

**Minutes of the Local Academy Committee meeting held on
Wednesday 28th June 2023
at 4.00pm
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	A
Mrs Zoe Clayton	ZCI	Staff Appointed AC governor	Joined 4.09pm
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	
Vacancy		Appointed 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 - RPA	
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RPA	
Mrs Lorraine Robinson	LR	Assistant Principal - RPA	
Mr Lyndon Stocks	LS	Governor Candidate - Observer	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	1	Governors Present	2

Governor support, questions and challenge: Responses

Item No	Item	Action/ By who/ when
RP/YPA/063 /22/23	Welcome, apologies for absence Apologies for absence were received and agreed from Mrs Weeks due to unforeseen circumstances.	

	It was reported Mrs Clayton would be late attending the meeting.	
RP/YPA/064 /22/23	<p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <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 reported a change to the Declarations of Interest and acknowledged he was no longer Chair of the Local Academy Committee at Samuel Barlow Primary Academy/Wainwright Primary Academy joint committee. In addition, he had been appointed as a Diocese Disability Advisor. The Chair acknowledged the changes had been made to the Declaration of Interest register.</p>	
RP/YPA/065 /22/23	<p>Training</p> <p>Quality of Education</p> <p>The Chair acknowledged the training had been presented by Mrs Thornton (Chief Education Officer) for the Trust.</p> <p>Safeguarding Link Governor Training</p> <p>The Chair acknowledged attendance at the session presented by the Trust Safeguarding and Behaviour Lead. The Chair explained the content of the session and explained there were headlines around the MAT response regarding record keeping on My Concern and how this is circulated within the Trust.</p> <p>The Chair acknowledged the prevent assessment had been reviewed from both academies. The Chair acknowledged both documents were comprehensive.</p> <p>The Chair acknowledged steps had been put in place to address any issues identified relating to harmful behaviour and sexual harassment.</p> <p>The Chair acknowledged any low-level concerns identified, were a pastoral concern, however, acknowledged these could escalate quickly.</p> <p>The Chair acknowledged any feedback offered from the Ofsted visit had been good. It was reported that any questions that were suggested governors should ask were already in place.</p>	

	<p>The Chair acknowledged compliance and the natural safeguarding environment, including socio economics, may become part of the equalities act in the future. Mrs Gouthwaite asked whether poverty proofing was no longer a focus. Mrs Spacey confirmed poverty proofing was embedded throughout the Trust through policies and procedures already in place. Mrs Spacey further reported that this forms part of the Pupil Premium agenda and provided context to which groups fall into this bracket. It was further reported that recent CPD (Continued Professional Development) had been completed by Mrs Spacey. Mrs Spacey explained the training had highlighted the hidden IT (Information Technology) poverty that is currently rising, nationally. The Chair acknowledged recent findings showing the local areas of deprivation regarding this which was concerning for governors. Discussions took place around the concerns arising for working parents living in poverty due to the current cost of living crisis.</p> <p>KCSIE (Keeping Children Safe In Education 2023) The Chair recommended governors review the training session. It was advised the training session had been offered by the Trust safeguarding and behaviour lead. Governors had been advised to review sections 1 and 2 of the KCSIE document for 2023. Mrs Spacey advised Principals and Assistant Principals they should attend the face to face in depth meeting around the changes being offered by the Trust. This was acknowledged by the Principals and Assistant Principal attending the meeting.</p> <p>The Chair requested the Designated Safeguarding Lead from each Academy should provide a safeguarding refresher training session at the September Local Committee Meeting for the benefit of Local Academy Committee governors in the local context. The Chair suggested he would be happy to attend on Inset day to cover this as Safeguarding link governor. Mrs Spacey suggested this would not be required if a session was offered regarding safeguarding at the September meeting to governors. Mrs Spacey requested Mrs Gouthwaite offer this for governors at the September meeting,</p> <p>Mr Hoop suggested that there had been no response regarding the population of the NCC NCSIE (Nottinghamshire County Safeguarding in Education) document that had been requested from the Safeguarding</p>	<p>Govs 20/09/23</p> <p>DSL 20/09/23</p> <p>LSp 20/09/23</p>
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	<p>and Behaviour Trust lead. Mrs Spacey confirmed this would be reported to the Trust.</p> <p>SEND (Special Educational Needs and Disabilities) Link Governor Training The Chair asked when the session had taken place. The Governance Professional confirmed when this had taken place and suggested a link for the training could be provided for the Chair to review. The Chair acknowledged this.</p> <p>Governor & Leadership Conference reminder The Chair confirmed he would be attending the conference and it was hoped that the Vice Chair would be able to attend as previously suggested.</p> <p>Mandatory safeguarding for completion via National College The Governance Professional advised the updates were not yet available in National College and a link to the updated training would be provided in September once this had been updated by National College. This was acknowledged by the Chair.</p>	<p>Clerk 20/09/23</p> <p>Clerk 20/09/23</p>
<p>RP/YPA/066 22/23</p>	<p>Minutes of the meeting dated 17th May 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>RP/YPA/067 /22/23</p>	<p>Matters Arising: 054/22/23: Reading progression update It was reported by Mr Hoop that Mrs Clayton would be late to the meeting and would offer a brief training session at that stage.</p> <p>054/22/23: Data targets update Mrs Spacey confirmed information will also be presented through the findings in the AIR (Academy Improvement Review) Report.</p> <p>Mrs Clayton joined the meeting at 4.09pm</p> <p>Mr Hoop projected information that had previously been circulated with Academy Committee governors.</p> <p>Mr Hoop reported the Learner profile had not changed from last time information was offered.</p>	

	<ul style="list-style-type: none"> • Information relating to Progression steps and Engagement steps were provided and clarity around when progression steps are instigated in Year 3. • Information regarding the primary and secondary profile were provided. • Information relating to development of learners and the autistic coping strategies that can be identified in the data which correlates to the data being received. Information of facts and figures were available for governors. A meeting for Mrs Gouthwaite with Mr Hoop to review this was to be arranged. • Information was offered regarding the strongest and weakest areas. • Details of the creative writing and steps in place were provided. Further information would be shared in the presentation from Mrs Clayton. • It was reported there is an emphasis on social skills and how to deal with visitors or unknown people, for learners and how this is facilitated to raise social skills of learners support for parents understanding. • Details of progress for learners and plateaus that are identified and how this is dealt with to ensure progression continues. Further information on development and progression for groups of PMLD (Profound and Multiple Learning Disability) learners, MDL(Multiple Disability Learners) learners and SLD (Severe Learning Disabilities). Details of acronyms were offered for the benefit of the governors. • Information regarding progressions steps not at age related expectations were offered and who the information is shared with. • Details of learners accessing progression steps in KS1 and progressions steps at KS2 were provided for RPA. It was reported resources are offered for social groups and those engaging with learning. Activities were offered to engage learners. Information relating to the support and information offered and the variety of all skills and expectations of the academy to support social skills has identified a high level of development. Discussions around maths provision was offered and progress evidenced and the reason for the plateau in learning. 	<p>CH/CG ASAP</p>
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	<ul style="list-style-type: none"> • Details regarding Pupil Premium learners and patterns identified with achievement for learners. Interventions were effective. <p>The Executive Principal encouraged Mrs Gouthwaite to arrange a meeting with Mr Hoop as soon as possible. It was acknowledged this would be actioned.</p> <p>The Chair asked how many new starters at YPA there were. Mrs Clayton confirmed there were non at pre-school age and there would be 112 in September 2023.</p> <p>054/22/23: Reading progression update – Mrs Clayton</p> <p>Mrs Clayton projected a powerpoint for the benefit of governors. It was reported the review was to show the improvements that have been made since the last Ofsted inspection took place.</p> <ul style="list-style-type: none"> • Information relating to the offer for learners 18 months ago was provided. • Reading was developed with the TA (Teaching Assistant) recruited. • Steps had been put in place to ensure staff understanding and long-term plans for reading and reading interventions. Displays were now available, together with reading areas for use. • Training for staff had been offered to improve the reading offer and to support learners individual needs which was reflected on learners timetables daily from January 2023 and covered a large variety of reading areas. • Information of the pathways that are followed for learners and the four areas which are broken down to support disengaged learners with Key Stage 3 and Key Stage 4. Information of when learners are moved on was offered. • Information regarding the sensory sounds formed and sensory approach linking with the use of Read, Write Inc was provided and the number of learners on each pathway. • It was reported it was hoped during the next academic year improvements should be identified and a higher level of learners were hoped to be reaching the desired outcomes due to the steps now in place with interventions. 	
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- Details of Fred Talk were offered. Mr Letton suggested the offer had to be right for the learner. Information on when this is not used for learners to ensure engagement was provided.
- It was explained there was a focus on sound to support autistic learners.
- Tutors and additional tutoring was available through Pupil Premium funding and delivery supported by the TA supporting this.
- Information on the development of the whole curriculum, with improvements in consistency of delivery by staff, in addition to the different reading offered each half term. It was confirmed this was to support every learner to access reading across the academies.
- Details of how the long term plan and objectives are broken down and used as a tool to support learners on their pathway to the next stage. Further details of how this was achieved, articulated and delivered by staff was provided. The sounds used each term to the associated books and other reading spines used in mainstream were explained and how this is facilitated to engage learners and ensure progression.
- It was reported that data had been a high level development. Engagement levels, reduction in behaviour and positive attitudes from staff and students were explained and what it all looks like after improvements were made.
- Improvements had been identified with daily reading taking place, learning walks, staff training, consistency with delivery and resources being used. Details of how this had been implemented with support of the allocated Teaching Assistant and staff support were provided.
- Middle leaders, feedback was good in all areas. Links had been formed with another special school in the area to review learning progress which had been positive. Development of reading areas and libraries were in place.

Mr Hoop and Mrs Spacey praised Mrs Clayton for the work applied and presentation that should be shared with staff. The Chair acknowledged the progression shown in the presentation.

	<p>Mrs Spacey explained the AIR (Academy Improvement Review) had taken place on the 11th May 2023. It was reported by Mrs Spacey that the Trust lead for Reading had reviewed the provision and it had been acknowledged the progress that has been made. The Trust lead had reported there was a clear and sequential pathway. It had been acknowledged that steps should continue to support training for staff to support further improvements with consistency. Mrs Spacey explained the challenges to ensure there was engagement from learners from ages 2-19 due to the cognitive ability of young adults and to ensure age appropriate and bespoke intervention and support could be offered to develop their needs. Mrs Spacey acknowledged that progress identified was good. Recommendations to ensure teaching staff continue to progress through the training offer and develop partnerships with parents in respect of the reading offer.</p> <p>The Chair asked what training is available for staff. Mrs Spacey explained training regarding Read Write Inc is offered.</p> <p>055/22/23: Feedback to Trust regarding key being misleading in BCP (Business Continuation Plan) Mrs Spacey explained the issues previously highlighted by the Chair had been reported to the provider.</p> <p>055/22/23: Sports Day at Sheffield Chair to liaise The Chair explained discussions are to take place when visiting the facility, to establish whether this could be facilitated. The Chair explained it may be beneficial to use the David Ross Sports Village and involve the Special Olympics to offer an activity programme that may benefit some of the learners at the academies. Discussions regarding the delivery of PE in the academies took place. The Chair acknowledged steps would be put in place to secure an offer for the academies.</p> <p>055/22/23: Safe Handling and Moving Appendix The Chair acknowledged the documents had been reviewed by committee governors. Academy committee governors were in agreement with the content of the local policy appendix.</p> <p>056/22/23: EDI MS Form to be completed by governors The Governance Professional reported that the form was now closed and the data was being reviewed by the Trust.</p>	<p>Chair 20/09/23</p>
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	<p>057/22/23: Trustee visit to Redgate Primary - update The Chair acknowledged the meeting with Trustees at Redgate Primary Academy had taken place which had been beneficial. Notes from the meeting had been circulated with the committee prior to the meeting. The Chair explained both academies should be referred to as 'specialist' schools and not 'special schools'. It was hoped there would be impact from Trustees after discussions had taken place regarding this.</p>	
<p>RP/YPA/068 /22/23</p>	<p>Principals Report Evaluation of AIP(Academy Improvement Plan) & SEF (Self Evaluation Form) The Chair acknowledged the document was of good quality and acknowledged the levels of knowledge shared through staff training regarding safeguarding. It was acknowledged there was one area that had been a concern regarding staffing. The discussion was confidential and recorded separately.</p> <p>Health & Safety, staff & pupil well-being, GDPR (General Data Protection Rules), complaints The Chair acknowledged Academy Health and Safety Committee minutes had been received. Mrs Spacey explained the changes to the Nottinghamshire County Council requirements. Mrs Gouthwaite confirmed the Trust would move towards using the GRC1 Risk Register already in place for adding accidents. Mr Stocks explained additional software relating to Health and Safety is being considered by the Trust. Mrs Gouthwaite acknowledged there may be additional processes and procedures put in place. Mr Stocks explained there will be a loss of Nottinghamshire County Council oversight as a result of the changes.</p> <p>The Chair acknowledged there had not been any GDPR breaches or compliance issues.</p> <p>Safeguarding Culture and Compliance The Chair acknowledged the Prevent Assessment Reports for both academies had been provided and reviewed. Mr Letton explained the referral process and how this takes place regarding prevent.</p> <p>The Chair acknowledged a safeguarding quiz had taken place and comments were acknowledged.</p>	

	<p>The Chair acknowledged information regarding the SCR (Single Central Register) and safer recruitment, which was acknowledged to be contained in the report provided. Mr Hoop confirmed Food Hygiene training will be compulsory for all staff from September.</p> <p>Behaviour & attendance update The Chair acknowledged attendance was above national average. The Chair acknowledged there remained persistently absent students.</p> <p>The discussion was confidential and recorded separately.</p> <p>Mrs Clayton left the meeting at 4.58pm and returned at 4.59pm.</p> <p>Pupil Premium Strategy/SEND(Special Educational Needs & Disabilities) Strategy/Sports Premium The Chair acknowledged the Pupil Premium for both academies and how funding was being used. Mrs Gouthwaite reported how funding was being used in respect of staffing and equipment. Mrs Gouthwaite reported an evaluation of the Sports Premium and updated Pupil Premium and SEND strategies will be made available for September. Academy Committee governors were satisfied with the information provided in the documentation for the academic year.</p> <p>Admissions and staffing structures Discussions regarding staffing structures were confidential and recorded separately.</p> <p>Mrs Gouthwaite confirmed the academy admissions were good and the academy was full for September 2023 without room for further in year admissions at this stage. Mr Hoop confirmed Yeoman Park Academy was over PAN (Pupil Authority Numbers) by two learners.</p> <p>Update on New Build – Yeoman Park Academy Mr Hoop acknowledged steps had been put in place by the builder to prepare the site for building to commence. Mrs Spacey explained steps being put in place to ensure an access route would be made available to the Manor site.</p>	<p>CG/CH 20/09/23</p>
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	<p>Mr Stocks asked if there had been a good level of input from governors and staff. Mr Hoop explained there had been a high level of input from the Chair and Academy Committee governors to ensure areas are user friendly and to ensure the new building had character. Discussions about the new build took place.</p> <p>Review of educational visits for 2023/24 The Chair acknowledged there had been a good level of visits taking place. Mrs Robinson explained numbers of visits taking place for RPA students were not as high as YPA. Mrs Robinson explained visits that had taken place were; library visits, residential visit for Y6, swimming. It was further reported a plan is in place to ensure visits are a success for young people and the reason for the reduction of educational visits taking place was due to low staffing levels. It was reported this would be improved for the next academic year due to steps put in place with staff.</p> <p>The Chair asked for an update on the mini bus situation. Mrs Gouthwaite explained the usage of the mini bus from YPA and QEA currently. Discussions were taking place regarding a lease of a mini bus. Mrs Clayton explained the high amounts of trips taking place was due to the size of groups being moved from the Academy.</p> <p>Mr Hoop reported the three projects taking place with Carlton Digby. Steps were being put in place to ensure dates were arranged and marketing were providing support with the project. Details of the projects due to take place were provided.</p> <p>Professional development impact 2022/23 & planning for 2023/24 The discussion was confidential and recorded separately.</p> <p>Outcomes/progress against targeted outcomes update Mrs Gouthwaite reported no learners had sat KS2 SATS. It was reported that one young person had sat the phonics screening test and details of how this had been articulated by the student and how this could be submitted was shared. It was acknowledged that steps put in place and evidenced were effective in supporting the outcomes for the student.</p> <p>Trust Policy Approval</p>	
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	<p>The Governance Professional advised of changes made to the Concerns and Complaints Policy and for Academy Committee governors to ensure they were aware of the document due to an increase in complaints being identified across the Trust. Academy Committee governors acknowledged this.</p> <p>Local Policy Appendix It was confirmed there were no local policy updates available for either academy.</p>	
<p>RP/YPA/069 /22/23</p>	<p>Governance Housekeeping Complete Annual Summary Template on the effectiveness of governance 2022/23/Update to governance action plan The Chair acknowledged the changes made to the wording of the document which did not change the outcomes of the responses provided. Academy Committee governors were satisfied with the addition of the question relating to Equality, Diversity and Inclusion. The Chair acknowledged some areas had been highlighted as amber relating to knowledge around the table. The Chair requested this was changed to green due to the high level of knowledge from Academy Committee governors.</p> <p>Skills Audit completion The Chair asked whether all governors had now completed the form that had been circulated. This was acknowledged by the Governance Professional who explained information would be provided in due course to identify training required for the next academic year. This would be reviewed in the September meeting.</p> <p>Dates for governor attendance in school & introduction of governor awards The Chair reported a higher presence from Academy Committee governors was required in the academies and it was requested that due to changes with staff it was beneficial for governors to meet with staff.</p> <p>The Chair requested a calendar of events is made available from both academies in September to ensure governors are able to attend sessions in each academy and further engagement with stakeholders can be put in place. The Chair requested a governor desk is made available when</p>	<p>Clerk Actioned</p> <p>Govs 20/09/23</p> <p>CG/CH 20/09/23</p>

	<p>governors are able to attend parents evenings and these are re-introduced as face to face with parents.</p> <p>The Chair suggested the introduction of a Governor award. This was requested to be reviewed in each academy and to be put in place for academic year 2023/2024. Both executive Principals explained the reason behind this and this was something that could be reviewed.</p>	<p>CH/CG 20/09/23</p> <p>CH/CG 20/09/23</p>
<p>RP/YPA/070 /22/23</p>	<p>Appointment of Governors Chair of Governors (with effect from autumn term) The Chair reported a statement to support re-election into the post had been circulated with governors and would be offered to Trustees for review when considering the re-election.</p> <p>Academy Committee governors resolved that Mr Edwards would be appointed as the Chair for a one-year period beginning in the autumn term. This would be confirmed by Mrs Weeks via email. The Governance Professional advised this was to be confirmed by Trustees.</p> <p>Vice Chair of Governors (with effect from autumn term) Mrs Weeks had confirmed she would be happy to be re-elected to the role of Vice Chair for a one year term of office.</p> <p>Academy Committee governors resolved that Mrs Weeks would be appointed as the Vice Chair for a one year period beginning in the autumn term. The Governance Professional advised this would be added to the report to be forwarded to Trustees.</p> <p>Update on governor recruitment The Chair reported a further review of this would take place at the September meeting. The Chair acknowledged a high level of support with governor recruitment had been offered throughout the year by the Governance Professional in efforts to recruit governors to the Academy Committee. The Chair suggested that differences between a Local Academy Committee and maintained school governor were required to ensure clarity on responsibilities were available for any governor candidates or anyone interested in the role. It was reported support from the Trust was required to how this would be promoted.</p> <p>Governor Termly Newsletter</p>	

	<p>The Chair reported Mrs Gouthwaite and Mr Hoop were to offer bullet points of information regarding both academies to support the formation of the newsletter by the Chair. The Chair acknowledged information would be provided to the Clerk as soon as this has been completed.</p> <p>Appointment of Mr L Stocks Mr Stocks left the room at 5.20pm</p> <p>Academy Committee governors were satisfied that Mr Stocks would be a good addition to the Local Academy Committee.</p> <p>Academy Committee governors resolved that Mr Stocks would be appointed to the Local Academy Committee for a four-year term of office.</p> <p>Mr Stocks returned to the room at 5.22pm.</p> <p>The Governance Professional advised of the procedure that would take place regarding induction.</p> <p>The Chair welcomed Mr Stocks to the Local Academy Committee.</p>	<p>CG/CH/PE ASAP</p>
<p>RP/YPA/071 /22/23</p>	<p>Governor Link Reports Link Areas The Chair reported Link Areas would be reviewed in the autumn term and a focus on the mandatory roles would take place at that stage. A review of roles that could be taken by the Staff governor would also take place. The Chair acknowledged information regarding this had been forwarded by the Governance Professional.</p> <p>Link Visit Reports The Chair acknowledged Mrs Weeks had completed a Leadership and Management link visit. As a result the Chair asked whether autism training has taken place. Mrs Gouthwaite confirmed it had and had been added to positive behaviour plans, with it being evidenced that the number of incidents had dropped. Steps were being put in place for staff to ensure consistency was in place. The Chair asked whether this was similar at YPA. Mr Hoop explained steps put in place and the culture that has been fostered to ensure handling and interaction with learners is improved. Details of staffing was offered.</p>	<p>Govs 20/09/23</p>

	The Chair acknowledged the importance of correct staff training being delivered. Mr Hoop confirmed it had been identified that staff dealing with any incidents were positive.	
RP/YPA/072 /22/23	How has the Academy Committee held senior leaders to account Attendance Academy Committee governors had challenged around staffing, staff training, strike action and mini bus usage.	
RP/YPA/073 /22/23	How have VMV (Vision, Mission and Values) of Trust/Equality been upheld Academy Committee governors were satisfied this had been upheld through the agenda and challenges made in discussions. Academy Committee governors were satisfied that equality had been upheld.	
RP/YPA/074 /22/23	Consider information to be advised to the Trust Board and complete the report Responses were considered and added to the Annual Committee report which would be confirmed by the Chair and returned to the Head of Governors for being submitted for Trustee review. Response from Trustees The response from the last committee report forwarded to the Trustees was acknowledged. The Chair asked what steps had been put in place during the strike action on the 5 th July 2023 and 7 th July 2023. Mrs Gouthwaite explained this will be similar to the steps put in place when previous strike action had taken place. Mrs Gouthwaite reported the support being offered for a particular student to support needs. Mrs Clayton confirmed one class was affected and where additional support for students is required those students will attend at the Academy. Further discussions on the predicted course of action being taken by unions for strike action took place.	

<p>RP/YPA/075 /22/23</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles 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"> - That confidential information had been discussed within agenda item 068/22/23 should remain confidential to attendees of the Academy Committee meeting until the end of the academic year. 	
<p>RP/YPA/076 /22/23</p>	<p>Date and time of next meeting Wednesday 20th September 2023:</p> <p>It was agreed that the meeting would take place at Redgate Primary Academy.</p> <p>Training would take place at 4.00pm</p> <p>Main Meeting: 4.30pm - 6.00pm</p>	
	<p>The meeting closed at 5.45pm</p> <p>Signed: P Edwards (chair) Date: Agreed at the LAC Meeting 20.09.23</p>	