

**HOLYROOD ACADEMY**  
**LOCAL GOVERNANCE COMMITTEE**

Company Number: 7341523  
A Company Limited by Guarantee  
Registered in England

**Minutes of a Local Governance Committee Meeting  
Held at Holyrood Academy  
On 15 June 2017 at 5.30pm**

**PRESENT:** Roger Evans (Chair)  
Jonathan Farey  
Dinah Mair  
Pauline Lamond  
Ruth Hobbs  
Matt Collins  
Mac Davison  
Lucy Such (Minutes)

**APOLOGIES:** Amanda Broom

**IN ATTENDANCE:** Sam Davison (Vice Principal), Julie Pearce (Finance), Dave MacCormick (Director of 6<sup>th</sup> Form), Karen Seib (6<sup>th</sup> Form Year Leader), Richard Poole (RP) (Observer), Richard Sweet (RS) (Observer)

**WELCOME**

RE welcomed all to the meeting and introduced RS and RP as observers and potential new governors.

**1. APOLOGIES**

Apologies were received from AB.

**2. DECLARATION OF PECUNIARY INTERESTS.**

No Pecuniary Interests were declared

**3. MINUTES FROM MEETING ON 25 April 2017 AND MATTERS ARISING**

RE signed the minutes as a true and accurate reflection of the meeting held on the 25 April 2017.

| Action  | By Whom | By When | Update                      |
|---|---------|---------|-----------------------------|
| SDA to consider setting up a Parent Forum (not an open forum), the possibility of a managed Facebook page and the use of students and parents to help write the Behaviour Policy. | SDA     |         | Parent Forum will go ahead. |



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|--|-------|----------|--|
| KS to confirm at the next meeting that there will be a Year 13 Exit Survey             | KS    |          | KS confirmed that a Year 13 Exit Survey will be implemented.   |
| RH will find software information to support ongoing questioning parents and students. | RH    |          | Complete.  |
| Holyrood LGC to choose House Names at next meeting.                                    | LGC   | 15/06/17 | House names were chosen and will be communicated in due course.  |
| Academy website needs to be updated for LGC and Trust members.                         | TC    |          | The Governor page has been updated with the LGC members details and the VLT has also been referenced.<br><a href="https://www.holyroodacademy.com/academy/parentscarers/governing-committee/34/">https://www.holyroodacademy.com/academy/parentscarers/governing-committee/34/</a><br><br>They have linked this to Edubase, as current guidelines (after the Trojan Horse scandal) state that details of Governors who have resigned have to be publically declared. |
| Noticeboard in reception for LGC.  | TC    |          | This is "on order".  |
| Ensure contact details for LGC up to date.   | Clerk |          | Complete.  |
| Try to have six people to approach to join the LGC by next meeting in June.            | LGC   | 15/06/17 | 3 people have been approached.   |
| Raise profile of LGC via newsletter  | RE    |          | Ongoing  |
| VLT to confirm when Safeguarding Training is taking place.                             | AA    |          | Safeguarding Training will take place next term as part of the LGC Meeting – date to be confirmed.   |
| Confirm with TC why no date shown on the SEN Policy.                                   | TC    |          | The SEN policy on the website is dated.  |

#### 4. Selection of House Names

SDA said there had been a great response and had split the choices into 'possible, improbable and impossible categories'. Leadership had shortlisted 3 entries and Governor's unanimously agreed on one of the entries. SDA said the House Names would be launched with staff on Monday 19 June.

SDA left the meeting at 5:50pm.

#### 5. Presentation from the Head Boy, Seamus Curtin and Head Girl, Katherine Locke

Seamus and Katherine are in the middle of their exams so were unable to attend. They asked KS to speak on their behalf. They said they were grateful for the opportunity to talk with, and get involved with a variety of people. They felt having a senior 'team' of 16 helped spread the workload and their charitable work had gone well.



A Governor asked if the new House System would offer 6<sup>th</sup> form involvement and KS confirmed that 6<sup>th</sup> form would be placed in houses.

DMC said he would like to pass on his thanks to Seamus and Katherine who have done well as Head Boy and Head girl. RE said he would like to echo this thanks and will personally write to them and their deputies.

KS said there had been a good uptake of interest for the Senior team and there had been 9 applications for Head Boy and 9 applications for Head Girl. The candidates will do a presentation on Monday 19 June and MC and KS will get together to shortlist on Thursday 22 June. It will then go to vote and their first event will be the Year 6 Transition Day on Wednesday 28 and Thursday 29 June.

#### **Action –**

- Invite Head Boy and Head Girl to first meeting of each half term

#### **6. Presentation from Dave MacCormick and Karen Seib re: Sixth Form / general update**

The comprehensive report was emailed to Governors prior to the meeting.

DMC and KS gave a presentation on the Sixth Form, including student progress, strengths and areas for development. Behaviour was raised as an issue and as a result 4 students were asked to leave 6<sup>th</sup> form. A Governor asked if they had gone elsewhere and KS confirmed they had taken up apprenticeships.

The numbers expected in year 12 in September are very positive.

DMC confirmed that the predicted figures are better than last years predicted figures and outcomes.

There are strong expectations with regard to attendance and A2L and KS and DMC are assessing all data to ensure this is managed and what can be done to ensure best outcomes. Attendance training for staff has also improved the figures now the correct codes are being used. Wider vocational packages will now be available. Kathleen Lemon arranged for former students to come in for a 'Q&A' session. This process will be repeated.

Concerns were raised with the lack of support currently being received from CAMHs for students suffering with MH issues. A Governor asked how the LGC can help with this and RE said he would ask AB to raise this with County.

DMC wanted to thank KS and her team for the hard work that has been done since the last LGC Meeting. RE said he was pleased that KS and DMC are doing everything they can to support the students in achieving the best outcomes and happy with the actions they have put in place.

RE asked if we are being collaborative with Axe Valley and DMC confirmed that a timetable is being drawn up with transport and teaching staff ready for next year.

DMC and KS left the meeting at 6:50pm.

#### **7. Finance Update**

A management report, responsible officer report and lettings policy was emailed to Governors prior to the meeting.

JP explained that a new finance system was introduced in September 2016 and the team were still getting used to it. JP asked if there were any questions following the email. A discussion concerning budget took place. A Governor queried the staffing costs as the second highest percentage of the budget. RE confirmed the budget was now done at trust level. RE asked for a final forecast – JP said this was system generated and not the most helpful but confirmed within budget.

JP and RP left the meeting at 7:00pm.

**Action –**

- JP to add Notional SEND budget to Management Accounts
- JP to provide a summarised final forecast at next meeting

## **8. Head teachers Report**

The comprehensive report was emailed to Governors prior to the meeting.

MC summarised the Head teachers report for Governors. A Governor asked for definition of 'Achievement Leader'. MC confirmed it was a change of title from 'Head of Department' to allow the role to be more flexible.

A discussion regarding staffing changes took place and a Governor questioned whether last year's pay appeal was related to this and MC confirmed that this was not the case.

The Governors had a discussion regarding attendance.

Concerns were raised about an alternative education base through County, and how no response has yet been received. A Governor offered to get in touch with the contact at County to try and get a response.

A Governor expressed a view that it was disappointing that politics is not currently taught. However, a staff Governor explained that this was a unit within the PSHE programme and the possibility of a debating society was raised.

**Action –**

- Governors to provide input on and agree Action Plan
- RE to adapt Link Governor roles to fit Action Plan
- MC to look at alternative to colour coding on report for Governor's without access to colour printers

## **9. Code of Conduct / Terms of Reference**

The Code of Conduct was circulated to Governors at the last meeting. A soft copy of the Code of Conduct was signed by all Governors at the meeting and returned to LS.

**Action –**

- 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

## **10. Chairman's Update**

RE commented that he has been to see KS and DMC in the 6<sup>th</sup> form. We have recently had a Permanent Exclusion following an assault on a member of staff.



RE was pleased that the Governors had been invited to Sports Day and is keen for them to be invited to more Academy events. Governors were also invited to the Axe Valley Academy Arts Centre – 3 Governors confirmed they will be attending.

### **Governors Visits / Link Governors**

RH met with the SENCO and discussed a SEND report that should be produced.

A confidential item was minuted.

RH raised concerns that should an Ofsted inspection take place this would be something that they raise as a concern. RH was also concerned that the Local Authority had only managed to complete approximately half of the EHCP's within the required timeframe. A discussion took place about Higher Needs Funding.

#### **Action –**

- Assurances that RH's concerns are being addressed to be presented at next LGC meeting

MD gave a presentation on his recent visit to the Academy. *A copy of this report is attached to these minutes.*

MC asked for Jo James to attend the second LGC meeting of the Autumn Term to present to Governors information on Quality First Teaching (QFT). A Governor commented that Teaching staff need to be given Core Standards to ensure QFT.

RE commented that JF will pick up Stuart Cochranes portfolio and then will rebalance the workload of Governors once the numbers have increased.

#### **Action –**

- LS to circulate Year 7 Knowledge Booklet to Governors

### **Governor Training**

RE asked for a MD's template for Link Governor Visits to be distributed to Governors. *A copy of this template is attached to these minutes.*

### **VLT Trust**

Ann Adams Chair of VLT gave training to Governors last week on Roles and Responsibilities of the Governing Body. It was established that the LGC are not responsible for setting policies. This is done at Trust level but out of dates one would be raised. A Governor commented that one of the policies on Relationships and Sex was out of date - RE confirmed this was in hand with VLT. A Governor said this needed to be pushed and it was agreed that MC will meet with Martin Brook and Steve Green to discuss this. A staff Governor commented that the Behaviour Policy does not cover the behaviour of visitors. An example of a behaviour policy that covers visitor's behaviour was given to Governors to review. It was discussed that it would be useful to have something similar in place and RE said this would need to be on the Academy website/accessible to the public. RE said in light of the training HA Governors have more scope than he realised and within the next year he would like to look at how Governors govern more effectively.

**Action –**

- RE to recommend review of Behaviour Policy to trust including handout

**11. AOB**

Somerset have PEER review for SEND. This will be published on 16 June 2017. There is a big focus/pressure on schools.

RE confirmed that there is no need for an AGM – this will be done by the VLT. The terms of office were reset on 01/04/2017 for 4 years but are incorrect so will need to be re-done/rectified.

RE said that following on from the training last week 'Outcomes' for students are the Governors priority. At the end of each meeting Governors to summarise what has been discussed and what will need to be added as an action. This will be on the Agenda.

Two new Governors (Richard Poole and Richard Sweet) were recommended for appointment by the VLT. It was agreed that all future meetings will be held on Tuesdays.

**Action –**

- RE to ask Ann Adams to look at Terms of Office
- LS to re-issue dates of upcoming meetings to MD

MEETING CLOSED AT 8.00pm.

**CHAIR:**

Approved as a true and accurate record of the meeting;

..... Signed  
7/4/17 ..... Date

| Action   | By Whom | By When |
|--|---------|---------|
| Invite Head Boy and Head Girl to first meeting of each half term             | LS      |         |
| JP to add Notional SEND budget to Management Accounts                        | JP      |         |
| JP to provide a summarised final forecast at next meeting                    | JP      |         |
| Governors to provide input on and agree Action Plan for Head teachers report | LGC     |         |
| Action Plan to be presented to Governors upon completion                     | MC      |         |
| RE to adapt Link Governor roles to fit Action Plan                           | RE      |         |

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|  |    |  |
| MC to look at alternative to colour coding on report for Governor's without access to colour printers                  | MC |  |
| 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 | RE |  |
| Assurances that RH's concerns are being addressed to be presented at next LGC meeting                                  |    |  |
| LS to circulate Year 7 Knowledge Booklet to Governors  | LS |  |
| RE to recommend review of Behaviour Policy to trust including handout  | RE |  |
| RE to ask Ann Adams to look at Terms of Office   | RE |  |
| LS to re-issue dates of upcoming meetings to MD  | LS |  |