

**Minutes of the Local Academy Committee meeting held on
Monday 11th November 2024
at 4.30pm 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	
Mrs Emma Paine	EP	Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mrs Michelle Berry	MB	SENCo	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Mrs Emma Paling	EPa	Observing pending appointment	
Mrs Alison Elway	AE	Head of Governance	
Quorum Required	3	Governors Present	6

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/013 /2425	Welcome & Apologies for Absence The Chair welcomed everyone to the meeting. It was acknowledged that Mr Comer was joining the meeting remotely due to work commitments.	
THA/014 /2425	Declarations of interest 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>THA/015 /2425</p>	<p>SEND</p> <p>The governors asked what Mrs Berry’s role was within the academy, Mrs Berry confirmed she was the SEND lead for the academy which also links in with the safeguarding team. The governors further queried Mrs Berry’s role within the safeguarding team. It was confirmed she supports the team with a focus on mental health as she is also a mental health first aider.</p> <p>Mrs Berry explained to the committee that the attendance of SEND students has made an improvement in comparison to the same time last year.</p> <p>The SEND team are now offering termly meetings where parents are invited in for SEND reviews. In addition to this, the academy is offering more face-to-face opportunities for parents which is helping to support learning plans and pupil passports. Surgery with the SENCos has also been launched for any children that do not have a K or E code. The governors requested a reminder on the code meanings. Mrs Berry confirmed that an E code is students with an EHCP, of which there are 22 pupils in the academy. The K code is for pupils that do not have an EHCP but have, or are waiting, for a diagnosis and the academy provides interventions over and above.</p> <p>The academy is offering more SEND training to ensure class teachers are aware of how to support students’ needs. This is happening via timetabled CPD sessions as well as drop-in sessions on a Wednesday morning for staff.</p> <p>The governors noted that there is often a difference between parents understanding what support they expect in comparison to what they received before asking if it was clear to families what support the students receive from the academy. Mrs Berry explained that there are now more drop-in sessions for parents as well as the Surgery with the SENCos. The academy also sends newsletters to the K & E coded parents so that there is always an open forum of communication, and they are aware of the support available. It was added that there is still a need to ensure the academy are advertising the support that is on offer in a mainstream secondary and if parents do not feel that a mainstream setting is right for their child then the academy will support in obtaining an EHCP and a place at special school if that is what is needed. The Principal added that the confusion is mostly from the parents / carers of students who are not coded but believe they should be. Mrs Berry further noted that the academy does offer surgery sessions for those families of students who are not on the SEND register as well as always being available at parents’ evenings and open events. Governors were made aware that there is a 27-month waiting list for assessments.</p> <p>Governors were made aware that the higher-level teaching assistants visit the feeder schools for 2 hours per week to help the academy identify students that may, or will be, joining the Holgate Academy which may need more support as well as building the trust and relationship up with the</p>	
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	<p>students. From Easter, these students will be then invited in for taster sessions and the whole team will work closely with the primary schools to ensure the support is continued. It was added that the SEND team often attend school fairs.</p> <p>The governors asked if the academy logs when parents do not attend the termly meetings. Mrs Berry explained that there is a booking system so the academy can check who has attended. A log of when parents do not attend is something that could be considered.</p> <p>Mrs Berry explained that the SEND team are also working more closely with faculties across the academy e.g. English and Maths. Within English, an intervention programme called Fresh Start is offered that follows on from Star Reader assessments. During this focus on phonics, the students will be assessed, and the academy will look to see improvements. In Maths, where students SATs scores are below where needed, then the academy will start interventions in the autumn term in Y7. From there, the Maths team will identify any other students that also need support. To support with outcomes, the academy offers interventions for all students with exam access arrangements where they will get a programme of support e.g. how to use a scribe, or how to use specific equipment and it was noted that class teachers are getting better at identifying the students who will need support in exams. The governors queried when the students receive these sessions to which Mrs Berry explained that the team are conscious not to take students out of the core subjects, so students are often taken out of PE or technology subjects if it is a KS3 interventions. The interventions last for an 8-week period.</p> <p><i>Mrs Berry left the meeting at 17.00.</i></p>	
<p>THA/016 /2425</p>	<p>Training</p> <p>It was confirmed that all governors had watched the Ofsted training recording in advance of the meeting. The governors agreed that the training was excellent however would have liked more of a secondary focus.</p> <p>The governors noted that Ofsted are no longer using the named outcome and asked if this will change anything at academy level. The Principal and Executive Principal both agreed it will not change anything in the academy and the overall report will still give a grade for each area. It was added that the new report card will be brought in in September 2025 and that attendance will be judged on its own.</p> <p>The governors queried if there were any changes of which the academy is worried about. The Principal added that the changes to attendance were expected due to the priority of this within the white paper. The changes for this year are more detailed in some areas but the academy went through this</p>	

	<p>last year around alternative provision numbers and alternative curriculum. Other than that, there are no other big differences.</p>	
<p>THA/017 /2425</p>	<p>Governance report</p> <ul style="list-style-type: none"> <p>• Local response following central training (list) It was confirmed that all governors statutory training is up to date and that all governors had watched the Ofsted training.</p> <p>• Link governor visits and reports Following a stakeholder link visit, the governors asked if the homework portal is now up and running. Mrs Redgate confirmed it was now up and running however it was still a little confusing as there is now Teams and Weduc. It was noted that there is some frustration that it has taken until Autumn term 2 to be up and running especially if parents are wanting to be engaged. The governors asked if the students have been receiving homework whilst access has not been there. It was confirmed homework has been issued but has been heavily reliant on students remembering as parents have not had access to see. The Principal advised that all students will be receiving training on the home tutoring section on Weduc this week. Weduc will be used as a homework diary whereas the activity tasks and resources will be in Teams.</p> <p>The governors questioned if an opportunity had been lost in Y10 and Y11. The Principal confirmed there was no impact to those year groups and the academy have spent the time on ensuring the platform is fully set up before releasing when it wasn't 100% ready. Governors were advised that once everyone has had the training and is on the platform, then the academy will be looking at the quantity of homework being set and the conversion rate of activities being completed. Students are being rewarded for completing home working, but progress is not reliant on it. The Executive Principal suggested that the academy could have a demonstration room on parents evening as a surgery on how to use Weduc. The governors acknowledged that these platforms are heavily reliant on IT and there may be some families without access. The Principal confirmed that students have access to revision clubs, library sessions and study clubs where they can complete homework activities at school rather than at home.</p> <p>Following a link visit at the 6th form open evening, the governors noted that the common piece of feedback was that uncertainty comes from the lack of information on what the provision will look like despite being happy with the offer of subjects. The Principal advised that the academy have taken time to ensure what information is shared with students and families will be</p> 	

	<p>happening. Plans have been received from the architect and the academy are just awaiting a structural survey. Once this has been completed then the plans will be shared with the current Y11 and Y12 so they can have an input as the academy are very keen for students will feel involved. Originally only 12 students had applied but this has since increased to 36. The Principal to share the plans with the governors once the structural survey has been completed.</p> <ul style="list-style-type: none"> <p>Local training established from governance self-evaluation and focus on priority aspect of school improvement The plan for the training at the January meeting is to be confirmed.</p> <p>Governor election – E Paling Mrs Paling left the meeting at 5.13pm and returned at 5.16pm.</p> <p>It was confirmed that the application process had been followed for Mrs Paling. The Chair reported that Mrs Paling would be beneficial to the LAC and was committed to the academy. All governors agreed that Mrs Paling should be elected to the LAC for a four-year term of office with effect 11.11.24.</p>	<p>HD</p>
<p>THA/018 /2425</p>	<p>Minutes of the meeting dated 16 September 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>THA/019 /2425</p>	<p>Matters Arising: Outstanding</p> <p>THA/001/2425 – To note, Mr Comer contacted the Governance Professional after the meeting with his retrospective apologies due to work commitments.</p> <p>THA/002/2425 – To note all governors have completed the code of conduct for the 24/25 academic year</p> <p>THA/002/2425 – To note a skills audit will be sent out after the meeting on 11.11.24 so all governor’s action.</p> <p>THA/002/2425 – To note 1:1 meetings have been arranged with all governors.</p> <p>THA/002/2425 – Mr Comer’s governor bio has been received and the website has been updated.</p> <p>THA/003/2425 – To note all governors have completed the annual safeguarding training and read KCSIE.</p> <p>THA/003/2425 – Please see THA/017/2425 for the local training plan.</p>	<p>GP</p>

	<p>THA/005/2425 – To note the Principal shared the leadership of the academy with the governors in advance of the meeting in the Principal report.</p> <p>THA/006/2425 – To note Mrs Berry attended this meeting. See agenda item THA/015/2425.</p> <p>THA/006/2425 – Please see agenda item THA/020/2425 for the 24/25 trip calendar and any Cat C trips</p> <p>THA/006/2425 – The 26/27 local academy appendix was shared with governors in advance of the meeting. This was approved by the committee.</p>	
<p>THA/020/2425</p>	<p>Principals Report</p> <ul style="list-style-type: none"> • Standards <p>The Principal explained that following the Trust school improvement workshops, the academy has created a leadership compass which creates a sense of belonging. The 4 points on the compass are</p> <ul style="list-style-type: none"> - Equip students for success - Putting family first and looking after yourself - Planning to ensure all students receive a high quality of education - Improving outcomes and positive stakeholder feedback. <p>This compass was decided on as a SLT and is something that the team can be held accountable for too. All faculties and year groups have done the same so that they can hold each other to account and work to.</p> <p>The governors asked who is there to make sure staff are looking after themselves. The Principal confirmed this is line managers. The governors further asked if it is people that staff can see face to face, to which it was advised that a strength of the Trust for the secondary group is that the way in which the academy do have support. Governors were informed that the line management process goes all the way up and this has been demonstrated in the past. The Principal advised he has received support from the Chief Education Officer in situations and home visits have been conducted to ensure staff are ok if needed. In addition to this, staff naturally have their friends and colleagues of which they are closer too in addition to their line manager. The governors asked for clarity that this is clear to staff to which The Principal advised that he is confident staff would know where to go and who to speak too.</p> <p>The governors queried if there are mental health first aiders for staff. The Principal confirmed there are mental health first aiders for both staff and students. The trust also has an employee benefit called Vivup where staff can access a mental health call line as well as online GP appointments 24/7.</p>	

	<ul style="list-style-type: none"> <p>Quality of education update</p> <p>The academy has a new quality assurance pathway based on a deep dive model. Each faculty will get a deep dive which will include lesson visits for each teacher, student voice and work scrutiny. An in-depth report will then be received and shared. It was confirmed that this is not overly onerous for staff and helps train staff in what Ofsted will be looking for. The governors queried how often the deep dives will take place. The Principal confirmed that all faculties will have had a deep dive by Easter in the first round and then from the reports the SLT will look if any need reviewing. The governors asked if Ms. Chauhan has enough time to do these deep dives. It was confirmed she does at the minute and has put together the schedule around her availability, but this is constantly being reviewed with her and can be tweaked if needed. Mr Cook and Mrs Berry are working closely alongside Ms. Chauhan on the process.</p> <p>Behaviour and attendance</p> <p>The governors questioned how the academy knows that the steps in place are having an impact on behaviour. The Principal advised that the academy is using the Snap B project to work with those students who are getting multiple suspensions. This will be reviewed next half term to see if it is having an impact. Most students on the suspension data have been put on the defiance pathway.</p> <p>The governors requested confirmation that the 71 suspensions were number of suspensions rather than students, it was confirmed that was correct.</p> <p>Governors were advised that attendance is up, and persistent absence is down. The academy is pushing hard and the increase in attendance of SEND students by 8.24% is impressive. Non-SEND persistent absence is down 11.24% and SEND persistent absence is down 24.57% which is a credit to the whole team as attendance is the responsibility of everyone. The Principal added that the academy has been backed up by the LA in issuing of fines recently too.</p> <p>The governors acknowledged that if this may be down to students wanting to attend due to school being a nicer place to be and they feel safer in the setting.</p> <p>The governors queried if the school council is up and running. The Principal confirmed it will be soon as the academy are just waiting for a new staff leader to take control.</p> <p>The Principal noted the numbers of students in alternative provision and confirmed that the academy is working hard to find the right setting for these students so that they can succeed, and it is important that the academy can demonstrate that they have done everything possible. It was</p> 	
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added that both the alternative provision and alternative curriculum meet all the requirements from Ofsted and that the academy work closely with the alternative provision to provide the students with the qualifications that they need to be able to succeed. **The governors asked** if the alternative provision and alternative curriculum gets reviewed. The Principal confirmed both do have reviews every 6 weeks unless there are any breakdowns and then a review would be brought forward.

- **Impact of additional funding to include**
 - **Pupil premium evaluation and evidence of impact on outcomes 2023/24 and review of strategy for 2024/25 (to go on website)**

The Pupil Premium strategy was shared with governors in advance of the meeting, and it was confirmed that the academy is working with the Trust on the document. The Principal added that the academy is working hard to close the gaps between PP and non-PP students. Ms. McKenna is also working with other secondaries in the Trust to see what they offer PP students to ensure the right offer is in place at Holgate.

- **Additional funding premium and outcome inc. catch up**

This data had been shared in advance of the meeting. There were no questions on this agenda item.

- **Safeguarding Compliance and culture**

The safeguarding checklist had been shared in advance of the meeting. There were no questions on safeguarding.

- **Stakeholders**

In advance of the meeting, the Principal shared the academy events for this year and highlighted this week for the Y7 parents evening. The academy will also have a carol concert on the 11 December which encompasses the feeder primaries which the academy is looking to build further on. Governors were welcome to attend.

- **Health & Safety and compliance.**

Governors were advised that the academy met with the local authority about admissions and were able to raise their concerns. It was a positive meeting, and the academy were made aware that they can tweak the capacities in year groups based on the staffing model, the curriculum and considering the specialist classroom space for DT and Food. The PAN number needs to remain at 270 for the whole academic year of Y7. The Principal explained that if the academy is at capacity in year groups above Y7 and Y12 then the academy can accept or refuse any in-year applications.

The Principal proposed the below year group capacity amends based on the current numbers on roll.

Year	7	8	9	10	11
Capacity	270	270	210	240	210
On Roll	222	259	211	222	213

The governors noted that it was evident that a lot of thought had gone into the decision as well as discussing it with the Local Authority and Head of Governance at the Trust **before asking** if the figures would carry through to future year groups. The Principal confirmed this would be set for September 2025 but then the academy would review it for each year based on the staffing model in place at the end of the academic year. If the current year 7 numbers remain the same, then the capacity would be reduced to 240 once they have moved into Y8.

The governors approved the amends and the reasoning for the academy to make the changes. The Principal will make the amends with the Local Authority admissions team.

HD

- **Staff & pupil well-being**

It was agreed that staff and pupils' wellbeing had been discussed at other points within the meeting.

- **Data Protection (any breaches/SARs/FOIA/Police requests)**

The Principal advised that since the last meeting there have been 2 minor GDPR breaches, 4 SARS, 1 FOIA for a university course and 1 police request.

- **Complaints, claims (No's/overview)**

There are no complaints or claims for governors' awareness at this meeting.

- **2024/25 Trip calendar and review any Cat C trips held**

The Principal advised that the Barcelona trip has been cancelled due to low numbers, but the academy is looking at rerunning this trip in the future. It was highlighted to the governors that the academy had had a positive 2 days in London with all the Y7's with over 80% of the year group attending. The feedback was very positive, and the academy are now working on further trips to offer out to the other year groups.

- **Policies/local appendix to review/ratification**

The Principal advised governors that the admissions appendix for 26-27 has reintroduced a catchment area which covers an extended area than previously. The oversubscription criteria has been amended to include members of staff children. The oversubscription criteria are now the same as all the secondaries within the Trust. It was added that the Trust has now gone out to consultation due to the amends and this will close at the end of December. Governance Professional to update the committee once closed.

GP

	<ul style="list-style-type: none"> • Admissions <p>Governors were advised that the academy has had 393 families apply for a place at The Holgate Academy for September 2025 of which 194 of these have put the academy as their first choice. This number is much higher than in previous years with the academy usually averaging between 140 – 155. It was added that the academy is still receiving positive feedback from the open evenings. The governors added that the academy has always had positive feedback from the open evenings so there must be more than that. The Principal added that it will be down to the staff and the feel of the academy within the community. In addition to the 194 first choice places, there are then 125 second choices which makes up a very large percentage of the 393 applications.</p>	
THA/021 /2425	<p>How has the Academy Committee held senior leaders to account</p> <p>Governors had challenges senior leaders throughout the meeting in respect of:-</p> <ul style="list-style-type: none"> • SEND • Homework • Sixth form plans • Staff wellbeing • Quality assurance process 	
THA/022 /2425	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>These have been upheld through the agenda and discussions that have taken place. The Equalities Act had been considered and upheld.</p>	
THA/023 /2425	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <ul style="list-style-type: none"> • The report was completed within the meeting and submitted to the Trust board. 	
THA/024 /2425	<p>Determination of confidentiality of business</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"> - That confidential information was discussed within agenda items 015/2425 and 020/2425 should remain confidential to the meeting's attendees 	
THA/025 /2425	<p>Date and time of next meeting</p> <p>Monday 13 January 2025: Training: 4.30pm - 5.00pm Main Agenda: 5.00pm-6.30pm</p>	
	<p>The meeting closed at 6.25pm</p> <p>Signed: K Turner (chair) Date: Agreed via email</p>	