

**Minutes of the Local Academy Committee meeting held on  
Wednesday 17<sup>th</sup> May 2023  
at 4.30pm  
At Redgate Primary Academy**

| <b>Governor name</b> | <b>Initials</b> | <b>Governor category</b>        | 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           | R           |
| Mrs Zoe Clayton      | ZCI             | Staff Appointed AC governor     |             |
| Vacancy              |                 | Parent AC governor              |             |
| Vacancy              |                 | Parent AC governor              |             |
| Vacancy              |                 | Appointed AC governor           |             |
| Vacancy              |                 | Appointed AC governor           |             |

In attendance:

| <b>Staff name</b>     | <b>Initials</b> | <b>Role</b>                     |   |
|-----------------------|-----------------|---------------------------------|---|
| 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 Lorraine Robinson | LR              | Assistant Principal             |   |
|                       |                 |                                 |   |
| Mrs Emma Paine        | EP              | Governance Professional (Clerk) |   |
| Quorum Required       | 2               | Governors Present               | 3 |

**Governor support, questions and challenge: Responses**

| <b>Item No</b> | <b>Item</b> | <b>Action/<br/>by<br/>who/when</b> |
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|  | <p><b>Training session presented by Mr Courtney Hoop regarding AIP (Academy Improvement Plan)</b></p> <p>Mr Hoop explained the processes that had previously taken place to create the AIP (Academy Improvement Plan). It was reported steps are in place to simplify this.</p> <p>Mr Hoop explained what the targets are based on and how this is achieved based on the Education Inspection Framework;</p> <ul style="list-style-type: none"> <li>• Based on the needs of the academy</li> <li>• Ofsted recommendations</li> <li>• Self-Evaluation Form</li> </ul> <p>Mr Hoop explained how this was achieved linking with the Self Evaluation Form and Education Inspection Framework, in addition to the five key areas shown in the documentation circulated. Details of the following were provided;</p> <ul style="list-style-type: none"> <li>• safeguarding, staffing and spend.</li> <li>• curriculum offered and progression being made.</li> <li>• improvements made regarding reading and the curriculum.</li> <li>• a review of the curriculum had taken place to make sure Equality, Diversity and Inclusion formed part of this and which fits in to personal development.</li> </ul> <p>Mr Hoop explained areas which could be judged by Ofsted and the guidance around updates recommended. It was reported recommendations from the AIR (Academy Improvement Review) that has taken place, in addition to stakeholder engagement with the Chair of Governors to discuss the AIP.</p> <p>Mr Hoop suggested priorities would be reduced to two main objectives. It was suggested these would be based around need to develop the school in addition to developing the skills and knowledge of staff and middle leaders.</p> <ul style="list-style-type: none"> <li>• Individual learning plans would be refined.</li> <li>• The AIR reinforces the steps already in place.</li> <li>• Curriculum design changes to support different learning requirements.</li> </ul> |  |
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|                                | <p>Mrs Spacey explained the design of the curriculum was complex and what was considered best practice. Details of pathways for age ranges 3 years to 19 years to meet their individual needs from a cognitive viewpoint were provided.</p> <p>Mrs Spacey reported the steps in place regarding the reading pathway, CPD (Continued Professional Development) for staff and leadership that sits with this. Details of how this takes place to support the curriculum delivery on a daily basis; what does pedagogy look like in a pmlD (profound and multiple learning disabilities) class and/or a class with autistic learners to ensure all learning needs are met.</p> <p><b>The Vice Chair asked</b> whether staff have a full understanding of the curriculum and what is in place to support delivery. Mrs Clayton explained steps had been put in place to support full staff understanding around the reasons and particular areas on the curriculum.</p> <p>Mr Hoop explained steps put in place for staffing representation at AIR meetings to support staff development.</p> <p>It was reported by Mrs Clayton that steps were in place for all curriculum areas and a robust quality assurance system in place where prior learning has taken place and what next steps are.</p> <p>Mr Letton left the meeting at 4.28pm.</p> |  |
| <p><b>RP/YPA/050/22/23</b></p> | <p><b>Welcome and apologies for absence</b><br/>No apologies for absence were presented.</p> <p><b>Acknowledgement of resignation (E Bevan)</b><br/>The Academy Committee governors acknowledged the resignation of Mrs Bevan due to personal reasons. The Governance Professional advised procedures had been followed regarding the resignation.</p> <p><b>The Chair suggested</b> Mrs Bevan was welcome back to the committee at any time. Mr Hoop suggested Mrs Bevan was welcome to attend the leavers assembly. The Chair acknowledged the Governance Professional had been in contact with Mrs Bevan.</p>  |  |
| <p><b>RP/YPA/051/22/23</b></p> | <p><b>Declaration of interest and any changes to be advised</b><br/>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>   |  |

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|                                | <p>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.</p> <p>The Chair confirmed the Declarations of Interest register had been updated with changes due to supporting the Diocese. It was explained further changes would be made in due course.</p>   |  |
| <p><b>RP/YPA/052/22/23</b></p> | <p><b>Training</b></p> <p><b>Local Training</b></p> <p>AIP training had been completed at the start of the meeting by Mr Hoop.</p> <p>Mr Letton returned to the meeting at 4.35pm</p> <p>Details of the dates for the Trust training sessions were made available for governor attendance.</p> <p><b>Mandatory Safeguarding Training</b></p> <p>The Governance Professional advised of the mandatory training that was required to be updated for September. <b>The Chair asked</b> whether external training was acceptable. The Governance Professional suggested this would be forwarded to the HR (Human Resources) Department to ensure this was acceptable.</p> <p><b>Governor/Trustee Conference</b></p> <p>Academy Committee governors confirmed there would be two governors attending. Dietary requirements would be obtained by the Governance Professional and details forwarded to the Trust.</p> <p><b>The Chair advised</b> he would be attending the Local Authority Safeguarding focus group session on the 6<sup>th</sup> July 2023.</p> |  |
| <p><b>RP/YPA/053/22/23</b></p> | <p><b>Minutes of the meeting dated 14<sup>th</sup> March 2023</b></p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>  |  |
| <p><b>RP/YPA/054/22/23</b></p> | <p><b>Matters Arising:</b></p> <p><b>040/22/23: Feedback to Trust regarding training for specials and Communication</b></p> <p>Information had been forwarded by the Executive Principal.</p>  |  |

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|                              | <p><b>042/22/23: Autumn term ERM (Educational Review Meeting) wording to be altered</b><br/>Mrs Gouthwaite confirmed this had been actioned</p> <p><b>043/22/23: Review of progress to EDI (Equality, Diversity, and Inclusion) linked to PD (Personal Development)</b><br/>Mrs Spacey explained the role out of the plan was a large organisational priority. It was further reported that the plan was on schedule in terms of the strategic role out plan. A presentation will take place at the Governance and Leadership Conference. <b>The Chair acknowledged</b> an MS Form had been forwarded to governors for completion by the 5<sup>th</sup> June 2023. The Chair acknowledged this had been completed.</p> <p><b>043/22/23: EDI to be added to the agenda</b><br/>The item had been added to the agenda.</p> <p><b>043/22/23: Attendance Team flow chart/information to be shared</b><br/>Mrs Gouthwaite reported details were available in the Principal Report, explaining SIMS procedures.</p> <p><b>043/22/23: Update to staff first aiders on H&amp;S Policy</b><br/>Mrs Gouthwaite confirmed this had been updated.</p> <p><b>043/22/23: Invite of Assistant Principals to LAC</b><br/>The Governance Professional confirmed meeting dates had been forwarded to Mrs Robinson.</p> <p><b>043/22/23: Reading progression update</b><br/>Mr Hoop explained the outcome of the AIR was awaited and would be reported at the June meeting which contained information regarding reading progression.</p> <p><b>043/22/23: LAC Governors to be invited to a learning walk</b><br/>Mr Hoop explained this was part of the opening up of the academy's. Mr Hoop suggested Academy Committee governors were welcome to come into the Academy which could be combined with another visit.</p> <p><b>043/22/23: Business Continuity Audit summary</b><br/>Mrs Gouthwaite explained information had been circulated.</p> <p><b>043/22/23: Data Target update</b><br/>Mr Hoop explained data was being collated and will be available for presentation at the meeting in June.</p> | <p>CH<br/>28/06/23</p> <p>CH<br/>28/06/23</p> |
| <p>RP/YPA/055/<br/>22/23</p> | <p><b>Principals report: Yeoman Park Academy<br/>Category C Trips 2023/2024</b></p>  |   |

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|  | <p>Mr Hoop explained trips were being planned to take place for young people to Lammas Ice Skating Rink after learners had shown interest in the activity. <b>The Chair suggested contact</b> was made with the centre regarding use of sledges that may be available.</p> <p>Mr Hoop reported in addition a visit to the Woodland Adventure Zone was being planned. Details of the activities on offer for learners and location were provided. Mrs Clayton explained the activities were to support achievement and to support learners undertaking an enrichment experience. Mr Hoop explained the location at Portland College had been chosen as a social event for learners. <b>The Chair acknowledged</b> review of the Risk Assessment had taken place. <b>The Vice Chair was satisfied</b> that the location of the trip was a safe environment. Mr Hoop reported procedures were being followed at this stage, further information would be made available to governors in due course.</p> <p><b>The Chair acknowledged</b> there were improvements with attendance. It was acknowledged by the Chair that persistent absence was at 30%. Mr Hoop reported a visit from the Trust had taken place who had suggested attendance was excellent. Mrs Clayton acknowledged persistent absence for pupil premium learners had been highlighted during the visit. Mrs Clayton explained this was due to health issues. <b>The Vice Chair acknowledged</b> discussions have taken place in the past regarding this.</p> <p><b>The Vice Chair asked</b> whether there were any unauthorised absences. Mr Hoop explained home visits had taken place for learners who were identified as being persistently absent. It was further reported steps are being put in place with ICDS (Integrated Child Development Services) for learners who's needs can no longer be met by the academy.</p> <p><b>The Chair asked</b> what will happen for learners. Mr Hoop clarified the process and what takes place when a learner is accepted on roll and additional support that may be beneficial to support the needs of the learner. Mr Letton explained some students require a therapeutic approach to support their needs and steps that are required to take place to ensure their needs are met.</p> <p><b>The Chair asked</b> how movement is dealt with and whether learners remain on roll. Mrs Spacey explained the options available to support</p> |  |
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|  | <p>learners moving to a setting appropriate to meet the needs of the learner and with support from ICDS. Discussions took place regarding the Nottinghamshire Offer.</p> <p><b>Staffing</b><br/>The discussion was confidential and recorded separately.</p> <p><b>Principals Report: Redgate Primary Academy</b><br/><b>The Chair acknowledged</b> there were improvements with attendance. <b>It was acknowledged by the Chair</b> that persistent absence was at 28%. Mrs Gouthwaite explained the numbers of young people that form the percentage and steps being put in place. Mrs Gouthwaite explained that ICDS were involved. Discussions took place regarding the support being offered and reasons for the additional support being required.<br/><b>The Vice Chair asked</b> whether absence procedures were being followed and what checks are in place to ensure this. Mrs Gouthwaite reported it had been evidenced that succinct process and procedures were in place which were monitored by Senior leaders. It was reported further that support had been provided by the Trust regarding safeguarding procedures which had been reviewed by Mrs Gouthwaite and the Business Manager. Mrs Spacey reported that quality assurance in place was rigorous and reaches a high amount of areas. Mr Letton explained the reasons for some students remaining as persistently absent. Mr Hoop reported the impact a one day absence has on figures. Mrs Gouthwaite explained steps in place with the Local Authority and in the academies to monitor this.<br/><b>The Chair asked</b> around the process of letters being forwarded to families relating to unauthorised absence. Mrs Gouthwaite explained the processes in place and factors to be considered before Notices are put in place. Mrs Clayton explained a log is kept at both the academies. <b>The Vice Chair acknowledged</b> the academies had to remain sensitive to the needs of the family and student.</p> <p><b>Complaints</b><br/><b>The Chair asked</b> for further information regarding any complaints received. The discussion was confidential and recorded separately.</p> <p><b>Risk Register</b></p> |  |
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|  | <p><b>The Vice Chair acknowledged</b> staffing had been archived from the register. Mrs Gouthwaite explained the reasons for this due to changes in terminology.</p> <p>Mrs Gouthwaite explained the Business Continuity Audit had assured what was taking place and steps taking place to collate information around the plan.</p> <p><b>The Vice Chair asked</b> if it was the same for all academies in the Trust. Mrs Gouthwaite explained steps taking place and information being collated.</p> <p><b>The Chair raised issues</b> with the layout of the report and where the key to the document is placed which is misleading. Discussions took place regarding this. Mr Letton explained this would be reported back to the Trust.</p> <p><b>ERM Report – Redgate Primary Academy</b><br/> <b>The Chair praised</b> the improvements identified with attendance.</p> <p><b>The Chair asked</b> how it was quantified if a student does not attend after visits to the home setting have taken place. Mrs Gouthwaite explained knowledge and understanding of families and student's illnesses is key when recording any unauthorised absence.</p> <p><b>GDPR</b><br/> <b>The Chair acknowledged</b> that there were no GDPR breaches at either of the academies.</p> <p>It was reported a review of data would be available at the June meeting.</p> <p><b>Category C Visit update</b><br/> Mrs Robinson explained a visit had taken place for Year 6 to the Mill Adventure base. Mrs Robinson explained the visit was successful and the first visit to the facility. It was further reported that an overnight stay had not taken place due to children's preferences. Staff were praised for the levels of work undertaken to support pupils whilst on the trip. A description of activities undertaken was provided. A brief discussion took place regarding activities that had taken place and</p> | <p><b>GL</b><br/> <b>28/06/23</b></p> |
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|                                | <p>steps that pupils had taken to overcome any fears and the beneficial experiences that children had achieved from the visit. Mrs Gouthwaite praised Mrs Robinson for the additional work that had taken place to enable the trip to take place.</p> <p><b>The Chair asked</b> if the Diverse Sports day was taking place and including young people and children from the special academies. This was confirmed and details of the event location and date were provided.</p> <p><b>The Chair suggested</b> a specific sports day could be beneficial and to take place at a facility in Sheffield, with attendance from the Special Olympics. Senior leaders acknowledged this activity may be beneficial. <b>The Chair would liaise</b> with senior leaders regarding this.</p> <p>Mrs Spacey left the meeting at 5.26pm.</p> <ul style="list-style-type: none"> <li> <b>Trust Policy Approval</b><br/>           The Governance Professional advised there had been updates to the Trust Charges and Remissions policy and Expenses Policy. Information was available on the Trust website for governor review.         </li> <li> <b>Local Policy Appendix approval:</b><br/>           The Governance Professional advised Academy appendix relating to; RSE (secondary and primary for Yeoman Park Academy), SEND, and curriculum which had been circulated for governor review. Academy Committee governors were satisfied with the documents. Policy appendix named were ratified by governors.         </li> </ul> <p>Academy Committee governors had not seen the Safe Handling and Moving appendix. The Governance Professional would follow this up.</p> <p>Mrs Spacey returned to the meeting at 5.32pm.</p> <p>Mr Letton left the meeting at 5.34pm.</p> | <p><b>PE</b><br/><b>28/07/23</b></p> <p><b>Clerk</b><br/><b>28/06/23</b></p> |
| <p><b>RP/YPA/056/22/23</b></p> | <p><b>Governance Housekeeping Update to governance action plan</b><br/>           The Governance Professional acknowledged the document had been updated and circulated with the committee prior to the meeting. <b>The</b></p>  |  |

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|  | <p><b>Chair acknowledged</b> this had been reviewed and led to the completion of the governor self evaluation.</p> <p>Mr Letton returned to the meeting at 5.40pm</p> <p><b>Completion of Governor Self Evaluation 22/23</b><br/> <b>The Chair acknowledged</b> the document had been reviewed in the presence of Mr Hoop and Mrs Gouthwaite. Academy Committee governors were satisfied with the responses added to the evaluation form for 2023 and to form a Governance Action plan for 2023/2024.</p> <p><b>Completion of EDI governor statistics as required by DfE (Department for Education)</b><br/> <b>The Chair acknowledged</b> a brief discussion had taken place at the start of the meeting. <b>The Chair and Vice Chair acknowledged</b> completion of the form. Mrs Clayton was requested to complete the form. The Governance Professional advised the document should be completed before the 5<sup>th</sup> June 2023 to support Trust collation of data.</p> | <p>ZCI<br/>05/06/23</p> |               |  |            |                        |
| <p>RP/YPA/057/<br/>22/23</p>   | <p><b>Governor Link Reports/Link Areas</b><br/> <b>Feedback on Trustees visit to Redgate Primary</b><br/> The Chair acknowledged the visit was yet to take place and requested the item to be added to the next meeting agenda.</p> <p><b>Link governor areas</b><br/> Brief discussions took place regarding the NCSIE (Nottinghamshire County Safeguarding in Education) document and review by the Trust as a result of a request by Mr Hoop.</p> <p>Academy Committee governors discussed areas that would be covered after the resignation of Mrs Bevan.</p> <table border="1" data-bbox="409 1591 1226 1738"> <tr> <td>SEND/Safeguarding</td> <td>Peter Edwards</td> </tr> <tr> <td>Quality of Education (including careers, value for money, sports premium, pupil premium)</td> <td>Lynn Weeks</td> </tr> </table> <p>The Chair suggested further clarity was required on the areas staff governors could support with link areas.</p>                                   | SEND/Safeguarding       | Peter Edwards | Quality of Education (including careers, value for money, sports premium, pupil premium) | Lynn Weeks | <p>CG<br/>28/06/23</p> |
| SEND/Safeguarding  | Peter Edwards  |                         |               |  |            |                        |
| Quality of Education (including careers, value for money, sports premium, pupil premium) | Lynn Weeks   |                         |               |  |            |                        |

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|                         | <p>The Governance Professional advised information was contained in the Link Governor Guidance previously shared with the Chair. The Chair acknowledged this would be reviewed.</p> <p>Mr Letton returned to the meeting at 5.40pm.</p> <p><b>Link Governor Visits</b><br/>The Vice Chair reported a visit had taken place. It was confirmed there were no actions to monitor or areas of concern.</p>  |  |
| <b>RP/YPA/058/22/23</b> | <p><b>How has the Academy Committee held senior leaders to account</b><br/>Challenge has taken place regarding persistent absenteeism, staffing and complaints.</p>   |  |
| <b>RP/YPA/059/22/23</b> | <p><b>How have VMV (Vision, Mission &amp; Values) of the Trust/Equality been upheld</b><br/>Academy Committee governors were satisfied that the vision, mission and values had been upheld through challenge of items on the meeting agenda. Academy Committee governors were satisfied equality had been upheld.</p>   |  |
| <b>RP/YPA/060/22/23</b> | <p><b>Complete Termly Report to Trustees</b><br/>Academy Committee governors were satisfied that sufficient information praising the support received by staff, in addition to the enrichment trips recommencing, had been added to the report which was subsequently returned to the Head of Governance.</p> <p><b>The Chair acknowledged</b> the support being provided by the Trust and Governance Professional in efforts to recruit new governors at local level.</p> <p><b>Response from Trustees</b><br/>The response received from the Trustees was acknowledged.</p> |  |
| <b>RP/YPA/061/22/23</b> | <p><b>Determination of confidentiality of business Equality Act consideration</b><br/>Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> <li>- That items discussed within agenda item RP/YPA/055/22/23 should remain confidential to attendees at this meeting, until the end of the academic year.</li> <li>- There had been no Equality Act implications</li> </ul>   |  |

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| <p><b>RP/YPA/062/22/23</b></p> | <p><b>Meeting Dates 2023/2024</b></p> <p>The Governance Professional advised meeting dates had been circulated. Mr Letton asked whether the dates had been arranged without any issues for attending meetings. The Governance Professional advised if meeting dates were aligned to those of this year, issues should not arise. It was reported other Governance Professionals had been consulted on the dates provided.</p> <p><b>Dates and Times of next meeting</b></p> <p><b>The Chair acknowledged</b> the meeting due to take place in July had been requested to be rearranged due to an AIR taking place at Redgate Primary Academy.</p> <p>Academy Committee governors were in agreement that the next Academy Committee meeting would take place on the:-<br/>28<sup>th</sup> June 2023 at 4.00pm. The meeting was requested to take place at Yeoman Park Academy.</p> |  |
|                                | <p>The meeting closed at 5.45pm</p> <p>Signed: P Edwards (chair)<br/>Date: Agreed at LAC meeting 28<sup>th</sup> June 2023</p>  |  |