

**Minutes of the Local Academy Committee meeting held on
Wednesday 13th March 2024
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	A
Mrs Zoe Clayton	ZCl	Staff Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal - YPA	
Mr Gareth Letton	GL	Executive Principal - 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	3

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
RPA/YPA/ 036/23/24	Welcome and apologies for absence Apologies for absence were received from Mr Stocks due to personal reasons. The apologies were accepted by the Local Academy Committee.	
RPA/YPA/ 037/23/24	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>RPA/YPA/038/23/24</p>	<p>Trust Training – Effectiveness of Quality of Education</p> <p>The Chair acknowledged the link to the training had been circulated prior to the meeting.</p> <p>The Vice Chair confirmed the training had been reviewed. It was reported that the training was clear and offered good information by the Chief Education Officer. The Vice Chair explained there had only been a very brief amount of information shared regarding special school curriculum and was focussed on mainstream.</p> <p>The Governance Professional asked whether there were any questions derived from the training linking with the local context.</p> <p>The Vice Chair asked how effective the whole curriculum is and how do staff know it is effective.</p> <p>Mrs Gouthwaite explained a review of the curriculum was taking place to ensure cycles were refined and long term plans in place. It was reported that due to changes in children's needs, changes to curriculum were required to support those needs. Steps were being put in place to ensure effectiveness of the curriculum and evaluate of this through discussions and learning walks to ensure progression can be achieved. Mrs Gouthwaite confirmed steps would be in place for the next AIR (Academy Improvement Review) meeting due to take place. Further discussions would take place with the Vice Chair at the link visit taking place on 15th March 2024.</p> <p>Mrs Robinson explained steps were being put in place with interceptive awareness which had been supported by the Occupational Therapist which was a missing piece of the curriculum and offered refined strategies in respect of emotional development. Mrs Robinson offered further information on how this worked for children.</p> <p>Mr Letton explained quality assurance work was taking place.</p> <p>It was further reported that a review of teacher plans had taken place and refinement of the pathways for children was being put in place. Steps have taken place to ensure children can receive a full range of experiences to ensure capabilities can be met.</p>	

	<p>The Vice Chair praised the response offered and acknowledge steps were in place to ensure children received the best offer.</p> <p>Mrs Spacey explained the same approach was taking place at Yeoman Park Academy. It was further explained steps were in place which offered coaching and details of the approaches being taken were provided.</p> <p>Mr Hoop explained issues that can be identified if the quality of the curriculum does not offer the correct levels of support needed by young people. It was further reported that development of curriculum leads was taking place to support quality assurance and expectation.</p> <p>Local Training on Wider Curriculum Design – YPA The Vice Chair acknowledged a review of the information forwarded by Mr Hoop had taken place. The information that had been shared was praised by the Vice Chair. The Vice Chair acknowledged the clear information that had been shared which offered information on what takes place in class. The Staff governor explained deep dives in an area had taken place with positive feedback received from staff who were external to the Academy.</p> <p>Mr Hoop explained the levels of work that Mrs Clayton had offered to support development. Academy Committee governors praised Mrs Clayton for the steps put in place and work undertaken to support this.</p> <p>Governor Training Record The Chair acknowledged there was little change to the training.</p> <p>Governor Link Governor Training Attendances The Chair acknowledged a review of the Trust safeguarding link training had taken place. The Chair acknowledged that the session was lengthy and in depth with information being offered regarding governor roles and responsibilities to safeguarding, filtering and monitoring, transgender, governor statutory duties, LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex & Asexual) and Equalities Act. Details of Trust wide plans were offered from the Trustees Standards & Outcomes meeting. It was reported a high level of acronyms had been used in the session.</p> <p>Safeguarding Focus Group Attendance (NCC) The Vice Chair confirmed the session had been attended which was presented by Cheryl Stollery of the Local Authority. The Vice Chair</p>	
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	<p>explained information was discussed regarding children missing in education and Early Help scenarios. Details on; children moving out of the country, truancy issues and gypsy and traveller children and issues that arise for those groups that may fall off the records. Updates were offered regarding working together in education guidance. It was confirmed the next session due to take place in May was regarding cyber security.</p> <p>Mr Letton explained steps had been put in place with the Local Authority to ensure there was a clear guide to what legal obligations are and what the county prefer. Mr Letton confirmed the Trust were ensuring the law was being followed. The Vice Chair asked whether staff were confident they were working with the law. Mr Letton confirmed this.</p> <p>The Chair thanked the Vice Chair for attending the focus session.</p>	
RP/YPA/ 039/23/24	<p>Minutes of the meeting dated 17th January 2024</p> <p>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>	
RP/YPA/ 040/23/24	<p>Matters Arising:</p> <p>Outstanding</p> <p>024/23/24: Local Training on Wider Curriculum Design Governor review(Gov)</p> <p>The Vice Chair confirmed this had been reviewed. Mr Letton requested similar information was offered for RPA. Mrs Gouthwaite and Mrs Robinson confirmed steps would be put in place to offer the information requested. (CG/LR)</p> <p>024/23/24: EDI training completion in Learning Link (ZC/LSt)</p> <p>The Governance Professional explained Mrs Clayton had experienced difficulties in completing all the training required. As a result contact had been made with NGA (National Governance Association) regarding this issues without response. The Governance Professional confirmed further contact would be made with NGA in efforts to resolve the issues arising for Mrs Clayton. (Clerk) The Governance Professional confirmed there had been no response from Mr Stocks regarding completion of the training and a reminder had been offered. (LSt)</p> <p>028/23/24: Learning Walks to be arranged at both academies</p> <p>The Vice Chair confirmed meetings had been arranged. The Chair acknowledged meetings were to be arranged (PE)</p>	<p>CG/LR 13/05/24</p> <p>Clerk ASAP</p> <p>PE ASAP</p>

	<p>028/23/24: Governor training completed information to be added to the LAC Safeguarding checklist alongside the staff area (CG) Mrs Gouthwaite confirmed the information would be added. This was subsequently actioned by Mrs Gouthwaite.</p> <p>028/23/24: Staff absence information to be added to Principal Reports (CH/CG) Mrs Spacey explained this would be added to the Principals reports at the May meeting (CH/CG)</p>	<p>CG Actioned</p> <p>CH/CG 15/05/24</p>
<p>RP/YPA/041/23/24</p>	<ul style="list-style-type: none"> ERM (Educational Review Meeting) Report YPA (Yeoman Park Academy) <p>Mrs Spacey explained the whole school attendance figures and reasons for two figures being shown in the documentation. It was reported attendance continues to be monitored and support offered to any families experiencing difficulties for young people attending.</p> <p>The Chair asked whether there was any indication of Ofsted visiting. Mrs Spacey confirmed the visit would be a section 5 visit and steps are in place to ensure areas highlighted at the previous inspection had been addressed.</p> <p>Mrs Spacey explained the approach taken in respect of reading and teaching through the use of Read Write Inc appropriately adapted for young people's needs with the support of academy staff and Trust support being received in addition.</p> <p>Mrs Spacey explained in respect of the AIP (Academy Improvement Plan), reading pathways were established through sensory phonics appropriate to age, stage and need and with good results identified. It was further reported that steps were in place with teaching and learning pedagogy and planning and consistent approaches were in place, which would feed into the quality assurance cycle.</p> <p>Mrs Spacey explained there had been impact of the curriculum identified through quality assurance and support offered by Mrs Clayton. Steps were in place regarding a careers programme which was being refined and updated. Mrs Spacey explained training had been completed by staff in respect of post 16 and the offer available to support young people in</p>	

	<p>preparation for adulthood. Links with Portland College were in place to support with this.</p> <p>The Vice Chair confirmed this will be focused on at the next Link visit and reported back at the May LAC meeting.</p> <p>Mr Hoop explained bamboozle projects were being put in place to support behaviour and ensure the requirements of the curriculum are met and the correct support can be offered by staff as a result.</p> <p>Mrs Spacey explained the new build was progressing well.</p> <p>Mrs Spacey explained culture was worked on during inset day and the principles of learning through quality assurance.</p> <p>Mrs Spacey acknowledged high levels of CPD (Continued Professional Development) had taken place with staff. Completion of 18 month to two-year courses had taken place for some staff. It was reported Olevi and coaching was in place for middle leader development.</p> <p>The Vice Chair praised the steps being put in place.</p> <p>Mrs Spacey confirmed there would be a staff survey circulated in the summer term and the wellbeing survey was shared in the January LAC (Local Academy Committee) meeting.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) <p>Mrs Spacey reported there had been no complaints received. It was reported there had been two SARS (Subject Access Request) which had been managed by the central team.</p> <ul style="list-style-type: none"> • Health & Safety/Data Privacy <p>There were no health and safety or data privacy issues arising.</p> <ul style="list-style-type: none"> • Risk reports <p>Risk reports had been received by the Academy Committee governors in advance of the meeting.</p> <p>Mr Hoop reported there was a risk regarding funding being received due to the changing needs of students and a reduction in HLN (higher level needs) funding which could impact in the future. Mrs Spacey explained the first round of budget setting was due to take place. Academy Committee governors acknowledged the concern raised and impact this could offer on the curriculum delivery and staff resource. Mrs Spacey</p>	
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	<p>explained a review of cohorts to take into account the new landscape was taking place to prevent any issues arising.</p> <p>Mrs Spacey explained there was currently a delay regarding the new build as a result of adverse weather conditions which had impacted building. Reassurances were provided that this would be caught up with during improved weather cycles. Monitoring of the situation is taking place.</p> <p>ERM Report – Redgate Primary Academy</p> <p>Mr Letton explained due to a change in demographic of children coming into the academy additional funding had been achieved which is offering flexibility to provide personalised support for children. It was explained that some children in Year 6 would be moving to Yeoman Park Academy into Year 7 and with lower needs which was the reason for the lower funding being received at Yeoman Park Academy. It was reported support would continue to be offered to ensure balance.</p> <p>Mr Letton explained there had been some improvement with attendance identified since March 2023. It was reported difficulties with attendance had been experienced due to seasonal sickness bugs. Mr Letton acknowledged attendance was off target as a result. Mrs Gouthwaite explained that attendance remained above national average.</p> <p>The Chair asked whether norovirus had now gone away. Mr Letton confirmed this and explained that children had also been subject to the flu bug that was circulating.</p> <p>Mr Letton reported that due to increased funding being received a family support advisor will be put in place from September 2024.</p> <p>The Chair asked what ARNA stood for.</p> <p>Mr Letton explained this was Anxiety Related non-attendance (ARNA) . It was reported persistent absence figures were impacted due to persistent absence of two pupils that was below 50%. Details of how this would impact the figures in a small academy were provided.</p> <p>Mr Letton explained the difficulties being experienced for Year 6 children achieving a place in Year 7 due to the lack of special school places available throughout the county. It was reported discussions had taken place with ICDS (Integrated Childrens Disability Services). Mr Hoop</p>	
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	<p>explained the placement had to be correct to support the needs of the child.</p> <p>Mrs Gouthwaite explained contact had been received from Sutherland House and it was hoped a places could be achieved.</p> <p>Mr Letton explained there was a County wide shortage of special school places and steps would continue to be put in place in efforts for a suitable placement to be found by ICDS.</p> <p>Mr Letton explained areas that were highlighted from the Ofsted Inspection had been worked on. It was confirmed improvements in Personal Development had been progressed with the support of the Occupational Therapist to remove barriers to learning.</p> <p>It was further explained EDI (Equity, Diversity and Inclusion) was a focus on inset day. It was reported an audit of resources had taken place to reflect the pupil body to support improvements and reflect the story at RPA through resources to support tangible learning.</p> <p>Mr Letton explained support had been received from the Trust with the reading pathway to ensure focus. Steps that had been put in place with staff were provided. It was reported steps were being put in place with Mrs Spacey to discuss the opportunity to work further on this with Yeoman Park Academy.</p> <p>It was reported curriculum pathways are being refined with clear pathways in place. Steps were in place to give additional clarity regarding the pathway for learning. Information had been shared with parents to ensure understanding which had received some parental engagement. It was explained a continuation of the use of WEDUC, social media and the academy newsletter would continue to be used to keep parents/carers informed.</p> <p>Mr Letton explained funding had been received from the DfE (Department for Education) for the work taking place with a STEM (Science, Technology, Engineering and Mathematics) advisor and to support understanding through an interactive way.</p> <p>Mr Letton reported there was an increase in positive attitude in the academy.</p>	
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	<p>The Vice Chair praised the positive attitude and change in culture being identified with staff.</p> <p>Further discussions regarding staffing was confidential and recorded separately.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist); Compliance/Culture Mr Letton confirmed there were no changes. It had been identified that there were variations in the social care being received for some children. Steps were being put in place to address this by the Trust with the local authority. • Risk Register Reports Mr Letton confirmed there were no new risks identified. Academy Committee governors had received copies of the Risk Matrix. • Data Protection (breaches/SARs/FOIA/Police requests) Mr Letton confirmed three FOI (Freedom of Information Access) requests had been made and had been supported by the Trust and GDPR (General Data Protection Rules) team at head office. <p>The Vice Chair asked why the BBC were asking for information. Mr Hoop explained Panorama had been asking for information. Mr Letton explained this would be to gain information to make headlines. It was reported that the Trust are being clear regarding what is acceptable to be in the public interest.</p> <ul style="list-style-type: none"> • Complaints, claims (No's/overview) Mr Letton confirmed there were no complaints. <p>It was reported that steps had been put in place to offer shared opportunities with other specialist settings across the Nottinghamshire area. Mrs Gouthwaite confirmed discussions had taken place with Carlton Digby regarding maths.</p> <p>Mr Letton explained a review of the SEF (Self Evaluation Form) was required to ensure an accurate reflection could be shown.</p> <p>The Vice Chair acknowledged the levels of support that continued to be offered.</p> <p>The Chair acknowledged that although there had been sickness absence, attendance figures remained above national average.</p>	
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	<p>The Chair asked for feedback to be offered to staff, praising the good work that has taken place around CPD and across both academies. The Chair and Vice Chair confirmed praise would be offered to staff during link visit meetings due to take place.</p> <p>The Chair praised the reports provided.</p> <ul style="list-style-type: none"> • Cat C trips/review Mr Hoop confirmed a trip to Lee Green will be taking place in June and plans are being put in place as to itinerary. Mrs Gouthwaite confirmed a trip was planned to The Mill Adventure Base with no further plans for trips. • Pupil number projections Mr Hoop confirmed low numbers had been received at Yeoman Park Academy. • Trust Policy Updates Academy Committee governors acknowledged the changes made to the Trust policies itemised below. <ul style="list-style-type: none"> • GDPR, • Retention guidelines • Whistleblowing • Relationship and Sex Education Policy • Provider Access Policy • Supporting students with medical conditions policy • Early Careers Teachers policy • Levels of Authority • Reserve and Investment Policy • Filtering & Monitoring (See Trust document) • Privacy Notice (Governance Newsletter) • Risk Policy • Local Policy Appendix Academy Committee governors acknowledged the documents had been reviewed and were satisfied with the content. <p>The Chair asked whether the Safe Moving and Handling Guide includes the use of a hoist. This was confirmed by Mr Hoop.</p>	<p>CH/CG ASAP</p>
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	Academy Committee governors were in agreement with both the EYFS (Early Years and Foundation Stage) appendix for Yeoman Park and the Safe Moving and Handling Guide for Yeoman Park Academy.	
RP/YPA/ 042/23/24	<p>Governance Housekeeping</p> <ul style="list-style-type: none"> School Games Update <p>The Chair explained the steps put in place regarding the special schools PE (Physical Education) group and contacts formed with the County lead for inclusion in sport. Meetings were to take place with the Chair and school games organisers and training that can be offered to teachers and additional links to the Special Olympic games. The Chair explained steps would continue to be put in place with various organisations named with the hope for introduction to take place in the summer term 2025. The Chair confirmed updates will continue to be provided on the progress being achieved.</p> <ul style="list-style-type: none"> Link Visit Reports and feedback from visits <p>The Vice Chair reported link visits were due to take place and reports would be provided for the May meeting.</p> <p>The Chair confirmed meetings were to be arranged due to cancellation.</p> <p>The Governance Professional reported Mr Stocks had provided a brief report on visits to both academies which had been circulated via email and not added to the Link Report template. The Chair acknowledged this would be reviewed.</p> <p>The Chair confirmed a review of building progress had been requested to take place. Mr Hoop confirmed the Trustee for Standards and Outcomes had been contacted regarding a visit. This would be arranged for the autumn term. The Chair confirmed he would like to take part in the visit. Mr Hoop confirmed details would be offered when a date had been arranged.</p> <p>The Chair asked whether any visits linking with stakeholder engagement had taken place.</p> <p>The Governance Professional reminded governors that Mrs Weeks was link governor for Yeoman Park and Mrs Clayton was link governor for Redgate Primary. Mrs Weeks and Mrs Clayton confirmed visits would be arranged.</p>	<p>PE 13/05/24</p> <p>PE 13/05/24</p> <p>CH/PE 13/05/24</p> <p>ZC/LW 13/05/24</p>
RP/YPA/ 043/23/24	<p>How has the Academy Committee held senior leaders to account</p> <p>Challenge had taken place throughout the meeting in respect of:</p>	

	<ul style="list-style-type: none"> • Quality of Education training • Attendance • HLN Funding impact 	
RP/YPA/044/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>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 ERM reports.</p>	
RP/YPA/045/23/24	<p>Consider information to be advised to the Trust Board and complete the report</p> <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.</p>	
RP/YPA/046/23/24	<p>Determination of confidentiality of business</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> - Confidential discussions had taken place in agenda item 041/23/24 and would remain confidential to academy committee governors and staff in attendance. 	
RP/YPA/047/23/24	<p>Date and time of next meeting</p> <p>Academy Committee governors requested the meeting take place at Redgate Primary Academy.</p> <p>Mrs Gouthwaite requested that the meeting time was moved to 4.00pm due to the site closing at 6.00pm. Wednesday 15th May 2024 Training Meeting: 4.00pm Main Meeting 4.30pm-6.00pm</p> <p>It was agreed training would be offered regarding the RPA curriculum to reflect what had been offered from Yeoman Park Academy by Mr Hoop and Mrs Clayton and to include interception awareness that was taking place.</p>	
	<p>The meeting closed at 6.48pm</p> <p>Signed: P Edwards (chair) Date: 15th May 2024 at LAC meeting</p>	

Vision - To inspire. To raise aspiration. To create brighter tomorrows.

Mission - We nurture curiosity, develop wellbeing, and empower children and young people to go beyond their aspirations.

Together, we make a difference in our diverse communities and in the lives of those who learn with us and work with us.

Values - We empower. We respect. We care