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**Redgate Primary Academy/Yeoman Park Academy
 Minutes of the Academy Committee Meeting held on Thursday 17th November 2022 at
 9.30am at Redgate Primary Academy**

Governor name	Initials	Governor category	A = absence
Peter Edwards – Chair of Governors	PE	Appointed AC governor	
Lynn Weeks – Vice Chair	LW	Appointed AC governor	
Emma Bevan	EB	Appointed AC governor	
Zoe Clayton	ZC	Staff governor	
<i>2 x parent governor vacancies</i>			
<i>4 x appointed governor vacancies</i>			

In attendance:

Staff name	Initials	Role	
Lucy Spacey	LS	Executive Principal	A
Gareth Letton	GL	Executive Principal	A
Courtney Hoop	CH	Principal YPA	
Claire Gouthwaite	CG	Principal RPA	
Rhianne Chambers	RC	Governance Professional	

Quorum number	2	Governor's present	4
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Item No	Item	Action/ by who/when
AC/12/2223	Apologies for absence Mr Letton and Mrs Spacey sent their apologies due to being at a conference.	
AC/13/2223	Declaration of interest and any changes to declarations made at the start of the year. It was confirmed that all governors have completed their declarations for 22/23. All governors confirmed these are still accurate.	
AC/14/2223	Training Link governor training - safeguarding Mr Edwards had attended the link governor safeguarding training and confirmed there was nothing to report back. The training focused on the VMV, expectations of Link Governor, Terms of reference/role i.e., work with DSL, understand how safeguarding work, reports to LAC and kept updated. Rest of the training was focused on NCC SiE Self Audit which we discussed in AC/20/2223. Behaviour, Attendance, Inclusion (inc. Alternative Provision) and Exclusion	

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	<p><u>Mrs Weeks asked</u> if there are strategies in place to improve attendance of all pupils and how do the academies know they are effective. Mrs Gouthwaite advised that Redgate tracks above 90% for their average attendance with 10-13 children who keep coming up as persistent absence. These are children who have several illnesses so there are no real concerns are the academy know the reasons behind it the absence. It was added that at this point in the year, the data can be skewed as a week off will lower percentages vastly. Governors were also made aware that there are still families taking rearranged holidays from Covid. Mr Hoop confirmed this was the same at Yeoman Park with the rearranged holidays. A Family Support Worker starts at Yeoman Park who will have an impact on attendance however it is acknowledged this role cannot take over from other services. The academy has weekly safeguarding meetings which overlap with mental health and attendance. The family support worker will be an integral part of the wider support package for families. Mrs Gouthwaite added that the academies continue to have high expectations but do work with each family on a case-by-case basis as there is usually health or mental health issues in the background.</p> <p>Quality Assurance No questions from this training</p> <p>Actions from governor link visit reports Mrs Weeks advised she had completed a link visit for Leadership & Management at Yeoman Park. There were no actions to bring to the committee and will return next term to visit Zoe Clayton and the middle leaders. A visit to Redgate will also be planned.</p> <p>Mrs Gouthwaite to send dates to Mrs Weeks, Mr Edwards, and Mrs Bevan for link visits to be scheduled.</p>	CG
AC/15/2223	<p>Minutes of the meeting dated 21st September 2022. The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
AC/16/2223	<p>Matters arising</p> <ul style="list-style-type: none"> • AC/04/2223 – To note the Safeguarding policy for Redgate Primary has been ratified • AC/04/2223 – To note Mr Edwards has contacted the trust about safeguarding training for September 2023 and it has been agreed. • AC/04/2223 – Governance Professional has distributed the link governor forms. • AC/07/2223 – To note the Principals have sent the 24/25 admission appendices to NCC. 	
AC/17/2223	<p>Resignation of James Keith The committee were made aware that Mr Keith has resigned from the committee due to change in job.</p>	

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<p>AC/19/2223 (agenda taken out of order)</p>	<p>YPA New build Mr Hoop shared the artist impressions on the screen and explained that governors will be invited in to look at the plans. Mr Hoop to send photos of the impressions to the governors.</p> <p>Governors were advised that the school will follow the academy colours and will have a school badge on the tallest part of the building. There are minibus bays at the front of the building and a canopy which covers it. The newbuild will have 3 wings including a terrace with a raised parapet so there is access to an outdoor classroom. The primary wing will be the EYFS area and there will also be a PMLD wing. There will also be a staff room, science room, technology room and art room with the hall being separate to the dining area.</p> <p><u>Mr Edwards asked</u> what the capacity will be for the students to which Mr Hoop advised it is currently 110 but the LA want the academy to take an additional 28 students (4 classes) so it will be increased to 138. Part of the design is that there is additional science and art spaces which could be changed to classrooms if needed and there is scope for another floor on top of the art block or classrooms at end of blocks. It was added that there is a desire to ensure the build is future proofed so trends are being avoided. <u>Mrs Weeks queried</u> if the academy is getting plenty of input to which Mr Hoop confirmed they are. There has been some pull back after the brief was shared but there is a spreadsheet of which must be adhered to in terms of the amount of office and classroom space.</p>	<p>CH</p>
<p>AC/18/2223</p>	<p>Principal's report to include;</p> <p>Safeguarding</p> <ul style="list-style-type: none"> ○ Compliance: to inc. Single Central Record (SCR), safer recruitment, policy, Keeping Children Safe (KCSIE) ○ Culture: to inc. child on child, sexual harassment and violence, mental health, bullying and racism, online safety <p>Mrs Gouthwaite informed governors that Redgate has had a second quality assurance with Patrick Knight recently. The SCR check had been cancelled due to staff illness. Patrick Knight only highlighted minor points, confirmed that My Concern is being used as it should be and there are no concerns from a safeguarding perspective.</p> <p>Quality of education update <u>Mrs Bevan noted</u> that the academy is implementing display guidance and <u>asked</u> what the impact has been so far. Mrs Gouthwaite confirmed the academy have implemented display guidance and that the academy are in process of refreshing across site however, due to staffing levels it is not a priority. As they are</p>	

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	<p>updated, they will be used to celebrate the children’s work which also helps with recall.</p> <p><u>Mrs Bevan noted</u> the academy have agreed to use ‘Evidence for Learning’ as the common format throughout the academy. Mrs Gouthwaite advised that most teachers are using it however some are collecting evidence in the way they find it easiest for their class. There is a desire not to stipulate a particular way as it may not meet the needs of the teachers as well as adding additional pressure. It was further added that, the academy is going to look at the difference between learning objective, tasks, and evaluative comments.</p> <p><u>Mr Edwards requested</u> an update on the Ofsted action plan to which Mrs Gouthwaite confirmed the main objective was the curriculum pathways. This will be finalised with teachers by the end of the month for teachers to feedback to the Principal. From there, governor training sessions will be run and it will go on the website for parents. The other main action was PSHE which is within the curriculum pathway documents. Within enrichment and personal development, Mrs Robinson has been delivering forest schools 2 days a week and more visits out and visitors coming into the academy is being investigated. It was reminded that there is the Yr6 residential to The Mill Adventure Base booked in May 2023. <u>Mrs Weeks requested</u> training on the curriculum pathways so that governors fully understand to which Mrs Gouthwaite confirmed she would.</p> <p><u>Mr Edwards praised</u> both academies on their attendance with both being higher than the previous year and being above national average.</p> <p>Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 Governors had received the PP documents in advance of the meeting. Mrs Gouthwaite advised that the government have suggested to run with a 3-year PP plan however, she is happy to stick at a 1-year plan due to the high levels of PP children. The committee agreed to remain with a yearly document.</p> <p>Additional funding premium and outcome inc. catch up There were no questions on the additional funding premium and outcome inc. catch up.</p> <p>Sports premium evaluation and plan Governors were advised that the priorities for the Sports Premium funding at Redgate are for Premier Education to provide the PE sessions for all children. The academy will then purchase</p>	
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	<p>additional equipment to support the delivery of the PE sessions with the rest of the funding.</p> <p>Any academy specific items including policy appendix ratification, breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) audits & any Cat C trip review</p> <p><u>Mrs Weeks asked</u> what the issues are with the minibuses to which Mr Hoop explained that the problem is not having the people to drive them. With newer members of staff there are several hurdles to jump through and is increasingly becoming more difficult especially as more mature staff leave. It was added that the Trust are supporting the academies as they know it is an issue. Mrs Gouthwaite added that there is a medical test at £100 and a theory test at £60 before a test can be booked so is very difficult and expensive.</p> <p>Governors were advised that The Mill Adventure Base has been booked for 10 Yr6 children. Mr Letton has confirmed he would like both Mrs Gouthwaite and Mrs Robinson to be in attendance so Theresa Skillen will be onsite during this time.</p> <p>Risk Registers</p> <p>Mrs Gouthwaite advised that the risk register have been updated after the risks have been rephrased. The academy has had training from the compliance team on the difference between a risk and a threat. <u>Mr Edwards confirmed</u> it is good to see that there are no new risks.</p> <p><i>Mrs Weeks left the meeting at 10.48am.</i></p> <p>Local policy updates</p> <ul style="list-style-type: none"> • Safeguarding appendix for Yeoman Park <p>The above appendix was updated by both academies in September 2022 and is available on the Academy's website. Governors were informed of this update on the and 11th November 2022 and was ratified in the governor meeting.</p> <p>Other policy updates</p> <ul style="list-style-type: none"> • Induction Policy for Early Careers Teachers • Safeguarding Policy • Attendance Policy • SEND Policy • Managing People Policy • Staff Grievances Policy • Safer Recruitment Policy • Disciplinary Policy • Pay and Reward Policy 	
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	<ul style="list-style-type: none"> • Whistleblowing policy • Concerns and Complaints Policy • Data protection (GDPR) policy • Freedom of Information policy • Privacy Notice members, Trustees and Governors • Privacy Notice Parents • Subject Access Request Form • Unreasonable complaints and vexatious communications policy • Student Privacy Notice <p>The above Diverse Academies policies were updated by the Trust throughout October and November 2022 and are available on the Trust website. Governors were informed of these updates on the 2nd and 9th November 2022.</p> <p>Pupil/staff (inc. wellbeing) parents and community views</p> <p>Mrs Gouthwaite advised that the academy have received the results from the parent surveys where there 28 responses out of 55. Governors were advised that she had requested for the questions to be amended to special school friendly however they were amended so survey was slightly skewed. Mrs Gouthwaite to share the results. Mrs Clayton advised that Yeoman Park had 27 responses out of 111 which were sent out and the majority had filled in 'don't know' to the answers. The academy did collate feedback from parents at parents evening verbally rather than via Forms which was all positive.</p> <p><u>Mr Edwards asked</u> if Redgate have had parents evening to which Mrs Gouthwaite confirmed there has been a 3-week window where each teacher has been in touch with families to ask if they would like a face-to-face, Teams or a phone call meeting at a time to suit the parents.</p> <p>Governors were informed of the Christmas events for both academies. RPA Christmas fayre – Thursday 8th December 1.45pm. YPA Christmas Fayre - Wednesday 7th December 5pm. YPA Nativity – Tuesday 13th at 10.30am. RPA Nativity – Wednesday 14th at 1.45pm.</p> <p>Governors were made aware that staff wellbeing is decreasing due to Redgate running with high levels of supply staff. Mrs Gouthwaite advised that she has spoken with Sarah Green, Head of HR for the Trust, as it is adding to a decline in mental health. Due to this, the academy is not planning to send out the wellbeing survey out. <u>Mrs Bevan asked</u> if the supply staff are due to sickness to which Mrs Gouthwaite explained it is due to the academy running with vacancies. Appointments had been made however the candidate</p>	<p>CG</p>
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	<p>changed their mind 4 weeks later. Mrs Clayton advised it is the same at Yeoman Park and due to staff applying for internal vacancies as part of career progression it then leaves the academy on the backfoot as are always back filling. It was added that the academy is interviewing for the Assistant Principal position next week. Out of 3 invited to interview, 2 have dropped out and this is the second time the position has been advertised. Mrs Gouthwaite detailed that Theresa Skillen is working with Sarah Green to see if nationally TA's get the SEN point as Diverse currently do not.</p> <p><u>Mr Edwards asked</u> if staff are committed overall to which Mrs Gouthwaite confirmed they are.</p> <p><u>Mr Edwards queried</u> if the midday supervisors are currently constant. Mrs Gouthwaite confirmed they are and that the midday role is always difficult to recruit due to lower pay and expectations to deal with children with challenging behaviours. There is an advert out currently and there has been a few applicants. The academy does use PCA's as midday supervisors to give them more hours.</p> <p>IDSR The governors agreed that there were no questions on the IDSR as it had been discussed elsewhere. It was also added that Covid is mentioned throughout and the data within is individualised per child.</p>	
<p>AC/20/2223</p>	<p>NCC Safeguarding audit The NCC Safeguarding audit had been completed for Redgate and had been pre-approved by the Chair and Safeguarding link governor. The committee approved the audit. The Governance Professional to send RPA's audit to NCC.</p> <p>Yeoman's audit needs completing and will be done on the 1st of December. Audit to be shared with governors once completed for approval prior to the deadline on the 20th of December.</p>	<p>RC</p> <p>CH / ZC / PE</p>
<p>AC/21/2223</p>	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> - Staff wellbeing - Quality of education - PP and SP - Update reports - Recruitment and retention 	
<p>AC/22/2223</p>	<p>How have VMV of Trust / Equality been upheld?</p> <ul style="list-style-type: none"> - It was agreed that the VMV of the Trust & Equality has been upheld 	
<p>AC/23/2223</p>	<p>Complete Report to Trustees</p> <ul style="list-style-type: none"> • Attendance in both academies to celebrate. Both above national average. 	

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	<ul style="list-style-type: none"> • Staff stepping up and going the extra mile and supporting colleagues. • ML are on MPQML • ZC and Lorraine on MPQSL • Concern parent surveys aren't designed for our parents. Parents frustrated answered questions not for them. All questions designed for mainstream schools e.g., is your child SEND and there is a good range of subjects available to my child. My child can take part in clubs and activities – don't have wrap around etc. behaviour question is inappropriate. May be not the correct form for some of the parents either. 	
AC/24/2223	<p>Determination of confidentiality of business Equality Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential.</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> - There had been confidential discussions in AC/18/2223 - There had been no Equality Act implications 	
	<p>Date and time of next meeting</p> <p>The next meeting will be held at Redgate Primary Academy on: - Wednesday 18th January 2023 at 4.30pm</p>	
	<p>The meeting closed at 11.32am</p> <p>Signed.....(chair) Date.....</p>	