

**Minutes of the Local Academy Committee meeting held on
Wednesday 17th January 2024
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	
Mrs Zoe Clayton	ZCl	Staff Appointed AC governor	A
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 - RPA	
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RP	
Mrs Lorraine Robinson	LR	Assistant Principal	A
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
	The order of the meeting was changed to ensure apologies for absence could be recorded at the start of the meeting.	
RPA/YPA/ 025/23/24	Welcome and apologies for absence Apologies for absence were received from Mrs Clayton due to personal reasons and Mrs Robinson due to work commitments. The apologies were accepted by the Local Academy Committee.	

<p>RPA/YPA/026/23/24</p>	<p>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. The Governance Professional highlighted changes to declarations that were given at the beginning of the academic year regarding becoming a member on the Nottinghamshire County Council Education Trust Board.</p>	
<p>RPA/YPA/024/23/24</p>	<p>Local Training – Wider Curriculum Design/planning Mr Hoop explained he would be leaving the meeting at 6.00pm. As a result training would be forwarded via link for governor review. Governors were in agreement with this and asked for a link to be circulated regarding the training that was due to take place.</p> <p>Governor Training Record The Chair acknowledged a review of the training record had taken place. It was reported that Mr Stocks and Mrs Clayton had not completed the governor EDI training requested. The Chair asked whether staff had completed EDI training in their role. Mrs Gouthwaite suggested this was not the case.</p> <p>The Chair requested that Mr Stocks and Mrs Clayton completed the EDI training available in Learning Link.</p> <p>The Governance Professional suggested Mrs Clayton had highlighted some issues in accessing the training.</p> <p>The Chair also highlighted Mr Stocks had not returned the Eligibility Criteria document signed to the Governance Professional. The Governance Professional suggested the steps that would be put in place for Mr Stocks to sign the document at Trust Head Quarters. Mr Stocks was satisfied with the arrangements to be made.</p> <p>Governor Link Governor Training Attendances The Chair acknowledged the changes made to the Safeguarding Link Visit training and asked whether any further Trust training had taken place. The Governance Professional advised training was due to take beyond the LAC meeting. Details of dates were available in governor share point and outlook invitations should have been received.</p> <p>CoG/VCoG & Trustees Meeting – 5/3/24</p>	<p>CH/Gov ASAP</p> <p>ZC & LSt 13/03/24</p> <p>LSt ASAP</p> <p>CoG</p>

	The Chair confirmed attendance at the meeting along with the Vice Chair. Feedback would be provided at the March meeting.	13/03/24
RP/YPA/027/23/24	Minutes of the meeting dated 15th November 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.	
RP/YPA/028/23/24	Matters Arising: 016/23/24: Parent Governor recruitment (Clerk)(Actioned) The Chair acknowledged advertisements remained live on various websites in efforts to recruit to the committee. There had been no success with the parent governor election that had taken place. 016/23/24:Parent /Teacher Partnership Policy The Vice Chair praised the document and suggested it was tailored and a good foundation. 016 & 017/23/24: Parent Survey Mrs Gouthwaite and Mr Hoop explained the number of responses were positive. Details of how the survey was completed with support of governors was provided. The Vice Chair acknowledged responses received were positive. 016/23/24:SENCo (Special Educational Needs Co-ordinator) visit follow up meetings Mrs Gouthwaite explained the follow up meeting had been cancelled with the external SENCo there would be no further engagement unless requested. Mr Hoop explained it had been reported that the Learning Support Assistance had been useful for the SENco, which was positive, and no further action was to be taken. 017/23/24: EYFS (Early Years Foundation Stage) Policy Agreement RPA The Chair acknowledged the policy had been actioned. The Chair asked whether the EYFS Policy at Yeoman Park should reflect that of Redgate Primary Academy. Mrs Spacey acknowledged this to ensure a consistent approach between the academies. Mr Hoop was to review the document and provide for the March Academy Committee meeting. 017/23/24: NCC NSCP SiE Audit visit/update The Chair acknowledged the document had been reviewed, signed off and returned to the Local Authority in the specified deadlines by both Academies. 017/23/24: Governor SCR (Single Central Register) Review	CH 13/03/24

The Chair asked whether the governor SCR had been updated. The Governance Professional acknowledged this.

017/23/24: Value for money update

Mrs Gouthwaite explained the use of the Occupational Therapist and benefits this provided for staff, children and families in supporting in various areas including sensory and emotional needs; home visits have taken place. The feedback received had been positive. In addition, whole staff CPD (Continued Professional Development) had taken place regarding early child development and trauma and how support and nurture can be offered. Further training is to take place regarding sensory circuits.

Sports Premium Funding is utilised with the use of an external PE (Physical Education) provider. Adaptation of the curriculum has taken place to ensure needs are met and details of how PE is implemented to promote movement with children was provided.

Mr Hoop explained the use of the Occupational Therapist and the benefits this provided for staff, young people, children and families, similarly to the offer provided at Redgate Primary Academy. Mr Hoop explained the provision provided by the Occupational Therapist offers good value for money and beneficial for the Academies as the Occupational Therapist offer is scarce across the county.

The Reading Lead has been a successful addition in encouraging young people and children to read and use books and a good level of engagement with families had been identified. The provision being offered has been beneficial in reaching out to some hard to reach families.

A Music specialist was offering support through music for young people and children. Details of the background of the music specialist was provided.

The Family Support Advisor has been instrumental in supporting families in crisis or in need of help to ensure MASH (Multi Agency Safeguarding Hub) referrals are made. Positive professional relationships have been formed with families, in addition to developing communications with local food and clothes banks in the local community, to offer support to families in need of additional support.

	<p>In addition, sports premium supports in funding any visits and for those requiring a snack during the school day.</p> <p>PE (Physical Education) and sports grants are supporting the increase in range of activities, attendance at tournaments and the introduction of Forest Schools with funding supporting staff training.</p> <p>The Vice Chair asked how the academy were proving the funding was benefitting PP pupils (Pupil Premium).</p> <p>Mr Hoop reported all interventions were of benefit to targeted learners. An example of the use of the Occupational Therapist support was provided to give example of how this benefitted all learners as a result. In addition, this could also be identified through demonstrations through B squared attainment and through observation and learner engagement.</p> <p>017/23/24: GDPR(General Data Protection Rules)Review Report The Chair acknowledged the GDPR reviews that had been completed were good.</p> <p>017/23/24: Staff Praise from Governors Mr Hoop suggested information was circulated with staff regarding work undertaken by governors and discussions at Academy Committee meetings, in efforts to raise governors profile with staff. The Chair suggested information that is provided in the ERM LAC response could be offered.</p> <p>018/23/24: Governor Termly Newsletter The Chair acknowledged the governor termly newsletter had been circulated. The Vice Chair was thanked for supporting with the document. the Governance Professional was thanked for supporting in the implementation of the document on the website and ensuring the document was available in a timely manner.</p> <p>Remaining agenda items in matters arising had been actioned, and no discussions required to take place.</p>	<p>CoG/Clerk ASAP</p>
<p>RP/YPA/ 029/23/24</p>	<p>ERM (Educational Review Meeting) Report Yeoman Park Academy The Chair praised the improvement identified with overall attendance. Mrs Spacey offered information regarding national benchmarking and attendance figures that were above national average. Details of steps</p>	

	<p>put in place to achieve the attendance figures were offered for information purposes.</p> <p>The Chair acknowledged the national issue regarding attendance and impact regarding absence that has been impacted by the Covid pandemic lockdowns and change in culture around attendance.</p> <p>The Vice Chair asked whether this was due to the closer professional relationships that are in place with parents and the academy staff that has supported with this. Mr Hoop suggested this is beneficial.</p> <p>The Chair acknowledged there were no permanent exclusions or suspensions taking place as a result of behaviour.</p> <p>Mrs Spacey explained the progress being made in reading supported by the pedagogy and teaching the curriculum to show the improvements of the reading pathway. It was reported curriculum leadership continues with strategies in place.</p> <p>The Vice Chair asked if it has been identified that there was previously a problem with articulation which is now improved.</p> <p>Mrs Spacey acknowledged there was still work to take place. CPD and coaching would remain a focus for staff to support a consistent approach. Mrs Spacey reported theme days had been successful in supporting the curriculum.</p> <p>The Chair acknowledged the results of the staff wellbeing survey that had taken place. The Chair praised steps put in place to reduce paperwork and duplications to reduce staff workload to support wellbeing and the monitoring taking place by HR regarding staff absence.</p> <p>Mrs Spacey explained work towards learning targets continues with in depth knowledge being identified through outcomes and observations. Reasonable adjustments of learning plans continue to take place.</p> <p>The Chair asked about preparation towards the next Ofsted inspection. Mrs Spacey acknowledged the changes made to the Ofsted framework and arrangements for inspection. It was explained there was a need for consistency in all areas to achieve an outstanding rating. Mrs Spacey discussed the key areas the academy leadership team are focussing on this term and priorities for CPD sessions.</p> <p>The Chair acknowledged changes reflected in the ERM and ethos and improvements identified. It was acknowledged some areas have made</p>	
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	<p>improvements since the last inspection and acknowledged that Redgate Academy and Yeoman Park Academy should be viewed differently.</p> <p>The Vice Chair asked if the academy have addressed everything that Ofsted suggested required improvement at the last inspection. Mrs Spacey confirmed all areas have been addressed. Mr Hoop explained some areas have improved above and beyond.</p> <p>The Chair acknowledged in the AIR (Academy Improvement Review) report, progression is shown which interprets a consistency in teaching which supports effective delivery of teaching.</p> <p>Mrs Spacey explained the support offered by the Trust in respect of reading to support a young person's learning journey.</p> <p>The Vice Chair requested attendance at a learning walk at both academies to provide context in preparation for the imminent Ofsted inspection at Yeoman Park Academy. Both Principals confirmed this would be beneficial and meeting dates would be arranged.</p> <p>Redgate Primary Academy The Chair acknowledged the improvements identified in attendance. The Chair acknowledged there were no permanent exclusion or suspensions taking place as a result of behaviour.</p> <p>The Vice Chair acknowledged the numbers of pupils who were persistently absent. The Vice Chair asked for the reasons for this. Mr Letton explained the reasons why a child becomes persistently absent due to dropping below a certain level of attendance. Mr Letton explained the Department for Education had acknowledged the terms 'avoidable' and 'unavoidable' absence could be used which shows recognition for some children, the possibility of moving out of persistent absence is not possible.</p> <p>Details were provided regarding the reasons for the severely absent children and support that was offered. Mr Letton explained steps were in place with Nottinghamshire County Council regarding severely absent children.</p>	<p>CH/CG/PE/ LW ASAP</p>
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	<p>Mr Letton confirmed there had been significant improvement in subject leadership. Mr Letton praised experienced staff for going above and beyond to support newer staff members.</p> <p>The Chair asked how many ECT (Early Career Teachers) there were at the academy. Mrs Gouthwaite confirmed there were two in their first year.</p> <p>Mr Letton explained a review of personal development was taking place to support ethnic diversity and the use of cultural resources. In addition, a review of the RE (Religious Education) curriculum was taking place to broaden this to reach other religions.</p> <p>Mr Letton explained that Launchpad was being used in a forensic way and a review of key skills was taking place to build improvements further.</p> <p>It was further reported that a review of curriculum pathways was to take place to ensure these were meeting the needs of all children and there was accessibility for all parents and carers.</p> <p>Mr Letton reported the staff survey results had been received and explained the outcome of the staff survey. Steps had been put in place to ensure a reduction in paperwork and repetitive tasks was made and to support the reduction of repetition and reduce labour intensive tasks. Work had been supported by Mrs Gouthwaite and Mrs Robinson to ensure this could be implemented to support staff. Work was also to take place to ensure a good staff understanding of the Trust.</p> <p>Mr Letton explained steps were being put in place to ensure an attractive learning environment was available for all children and staff and acknowledged during learning walks all children and staff are engaged in learning.</p> <p>Steps were being put in place regarding attendance figures due to impact from issues with Covid in the autumn term. The Chair praised the work being done and support being offered for families regarding absences in line with the Trust approach.</p>	
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	<p>Mr Letton acknowledged curriculum pathways continue to be refined and work continues to take place.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist); Compliance/Culture <p>The Chair acknowledged the Safeguarding checklist had been circulated for both academies prior to the meeting. The Chair requested it was added that governors had also completed training as staff. Mrs Gouthwaite confirmed this would be added.</p> <p>NCC NCSP SiE</p> <p>Mr Hoop explained the length of the document and steps put in place with the Trust Safeguarding Lead to ensure any areas that were generic across the Trust were pre-populated.</p> <p>The Chair asked why the Safeguarding checklist was required in addition and was this quantified.</p> <p>Mr Hoop explained the LAC (Local Academy Committee) Safeguarding Checklist should be completed if there was any exceptional reporting or contextualised reporting. Clarity was provided on what should be completed and that this should be returned for each meeting as advised by the Trust Safeguarding Lead.</p> <ul style="list-style-type: none"> • Confirm determined admission arrangements & approval of local appendix <p>Mr Hoop and Mrs Gouthwaite confirmed the Trust Policy was in use and there were no changes to admissions. Governors were satisfied with the documentation that had been shared in the November meeting.</p> <ul style="list-style-type: none"> • In-year admissions numbers – all year groups <p>Mr Hoop confirmed there were no in year admissions for either of the academies due to the specialism.</p> <p>Category C Trips</p> <p>The Chair asked whether there were any category C trips governors should be aware of. Mr Hoop confirmed for both academies, there were no new trips taking place to those already having been reviewed in previous Academy Committee meetings.</p> <p>School Games update</p> <p>The Chair requested this became a standing agenda item for updates to be offered.</p>	<p>CG ASAP</p>
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	<p>The Chair provided an update on the current position regarding school games. It was reported discussions had taken place with Active Notts in efforts to offer CPD and the review on cost that had taken place. The Chair confirmed there were inclusive school games taking place on 10th June and details of issues arising around this were provided. Further updates would be provided in due course as a result of further discussion required with external providers.</p> <ul style="list-style-type: none"> • Trust Policy Updates: Academy Committee governors acknowledged updates to the Trust Policies had taken place for:- Anti-bullying policy, Attendance policy & appendix, Behaviour policy, Early Years Foundation Stage policy & appendix, Online Safety, Safeguarding and Low Level Concerns, Suspensions and Exclusions of Pupils, Early Careers Teacher Policy, Whistleblowing policy, Health and Safety Policy, Reserves and Investment Policy, EDI policy • Local Policy Appendix: Mr Hoop and Mrs Gouthwaite confirmed there were no changes to any of the Local policy appendix. • Pupil/staff (inc. wellbeing) parents and community views The Chair asked for the reason the Monthly People Report had been shared. Mrs Gouthwaite acknowledged the HR department had asked for this to be shared with the Local Academy Committee for discussion. Mrs Spacey acknowledged steps were in place to support staff attendance. The Chair requested as part of the Principals Report information regarding staff absence figures and steps being put in place to support improvements. <p>The remaining agenda items were not discussed further due to adequate information being provided in the ERM report.</p>	<p>Clerk Actioned</p> <p>CH/CG 13/03/24</p>
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<p>RP/YPA/ 030/23/24</p>	<p>Governance Housekeeping:-</p> <ul style="list-style-type: none"> • Link Visit Reports and feedback from visits <p>Careers The Vice Chair confirmed a Careers Link visit had taken place and a meeting with staff had taken place at Yeoman Park Academy with a review of the careers strategy taking place. The Vice Chair acknowledged an additional visit will be arranged with the relevant staff members. A Link Visit Report had been circulated prior to the Academy Committee meeting.</p> <p>The Chair requested Academy Committee governors arranged link visit meetings for the spring term and to take place prior to the Easter break.</p> <ul style="list-style-type: none"> • Governance Action Plan <p>The Chair explained the Governance Action Plan had been reviewed with updates made to actions taking place in addition to changes made to the rag rating of the document to reflect low governors and to continue until further governors were recruited to the committee. Academy Committee governors present were in agreement with the changes made and which reflects the difficulties being experienced by the committee due to low governor numbers.</p> <p>Mr Hoop left the meeting at 6.06pm.</p> <ul style="list-style-type: none"> • Feedback on Chair/Trustee meeting <p>The Chair acknowledged notes of the meeting had been shared for governors to review.</p> <p>Mr Stocks left the meeting at 6.08pm.</p>	
<p>RP/YPA/ 031/23/24</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"> • Attendance • Early Years and Foundation Stage Policy for Yeoman Park • Ofsted outcomes 	
<p>RP/YPA/ 032/23/24</p>	<p>How have Vision, Mission and Values of Trust/Equity been upheld Academy Committee governors were satisfied that vision mission and values had been reviewed as part of the agenda and discussions taking place during the meeting.</p>	
<p>RP/YPA/ 033/23/24</p>	<p>Consider information to be advised to the Trust Board and complete the report</p>	

	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.	
RP/YPA/034/23/24	<p>Determination of confidentiality of business</p> <p>Nolan Principles</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> - Confidential information had been shared regarding staff absence and it was requested by the Chair the document remain confidential and be removed from the Governor Share point folder. - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
RP/YPA/035/23/24	<p>Date and time of next meeting</p> <p>Wednesday 13th March 2024</p> <p>Training Meeting: 4.00pm</p> <p>Main Meeting 4.30pm-6.00pm</p> <p>The Meeting was to take place at Redgate Primary Academy.</p>	
	<p>The meeting closed at 6.20pm</p> <p>Signed: P Edwards (chair)</p> <p>Date: Agreed at LAC meeting 13th March 2024</p>	