

HOLYROOD ACADEMY
LOCAL GOVERNANCE COMMITTEE

Company Number: 7341523
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Minutes of a Local Governance Committee Meeting
Held at Holyrood Academy
On 7th November 2017 at 5.30pm

PRESENT: Amanda Broom, Peter Chapple, Matt Collins, Mac Davison (Chair),
Jonathan Farey, Pauline Lamond, Jason Swarbrick,
Paula Gibson (Minutes Secretary)

APOLOGIES: N/A

IN ATTENDANCE: Jo James (till 18.00pm)

WELCOME

MDa welcomed all to the meeting and welcomed PC as a new Governor, JS as the new Staff Governor and PG as the Minutes Secretary, who will be covering for Lucy Such during her period of Maternity Leave.

1. PRESENTATION FROM JO JAMES, THE HOLYROOD WAY

MDa welcomed Jo James to the meeting, who presented Governors with a new initiative that has been introduced in Year 7 called "The Holyrood Way". JJ also shared a copy of the Autumn Term 2 Knowledge Organiser, which has been given to all Year 7 students.

MDa thanked JJ for her presentation and thanked her and the staff for the introduction of such a positive initiative and all agreed that giving families the chance to be involved and talk about schoolwork was invaluable.

Governors asked about the amount of time it is taking staff to prepare this, JJ explained that as this is new it is a time consuming experience however Departments are given dedicated time each term to agree on the content of the knowledge organiser. JJ also explained that the Knowledge Organisers are being refined each term, and this term, on the advice of Caroline McKee, now includes differentiated activities. The expectation is that the time it takes to produce the Knowledge Organisers should decrease as the programme goes forward.

Governors asked if Year 6 students will be introduced to this prior to them starting in September, and discussions took place about the Induction Day and transition process and all agreed that there might be the opportunity to work with students on memory and retention of information after the Key Stage 2 (KS2) SATS has taken place.

Governors asked about how JJ saw the Knowledge Organisers and The Holyrood Way being progressed, and she explained that the intention was to use this in Year 8 and beyond, but that the Knowledge Organisers would be impractical after GCSE options had been chosen.

Governors asked is any subject areas are using this programme in other Year groups, and JJ explained that this was the case in both English and Science. JJ explained that students are positively responding and the student confidence is increasing, especially in lower ability students. The Head of Year 7 also noted that he had seen a culture change after the introduction

of The Holyrood Way and that the information now available to Tutors and the Head of Year was much more in depth.

MDa explained that the Governors would like to keep up to date with this, and asked that JJ update them via the Heads report.

JJ left at 18.00pm

2. CHAIRS OPENING REPORT

This item was a confidential minute.

3. APOLOGIES

No apologies were received.

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared.

4. MINUTES FROM MEETING ON 15TH JUNE AND 20TH SEPTEMBER 2017 AND MATTERS ARISING

MDa signed the minutes as a true and accurate reflection of the meeting held on the 15th June and 20th September.

MJC explained that since the minutes had been circulated the FFT (Fisher Family Trust) first results had been made available and only minor changes had occurred.

| Action | Update |
|--|---|
| JP to add Notional SEND budget to Management Accounts | This will be presented in the January 18 meeting. |
| JP to provide a summarised final forecast at next meeting (November) | This will be presented in the January 18 meeting. |
| Governors to provide input on and agree Action Plan for Head teachers report | Complete |
| Action Plan to be presented to Governors upon completion | Complete |
| RE to adapt Link Governor roles to fit Action Plan | This item is now held in abeyance |
| MC to look at alternative to colour coding on report for Governor's without access to colour printers | Governors to contact PG should they require printed copies – Action Complete |
| RE to check if Terms of Reference is to be signed by him or Ann Adams and will arrange for it to be signed accordingly | This is an item for the VLT |
| Assurances that RH's concerns are being addressed to be presented at next LGC meeting | Visited the SENCo and concerns have been addressed. With regard to 2 dual registered students who had been in unregistered provision, 1 has been moved to alternative provision and the other is being dealt with the LA. |
| RE to recommend review of Behaviour Policy to trust including handout | This item was with regard to Code of Conduct of visitors including parents. MJC explained that |

| | |
|---|--|
| | this will be a joint piece of work with the CAFOS (Chard Area Family of Schools) heads |
| RE to ask Ann Adams to look at Terms of Office | The Terms of Office have been agreed by the Members of the VLT as 4 years, with a maximum of 2 terms (ie maximum of 8 years) from the commencement of the Trust. |
| LS to circulate 'Keeping Children Safe in Education' document to Governors. | PG to recirculate. Action Complete |
| RS to meet with MC to revise and update the risk register. | Ongoing – MJC and MDa to meet to discuss any required amendments to the Risk Register |
| MC to ensure results are circulated to Governors prior to going to press | MJC will inform Governors, by email, of the A Level / GCSE results as necessary. |

5. HEADS REPORT

This was circulated in advance of the meeting. MJC also explained that they were also now recruiting for a Teacher of Photography.

The H&S review took place and no major actions had been identified.

The RAG'ed School Improvement Plan is now a dedicated item at Leadership Team meetings, and presentations are now made on how progress is made against plan.

In Year progress was discussed, Governors enquired about the Year 11 Cohorts attainment on entry, and MJC explained that they had been average, as are most years. The only exception to this is the current Year 9, who had slightly below average attainment on entry. Governors hoped that the "Holyrood Way" would improve attendance. MJC explained that he was mindful if not diverting all attention to the Year 11.

Governors asked the in future MJC include historical data within his report to allow them to track the progress of students. MDa explained that Ofsted would use compared data against national average.

Action: MJC to include historical data in Head's report

6. CHAIRMAN'S UPDATE

Teachers Pay Review Panel

The Pay Panel met and were supported by two Trustees, as a number of HA LGC members were not available at the time. MDa explained that this panel meets on an annual basis.

There is likely to be a need for an appeals panel to meet – three people will be required to sit on this panel and JF and MDa offered their services and AB and PC will attend if they are available.

Pay decisions were circulated to teaching staff on the 6th November and staff are given 5 days in which to respond if they do not agree with the decision. In 2016/17, there were no appeals, in 2015/16, there were two appeals and in 2014/15, there were no appeals.

Governors were able to make comment on the content / style of the letter, staff have also given feedback about the phrasing, and amendments will be made before the next round of letters are issued.

Any appeals will be heard via a new pay panel and MJC will check with AA / MB regarding the composition of this panel.

Parent Governor Elections

The HA LGC has vacancies for 2 parent governors, and letters to parents inviting them to apply for the role will be posted home with the next set of student reports (circa W/C 20/11/17). Information will also be included on the Academy website.

Action: PG to arrange and post home election letters and place on website. Liaise with MJC / MDa as required

Governors Visits / Link Governors

MDa reemphasised that Governors should concentrate on the core / mandatory aspects of Governance and should prioritise aspects of the School Development Plan (SDP), until such a time as it was possible for them to take specific responsibility for key areas. The template of visits that was developed by previous Chairs will be updated and used at the appropriate time.

JF explained that he visits the Academy on a weekly basis and could meet with staff accordingly. He invited other Governors to join him should they wish.

AB explained that due to both work and council commitments, she was unable to meet on a regular basis, but she informed the meeting that she had recently been in and met with a group of students with regard to careers advice.

MDa's Visit notes were circulated in advance of this meeting, he thanked Claire Berry for her commitment to Teaching and Learning, and MJC explained that CB felt that these link meetings were invaluable.

The recent Year 7 team building expedition was also discussed and all agreed that it was well received.

Governor Training

There were no further updates on this item.

PG explained about a Governors resource called "The Key" and will circulate information to Governors. Governors asked about acronyms used, and PG will circulate a list of the most commonly used.

Action: PG to circulate information and login details of "The Key" as well as a list of acronyms.

A Governor Induction programme was discussed and MDa / MJC will look to see if they can create a programme for new Governors.

VLT Trust

Governors would like a Trustee to be invited to their meetings to give them an opportunity to discuss items of interest. Governors felt that communication was not as strong as it could be and that they felt remote from the Trust

Clerks Business

It was agreed that future meetings would commence at 5.30pm

7. AOB

MJC is to invite Jamie Atkinson to attend the next meeting to present Governors with information on the HA Gifted and Talented programme.

Governors asked about the public consultation process that is taking place concerning the potential closure of the 6th Form at Axe Valley Academy (AVA). A number of students from AVA attended the recent open evening at HA 6th Form, and there was the possibility of transport being provided to HA from the Axminster area. A Governor informed the meeting that there was one

particular parent who was unhappy with the proposals as they had removed their child from HA after an alleged incident of bullying.

Michael Weston, Trustee, has contacted MDa and offered his support with regard to safeguarding.

MEETING CLOSED AT 7.00PM

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

| Action | By Whom | By When |
|--|-----------|------------------------------|
| Finance Information outstanding from previous meetings | JP | For January 18 meeting |
| Risk Register – to be updated | MJC / MDa | Ongoing |
| Historical Data to be included in Heads report | MJC | For Spring 2 Heads Report |
| Parent Governor Election – letters to be posted home. | PG | Before the end of the month. |
| Circulate information and login details about “The Key” and the most commonly used acronyms. | PG | ASAP |

Dates of Upcoming LGC Meetings:

Tuesday 16 January 2018 – 5.30pm

Review Single Central Record
 Admissions
 Finance Update
 Presentation from the Head Boy and Head Girl and Presentation from Jamie Atkinson regarding Gifted and Talented provision at HA

Tuesday 27 February 2018 – 5.30pm

Headteachers Report

Tuesday 17 April 2018 – 5.30pm

Review Single Central Record
 Presentation from the Head Boy and Head Girl

Tuesday 5 June 2018 – 5.30pm

Agree individual school budgets for recommendation to Trustees
 Headteachers Report