

**Minutes of the Local Academy Committee meeting held on
Tuesday 14th March 2023
at 4.30pm
Yeoman Park Academy**

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	ZCl	Staff Appointed AC governor	
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	A
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/038/ 22/23	Welcome and apologies for absence Apologies for absence were received and agreed from Mrs Bevan and Mr Letton.	
RP/YPA/039/ 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/040/ 22/23	Training Stakeholder Engagement	

	<p>The Chair explained the training provided good content. It was acknowledged networking with stakeholders was in place, in addition to external organisations involved.</p> <p>Safeguarding link governor The Chair confirmed the training session had been reviewed.</p> <p>SEND (Special Educational Needs and Disabilities) Training The Chair and Vice Chair explained that the training session had been reviewed. The opinion of the Chair and Vice Chair was that the training session presented to governors was mainly focussed around mainstream and Senior Leaders with a few slides adapted to special school provision. The Vice Chair suggested the good practice taking place for SEND students at the Special Academies may be beneficial to be shared with mainstream academies within the Trust to support further. The Executive Principal confirmed this already takes place but could be maximised when delivering training sessions.</p> <p>The Executive Principal suggested communication of training will be reviewed to ensure governors are aware of the focus and appropriate audience of the training</p> <p>The Chair acknowledged government updates had been reviewed and academies should be aware there may be some changes to transportation with Local Authorities. This was acknowledged.</p> <p>Discussions took place regarding the title specialism and what was offered for children and young people at the academies.</p> <p>Equality, Diversity and Inclusion Training The Chair reported attendance at the training. It was the opinion of the Chair that the training presented for governors and Trustees was focused for Executive and Senior Leaders. The Chair raised concern of the absence of any questions that could be asked by governors during Link Visits and Local Academy Committee meetings. The Chair acknowledged the training session had been useful.</p> <p>The Chair explained training session information that had taken place external to the Trust had been forwarded to the Head of Governance for review and sharing if appropriate. The Executive Principal explained the extent and importance of the initiative being introduced and in line with government guidance. The Executive Principal explained the vision and reasons for the initiative, the meaning for Academy leaders and time scales involved for ensuring an inclusive curriculum could be designed including equality, diversity and</p>	<p>LSp 17/05/23</p>
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	<p>inclusion for children and young people It was further explained a strand for PHSE (Personal, Health and Social Economic) was not sufficient and steps were being put in place to implement the initiative. The Chair asked whether all students at the academies within the Trust will be taken into account, particularly those with EAL (English as an Additional Language) and as part of the protected characteristics. The Executive Principal explained steps being put in place as part of the Quality of Education for primary and specials plan. The Chair reported it had been requested that Equality, Diversity and Inclusion forms part of the agenda when reviewing the ERM (Educational Review Meeting) Report. Mr Hoop explained the good levels of understanding at the Academies. The Chair explained questions were asked during the AIR (Academy Improvement Review). A brief discussion of the questions asked at the meeting took place.</p> <p>The Executive Principal praised the Chair for the knowledge regarding the subject and the information provided during the meeting and acknowledged the training provided for governors was to ensure awareness for all local Academy Committee governors.</p> <p>Leadership and Governor Conference</p> <p>The Chair suggested a meeting with Chairs of Governors for the Mansfield schools was required to discuss what would be required in the conference. The Governance Professional advised this would not be appropriate and explained the reasons for this.</p> <p>Academy Committee Governors suggested training provided that was relevant to special schools and in particular SEN (Special Educational Needs), that would benefit other academies due to higher levels of SEN identified in mainstream. There was no preference as to times of the day or whether this took place face to face.</p> <p>Discussions took place regarding training for the academies and inclusivity from the Trust. The Chair suggested the priority for governors at the specials would be for full inclusivity with the Trust. . The Chair suggested this was due to terminology used. The Executive Principal explained to take place. the Trust had put steps in place to ensure the special schools were included in training offered, whilst highlighting there are sometimes things that are different in special and mainstream academies, such as funding.</p> <p>Discussions took place regarding Mr Hoop’s visit to Tuxford Academy to observe SEN provision for Y7 transition students and provisions that could be offered, at transition and vocational provision in addition to the offer already in place. The Staff governor explained staff visit other schools in the Trust to offer support relating to SEND strategies. The Staff governor suggested there should be additional support offered by other academies in the trust. The Executive Principal reported</p>	
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	<p>support was offered by Principals and strategic leads. The Staff governor suggested staff visits to other academies should be made available to build and support. The Vice Chair acknowledged support from other schools in the Trust would be beneficial in respect of diversity. Mr Hoop explained all the visits that have already taken place and made a further suggestion the SENCo (Special Educational Needs Co-ordinator), or other staff interested in the context of special schools were welcome to visit the academies.</p> <p>Mrs Gouthwaite acknowledged the transparency from the Trust when both special schools joined the Trust. It was further reported the Trust had invested in both academies, with strategic support being offered by both Executive Principals leading to the successful removal of Special Measures from Redgate. The Staff governor acknowledged support offered by the Trust when a review of the curriculum had taken place. Discussions took place around building the curriculum and governance of the special academies.</p> <p>Governor Awareness Day The Governance Professional reported the purpose of the Governor Awareness Day that could be accessed online. Information had been circulated by email to support governor access. Details regarding the content of the sessions offered were provided. The Governance Professional encouraged governors to review the sessions.</p>	
<p>RP/YPA/041 22/23</p>	<p>Minutes of the meeting dated 18th January 2023 The minutes of the meeting, having previously been received were agreed by the Principals and Chair and subsequently signed by the chair.</p>	
<p>RP/YPA/042/ 22/23</p>	<p>Matters Arising: 026/22/23: Review of SEND Trust training The Vice Chair acknowledged this had been reviewed. 029/22/23: Feedback to the Trust regarding accuracy of governance information for the ERM The Executive Principal reported feedback to the Trust had been provided and it was suggested that the wording in the ERM report was altered to accurately reflect this. Mrs Gouthwaite would review the wording referred to. 030/22/23: Wider Strategic Plan update The Executive Principal reported the Quality of Education had been reviewed around the key priorities for the specials and primaries in the Trust. An explanation of the development work being undertaken in respect of Equality, Diversity and Inclusion within the curriculum. The Vice Chair acknowledged the high level of work required and length of time to complete the vision. The Executive Principal acknowledge maths was a priority. It was acknowledged steps in place for reading and writing would continue.</p>	<p>CG Actioned</p>

	<p>The following discussion relating to staff development and deployment was confidential and recorded separately.</p> <p>031/22/23: Changes to be added to the Governance action plan The Chair acknowledged changes had been made to the Action Plan in line with the discussions at the January meeting. This had been circulated with Academy Committee governors.</p> <p>031/22/23: Link Governor Areas The Chair acknowledge discussions could not take place due to the absence of Mrs Bevan. The Chair reported there had been interest by two governor candidates with steps being put in place for the candidates to observe at the May meeting.</p>	
<p>RP/YPA/043/22/23</p>	<p>Principals Report Redgate Primary Academy Safeguarding (Culture and Compliance) Mrs Gouthwaite confirmed the Academy were compliant in safer recruitment, with safer recruitment form requirements being clarified with the Trust. Mrs Gouthwaite reported interviews with recruits had taken place with procedures being clarified and followed.</p> <p>The Chair asked whether the Academy had any mental health first aiders. Mrs Gouthwaite reported training for staff was to take place. It was further reported a review of mental health and wellbeing had taken place with clarity from the Trust being provided regarding the mental health lead role. It was reported staff training had been completed.</p> <p>The Chair acknowledged a review of the quiz relating to safeguarding and whistleblowing which had been circulated with staff. Mrs Gouthwaite explained the quiz closing date and reasons this was to be completed.</p> <p>The Vice Chair reported a review of the questions in the quiz had taken place. Academy committee governors praised the comprehensive questioning and training offered to staff.</p> <p>The Chair acknowledged information shared with Academy Committee governors regarding staff training linked to the staff inset day. Discussions took place regarding the content. The Chair acknowledged the information shared was reassuring for Academy Committee governors to show steps put in place with staff. Mr Hoop explained the reasons for the refresher and to ensure staff awareness of accountability and a duty of care. It was reported safeguarding reporting takes place through the robust My Concern system.</p>	

	<p>Discussions took place regarding categories for recording on the system by staff.</p> <p>The Chair acknowledged steps in place relating to equality and linked to safeguarding and the ethos of the academy. The Chair asked how staff are updated with Equalities Act information and how this is shared with children and young people. Mrs Gouthwaite explained the reviews of the nine protected characteristics and a review of other specialist settings to establish what this means for children. It was reported a review had taken place of how the characteristics feed into the Academy and Trust values. It was explained a termly focus on characteristics and British values was in place and offered to children in an appropriate manner. Discussions around delivery by teaching staff appropriate for children took place. The Vice Chair asked how staff ensure this continues throughout the academic year. Mrs Gouthwaite explained the area raised at the Ofsted inspection regarding being explicit and ensuring this was taking place in the long term. It was reported steps were in place to ensure a termly focus on a particular protected characteristic for staff and children. The Chair acknowledged nationally celebrated days linked to protected characteristics and the picture being formed. Academy Committee governors requested a review of the progress achieved. Mrs Gouthwaite confirmed an update would be provided in the summer term which fits with personal development.</p> <p>The Chair asked what steps were in place at Yeoman Park. Mr Hoop explained steps were being embedded regarding what takes place in the academy and linking with the cultural calendar. It was explained this was facilitated in an appropriate manner for all learners at early levels of development and introduction through the semi formal curriculum was in place.</p> <p>The Chair requested Equality, Diversity and Inclusion was added to each agenda.</p> <p>The Chair acknowledged that attendance was above national average at both academies. The Chair reported questioning at the AIR meeting had taken place regarding attendance. The Chair acknowledged there was pastoral team support at schools external to the Trust. Mrs Gouthwaite reported steps were put in place with families if a concern was identified. The Chair asked what steps were being put in place to achieve 100% attendance. The Staff Governor explained steps were in place with parents in efforts to ensure transportation was available for children and to break down barriers to learning. The Chair asked whether issues arose for children with non-disabled siblings. The</p>	<p>CG 17/05/23</p> <p>Clerk 17/05/23</p>
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	<p>Executive Principal suggested the attendance team information should be shared with Academy Committee governors. The Vice Chair acknowledged there was 0.47% unauthorised absence. The Vice Chair asked the reason for this and what was being done to reduce the figure. Mrs Gouthwaite reported difficulties being experienced with attendance for some children. It was reported steps are in place with the families to support attendance. It was reported rigorous recording procedures are in place through the My Concern system. Discussions took place regarding steps to be put in place if further difficulties arise. The Staff governor explained attendance training has taken place for staff in line with the framework.</p> <p>Health and safety Local Policy (RPA) The Chair asked whether staff had completed First Aid training. Brief discussions took place regarding staff training. Mrs Gouthwaite acknowledged information in the policy would be updated. Mrs Gouthwaite confirmed staff are up to date with training. The Staff governor reported training is being completed Trust wide. The Chair asked who delivers training for manual handling. Mrs Gouthwaite explained this would be reviewed with the Trust Business Lead. Academy Committee governors ratified the document subject to staff names being updated. Mrs Gouthwaite confirmed this would be amended and added to the Academy website.</p> <p>Staffing The discussion regarding class numbers and staff deployment was confidential and recorded separately.</p> <p>The Chair requested Academy Assistant Principals to be invited to attend Local Academy Committee meetings moving forward. The Governance Professional would ensure staff were invited to future Local Academy Committee meetings.</p> <p>Principals Report (YPA) The Chair asked if persistent absentee figures were accurate. Mr Hoop explained persistent absenteeism was for young people with less than 90% attendance. Mr Hoop explained the reasons for the figures and difficulties arising. It was reported steps were in place to address the issues identified with additional support being received from the Local Authority and ICDS.</p> <p>AIP (Academy Improvement Plan) actions and additional deployment Mr Hoop reported that the AIP would be in place from January to January for the Academy. It was explained steps were in place to work on the curriculum as a result of the Ofsted inspection outcome.</p>	<p>CG/CH 17/05/23</p> <p>CG Actioned</p> <p>Clerk 17/05/23</p>
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	<p>It was reported by Mr Hoop that reading had moved on. The Vice Chair praised the rapid progress achieved in a short period of time. Mr Hoop reported there was an additional staff member supporting the reading team. The Chair asked whether training was being supported by other academies in the Trust. Mr Hoop explained the reading team was led by the Staff governor and training had been accessed with Tuxford Academy. The Vice Chair asked whether a difference was being identified. This was confirmed by the staff governor, and it was reported an update would be provided in the summer term. Mr Hoop explained interventions were in place relating to additional reading and language being used. The Executive Principal explained staff had received training to support this. Mr Hoop explained book bags were available for all young people for use with families to support the sharing of a story and to ensure an experience was offered for young people. Mr Hoop invited governors to the academy for a learning walk, which would be arranged.</p> <p>Mr Hoop reported parents had been invited into the academy to see their young person in the class environment, which had previously been impacted due to Covid-19 restrictions. The Vice Chair praised the initiative put in place. Mr Hoop advised specific staff support had been instrumental in supporting parents. The Staff governor reported annual reviews had returned to taking place on site.</p> <p>Mr Hoop acknowledged there had been a Trust visit to the academies which had been positive. The Executive Principal explained the importance of Trustees visiting the academies. The Vice Chair reported positive discussions had taken place with Trustees during the visit. The Vice Chair explained it was beneficial for Trustees to compare the differences in specialism of the two academies. The Chair acknowledged a large proportion of children from Redgate Primary would subsequently attend Yeoman Park Academy.</p> <p>The Vice Chair acknowledged discussions had taken place with Trustees regarding concerns raised for difficulties in recruiting parent governors to the Local Academy Committee. The Chair asked whether there was an outcome to the claims and loss adjuster audit. Mr Hoop explained the reasons for the visit in respect of risk review. There were currently no cases live.</p> <p>The Chair acknowledged there were no fixed period suspensions or permanent exclusions</p>	<p>ZC 17/05/23</p> <p>CH/Govs 17/05/23</p>
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	<p>The Chair asked whether there were any reports from the Business Continuity Audit. Mr Hoop confirmed feedback would be reported at the next Academy Committee meeting.</p> <p>Category C Visits Mr Hoop reported the visit to Hagg farm was due to take place and had previously been discussed.</p> <p>Data Targets Mr Hoop explained information would be available at the next Academy Committee meeting for review.</p> <p>Trust Policies The Chair advised Academy Committee governors to review the policies that had been updated and were available on the Trust website. The Chair acknowledged these had been reviewed.</p> <p>Local policy appendix in respect of YPA Accessibility, YPA Provider Access and YPA CEIAG had been reviewed by Academy Committee governors and it was ratified.</p>	<p>CH 17/05/2023</p> <p>CH 17/05/2023</p>
<p>RP/YPA/044/22/23</p>	<p>Governor Link Reports Governor attendance at events The Principal reported parents evening would be taking place on the 21st March 2023 an 22nd March 2023 from 3.45pm at Yeoman Park Academy if governors were able to attend.</p> <p>Trustee Visits The Chair reported a meeting had taken place with a Trustee. The Chair explained the reason for the meeting.</p> <p>The Executive Principal explained Principals had been invited to the next Chair/Trustee conference. The Executive Principal would review dates of the meeting taking place.</p>	
<p>RP/YPA/045/22/23</p>	<p>How has the Academy Committee held senior leaders to account Discussions had taken place regarding equality, diversity and inclusion, safeguarding and attendance.</p>	
<p>RP/YPA/046/22/23</p>	<p>How have VMV of Trust/Equality been upheld Academy Committee governors were in agreement that vision, mission and values had been upheld through the agenda and were satisfied that equality had been upheld.</p> <p>Mrs Gouthwaite explained classes had been closed at the Academy due to strike action and adverse weather issues. Staff were praised for the support offered and steps put in place in a clear and concise manner.</p>	

<p>RP/YPA/047/22/23</p>	<p>Consider information to be advised to the Trust Board and complete the report</p> <p>The Chair praised the comprehensive response received from the Trust report available from the January meeting that had been returned.</p> <p>The Committee report was completed and returned to the Trust.</p>	
<p>RP/YPA/048/22/23</p>	<p>Determination of confidentiality of business</p> <p>Equality Act consideration staffing and safeguarding</p> <p>Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - items discussed within agenda item 042/22/23 and 043/22/23 should remain confidential to Academy Committee governors and attendees of the meeting until the end of the academic year. - There had been no Equality Act implications 	
<p>RP/YPA/049/22/23</p>	<p>Date and time of next meeting</p> <p>Academy Committee governors agreed that the next Local Academy Committee meeting should take place at Redgate Primary Academy due to it being beneficial for the governor candidates to meet face to face.</p> <p>Wednesday 17th May 2023: Main Agenda: 4.30pm-6.00pm</p>	
	<p>The meeting closed at 6.30pm</p> <p>Signed: P Edwards (chair) Date: Agreed at the meeting 17.05.23</p>	