

**Minutes of the Local Academy Committee meeting held on
Monday 16th September 2024
at 5.00pm at The Holgate Academy**

Governor name	Initials	Governor category	A = absence
Mrs Kate Turner	KT	Chair of Academy Committee	
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mrs Margaret Newcombe	MN	Appointed AC governor	
Mr Scott Comer	SC	Parent AC governor	Absent
Mrs Emma Paine	EP	Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mr Dan Cook	DC	Assistant Principal	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Mrs Emma Paling	EPa	Observing pending appointment	
Quorum Required	3	Governors Present	5

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/001 /2425	<p>Welcome & Apologies for Absence There were no apologies of absence received. Mr Comer was absent from the meeting without apologies being presented. Governors agreed 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>Welcome was also extended to Emma Paling who is observing the meeting pending appointment at the next meeting.</p> <p>Confirmation of Chair and Vice Chair election Whilst it was confirmed in the summer term, it was advised in the meeting that Mrs Turner had been re-elected as Chair of Governors and Mrs Newcombe as Vice Chair of Governors.</p>	GP actioned

<p>THA/002 /2425</p>	<p>Governance report</p> <p>Declarations of Interest (annual summary to be inc. in report) All governors were reminded to advise the Governance Professional if there are any changes to declarations of interest.</p> <p>Code of Conduct Governance Professional to ensure all governors have completed the code of conduct for the 24/25 academic year.</p> <p>Governance action plan summary 2023/24 and new one for 2024/25 from self-evaluation and skills audits The chair requested that governors complete a new skills audit in light of changes to the committee and new governors joining. Governance Professional to action.</p> <p>Confirm/appoint to link governor roles It was confirmed that link governor roles will be confirmed after the skills audit has been redone.</p> <p>Confirmation of training for governors to complete A reminder was given that all governors need to complete the annual safeguarding training on National College.</p> <p>2024/25 training programme The dates have been sent out for the Trust training sessions including safeguarding, SEND and careers. The next training session for the LAC meeting will be a pre-recorded video on the changes to the Ofsted inspection and then in the meeting governors will be able to ask any questions to localize the knowledge shared.</p> <p>1:1 meetings to be arranged with CoG for autumn term The chair is going to ensure these are arranged.</p> <p>S Comer (Governor Bio to be completed) Governance Professional to speak to S Comer to obtain his governor bio.</p>	<p>GP</p> <p>GP</p> <p>GP</p> <p>KT</p> <p>GP</p>
<p>THA/003 /2425</p>	<p>Training</p> <p>Safeguarding refresher Governors were reminded to watch the safeguarding annual update videos on National College. Governance Professional to resend out. All governors also need to read and confirm that they have read and understood part 1 of KCSIE. The deadline for this is Friday 18 October 2024.</p> <p>Local training plan to be decided to link with Trust training dates/Skills Audit review</p>	<p>Governors / GP</p>

	<p>It was agreed for this to be postponed until the next meeting. Governance Professional to add to the agenda.</p> <p>Governor Training Record The Chair reminded the committee that if governors do any other training outside of the statutory modules, then to send through any certificates to the Governance Professional and let the committee know if they are beneficial to others to complete.</p>	<p>GP</p>
<p>THA/004 /2425</p>	<p>Minutes of the meeting dated 1st July 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>THA/005 /2425</p>	<p>Matters Arising: Outstanding</p> <p>071/23/24: Trust Training & KCSIE 2024 confirmation It was confirmed this has been actioned and governors are aware of any requirements.</p> <p>071/23/24: Parents Evening attendance autumn term, dates to be provided by the academy to arrange this Governors were advised that there are over 650 people booked in to the open evening next week. The governors asked if this level of interest was expected e.g. was the birth rate high this year to which the Principal explained that the birth rate was a stable year. It is a very positive outcome for the academy with the opportunity to show parents and carers that Holgate is a school for the community. The governors praised how far the academy has come. The Principal highlighted how from the tickets sold, it shows that there is now a pull from outside Hucknall as well as within the usual area.</p> <p>072/23/24: Principal to provide a copy of the staffing structure to support consideration of link areas The Principal shared the leadership structure of the academy with the governors. Governors were also advised that the Senior Designated Safeguarding Lead advert will be closing within the next 24 hours. It was agreed for the Principal to share the document with governors.</p> <p>Actioned</p> <p>067/23/24: SComer absence Mr Comer had missed the July meeting but had been in touch in August to confirm he could only attend the September meeting via Teams.</p>	<p>HD</p>

	<p>073/23/24: Link Areas review (govs) Please see THA/002/2425</p> <p>073/23/24: Review of skills audit results (govs) Please see THA/002/2425</p> <p>073/23/24: H&S Committee Meeting Minutes for LAC (PB) There have been no H&S committee meetings since the last LAC meeting. It was agreed these will be sent through when they have happened.</p>	
<p>THA/006 /2425</p>	<p>Principals/ERM (Educational Review Meeting) Report The Executive Principal ran through the ERM document and explained what the acronyms mean so that governors could understand the data more. It was highlighted to governors that currently the yr11 attendance is at 93.35% with an overall target of 88% which is because they achieved 85.07% in yr10. The governors queried where attendance traditionally dips to which the Principal explained it usually drops around Christmas and then after May half term due to families going on holiday. The academy is aiming for 2% improvement on attendance for the academic year.</p> <p>The governors questioned if the suspensions are the number of days or the total number of incidents to which the Executive Principal confirmed it was the number of incidents.</p> <p>The governors asked about the number of students currently in alternative provision as it had been noted in the latest Ofsted visit that there were too many children accessing alternative provision. The Principal confirmed there are 23 students currently accessing alternative provision on a hybrid offer but the academy is trying to reduce this number.</p> <ul style="list-style-type: none"> • Training – review of results The Vice Principal highlighted to governors that the Progress8 (P8) score for the academy had improved from -1.1 in 2023 to -0.8 in 2024. Whilst this is an improvement, it was acknowledged that the academy is still wanting to improve this further. Governors were made aware that the current and next cohort will not receive a P8 score due to the pupils not sitting their KS2 exams because of Covid. <p>The attainment 8 (Att8) score is an average total of all the pupils’ grades which also increased from 33.94 to 39.14 which has resulted in Holgate being 3rd out of the 6 secondary schools in the Trust.</p> <p>The Vice Principal brought to the governor’s attention that in both English and Maths there had been significant improvement. In English, 4+ grades were up to 10% from last year and 5+ grades had doubled from 2023. In</p>	

	<p>Maths, 4+ grades had increased over 13% and the 7+ grades had also more than doubled.</p> <p>Other areas for success were Photography with an average grade of 5.5 which is statistically significant for the academy, meaning that Holgate is 29th out of 100 schools for the grades achieved. In Art had an average grade of 5.3 meaning the academy was 38th out of 100 schools and in French the average grade was 4.9 and the academy was 54th out of 100 schools. The governors questioned why these subjects had had such a huge improvement. The Executive Principal explained this is largely due to the quality of teaching in these subjects which is evident through the enthusiasm and determination of the teaching team. The Vice Principal added that the moderator report from photography was outstanding. It was explained to governors by the Executive Principal that the academy have made a decision to allow for more CPD time within their departments rather than full academy training which has allowed departments to further look at their data, to really dig in to the differences between grade boundaries and to ensure they are aware of how they can make their grades more secure.</p> <p>The Vice Principal then moved onto to the A Level results and confirmed to the governors that the results had improved with 14 out of the 16 post-16 students getting their first choice of university. The Principal added that both the Chief Executive Officer for the Trust, Mr Cotton, and the Chief Education Officer for the Trust, Mr Holmes, had praised the academy on how well the students did.</p> <p>Governors were advised that moving forward they need to improve on their predictions to which the governors queried why this was important. The Vice Principal explained that this is important to ensure the academy are intervening with the right students to ensure they get what they need to achieve the results. The governors further asked if this is harder because of the impact of Covid and the gaps that the pupils had in their education to which it was confirmed by the Vice Principal that it was not harder, but grade boundary shifts have had an impact, and this highlights the need for staff to be better at grade predictions.</p> <p>The Vice Principal shared a new piece of software with the governors that supports staff in predicting grades. It was confirmed that previously the data has been summative but with the new software this is now live and is now based fully on any exams or graded pieces of work which the pupils have done. It is also fully transparent. The governors queried if the software tracks each child in each subject to which it was confirmed it does and by having this element, it helps the academy to unpick each student fully. The governors asked if it highlights where any children have missed particular topics. The Vice Principal confirmed it highlights any topics they</p>	
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	<p>have missed or where any assessments have been missed. The governors further questioned how staff will use the software, the Vice Principal detailed how it is clear to see where students have weaker topics or achieved lower grades therefore a more individualised provision can be put into place. The Principal added that the software also has a feature for school reports which will help explain to both parents and the students how close they may be to the next grade boundary and the work that needs to be done to achieve this. The governors inquired if this has been shared with parents / carers and if they will get a guide on how to use to ensure they can support their children at home. The Principal explained that this will be shared in the academy's 'steps to success' evening where the academy will also provide parents / carers with strategies to help their children at home. Training will be given to staff, pupils and parents / carers.</p> <p>The governors queried if a replacement had been found for Class Charts so that parents know what homework is being set. The Principal advised that the academy is working on the portal to allow for this, and that parent / carer training will be coming shortly.</p> <p>The governors asked if the predictions moving forward are the focus to which the Executive Principal explained that on the first day of term, every department and every teacher received the same data which was clear, concise and comparable. The Vice Principal then further meets with the Heads of Departments individually to discuss any findings. The governors further questioned if the staff have taken on board the new software and how have they reacted. The Principal confirmed it has reduced the workload for the team and given them more specific information to plan their curriculum and lessons. Each department has their own pages and can therefore add any assessments and scores throughout the year to ensure the information is live and accurate rather than doing at certain points in the year.</p> <p><i>The Vice Principal left the meeting at 17.38.</i></p> <ul style="list-style-type: none"> ● Evaluation of AIP & SEF 23/24 The Executive Principal explained to governors that following the update from Ofsted, the overall grade has now been removed from the SEF. The governors queried if the description would remain the same to which the Executive Principal confirmed it would. ● Overview of 24/25 AIP, targets 2025, behaviour & attendance update, FPS / PEx / AP review This had been discussed in the Summer term 2 meeting and there was nothing further to add at this meeting. ● Safeguarding template. Compliance and culture 	
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	<p>The Principal highlighted to the governors that the job applications for the role of Senior Safeguarding Lead closes tonight with over 24 applications from various roles including the police, social care and education. The governors asked if the staff member who has been doing the role is staying with the academy or if the position is an extra one. The Principal confirmed the current staff member will be staying within the safeguarding team, so this is a new additional role. The governors queried if this is coming from the academy budget and how this impacts the budget. The Principal confirmed that the role is coming out of the academy budget and the role has been fully approved by the Trust with the budget the academy has set. It was added that this role is a non-teaching role, and the successful candidate will be within the academy SLT.</p> <ul style="list-style-type: none"> • SEND local offer, information report 24/25, annual review 23/24 inc. all vulnerable groups. <p>The Principal advised that the SENDCO, Mrs Berry will attend the next meeting to discuss SEND with the governors as this is a one of the academy priorities for this year. Governance Professional to send invite.</p> <ul style="list-style-type: none"> • Academy specific information including stakeholder engagement – actions for 24/25 <p>There were no questions on this agenda item.</p> <ul style="list-style-type: none"> • Policies / local appendix to review / ratify <p>There were no policies or appendices for the governors to review or ratify at this meeting.</p> <ul style="list-style-type: none"> • Identified academy risks – risk reports <p>The Principal highlighted to governors that the main risk for the academy is the HSFC withdrawal project as The Holgate Academy has the highest proportion of students in attendance there. The academy has seen a big difference with the students wanting to stay at Holgate as they feel that staff care and want the best for them. The governors queried if the academy has space for the Post-16 provision to come back inhouse to which the Executive Principal advised that meetings are ongoing, but they are fairly positive.</p> <p>Governors were also reminded that there are still concerns over the academy building until a new one is built.</p> <ul style="list-style-type: none"> • Staff / pupil wellbeing <p>There were no further questions on staff wellbeing from earlier in the meeting.</p> <ul style="list-style-type: none"> • Data protections (breaches, SARs, FOIA, Police requests) 	<p>GP</p>
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	<p>The Principal made the governors aware there had been one GDPR breach which was from a Weduc message being sent to the wrong people. The message was recalled and only 7 people had read the message. The parent it was intended for was contacted and the breach has been logged with the Trust.</p> <ul style="list-style-type: none"> • Complaints / claims (no's and overview) Governors were advised that there are no qualifying complaints currently. • 23/24 trip calendar and review any Cat C trips held. The Principal confirmed this will be brought to the next meeting as the academy are currently working through budget options for the Pupil Premium students to ensure that all students can go on trips where possible. Governance Professional to add to next agenda. • H&S Committee minutes There have been no H&S committee meetings since the last LAC meeting. It was agreed these will be sent through when they have happened. • Admissions 26/27 local appendix approval The local appendix for the 26/27 admissions was not ready for governors at the time of the meeting. Governance Professional to add to next agenda 	<p>GP</p> <p>GP</p>
<p>THA/007 /2425</p>	<p>Budget summary 2024-25 Governors were made aware that the budget summary was not provided in time to the academy. Governance Professional to add to the next agenda if the Chair deems appropriate.</p>	<p>GP</p>
<p>THA/008 /2425</p>	<p>How has the Academy Committee held senior leaders to account Governors had challenges senior leaders throughout the meeting in respect of:-</p> <ul style="list-style-type: none"> • Results • The new software for tracking pupil progress and aiding with grade predictions • The future of the Post-16 offer 	
<p>THA/009 /2425</p>	<p>How have Vision, Mission and Values of Trust/Equality been upheld These have been upheld through the agenda and discussions that have taken place. The Equalities Act had been considered and upheld.</p>	
<p>THA/010 /2425</p>	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <ul style="list-style-type: none"> • Pleased to see the academy had third best attainment of schools in the Trust. • Recruitment to HSFC – highest proportion of students in the centre for a long term. • Culture of Holgate - Students want to stay, much more of a community that people are proud to be part of. Governors proud to 	

	<p>be part of. HD – result day lost its way a little, staff not expected. This year so many staff attended. Watch students interacting with teachers was amazing.</p> <ul style="list-style-type: none"> • Positive outcomes for GCSE and A-level • Attendance – very good start to the year 	
THA/011 /2425	<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 confidential information was discussed within agenda item 006/2425 should remain confidential to the meeting's attendees. 	
THA/012 /2425	<p>Date and time of next meeting Monday 11th November 2024: Training: 4.30pm - 5.00pm Main Agenda: 5.00pm-6.30pm</p> <p>During the meeting it was agreed to amend the meeting times going forward to a 4.30pm start. Governance Professional to amend the calendar requests and send out to the committee.</p>	GP
	<p>The meeting closed at 6.40pm</p> <p>Signed: K Turner (chair) Date: Agreed via email</p>	