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**Minutes of the Academy Committee meeting held
on Wednesday 12th May 2021 at 4.00pm
MS Teams Meeting**

Governor name	Initials	Governor category	A = absence
Lynn Weeks	LW	Chair of Academy Committee	
Pete Edwards	PE	Vice Chair of Academy Committee	
Jean Bish	JB	Appointed AC governor	
Emily Scales	ES	Appointed AC governor	Left 6.09pm
Rushna Nawaz	RN	Appointed AC governor	
Emma Bevan	EB	Appointed AC governor	
Derek Smitheman	DS	Staff Governor RPA	A
Sharon Savage	SS	Staff Governor YPA	Left 5.46pm
Vacancy		Parent Governor	
Vacancy		Parent Governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	Left 5.15pm
Mr Gareth Letton	GL	Executive Principal	Left 4.30pm
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Claire Gouthwaite	CG	Vice Principal RPA	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
RPA/YPA/048/20/21	<p>Apologies for absence Apologies for absence had not been received. There were no apologies.</p> <p>Mr Smitheman was absent from the meeting. The Clerk asked whether Mr Smitheman would be in attendance. Mr Hoop was unsure. Apologies had not been provided for the meeting. The Clerk would contact Mr Smitheman to ascertain the reason for absence.</p>	<p>DS/EP 07/07/2021</p>
	<p>Ofsted Planning Discussion The Clerk had provided support to the Chair to ensure a document was in place to support the Ofsted planning discussion and to support governors in the event of an Ofsted Inspection taking place.</p>	



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Questions were forwarded to the Principal's for completion, prior to the meeting to support discussions to take place.

The Chair explained, questions asked at a visit may vary due to the context and provisions provided by different schools/Academies.

The Clerk and Mr Edwards had shared information regarding their personal involvement in monitoring visits and full inspections.

- **The Chair explained** evidence will be requested to support what has been shown locally.
- Background context for both academies was provided by Mr Hoop.
- Mrs Spacey reminded governors information provided in the Educational Review Meeting Report (ERM) was key to supporting Academy Committee governors knowledge of both the Academies. Mrs Spacey also provided some information on what would be required locally in respect of work scrutiny, procedure and triangulation identified at any inspection visit.
- **Mr Edwards suggested** Link Visit Reports provide evidence and information to support an inspection visit.
- Mr Hoop provided information to governors on what core offer was available for pupils/students and regarding the broad and balanced curriculum.
- Mr Hoop advised of the limited resources available outside of the Academies/Trust for post 16 students. The Academy supports students in achieving employment, further education or training in readiness for their departure from Yeoman Park Academy.
- Specific information was provided regarding the requirements of pupils at Redgate Primary Academy when moving to Year 7. Mrs Spacey asked what ratio of pupils go through transition to secure a place at Yeoman Park Academy. Mr Hoop confirmed this is variable due to the bespoke needs of the pupil. Further discussion took place regarding admission/consultation process and the offer available for prospective parents at Yeoman Park Academy.

Mrs Scales asked whether preparations for adulthood take place in the annual review of the EHCP (Educational Health Care Plan). Mr Hoop confirmed conversations with parents take place to support informed choices for students.

The Chair suggested another discussion was required on Ofsted Preparation, locally. Mr Hoop suggested a five minute session to



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	<p>facilitate information sharing prior to each Academy Committee meeting.</p> <p>The Chair raised concern that Educational Review Meeting Reports (ERM) had not been provided in a timely manner to enable adequate review the documentation. Mr Hoop suggested a summary of information should be provided at the end of the document.</p> <p>Mrs Spacey asked if governors had received a copy of both Academies weekly newsletter. The Clerk explained procedures had recently changed for both Academies regarding newsletters. This was acknowledged by Mrs Spacey.</p> <p>Mr Letton left the meeting at 4.30pm.</p> <p>Mrs Spacey suggested the Educational Review Meeting Reports (ERM) were discussed at the start of the agenda.</p> <p>The agenda was taken out of context at this point.</p>	
<p>RPA/YPA/055/20/21</p>	<p>Educational Review Meeting Report</p> <p>Mrs Spacey provided background information on the Academy Review Meeting (ARM) and how this fed into the Educational Review Meeting (ERM).</p> <p>Appraisal update</p> <p>The following discussion was confidential and recorded separately.</p> <p>Mr Edwards asked in respect of safeguarding in the Educational Review Meeting Report/target 4 (ERM). How this was being managed? Mr Hoop confirmed there was a Designated Safeguarding Lead in place. A Designated Safeguarding Team has been formed to provide support to the Designated Safeguarding Lead in both Academies.</p> <p>The Chair asked how Senior leaders are confident skills for new staff continue to be monitored without causing impact on learning in EYFS (Early Years and Foundation Stage). Mr Hoop and Mrs Spacey informed governors of the staffing changes in place in addition to leadership to support this. Mrs Spacey explained the model used throughout the Trust.</p> <p>Pupil Premium strategy update</p> <p>The Chair highlighted the query in the Educational Review Meeting (ERM) document regarding the PP (Pupil Premium) and SEND (Special Educational Needs and Disabilities) strategies and spending.</p>	



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Governors confirmed they were aware of the Pupil Premium and Special Educational Needs and Disabilities strategies in place. Discussion had taken place regarding those strategies in the September 2020 meeting. Academy Committee governors confirmed they were aware of the differences between pupils/students attending both Academies. Mr Hoop provided further in depth information relating to Pupil Premium spending and relating to staff coaching. Information was shared regarding the bespoke work provided to support students in the Academies and students working at home.

Staff, pupils, parent survey evaluations

Parent surveys had taken place. Mr Hoop confirmed positive bespoke responses had been received from parents. Mr Hoop highlighted the improvements to be made and identified from the survey responses; which could be implemented in the event of a further lockdown situation to take place due to Covid-19.

The Chair asked what was being done in respect of the covid-19 catch-up plan. Mr Hoop confirmed this correlates with effective work that had taken place with Pupil Premium. Discussion took place regarding plans in place to support recovery. **It was acknowledged by the Chair** that the Academies had remained open for pupils/students during the lockdown periods where support was required for pupils/students and families.

Mr Hoop confirmed quotes received from parents would be shared for information.

Mrs Bevan asked whether additional staff had been employed to provide further intervention support. Mr Hoop explained procedures used during the lockdown period to ensure the effective use of resources available.

The Chair confirmed the Pupil Premium strategy had previously been agreed. Discussion took place regarding the documentation agreed. **The Chair requested all documents** required to be reviewed at an Academy Committee Meeting, to be forwarded in a timely manner and to ensure full review could take place. **The Chair acknowledged** the issue with the Educational Review Meeting (ERM) documents. **Academy Committee governors requested** Educational Review Meeting (ERM) documents to be provided by Senior Leaders, seven days prior to any Academy Committee meeting taking place.

CH
07/07/2021



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	<p>The Clerk advised, the Trust were aware of the issues. Steps had been put in place to ensure this was resolved for the next academic year.</p> <p>Discussion took place regarding areas for action that had been identified and steps being put in place in both academies.</p> <p>Integrated Risk Management Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR and to include Fire Log Book/Accident Log Book</p> <p>Mr Hoop confirmed there had been some minor GDPR breaches. Steps had been put in place with staff to ensure issues had been resolved in both Academies.</p> <p>Mrs Bish highlighted concern that information was not being filtered down from leaders, when breaches had taken place. Mrs Bish confirmed the Clerk had provided advice regarding this by email. Mrs Bish requested regular sharing of information to ensure awareness of any breaches. Mr Hoop confirmed information would be shared with Mrs Bish as GDPR link governor on a regular basis.</p> <p>The Clerk advised the Fire log and Accident log should be reviewed during a link visit by the Health and Safety Link governor. Mrs Bish asked whether this information should be available on the website. Mr Hoop confirmed this was not required. The Chair had identified an issue with the documents provided. The Clerk advised of the procedure in relation to the documents shared with Academy Committee governors in the share point Governance platform.</p> <p><i>Post Meeting Note: The Clerk confirmed steps had been put in place regarding the documents identified.</i></p> <p>Review Development Plans</p> <p>Mr Hoop explained concern had been raised with the Trust regarding the resources provided in respect of ICT (Information Communication Technology).</p> <p>Mr Hoop confirmed an issue with the safeguarding audit had been identified. Steps were in place to ensure a wellbeing champion was in place at both Academies for staff.</p> <p>Mrs Scales asked for clarity around a link visit in the area and asked whether staff were now THRIVE (Threat, Harm, Risk, Investigation Opportunities, Vulnerability and Engagement) trained. Mr Hoop</p>	<p>CH/TS Regularly</p>
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	<p>confirmed this. It was agreed that Mrs Scales would arrange a link visit with appropriate staff members. Mrs Gouthwaite provided further clarity on what was in place for staff.</p> <p>Mr Hoop explained the steps in place to develop the Quality Assurance cycle.</p> <p>Development Plans</p> <p>Mr Hoop provided information regarding the requests by the LEA (Local Education Authority). Discussion took place regarding the requests made and for the specialism required. Further discussion regarding Autism and PMLD (Profound and Multiple Learning Disability) pupils/students and the specialist support provided in both Academies. Issues had been previously identified by Mr Hoop for those pupils/students when introducing other pupils into the Academy with differing specialisms.</p> <p>Mrs Spacey left the meeting at 5.15pm.</p> <p>The Chair asked the reason for pupils not filtering to Yeoman Park from Redgate Primary Academy. Mr Hoop and Mrs Gouthwaite explained the difference in the profile of the Academies and what specialist support is provided for pupils/students moving to transition. Mr Hoop explained the support offered to families of Redgate Primary Academy pupils to ensure suitable specialist support can be provided pupils moving to year 7.</p> <p>Mrs Scales asked why it was not highlighted and particular pupils/students are not admitted. Mr Hoop confirmed where the specialisms can be identified for Academy Committee governors, other schools and the Local Authority and the profile highlighted in the Special Educational Needs document.</p> <p>Mrs Scales asked where this information can be identified by prospective parents and the wider community? Discussion took place with Mr Hoop and Mrs Savage to provide clarity on the area.</p> <p>Academy Committee governors raised concern regarding admission and highlighted the need for information to be published on the websites to showcase specific information regarding the specialism of the Academies. This was to ensure prospective parents and the wider community had awareness and to ensure adequate promotion for the Academies. Information was reported on the</p>	<p>ES 07/07/2021</p>
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	<p>Educational Review Meeting document to ensure Senior Leader awareness of the issue identified.</p> <p>Mrs Bevan asked how the process works if there are spaces available and needs cannot be met for individuals. Mr Hoop explained the consultation process.</p> <p>Mr Edwards highlighted issues arising in mainstream schools that are not being identified during pupils education. Discussion took place regarding the issues that are not identified in mainstream schools and systems in place for both Redgate Primary Academy and Yeoman Park Academy.</p> <p>Mrs Savage left the meeting at 5.46pm.</p> <p>The Chair asked whether there were any issues to be highlighted for Redgate Primary Academy from the Educational Review Meeting (ERM) as the reports were similar due to the close working of the two Academies.</p> <p>Mrs Bevan asked whether there were any schools with clinically vulnerable pupils/students. Mr Hoop confirmed the numbers of pupils/students at both Academies and further information regarding those pupils/students for context.</p> <p>Mr Hoop confirmed AGP (Aerosol Generated Procedures) had been put in place to support pupils/students returning to school.</p> <p>The Chair explained issues identified in the Educational Review Meeting Report had been addressed by Academy Committee governors. It was to be noted that governors were concerned with the information written in the document in respect of governance. The Chair requested the Educational Review Meeting Report should be provided to the Chair for review and Quality Assurance prior to being shared with all Academy Committee governors and in a timely manner from Senior Leaders.</p> <p><i>Post meeting note: Information was fed back to the Head of Governance.</i></p>	
<p>RPA/YPA/049/20/21</p>	<p>Confirmation of Meeting Dates/times 2021/2022</p> <p>The Clerk advised of the issues arising with attendance of Mr Letton to all Academy Committee meetings as required. The Clerk advised work had taken place with Academy Committee Clerks in efforts to</p>	



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	<p>resolve issues arising. Academy Committee governors agreed meeting days and times were to remain the same. The solution would be for the agenda to be strategically constructed. Academy Committee governors agreed any local training would take place after the meeting to support Mr Letton's attendance at all meetings required.</p> <p>Mrs Bevan asked whether meetings would continue to take place through MS Teams. The Clerk advised feedback was required from Academy Committee governors, however, the Trust had the ultimate decision on how meetings would take place moving forward.</p> <p>Academy Committee governors advised they would be happy to continue with a blended approach to meetings where required.</p> <p>Mrs Scales left the meeting at 6.09pm.</p>	
<p>RPA/YPA/050/20/21</p>	<p>Safeguarding Culture and Compliance Update Single Central Register Link Visit Mr Edwards confirmed link visits had taken place with a further meeting to be arranged before the end of the academic year.</p> <p>Mr Edwards raised a concern regarding safeguarding and visits from contractors identified during a link visit. It was reported a more robust procedure was to be put in place for contractors coming on site. Mr Edwards requested the Academies should ensure adequate DBS information is provided in the event of any visits to take place by contractors.</p> <p>Mr Hoop confirmed a safeguarding audit had taken place and the Audit summary would be provided for the meeting on the 7th July 2021.</p>	<p>CH 07/07/2021</p>
<p>RPA/YPA/051/20/21</p>	<p>Relationship Health and Sexual Education & Health Education & Careers Training for Secondary Academies and Early Years and Foundation Stage & Relationships & Sexual Health Education Training for Primary Academies The Chair raised concern regarding governor attendance at training sessions and invitations received. The Chair asked governors to review the training recording available for both the Secondary Careers and Early Years and Foundation Stage. Steps had been put in place by the Clerk to ensure Academy Committee governors were aware of the content shared at the training session for governors. The Chair suggested special school information should be included in all training sessions. The Chair raised concern in respect of additional training sessions and additional pressures this created for the Principal.</p>	



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<p>RPA/YPA/052/20/21</p>	<p>Declaration of interest and notification of any changes to declarations made at the start of the Academic Year 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. The Clerk reported that a declaration of interest in respect of Mrs Bevan and changes in her career. Mrs Bevan confirmed the changes made. The Clerk advised the changes should be recorded on the Declaration of Interest Register. Mrs Bevan confirmed she would complete this. <i>Post meeting note: The Clerk forwarded a link to Mrs Bevan for completion regarding the Declaration of Interest changes to be recorded.</i></p>	<p>EB ASAP</p>
<p>RPA/YPA/053/20/21</p>	<p>Minutes of the meeting dated 24th March 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>RPA/YPA/054/20/21</p>	<p>Matters arising 037/20/21: Academy Improvement Plan This item formed part of the main agenda. 037/20/21: RSE Policy/consultation This item formed part of the main agenda. Information had been provided to governors at the training session on the 26th April 2021. Academy Committee governors were happy with the information shared and were aware a parent consultation was in place and for review through the Academies websites. 040/20/21: Link Visit Reports This formed part of the main agenda. 045/20/21: Response from Committee Report The Clerk advised Academy Committee governors of the response provided by Trustees to the Committee Report submitted. Academy Committee governors confirmed this was available for Trustees. <i>Post Meeting Note: The Clerk forwarded the letter for staff with the Committee Report completed at the end of the meeting for the benefit of the Trustees.</i></p>	
<p>RPA/YPA/056/20/21</p>	<p>Link Governor Visits/Reports Governors had shared Link Visit Reports prior to the meeting with no concerns raised. Dr Nawaz confirmed Link Reports would be available for the next meeting.</p>	<p>RN 07/07/2021</p>



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	<p>Mr Edwards confirmed follow up link visit meetings were being arranged.</p> <p>Mr Edwards asked for confirmation of the frequency of governor link visits to take place. The Clerk advised one visit per term, per subject, per school and guided governors to the Link Visit Guidance document available in the share point area for further clarification.</p> <p>Trust Link Visit training attended/feedback from governors Mr Edwards confirmed he had attended various Link visit training sessions provided by the Trust, which had been useful, in particular safeguarding.</p> <p>Mrs Bish raised concern regarding the Health and Safety Training content provided and lack of governor monitoring required. Further clarity on the role was requested.</p> <p>The Clerk and Mr Edwards provided advice and clarity on what was required from the Health and Safety Link governor. The Clerk confirmed an inspection was not required by Academy Committee governors and would provide further guidance on link visits. The Chair requested another Health and Safety session to be provided with more in depth local information. <i>Post meeting note: The Clerk advised another session for Health and Safety Link visit training was taking place in July, with information being forwarded to governors.</i></p> <p>Governors confirmed Link Visit training sessions are informative in providing support to Academy Committee Link governors in specific areas and recommend these continue to take place.</p>	<p>Actioned EP 13/05/2021</p>
<p>RPA/YPA/057/20/21</p>	<p>Policy Ratification: Privacy Notice for Staff, photography and videography was available for Academy Committee governors on the Diverse Academies website. The Chair asked whether governors were in agreement with the Policy provided for both Academies. Governors confirmed agreement to the RHSE (Relationship, Health and Sexual Education) Policies available for both Academies subject to amendments made and confirmed by the Chair prior to uploading to the Academy websites by the Policy lead.</p>	<p>CH ASAP</p>
<p>RPA/YPA/058/20/21</p>	<p>Audit results (Summary Report) The Business Manager had provided copies of the Risk Register Audit. Governors acknowledged the support provided by the Academies Business Manager and wanted to express their thanks to</p>	



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	<p>the Business Manager and Mr Hoop for the work completed in respect of the audit.</p> <p>The Clerk asked whether the GDPR Audit had been postponed to the end of the Summer Term. Mr Hoop confirmed this.</p>	<p>CH/CG 07/07/2021</p>
<p>RPA/YPA/059/20/21</p>	<p>Correspondence sent/received</p> <p>The Clerk had provided information on updates and correspondence sent and received as there had recently been a high volume of updates for governors to review. The Chair asked whether governors had received the correspondence in the document provided. Governors confirmed this. Mr Edwards suggested review of the National Governance Association newsletter is reviewed regularly by Academy Committee governors.</p> <p>The Clerk guided governors to review the weekly newsletter available on both Academies websites and which provided further support of information.</p> <p>It was confirmed by the Clerk that the termly newsletter prepared by Academy Committee governors had been uploaded to the website and shared with staff.</p>	
<p>RPA/YPA/060/20/21</p>	<p>Academy Committee Team Improvement Plan Parent Governor Election Candidate</p> <p>Discussion took place around the only parent governor application received for the two vacancies promoted with parents. The Clerk advised of the process to take place due to there being a sole applicant for the vacancies. It was agreed by governors that the applicant would be invited to the meeting on the 7th July 2021 for election to take place. The Clerk would ensure procedures were followed to ensure compliance.</p>	
<p>RPA/YPA/061/20/21</p>	<p>How has the Academy Committee (AC) held senior leaders to account</p> <p>Challenge had been provided regarding the following areas for both Academies:-</p> <ul style="list-style-type: none"> • Staffing changes and any areas to be covered to ensure no issues arose and to include adequate staff skills and training. • Educational Review Meeting documentation was requested to be received in a timely manner with adequate time allocation on the agenda for full review. • Information filtering in respect of GDPR breaches. • Designated Safeguarding Lead role. • Information to be shared on the website regarding specialism 	
<p>RPA/YPA/062/20/21</p>	<p>Complete Report to Trustees for return to Head of Governance</p> <p>The report was completed and returned to the Head of Governance. The staff letter previously circulated, was forwarded with the completed report.</p>	



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<p>RPA/YPA/063/20/21</p>	<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 items discussed within agenda item 055/20/21 should remain confidential to the attendees at this meeting indefinitely. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>RPA/YPA/064/20/21</p>	<p>Date and time of next meeting: Wednesday 7th July 2021: Self Evaluation Training: 4.00pm-4.30pm Main Agenda: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 6.50pm</p> <p>Signed...L Weeks.(chair) Date: Agreed at AC meeting 07 07 2021</p>	