

**Minutes of the Local Academy Committee meeting held on
Monday 13th January 2025
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	
Mrs Emma Paling	EPa	Appointed AC governor	
Quorum Required	3	Governors Present	7

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	Via Teams
Mr Henry Diamond	HD	Principal	
Mr Keir Mather	KM	Designated Safeguarding Lead	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/026 /2425	Welcome & Apologies for Absence The Chair welcomed everyone to the meeting. It was acknowledged that Mrs Widdup was joining the meeting remotely due to work commitments.	
THA/027 /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.	
THA/028 /2425	Training - Safeguarding The Principal introduced Kier Mather, who joined the academy 4 weeks ago in a newly created Assistant Principal role for safeguarding. This is a role that the academy has been trying to get for some time but has taken some time to get agreement from the Trust. This role is a non-teaching role purely focusing on safeguarding. It was added that during this session, Mr Mather	

	<p>would go through his first 4 weeks and what he has seen, tweaks that have been made and changes that he plans to implement.</p> <p>Mr Mather advised the committee that prior to starting he ensured there was a clear action in place, albeit this plan is always changing and evolving to ensure the academy is striving to be better. Governors were advised that this is a very different role to one the academy have had before as is more of a strategic overview to ensure the academy have systems and processes that are robust as well as ensuring the approach is proactive with education at the forefront of the decisions made.</p> <p>Governors were advised that one of the first things Mr Mather completed was a clean up of My Concern whilst ensuring staff are clear and robust when reporting any concerns. From there, Mr Mather reviews the context and chronology for each child to ensure the academy is looking at the child not just the individual report. All concerns are seen and triaged by Mr Mather and then are tasked out to other members of the safeguarding team including the deputy DSL and assistant year leaders. At this stage, they would complete the action points which have been set before Mr Mather would decide if sufficient work has been completed for the concern to be closed.</p> <p>Wider than that and within the action plan, there is a focus on curriculum. Mr Mather is working closely with Sophie McKenna on the PHSE curriculum to ensure that this incorporates the key patterns and trends which are specific to Holgate to ensure that the curriculum is fit for the students. In addition to this, Mr Mather has been conducting some multi agency working within the LA and has met with Moira Ladman from MASH to ensure the PSHE curriculum incorporates as many resources as possible from different avenues within the LA to ensure Holgate students get the best deal.</p> <p>The academy also plans to engage with the wider community to ensure they know that the academy offers support and not judgement. All the students are at the heart of decisions, but parents need to feel supported, so they are engaged with the academy.</p> <p>Governors were advised that there are 3 key points on the main agenda;</p> <ol style="list-style-type: none"> 1. Mental health and wellbeing including suicide and self-harming. This links in with ensuring that parents feel supported and not judged by removing the stigma and barrier. This will also incorporate work with the students to ensure they understand that it is ok and normal to feel tired and low, but the key is to speak out when it becomes overwhelming. 2. Conflict within the family home including domestic abuse. There is further work to be done with the pupils so that they know they can 	
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	<p> speak to someone within the academy without getting people into trouble. This point has a strong link between attendance and safeguarding. </p> <p> 3. Culture of kindness and managing relationships. Whilst largely across the academy there is a culture of kindness there is a small group that find it difficult. There is a plan for more support and intervention to ensure this is not a continuous circle for when the students have their own families. </p> <p> Mr Mather informed the governors that he has had a great 4 weeks and has felt incredibly supported. The staff at Holgate care about the students which has been pleasing to see and be involved in. </p> <p> The governors asked Mr Mather how he will know that the tweaks and changes he is implementing are working. Mr Mather explained that this will be mainly through pupil voice and what they are saying about the academy. Capacity has also been something that has needed to be reviewed as parents have always wanted outcomes quicker. There has been recognition externally that things within the academy have not been as tight as they had been previously in terms of speed of response so when Mr Mather has been meeting with them and whilst acknowledging that things will still be tough, the support from the agencies will be used when needed. The governors further queried if the pupil voice will be safeguarding specific to which Mr Mather explained that the where and when of when this will be completed is to be decided but the contents will include discrimination, sexual harassment and sexual violence. The key outcome from the pupil's voice is that every student within the academy has someone they can talk to. </p> <p> The Principal added that in the short time Mr Mather has been with the academy, the Trust have been taking notes. The academy has also been involved in an audit which was requested by the chair of trustees over the workload of DSLs across the trust. During the audit, workload was discussed pre and post Mr Mather's appointment and the difference this has made. </p> <p> <i>Mr Mather left the meeting at 16.56.</i> </p>	
THA/029 /2425	<p> Governance report </p> <ul style="list-style-type: none"> <p> Local response following central training – Cyber Security It was confirmed that all governors have completed the cyber security training. </p> <p> Link governor visits and reports In advance of the meeting, link reports were shared with the committee. </p> 	

	<p>The governors questioned if parents are finding absence submission reporting to be easier on the Weduc app. The Principal advised that the attendance team are still calling all parents who have submitted absence submissions via the app but that it is a much better way for reporting.</p> <p>The governors queried if the students who were nervous about applying to sixth form have now had the reassurance, they need to be able to apply. The Principal confirmed that since the plans have been approved, they have been shared across the academy, which has been positively received by the Y11 and Y12 students. There is now a group of students who are looking at colour palette and space designs to ensure they are involved, and the academy continues to drive the project forward to ensure it is completed in time. Governors were also advised that there are now 65 applications for the sixth form in comparison to 72 last year, which the academy are happy with.</p> <p>The governors acknowledged that in the autumn term 2 they attended several events which had given opportunity to speak to the students. It was agreed that it was great to hear that what governors have been told in meetings is being replicated across the academy including students knowing exactly what they need to do to improve their grades and that students felt empowered by this.</p> <p>The Principal explained that young carers are a huge agenda point moving forward so wondered if the committee wanted to appoint a young carers link governor. Amanda Wilford is the lead within the academy who has researched and designed a policy which has been put into place and has been proposed as best practice across Nottinghamshire. It was added that during the October 2024 census, 72% of schools nationally claimed they have no young carers, whilst Holgate have currently just over 50. It was agreed this links in with safeguarding so Mrs Turner will cover this.</p> <ul style="list-style-type: none"> • Governor action plan update Governors were advised that the Governance Professional and the Chair have recently reviewed and updated the action plan and that all actions are being worked on. • Governance Strategy and Scheme of Delegation/Terms of Reference 2024/25 – review AC remits It was confirmed that following a period of consultation, the Scheme of Delegation has been agreed by the board for publication. In advance of the meeting, the scheme of delegation was shared with governors along with the changes. The governors confirmed they had no queries on the amends. 	
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THA/030 /2425	Minutes of the meeting dated 11 November 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair, Principal, and Executive Principal.	
THA/031 /2425	Matters Arising: THA/017/2425 – The plans for the 6 th form space were shared with the committee on the 3 rd of December 2024. THA/019/2425 – To note, the Governance Professional has distributed the skills audit for all governors to complete. THA/020/2425 - To note, the Principal has made the amends to the year group capacities with Notts CC. THA/020/2425 - The Governance Professional advised the committee that the consultation period has closed on the admissions appendices. The Trust board will meet on the 29th of January 2025 to agree the proposals, but it was acknowledged there were no representations made about any changes for The Holgate Academy’s catchment area.	
THA/032 /2425	ERM Report <ul style="list-style-type: none"> • Standards <p>The Principal reminded the governors that there is no historical data for the current Y11s so P8 score will disappear from the ERM report. The Y11 mocks have been completed, and the data has been put into pupil progress. The Attainment 8 figures have been updated to 13.35 which replaces 29.4. The attainment 8 for maths is now 5.72 replacing 4.8 and English is now 6.22 which is slightly down but this is being checked.</p> <p>Governors were advised that the Y11 cohort is lower in ability and whilst the attainment 8 figure is low, this is what the data, predications and FFT information is telling the academy. There have been improvements from Y10 which is important. The academy has been through and looked at the data for each subject and looked at the progress from the Y10 to the Y11 mocks whilst also in comparison to the target grades.</p> <p>At the upcoming Y11 parents evening, each parent will receive an information pack which will explain to parents what their child got in their mock exams for each subject as well as what they need do to get the next grade as well as their target areas for interventions. Parents will also receive information on what type of learner their child is e.g. an active learner. This information will detail, how they learn, what support the academy will give and what support parents can give.</p>	

	<ul style="list-style-type: none"> ● Behaviour and attendance / PD update Governors were advised that attendance across the academy continues to improve with it currently being 90%. Fines for unauthorised holidays have gone out after first term. ● P/Ex, FPS, persistent absence and alternative provision in place (number of days/pupils) The Principal explained that suspensions made a spike in autumn term 2. The academy continues to not be too punitive and continue to intervene with support and strategies. ● Any surveys / audits / review reports There have been no additional surveys or audits apart from the safeguarding workload audit as mentioned in THA/028/2425. ● Safeguarding Compliance and culture The safeguarding checklist had been shared in advance of the meeting. <p>The governors asked what happens because of the data highlighted in the pie charts to which it was explained this would inform discussions with Sophie McKenna, PD and PP lead. The governors further queried if the data can be further split into year groups and it was confirmed it can. The academy does need to look at the inconsistencies in the reporting. By looking at the data per year group it will help to form topics for discussion within the PSHE curriculum for those year groups.</p> <p>The governors questioned how often Mr Mather will look at the data. It was confirmed that the dashboard is live, but the data will be looked at in detail half termly.</p> <p>The governors asked if Mr Mather will continue to be the only member of the team who will categorise concerns and incidents. It was confirmed that there needs to be a consistent approach so whilst the wider staff are being upskilled, Mr Mather will be the one to do this in the short term.</p> <p>The governors acknowledged a recent incident which occurred at the school and the way this has affected both the students and staff. It was agreed that parents hugely appreciated the communication from the academy and the work which the academy completed at the time and afterwards. The Principal added that the academy SLT need to be commended as a group after dropping all meetings to ensure students and the community knew the academy were taking things seriously. There have been lessons learnt from both the academy and the Trust, which the Trust have taken on board. Governors were advised that the academy has reviewed the emergency</p>	
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	<p>plan, and the Trust is supporting all academies across the trust with their plans.</p> <ul style="list-style-type: none"> • SEND There were no further discussions or questions on SEND. • Stakeholders The governors noted that the academy’s social media presence is making a big difference as by showing the academy environment, parents can see what is happening and this is having a positive impact. It was also acknowledged that the former student information is great too. • Staff & pupil well-being There were no further discussions or questions on staff and pupils’ wellbeing. • Data Protection (any breaches/SARs/FOIA/Police requests) There were no further discussions or questions on data protection. • Confirm determined admission arrangements & approval of local appendix Please see THA/031/2425 for an update on the admission appendices. • In-year admission numbers – all year groups The Principal advised that there were an extra 100 applications for Y7 which is a 15% increase of first choice. The governors queried if after this intake, will the academy be at its whole school admission level. The Principal confirmed once Y11 have left then the academy will be full there or thereabouts. The governors asked if there will be enough space in the academy with the sixth form returning to the site. The Principal advised that the Trust have instructed a company that will work this out for the academy. • Policies/local appendix to review/ratification The following policies were approved at the latest round of sub-committees and Board meetings in November. All policies were accompanied by summary pages: <ul style="list-style-type: none"> • Health and Safety policy • Premises management policy • Relationship, sex and health education policy (RSHE) • Provider access policy <p>There were no comments from governors regarding the policies.</p>	
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	<ul style="list-style-type: none"> • H&S Committee minutes <p>Governors received the minutes from the H&S committee meeting in advance. There were no questions on these.</p>	
THA/033 /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"> • Safeguarding • Link visits • Admissions 	
THA/034 /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/035 /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/036 /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"> - It was agreed there were no confidential discussions. 	
THA/037 /2425	<p>Date and time of next meeting</p> <p>Monday 10 March 2025: Training: 4.30pm - 5.00pm Main Agenda: 5.00pm-6.30pm</p>	
	<p>The meeting closed at 5.39pm</p> <p>Signed: K Turner (chair) Date: Agreed via email on 14/01/2025</p>	