

**Minutes of the Local Academy Committee meeting held on
Wednesday 15th May 2024
Training Meeting: 4.00pm
Main Meeting: 4.30pm
At Redgate Primary 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	
Mr Lyndon Stocks	LSt	Appointed AC governor	Absent
Mrs Zoe Clayton	ZCl	Staff Appointed AC governor	Joined online at 4.40pm
Vacancy x 2		Parent AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal - YPA	Left at 5.11pm
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
	The meeting was taken out of order to offer training at the start of the meeting.	
RPA/YPA 052/23/24	Local Training Interception Awareness presented by Mrs L Robinson (Assistant Principal)	

	<p>Mrs Robinson projected information to be reviewed onto the screen. In addition, documents were provided for governors to take away regarding the training offered and the interoception curriculum. Mrs Robinson confirmed the interoception curriculum had been introduced for children at Redgate Primary Academy.</p> <p>Details of what interoception is were provided.</p> <ul style="list-style-type: none"> • The eight senses of the system were explained with details of the interoception sense being provided. • This supports self regulation skills with children, teens and adults. • Interoception awareness was put in place to support children to answer questions and how to communicate the signals with staff. Details were offered in the documentation provided. <p>Governors asked how staff teach those signs to children.</p> <ul style="list-style-type: none"> • Interoception awareness <p>Examples were provided for thirst and frustration and the sensations and emotions felt to resolve this.</p> <p>Governors acknowledged the muscle and feeling sensation some children and young people may associate with these senses.</p> <ul style="list-style-type: none"> • Interoception allows us to identify two main categories. In respect of affective emotions and homeostatic emotions. • Interoception awareness building in the curriculum is important to support what children are feeling over time and is supporting awareness of emotions. <p>Governors asked if the aim of the curriculum was to teach children awareness of this. Mrs Robinson confirmed this.</p> <p>Details of how interoceptive awareness can be identified by:-</p> <ul style="list-style-type: none"> • This being unclear to children for a variety of reasons such as body signals being; too big and happening at once, too small and may go unnoticed or distorted and not supporting awareness of emotions. 	
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	<p>Development of interoception with children was being put in place to support an understanding of the awareness of interoception.</p> <p>Staff acknowledged some children and young people require support to regulate and co-regulate and the use of the interoception curriculum would support some children. It had been identified it would not be a cure for children.</p> <p>Interoception curriculum focuses on emotions. Through targeted focus, through the vehicle of sensory and sits with the educational curriculum to ensure children are in an emotional state to learn.</p> <p>The aim is that some children will be able to self-regulate and be able to recognise their emotions as a result of the introduction of the interoception curriculum.</p> <p>The Chair asked if 100% of children were expected to be able to self regulate. Mrs Robinson explained this is not expected due to some children's needs. Mrs Robinson explained the process was complicated but necessary to support the interoception sense. Discussions took place regarding this.</p> <p>The Chair asked if parents were engaging. Mrs Robinson explained the work completed by the OT (Occupational Therapist) for individuals and information reported for parents at this stage. Mrs Robinson explained staff confidence was to be gained in preparation for introduction with parents. Discussions took place around the difficulties this may present for parents and to ensure staff staff confidence had been built in preparation.</p> <p>Mrs Robinson confirmed the curriculum had been successfully trialled with the eldest children in the academy.</p> <ul style="list-style-type: none"> • Plans to develop a central resource and focus on body parts. • All classes are being exposed to the interoceptive curriculum. • Work with the OT is in place to tailor what presenting children with. • Staff are on board with the introduction to the curriculum and recognise the part of the interoception curriculum that is missing and the importance of this for children. Lesson plan 	
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	<p>details were offered and how this may be interpreted differently for children with the exposure of sensations.</p> <p>Governors took part in activities that are to be used with children as part of the interoceptive curriculum. Information was provided regarding the reactions that some children may have in response to the interactive activities.</p> <p>Mrs Robinson explained the OT has offered to provide some resources for some of the activities that would take place as part of the curriculum.</p> <p>It was reported that the outcomes are not measurable. The Principal explained children will be monitored on the increase in length of time to support regulation and co-regulation.</p> <p>The Chair acknowledged the interoception programme was similar to the 123 Magic programme used in some schools external to the Trust.</p>	
RPA/YPA/050/23/24	<p>Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair acknowledged there had been no apologies for absence received. The Chair confirmed Mr Stocks was not present at the meeting and apologies had not been received. The Chair asked for the Governance Professional to make contact with Mr Stocks regarding the absence.</p>	<p>GP/LS</p> <p>ASAP</p>
RPA/YPA/051/23/24	<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 confirmed there was a change with an appointment to the Kirkby Town Council Board.</p>	
RPA/YPA/052/23/24	<p>Governor Training Record</p> <p>The Chair raised concern that EDI training had not been completed by Mr Stocks. The Governance Professional advised Mr Stocks would be reminded of this.</p>	

	<p>Link Governor Training Attendances</p> <p>Mr Edwards, Mrs Weeks and Mrs Clayton confirmed they had attended or reviewed the Trust Additional Funding Impact training and Pupil Premium training. Mrs Clayton confirmed a review of the Careers training had taken place. Mrs Weeks explained a link for the training had not been received. The Governance Professional confirmed this would be reported back to the Head of Governance.</p> <p>Nottinghamshire County Council Safeguarding Focus Group Attendance</p> <p>The Chair and Vice Chair confirmed they had attended the training session offered by the Local Authority. PE explained the updates provided at the session and useful information provided regarding cyber safety by the Police. The Chair highlighted that safeguarding remained the responsibility of all governors and not just Trustees.</p> <p>The Chair offered details that were provided regarding how to alert police to scams.</p>	GP Actioned
RP/YPA/ 053/23/24	<p>Minutes of the meeting dated 13th March 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/ 054/23/24	<p>Matters Arising:</p> <p>Outstanding</p> <p>041/23/24: Stakeholder Engagement link visits to be arranged at YPA</p> <p>The Vice Chair confirmed this had been actioned during a recent link visit.</p> <p>Actioned</p> <p>The Chair acknowledged actioned matters arising in line with the agenda would not be reviewed as governors were satisfied with the actions taken.</p>	
RP/YPA/ 055/23/24	<p>Principals Report RPA (Redgate Primary Academy)</p> <ul style="list-style-type: none"> CEO Annual Report <p>Mrs Spacey alerted governors to the Trust Annual Report which offered information on what has taken place and the position the Trust were currently in. Governance information was also included in the Report. Mrs Spacey confirmed sponsorship for Ravensdale had been</p>	

	<p>achieved and the support the academy would offer for students needs. It was reported further additional information regarding strategic review and the school improvement model, finances and risk with internal and external audits was also included in the document.</p> <ul style="list-style-type: none"> • Safeguarding Checklist - culture & compliance <p>Governors acknowledged receipt of the safeguarding checklist for both academies which had been reviewed prior to the meeting.</p> <p>The Vice Chair asked about staff use of smartwatches and did usage form part of policy. Mrs Spacey acknowledged information for children was available in the policy, but there was some uncertainty regarding staff usage. The Vice Chair recommended this was added to the policy. Mrs Spacey confirmed this would be reported back to the Trust for review.</p> <p>The Chair asked if staff are allowed to have phones with them during the day when in class. Mrs Gouthwaite explained steps that are in place to support staff. Details of there being a class phone available for staff. Mrs Clayton recommended the use of the academy logo to be applied to class phones to ensure differentiation of class and personal devices and prevent confusion.</p> <p>Governors asked for information regarding assurance letters that were highlighted in the checklist. Mrs Gouthwaite explained there were two assurance letters due to expire in June by companies that are no longer used by the academy. A review would be put in place prior to the expiry date.</p> <ul style="list-style-type: none"> • Equity, Diversity and Inclusion update <p>The Chair acknowledged the Action Plan circulated prior to the meeting and steps that had been put in place locally. Mrs Robinson explained the importance of EDI in the curriculum. A review of the area had taken place and it had been established that additional resources were required in each classroom. Mr Letton explained this was due to the changes identified in the demographic of children attending at the academy and increase in EAL (English as Additional Language) children.</p>	<p>LSp 03/07/24</p> <p>ZC 03/07/24</p> <p>CG 03/07/24</p>
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	<p>Discussions took place regarding EDI and reasons additional steps were being put in place to prevent assumptions.</p> <p>Mrs Robinson confirmed staff had accessed CPD (Continued Professional Development) relating to micro aggression and awareness of what they are saying. Mrs Robinson explained difficulties children experience regarding what they are saying due to their capabilities.</p> <p>Mrs Spacey left the meeting at 5.11pm due to additional work commitments.</p> <ul style="list-style-type: none"> • Risk Register Reports <p>The Chair asked for clarity around the reasons that funding was appearing on the Risk register. Mrs Gouthwaite explained the changes expected with HLN (Higher Level Needs) funding due to changes in admissions and the needs of children coming to the academy. Mrs Gouthwaite explained the concerns regarding a drop in the budget as a result of the reduction in additional funding. Mr Letton reported funding will be a continual risk due to admissions and levels of children's needs that would impact on funding being received linked to need.</p> <p>The Chair asked if similar issues were identified at Yeoman Park Academy.</p> <p>Mr Hoop explained risks had been mitigated due to level of needs of young people transitioning from Redgate Primary Academy and issues with the new build which were explained. Mr Hoop was confident that due to the opening of the new build in the autumn term it was expected admissions would move over PAN (Published Admission Numbers). Mr Hoop explained the budget is a balance of financial viability and what is right for the learners. Plans are in place to prevent any issues arising.</p> <ul style="list-style-type: none"> • Health & Safety <p>Mr Hoop explained an issue had arisen with a closing gate and a parent. Mr Hoop explained no issues had arisen with the parent and steps were being put in place regarding the gate.</p> <p>The Chair acknowledged the Health and Safety Committee meeting minutes had been received.</p>	
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	<ul style="list-style-type: none"> • Staff & pupil well-being <p>Mrs Gouthwaite explained due to issues arising with staff availability, issues had not been resolved. Mr Letton confirmed steps were in place to ensure a solution to any issues were found in a timely manner. The Chair asked for information available in the AIP (Academy Improvement Plan) to be removed. Mrs Gouthwaite confirmed this would take place.</p> <p>The Vice Chair asked whether changes to staffing in respect of information provided in the ERM (Educational Review Meeting) would be adequate to support delivery of the reading programme effectively Mrs Gouthwaite confirmed this. Discussions took place regarding staff experiences and development and support being received from another staff member.</p> <p>Mrs Gouthwaite acknowledged fluctuations with staffing had taken place and reported staffing would be settled from September.</p> <p>Yeoman Park Academy</p> <ul style="list-style-type: none"> • Exclusion and suspension data <p>The Chair acknowledged receipt of the incident overview document.</p> <p>The Chair asked were there repeat offenders in respect of incidents of physical abuse.</p> <p>Mr Hoop explained the context to the physical abuse which is usually due to a young person's autistic trait rather than an intentional physical attack.</p> <p>The Chair asked if this was similar for verbal abuse identified.</p> <p>Mr Hoop confirmed this. Discussions took place regarding this to offer additional context.</p> <p>SEF (Self Evaluation Form)</p> <p>The Principal acknowledged the report was positive. It had been identified that the SEF conflicted information available in the Principals report.</p> <p>The Principal explained the differences of the two documents and how the Principals report offers information on the steps put in place locally in efforts to achieve outcomes to match those written in the SEF.</p>	<p>CG 03/07/24</p>
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	<p>Mr Letton left at 5.23pm and returned at 5.24pm.</p> <p>The Chair asked whether Ofsted were expected before the end of the academic year. Mr Hoop explained it was unknown when Ofsted would be visiting the academy. Mr Hoop suggested a visit prior to the move to the new build would be beneficial.</p> <p>The Chair suggested updates on Ofsted inspection pertinent to the academies are offered by the Trust as a result of changes made by Ofsted, to ensure governors are updated and aware of what is taking place. Mr Letton acknowledged this would be beneficial for all governors in the Trust.</p> <p>Mr Hoop confirmed the AIR (Academy Improvement Review) is taking place on the 5th June for Yeoman Park Academy and had requested this took place in the style of what Ofsted would ask.</p> <p>The Vice Chair acknowledged reading was a focus. The Vice Chair asked whether there was to be a similar focus in writing. Mr Hoop confirmed this was the case and to be part of the creative process. Discussions took place regarding the national strategy for reading.</p> <ul style="list-style-type: none"> • Engagement of Pupils and staff, parents and community <p>Mrs Gouthwaite acknowledge staff attendance was positive which indicated staff were doing well. The Vice Chair acknowledged there had been some issues for staff and asked whether any issues arising had been settled. Mrs Gouthwaite explained steps that were being put in place to resolve issues. Mrs Robinson confirmed staff at the academy were connected and working towards the same goals. The Vice Chair asked whether there was a full staff complement. Details of recruitment were provided.</p> <p>Mrs Gouthwaite confirmed pupil wellbeing through observations offered a positive environment for children to work independently where possible. It was explained that the Interoception curriculum and strategies being put in place for any children having difficulties was effective.</p>	
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	<p>Discussions took place regarding collection of pupil voice to offer genuine information.</p> <p>Yeoman Park Academy</p> <ul style="list-style-type: none"> • Engagement of Pupils and staff, parents and community <p>Mr Hoop reported there was a positive environment with staff and steps were being put in place to offer support for issues arising regarding additional pressures for staff due to staff absence. Mr Hoop offered additional information regarding absence rates and support being offered to staff.</p> <p>Mr Hoop explained pupil voice would be led by the School Counsel with information being collated in preparation for the AIR.</p> <p>The Chair acknowledged a survey had been reviewed which had been completed by TA's (Teaching Assistants)</p> <p>Mr Hoop explained the steps that had been put in place to collate information and information shared regarding what could be offered to reduce workload and encourage a team ethos. Steps were to be put in place to support the outcomes.</p> <ul style="list-style-type: none"> • Data Protection (breaches/SARs/FOIA (Freedom of Information Application) /Police requests) <p>Details had been circulated from both academies without further review required.</p> <ul style="list-style-type: none"> • Complaints, claims (No's/overview) <p>Details had been circulated from both academies without further review required.</p> <p>Mrs Gouthwaite left the meeting at 5.37pm</p> <p>Academy specific information: -</p> <ul style="list-style-type: none"> • Category C trips/review/taken place <p>Mr Hoop confirmed a trip to Lea Green, Outdoor Activities Centre was due to take place. Mrs Clayton confirmed risk assessments had taken place and a review of what is on offer would take place to offer additional freedom for young people.</p> <p>Mrs Gouthwaite returned to the meeting at 5.42pm.</p>	
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	<p>Mrs Robinson reported a trip for RPA children was to take place to the Mill Adventure Base. Activities had been tailored to the needs of children.</p> <p>In addition, a visit to the Deep and Wheelgate was in place as part of the curriculum.</p> <ul style="list-style-type: none"> • Trust Policy Updates: <p>Governors acknowledged the updates to the Trust Suspension and Exclusion Policy and Financial Procedures Manual in addition to the updates provided in the Trust Governors Newsletter.</p> <p>Local Policy Appendix:</p> <p>Academy Committee governors were in agreement with the updates to the policies for Yeoman Park Academy in respect of Absence Reporting Policy/Accessibility/Careers Education Guidance.</p>	
RP/YPA/ 056/23/24	<p>Governance Housekeeping:-</p> <ul style="list-style-type: none"> • Completion of Governance Action Plan <p>Governors acknowledge review of the document had taken place and were in agreement with the completion of the document.</p> <ul style="list-style-type: none"> • Skills Audit Review <p>The Chair requested governors should complete the updated skills audit which would inform completion of the self evaluation and Governance Action Plan 2024/25. The Vice Chair explained difficulties experienced with accessing the form. The Governance Professional advised some governors had experienced similar issues and the Head of Governance had been notified and would review this.</p> <ul style="list-style-type: none"> • School Games Update <p>The Chair offered an update regarding the School Games. The Chair reported steps would continued to take place to ensure inclusivity for children and young people to participate in the School Games from both academies. Steps would be put in place for the autumn term. The Chair would continue to offer updates regarding the situation. Mr Hoop thanked the Chair for the support being offered regarding this.</p> <ul style="list-style-type: none"> • Link Visit Reports and feedback from visits <p>The Vice Chair acknowledged visits for Careers, stakeholder engagement (YPA) and pupil premium had taken place with Link Visit Reports being submitted.</p> <p>The Chair acknowledged link visits have been arranged for the term.</p>	<p>Govs</p> <p>20/05/24</p>

	<p>The Chair requested details of events taking place prior to the end of the academic year were provided to ensure governor attendance. Mrs Gouthwaite and Mr Hoop confirmed dates would be forwarded for circulation with governors.</p> <p>Details for the Family Picnic taking place were offered. Details of activities taking place for RPA were:-</p> <ul style="list-style-type: none"> • 19 June @ 1.45pm: Sports afternoon for Pine, Willow and Blossom classes • 20 June @ 1.45pm: Sports afternoon for Maple and Oak classes • 10 July @ 1.45pm: Family Picnic • 24 July @ 1.45pm: Y6 Leavers Assembly <p>Details were to be offered for Yeoman Park Academy.</p>	
RP/YPA/057/23/24	<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"> • Staffing • Risk Registers • Suspension and exclusion data • Safeguarding compliance 	
RP/YPA/058/23/24	<p>How have Vision, Mission and Values of Trust/Equity been upheld</p> <p>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>	
RP/YPA/059/23/24	<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/060/23/24	<p>Determination of confidentiality of business</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> - Confidential information had been shared regarding staffing, it was requested by the Chair the discussions taking place remain confidential to the meeting by the attendees, indefinitely. 	
RP/YPA/061/23/24	<p>Agreement of meeting dates 2024/25</p> <p>Academy Committee governors were in agreement with the proposed meeting dates for 2024/2025.</p> <p>Date and time of next 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

	Wednesday 3 rd July 2024 at Yeoman Park Academy Training Meeting: 10.00am Main Meeting 10.30am-11.00am	
	The meeting closed at 6.00pm Signed: P Edwards (chair) Date: 3 rd July 2024 (Agreed at LAC)	