

HOLYROOD ACADEMY
LOCAL GOVERNANCE COMMITTEE

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Minutes of a Local Governance Committee Meeting
Held at Holyrood Academy
On 16th January 2018 at 5.30pm

PRESENT: Peter Chapple, Ali Collins, Matt Collins, Banah Crook, Mac Davison (Chair),
Jonathan Farey, Anna Flindell, Pauline Lamond, Ian Peacock, Jason
Swarbrick, Kate Yamada
Paula Gibson (Minutes Secretary)

APOLOGIES: Amanda Broom

IN ATTENDANCE: Jamie Atkinson (until 17.56pm)
Julie Pearce (until 18.30pm)

WELCOME

MDa welcomed all to the meeting.

1. PRESENTATION FROM JAMIE ATKINSON, DEVELOPING PROVISION FOR HIGH ABILITY STUDENTS AT HOLYROOD ACADEMY

MDa welcomed Jamie Atkinson to the meeting, who presented Governors with information on the provision for students with high ability.

MDa thanked JA for his positive and concise presentation and commented on the ethos of the Academy, which was to meet the needs of all students including Special Educational Needs (SEN), Pupil Premium (PP) and Boys Challenge groups.

Governors questioned JA about the impact of his work, and he explained that this is a new role so he will follow through the impact via pupil pursuit, tracking (which he works upon with one of the Lead Practitioner (LP's), however as many issues will require embedding before an impact is seen.

Governors asked what issues were identified as working well through the Student Voice – JA gave examples of quotes from students, which focused on the positive relationships with staff and student empowerment. JA gave examples of issues that students identified that they would like changed such as inconsistencies in the quality of “purple pen” marking.

Governors asked about how this information is gathered, are verbal reasoning tests used – JA explained that students were identified using Fisher Family Trust (FFT) (which uses end of Key Stage (KS) 2 data, which then identifies student outcomes at GCSE. Information is therefore grounded in data and supplemented using teacher information. FFT data is based upon English and Maths, and is not applicable for subjects such as Art. CAT's tests are also used, which measures a student's ability. It was explained that all students are CATS tested on entry to the Academy.

A Governor asked how this information was communicated to parents – JA explained that student's names are now registered and that he intends to contact students and their parents to

explain the G&T process. Governors asked about students who may sit just outside the boundary of the G&T programme, and it was explained that students have to “prove themselves”.

MDA thanked JA for his presentation and JA then left at 17.56pm

2. CHAIRS OPENING REMARKS

MDa explained that meetings will be held from 5.30 to 7.30pm and all present gave a brief introduction about themselves.

MDa explained that if anyone should have a particular interest they should let Matt Collins (MJC) or himself know so that they could be linked to an appropriate aspect of the Academy. A programme of skills and experience will be developed in due course.

3. APOLOGIES

Apologies were received and accepted from Amanda Broom.

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared.

4. MINUTES FROM MEETING ON 7TH NOVEMBER 2017 AND MATTERS ARISING

MDa signed the minutes as a true and accurate reflection of the meeting held on the 7th November.

Action	Update
Finance Information outstanding from previous meetings	Agenda Item for meeting
Risk Register – to be updated	Action Complete
Historical Data to be included in Heads report	Action Complete
Parent Governor Election – letters to be posted home.	Action Complete
Circulate information and login details about “The Key” and the most commonly used acronyms.	Action Complete

5. FINANCE INFORMATION

The Responsible Officer and Month 4 report was circulated in advance of the meeting

Julie Pearce (JP) explained the purpose of the single central record and the changes that are now required – there is now a stronger focus on safeguarding and requires a log of safeguarding training as well as any DBS clearance information.

JP explained that there are five Responsible Officer (RO) reports per year – Income, Payroll, Personnel, Invoicing and Systems and Reporting. There were some minor issues identified within the report – some of which were as a result of mis-coding within the new finance system.

The Trusts accounts have now been completed and submitted.

JP explained that the income and expenditure was in line with expectation, and explained that some of the identified issues mainly surround staff cover costs.

MDa felt that for now Governors would need a summary of the financial information rather than the detail that was supplied. MDa explained that it was the responsibility of MJC for the day-to-day management of the Academy, rather than for Governors to query.

MDa thanked JP for her report and she left the meeting at 18.30pm

6. HEADS REPORT

This was circulated in advance of the meeting, and this will take place once a term.

MJC explained that there were no concerns at this stage – items within the Academy Improvement Plan (AIP) were on track, and he explained that the Senior Leadership Team (SLT) have responsibility for this report as each member will have their own area of responsibility.

Governors asked about the new GCSE grading structure (1-9), and MJC explained that this is an area of concern for all schools as there is no external verification as yet – English and Maths moved to the grading structure for 2016/17 results, with most other subject areas transferring to this system for 2017/18. Experienced gained from the English and Maths teams have been used to support other subject areas. It was noted that the impact of these changes would not be known until the summer 2018 results are published, and that was the same for all schools.

MJC explained that this external verification is required to validate internal data, but that there are sound assessment procedures in place should the need for recalibration be required. Staff are mindful of supporting student confidence.

Transition between Primary and Secondary phases was discussed and all agreed that this was key – changes to the Primary curriculum was explained, and it was noted that it was challenging trying to get students ready for the transition from primary to secondary school. Governors felt that was well managed, but asked that JA explore the link of G&T students between cross phases.

Action: MJC to speak to JA regarding G&T transition

Transition between all phases was raised as a possible future agenda item.

Governors asked how the new GCSE grades influenced Progress 8 scores – MJC explained that as Progress 8 uses English and Maths the new grading system has had little impact on this, as it had only been in place for the last 2 years; however English and Maths remain the two most critical results for this measure.

Progress 8 was explained as a Government Calculation which measures a student's average progress from the end of KS2 to their GCSE results – that national standard is zero, a negative number would indicate below the national standard.

Holyrood Academy Progress 8 measure for 2015-16 was +0.57 and +0.44 for 2016-17.

Action: MJC to present to Governors on the “Headlines” of progress data including the Ofsted “IDSR – Inspection Data Summary Report”

MJC explained that staff have recently spent the day working as a “TA” alongside SEN students, as a way of improving awareness and a developing an understanding. It was noted that this is also good professional development. Governors asked if this would be ongoing, MJC explained that there was limited directed training time available, so this would depend on the outcomes and how students perceived this experience.

7. ADMISSIONS UPDATE

MDa has met with MJC having received the first round of preferences from the Local Authority, details parents first, second and third choices.

Currently Holyrood Academy (HA) have received 212 first choice applications and 18 second choice applications. The Planned Admission Number (PAN) is 232, and the current Year 7 is oversubscribed with a 240 cohort. Cohort changes in line with demographics.

It was explained that the PAN could be amended, after appropriate consultation, but that there is limited physical capacity for additional students. The projected numbers for 2018/19 show HA not quite full, but 2019/20 and 2020/21 as being at capacity.

It was noted that being full was beneficial for funding and accessing grants, although this could make it difficult for students to join in-year.

Some students, with HA listed as their first preference were not accepted in the 2017/18 intake, as they lived outside of the catchment area and did not meet the other admissions criteria.

The admissions policy and criteria is in place for 2017/18 and 2018/19 – the Local Authority is used to support this process.

8. CHAIRMAN'S UPDATE

MJC remarked on four Sixth Form students – two of whom have conditional offers at Oxford and two who have conditional offers for medicine.

Governors Visits / Link Governors

MDa's Visit notes were circulated in advance of this meeting.

JF explained that he visits the Academy on a weekly basis and meets with staff accordingly, including Sarah Parsons before Christmas, and that he will meet with MJC regarding Health and Safety in due course.

JF and MDa invited other Governors to join them should they wish. It was explained that it was important for the Committee to have a pool of information from across all areas, so that they are collectively informed.

Link Governor roles will be developed in due course.

Governor Training

There were no further updates on this item.

VLT Trust

MDa explained that the development of Multi Academy Trust's (MAT's) were in response to changes within Local Authority's – it relates to a group of schools working together and that they could be across all phases, large in size.

The VLT was conceived 2 years ago, and currently consists of Holyrood Academy and Axe Valley Academy. This has changed the structure of Governance.

- Local Governance Committee (LGC's) Oversee the academic performance of each school
- Trustees Oversee the management of the Trust
- Members A small group, who hold the Trustees to account

MDa explained that there are advantages and disadvantages to a MAT and that the VLT was in its infancy. MDA felt that there was a disconnection between Governors and the Trust due to poor communication. A link Trustee is now in place - MDA will be meeting with Stephen Owen on 17th January, so that a communication strategy is put in place for all parties.

MDa stated that he felt that there needs to be an evaluation of the merits of being part of the Trust and asked about the advantages of being part of the VLT and asked about its vision.

Governors asked why HA became part of the VLT and it was explained that there was an element of being part of one's own destiny and MJC further clarified that there was, to a certain extent, a moral obligation as AVA had requested support.

A staff Governor spoke about the collaborative work that takes place such as cross moderation and sharing of resources which is both useful and beneficial. There is also shared CPD and training across the Trust.

MDa felt that as Governors they needed to consider the status of the MAT.

Clerks Business

Documentation was circulated to new Governors present, and they were asked to complete and return this to the Academy.

Other Items

It was suggested that all send to Paula Gibson (PG) a short pen portrait about themselves.

Action: All

MEETING CLOSED AT 7.15PM

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
MJC to discuss with Jamie Atkinson the transition of Gifted and Talented students between feeder primary schools and HA.	MJC	As appropriate
Presentation to Governors on the "Headlines" of progress data including the Ofsted "IDSR – Inspection Data Summary Report"	MJC	At Feb18 meeting
Short "Pen Portrait" information to be sent to Paula Gibson	All	Asap

Dates of Upcoming LGC Meetings:

Tuesday 27 February 2018 – 5.30pm
 Progress Data / IDSR Presentation – MJC

Tuesday 17 April 2018 – 5.30pm

Review Single Central Record

Possible presentation from the Head Boy and Head Girl

Tuesday 5 June 2018 – 5.30pm

Agree individual school budgets for recommendation to Trustees

Headteachers Report

Future Agenda Items:

Student Transition between KS2 / KS3 and KS4/ KS5

Head Boy and Head Girl presentation