of Mr Comer as an appointed parent governor for a four year term of office.</p> <p>The Governance Professional confirmed contact would be made with Mr Comer and steps put in place for induction.</p>	Clerk 13/05/24
THA/042/23/24	<p>Minutes of the meeting dated 15th January 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
THA/043/23/24	<p>Matters Arising:</p> <p>031/23/24: Feedback on HSFC (Hucknall Sixth Form Centre) changes (HWP)(agenda item)</p> <p>The Chair acknowledged feedback would be offered as part of the agenda later in the meeting.</p> <p>032/23/24: Governors to ask around PP (Pupil Premium)/SEND (Special Educational Needs and Disabilities)/Mental Health and Wellbeing during Link Visits</p> <p>The Chair asked governors to ensure questions were asked at link visit meetings regarding PP/SEND and mental health and wellbeing to ensure these areas were being monitored in all visits. Governors acknowledged this would be considered in the next round of visits to take place.</p>	

<p>THA/045/23/24</p>	<p>ERM (Educational Review Meeting) Report</p> <p>Year 11 Attendance and Data</p> <p>The Executive Principal reported there was a focus on Year 11 attendance and outcomes. It was explained there had been improvements identified in comparison to last year's figures. It was reported that persistent absence was reduced by 12% from the same period in the last academic year.</p> <p>The Executive Principal praised the attendance team for the efforts made in supporting the improvements being identified.</p> <p>It was further reported by the Executive Principal that there was a focus on outcomes for Year 11. Discussions had taken place with staff to ensure a clear understanding of data and to ensure accuracy of data was being recorded. Further details were available in the full report.</p> <p>The Executive Principal explained a review of SEND groups had taken place and it was confirmed all students required had been registered and bespoke plans were in place for those students to maximise progress.</p> <p>Mr Rae left the meeting at 5.36pm and returned at 5.39pm</p> <p>The Executive Principal reported a review of intervention groups and programmes were to be put in place where identified to support with individual revision plans.</p> <p>It was further reported that a review of outcomes and progress for Key Stage 4 had taken place. Support was to be offered for high achieving groups of students to ensure expectation of outcomes could be met. Monitoring, support to improve student skills and aspirational work. Bespoke offers were in place to support student outcomes. Discussions regarding the number of subjects taken at GCSE and support offered to ensure outcomes were achieved took place.</p> <p>The Chair asked if changes had been made to support students prior to exams taking place.</p> <p>The Executive Principal explained start times had been moved to support students experiencing any transport issues.</p> <p>It was further reported on inset day work had taken place around targeted teaching and the best approach to be offered for students to close gaps and support with confidence building.</p> <p>The Chair asked whether students had a clear idea of what they can do.</p> <p>The Executive Principal explained the process if students were experiencing difficulties in a subject and support that can be offered to</p>	
-----------------------------	---	--

	<p>ensure outcomes. It was reported discussions take place with the student if difficulties in a subject are identified.</p> <p>The Chair asked who has the discussions with students? The Executive Principal confirmed this could be teaching staff, tutors, mentors or head of year, SENCO (Special Educational Needs Co-ordinator) who could offer mentoring support.</p> <p>The Principal acknowledged mock examinations were currently taking place and information would be available after this time.</p> <p>Discussions took place regarding support available for PP groups of Year 11 students in English and Maths and whether there were gaps compared to nationally. Details were offered regarding what had taken place and for the initiative to be offered in all subjects and to support with students achieving additional marks. The Principal explained it had been identified that there was an increase in students achieving Grade 9 as a result of some mock exam data.</p> <p>The Vice Chair asked whether familiarity was required with data as this could be complex. The Principal explained the simplistic approach in place for each area. The Principal acknowledged staff training was required on a wider scale in respect of examinations, which had been impacted due to Covid 19.</p> <p>The Vice Chair praised the positive outcomes being achieved and identified through the improving data being shared.</p> <p>The Executive Principal explained the steps put in place to ensure accuracy of records for students moving subjects during the GCSE pathway. Discussions took place around this. The Chair acknowledged there would be no further issues moving forward as a result of the steps put in place.</p> <p>Governors asked whether the same data system would be put in place for Year 10 students. The Executive Principal confirmed Year 11 had been a priority and steps were in place for review of Year 10 data currently. The Executive Principal acknowledged a programme was being initiated from the start of Year 10 moving forward.</p> <p>The Chair acknowledged a visit had taken place with the Executive Principal and Principal and a review of what was being put in place with data had taken place and showing improvements being identified as a result.</p>	<p>HD 13/05/24</p>
--	--	--------------------------------------

	<p>Discussions regarding options, lessons and gaps as a result of covid-19 impact took place.</p> <p>Governors asked if Year 10 vulnerable groups were affected and was there a focus according to those students. The Principal explained the issues arising regarding data in the next three years as a result of Covid-19 impact and lack of testing taking place during that period. Discussions took place regarding the preparations being put in place and lack of progress data available.</p> <p>The Chair asked what can be put in place to prevent further issues arising. The Principal confirmed steps being taken to offer a two year pastoral programme and how this would be facilitated with staff which had been initiated by the Executive Principal.</p> <p>The Chair asked whether it was the current Year 10 that had no data. The Executive Principal confirmed this. Discussions on progress 8 took place.</p> <p>Governors asked whether there was estimated attainment data available. The Principal confirmed teacher assessment data is available and explained the issues around progress 8 data. Governors asked whether mock exams take place for Year 10 students. This was confirmed. The Executive Principal offered further information regarding this and suggested students are offered support to achieve the best outcome.</p> <p>The Executive Principal explained progress 8 scores and how this may look for disadvantaged groups. It was confirmed that high levels of supports were being offered for those groups of students to support improved outcomes.</p> <p>The Chair asked whether students with SEND would be affected with lost learning as a result of Covid-19 impact. The Principal confirmed SEND students are supported in efforts to reduce any gaps. It was suggested that PP groups may have larger gaps due to lack of access to IT resources during the pandemic lockdowns.</p> <p>The Chair asked what the culture was like in Year 11. The Principal explained bespoke revision support was being offered for students identified. Steps were in place to offer support and identify students requiring support during tutor time.</p>	
--	---	--

	<p>The Chair asked whether parents were offered information. The Principal explained three evenings take place to offer support for three groups of students and parents (SEND & vulnerable groups are offered support on attendance, general group and high achieving groups). In addition to support offered through WEDUC with important dates to support improvements.</p> <ul style="list-style-type: none"> • Complaints, Claims (no's/overview) <p>The Principal highlighted two Ofsted qualifying complaints had been received. Details were provided regarding these and it was confirmed the complaints had been investigated by the academy and Nottinghamshire County Council. The Principal confirmed the complaints had been sufficiently resolved.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture <p>The Principal reported there were high numbers of cases which were complex as a result of issues arising with Social Care provision in Nottinghamshire and a lack of additional support being achieved for students due to thresholds not being met. The Principal reported work had taken place by the Trust to ensure categorization of My Concern and there were no outstanding issues. The Principal praised the Safeguarding team for the continued support offered.</p> <p>The Principal acknowledged the LAC safeguarding checklist had been circulated with Academy Committee governors.</p> <p>The Principal reported that the SCR (Single Central Register) review was planned to take place and steps were being put in place to bring some HR back in house. Discussions took place regarding how this would be taking place and training to be offered for staff regarding this.</p> <p>The Principal explained domestic abuse cases remained high in addition to mental health. It was confirmed that continued support with the Remedi Charity would be offered. The Principal explained the beneficial work that takes place during lessons, in addition to support offered. The Principal reported support had been provided to facilitate the Safeguarding survey with students. After analysis of the data it was confirmed 7.1% of students confirmed they felt safe in the academy which was a positive improvement. It was confirmed half of students had responded to the survey.</p> <ul style="list-style-type: none"> • Risk Register <p>The Principal acknowledged statutory training was up to date. Governors confirmed a review of the register had taken place.</p> <ul style="list-style-type: none"> • Health & Safety 	
--	--	--

	<p>The Principal confirmed window replacement had taken place. The Staff governor acknowledged there were no further issues to be highlighted.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARS/FOIA/Police Requests) <p>The Assistant Business Manager confirmed there had been 6 SARS (Subject Access Requests) received. The Chair asked if the impact caused from the high levels received could be dealt with sustainably and whether there was the capacity to deal with high levels of SARS. The Assistant Business Manager explained a review was taking place in the Trust regarding any issues arising as a result of impact.</p> <p>The Chair asked whether there was a reason for the increase in SARS requests.</p> <p>The Principal explained this could be a result of social media influence. Details regarding this were offered.</p> <ul style="list-style-type: none"> • Audits/Reviews <p>The Principal confirmed the Behaviour Hub review would be available as previously mentioned.</p> <ul style="list-style-type: none"> • Category C trips/review <p>The Principal explained a mandatory Year 13 Geography Trip to the River Leen was to take place.</p> <p>The Chair asked whether risk assessments had taken place and what the staff to student ratio was.</p> <p>The Principal explained trip agreement from the Trust had taken place. It was confirmed there were 8 students attending with three staff supporting.</p> <p>The Chair acknowledged the reasons for the trip taking place and education need to support the Geography A-level syllabus.</p> <ul style="list-style-type: none"> • Autumn term evaluation of AIP <p>The Principal acknowledged this form part of the ERM document.</p> <ul style="list-style-type: none"> • Pupil Projection numbers <p>The Principal confirmed there had been an allocation of 237 admissions. It was confirmed there had been an increase in PAN (Published Admission Numbers) following discussions with the Local Authority.</p> <p>The Chair asked whether funding would be lagged as a result of additional admission numbers. The Executive Principal confirmed funding would be provided up front.</p> <p>The Chair asked whether there would be impact on infrastructure and space.</p> <p>The Principal acknowledged discussions were taking place with the Business Manager to review infrastructure and space to ensure no issues with impact from the increased student admissions.</p> <ul style="list-style-type: none"> • Exclusions and suspensions data <p>The Principal confirmed an in depth summary of data would be provided to offer improved context on suspensions and permanent</p>	
--	--	--

	<p>exclusions taking place at future meetings as suggested by the Governance Professional.</p> <p>The Principal explained there had been a slight increase in suspensions identified. Details of a persistent defiance pathway to be put in place for students not engaging was explained.</p> <ul style="list-style-type: none"> • Update on HSFC Process <p>The Executive Principal stated the consultation process had ended and no concerns had been raised during that time, therefore the process will proceed with both Trusts working together to ensure smooth transition.</p> <p>It was reported that there had been four families from lower down in the Academy who had raised concern regarding Year 7 – Year 13 provision being available. Concerns had been responded to effectively. It was further reported by the Executive Principal that there had been no real objections and therefore the process would continue. Discussions were taking place as to what a prospectus would look like and how this would be facilitated to ensure smooth transition for students at the phasing out period.</p> <p>The Executive Principal reported views of students had been taken and there had been no drop out from students as a result to changes proposed.</p> <p>The Chair asked whether plans were in place as to where students would be housed.</p> <p>The Executive Principal explained plans being discussed to ensure adequate space was available. Discussions with The National Academy staff have also taken place to support with a reduction in student travel time between the academies and how this could be offered.</p>	
<p>THA/046/23/24</p>	<p>Trust Policy Updates:</p> <p>The Governance Professional reported there had been updates made to the Trust policies for the following:</p> <ul style="list-style-type: none"> • GDPR, • Retention guidelines • Whistleblowing • Relationship and Sex Education Policy • Provider Access Policy • Supporting students with medical conditions policy • Early Careers Teachers policy • Levels of Authority • Reserve and Investment Policy • Filtering & Monitoring (See Trust Document) • Privacy Notice (update in Governance Newsletter) 	

	<ul style="list-style-type: none"> • Risk Policy <p>The Principal and Governance Professional advised there were changes to the Academy policies and appendix for Online Safety and Supporting Students with Medical Conditions.</p> <p>Academy Committee governors were satisfied with the content of the policies and appendix received.</p> <p>Academy Committee governors were in agreement with the local appendix for Online Safety and Supporting Students with Medical Conditions.</p>	
THA/047/23/24	<p>Governance Housekeeping</p> <p>Link Visit Reports and feedback from visits</p> <p>Academy Committee governors confirmed link visits had taken place regarding:-</p> <p>Safeguarding, Behaviour, Careers, PP & SEND, Health & Safety, Year 11 Mock interviews, Year 11 Parents Evening.</p> <p>Academy Committee governors confirmed there were no concerns raised as a result of the meetings.</p> <p>Mr Rae requested that the Principal pass on praise to staff for their conduct and support being offered during the parents evening.</p> <p>End of Term of Office of Staff Governor</p> <p>The Chair acknowledged the term of office for staff governor was due to end in the summer term and a staff election process would be required. The Governance Professional would ensure steps were put in place and forwarded to the Principal for circulation with staff in preparation.</p> <p>Trust Governance Newsletter circulated</p> <p>The Chair acknowledged a Governance Newsletter had been circulated by the Trustees.</p>	<p>HD ASAP</p> <p>Clerk/HD 13/05/24</p>
THA/048/23/24	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors have challenged senior leaders regarding:</p> <ul style="list-style-type: none"> • Quality of Education • Behaviour Hub impact • Admissions Impact • HSFC 	
THA/049/23/24	<p>How have VMV of Trust/Equality been upheld</p> <p>Considerations were made to Equality through the information presented which was in line with the Trust vision, mission and values</p>	
THA/050/23/24	<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 been received on this occasion. This was acknowledged by Academy Committee governors.</p>	
THA/051/23/24	<p>Determination of confidentiality of business 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. 	
THA/052/23/24	<p>Date and time of next meeting Monday 13th May 2024: Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm</p> <p>Academy Committee governors agreed Miss McKenna would attend the meeting to offer training regarding careers and the EDI focus.</p>	
	<p>The meeting closed at 7.46pm.</p> <p>Signed: K Turner (chair) Date: 13th May 2024 at LAC meeting</p>	