



Minutes of the Holyrood Academy Local Governance Committee Meeting
held at 17.00pm on 14th September 2020 at Holyrood Academy

Attendees	Initials	Attendees	Initials
Peter Chapple	PC	Dave MacCormick	DMc
Alison Collins	AC	David Pugh	DP
Jonathan Farey	JF	Sue Watson	SW
Izzy Hamilton	IH	Kate Yamada	KY
Barney Haydon	BH		
Kathleen Lemon	KL	Paula Gibson – Clerk	PG

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Daniel Pritchard	DPr	Rob Crocker – Deputy Headteacher	RC
Richard Poole	DPo		

Signed as a correct record of the meeting:

Date:.....

Reopening of Holyrood Academy – Dave MacCormick

The Reopening Strategy and the Risk Assessments had been shared in advance of the meeting. DMc explained that the school was now open to all year groups - current attendance is 95.4%, which is very positive.

DMc explained the need to continue with the agreed improvement targets as well as focus on the immediate issues. DMc explained the three day inset programme and that this had been well received by staff.

DMc praised the Site Team and Business Manager for their efforts in preparing the site for reopening and the comprehensive risk assessment that had been written. All rooms now have a cleaning kit including hand sanitisers, wipe down kit, lidded bins as well as a marked 2-metre teacher zone and a cleaning record. All hygiene and social distancing measures have been shared with staff and students.

DMc stated that there had been a calm and orderly start to the academic year and that the re-start room and cover rooms were now in place and were working well.

Governors had taken part in a learning walk on the 14th September and all reported positively stating that they saw exceptional behaviour being modelled as well as excellent arrangements for student transport. The atmosphere in the Restart room was positive – DMc noted that there was a level of concern that teacher behaviour expectations may not be consistently high due to the referral rate to the Restart rooms, but DMc has seen no evidence of this.

Governors raised **CONCERN** about staff wellbeing, as they are currently required to move between sites several times a day – DMc recognised this concern. Governors **ASKED** if individual risk assessments for staff have been required, Yes three staff have required individual risk assessments.

Governors **ASKED** if individual risk assessments for students have been required, Yes, but DMc was not sure how this information had been shared with parents. Governors **ASKED** how SEND students are being supported – some students have allocated TAs however, the difficulties were recognised in those students without this level of support and that teachers are not able to directly check understanding with students; in these cases, meetings are being held with parents to discuss appropriate support arrangements. The Transition Worker and SEND team are working as necessary with students and the student Learning Passports are a vital tool.

Governors **ASKED** about the UAT Staff Absence policy recognising that the availability of Covid19 tests is a recognised issue – there is a policy yet there is some level of discretion available to the Headteacher.

Governors **ASKED** about the access to drinking water for students – all drinking fountains have currently been decommissioned but there is access to drinking water in both dining hall facilities.

Governors were **IMPRESSED** with the measures put in place and gave their thanks.

1. Welcome and Apologies

DP welcomed all to the meeting – apologies were received from Daniel Pritchard and Richard Poole. DP introduced Rob Crocker as the new Deputy Headteacher.

PG explained that there was one parent governor vacancy and that the process for recruiting to this role would commence shortly.

2. Declarations of Interest

There were no declarations of pecuniary interest.

3. Governor Information Folder and Completion of Annual Business Items

The Governor Information folder was circulated and content explained and Governors were asked to complete all annual business forms no later than the 30th September. Governors' attention was also drawn to the new Privacy Notices, which had been circulated in advance of the meeting.

DMc explained that the SEF would be available by the end of September.

4. Safeguarding Training / Update

KY asked all Governors to complete the online Safeguarding training modules no later than the end of the month – KCSiE, Safeguarding 2, Prevent and FGM.

The Safeguarding Action Plan will be reviewed on the 22nd September and KY is to meet with SDa to follow up on this on the 24th September.

Four Governors attended the Safeguarding INSET day for staff held on the 7th September. All staff have been briefed on the changes in the KCSiE as part of the Inset day dedicated to Safeguarding and the Safeguarding Policy is to be updated to reflect the changes. All Governors have received the KCSiE updates as part of the Governor information pack circulated.

Discussions took place regarding Children missing from Education and all were satisfied that a clear tracking procedure was in place. A discussion took place regarding My Concern, the Safeguarding-reporting tool, and all staff present confirmed that all knew how to use this system.

KY has met with Jill Larcombe, Trust Safeguarding Governor and links are being built with other school Governors. KY will review the Safeguarding section on the Holyrood Academy website.

A confidential minute was held.

All noted the good community support for the Academy and that this needed to be capitalised upon.

Action:

Safeguarding Action Plan and the new Remote Learning Policy to be points for discussion at the November LGC meeting.

5. Minutes of the Meeting held on 13th July 2020 and Matters Arising

DP signed the minutes as a true and accurate reflection of the meeting held on the 13th July 2020. There were no matters arising

6. Heads Report – Dave MacCormick, Headteacher

This was circulated in advance of the meeting.

The reopening strategy had been circulated in advance of the meeting and this is being reviewed and updated as necessary.

There has been an increase in students joining Year 12 – there has been an increase of nearly 30 students joining the Sixth Form from the previous year. Governors were made aware of the transport difficulties some students faced getting to other Sixth Form providers. Governors **ASKED** if any students had joined the Sixth Form from Axe Valley Academy – not any, but a number had joined from Huish Episcopi.

DMc explained that the Academy needed to recruit a new Maths Teacher to replace someone who did not take up their offered position. One member of staff is also off long term sick.

The CIF bid for upgrade and safety work in A and B block was successful in the second round application process. This will require £55k match funding. Confirmation has now also been received of a £5m expansion fund, which will provide for a new purpose built dining space and kitchen with additional classroom space above. Some monies will also be available to regenerate some other areas within the Academy. The expansion fund assumes a growth in student numbers to 1350, but does not take into account any expansion in the Sixth Form.

DMc explained that the Academy was now full in all year groups and that there was an active waiting list of students – discussions took place about the priority of Trust schools within the admission policy.

Exam Results Analysis – Rob Crocker, Deputy Headteacher

RC circulated the detailed analysis of the 2019/20 exam results and warned Governors that these could not be compared to results from previous years. The results given to students were the best possible outcomes.

RC gave a very detailed presentation on the 20219/20 results. Governors were **CONCERNED** about the widening gap of PP student attainment recognising the three year declining trend – RC felt there could indicate a lack of aspiration, challenge and standards. The gap between boys and girls was also apparent recognising that this is a national issue.

Governor's attention was drawn to discrepancies in subject areas and it was explained that both RS and ICT are no longer compulsory subjects. RC reminded Governors about the accuracy of staff predictions and the need to hold students to high standards – a Year 11 data drop is due soon.

Governors **ASKED** if the exam data analysis has been shared with Curriculum Team Leaders (CTLs) – not yet, but DMc and RC are to meet week commencing 6th October with all CTLs to review the data. RC is to put in place standardised systems, which will allow CTLs to concentrate their efforts as necessary.

Governors **ASKED** if the Year 12s were anticipated to have caught up to provide an accurate result? There may need to be a national way forward to ensure consistency. All recognised that there may be some gaps in knowledge, and some subjects have provided students with summer

work to complete however, there is a lack of real examination preparation for some students. No student has opted to resit exams in the Autumn term from Year 11 although there is one student in Year 13 who has decided upon this course of action.

Governors **ASKED** how the Academy will know if the data predictions have improved? Data drop modelling will be shared with CTLs however, the data from 2019/20 is not comparable.

DMc explained that £80k Catch Up funding is available and that Holyrood Academy may use some of these monies to fund transport for mandatory Period 6 lessons for Year 11 students. Plans will be shared with students and parents after the October half term. These sessions will not form part of Staff directed time but would replace voluntary revision sessions, which are currently in place. Governors **ASKED** how this may affect staff PPA time – this will be reviewed. The Academy has also applied for academic mentoring funds but it is not yet known if the Academy will qualify for this as it is based upon area deprivation rates.

Holyrood Academy has been allocated a full time social worker, based on site – this person will be line managed by SDa. The local diocese has also appointed a Youth Worker to be based in Chard. A suggestion was made for this Youth Worker to also be based at Holyrood Academy. All **AGREED** this were both excellent additions.

Governors **ASKED** how staff pay progression would take place. The Trust has agreed that performance management targets will not include numerical targets this year and that staff will automatically progress unless concerns had been previously raised.

Governors **THANKED** DMc for championing the exam results debacle for students and recognised that his efforts had raised the profile of the Academy and its caring attitude. DP also thanked Governors for their letter of support.

Governors **THANKED** RC for his detailed report.

7. Standing Agenda Items

7.1 Safeguarding – all items were covered as part of agenda item 4.

7.2 Link Governors

These were confirmed as following;

- Safeguarding : Kate Yamada (Academy Lead: Sam Davison)
- SEND : Ali Collins (Academy Lead: Laura Gold)
- Pupil Premium - David Pugh (Academy Lead: Jonathan Black)
- Careers - Peter Chapple (Academy Lead: Kathleen Lemon)
- Health & Safety - Daniel Pritchard (Academy Leads: Tina Coles/Katherine Laws)
- Most Able Students - Kate Yamada (Academy Lead: Rob Crocker)

AIP Link Governors are:

- Priority 1: David Pugh (Senior Leadership Team Lead: Dave MacCormick)
- Priority 2: David Pugh (Senior Leadership Lead: Rob Crocker)
- Priority 3: Jonathan Farey (Senior Leadership Lead: Jonathan Black)
- Priority 4: Kate Yamada (Senior Leadership Lead: Sam Davison)
- Priority 5: Ali Collins (Senior Leadership Lead: Jo James)
- Priority 6: David Pugh (Senior Leadership Leads: Jo James/Kathleen Lemon)

- Priority 7: Ritchie Poole (Senior Leadership Lead: Greg Ireland)
- Priority 8: Peter Chapple (Senior Leadership Lead: Fliss Challis)
- Priority 9: Daniel Pritchard (Senior Leadership Leads: Tina Coles/Katherine Laws)

Governors were reminded to agree their visit notes with the relevant staff member and send any completed visit notes to DP and PG.

7.3 Governor Training

Governors were reminded to complete their Safeguarding training by the end of September and to let PG know if they were unable to access The Key.

7.4 Trust Update / Clerks Update

- The Trust has approved the Data Protection / Freedom of Information Policy.
- The Trust Exclusion Policy is currently being written and should be approved by the end of September.
- The Head at Uffculme Primary School is being recruited for and DMc and AC are involved in this process.
- Neroche Primary School are on schedule to join the Trust in January 2021.
- DMc shared the new staff coaching plans which will see new Deputy Heads at both Holyrood Academy and Axe Valley Academy (AVA) will be mentored by another Trust Headteacher – all were pleased by this extra layer of development for staff.
- DMc is to resign from the AVA LGC

8. Risks and Concerns to be passed to the Trust Directors:

- Staff well-being given the current Covid situation
- Support for SEND and PP students under current arrangements
- Lack of students from Axe Valley Academy seeing Holyrood as a Year 12/13 option
- The pace of change with regards to safeguarding, with the revisit of Steve Bane from Cabot Learning in the Spring Term 2021 (commissioned Safeguarding Review)

Date of next meeting – Monday 16th November

The meeting closed at 19.27pm

Dates of 2020/21 LGC Meetings – 5.00pm start

- 16th November 2020
- 11th January 2021
- 15th March 2021
- 28th April 2021
- 21st June 2021
- 12th July 2021

Action:	By Whom:	By Date:
Safeguarding Action Plan and Remote Learning Policy to be points for discussion at the November LGC meeting	Clerk / Chair	November LGC meeting
Complete all Safeguarding Training and Business Forms as required	All Governors	End of September