

**Minutes of the Local Academy Committee meeting held on
Wednesday 18th September 2024
Main Meeting: 10.30am – 12.00pm
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	
Vacancy x 2		Parent AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal – RPA + YPA	
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RPA	
Mrs Lorraine Robinson	LR	Assistant Principal	A
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Quorum Required	2	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
RPA/YPA/ 001/2425	Welcome and apologies for absence The Chair welcomed everyone to the first meeting of the academic year. It was also acknowledged that Mrs Spacey is now the Executive Principal across both Yeoman Park and Redgate due to a reallocation of schools with Mr Letton.	
RPA/YPA/ 002/2425	Governance report Declarations of Interest	

	<p>It was confirmed that all governors have completed the annual declaration of interest.</p> <p>Code of Conduct It was confirmed that all governors have completed the annual code of conduct.</p> <p>Governance action plan summary 2023/24 and new one for 2024/25 from self-evaluation and skills audits – actioned It was confirmed that this had been actioned in the summer term 2 meeting.</p> <p>Confirm/appoint to link governor roles It was agreed that the link roles as below will continue for this academic year;</p> <p>Mr Edwards – safeguarding, SEND and leadership & management Ms. Weeks – careers, pupil premium and quality of education. Mr Stocks – H&S and data privacy Mrs Clayton – stakeholders</p> <p>Confirmation of training for governors to complete It was confirmed that all governors have completed the annual safeguarding training.</p> <p>2024/25 training programme The Chair confirmed that link governor training dates had been sent out if anyone had not received these then to check with the Governance Professional.</p>	
RPA/YPA/003/2425	<p>Training</p> <p>Safeguarding refresher It was confirmed that all governors have completed the annual safeguarding training.</p> <p>Local training plan to be decided to link with Trust training dates/Skills Audit review</p>	

	<p>The Chair agreed with the committee to speak to both academy Principals to agree on the local training plan. The Executive Principal agreed that this would be sensible once the academy's AIPs had been finalised. This was agreed with the committee.</p> <p>Governor Training Record Governance Professional to update the training record and the link governor document in the SharePoint folder. Mr Stocks still needs to complete the EDI module. Governance Professional to resend to Mr Stocks.</p> <p>Governor Link Training The Chair confirmed that link governor training dates had been sent out if anyone had not received these then to check with the Governance Professional. It was acknowledged that the governor conference on the 1 October 2024 had been cancelled. The committee all support Mr Edwards on speaking to Alison Elway on rearranging the event as can be very beneficial to all attendees.</p>	<p>GP</p> <p>GP</p>
RP/YPA/004/2425	<p>Minutes of the meeting dated 3rd July 2024 The minutes of the meeting, having previously been received and agreed by the Executive Principal, Principal, and Chair were subsequently agreed by the Local Academy Committee and signed electronically by the chair.</p>	
RP/YPA/005/2425	<p>Matters Arising: Outstanding</p> <p>064/23/24: Review of Trust Training and KCSIE and confirm on form (LSt/ZC) See agenda item RPA/YPA/003/2425</p> <p>066/23/24: Update on academy stickers on mobile devices and review of policy in relation to smart watches (LSp) The Executive Principal confirmed that this has been fully reviewed across the Trust for all the primary, secondary and specials academies.</p> <p>067/23/24: Sports Premium/PP/SEND/AIP(CH/CG) Agenda items See agenda item RP/YPA/006/2425</p>	

	<p>067/23/24: Admissions update (CH)</p> <p>Mrs Gouthwaite confirmed to the committee that Redgate has gone over PAN rather than increasing it. The PAN remains at 56.</p>	
<p>RP/YPA/006/2425</p>	<p>Principals Report</p> <p>The Executive Principal confirmed that both academies had had their ERM meetings on Monday which was both meaningful and useful from the academy's point of view. Governors will receive the statements through once the Principals have received them.</p> <ul style="list-style-type: none"> <p>Safeguarding Culture & Compliance: Keeping Children Safe (KCSIE)</p> <p>The governors asked if there were any updates from the evaluation of the EDI survey and the action plan that has been written. Mrs Gouthwaite confirmed that the academy has looked at the results but out of 50 staff only 7 people responded which is the same as last time which is not as good as the SLT were hoping for. It was noted that the Trust & academy had sent out several other surveys at the same time. From the data, there was nothing that the SLT wasn't expecting. Governors were made aware that one thing highlighted was that work needs to be done on micro-aggressions and language used to ensure staff speak to each other as colleagues regardless of if they are friends outside of the workplace. The governors agreed this would be a challenge which Mrs Gouthwaite confirmed that it is a contentious subject, but the Trust are continuing to work with the EDI lead on the commonalities across all the survey results including any conceptions.</p> <p>Evaluation of AIP & SEF 2023/24</p> <p>This had been reviewed in the summer term 2 meeting of the 23/24 academic year. There were no further questions on this.</p> <p>Overview of 2024/25 AIP objectives</p> <p>As discussed at the start of the meeting, the AIP for Redgate and Yeoman Park are in the final stages of being finalised. Governance Professional to add to a later agenda once finished.</p> <p>Targets 2024</p> 	<p>GP</p>

	<p>The governors asked how the Principals decided what targets would be best. Mrs Gouthwaite confirmed that the AIP is still in draft form, however when Redgate had their AIR in July, the curriculum was looked at as the academy had undergone a lot of work on sequencing. The academy is now able to look at refining to ensure there is rigorous quality assurance to ensure that teachers can deliver what is on paper. Following the ERM on Monday, the academy will be able to refine the subject areas. Redgate will be working closely with Sarah Kahler, Trust lead for Maths, on the SEND arm of the Maths Hub as Maths is a focus for this academic year. Pat Evans, Trust lead for English, will also be working with the academy more on reading to ensure the reading offer remains ambitious. There is a target on talents and interests to ensure the academy is stretching the children in this area and ensuring it is the next step in the academy enrichment opportunities. To move this forward, teachers are looking into the talents and interests that the children have and once the data has been received it will allow the academy to look at the approaches that can be achieved. Moving forward, the academy will also be working in partnership closer with Yeoman Park as there are more opportunities for collective working. Both academies also have a target for talents and interests so there is an opportunity to share resources between sites as well as experienced staff. The Executive Principal added that this process has allowed for a refinement of the curriculum to ensure the academy are really understanding what will make the difference. The governors queried if this is why the academy specifically selected maths. The Executive Principal advised that after some investigative work the academy were able to narrow down on how assessments are used to ensure children are making small step progress.</p> <p>The governors questioned who was involved in the decision making and if parents / pupils were involved. The Executive Principal advised that parents will be included in the target for children's skills and aspirations. For the other targets, Mrs Gouthwaite and the Executive Principal would do some deep dives to see what the trends are highlighting. From these dives it pulls in the work that is done for the AIR, ARM and ERMs. During an ERM, the wider team all discuss as a whole which includes Sally Truseler, SEND lead for the Trust, Sarah Kahler, Maths lead for the Trust, Pat Evans, English lead for the Trust as well as the Principal, Executive Principal and Chief Education Officer.</p>	
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	<p>During the ERM meaningful discussions are held and then targets are set based on what will they make the difference to the children. This is then filtered to staff with the CPD package being built into quality assurance cycle for the year so that progress can be seen. Mrs Gouthwaite added that it has been agreed that the AIP will be a 2-year plan.</p> <p>The governors asked the Principal at Yeoman Park the same questions. Mr Hoop confirmed that the academy has taken all the information and data from assessments and there has been a focus on reading which has moved on well. The communication target has therefore come from ensuring that whilst the learners can read stories, it would be nice for them to write and communicate their own stories. There is also a desire for the children to write for purpose. Mr Hoop added that as Mrs Gouthwaite had mentioned, Yeoman Park will also be looking at bringing in outside providers and providing different opportunities to ensure the children are experiencing things that the academy cannot provide in school. There is a dance specialist coming into the academy who is also helping to bring the communication skills along and whilst bringing new people into the academy brings new challenges to the children it is also stretching them. Mr Hoop informed the governors that the whole premise of the curriculum is around communication.</p> <p>The Executive Principal added that by the one Executive Principal over the two academies it really helps to focus on close relationships and efficiencies in scale.</p> <ul style="list-style-type: none"> • Behaviour and attendance/FPE/PEX review 2024/25 <p>The governors noted that the attendance for Redgate needed celebrating before asking why 4 students missed the first day. Mrs Gouthwaite explained that the first day back at Redgate was a day earlier than all other schools in the area. A couple of the children have siblings at Samuel Barlow Primary and one had transferred from Wainwright Primary so with those being schools in the same Trust, families got confused.</p> <p>The governors also praised Yeoman Park for their attendance before questioning the whole school persistent absence of 8%. Mr Hoop explained that there are some ongoing issues and some that have</p>	
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	<p>been inherited from Redgate Primary. The placements for these children are needing to be renewed and the academy are looking at working with other agencies if they continue to be persistently absent.</p> <p>In advance of the meeting, Mr Hoop shared a behaviour PowerPoint with the governors. The governors queried if the behaviour incident forms are loaded into My Concern if necessary. Mr Hoop explained that this is dependent on if there is a safeguarding concern, but normal behaviours are not recorded on my Concern. There are weekly safeguarding meetings where behaviour is discussed, and the team try to unpick if it is behaviour or due to the learners needs. The governors thanked Mr Hoop for highlighting ways in which the academy deescalate bad behaviour including safe spaces having soft mats, weighted blankets and therapy balls. Mr Hoop confirmed this has all been routed through good occupational therapy behaviours.</p> <ul style="list-style-type: none"> • SEND/PP –local offer, information report 2024/25, annual review 2024/25 inc. all vulnerable groups (reports for websites)/Value for money/measurable outcomes/impact <p>There were no questions on the SEND or PP offer for either academy.</p> <ul style="list-style-type: none"> • Sports Premium evaluation and plan/Value for money/measurable outcomes/impact <p>The governors praised the Principal's for the content of the Sports Premium plans. Mrs Gouthwaite and Mr Hoop have confirmed they will discuss the schools' games further with links that Mr Edwards has.</p> <ul style="list-style-type: none"> • Risk Reports Update <p>The governors noted that a risk for Redgate was that the academy has been unable to set a balanced budget and queried if this was linked to Pupil Premium with the figure still being unconfirmed. Mrs Gouthwaite confirmed this was linked to higher needs funding and that the academy do not know from one year to the next on what the funding will be that makes it a fragile budget. The governors further highlighted it stated that the risk was increased by high staffing levels to meet pupil needs before questioning that this won't change which Mrs Gouthwaite confirmed this was correct.</p>	
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	<p>The governors asked if the Trust are still supporting both academies with the gas and electricity bills. Mrs Gouthwaite confirmed this was the case.</p> <p>The governors asked if the national funding model will add a potential strain if it is adopted to the numbers of pupil on roll. Mrs Gouthwaite confirmed with only having 57 children it may impact the way the academy is run if that change does happen.</p> <p>The governors requested confirmation from Mr Hoop on the budget for Yeoman Park. Mr Hoop confirmed that Yeoman Parks' budget is more profound especially with the move and the associated additional costs. The first priority is moving the current learners into the new build and then look at new learners and the additional staffing that will be required.</p> <ul style="list-style-type: none"> • Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) <p>The governors asked if there had been any occasions where the academies have had to implement their emergency plans. Mrs Gouthwaite advised that Redgate have due to snow closures and flooding. The governors further asked if the plan had worked. Mrs Gouthwaite confirmed it did and that fortunately it has not needed to be used for any major emergencies, but the academy does have a desktop exercise planned when the children are not on site. Half termly fire drills are also held with the children. Mr Hoop added that Yeoman Park had had semi-lockdown scenario last year and whilst due to the nature of the incident a dynamic risk assessment was needed rather than using the emergency plan.</p> <ul style="list-style-type: none"> • 2025/26 Trip calendar and review any Cat C trip review <p>There were no Cat C trips to review at this meeting.</p> <ul style="list-style-type: none"> • Admissions 2026/27 local appendix approval (referral to Trustees if changes to be made & consultation proposals if required) <p>It was acknowledged that the admission appendices are still being worked on and will be brought to the next meeting.</p>	CH / CG
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	<ul style="list-style-type: none"> • Impact of additional funding – SEND/PP/Sports Premium There were no further questions on this item. • Stakeholder engagement The governors acknowledged the good CPD offer. Mr Hoop confirmed that the offer has also been offered to the primary schools in the Trust which has resulted in SEND leads from primaries and specials coming together which is positive. The governors queried if they would see sight of the survey results. Mrs Gouthwaite confirmed these would be shared. • Trust policy and local policy appendix The governors confirmed they were happy with all the local appendices for both Yeoman Park and Redgate. • Academy specific items The governors asked how Ravensdale academy will fit in with Yeoman Park and Redgate and if there will be one board of governors. The Executive Principal explained that to start with Ravensdale will have its own board of governors which Mr Edwards has agreed to support with. Once the academy is up and running future decisions will then be made but it does allow for more collaborative working including in the package with Yeoman Park and Redgate. The governors requested an update on Yeoman Parks' new build. Mr Hoop confirmed the project is on schedule for the handover in February half term. The governors further asked how long was being allowed for the decant between the old school to the new one. Mr Hoop advised that this would be confirmed once approved. 	
RP/YPA/ 007/2425	<p>Budget summary report Governors were made aware that the budget summary was not provided in time to the academy. Governance Professional to add to the next agenda if the Chair deems appropriate</p> <p>The governors asked how often the academy have budget meetings. Mrs Gouthwaite confirmed that every month they receive their</p>	

	management accounts and then have a meeting with their finance manager, so it is regularly looked at.	
RP/YPA/008/2425	How has the Academy Committee held senior leaders to account Challenge had taken place throughout the meeting in respect of: <ul style="list-style-type: none"> • The targets that have been set and how these were decided • Attendance at both academies • The risk registers • The emergency plans 	
RP/YPA/009/2425	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.	
RP/YPA/010/2425	Consider information to be advised to the Trust Board and complete the annual report Discussions took place and the document was populated with information required as discussed during the meeting. The document was subsequently submitted to the Head of Governance.	
RP/YPA/011/2425	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That no confidential information had been discussed 	
RP/YPA/012/2425	Date and time of next meeting Tuesday 19 November 2024 Training Meeting: 4pm Main Meeting 4.30pm-6pm Location – To be confirmed.	
	The meeting closed at 11.26am Signed.....by the chair via email.....(chair) Date.....04.10.2024....	

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