



Diverse Academies



Our young people at both Academies are given every opportunity to demonstrate what they can do and reach their full potential.

We are constantly seeking ways to support them to make informed choices that help them shape their own futures.'

**Minutes of the Academy Committee meeting held  
on the 2<sup>nd</sup> December 2020 at 4.00pm  
MS Teams Meeting**

Governor name	Initials	Governor category	A = absence
Mrs Lynn Weeks	LW	Chair of Academy Committee	
Mr Pete Edwards	PE	Vice Chair of Academy Committee	
Mrs Jean Bish	JB	Appointed AC governor	
Mrs Emily Scales	ES	Appointed AC governor	
Dr Rushna Nawaz	RN	Appointed AC governor	
Mrs Emma Bevan	EB	Appointed AC governor	
Mr Derek Smitheman	DS	Staff Governor RPA	
Mrs Sharon Savage	SS	Staff Governor YPA	A
Vacancy		Parent Governor	
Vacancy		Parent Governor	

In attendance:

Staff name	Initials	Role	
Mrs Pauline Corfield	PC	Executive Principal	
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Lucy Spacey	LS	Executive Principal SBPA/WPA	
Mr G Letton	GL	Executive Principal BLPA/TPA/THPA	A
Mrs E Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
Training	<p><b>Team Improvement Plan</b></p> <p>The Chair explained background on the size of the Academy Committee board and the issues arising regarding link roles. New Academy Committee governors have been recruited to support in establishing a strong joint board.</p> <p>Priority 1</p> <p>Discussion took place regarding specific link governor roles and dates to be established to meet with staff. Academy Committee governors</p>	



	The chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.	
<b>RPA/YPA/017/20/21</b>	<p><b>Update following central training:</b>  <b>SEND/PP Premium evaluation and plan following central training</b>  <b>Mr Edwards provided</b> positive feedback in respect of the training provided by the Trust on the 25<sup>th</sup> November 2020. <b>Mr Edwards explained</b> the information provided gave clear information on how Pupil Premium and Special Educational Needs funding is received and used for Pupils/students. However, further consideration should be taken to include specific information relating to special schools. <b>The Clerk confirmed</b> feedback would be provided to the Trust.</p> <p><b>Integrated Risk Management - Risk Register inc. education risks, Health &amp; Safety, staff &amp; pupil well-being, GDPR (General Data Protection Regulations), review Development Plans e.g. site/IT</b>  Academy Committee governors had attended the Risk Register training that took place on the 4<sup>th</sup> November 2020 with the Trust. <b>Mrs Bish and the Chair had engaged</b> with the Business Manager to both Academies to review the operations of the Risk Register. No concerns or feedback was provided.</p>	
<b>RPA/YPA/018/20/21</b>	<p><b>Minutes of the meeting dated 30<sup>th</sup> September 2020</b>  The minutes of the meeting, having previously been received were agreed and signed electronically.</p>	
<b>RPA/YPA/019/20/21</b>	<p><b>Matters Arising: -</b>  <b>AC/002/20/21: Completion of Declaration of Interest</b>  This had been actioned.  <b>AC/003/20/21 Code of Conduct: Complete document</b>  These had been actioned by governors who were to return them.  <b>AC/005/20/21: Governors to review PP/SEND information on</b>  Governors were aware of the information available. No questioning was provided by Academy Committee governors.  <b>AC/005/20/21: Staff Structure Information</b>  It was confirmed the document had been forwarded by the Principal.  <b>AC/005/20/21: Resignation procedure to complete (SE)</b>  The Clerk had actioned this.  <b>AC/006/20/21: Safeguarding training feedback</b>  Academy Committee governors did not have any further feedback or questioning on the training session.  <b>AC/006/20/21: SEN (Special Educational Needs) Review</b>  Information had been provided by the Principal. No concerns were raised.  <b>AC/006/2021: Admission Arrangements (Agenda)</b>  This would be discussed in item AC/026/20/21  <b>AC/006/20/21: Covid-19 recovery plan</b>  Information had been provided for governor review. No concerns were raised.  <b>AC/006/20/21: CPD Calendar</b>  The Principal had provided information regarding this.  <b>AC/006/20/21: Meeting with Chair regarding EYFS to be arranged</b>  The Chair confirmed a meeting for Leadership and Management had taken place. The Chair would arrange this.  <b>AC/009/20/21: EVC (Educational Visit Coordinator) Training to be arranged</b></p>	<b>LW 29/01/2020</b>

	<p><b>(LA Cancelled)</b> This had been cancelled by the Local Authority  <b>AC/010/20/21: Review of Team Improvement Plan by AC governors</b>  Discussion had taken place prior to the main meeting.  <b>AC/012/20/21: Return of Committee Report</b>  This had been actioned by the Clerk and a response received from the Trust.</p>	
<p><b>RPA/YPA/020/20/21</b></p>	<p><b>New Trust Vision/Mission</b>  Information was provided and available for Academy Committee governors regarding the vision and values of the Trust. Mrs Corfield ensured governors were aware of the vision and values set out in the document.</p>	
<p><b>RPA/YPA/021/20/21</b></p>	<p><b>ERM (Educational Review Meeting) Report to include: - Safeguarding; culture &amp; compliance including approval of the NCC safeguarding audit to LA</b></p> <p><b>Mr Edwards confirmed</b> he had undertaken a link visit in respect of safeguarding. The necessary form had been completed and was available for governor review prior to the meeting. It was confirmed the document required signature of the Chair. The Clerk would support in this process.</p> <p>The following discussion was confidential and therefore a separate record of the discussion was recorded.</p> <p><b>2.Sports Premium evaluation &amp; plan (primaries)</b>  <b>The Chair asked</b> why it had been decided that PE was the best way to use the Sports Premium funding. The Principal confirmed this was important and would provide impact and be sustainable. The Senior Principal provided information regarding PE at Redgate Primary Academy. It was confirmed by Mrs Corfield this supports mental health; these links provide additional opportunities for pupils/students which has provided impact for pupils/students. It was confirmed competitive opportunities are offered to pupils/students in this regard. <b>The Chair asked</b> how the impact would be measured. The Principal confirmed this is monitored to ensure an increase in attainment is achieved. The Principal confirmed the Silver Sports games mark has been achieved through the support of sports leaders.</p> <p><b>Dr Nawaz asked</b> how students with physical disability can take part. The Principal confirmed this took place through a variety of experiences and alternative sessions based around activity and wellbeing for pupils/students.</p> <p><b>Mr Edwards confirmed</b> information had been shared with staff regarding community links to support activity programmes for pupils/students in school. The Senior Principal explained pupils/students have taken part in previous DALP (Diverse Academies Learning Partnership) Games events provided by the Trust.</p> <p><b>Mrs Scales confirmed</b> support is continually provided for pupils/students and sports procedures. It was suggested reintroduction of use of the hydrotherapy pool. The Senior Principal explained this may be considered in the future.</p> <p>Mrs Spacey entered the meeting and introduced herself to Academy Committee governors. Mrs Spacey then left the meeting.</p>	

	<p><b>3.COVID bridging plan including use of additional intervention funding</b> Academy Committee governors were provided with the opportunity to strategically challenge the information provided. No matters of concern were raised.</p> <p><b>4.Targets 2021</b> <b>The Chair acknowledged</b> there had been a decrease in progress. <b>The Chair asked</b> what is being done to reverse the process. The Principal confirmed recovery will be identified through data being collated. The Senior Principal confirmed one to one learning will support the period of lost learning. It was further explained teaching will be targeted and plans are being put in place to address any gaps identified.</p> <p><b>Mrs Scales acknowledged</b> behaviour monitoring will be required. It was acknowledged by Mrs Scales there was evidence showing a decrease in behaviour incidents.</p> <p><b>5.Quality of education update</b> In year admissions including Nursery (Autumn term entry and planned Spring)</p> <p><b>The Chair congratulated</b> the school on the quality of the report provided. A summary of information from school has been received.</p> <p><b>The Chair recognised</b> there was a drop in attendance at Redgate Primary Academy and asked the reason for this. The Senior Principal confirmed this was due to Covid 19 issues and parental concerns.</p>	
<p><b>RPA/YPA/022/20/21</b></p>	<p><b>Link Governor Visits</b> <b>H&amp;S Link Visit</b> <b>Mrs Bish gave</b> feedback on the visit undertaken and would be providing the Link Visit report for review. It was confirmed questions had been provided prior to the Link meeting. It was reported there was some damage to the outside of the school at Redgate Primary Academy which has been resolved. It had been acknowledged some areas continued to require improvement. It was confirmed PAT testing and operational systems were in place. A full review of the visit can be seen in the Link Visit Report to be forwarded by Mrs Bish prior to the February meeting. Mrs Bish confirmed a review of the Risk Register had taken place with no questions raised.</p> <p><b>The Clerk advised</b> feedback and challenge was required regarding the Risk Register information provided in the ERM document and training provided, which had not taken place earlier in the meeting. The Principal provided feedback to Academy Committee governors. No matters of concern were raised in this regard.</p> <p><b>Leadership and Management RPA/YPA</b> <b>The Chair confirmed</b> a visit had taken place with the Principal for both Academies. It was confirmed there was nothing to highlight and full information could be reviewed in the Link Visit Reports made available to Academy Committee governors.</p> <p><b>Complaints/Parental Engagement</b> <b>Dr Nawaz explained</b> positive results had been identified during the link visits with complaints being monitored. <b>Dr Nawaz confirmed</b> Link Visit Reports would be made available for the February meeting. The Senior</p>	<p><b>JB</b> <b>03/02/2021</b></p> <p><b>RN</b> <b>03/02/2021</b></p>

	Principal explained steps were being put in place regarding parental engagement to support improvement in the area.	
<b>RPA/YPA/023/20/21</b>	<b>Approval of AIP (Academy Improvement Plan) for 2020/21</b> Academy Committee governors had reviewed the document at the meeting on the 30 <sup>th</sup> September 2020. Academy Committee governors confirmed they were in agreement with the information that was contained therein. It was resolved that the Academy Improvement Plan 2020/2021 for both Academies were agreed.	
<b>RPA/YPA/024/20/21</b>	<b>Policy Ratification:</b> <b>The Chair asked</b> if there was an update to the Relationship, Health and Sexual Education Policy. The Principal advised updates were being put in place by the Trust and would be available in due course.  Health and Safety appendices were ratified. The document required signature by the Chair. The Clerk would support in the process.  In respect of all Policy appendices provided at the meeting Academy Committee governors ratified those documents.	
<b>RPA/YPA/025/20/21</b>	<b>Audit results (Summary Report)</b> The Principal explained a Covid Audit had taken place by an external provider as directed by the Trust. Positive results had been received. It was confirmed the full reports had not been received.  <b>The Chair explained</b> the committee were confused with the amount of Covid documents they had received for review.	
<b>RPA/YPA/026/20/21</b>	<b>Admission Arrangements 2022/2023 update</b> The Senior Principal confirmed in year admissions take place. These are through the Local Authority. The Principal confirmed an Admission Statement is in place. Academy Committee governors confirmed sight of the document.  The Principal confirmed both academies are at full capacity. <b>Mrs Scales asked</b> if consideration was taking place to increase capacity. The Senior Principal confirmed this would be considered and a consultation be required in future. A review of the situation was taking place with the Trust.	
<b>RPA/YPA/027/20/21</b>	<b>ACTeam Improvement Plan agreement from training session prior to the meeting (to include succession planning)</b> Discussions had taken place in the session prior to the meeting. <b>The Clerk advised</b> the Principal and Senior Principal should be updated. A brief update of the team improvement Plan discussion prior to the meeting was provided by the Clerk.	
<b>AC/028/20/21</b>	<b>Mosaic Platform (signature by Chair)</b> Information had been provided to the Chair and signature of this had taken place. Academy Committee governors were given a brief explanation on the platform by the Senior Principal.	
<b>RPA/YPA/029/20/21</b>	<b>Engagement with stakeholders, parent/carers, staff and students and the wider community (updates and feedback)</b> <b>The Chair acknowledge</b> the complaints monitoring visit that had taken place by Dr Nawaz and discussed in item AC/024/20/21. The Senior Principal Informed Academy Committee governors changes were being made regarding the Relationship, Health and Sexual Education Policy which will be consulted with stakeholders in preparation for September 2021.	
<b>RPA/YPA/030/20/21</b>	<b>Staff (to include; staff wellbeing / pupil / parent survey evaluation and actions &amp; governor stakeholder involvement)</b>	

The Senior Principal reported a staff questionnaire had been forwarded by the Trust and locally for completion by staff members.

**The Chair asked** around the situation of staff morale. The Principal explained staff resilience had shown a slight decrease. This was due to both Academies being open throughout the full extent of the Covid 19 pandemic period. There have been some changes regarding pay which has caused some impact.

**Dr Nawaz asked** whether there was a wellbeing lead for both Academies. The Senior Principal confirmed wellbeing champions are in place in both academies. Review is taking place in line with Trust policy.

**Mr Smitheman provided** feedback from a staff perspective for Academy Committee governors benefit. **Mr Smitheman confirmed** that staff efforts have been acknowledged by the Trust and locally.

**Dr Nawaz asked** what the procedure was for a staff member requiring staff support in respect of mental health and wellbeing. The Senior Principal explained the processes in place for the benefit of the new governor.

**Mrs Bevan asked** if there had previously been problems with wellbeing prior to the pandemic for staff. Discussion took place regarding staff pressures due to the nature of the role. The Senior Principal confirmed steps are in place for staff members at both Academies locally in addition to Trust support for staff and mental health and wellbeing. It was confirmed behaviour and welfare for staff provision is in place and is monitored by Mrs Scales.

**Mr Edwards raised concern** regarding statutory Policies not specifically reflecting Special Educational Needs and Disabilities. **The Clerk advised** that Trust statutory Policies are produced in line with Department of Education and government guidance and legislation to ensure Trust obligations and responsibilities are fulfilled. Academies are responsible for local appendices to reflect the local requirements and objectives. **The Clerk further advised** it was the responsibility of Academy Committee governors to ensure the Academies were fulfilling those objectives in line with the delegated responsibilities they have been given by the Trust. The Senior Principal requested feedback to be provided to the head of Governors. The Clerk confirmed this. Mrs Bevan left the meeting at 6.10pm.

RPA/YPA/  
031/20/21

**Finance:**

**Management Accounts**

**September/October accounts including HR Staffing report**

**Mrs Scales raised concern** on whether Academy Committee governors should be reviewing finances as these are controlled by the Trust.

**The Clerk advised** fully how governors should be assessing the accounts and local budgets are being adhered to. **Mr Edwards requested** further detailed information relating to Pupil Premium and Special Educational Needs funding is required to ensure this can be fully scrutinised as expected at local level. The Senior Principal suggested there would be additional funding information to be reviewed in future in respect of Covid catch-up funding.

Mrs Scales left the meeting at 6.14pm

	<p>The Senior Principal advised information would be provided to parents and Academy Committee governors regarding her imminent retirement.</p> <p>The Principal left the meeting at 6.23pm.</p>	
RPA/YPA/032/20/21	<p><b>How has the Academy Committee (AC) held senior leaders to account</b></p> <p><b>The Chair confirmed</b> challenge had been provided in respect of Sports premium spending. Pupil/student progress and attendance. Issues discussed regarding staff mental health and wellbeing.</p>	
RPA/YPA/033/20/21	<p><b>Date and time of next meeting:</b></p> <p>Wednesday 3<sup>rd</sup> February 2020:  Training: 4.00pm – 4.30pm  Main Agenda: 4.30pm – 6.00pm</p> <p>Wednesday 24<sup>th</sup> March 2021:  Training: 4.00pm-4.30pm  Main Agenda: 4.30pm-6.00pm</p> <p>Wednesday 12<sup>th</sup> May 2021:  Training: 4.00pm-4.30pm  Main Agenda: 4.30pm-6.00pm</p> <p>Wednesday 7<sup>th</sup> July 2021:  Training: 4.00pm-4.30pm  Main Agenda: 4.30pm – 6.00pm</p>	
	<p><b>The Clerk advised</b> there had been no discussion regarding the Parent governor Vacancies. <b>The Chair explained</b> there had historically been an issue. <b>The Chair requested</b> continual advertisement of the vacancies until these were filled. The Senior Principal confirmed there may be improvement when changes had been enforced with parental engagement.</p>	
RPA/YPA/034/20/21	<p><b>Determination of confidentiality of business</b></p> <p><b>Equality Act consideration</b></p> <p><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 items discussed within agenda item AC/021/20/21 should remain confidential to the meeting and the attendees indefinitely.</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>	
RPA/YPA/035/20/21	<p><b>Consider information to be advised to Trustees and complete the report</b></p> <p>It was decided by Academy Committee governors the Committee Report would not be returned to Trustees on this occasion. However, feedback on areas would be provided to the Head of Governance for reporting and consideration as deemed necessary.</p>	
	<p>The meeting closed at 6.38pm</p> <p>Signed...L Weeks.....(chair) Date.....03/02/2021.....</p>	