



Diverse Academies



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Minutes of the Academy Committee meeting held on Wednesday 3rd February 2021 at 4.00pm via MS Teams

Governor name	Initial	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 Academy Committee governor	
Mrs Emily Scales	ES	Appointed Academy Committee governor	Left at 5.57pm
Dr Rushna Nawaz	RN	Appointed Academy Committee governor	Left at 5.57pm
Mrs Emma Bevan	EB	Appointed Academy Committee governor	
Mr Derek Smitheman	DS	Staff Governor RPA	A
Mrs Sharon Savage	SS	Staff Governor YPA	Joined at 4.30pm Left
Vacancy		Parent Governor	
Vacancy		Parent Governor	

In attendance:

Staff name	Initial	Role	
Mrs Lucy Spacey	LS	Executive Principal	Left at 5.38pm
Mr Gareth Letton	GL	Executive Principal	Left at 5.38pm
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Theresa Skillen	TS	Business Operations Manager YPA/RPA	Left at 4.26pm
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
	<p>'Risk Register' Training by Theresa Skillen</p> <p>The Chair had requested additional training to take place to support previous Risk Register training provided by the Trust. This was to provide governors with an improved understanding of the processes in place.</p> <p>Mrs Skillen explained the differences between the Risk Register and Risk Assessments.</p> <p>Mrs Skillen projected the Risk Register for governors to view.</p>	



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	<p>Explanation of the nine core risks and the threats within these risks and the rag rating system in place to identify high risks. It was explained if a threat was highlighted red, the overall risk would be red.</p> <p>Dr Nawaz asked how the score is calculated. Mrs Skillen confirmed this can be changed due to what is in place in school.</p> <p>Mrs Scales asked whether this system was bought into by the Trust or whether Diverse Academies set the risks. It was confirmed the system had been bought in, is live and constantly updated by Mrs Skillen.</p> <p>Mrs Scales asked whether all Special Schools use a similar system? Mrs Skillen confirmed it is a mandatory requirement as guided by the Department for Education for all schools. Some schools may use different systems.</p> <p>Mr Edwards asked whether the risk is more prevalent to special schools. Mrs Skillen confirmed some risks are, due to what takes place in school with pupils/students and dependent on support required.</p> <p>Mr Edwards asked if this will form part of the Audit Report. Mrs Skillen confirmed differences are reviewed to ensure statutory compliance.</p> <p>Mrs Skillen provided further information on risks, threats and controls.</p> <p>Mrs Weeks asked who accessed the system. It was confirmed that Mrs Skillen leads on this which is contributed to by Senior Leaders and Clerk to Academy Committee.</p> <p>Mrs Skillen explained it was important for governors to be reassured that the risks were being monitored to ensure appropriate action can be taken in a timely manner if an issue is identified.</p> <p>Mr Edwards asked whether the Risk Assessments have an impact on the Risk Register, how and what type. Mrs Skillen explained the procedure for this. It was also reported that governor training and minutes also contribute to the register.</p> <p>Mrs Scales asked if governors would be provided with information on what the top five risks are. Mrs Skillen explained information was available to be forwarded to governors with questions to be forwarded to the Clerk.</p>	
<p>RPA/YPA/015/20/21</p>	<p>Apologies for absence Apologies had not been received from Mr Smitheman. The Chair asked for the Clerk to ascertain the reason for the absence.</p>	<p>DS/EP/ASAP</p>
<p>RPA/YPA/016/20/21</p>	<p>Safeguarding – Culture and Compliance Update (including ACES) Mr Hoop confirmed there were no major safeguarding issues of concern.</p> <p>Safeguarding Audit Summary Mr Edwards confirmed the feedback was good. Review of the audit would take place in a Safeguarding Link visit that had been arranged. Mr Hoop confirmed steps will be put in place to ensure improvements can be achieved.</p>	



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	<p>The Chair asked whether the DSL (Designated Safeguarding Lead) was focusing on a holistic approach. Mr Hoop confirmed statutory training and a holistic approach was pertinent for students with SEN (Special Educational Needs) and steps were in place to ensure staff achieved this.</p> <p>The Chair confirmed governors were satisfied with the result of the audit and steps were being put in place to ensure improvements were actioned in both academies.</p> <p>Poverty Proofing Review Mr Hoop explained this had been put on hold during the Covid-19 pandemic. However, staff had received training on Poverty Proofing and the context of it in the Academies. Mr Hoop further explained what the poverty proofing review was looking at how this would provide further support to families and students welfare. It was confirmed discussions had taken place with parents to ensure support mechanisms were in place.</p> <p>Mrs Scales confirmed this would be linked to wellbeing.</p> <p>Dr Nawaz asked how sensitive subjects are approached. Mr Hoop explained the procedures and processes that are in place to support families and parenting skills.</p> <p>The Chair explained the changes being made through the Poverty Proofing, were to support families rather than add further pressures.</p> <p>National Online Safety Training Mrs Savage confirmed training had taken place with staff. The Clerk advised the governors the Academies were working towards the accreditation and it was a requirement that governor contribution took place. The Clerk confirmed Mrs Bevan had completed the requested training. The Clerk explained the criteria. Mrs Weeks (Chair) confirmed she would complete this.</p>	<p>LW ASAP</p>
<p>RPA/YPA/017/ 20/21</p>	<p>Update following central training: Data Mrs Weeks, Mrs Bish, Mr Edwards had been in attendance at the Data Training session provided by the Trust. It was reported that the secondary information was complicated and not specific for special schools, therefore training was arranged with the Principal for specific special school data training to take place on the 10th March at 4.00pm. It was reported that good strategic questioning was provided by Mr Letton regarding Primary schools, which were beneficial for all governors including special school governors.</p>	
<p>RPA/YPA/018/ 20/21</p>	<p>Declaration of interest and any changes to be advised 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. Governors confirmed that the declarations given at the beginning of the academic year were correct and any changes had been added to the Declaration of Interest central log for members, Trustees and governors.</p>	



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<p>RPA/YPA/019/20/21</p>	<p>Minutes of the meeting dated Wednesday 2nd December 2020. The minutes of the meeting, having previously been received were agreed and confirmation of electronic signature was provided.</p>	
<p>RPA/YPA/020/20/21</p>	<p>Matters Arising:- It was agreed by governors that all matters arising would be discussed in the appropriate agenda item relating to Link Visits.</p>	
<p>RPA/YPA/021/20/21</p>	<p>ERM (Educational Review Meeting) report to include: The Principal explained the full Educational Review Meeting Report had been forwarded to governors which was projected for governors. The Clerk advised the document had been emailed to governors, however this was received too late for review prior to the meeting. As governors were to contribute to the document this would be completed through email and returned to the Principal.</p> <p>Risk including GDPR Mr Hoop confirmed there were no updates on safeguarding and no GDPR breaches at either of the Academies.</p> <p>It was explained there were three risks highlighted which were the same at both Academies. It was confirmed by Mr Hoop, these risks were being monitored. Governors were provided with the opportunity to challenge this. No questions were asked by governors.</p> <p>Mr Hoop advised steps were in place to ensure an increase of pupils/students coming into school and work done by staff to support families to ensure this takes place. It was confirmed Risk Assessments are in place for pupils/students.</p> <p>Provision for the children of critical workers and vulnerable pupils (numbers / attendance/operational issues / concerns) Mr Hoop reported home learning is being provided to pupils/students learning at home with checks being made with families.</p> <p>The Chair asked if a pupil/student is not in school, why this is and what is being done to resolve this.</p> <p>Mr Hoop confirmed steps are in place to monitor wellbeing and engagement of home learning for those pupils/students. Staff are aware of the reasons why some pupils/students are not attending school. Steps are in place to support pupils/students return to school.</p> <p>The Chair asked why some Pupil Premium (PP) pupils/students are in school and some are not.</p>	<p>AC ASAP</p>



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Mr Hoop explained steps are in place to support those pupils/students and families and procedures are being followed. It was further reported that there was an increase in numbers which is shown in the information provided. Mr Hoop reassured governors there were no risks surrounding pupils/students not attending school and steps were in place to support those pupils/students and families to support their return to school can take place.

Mrs Scales asked whether all families had been contacted where pupils/students were not attending school. It was confirmed by Mr Hoop, steps were in place to ensure regular contact was taking place with those families, including doorstep visits.

Mr Edwards asked in respect of the Redgate Primary Academy, ERM data it shows 50% of Year 13 pupils. Is this correct? Mr Hoop confirmed the figures should be 9%. Mr Hoop provided further background information surrounding the figures.

Mr Hoop explained the difficulties families are faced with in respect of transition and preparations for school leavers and their future, due to the Covid-19 pandemic and lockdown situations. It was confirmed support is being provided to ensure the welfare and transition of students is in place. It was confirmed by Mr Hoop, work was taking place to support those families and students.

The Chair asked how attendance was. Mr Hoop confirmed this was increasing and steps are in place to ensure pupils/students can return to school. It was explained issues with the boiler had delayed this for Yeoman Park Academy pupils/students. The Principal confirmed additional support was provided to families with pupils not able to attend. It was confirmed vulnerable pupils were in attendance.

Mr Edwards asked how many pupils/students were home learning? Mr Hoop confirmed this was 56 pupils/students.

The Chair asked if absences were due to illnesses of pupils/students? Mr Hoop explained reasons for absences had been ascertained and steps had been put in place to ensure families received bespoke support and sufficient access to IT (Information Technology) equipment had been provided to support access of home learning for pupils/students learning at home.

Mrs Scales asked whether families anxieties had been monitored. Mr Hoop confirmed a survey had been forwarded to parents with stakeholder engagement being reported in the ERM documents.

Mrs Bish confirmed positive comments had been received.

Staffing

The Chair asked how staff mental health and wellbeing is and are they being adequately supported?

Mr Hoop confirmed steps were in place to monitor staff not in school and expectations required. Mr Hoop further explained it had been



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identified that pupils/students require consistency with staff when in school and therefore a rota basis for staff attendance is in place. Staff are encouraged to discuss any anxieties or concerns they may have through procedures made known to them and in place.

The Chair asked about mental health and wellbeing of the senior leadership team. The Executive Principals confirmed it was to ensure teamworking was taking place and the self evaluation to ensure staff can be supportive with each other.

Operational matters including testing

Mr Hoop confirmed lateral flow testing was in place at Yeoman Park Academy for staff. It was confirmed special school staff had been invited for Covid-19 vaccinations.

Mrs Scales asked whether this was to be rolled out nationally or locally. Mr Hoop confirmed directive from Nottinghamshire County Council had been received. **The Chair confirmed** this was a positive step.

Determined Admission Arrangements 2022/2023

Mr Hoop confirmed admissions are agreed through consultation with Nottinghamshire County Council to ensure adequate provision can be provided for the pupils/students requiring a special school place. It was confirmed the covid-19 situation has impacted on the procedures in place.

Governors were satisfied with the Admission Arrangements Statement in place for both Academies.

Remote Learning Report

Mr Hoop confirmed there was a document in place to ensure expectations of staff, pupils/students are in place. Mrs Spacey confirmed this encompasses the core expectations of each academy with an individual approach. Mr Hoop confirmed the document would be forwarded to the Clerk for dissemination with governors.

Mrs Bish explained in review of a document, it had been noticed that there was no reference to manual handling.

Mr Hoop confirmed steps were in place with staff and adequate training had taken place.

Mrs Bish asked whether facilitators were in school. Mr Hoop confirmed this. **Mrs Scales confirmed** this information would be monitored in the Risk Register.

CH
ASAP

<p>RPA/YPA/022/20/21</p>	<p>Link Governor Visits/Reports update The Chair reminded governors that no visits were to take place during the current lockdown situation. It was confirmed Chair and Principal catchup meetings continue to take place with information being filtered to Academy Committee governors.</p>	
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	<p>Mr Edwards confirmed a safeguarding visit had taken place prior to the Christmas break. Mr Edwards asked for confirmation from Mr Hoop that the Nottinghamshire County Council Safeguarding audit had been returned to the Local Authority. Mr Hoop confirmed this. Mr Edwards confirmed a safeguarding monitoring visit would take place through MS Teams.</p> <p>The Chair explained a visit for Early Years had been cancelled due to the current lockdown situation and would be re-arranged when visits were able to commence.</p> <p>Parental/stakeholder Engagement/Complaints Dr Nawaz had submitted a Link Governor Visit Report and confirmed the information provided was positive. A visit with Yeoman Park Academy (YPA) would take place when it was acceptable for them to recommence.</p> <p>Health & Safety Mrs Bish highlighted any issues in the Link Visit Report submitted. There were no GDPR concerns, and no risks identified with the exception of the age of some buildings. The outcomes of the visits were positive.</p>	<p>LW/EB 24/03/2021</p> <p>RN 24/03/2021</p>
<p>RPA/YPA/023/20/21</p>	<p>Link Governor: Governors were in agreement that Mr Edwards would link with the Looked After Children area, to fit with the Safeguarding/Pupil Premium and Special Educational Needs link. It was agreed that Mrs Bevan would take Careers including Post 16 provision, to fit with the Quality of Education link.</p>	
<p>RPA/YPA/024/20/21</p>	<p>Policy Ratification: Governors ratified the policy appendix provided with the exception of the Supporting Students with Medical Conditions appendix. This was due to governors review and the document was to be reviewed by Mr Hoop. The Clerk advised the appendix provided should be placed on the website in draft form until ratification of the amended document at the meeting on the 24th March 2021.</p> <p>The Early years appendix were ratified by governors subject to amendments to be made that were highlighted to the Principal. Confirmation was to be obtained from the Chair.</p> <p>The Clerk asked whether there was a Covid-19 Safeguarding and Child Protection appendix to be ratified by governors. The Principal confirmed this would be available for ratification at the meeting on the 24th March 2021.</p>	<p>CH 24/03/2021</p> <p>CH 24/03/2021</p>
<p>RPA/YPA/025/20/21</p>	<p>Audit Report Information Skills Audit results/completion</p> <p>The Chair advised a link for the Skills Audit had been provided by the Clerk prior to the Christmas break and all governors were to complete this to ensure full information can be ascertained to focus governor</p>	



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	<p>training on gaps identified. The Chair asked for this to be completed before the meeting on the 24th March 2021 to ensure full discussion can take place.</p> <p>Covid 19 Audit Report Academy Committee governors confirmed after review of the document, positive feedback had been given for both academies. Mr Hoop confirmed steps were in place to rectify any issues identified.</p> <p>Covid Reporting by Trust The Clerk advised all governors should be receiving the Trust reports that are forwarded on a fortnightly basis. Governors confirmed they are in receipt of the reports provided.</p>	RN/SS/DS/ES 24/03/2021
RPA/YPA/026/ 20/21	<p>Parent Governors Advertisement The Clerk confirmed there had been no interest produced through the advertisement shared on social media and the Academy websites. The Clerk further advised advertisements would be circulated through Weduc with parents. The Clerk would put steps in place with staff to arrange this.</p>	
RPA/YPA/027/ 20/21	<p>How has the Academy Committee (AC) held senior leaders to account Senior Leaders have been held to account through challenge on attendance, remote learning, Pupil Premium pupils/students engagement with home learning, health and wellbeing of staff, monitoring of policy appendix.</p>	
RPA/YPA/028/ 20/21	<p>Consider information to be advised to Trustees and complete the report The Report was completed to record praise for the work undertaken by staff. The document was returned to the Head of Governance on the 3rd February 2021.</p>	
RPA/YPA/029/ 20/21	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That no confidential information had been discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
RPA/YPA/030/ 20/21	<p>Date and time of next meeting: Wednesday 24th March 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm-6.00pm</p>	
	<p>The meeting closed at 6.01pm</p> <p>Signed.....L Weeks.....(chair) Date.....24/03/2021.....</p>	