

**Minutes of the Local Academy Committee meeting held on
Monday 10th March 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	A
Mr Scott Comer	SC	Parent AC governor	A
Mrs Emma Paine	EP	Appointed AC governor	
Mrs Emma Paling	EPa	Appointed AC governor	
Quorum Required	3	Governors Present	5

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Principal	
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Mrs Lynsey Parker	LP	Observing Governance Professional	

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
THA/038 /2425	Welcome & Apologies for Absence The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mr Comer due to work commitments and Mrs Newcombe due to personal circumstances.	
THA/039 /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. The Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.	

THA/040 /2425	Governance report Local response following central training – Building confidence in reviewing Suspensions and Exclusions. Mr Bailey and Mr Comer are yet to view the recording on building confidence in reviewing suspensions and exclusions. The governors agreed that the training was beneficial and for those who have been on panels previously, they still learnt something from the session which was good. Link governor visits and reports Mrs Turner advised that she had recently attended the link governor training for safeguarding before asking the Principal about SENSO monitoring. The Principal explained that SENSO monitors every input request on the school system for certain words that are linked to safeguarding. From there SENSO will analyse the data and identify any actions that the academy needs to do. It is still a work in progress as previously it has sent out too many requests for staff to pick up and it has also blocked legitimate searches that students have done for coursework. Governors were advised that from September the Trust is looking at what other options there are with it now being an expectation within KCSIE. The Principal added that recently there have been 2 reports picked up and have been triaged by the academy. Mrs Turner also advised that in the training, a discussion was had about Mr Mather's role in the academy as he is the only employee at that level across the Trust. Mrs Turner was asked about what she felt was a good thing about Mr Mather's role and she confirmed that it was the speed of change as he is on a strategic level and has more capacity. Mrs Turner also advised she had completed a safeguarding link visit to the academy, but that there was nothing further to highlight to the committee. A link visit had taken place for Young Carer's. Mrs Turner explained that the academy is working hard to identify all students who are young carers as well as identifying any support that is needed. The Holgate Academy are the leading secondary school in Nottinghamshire and governors were asked to ensure they are looking at young carers when completing link visits. The Principal added that Mrs Wilford was a guest speaker at a Nottinghamshire conference to share what she has done and advise on how the academy supports the students. Mrs Turner praised the academy as this highlights the shift in the school community. The Principal added that Mrs Wilford had instigated for all young carers to have first aid training, and the Executive Principal noted how the young carers policy has been shared with the whole of Nottinghamshire for best practice.	PB and SC
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	• Governor conference 12.06.25 Governors were reminded of the governor conference which is taking place on the 12 June at Diverse Academies HQ. It was requested for as many governors as possible to attend and the agenda for the conference was included in the GP report which was distributed in advance of the meeting. • Kate Turner re-appointment It was advised that Mrs Turner's term of office was due for re-election, The committee voted unanimously for Mrs Turner to remain on the committee so therefore Mrs Turner's term of office was re-confirmed for a four-year term of office with effect 10.03.25.	
THA/041 /2425	Minutes of the meeting dated 13 January 2025 The minutes of the meeting, having previously been received were agreed and signed by the chair, Principal, and Executive Principal.	
THA/042 /2425	Matters Arising: It was confirmed that there had been no matters arising from the meeting on the 13 th of January 2025.	
THA/043 /2425	ERM Report • Standards There were no questions about standards. • Autumn term evaluation of AIP There were no questions on the autumn term evaluation of the AIP. • Progress against targeted outcomes The Principal explained that the academy continues to work hard with the Y11 cohort, albeit a significantly less able group. However, they are tracking a similar flight path on where they compare to last year's Y11 and the improvements that were made. Another round of mock exams finished last week and from there the academy will review the data to ensure there is a push on coursework and interventions. Governors were reminded that all targets were set in accordance with the FFT data that the academy uses. It was added that historically in Science, it has been found that they have been unable to finish the course content. However, currently 9 out of 10 classes will be finishing the content in the upcoming weeks which then will allow for specific revision around question analysis from Pupil Progress to know what needs to be focused on e.g. global warming. From there purposeful interventions can be implemented.	

	The governors questioned whether staff have enough time to mark assessments and coursework as well as reassessing other colleagues marking. The Principal explained that the academy will cancel meetings where it is possible to support with marking but there is not always a lot of time. The governors queried like with PP and SEND, what is in place for the high achieving students. The Principal explained that all students within the cohort are offered interventions to ensure they are given the opportunity to push on. Using Pupil Progress, this highlights the students that are close to the next grades boundary. Governors were advised that parents and students are also aware of this as had been highlighted on parents' evening. The governors asked if this had been well accepted to which the Principal confirmed it had. Parents and students are now able to see what they need to do to get the next grade for each subject. It was added that the academy is working closely with Pupil Progress to solve any issues which ensure it is fit for purposes for what is needed. • Pupil number projections The Principal explained that the academy has been allocated 255 students. The PAN is 240 but the academy has extended this to 270 currently to support the local authority. Governors were made aware that the normal number of first choice applications is between 155-165 and this year there are 204 first choice applications which the academy is proud of. The governors asked if staff are aware of this positive change. The Principal confirmed that he has ensured they are aware. Thanks were given to Mr Bailey for the work which went into the planning and marketing of the open evening events and the feedback from parents has been really positive. • P16 update The Principal informed governors that the work to the student services area of the academy finished on time with no issues and the main reception for parents and visitors has moved to the Nabbs Lane entrance. Stage 2 of the project starts in the coming weeks and the sixth form students are working on colour palettes for the new space as the academy is keen to ensure they are involved with the project. The governors requested an update on the numbers for the sixth form. The Principal advised it will be like last year but will not know for definite until results day in the summer. The governors asked how many students the provision can cater for to which it was confirmed by the Principal that the PAN is 150. The Executive Principal advised that the academy is currently looking at asset distribution between The Holgate Academy (THA) and National CoE Academy (NCoEA).	
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	The governors queried if THA students will still do some of their lessons at NCoEA and the Principal confirmed they would just as some NCoEA students would have some lessons at THA. The minibus will no longer be running back and forth all the time though and will do one crossover at lunchtime which will help reduce the carbon footprint too. The governors asked what will happen to the minibus drivers. The Principal explained that the academy is working on this and a contingency plan is in place but that redundancy is not available. • Exclusion and suspension data The Chair advised that she had recently sat on several exclusion and suspension panels and how great it was to hear parents praise the academy for the support they have given their children and how the academy has gone above and beyond consistently. It was agreed for the committee to add this to the report to the trustees. The governors noted there has been an increase in suspensions in Y8 before asking if there is a pattern with these. The Principal advised this is a group of students who are not wanting to follow the academy expectations, but the new Head of Year is ensuring that the students understand the expectations and picking up those who are continuing to choose not to. The Chair added that Y8 is a trend across the Trust to which the Principal added that both Y8 and Y9 are the years who felt the biggest impact from Covid. The governors questioned what is in place to support the Y8 cohort. The Principal explained that each year group has been given a USP to ensure students know it is still a purposeful year group. For Y8 their USP is ‘finding your dragon’. It was added that there is also extra mentoring in place. The governor queried if the academy struggles with managed moves. The Principal explained that Holgate does not offer managed moves due to other local schools not wanting to offer this. • Stakeholders There were no questions from the committee on stakeholders. • Staff & pupil well-being The Principal explained that the academy has had a successful period for staffing including a Humanities teacher, a Maths teacher and 2 Science teachers. The governors asked if there was any success in the Head of Chemistry position to which the Principal confirmed there was not. The academy is going to tweak the advert to Head of STEM to see if this helps to get applicants. Governors were also advised that the academy is still struggling with DT, but this is a national shortage subject, and the academy do have a plan in place for this. The governors further questioned if there was a successful appointment for the DDSL role. The Principal confirmed this was an internal appointment and therefore the academy will be going	
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	out for the replacement. There will be a slow transition to ensure both roles are covered without detriment to either department. • Data Protection (any breaches/SARs/FOIA/Police requests) There were no questions on this agenda item. • Complaints, claims (No's/overview) The Principal advised that the academy has received 2 complaints. An update was given on these and that 1 has now closed and 1 is still ongoing. • Attendance data The Principal advised that attendance remains strong across the academy, a 2% increase from this time last year. The gap between PP and non-PP has had a significant reduction by 9.24% and the gap between SEND and non-SEND is 5.24% lower than at this point last year. The next stage is to dive down further and forensically analyse the data to identify any patterns. From there the academy can decide on impactful interventions ahead of this time next year. Persistent absence continues to reduce and is substantially lower than this time last year. On the recent INSET day, the whole attendance team took part in an attendance session led by the Executive Principal. During this session, the team received training on the new DfE dashboard which every academy across the country is using. This information has also been shared with SLT and Year Leaders. Governors were also advised that the academy are continuing with enforcement protocols despite the academy being asked for more information when submitting these. The Principal noted that the Y11 exams are coming up whilst Y11 is currently 2% up and persistent absence is 9% down, the academy is ensuring students are aware of the importance of being in the academy. The governors queried if there is a difference in the data if SEND students are off due to their SEND need. The Principal explained that the academy do know the students and where a student is coded, for example, for anxiety than the academy will work with the SEND team to look at ensuring the correct provision is in place for that student. The DfE have removed the attendance mark for online provision so now if a student is accessing an online provision it is classed as an authorised absence. The governors further requested clarity that the academy would look at the reasons why a SEND student is absent. The Principal confirmed that the academy will look at each student and their needs and then work with the Assistant Year Leaders to look at any patterns, as well as any information from home. Governors were reminded that SEND students will always have a lower	
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	attendance, but the academy needs to ensure they know each students needs and to intervene in the right way to ensure the gap is as small as possible. The data is showing this is working and the SEND team are working well on attendance. • SEND There were no further questions from the committee on SEND following the discussion on SEND student attendance. • Receive any surveys / audits / reviews The Principal explained that the academy recently took part in a safeguarding audit which the Chair of Trustees for Diverse Academies initiated. The academy has not received the report back, but this will be shared with governors at the next meeting. It was also added that the academy completed parent surveys following recent open evenings. The results were positive, and this will be shared with governors at the next meeting. • Safeguarding – compliance and culture In advance of the meeting, governors received the LAC safeguarding checklist as well as the half termly update from Mr Mather. Governors queried the 43 incidents that are not linked with a safeguarding category. The Principal explained these are historical incidents that the academy cannot go back to, so as time passes these will be removed from the report. The chair added that there is a more consistent approach with categorizing incidents as there are less people allocating them to categories. The governors asked what the academy is doing to lower the number of racial incidents. The Principal explained that meetings are held between Mr Mather, the Year Leaders and the lead for PD to ensure the curriculum is altered to discuss any concerns and trends. The incidents which are noted within the report are due to a changing demographic and a lack of understanding from students due to certain words being acceptable within music and therefore the academy sees this reflected in pieces of writing. Whilst it does require a sanction for the students, the academy is then discussing this with whole cohorts and across the school to ensure all understand. Governors were also advised that the academy now have some students accessing the prayer room during Ramadan for the first time in a long time which is completely welcome, and the academy are accommodating this. This further highlights the change in demographic. The Principal advised the governors that during February half term, Mr Mather did attend a discharge meeting following a safeguarding incident. Having Mr Mather, who is full-time and therefore available for these	HD HD
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	situations, is exceptional and it is positive for the academy to know the students are getting the support they need. • Academy risk registers In advance of the meeting, governors received the academy risk registers. Mr Bailey advised that there was no significant change from last time and that a few of the risks will be removed from the registers soon. The governors questioned why the Nabbs windows refurbishment has been postponed to which the Principal advised that this was postponed a while ago. The governors asked for an update on the rebuild. The Principal explained that he had recently met with the local MP and understands that conversations are still ongoing with the local authority. The Holgate Academy's land is of interest to the local authority to build a new SEND school and therefore it would be beneficial to build 2 schools on the same site at the same time as would be more cost effective. It is hoped that the academy will receive an update after Easter. The governors requested an explanation of the absence management process which the academy has implemented that is seeing a reduction in staff absences. The Principal explained that the academy is working closely with HR to ensure that staff are supported to return to work and where, in the right circumstances, the academy can challenge staff who are on long-term absence. The Holgate Academy has also been the first in the Trust for middle leaders and senior leaders to get training on absence management including the purpose of this and myth busting. Attendance for long term sickness has started to reduce and HR has been supportive and complementary of the work that the academy is doing. • Policy/local appendix to ratify/review The following local appendixes were shared by the academy for approval. Mr Bailey explained that there were no major changes and were only date and name changes. • Anti-bullying appendix • Health and safety policy appendix • Safeguarding and child protection appendix There were no comments from governors regarding the policies. • Any Cat C trips / review It was advised that there were no Cat C trips to review or discuss.	
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THA/044 /2425	How has the Academy Committee held senior leaders to account Governors had challenges senior leaders throughout the meeting in respect of:- • Pupil outcomes • Post 16 • Exclusions and suspensions • Attendance • Risk registers	
THA/045 /2425	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.	
THA/046 /2425	Consider information to be advised to the Trust Board and complete the annual report • The report was completed within the meeting and submitted to the Trust board.	
THA/047 /2425	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: - It was agreed there were no confidential discussions.	
THA/048 /2425	Date and time of next meeting Monday 12 May 2025: Training: 4.30pm - 5.00pm Main Agenda: 5.00pm-6.30pm	
	The meeting closed at 5.45pm Signed: K Turner (chair) Date: Agreed via email on 11/03/2025	