

HOLYROOD ACADEMY
LOCAL GOVERNANCE COMMITTEE

Company Number: 7341523
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Minutes of a Local Governance Committee Meeting
Held at Holyrood Academy
On 20 September 2017 at 5.30pm

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

APOLOGIES: Amanda Broom, Dinah Mair, Richard Poole, Ellis Caird (Head Boy)

IN ATTENDANCE: Sam Davison (Vice Principal), Anisa Marsh (Head Girl), Martin Brook (CEO), Peter Chapple (PC) (Observer)

WELCOME

RE welcomed all to the meeting and introduced PC as an observer and potential new governor.

1. PRESENTATION FROM HEAD BOY/GIRL

Head Girl gave her apologies for the Head Boy who was unwell and unable to attend the meeting. She said they wanted to continue the successes of the previous senior team and were keen to continue with the Charity Work they had previously had success with. They were pleased with how well the OAP Christmas Event worked as a community event and are hoping this will go ahead again this year. They have also arranged a Macmillan Coffee Morning. The Charities they would like to continue involvement with are the 'Lords Larder, where they can help with dropping off and picking up collections, and Ferne Animal Sanctuary where they can spend some time with the domestic animals. They felt that not only would this benefit the animals, but also the 6th formers would benefit from the time with the animals too.

Other items on their agenda include keeping healthy, with the senior team currently drawing up a rota for lunchtime activities and improving communication in the 6th form via a twitter account.

RE said that as the Local Governance Committee (LGC) Members are local and volunteers, if we can help individually or as a Governing body to let LS know who would pass the information on to the Senior Team.

MB said that previously the senior team mentioned opening up an area of the 6th form for study to the current year 11's, and asked if this was something they had considered in their role. AM said she would have found it really beneficial when she was a year 11 so will raise it with the senior team. She said the next event was the Y12 parents evening which the Deputy heads would be attending.

RE invited AM and EC to attend the first meeting of the Spring and Summer Terms.

AM left at 5:45pm.

2. APOLOGIES

Apologies were received from AB, DM and RP.

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared. Pecuniary Interest forms were signed and returned by all Governors in attendance.

4. MINUTES FROM MEETING ON 15 June 2017 AND MATTERS ARISING

A governor spotted an error on the minutes from 15 June 2017 and they were therefore not signed. Amended minutes will be sent to RE for review and approval.

Action	By Whom	Update
Invite Head Boy and Head Girl to first meeting of each half term	LS	Complete
JP to add Notional SEND budget to Management Accounts	JP	Ongoing
JP to provide a summarised final forecast at next meeting (November)	JP	Ongoing
Governors to provide input on and agree Action Plan for Head teachers report	LGC	Ongoing
Action Plan to be presented to Governors upon completion	MC	Ongoing
RE to adapt Link Governor roles to fit Action Plan	RE	Ongoing
MC to look at alternative to colour coding on report for Governor's without access to colour printers	MC	Ongoing
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	Ongoing
Assurances that RH's concerns are being addressed to be presented at next LGC meeting		Ongoing
LS to circulate Year 7 Knowledge Booklet to Governors	LS	Complete

RE to recommend review of Behaviour Policy to trust including handout	RE	Ongoing
RE to ask Ann Adams to look at Terms of Office	RE	Ongoing
LS to re-issue dates of upcoming meetings to MD	LS	Complete

5. Post-16 Provision

MB presented on post-16 provision. A confidential item was minuted.

A Governor asked what the short-term vision for the Vector Learning Trust (VLT) was. MB said for this Academic year a 2 school trust at secondary level was where we would remain due to time constraints and financial implications. Primary schools with someone who could manage at primary level may be considered. A Governor asked if we were benefitting from becoming a trust, and MB confirmed that Holyrood was much better since becoming a trust and VLT were still creating roles for staff that wouldn't have happened if we weren't in a trust. A Governor said the last vision was to get 2500 students, which seems small, MB said that the long-term aim was to be bigger. A Governor also commented that it was beneficial having MB at the meeting to answer any questions LGC had. All voted for a VLT to attend the LGC meetings for such purpose. It has yet to be decided if this will be every meeting and whether it will be formal or informal.

MB left the meeting at 6:15pm.

6. Child Protection Training – Sam Davison

Sam Davison (SDA) (Safeguarding Lead and Vice Principal) presented Child Protection Training to the Governors.

Action –

- LS to circulate 'Keeping Children Safe in Education' document to Governors.

7. House Name Allocation and Logo Approval

Governors were allocated houses.

A Governor asked if they are still allowed to be involved with judging inter-house competitions and SDA confirmed they would still be allowed, some competitions would be done 'blind' and there would be a representative from each house on the judging panel for fairness.

SDA confirmed the logos for the 4 houses would be as follows:

Blackdown – Otter
 Brendon – Fox
 Quantock – Stag
 Mendip – Buzzard

SDA left the meeting at 7pm.

8. Introduction of Observer

Peter Chapple attended the meeting as an observer.

At the end of the meeting Peter confirmed that he would like to join the Board and he was proposed and seconded by Governors on that basis. Subject to the usual checks we will ask the Trustees to ratify this.

9. Overview of Summer Results

MC provided Governors with a presentation of the Summer results. The presentation is attached.

The Progress 8 data is yet to be validated but will be released in early October.

A Governor asked what has been done to achieve the results presented from the Summer.

MC: A combination of better reporting, staffing, structure and study provision.

A Governor mentioned that there were previous concerns regarding English and asked what had changed.

MC: New head of English has helped the department.

PL: It's a very different department, she is a proactive leader and has good communication skills.

MC: Very analytic in her approach. The focus subjects Graphics and Electronics will be running for one more year, then there will be a new tech course.

A Governor asked if we offered French at Axe Valley Academy and MC replied that we did and there was no uptake. He added we are not offering Economics at A-Level.

A Governor asked if we had had any dialogue with Primary Schools regarding PP Students and MC replied that the transition information from Primary is very good.

RE suggested that if PC was appointed he would make a good link Governor for MFL due to his experience, and asked JF if he'd be happy to be the link Governor for Music – JF confirmed he would.

The LGC asked for future results to be available to them before a press release.

Action:– MC to ensure results are available to Governors before a press release is made.

Governors were advised to email MC with any further questions.

10. Review of Attendance Policy and Risk Register

Attendance Policy

A Governor asked about the Late Gate policy regarding Young Carers. It was confirmed that the Attendance officer was aware of exceptional cases/circumstances.

The Attendance Policy was approved.



Risk Register

A Governor commented that the Risk Register appeared very 'facilities' focussed and that the grading on certain items seemed irregular.

It was agreed that RS will work with MC to revise and update the Risk Register.

Action:- RS to meet with MC to revise and update the risk register.

11. Chairman's Update

We will be shortly undertaking a period of consultation with regard to admissions for Holyrood Academy.

Holyrood has not done this since becoming an Academy and therefore has a statutory duty to do so, as it has to be done every 7 years.

We are currently at capacity in year 7 and the data from feeder schools shows the pupil numbers for years 5 and 4 will also put us at capacity.

Governors Visits / Link Governors

There have been no Governors visits / Link meetings since the last LGC meeting in June.

Governor Training

CP Training was provided at tonight's meeting by SDA.

VLT Trust

A period of consultation with regards to admissions will be taking place shortly.

Clerks Business

The clerk asked how everyone would feel changing the start time of the meetings to 5pm – all agreed.

Dates of meetings for the 2017/18 Academic Year are detailed at the end of the minutes.

12. AOB

A Governor said that he had seen a renowned sense of pride in the community thanks to the uniform changes.

RE was confirmed as Chair, MDa was confirmed as Vice Chair. Quorum was re-established.

RE thanked MC for another year of good results.

A Governor raised the fact that a consultation will start on Monday 25 September for a period of 10 weeks with a proposal to close the Children's Centre in Chard. Please see the attached link.



MDa – We are launching a charity which is linked with Chinnai in India. MDa asked Governors if they had any contacts to put them in touch with him or PL, and added that if they wanted to become members either as a school, business, organisation or individual to get in touch. A certificate confirming membership will be issued upon joining.

Please see attached for further details.

MEETING CLOSED AT 8.00pm.

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed
 7/11/17 Date

Action	By Whom	By When
JP to add Notional SEND budget to Management Accounts	JP	
JP to provide a summarised final forecast at next meeting (November)	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	
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		
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 circulate 'Keeping Children Safe in Education' document to Governors.	LS	
RS to meet with MC to revise and update the risk register.	RS	
MC to ensure results are circulated to Governors prior to going to press	MC	

Dates of Upcoming LGC Meetings:

Tuesday 7 November – 5pm

Finance review
Performance Management
H&S review
Headteachers Report

Tuesday 16 January 2018 – 5pm

Review Single Central Record
Admissions

Tuesday 27 February 2018 – 5pm

Headteachers Report

Tuesday 17 April 2018 – 5pm

Review Single Central Record

Tuesday 5 June 2018 – 5pm

Agree individual school budgets for recommendation to Trustees
Headteachers Report

