

**Minutes of the Local Academy Committee meeting held on  
Monday 1<sup>st</sup> July 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	
Mrs Gyongi Klein	GK	Appointed AC governor	Resigned
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	Resigned
Mr Anthony Walker	AMW	Appointed AC governor	Resigned
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mrs Margaret Newcombe	MN	Appointed AC governor	
Mr Scott Comer	SC	Parent AC governor	Absent

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	2	Governors Present	4

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

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>THA/067 /23/24</b>	<p><b>Welcome &amp; Apologies for Absence</b> There were no apologies of absence received. Mr Comer was absent from the meeting without apologies being presented. Governors were in agreement to accept the absence on this occasion. The Chair requested the Governance Professional contact Mr Comer as to the reason for the absence.</p> <p><b>Acknowledgement of Resignation</b> Governors acknowledged resignations had been received from Mrs Klein, Mr Rae and Mr Walker. The Chair explained the reasons for the resignations received.</p> <p>The Chair asked whether procedures had been followed by the Governance Professional regarding resignation and had acknowledgement letters been forwarded to those governors. The Governance Professional confirmed</p>	<b>GP Actioned</b>

	<p>process had taken place with letters and Exit Questionnaires being forwarded to Mrs Klein, Mr Rae and Mr Walker.</p> <p>Governors thanked Mr Rae and Mr Walker for the support they had offered to the academy and committee in their role during the time they had been governors on the Academy Committee.</p> <p>Governors thanked Mrs Klein for her continued support during her time as governor and in particular the levels of support offered in her link role as SEND (Special Educational Needs and Disabilities) and PP (Pupil Premium) link governor.</p>	
<b>THA/068 /23/24</b>	<p><b>Declaration of interest and any changes to be advised</b></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>	
<b>THA/069 /23/24</b>	<p><b>Trust Training – KCSIE (Keeping Children Safe in Education)/Safeguarding Refresher</b></p> <p>Governors confirmed they had read and understood Keeping Children Safe in Education pages 25-55 in addition to completing the safeguarding training provided by the Trust. Governors signified their completion of both the training and KCSIE 2024 on the confirmation form provided.</p> <p>The Chair, Staff governor and Mr Comer were to confirm they had completed the above.</p> <p><b>Training Record</b></p> <p>The Chair acknowledged this had not been completed due to a resignation being received from Mr Rae.</p> <p><b>Link governor training attended</b></p> <p>The Chair confirmed there had not been attendance at the link governor sessions due to resignations being received by those governors.</p>	<b>KT, PB, SC 25/07/24</b>
<b>THA/070 /23/24</b>	<p><b>Minutes of the meeting dated 13<sup>th</sup> May 2024</b></p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<b>THA/071 /23/24</b>	<p><b>Matters Arising:</b></p> <p><b>Outstanding</b></p> <p><b>053/23/24: Vice Chair vacancy, expressions of interest</b></p> <p>Mrs Newcombe expressed an interest in the Vice Chair role. Discussions took place regarding this. An election process was due to take place later in the meeting.</p> <p><b>056/23/24: Governors to provide details of training completed/reviewed for GP to update records</b></p>	

	<p>The Chair acknowledged there had not been any training completed by governors to be added to the training records.</p> <p><b>061/23/24: Governors to arrange link visits before the end of the academic year</b></p> <p>The Chair explained there had been no link visits taking place. Mrs Redgate confirmed a visit to a parents evening event would be arranged for the autumn term.</p> <p>The Chair confirmed all matters arising on the agenda that were actioned, had been completed satisfactorily and would not be discussed further.</p>	<p><b>ER</b> <b>16/09/24</b></p>
<p><b>THA/072</b> <b>/23/24</b></p>	<p><b>Principals/ERM (Educational Review Meeting) Report</b></p> <ul style="list-style-type: none"> <li>• <b>Ofsted Outcome/Action Plan</b></li> </ul> <p>The Principal confirmed the draft OFSTED Report had been received, factually reviewed and returned to OFSTED. The Principal explained it was hoped that the official report would be received by the 4<sup>th</sup> July 2024 which would be circulated with staff and the school community.</p> <p>Discussions regarding the visit and feedback meeting attended by the Chair were confidential and recorded separately.</p> <p><b>ERM Report</b></p> <p>The Executive Principal confirmed the ERM review had taken place on the 1<sup>st</sup> July 2024. The ERM Report with Executive Leader comments was not available for the meeting, however the Executive Principal had shared documentation which had supported the ERM meeting.</p> <p><b>Governors asked</b> for clarity regarding K, E and I students referred to in the information provided.</p> <p>The Executive Principal explained the differentiation of K (diagnosed with SEND(Special Educational Needs)),E (Educational Health Care Plan) and I (traits of SEN) were provided to offer clarity for governors in respect of students recorded on the SEND register.</p> <p><b>Governors asked</b> what the differences were.</p> <p>The Principal explained K was for students who had been diagnosed with SEND. E was regarding students who had an EHCP in place, this was explained by the Principal to acknowledge the EHCP document was a legally binding document that gave direction to the adjustments required, bespoke to the students needs as agreed with the Local Authority. I, was for students who had shown traits of SEN, but had not received an official diagnosis and not requirement to offer additional support.</p> <p>The Executive Principal acknowledged steps were being put in place to refine the recording of K, E and I students and capture the differentiation in levels of need to ensure support required was clear for staff to identify what</p>	

	<p>support was needed for students in the classroom environment to meet need.</p> <p>Discussions took place regarding the previous system in place which had not effectively captured the levels of support required for some SEND students showing traits of SEN.</p> <p>The Chair acknowledged difficulties experienced by parents in respect of expectations relating to the levels of support that could be offered as a result of the previous system. Governors acknowledged expectations around levels of support for students with SEN/D may not have been clear and caused misconceptions regarding the levels of support that would be offered for students.</p> <p>The Chair acknowledged the offer available for students without a SEND diagnosis should be made clear to parents to prevent any misconception on the levels of support that will be offered for those students moving forward.</p> <ul style="list-style-type: none"> <li>• <b>Evaluation of AIP (Academy Improvement Plan)</b></li> </ul> <p>Discussions took place regarding the objective in the AIP in respect of SEND. The Executive Principal explained a weekly review of the objectives took place, which included business. The importance of strands running through the objectives was explained by the Executive Principal.</p> <p>Governors were in agreement with the objectives being separate and acknowledged the importance of this.</p> <p><b>The Chair asked</b> whether the AIP objectives should align to the governor link areas. The Principal acknowledged it was through a knowing of where to feed into the objectives.</p> <p>The Principal acknowledged link areas should take place around the four areas shared in the ERM information and a review of behaviour and attendance should form part of SEND and form part of discussions during link visit meetings.</p> <p>The Executive Principal acknowledged the stakeholder link area was significant for governors.</p> <p>The Chair explained it was beneficial for governors to have one staff contact for more than one link area and would reduce governor time. The chair requested governors continued to discuss staff wellbeing during link visits.</p> <p><b>The Chair asked</b> whether the objectives would be set. The Executive Principal confirmed this would be taking place.</p>	
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	<p>The Principal confirmed the staffing structure would be forwarded to the Governance Professional for circulation with governors. The Principal explained the line management of staff and Senior Leaders.</p> <ul style="list-style-type: none"> <li>• <b>Data Protection (breaches/SARs/FOIA/Police requests)/Complaints, claims</b></li> </ul> <p>The Principal reported there had been two separate complaints received during the OFSTED Inspection.</p> <p>The Principal offered brief details of the complaint received and steps put in place with the Local Authority and parent. The Principal confirmed the Lead Inspector had reviewed the complaint as this had been received during the OFSTED window and prior to the draft report being released. OFSTED has suggested the details of the complaint would be reviewed and reflected in the outcome judgement.</p> <p>The Principal acknowledged steps had been put in place in response to the anonymous complaint received.</p> <p>The Principal reported in respect of the second complaint received an investigation had taken place regarding SEND by the Trust SEND Lead with a response being provided to the parent. Process will continue to take place.</p> <p>Governors acknowledged there was a high level of complaints nationally and the impact on staff time this causes.</p> <p>The Principal reported staff training from the Trust solicitors Browne Jacobson had been received.</p> <p><b>The Chair asked</b> whether there were any steps to deal with concerns before escalating to a complaint. Discussions took place around the policies and procedures in place and when the complaints had been received.</p> <p>The Principal confirmed there had been one SAR (Subject Access Request) with steps being put in place.</p> <p><b>Governors asked</b> whether staff had capacity to cover this. The Assistant Business Manager explained if more than one is received at the same time and requesting email information this can impact on normal daily duties.</p> <p><b>Governors asked</b> whether there was a time limit when the SARS had to be processed by. The Assistant Business Manager explained this was one month, which could be extended to three months if required.</p>	<p><b>HD ASAP</b></p>
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	<p><b>The Chair asked</b> what the reasons were for the SARS being requested. The Principal offered details with brief discussions taking place around the reasons these may be requested.</p> <p>The Principal confirmed a Police Liaison officer was now in place and requests for information are made. The Principal explained Police requests are dealt with when requested through the correct procedures. It was confirmed FOIA (Freedom of Information Act) requests were impacting daily duties of the Assistant Business Manager.</p> <p><b>Governors asked</b> what information was being requested. The Principal explained this may be due to activities in the local community and any allegations made that are required to be investigated by Police. The Principal provided details of the procedures that take place and information that could be requested.</p> <p><b>Academy Specific Items:-</b></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 Principal reported a Governors Discipline Committee meeting had been held regarding a permanent exclusion of a student with the Principals decision being upheld.</p> <p>The Principal explained there were four further Governors Discipline Committee meetings required to review students accruing 15+ days fixed period suspension in a term.</p> <ul style="list-style-type: none"> <li>• <b>Educational Visits Calendar for 2024/25</b></li> </ul> <p><b>Normandy Trip</b></p> <p>The Principal explained the changes that had taken place and the date originally required had now been achieved.</p> <p><b>Barcelona Business Trip for Year 11</b></p> <p>The Principal explained details of the trip requested for business students to take place in February 2025. The Principal confirmed the trip had been agreed in principle by the Trust, the Executive Principal and Principal. Arrangements regarding the flight were provided by the Principal. The Principal asked whether governors were in agreement with the trip taking place with the caveat that students are seated together with staff during the flight.</p> <p><b>The Chair asked</b> whether experienced staff would be leading the trip. The Principal confirmed experienced staff would be in place to support the trip. The Principal explained to ensure there was an experience for all students it would be arranged for someone to visit the academy to offer students an enrichment experience in business.</p>	
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	<p>The Chair acknowledged the offer of trips for year groups should be expanded which had been identified during the OFSTED inspection. The Principal confirmed this was being reviewed and steps being put in place to ensure an offer of a trip, which was focussed for each year group would take place moving forward in addition to the trips that take place and feed into the curriculum. The Executive Principal offered details of the enrichment trips that would be put in place for each subject faculty.</p> <p><b>Governors asked</b> whether visits to Sherwood Observatory had been arranged as these were offered free of charge. Details of how this could be accessed were offered.</p> <p><b>Trust Policy Updates:</b> Governors acknowledged updates to Trust policies and documents had taken place in respect of:- - Charging and Remissions Policy/Pay and Reward policy/LGPS discretion's policy/Reserve and Investment Policy/Expenses policy/Governance Strategy</p> <p><b>Local Policy Appendix:</b> Governors had been provided with a copy of the non-statutory policy for Science Health and Safety. Governors were satisfied with the information provided in the policy document and this was subsequently signed by the Chair of Governors.</p> <p>- <b>Arts Mark</b> The Chair had offered information to governors for awareness. The Chair had signed the document on behalf of the committee. The Chair had praised the work that had taken place to support the application of the award.</p>	
<p><b>THA/073 /23/24</b></p>	<p><b>Governance Housekeeping Link Visit Reports</b></p> <p>The Chair reminded governors to complete link visits and to ensure questions were asked around staff mental health and wellbeing PP and SEND and to highlight any concerns raised on the Link Visit report returned.</p> <p><b>Link Areas review</b> The Chair acknowledged a review of Link areas will take place at the autumn term LAC meeting and once the staff structure had been received which would support with this. The Chair confirmed the mandatory link governor areas will be covered linking with the AIP objectives due to low governor numbers.</p> <p>The Chair acknowledged it was not mandatory to have a Health and Safety governor and in the absence of such governor due to resignation, the minutes from the Health and Safety Committee meetings that took place throughout the academic year. The Chair requested the Health and Safety minutes were provided for review at LAC meetings.</p>	<p><b>Govs 16/09/24</b></p>



	<p>The Assistant Business Manager was requested to ensure these were provided for LAC meetings on a regular basis throughout the academic year.</p> <p><b>Skills Audit 2024</b> The Governance Professional reported information had been requested from the Trust relating to the responses of the skills audit completed by governors which had been delayed and would be provided once this was available. The Chair requested this was reviewed at the autumn term LAC meeting and acknowledged skills sets would have changed due to governor resignations being received.</p> <p><b>Governance Self Evaluation 2024</b> The Chair acknowledged the document had been completed and circulated prior to the meeting. Governors had reviewed the information contained therein and were in agreement with the responses.</p> <p><b>Governance Action Plan 2024/25</b> The Chair acknowledged the document had been completed by the Governance Professional in line with the responses from the self evaluation 2024 and the Governance Action Plan 23/24. Governors were in agreement with the action areas and timelines to complete the actions.</p> <p><b>Code of Conduct 2024/25</b> The Chair acknowledged the document would require to be completed in preparation for the autumn term LAC meeting. The Governance Professional advised this had been moved to an MS Form to support ease of completion for governors. The Chair praised this.</p>	<p><b>PB</b> <b>16/09/24</b></p> <p><b>Govs</b> <b>16/09/24</b></p>
<p><b>THA/074</b> <b>/23/24</b></p>	<p><b>Governor Elections</b> <b>Staff Governor Election - Mr P Bailey</b> The Governance Professional advised Mr Bailey had been the only staff nominee submitting a nomination form to a secure email, as part of the staff governor nominations process. The Academy had acknowledged there had not been any paper nomination forms received.</p> <p>Mr Bailey left the meeting at 6.05pm.</p> <p>Governors were in agreement that Mr Bailey should be elected to the committee as staff governor for a further four year term of office.</p> <p>Mr Bailey returned to the meeting at 6.06pm.</p> <p><b>Appointed governor election – Mrs E Paine (w.e.f autumn term)</b> Mrs Paine left the meeting at 6.08pm and returned at 6.09pm</p> <p>The Chair explained that Mrs Paine would be leaving as a staff member and had expressed an interest in becoming a governor at the academy in the autumn term. The Chair confirmed process had been followed regarding the application process. The Chair reported that Mrs Paine’s expertise and knowledge of the academy and governance would be beneficial to the LAC.</p>	

	<p>Governors were in agreement that Mrs Paine should be elected to the LAC for a four year term of office with effect from the autumn term.</p> <p><b>Chair of Governor Election (w.e.f autumn term)</b>  The Chair explained the document circulated for completion in respect of re-election had not been completed due to time restraints. The Chair explained the form should offer the opportunity to provide information on the successes made in the past year if being re-elected as Chair.</p> <p>The Chair invited any expressions of interest for the Chair role from governors. There were no expressions of interest made by governors.</p> <p>Mrs Turner left the meeting at 6.10pm and returned at 6.11pm</p> <p>Governors were in agreement with Mrs Turner being elected as the Chair of the Committee for a one year period from the autumn term.</p> <p><b>Vice Chair of Governor Election (w.e.f autumn term)</b>  Mrs Newcombe had expressed an interest in the role.</p> <p>Mrs Newcombe left the meeting at 6.12pm and returned at 6.13pm.</p> <p>The Chair acknowledged there had been no other expressions of interest made and there were now less governors as a result of resignations being received.</p> <p>Governors were in agreement with the appointment of Mrs Newcombe as Vice Chair for a one year term of office with effect from the autumn term.</p>	
<p><b>THA/075 /23/24</b></p>	<p><b>How has the Academy Committee held senior leaders to account</b>  Governors had challenges senior leaders throughout the meeting in respect of:-</p> <ul style="list-style-type: none"> <li>• AIP objectives</li> <li>• Issues raised in the inspection process</li> <li>• Complaints</li> <li>• Educational Visits</li> <li>• Staff capacity around SARS and FOIA requests</li> </ul>	
<p><b>THA/076 /23/24</b></p>	<p><b>How have Vision, Mission and Values of Trust/Equality been upheld</b>  These have been upheld through the agenda and discussions that have taken place. The Equalities Act had been considered and upheld.</p>	
<p><b>THA/077 /23/24</b></p>	<p><b>Consider information to be advised to the Trust Board and complete the annual report</b>  The Chair offered praise to the Governance Professional for the support offered with clear and concise recording of governor challenge in the LAC minutes which had been acknowledged by the OFSTED Inspector during the Inspection.</p> <p>Information was added to the document in respect of the areas.  The document was subsequently forwarded to the Head of Governance to be submitted to Trustees at the Governance and Partnership Meeting.</p>	

	A response had been returned from Trustees. The response to the Committee Report submitted to the Governance & Partnership after the May LAC meeting was acknowledged by governors.	
<b>THA/078 /23/24</b>	<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 was discussed within agenda item 073/23/24 should remain confidential to the meeting's attendees until the end of the academic year 23/24.</li> </ul>	
<b>THA/079 /23/24</b>	<p><b>Date and time of next meeting</b></p> <p>Monday 16<sup>th</sup> September 2024:            Training: 5.00pm - 5.30pm            Main Agenda: 5.30pm-7.00pm</p>	
	<p>The meeting closed at 6.25pm</p> <p>Signed: K Turner (chair) Date: Agreed via email</p>	