

**Minutes of the Local Academy Committee meeting held on
Wednesday 15th November 2023
Training Meeting: 4.30pm
Main Meeting: 5.00pm
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	
Mr Lyndon Stocks	LSt	Appointed AC governor	Left at 6.10pm
Mrs Zoe Clayton	ZCl	Staff Appointed AC governor	Left at 6.10pm
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	A
Mr Gareth Letton	GL	Executive Principal - RPA	
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	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
RPA/YPA/ 012/23/24	Welcome and apologies for absence Apologies for absence were received from Mrs Spacey due to personal reasons. The apologies were accepted by the Local Academy Committee.	
RPA/YPA/ 013/23/24	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.	

	<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>RP/YPA/014/23/24</p>	<p>Training Trust Central Training Session on Attendance presented by Mr P Knight</p> <p>A recorded training session was projected on screen and had been shared with Academy Committee governors prior to the meeting for review and to establish any challenge to take place in the meeting. Due to technical difficulties, Academy Committee governors left the meeting to review the recording. All attendees left the meeting at 4.40pm and returned at 5.00pm after review of the Trust training session.</p> <p>Academy Committee governors reviewed the Trust training provided which included details of the strategic objectives.</p> <p>Information would be reported in respect of: National Context and the differences between persistent absenteeism in pupil premium and non pupil premium groups. Trust indicators and gaps identified that governors should focus on. Questions for governor assurance.</p> <p>The Staff governor suggested the positivity of the specialist schools being mentioned in the training session due to good practices in place.</p> <p>The Chair explained the session had been aimed at mainstream academies in the trust. The Chair acknowledged the praise that had been provided in the recording relating to the practices in place in the specialist academies.</p> <p>The Chair and Vice Chair reported during link visits it is evident there are good practices in place to address attendance and staff were praised for going above and beyond to support with this.</p> <p>Academy Committee governors were satisfied with the information known regarding attendance locally.</p>	

	<p>Governance Strategy Academy Committee governors acknowledged receipt of the updated strategy that had been circulated. The Chair acknowledged there were minimal changes to the document and further discussion would take place at the Chair and Trustee meeting the Chair was to attend.</p> <p>Governor Training Record Information relating to training completed by governors had been circulated.</p> <p>Link Governor Training Attendances The Chair reported due to prior commitment link governor training cannot be attended, however a review of the training would take place. The Chair acknowledged a review of safeguarding and SEND (Special Educational Needs and Disabilities) Link governor training would take place.</p> <p>The Vice Chair explained it had not been known that there had been a careers link visit. The Governance Professional reported this had been raised with the Head of Governance and further information regarding this would be provided in due course.</p>	<p>PE Actioned</p> <p>Clerk Actioned</p>
<p>RP/YPA/015/23/24</p>	<p>Minutes of the meeting dated 20th September 2023 The minutes of the meeting, having previously been received and agreed by the Executive Principal and Chair were subsequently agreed by the Local Academy Committee and signed electronically by the chair.</p>	
<p>RP/YPA/016/23/24</p>	<p>Matters arising: 00/23/24: Governors to receive the weekly newsletter The Chair acknowledged receipt of the weekly newsletter and praised the information shared. Governors were satisfied with the content of the newsletter.</p> <p>00/23/24: Review of Share point to establish any issues to be supported The Chair acknowledged a review of share point had taken place with no issues being raised by governors.</p> <p>002/23/24: Information regarding changes to NGA(National Governance Association) CoC (Code of Conduct) document to be forwarded to HoG (Head of Governance) The Governance Professional confirmed this information had been forwarded as requested.</p>	

	<p>005/23/24: CoG (Chair of Governors) to update on special sports being organised The Chair had circulated an update with leaders and the committee on the current position.</p> <p>005/23/24: EDI (Equality Diversity and Inclusion) to be added to the agenda for the academic year Updates would be discussed later in the meeting if any were available.</p> <p>005/23/24: Governors to review the EDI modules via Learning Link Governors had reviewed the EDI modules. Mrs Clayton and Mr Stocks had received training via the Trust.</p> <p>005/23/24: Sports Premium Update Information had been shared with governors. Mr Hoop confirmed the document was in place and being used in both academies.</p> <p>005/23/24: Details to be added to academy newsletters regarding parent governor vacancies. The Governance Professional acknowledged the parent governor nomination process was live and information had been shared with parents regarding the vacancies. The Chair acknowledged the difficulties in recruiting parent governors and requested the Governance Professional discuss the way forward regarding the vacancies with the Head of Governance.</p> <p>006/23/24: Stakeholder Engagement update Mrs Clayton explained steps put in place. Improvements had been made to the process and details of this were provided. The Chair asked whether there was any information on the parent/carer partnership that was being put in place. The Assistant Principal for RPA, reported this formed part of the Early Years and Foundation Stage policy regarding the Parent Teacher Partnership. Mr Hoop reported there was an ongoing programme in place at Yeoman Park Academy which invited parents into the academy to read with their young person.</p> <p>The Chair and Vice Chair acknowledged visits had taken place to both academies for open afternoon.</p> <p>Principals reported a parent survey had been completed and details would be available at the January meeting. Mr Hoop confirmed there were no areas of concern and positive feedback had been received when a review of the data had taken place.</p>	<p>Clerk 17/01/24</p> <p>CH/CG 17/01/23</p>
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	<p>The Chair and Vice Chair acknowledged discussions had taken place with parents during the open afternoon regarding the governance role. Discussions took place regarding the barriers identified for parents/carers to be able to commit to the role. The Chair requested a discussion took place with the Governance Professional and Head of Governance regarding a way forward with this. The Vice Chair reported the event had been positive and it had been pleasurable to meet with parents/carers.</p> <p>006/23/24: External SENCo (Special Educational Needs Co-ordinator) Visit update Mrs Gouthwaite explained meetings had been re-arranged and were due to take place on the 17th November 2023 at Redgate Primary Academy.</p> <p>Mr Hoop reported the visit had been beneficial with a tour of the upper school taking place to offer context and information. Mrs Clayton had been part of the visit with the external SENCo and supported with offering information relating to curriculum. Mr Hoop reported a follow up meeting would take place in six months time.</p> <p>The Chair acknowledged follow up discussions had taken place with the Principal at Sutton Community Academy as a result of the visit.</p> <p>006/23/24: Review of YPA ERM due to delays The Chair acknowledged an update had been provided as part of the Principals Report for Yeoman Park.</p> <p>006/23/24: New build update The Chair acknowledged this was part of the Principals report and would be discussed in the next agenda item.</p> <p>006/23/24: Mental Health & Wellbeing Policy amendments (YPA) Academy Committee governors had been satisfied with the changes made and ratified the document by email.</p>	<p>Clerk/HOG 17/01/23</p> <p>CH/CG/PE 17/01/23</p>
<p>RP/YPA/017/ 23/24</p>	<p>Principals Report to include: Early Years Policy Appendix</p>	

	<p>Mrs Gouthwaite explained a review of the document had taken place and an updated document had been circulated with Academy Committee governors.</p> <p>The Chair asked for information on adult to pupil ratio. Mr Letton explained there had been changes to Department for Education guidance with regard to staffing ratios. Discussions took place around this.</p> <p>The Vice Chair asked if there were only 10 children in Early Years. Mrs Gouthwaite explained no class contained 10 children.</p> <p>The Vice Chair asked how many classes were in Early Years at Yeoman Park. Mr Hoop confirmed there were currently two reception classes at Yeoman Park.</p> <p>The Chair asked how many staff were linked to Early Years. Mr Hoop explained qualifications and compliance required from staff. Mr Letton explained changes made in the Early Years regulations with ratios being extended. Discussions took place around staffing in the area. It was further reported there is required to be 1 qualified teacher to a ratio of 30 pupils once they have reached Reception class age. It was acknowledged that this would not be satisfactory in a special setting.</p> <p>The Chair asked whether there was an update around parent/carers teacher partnership. The Assistant Principal reported the steps put in place with the programme which was positive and had been successful when trialled.</p> <p>The Chair asked whether this will be continued. The Assistant Principal suggested this was a good foundation and showed a commitment to the children.</p> <p>The Chair confirmed information had been circulated and he was satisfied with the information in the document and in agreement with this. The Vice Chair suggested review had not taken place and requested email agreement took place. Mr Stocks and Mrs Clayton confirmed agreement with the document.</p> <p>Academy Improvement Plan (AIP) (RPA)</p> <p>The Vice Chair asked whether the objective was too broad. Mrs Gouthwaite explained any changes that were required would be provided to governors in due course.</p>	<p>LW ASAP</p>
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	<p>The Chair asked around personal development objective. Mrs Gouthwaite explained this is being reviewed and updates will be provided.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture Information had been received by the committee as part of the Principals report. • NCC NCSP SiE Audit for completion/return <p>The Chair acknowledged a link visit should be arranged to review the documents for both academies prior to the deadline with the Local Authority on the 21st December 2023.</p> <p>Mrs Gouthwaite highlighted that the Governor Single Central Register for governors required review. The Governance Professional confirmed a review would take place to ensure accuracy.</p> <p>Attendance The Chair acknowledged the high levels of attendance. Mrs Gouthwaite reported the attendance figures were well above national average.</p> <p>Behaviour The Vice Chair acknowledged there had been a behavioural incident and asked whether this had been resolved and whether strategies were in place to prevent further incidents. Mrs Gouthwaite explained strategies put in place. The Vice Chair asked whether any risks had been mitigated regarding this. Further details were provided on strategies being used to prevent further incidents taking place.</p> <p>The Chair asked for clarity around the term CRB. Mrs Gouthwaite explained this was regarding staff training for tricky behaviour.</p> <p>The Vice Chair asked how recording with OSHENDS and well worker took place. Mrs Gouthwaite reported the procedures and processes in place in respect of recording information.</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion No discussions took place around the agenda item. This had been inclusive throughout the meeting discussions. 	<p>PE/CH/CG ASAP</p> <p>Clerk Actioned</p>
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	<ul style="list-style-type: none"> Pupil premium/SEND evaluation update The Vice Chair confirmed a link visit had taken place relating to Pupil Premium at Yeoman Park Academy. It was reported there were no areas for concern. The Vice Chair asked how leaders knew the measures in place on strategies being used were effective in raising attainment and value for money was being achieved. Mr Hoop explained value for money was being achieved through the occupational therapist supporting behavioural strategies for self-regulation and offers additional support and advice for staff. The Assistant Principal at Redgate Primary Academy suggested information would be available for review at the January meeting. Mrs Gouthwaite explained the use of Breakfast Club was in place to ensure inclusivity for all and value for money being achieved as a result at RPA. The Chair asked whether all children and young learners received Pupil Premium funding. Mrs Gouthwaite explained not all received this due to financial situations in the home. Further discussions took place around this to explain in further detail. The Chair asked whether staff required Medical Training. Mrs Gouthwaite explained all staff were up to date with training. 2023/24 Trip calendar and review any Cat C trips held The Chair asked whether there were any Category C trips taking place. Mrs Gouthwaite confirmed there a trip to the Mill base was planned and had been confirmed with governors at the September Local Academy Committee meeting. It was reported a rip to the pantomime at a local theatre would also be taking place. <p>Sports Premium Plan The Chair asked whether a link visit had taken place linking with the Sports Premium Plan. The Vice Chair suggested this would be included in the next link visit to take place.</p> <ul style="list-style-type: none"> Pupil/staff (inc. wellbeing) parents and community views – Staff Survey 	<p>CG 17/01/23</p>
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	<p>It was reported by Mrs Gouthwaite that a positive response had been achieved through the staff survey that took place in July 2023 and steps were in place regarding responses. Steps were to be put in place in efforts to reduce workload and perception of the Trust by staff.</p> <p>Mrs Gouthwaite explained issues identified in respect of staff benefits. Steps were in place with the wellbeing Champion regarding to ensure staff awareness of the benefits offered through the staff portal.</p> <p>The Chair acknowledged the Executive Principal notes on the Principals Report. Mr Letton confirmed there was nothing further to add.</p> <ul style="list-style-type: none"> • Health & Safety (inc H&S Committee mins) H&S Committee minutes had been circulated. <p>The Chair asked whether the boiler had been repaired. Discussions took place around the issues arising and steps in place to resolve issues. Mr Stocks suggested he would investigate this further with the Trust and explained temporary resolutions that could be put in place if needed.</p> <p>The Chair acknowledged the Risk Register had been received and no changes were being made. Academy Committee governors were satisfied with the information contained therein.</p> <ul style="list-style-type: none"> • Audits <p>The Chair acknowledged a fire safety review had taken place. Mrs Gouthwaite reported the review had been positive. Details of the GDPR audit would be made available at the January Academy Committee meeting.</p> <ul style="list-style-type: none"> • Local Policy Appendix - Admissions <p>Mrs Gouthwaite confirmed the link for the Admissions Policy had been circulated with governors. Academy Committee governors acknowledged they were in agreement with the policy and highlighted there was no change to this currently.</p> <p>Principals Report – Yeoman Park Academy</p> <ul style="list-style-type: none"> • Safeguarding Culture and Compliance 	<p>CH/CG 17/01/23</p>
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	<p>The Chair acknowledged a new system was being trialled at Redgate Primary Academy. The Chair asked whether the system was fit for purpose. Mr Hoop acknowledged the praise offered by OFSTED regarding the system already being used in the academies. Discussions took place around the system to be trialled at Redgate Primary Academy and when this would be put in place at Yeoman Park Academy if the trial was successful.</p> <p>The Chair asked whether behavioural issues in the home setting contributed to behavioural issues when attending the academy. Mr Hoop reported the strategies in place with staff to ensure students remain engaged with learning. The Chair acknowledged strategies in place were positive.</p> <p>Attendance The Chair acknowledged attendance was positive and good levels were being achieved.</p> <p>Link Visit – Pupil Premium The Vice Chair acknowledged a Link Visit had taken place at the academy and a fire evacuation process had taken place during the visit.</p> <p>The Vice Chair asked whether impact and value for money was being achieved for Pupil Premium (PP) pupils. Mr Hoop explained information available regarding FFT (Fischer Family Trust) and recruitment and to support strategies being put in place. Staff details were provided regarding where support was being offered in respect of behavioural strategies and coping strategies being used and how value for money was being achieved as a result.</p> <p>Mr Hoop suggested a review of behaviour had taken place and discussions took place regarding the support offered by the Family Support Worker with families. A review of spending was taking place to ensure money was being well spent.</p> <p>The Chair acknowledged movement of two students. Mr Hoop confirmed this and brief discussion took place regarding the reasons for this.</p>	
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	<ul style="list-style-type: none"> • Staff & pupil well-being <p>Personal Development The Chair praised steps in place with the School Counsel and Friday themes. Mr Hoop confirmed steps supported the curriculum. Discussions took place regarding life skills and what was offered to support students in outcomes for the future beyond the academy. The Vice Chair acknowledged how theme days supported students preparing for moving forward.</p> <p>Sports Premium The Chair acknowledged there had been a review of the area at the previous Local Academy Committee meeting. Mr Hoop confirmed the strategy was in place at both academies.</p> <p>Stakeholder Engagement Mr Hoop explained a TA (Teaching Assistant) Welfare Survey had taken place. Details of any concerns highlighted as a result of the survey were offered. Mr Hoop acknowledged results of the parent survey taking place would be available for the January meeting.</p> <p>Executive Principal Response The Chair acknowledged the response provided in the Principals Report by Mrs Spacey. Academy committee governors acknowledged the comments.</p> <ul style="list-style-type: none"> • Data Protection <p>Academy Committee governors acknowledged Risk Reports had been received and reviewed at the September Local Academy Committee meeting. Mr Hoop confirmed there were no changes.</p> <ul style="list-style-type: none"> • Audits – GDPR/Fire Audit <p>The Chair acknowledged a Fire Audit had taken place with positive responses being identified.</p> <p>The Chair acknowledged issues arising as a result of building works and the damage to the drive due to tree roots being exposed as a result of works taking place. Mr Hoop reported steps were in place to level the land. It was further reported by Mr Hoop that it was</p>	<p>CH 17/01/23</p>
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	<p>hoped foundations for the new build would be completed by Christmas.</p> <p>Mr Hoop raised concern regarding some of the transportation that students and pupils were accessing. The Chair acknowledged this was out of the control of the academy and Trust.</p> <p>Academy Committee governors confirmed they were satisfied with the content of both Principals reports being offered and praised the information being shared as a result.</p> <ul style="list-style-type: none"> • Complaints, claims <p>The Chair acknowledged complaints/concerns received and steps put in place regarding a concern were satisfactory.</p> <ul style="list-style-type: none"> • Trust Policy Updates: <p>Privacy Notice/Governors, staff, pupils and parents/Managing People/Pay&Reward/Safer Recruitment/Disciplinary/Staff Grievance</p> <p>The Chair acknowledged the updates made to the Trust Policies.</p> <ul style="list-style-type: none"> • Local Policy Appendix: <p>Behaviour Policy Appendix (YPA)</p> <p>The Chair reported the document had not been reviewed as this had not been located in the documentation. Academy Committee governors acknowledged a review of the document would take place and would be agreed via email. The Governance Professional acknowledged steps would be put in place to support effective ratification by email.</p> <ul style="list-style-type: none"> - Admissions RPA/YPA and EYFS (RPA) <p>Academy Committee governors were satisfied with the information provided relating to both the Admissions and EYFS Policy appendix provided and all documents were successfully ratified.</p> <p>Mr Stocks and Mrs Clayton left the meeting at 6.10pm.</p>	<p>Govs/Clerk Actioned</p>
<p>RP/YPA/018/23/24</p>	<p>Link Visit Reports and feedback from visits (any actioned)</p> <ul style="list-style-type: none"> - Safeguarding/SEND <p>The Chair acknowledged visits would be arranged to review the Local Authority Audit for return prior to the deadline.</p> <ul style="list-style-type: none"> - Careers/Pupil Premium 	<p>LW Actioned</p>

	<p>The Vice Chair acknowledged visits had taken place and had been discussed earlier in the meeting. Link Reports would be forwarded for sharing with the committee in due course.</p> <p>Link Visit Areas for confirming Discussions took place regarding the link areas for governors to review and to ensure the correct areas were recorded. The Chair requested governors to ensure questions were asked at each link visit regarding mental health and wellbeing to ensure continual monitoring of the area is taking place.</p> <table border="1" data-bbox="409 846 1227 1073"> <tr> <td>Careers/Pupil Premium (including Sports Premium)</td> <td>Lynn Weeks</td> </tr> <tr> <td>Safeguarding/SEND</td> <td>Peter Edwards</td> </tr> <tr> <td>Health & Safety/Data Privacy & GDPR</td> <td>Lyndon Stocks</td> </tr> <tr> <td>Stakeholder Engagement (RPA)</td> <td>Zoe Clayton</td> </tr> </table> <p>The Chair requested the Vice Chair completed the Governor Termly newsletters. The Vice Chair acknowledged this would be actioned for the deadline of the 11th December 2023.</p> <p>Academy Committee governors acknowledged dates for governor attendance in the Academies. The Chair acknowledged he would attend the Redgate Primary Christmas lunch and afternoon Christmas performance on the same day.</p> <p>The Vice Chair acknowledged she would attend the Yeoman Park Christmas lunch and one of the Christmas performances. The Vice Chair would confirm with Mr Hoop which would be attended.</p>	Careers/Pupil Premium (including Sports Premium)	Lynn Weeks	Safeguarding/SEND	Peter Edwards	Health & Safety/Data Privacy & GDPR	Lyndon Stocks	Stakeholder Engagement (RPA)	Zoe Clayton	<p>LW 11/12/23</p>
Careers/Pupil Premium (including Sports Premium)	Lynn Weeks									
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<p>RP/YPA/019/23/24</p>	<p>How has the Academy Committee held senior leaders to account Challenge had taken place throughout the meeting in respect of:</p> <ul style="list-style-type: none"> • Pupil Premium including value for money • Attendance • EYFS Policy appendix • Stakeholder Engagement 									
<p>RP/YPA/020/23/24</p>	<p>How have Vision, Mission and Values of Trust/Equality been upheld Academy Committee governors were satisfied that vision mission and values and equality had been upheld throughout the meeting during discussions and information provided via the Principals report.</p>									

<p>RP/YPA/021/23/24</p>	<p>Consider information to be advised to the Trust Board and complete the report Discussions took place and the document was populated with information required as discussed during the meeting. The document was subsequently returned to the Head of Governance.</p>	
<p>RP/YPA/022/23/24</p>	<p>Determination of confidentiality of business Nolan Principles It was Resolved: <ul style="list-style-type: none"> - No confidential discussions had taken place. - Attendees were content that all decisions made adhere to the seven Nolan principles. </p>	
<p>RP/YPA/023/23/24</p>	<p>Date and time of next meeting Wednesday 17th January 2024 Training Meeting: 4.30pm Main Meeting 5.00pm-6.30pm The Meeting was to take place at Yeoman Park Academy dependent on weather.</p>	
	<p>The meeting closed at 6.34pm Signed: P Edwards (chair) Date: 17th January 2024</p>	