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**Minutes of the Academy Committee meeting held on Wednesday 30th September 2020 at 4.00pm to 7.30pm through Microsoft Teams**

Governor name	Initials	Governor category	A = absence
Lynn Weeks	LW	Appointed Governor	
Jean Bish	JB	Appointed Governor	
Emily Scales	ES	Appointed Governor	
S Elliott	SE	Appointed Governor	R
D Langton	DL	Parent Governor	R
D Smitheman	DS	Staff Governor (RPA)	
S Savage	SS	Staff Governor (YPA)	
Vacancy		Parent Governor	
Vacancy		Parent Governor	
Vacancy		Appointed Governor	
Vacancy		Appointed Governor	

In attendance: [staff or other invited persons]

Staff name	Initials	Role	
Alison Elway	AE	Head of Governance	
Pauline Corfield	PC	Executive Principal	
Courtney Hoop	CH	Principal	
Rushna Nawaz	RN	Governor Candidate	
Emma Bevan	EB	Governor Candidate	
Pete Edwards	PE	Governor Candidate	
Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
Training	<p><b>'Scheme of Delegation' Training provided by Mrs A Elway</b></p> <p>Mrs Elway (Head of Governance) advised Academy Committee governors of the Scheme of Delegation document previously circulated. It was explained all schools hold a Scheme of Delegation document. The document previously circulated provides information regarding the delegated responsibilities and duties for Executive Leaders, Trustees and Academy Committee governors.</p> <p>Academy Committee governors were reminded of the four areas they should be adhering to in their role:-</p> <ol style="list-style-type: none"> <li>1. Have clarity of vision, ethos and strategic direction</li> <li>2. Hold executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff</li> </ol>	

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	<p>3. Oversee the financial performance of the organisation and make sure its money is well spent. 4. Engage with stakeholders, parent/carers, staff, students, and the wider community.</p> <p>Mrs Elway guided Academy Committee governors through the document and provided information on each area for their information purposes, which included information on Nolan Principles, Governance Handbook and Competency Framework and the Diverse Academies Handbook, which will be reviewed with them by the Clerk.</p> <p>Mrs Elway ensured governors were aware of their responsibilities delegated to them from Trustees as the local contact for the Academies in the Trust and to ensure those responsibilities are fulfilled. Together with the constitution of the Academy Committee Board, agenda setting and quoracy at meetings.</p> <p>Mrs Elway guided governors to information on CLFP (Curriculum Led Financial Plan) and the background regarding this. Including review that should be taking place for Pupil Premium (PP), Catch-up funding and Sports Premium.</p> <p>Academy Committee Governors were urged to complete the Code of Conduct that had been forwarded if they had not already done so in addition to the completion of the Trust Board Report.</p> <p>The training session ended at 4.30pm. Mrs A Elway left the meeting at 4.32pm.</p> <p>The training session ended at 4.30pm. Mrs Elway left the meeting at 4.32pm</p>	
AC/001/20/21	<p><b>Welcome and introductions</b> took place for the benefit of the governor candidates.</p> <p><b>Apologies for absence</b> No apologies for absence were received Mrs Weeks explained Mr Langton and Mrs Elliott had both provided resignations from the board. Academy Committee governors had accepted the resignations. Governors were informed Mrs Corfield would be late to the meeting due to a prior arrangement.</p>	
AC/002/20/21	<p><b>Declaration of interest and any changes to be advised</b> 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 Clerk advised the governor candidates they would be requested to complete this in due course. Mr P Edwards was to complete a</p>	RN/EB/PE/ES 16/10/2020

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	new Declaration of Interest regarding the changes to governance membership. Mr Edwards would action this.	
AC/003/20/21	<p><b>Governor Admin and Code of Conduct Constitution of the joint board</b> After discussion it was resolved that, a constitution of twelve Academy Committee governors would sit on the joint board.</p> <p><b>Code of Conduct</b> The Clerk advised new governors would be asked to complete the document. Mrs Scales explained she had not completed this and would return this to the Clerk.</p>	RN/EB/ES 16/10/2020
AC/004/20/21	<p><b>Minutes of the meeting dated 13<sup>th</sup> February 2020</b> The minutes of the meeting, having previously been received were agreed and would be signed electronically by the chair. These were the minutes of the last meeting after the meetings were disbanded due to the Covid-19 pandemic.</p>	
AC/005/20/21	<p><b>Matters Arising:</b>  <b>AC/046/029/19/20:Code of Conduct</b> This was discussed in AC/003/20/21  <b>AC/046/029/19/20:Term Time Holiday Review</b> Mr Hoop explained this had been reviewed and further procedures had been put in place regarding students taking term time holidays.  <b>AC/046/029/19/20:PP Spend information</b> Mr Hoop confirmed the information had been reviewed and is available on the Academy websites. Academy Committee governors were to review the documentation in readiness for training being provided by the Trust prior to the December meeting.  <b>AC/046/029/19/20:SEND Review presentation</b> It was confirmed this would be discussed in item 6 when the Executive Principal had arrived.  <b>AC/046/033/19/20:Issues for reporting to HoG (Actioned)</b> This had been actioned by the Clerk.  <b>AC/046/035/19/20: Link Visit Report (Actioned)</b> Mrs Scales had provided the document and these had been uploaded to share point by the Clerk.  <b>AC/046/042/19/20: Governance Review for Trustees</b> This had previously been actioned.  <b>AC/047/19/20: Safeguarding with outside agencies</b> For discussion in agenda item 6.  <b>AC/047/19/20: AIP changes</b> For discussion in agenda item 6.  <b>AC/051/19/20: Policies uploaded to website (Actioned)</b> This had previously been completed by the Clerk.  <b>AC/052/19/20:Succession Planning for CoG</b> This would be discussed later in the meeting.  <b>AC/052/19/20: Vacancies to be advertised (Actioned)</b></p>	AC 05/11/2020

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	<p>The Clerk advised Parent Governor advertisements had taken place before the lockdown period. No parents/carers had come forward. Further marketing of the vacancy was to take place after the half term break. The Principal was asked by the Chair to approach any prospective parents.</p> <p><b>AC/053/19/20: Management Structure information</b> Mr Hoop would provide information for Academy Committee governors.</p> <p><b>AC/054/19/20: Committee Report return to HoG (Actioned)</b> The Clerk had returned the document.</p> <p>The meeting was taken out of context at this point for the benefit of the Executive Principal.</p>	<p>CH 02/10/2020</p>
<p>AC/007/20/21</p>	<p><b>Governor Elections and Resignations for agreement Chair of Governors</b></p> <p>Mrs Weeks confirmed she had been acting as Chair during the lockdown period and since the resignation of Mr Langton had been received.</p> <p>Mrs Weeks explained she would be willing to take on the position of Chair for a one-year period.</p> <p>Mrs Weeks left the meeting at 4.53pm.</p> <p>Consideration was taken by the governors present.</p> <p><b>It was resolved</b> that Mrs Weeks would take the position of Chair of Academy Committee governors for a one year term of office and to coincide with her end of term of office.</p> <p>Mrs Weeks returned to the meeting at 4.54pm.</p> <p><b>Resignations Received: The Chair explained</b> Mr D Langton and Mrs S Elliott had both provided resignations that had been accepted. The Clerk would ensure procedures were followed for Mrs Elliott. Procedure had been completed for Mr Langton.</p> <p><b>Governor Candidates for election</b> Dr Nawaz, Mrs Bevan and Mr Edwards all left the meeting at 5.55pm.</p> <p>Brief discussion took place with Academy Committee governors. The Clerk confirmed necessary checks were taking place and the Chair provided background information.</p> <p><b>It was resolved</b> that Dr Nawaz, Mrs Bevan and Mr Edwards would be elected for a four year term of office.</p> <p>Mr Edwards had put himself forward for the position of Vice Chair. Consideration was taken by governors present.</p>	<p>EP/ASAP</p>

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	<p><b>It was resolved</b> that Mr Edwards would take the position of Vice Chair of Academy Committee governors for a two year term of office.</p> <p>Candidates returned to the meeting; Mr Edwards - 5.06pm, Dr Nawaz - 5.07pm and Mrs Bevan - 5.08pm.</p> <p>Mrs Corfield joined the meeting at 5.08pm.</p> <p>New Academy Committee governors were welcomed to the board.</p>	
AC/006/20/21	<p><b>Safeguarding (local arrangements/LA Safeguarding Checklist/Questions from Safeguarding training)</b></p> <p><b>The Chair asked</b> whether the Safeguarding Checklist had been received in the Academy. The Clerk confirmed the Nottinghamshire County Council had forwarded the document. The Principal would investigate and ensure this was received in readiness for a link visit taking place.</p> <p>Information was provided to governors regarding safeguarding local arrangements, which was considered confidential and therefore recorded separately.</p> <p><b>Mr Edwards asked</b> who the Designated Safeguarding Leads were in the Academies. It was confirmed Mr C Hoop (Principal) Yeoman Park Academy and Mr P Shepherd at Redgate Primary Academy. Mr Hoop confirmed there is always a designated lead on site.</p> <p><b>Mr Edwards provided</b> feedback from the safeguarding training that taken place with the Trust on the 15<sup>th</sup> September 2020. <b>Mr Edwards explained</b> the training provided was generic to all Academies in the Trust, however, for special schools this should be more targeted for those schools needs including more information on Mental Health and Wellbeing.</p> <p><b>Mrs Scales explained</b> information specific on ACES (Adverse Childhood Experiences) would also be beneficial to all governors.</p> <p>Governors requested feedback to be forwarded to the Trust. The Clerk would action this.</p> <p><b>SEN Review</b></p> <p>Mr Hoop shared a document with governors that had not previously been circulated for review. Governors requested sight of the document and the Principal confirmed he would forward this.</p> <p><b>Governors requested</b> this is forwarded to the next agenda for full discussion after training being provided from the Trust.</p>	<p>CH/PC ASAP</p> <p>Confidential minutes</p> <p>EP/AKE ASAP</p> <p>CH 02/12/2020</p> <p>CH/EP 02/12/2020</p>

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### **Admissions Policy (Arrangements) for 2022/2023**

Academy Committee governors were advised changes to increase the PAN for the academic year 2022/2023 were being considered by the Trust. A full copy of the draft Admissions Policy 2022/2023 would be available for full consultation at the next Academy Committee meeting in December.

**The Chair asked** whether the recent changes being proposed in the academies would impact on pupils. Mr Hoop explained the changes that were being proposed did not affect the Admission Arrangements for 2020/2021. The changes were in respect of class movement within the Academies in addition to transition.

### **Academy Improvement Plan 2019/2020**

The document was not discussed due to time restrictions. Governors were happy to continue to the new Plan in place for 2020/2021.

### **Draft Academy Improvement Plan 2020/2021 and to establish links for governors**

Governors were guided by the Principal to the four main areas on the new Academy Improvement Plan for Redgate Primary Academy. The Executive Principal explained to Academy Committee governors the THRIVE platform being introduced in both schools to support mental health and wellbeing. **Mrs Scales asked** if THRIVE was being used for the Special Educational Needs approach. The Executive Principal confirmed this and provided explanation of the approach for the benefit of the governors. Mr Hoop confirmed two staff members are being trained to ensure effective sharing of information with staff members. It was confirmed the catch up funding will contribute to this training, to support the Covid Plan in place.

**The Chair asked** how this was monitored. Mrs Corfield explained consultation takes place with all staff and parents/carers. **The Chair asked** if there was a timeline for impact of delivery of the package. Mr Hoop confirmed this would be fully implemented and operational at the start of the Spring term.

Mrs Corfield explained the schools are working towards becoming Macketon recognised schools. It was further explained the support would be provided for development reasons for pupils. **The Chair asked** how speech and language was being managed without face to face contact being allowed due to the Covid-19 pandemic. Mr Hoop confirmed steps were in place to ensure links were made with therapists and equipment for pupils which incorporated Covid-19 restrictions.

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Mrs Corfield advised a leadership restructure had taken place, which would support staff development and communication. **The Chair asked what** impact this would have on pupils. Mrs Corfield confirmed this would support improved attainment and progress. **The Chair asked** whether staff are clear on their roles and responsibilities. Mr Hoop explained regular staff discussion takes place to ensure meaningful and collaborative working practices.

Mr Hoop explained similar focuses are in place for Yeoman Park Academy. It was further explained that steps are in place to ensure development and review of the curriculum offer.

Mrs Corfield explained the Educational Review Meeting document correlates with the draft Academy Improvement Plan.

Mrs Scales confirmed Link Governance she was happy to accept prior to leaving the meeting. Mrs Scales left the meeting at 6.00pm.

**Dr Nawaz asked** how the progress being made in the document is measured. Mrs Corfield explained the document is reviewed every six weeks and the procedures involved.

**The Clerk asked** whether a Covid-19 Recovery Plan ran alongside the documents. The Executive Principal confirmed this. **The Chair asked** for the document to be shared with the Academy Committee governors. Mrs Corfield confirmed this would be forwarded.

Mrs Savage left the meeting at 6.03pm

Mr Hoop left the meeting at 6.03pm. Mr Hoop returned to the meeting at 6.04pm.

#### **Risk Assessments/Risk Register**

The Chair explained for new governors that Risk Assessment review had taken place on a weekly basis during the lockdown period. **Mrs Bish asked** if there were any changes to the document provided. Mrs Corfield confirmed three positive cases had been detected at Redgate Primary Academy. Steps were in place to isolate the bubble and in accordance with Government guidance. Steps had been put in place to embed procedures with staff.

**Mrs Bish asked** whether the operational steps raised regarding the actual document had been resolved. Mrs Corfield confirmed this and explained that the weekly Risk Assessment Review will no longer be taking place.

Mr Hoop advised an additional Risk Assessment document has been put in place regarding Aerosol Generating Procedures. It was confirmed this may produce a risk for lack of PPE equipment and a delay on receiving this. **Mrs Bish asked** whether authority had been

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	<p>agreed by the Local Authority. The Executive Principal confirmed this.</p> <p><b>Educational Review Meetings summary report</b> Full explanation was provided regarding the Educational Review Meeting information for Redgate Primary Academy. Information was provided regarding attendance, which was currently 76.9%. <b>Mrs Bish asked</b> what this was measured against. Mr Hoop provided further information regarding this and explanation for the low attendance figure. Mr Hoop explained the Self Evaluation form would be reviewed to align with the current draft Academy Improvement Plan document. Mr Hoop asked Academy Committee members whether they had received the Certified Professional Development calendar. This document had not been received and therefore, Mr Hoop was requested to forward the document.</p> <p><b>The Chair asked</b> how connections were implemented for pupils in respect of IT equipment. Mr Hoop explained review of the curriculum was taking place to ensure adequate support is provided through improved IT equipment and connectivity. Mrs Corfield confirmed funding allocation for learning.</p> <p><b>The Chair raised</b> concern around the lack of adequate IT for pupils and students in both academies, particularly Redgate Primary Academy.</p> <p><b>Mr Edwards asked</b> if there was an impact on teaching staff if self-isolation was to take place. Mr Hoop confirmed the procedure for staff who have been in contact with covid pupils/students and are non-symptomatic.</p> <p><b>The Chair raised</b> concern around the attendance data. Mr Hoop confirmed this was being monitored with steps in place to support families and staff.</p> <p><b>Mrs Bish asked</b> what attendance was measured against. Mr Hoop confirmed it was measured against similar special schools and the national average.</p> <p><b>Mrs Bevan asked</b> whether any IT equipment had been provided from the government scheme. Mrs Corfield confirmed there had been very low numbers of equipment received. It was confirmed a further application has been made.</p> <p>Mr Hoop advised the Educational Review Meeting for Yeoman Park Academy was similar. It was hoped attendance would be improved after further students are able to return to school, due to steps in place regarding Risk Assessment have been applied. It was confirmed attendance is currently 93.24%.</p>	<p>CH 02/10/2020</p>
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	<p>Mrs Corfield explained issues arising with renovations to the building. Support is being provided from the Trust in respect of capital funding. <b>Mrs Bish asked</b> if the facility previously identified with issues was to be replaced. Mr Hoop confirmed quotes have been obtained and will be actioned in due course.</p> <p><b>The Chair asked</b> whether Early Years Foundation Stage was a concern. Mrs Corfield confirm there were low numbers. Review of the department was taking place. <b>The Chair confirmed</b> she could provide support regarding this. A meeting was to be arranged with the Executive Principal and Principal for discussions.</p> <p><b>Mr Edwards asked</b> if Covid funding could not be used to support ICT was there a plan in place to support this. Mrs Corfield confirmed review was taking place and plans were being put in place.</p> <p><b>Dr Nawaz asked</b> whether funding will be used for staffing. Mrs Corfield explained the funding was to be used for catch up on lost learning.</p>	<p>PC/CH/LW 02/12/2020</p>																		
<p>AC/008/20/21</p>	<p><b>Link Governor areas for discussion and agreement to link with the AIP</b></p> <p>Areas highlighted on the AIP were suggested for links by the Clerk. <b>The Chair explained</b> mandatory links required and to link with the Academy Improvement plan to ensure focus. It was therefore resolved the following areas would be undertaken:-</p> <table border="1" data-bbox="411 1272 1241 1724"> <tr> <td>Health &amp; Safety/GDPR/EVC</td> <td></td> <td>Mrs J Bish</td> </tr> <tr> <td>EYFS/Leadership Management</td> <td>&amp;</td> <td>Mrs L Weeks</td> </tr> <tr> <td>Safeguarding SEN/PP/Disadvantaged</td> <td>&amp;</td> <td>Mr P Edwards</td> </tr> <tr> <td>Mental Health &amp; Wellbeing/ Personal Development Welfare and Attendance</td> <td></td> <td>Mrs E Scales</td> </tr> <tr> <td>Quality of Teaching &amp; Learning - Curriculum</td> <td>&amp;</td> <td>Mrs E Bevan</td> </tr> <tr> <td>Complaints Whistleblowing/Parental Voice</td> <td>&amp;</td> <td>Dr R Nawaz</td> </tr> </table> <p>It was agreed an Admissions Panel would be formed if required.</p> <p>The Clerk confirmed information would be forwarded to Academy Committee governors regarding links and staff members once information had been received from the Principal.</p>	Health & Safety/GDPR/EVC		Mrs J Bish	EYFS/Leadership Management	&	Mrs L Weeks	Safeguarding SEN/PP/Disadvantaged	&	Mr P Edwards	Mental Health & Wellbeing/ Personal Development Welfare and Attendance		Mrs E Scales	Quality of Teaching & Learning - Curriculum	&	Mrs E Bevan	Complaints Whistleblowing/Parental Voice	&	Dr R Nawaz	<p>CH/EP ASAP</p>
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AC/009/20/21	<p><b>Policy Document ratification</b> Academy Committee governors had been informed of the Policy Documents ratified by Trustees and urged to review the documents available on the Diverse Academies website. <b>The Chair recommended</b> that the Policy documents forwarded for the meeting were agreed. Governors at the meeting were in agreement with the documents. It was confirmed the Educational Visits Appendix for both Academies, had been agreed by email by Mrs Bish (Educational Visits Governor) and the Chair. <b>The Chair and Mrs Bish confirmed they were in agreement</b> with the document previously provided. Mrs Bish provided feedback regarding the usability of the document. Discussion took place around this. The Clerk explained training dates had been provided for Mrs Bish regarding her responsibility for Educational Visits governor. A response was to be provided by Mrs Bish to ensure a place can be secured for the mandatory training.</p>	JB/EP ASAP
AC/010/20/21	<p><b>Academy Committee governors team improvement plan/Training plan for agreement</b> <b>The Chair advised</b> that training would be provided by the Trust a week prior to the meeting date. Explanation regarding the procedures for this to take place at the Academy Committee meeting on the specified training was given. Mrs Elway had clarified during the training session a thirty minute training slot could still take place if Academy Committee governors required this. It was agreed that a training session would be required at the December meeting to ensure the Team Improvement Plan could be discussed and completed for the academic year to provide focus and improvement for the Academy Committee governors. Succession planning was to be incorporated in the plan. Academy Committee governors would review the document prior to the next meeting to ensure focus and decisions to be achieved in the training session.</p>	AC 02/12/2020
AC/011/20/21	<p><b>Governance Update Document provided for information</b> The Clerk had provided a separate document for information for which had been reviewed by Academy Committee governors.</p>	
AC/012/20/21	<p><b>Complete report to Trustees by all in the meeting</b> Discussion took place on what information will be included on the form. This was completed by the Clerk and circulated for information and agreement prior to return to the Head of Governance in the specified period.</p>	EP/AC ASAP
AC/013/20/21	<p><b>Date and time of next meeting:</b> Wednesday 2<sup>nd</sup> December 2020: Training:4.00pm – 4.30pm Main Agenda: 4.30pm-6.00pm Wednesday 3<sup>rd</sup> February 2020: Training:4.00pm – 4.30pm Main Agenda: 4.30pm – 6.00pm Wednesday 24<sup>th</sup> March 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm-6.00pm Wednesday 12<sup>th</sup> May 2021: Training: 4.00pm-4.30pm</p>	

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	<p>Wednesday 7<sup>th</sup> July 2021:</p> <p>Main Agenda: 4.30pm-6.00pm Training: 4.00pm-4.30pm Main Agenda: 4.30pm – 6.00pm</p>	
AC/014/20/21	<p><b>Determination of confidentiality of business</b> <b>Equality Act consideration</b> <b>Nolan Principles</b></p> <p>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 had been discussed and was recorded separately in respect of item number AC/006/20/21.</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles</li> </ul>	
	<b>The meeting concluded at 7.21pm</b>	

Signed: ...L WEEKS.....Date:02/12/2020.....  
(Chair)

AGREED