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**Minutes of the Local Academy Committee meeting held on
Wednesday 18th January 2023
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mrs Lynn Weeks	LW	Vice Chair of Academy Committee	
Mrs Emma Bevan	EB	Appointed AC governor	A
Mrs Zoe Clayton	ZC	Staff Appointed AC governor	Left at 6.00pm
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal - YPA	
Mr Gareth Letton	GL	Executive Principal - RP	
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RP	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	2	Governors Present	3

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
RP/YPA/ 024/22/23	Welcome and apologies for absence Apologies for absence were received and agreed from Mrs Bevan.	
RP/YPA/ 025/22/23	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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.	
RP/YPA/ 026/22/23	Training Local response following Trust central training; SEND (Special Educational Needs & Disabilities)	

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	<p>The Chair confirmed the recording of the training session had been reviewed.</p> <p>The Chair highlighted information presented at the training session regarding communications with parents. The Chair acknowledged there were good communications in place with Academy staff and liaison with families. In addition, communication takes place by governors with parents when attending events such as the Christmas Fayre.</p> <p>The Chair suggested additional information could be added to future training to include special schools. It was reported the training was around mainstream.</p> <p>Mrs Weeks confirmed a review of the training would take place.</p> <p>Governor Conference The Chair confirmed attendance at the conference with Trustees. The Chair explained the activity linking with the self-evaluation that was completed in July 2022, that had taken place during the meeting and was subsequently circulated with the committee for information purposes.</p> <p>The Chair acknowledged the response from Trustees in the Committee Report regarding governor recruitment and the concerns raised by the committee. Academy Committee governors were dissatisfied with the response provided. It was agreed further discussions would take place later in the meeting.</p> <p>Link governor training The Chair asked whether any link training had taken place.</p> <p>The Governance Professional confirmed Data Privacy Link Governor training had taken place in November 2022.</p> <p>The Chair acknowledged safeguarding link governor training was due to take place prior to the March meeting.</p>	<p align="center">LW 15/03/23</p>
<p>RP/YPA/ 027/22/23</p>	<p>Minutes of the meeting dated 17th November 2022 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p> <p>The Chair suggested Principals should contribute to the agreement of the draft minutes when being initially circulated.</p>	
<p>RP/YPA/ 028/22/23</p>	<p>Matters Arising: AC/15/22/23 – Actions from Link visit to be reviewed by Mrs Weeks</p>	

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	<p>Mrs Weeks confirmed a visit had now taken place at Redgate Primary Academy.</p> <p>AC/19/22/23 – Principal to provide images of impressions</p> <p>Mr Hoop confirmed a link to the images and consultation for the redevelopment of the Academy was available on the Academy website and had been circulated with governors for review.</p> <p>AC/20/22/23 – NCC NSCP SiE Audit actioned by Chair</p> <p>The Chair explained link visits to both academies had taken place to support completion of the Local Authority audit. It had been acknowledged that the document had been subsequently returned to the Local Authority in the allocated deadlines by both Academies.</p> <p>Mr Hoop explained an electronic acknowledgement had not been received from the Local Authority. Mr Hoop was confident that if there were any issues the Local Authority would have made contact.</p> <p>Mrs Gouthwaite reported additional information had been added to the document and subsequently resubmitted to the Local Authority within the allocated deadline.</p>	
<p>RP/YPA/ 029/22/23</p>	<p>Principals Report /ERM</p> <ul style="list-style-type: none"> • Safeguarding including LAC (Local Academy Committee) Checklist <p>The Chair acknowledged the comprehensive information received in the documents provided.</p> <p>Mr Hoop asked whether the Checklist was to be updated and provided for each Academy Committee meeting. The Governance Professional advised the document should be updated and shared at each LAC (Local Academy Committee) meeting.</p> <p>Mr Hoop suggested a colour coded document would be provided to outline the up to date changes made in respect of safeguarding. The Academy Committee were in agreement with the suggestions to be used moving forward.</p> <p>Mr Hoop explained discussions had taken place with the Trust Strategic Lead for Safeguarding and Attendance regarding a plan to review the NCC NSCP SiE document. It was reported completion of the document impacts on time and support to be provided by staff and governors due to the length of the document, and amount of generic questioning that is to be completed. Mr Hoop confirmed a review was taking place by the Trust Leader.</p> <p>Principals Report - Redgate Primary</p>	

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	<ul style="list-style-type: none"> <p>Quality of Education</p> <p>The Vice Chair praised staff for the high levels of work that had taken place to create the curriculum pathways. The Vice Chair acknowledged the curriculum pathways were now clearly showing the pathways to be used and support offered which was easy to understand by Ofsted and parents.</p> <p>Mrs Gouthwaite explained the steps being taken, following the Ofsted feedback provided. As a result, steps were being put in place with staff and details of how this was being disseminated with staff were provided.</p> <p>The Vice Chair asked how implementation and effectiveness would be monitored. Mrs Gouthwaite confirmed this would be through quality assurance, in addition to half termly visits from Mr Letton.</p> <p>The Vice Chair asked whether the monitoring would be ongoing. Mrs Gouthwaite confirmed this and explained the initial visit would be to establish the starting point. It was explained all information would be contained on one document per pathway. Mrs Gouthwaite confirmed music had now been added to the curriculum.</p> <p>The Vice Chair asked whether staff were on board and supportive of the changes being made. Mrs Gouthwaite confirmed this and acknowledged the processes that continued to remain in place with further clarity being provided for the benefit of staff understanding and to support an improved delivery.</p> <p>The Chair acknowledged the information shows student's will experience a learning journey to support their needs and which will show improvement moving through the pathway.</p> <p>The Chair asked what percentage of students will be on certain pathways.</p> <p>Mrs Gouthwaite explained this was developmental against assessment data and reported the processes and different coded pathways with content that would be accessed by children and different levels of support this would provide. Mrs Gouthwaite confirmed the pathways were not age related and further explained the expectations and pathways.</p> <p>The Chair acknowledged the different levels of pathways that had been explained and asked for clarity on the terminology on the document. This was explained by Mrs Gouthwaite.</p> 	
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	<p>The Vice Chair praised Mrs Gouthwaite for the comprehensive curriculum pathways that had been put in place, with the information presented being clear and easily understandable. The Vice Chair acknowledged the document was logistical, showed progression and was informal which would be accessible for parents.</p> <ul style="list-style-type: none"> • Health & Safety, staff and pupil wellbeing/data protection • (breaches/SARS/FOIA/Police Requests/Complaints/Claims) <p>The Chair and Vice Chair asked for clarity around a concern that had been raised regarding the erection of privacy screening on the Academy site.</p> <p>The discussion regarding the concern was confidential and recorded separately.</p> <ul style="list-style-type: none"> • Attendance – Persistent Absenteeism <p>The Chair and Vice Chair acknowledged the levels of attendance were good. Mrs Gouthwaite explained persistent absenteeism remained a concern with steps being put in place regarding this.</p> <p>The following discussion regarding reasons for the persistent absentee figures was confidential and recorded separately.</p> <p>ERM (Educational Review Meeting) Report – Redgate Primary</p> <ul style="list-style-type: none"> • Risk <p>The discussion around the budget and steps being put in place to mitigate any risks was confidential and recorded separately.</p> <ul style="list-style-type: none"> • Pupil/staff (inc. wellbeing) parents and community view <p>A discussion regarding staffing was confidential and recorded separately.</p> <p>The Vice Chair raised concern around comments in the ERM report regarding mentoring of new governors. The Vice Chair confirmed support has/was provided in mentoring new governors for the Academy Committee, in addition to other Academy Committees within the Trust. The Vice Chair suggested it would be beneficial for information to be requested from Academy Committee governors to ensure accuracy of information being presented in the ERM.</p>	
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	<p>The Chair confirmed it suggested in the ERM document there were five governors on the committee. It was confirmed there had been one governor resignation which left the committee below five.</p> <p>The Chair asked for clarity on who comments on the document. Mrs Spacey explained the process of the ARM (Academy Review Meeting) and who completes this process and the process for the ERM which is completed by the Education Leaders and Executive Team.</p> <p>The Chair suggested that Chief Education Officers make contact with Academy Committee governors to ensure accuracy of information being added to the ERM report when this is about governors. Mrs Spacey confirmed this would be reported back to the Executive Leadership Team.</p> <ul style="list-style-type: none"> • Trust Policy Approval Academy Committee governors acknowledged the changes made to the Anti bullying, Behaviour, Suspension & Exclusion, Online Safety and Level of Authority Policies made by the Trust and agreed by Trustees. • Local Policy Appendix Academy Committee governors were in agreement with the changes made to Early Years, Absence Reporting, Infection Control, Medical Conditions, Provider Access, Single Equality and SEND policy appendix. Academy Committee governors were satisfied with the information contained in the appendix and ratified the listed policy appendix for Redgate Primary. • Admission Arrangement 2024/2025 The Chair acknowledged the document had been previously shared with the committee and it had been reported there would be no changes made. Mrs Gouthwaite confirmed no changes were to be made to the Admission Arrangements. The Chair acknowledged there were no changes to be made to the document or PAN (Published Admission Numbers). Academy Committee governors were in agreement with the Admission Arrangements for 2024/2025. <p>Mrs Gouthwaite reported there was one in year admission currently to fill a space for a child leaving.</p> <p>Principal Report/ERM – Yeoman Park</p> <ul style="list-style-type: none"> • Safeguarding including LAC Checklist 	<p>LSp 15/03/22</p>
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<p>Mr Hoop confirmed the number of young people who were Looked After Children and the tracking of young people that had taken place. The discussion was confidential and recorded separately.</p> <ul style="list-style-type: none"> Quality of Education The Vice Chair praised academy staff for the work completed to ensure a comprehensive curriculum was in place. It was acknowledged the documentation was easy to understand. Mr Hoop reported staff were on board with steps being put in place to provide CPD (continued professional development). The Vice Chair acknowledged reading had been highlighted in the Ofsted Inspection Report and asked whether reading is forming part of the curriculum as suggested and how staff feel about this. Mr Hoop confirmed support was being provided by the Trust Executive Assistant Principal for English and in efforts to bring key people together. The Vice Chair asked how this is being monitored and ensuring the process is working. Mr Hoop explained coaching for staff has been put in place by the Trust Executive Assistant Principal for English in addition to visits from external platforms such as Read Write Inc, in efforts to triangulate the process with what is taking place in the classroom environment. The Staff governor explained the departmental reading objectives that have been put in place and how these are being monitored by middle leaders. Mr Hoop explained efforts were being made to ensure reading was exciting for young people and was accessible in all areas of the curriculum. The Vice Chair asked whether reading had taken a central place in the curriculum plan. Mr Hoop explained the steps put in place to ensure reading has been threaded through the curriculum and changing the culture towards reading. The Chair acknowledged the steps put in place which evidenced the curriculum pathways were easy to follow. Mr Hoop explained the method used to ensure this was accessible for parents and would be added to the Academy website in due course. <p>Attendance – Persistent Absenteeism</p>

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	<p>The Chair acknowledged attendance was good and above average with improvements shown. The Chair also acknowledged the numbers of young people on end of life plans and asked whether this formed part of the actions.</p> <p>Mr Hoop explained issues arising for some students with seasonal bugs over the Christmas period which had impacted on persistent absentee figures. It was confirmed attendance procedures were being followed.</p> <p>The Chair and Vice Chair acknowledged the positive tone and comments provided on the reported.</p> <ul style="list-style-type: none"> • Pupil/staff (inc. wellbeing) parents and community view <p>Staff wellbeing Discussions regarding staffing recruitment were confidential and recorded separately.</p> <p>Parent Survey The Chair asked for further information regarding any issues identified as part of the parent survey. Mr Hoop reported previous surveys forwarded were based around the Ofsted Survey. it was explained the questions were generic and not beneficial for parents of the Academy. As a result, steps had been put in place to ensure a bespoke parent survey could be shared with parents.</p> <p>Mr Hoop explained a Family Support Worker was in place. Steps were being put in place to ensure a holistic approach is being taken in respect of education and support being provided to all children and young people.</p> <p>Mr Hoop confirmed he had completed the APOC (Advanced Power of Coaching) course. The Vice Chair congratulated Mr Hoop on completing the APOC course. It was reported this was also being completed by both Executive Principals and other staff.</p> <p>Mr Hoop explained the Early Career framework was being followed in addition to staff undertaking NPQ's. (National Professional Qualification) to support improved understanding. It was reported efforts are being made to ensure staff are working to the same understanding. The Staff governor acknowledged staff were aware of the goal to be achieved which has ensured an improved appreciation and understanding of further development required.</p>	
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	<p>Mr Hoop acknowledged investment in staff development is taking place which was hoped would further support improved delivery.</p> <p>The Vice Chair praised the positivity of the ERM.</p> <p>School Redevelopment Proposals Mr Hoop confirmed Trust support was in place and regular discussions on the school redevelopment proposals were taking place, and linking with the Local Authority to ensure requirements and financial viability are achieved.</p> <p>The Staff governor explained robust plans were being put in place to support transition for students from Redgate Primary. The Vice Chair asked if there would be more children transitioning to Yeoman Park from the Academy. Mrs Gouthwaite reported the improved numbers of children who were making transition to Yeoman Park. The Chair praised the steps that had been put in place to support this. It was reported there were high numbers of children who would be making transition to Yeoman Park Academy.</p> <p>Mr Hoop explained the opportunities that would be available for extended transition and accommodation of higher admissions for PMLD (Profound and Multiple Learning Disabilities) once plans for the scheme had been finalised.</p> <p>Local Policy Appendix Academy Committee governors were in agreement with the changes made to Early Years, Anti bullying, Attendance, Behaviour, Infection Control, Intimate Care, Online Safety and Safeguarding and Child Protection. Academy Committee governors were satisfied with the content of the appendix and ratified the policy appendix listed.</p> <p>Admission Arrangement 2024/2025 The Chair acknowledged the document had been previously shared with the committee and it had been reported there would be no changes made. The Chair acknowledged there remained to be no changes to be made to the document or PAN (Published Admission Numbers). Academy Committee governors were satisfied to agree the Admission arrangements for 2024/2025. Mr Hoop explained this was subject to the results of the SEN (Special Educational Needs) review that was to take place. Academy Committee governors acknowledged this.</p>	
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<p>RP/YPA/ 030/22/23</p>	<p>Wider Strategic Plan Mrs Spacey explained an update to the plan was to take place. Mrs Spacey suggested a review of the plan took place at the meeting on the 15th March 2023 to ensure evaluative progress could be provided.</p>	<p>LSp 15/03/22</p>
<p>RP/YPA/ 031/22/23</p>	<p>Update to Governance Action Plan Priority 3 - The Chair acknowledged the question surrounding the budget was no longer relevant for Local Academy Committee governors and required rewording, could this take place at this stage? The Governance Professional advised changes to wording of the question could not take place currently, however this could be requested for the next self evaluation to be completed. Discussions took place around the funding that was received. The Governance Professional advised which financial areas should be monitored by Academy Committee Governors and when completing Link Visits and reviewing data. Discussions took place around the process for completion of the self-evaluation at the end of the Academic year. Priority 4 - The Chair acknowledged the parent survey would be shared with parents and available for governor review. Governor Recruitment was a priority. The Chair reported a visit had taken place to Redgate Primary's Christmas Fayre. The Chair had facilitated discussions with parents to ensure awareness of the current parent governor vacancies. Low levels of governors remained a concern and support was required from the Trust with a strategy for further governor recruitment. Priority 4 – The Chair acknowledged all staff wellbeing including SLT remained a concern due to the stresses staff are experiencing. The Chair acknowledged the Executive Principals also form part of that concern. It was suggested students should also form part of the question. The Governance Professional confirmed the document would be updated.</p>	<p>Clerk Actioned</p>
<p>RP/YPA/ 032/22/23</p>	<p>Governor Link Reports/Link Visit Areas The Chair suggested a Quality of Education governor link area is required. It was acknowledged this is not a mandatory link area. The Vice Chair asked why this was an issue. The Governance Professional suggested the large link areas that were being supported by the Chair.</p>	

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	<p>Discussions took place regarding link areas and support that was required. The Chair hoped Mrs Bevan may be able to support and further discussions were required at the next meeting.</p> <p>The Governance Professional suggested the Quality of Education could be monitored through information provided for Academy Committee meetings and discussions and challenge taking place during the Academy Committee meeting. Mrs Spacey was in agreement that information regarding quality of education was provided through the ERM document and monitoring at Academy Committee meetings could take place.</p> <p>The Chair confirmed safeguarding Link Visit reports were available in the Governor Share point area for review.</p> <p>The Vice Chair confirmed a Leadership and Management Report had been circulated for the Link visit that had taken place at Redgate Primary, with no concerns highlighted.</p> <p>The Chair explained a Link Visit was to be arranged for Health and Safety. Discussions took place around staff contacts and the team that was in place. The Governance Professional asked whether there was a specific staff contact for a visit to be arranged with. Details were provided.</p>	<p>Govs 15/03/23</p>
<p>RP/YPA/ 032/22/23</p>	<p>Governor Recruitment</p> <p>The Chair was dissatisfied with the response received from Trustees regarding the concern around low levels of governors and difficulties in recruiting to the committee.</p> <p>The Chair and Vice Chair reported that the low levels of governors remained a concern and support was required from the Trust to ensure additional governors could be recruited.</p> <p>The Governance Professional explained advertisements were out in the usual places with a specific request made to Governors for School for recruitment of governors to the joint committee.</p> <p>The Chair suggested this will be raised again on the Committee Report.</p>	
<p>RP/YPA/ 033/22/23</p>	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors held senior leaders to account through challenges made in respect of curriculum pathways, attendance, safeguarding, staffing and finance areas to be monitored in line with the Scheme of Delegation.</p>	

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<p>RP/YPA/ 034/22/23</p>	<p>How have VMV of Trust/Equality been upheld Academy Committee governors were satisfied that vision, mission and values had been upheld through the agenda and questioning. There were no equality implications.</p>	
<p>RP/YPA/ 035/22/23</p>	<p>Completion of Trustees Report Discussions took place around areas to be celebrated which included the comprehensive curriculum pathways, attendance figures, CPD completion, praise to be provided to all staff for their continued support and hard work.</p>	
<p>RP/YPA/ 036/22/23</p>	<p>Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That confidential information had been discussed within agenda item 029/22/23 and should remain confidential to attendees of the meeting and AC members that were absent from the meeting.</p> <p>Mrs Clayton left the meeting at 6.00pm</p>	
<p>RP/YPA/ 037/22/23</p>	<p>Date and time of next meeting The Governance Professional advised that discussions with the Chair had taken place regarding attendance issues due to prior work commitments on the 16th March 2023.</p> <p>Academy Committee governors were in agreement that the meeting should be rearranged for the 15th March 2023 at 4.30pm at Yeoman Park Academy.</p> <p>The Governance Professional confirmed an outlook diary invite would be forwarded.</p>	<p>Clerk Actioned</p>
	<p>The meeting closed at 6.15pm.</p> <p>Signed: P Edwards (chair) Date: 14th March 2023</p>	