

HOLYROOD ACADEMY
LOCAL GOVERNANCE COMMITTEE

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Minutes of a Local Governance Committee Meeting
Held at Holyrood Academy
On 17th April 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,
Paula Gibson (Minutes Secretary)

APOLOGIES: Kate Yamada

IN ATTENDANCE: Jerry Walden, Chair AVA LGC
Ellis Caird, Head Boy, Alfie Richardson, Liam Jauncey - Senior Team, accompanied by Dave MacCormick, Director of Sixth Form
Sam Davison, Vice Principal
Jemima Farey, Primary Transition Worker
Pearl Barnes, Potential New Governor

WELCOME

MDa welcomed all to the meeting and introduced everyone to the meeting.

1. UPDATE FROM HEADBOY AND SENIOR TEAM

Ellis, Alfie and Liam were welcomed to the meeting and presented to Governors their achievements during the last academic year, which included a number of events for charities such as Macmillan Cancer Research, NSPCC and Remembrance Day. The senior team explained that they have also been involved in the new Sixth Form taster days and have been instrumental in the development of the Sixth Form twitter account, and explained that they hoped that this would continue next academic year.

It was explained that they had acted as role models for Year 12 students and had tried to break down the barrier between year groups and had tried to gain more social interaction between students, which will be built upon.

The team informed the meeting about other events such as the OAP Christmas Party that they had organised, the Year 7 Team Building event that they had assisted with and the Student Forum.

It was explained that future plans for the current senior team included supporting the Lords Larder Food Bank as well as running revision sessions for the Year 11 students.

Next year's senior team areas for opportunity included building upon casual sports and volunteering programmes but also recognised that promoting good mental health would also be an opportunity for students to get involved with.

Dave MacCormick noted that the senior team had contributed not only to the Academy, but also to the wider Community and had been positive role models. He explained that the culture had



changed within the Sixth Form and that this had occurred in part due to the senior team modelling the positive types of behaviour.

Governors thanked the senior team for the presentation. Governors asked then how they see the transition to the new senior team, and it was explained that they will meet with the new Head Boy and Head Girl for a proper handover, knowing that this will be after students have left.

AF offered her support to the team in relation to their Lord's Larder project.

Ellis Caird, Alfie Richardson, Liam Jauncey and Dave MacCormick left the meeting at 17.53pm

2. PRIMARY TRANSITION PROCESS

Sam Davison (SDa) and Jemima Farey (JF) circulated the Transition key dates programme for information, and SDa explained that it was important that students felt secure during the transition process.

JF explained that her role, as the Primary Transition Worker is partly funded by some of the feeder Primary Schools and works with some students on a 1:1 basis and in small group interventions, as well as helping as a TA working on creative writing, maths and social skills.

SDa explained that there are 23 feeder schools this year and each Year 6 teacher is visited by the team to create a 'pen portrait', discussing a number of different student aspects including key assessment data and family background so that by the time students join HA they are already known to staff. Once the pen portraits are complete 'Tutor Grouping' takes place – this is a complex and lengthy process, which aims to create a very balanced tutor group. JS explained that it was sometimes difficult to gain parental trust in this process, but that a balanced mix of students was key.

CAT's tests were explained to governors as a method of gaining baseline data on literacy, numeracy, quantitative and spatial understanding.

Transition Days occur in the summer term and include taster lessons, information about the 'Holyrood Way' a tour of the site as well as an opportunity for parents to meet with their child's Tutor. The Year 7 students started in September without the other year groups being on site, and this was very successful so will be repeated again in September 2018.

JF explained that in September and October she will "keep an eye on" the more vulnerable students - drop into lessons and run the HUB club, which is an invitation only group which allows key students the opportunity to reflect on positive aspects of the day as well as continuing lessons on social skills.

MDa thanked SDa and JF for their information on the Transition process and the quality of the Transition process was noted.

Governors asked about the HUB club, and JF confirmed that this was for selected students who have either been selected as part of the transition process or have been selected once they are on roll.

Governors asked if the Primary schools are consistent in their approach – SDa explained that primaries do not all get the same level of support as some are unable to financially afford the services of the Primary Transition Worker, however all do get the key services. JF explained that some Primary teachers need to be reminded that the process is for the benefit of the students.

Governors thanked SDa and JF and they left the meeting at 18.15pm



3. APOLOGIES

Apologies were received and accepted from Kate Yamada.

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared.

4. MINUTES FROM MEETING ON 27TH FEBRUARY AND CONFIDENTIAL MINUTES 21ST MARCH 2018 AND MATTERS ARISING

MDa signed the minutes as a true and accurate reflection of the meetings held on the 27th February and 21st March.

Action	Update
Invite staff to update Governors with regard to Transition process,	Action Complete
Circulate the AIP and key areas / specialisms so Governors can suggest areas that they would like to be linked with.	Agenda Item – Link Roles
Staff Governors to look at the remit of a behaviour review committee	To be discussed under AOB

5. HEADLINE FINANCE SUMMARY INFORMATION

MDa explained that at future meetings this would be a standard agenda item with a more detailed presentation once a term by Tina Coles as necessary. MDa explained that he felt that the Trust had not provided the level of financial information to the LGC's that they required. JW explained that this was also the case at AVA, noting that all schools are financially challenged and that close monitoring of the budget was required. JW was concerned that the Trust was not timely in providing financial information.

6. STANDING ITEMS

6.1 SAFEGUARDING

It was explained that there had been a recent internal and external (conducted by INCYTE) safeguarding review. There were a number of minor actions required and it was agreed to review these at the next meeting.

Action: Review actions raised from Report at next meeting

MDa is currently the safeguarding lead, however he asked for other self-nominations for this role - it may not be appropriate for him to continue in this role, as he may be required to support the Academy at further stages within procedures. Link Governors would be given the appropriate training.

MJC explained that there had been a complaint had recently been made to the ESFA, however on investigation the parent had not complained direct to the Academy. The ESFA then referred this complaint back to the Academy and found that no further action was required.

Complaints need to follow the Complaints Procedure, which is held on the website. Key staff have been informed of this and how to effectively direct these.

MJC explained that over the past 14 months he had received five Level 2 parental complaints (ie complaints escalated to the Headteacher). Discussions were then held about the effect of social media, which is often inappropriate – it was noted that this was an issue for many schools.



6.2 CHAIRMAN'S UPDATE

MDa confirmed that two operational policies, the First Aid Policy and Dealing with Students with Medical Needs, have now been updated and are linked on the website.

The VLT Safeguarding Policy has also had some minor changes – mainly relating to changes of personnel at HA. MJC noted that the publication of the new Keeping Children Safe in Education guidelines (due in the autumn) are likely to require some major amendments to this policy.

The House system was explained and a number of events have already taken place including a Bake Off and Photography competition. Governors were informed of the House that they have each been linked with. Mendip are the current leaders.

6.3 GOVERNORS VISITS / LINK GOVERNORS

MDa thanked those who had been involved in the recent Governor Disciplinary Committee meetings, and MJC reiterated his thanks on behalf of the Academy.

MDa explained the idea behind link roles with suggestions including;

- Safeguarding
- SEN
- Teaching & Learning, including both Quality Assurance and Gifted and Talented
- Post 16 (Sixth Form)
- Finance
- Well Being – both students and staff. This could also include professional development.

Action: Governors to reflect upon the areas that they may like to be linked with and to contact PG as appropriate.

6.4 GOVERNOR TRAINING

Governors were reminded about the following

- GDPR Training on the 14th May, 3.30pm at Holyrood Academy
- Governor Induction Training
- Visits to the Academy were always welcome

6.5 VLT TRUST

This item was a confidential agenda item

6.6 CLERKS BUSINESS

There was no Clerks Business.

7. ANY OTHER BUSINESS

PL explained her thoughts about the proposed Behaviour review committee, and shared examples of issues and strategies used at HA – it was felt that this proposed committee would review certain case studies on a termly basis, and Governors skills would contribute to this meeting.

This would be a pre-emptive meeting, not associated with the Governors Disciplinary Committee – it was agreed to hold a “trial” meeting in the summer term, starting at 4.30pm (date to be confirmed). Governors were asked to contact PG if they wished to be involved in this meeting.

No other business was declared.

MDa and MJC reiterated their thanks to Governors for their support.



MEETING CLOSED AT 19.09pm

CHAIR:

Approved as a true and accurate record of the meeting;

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Signed

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Date

Action	By Whom	By When
Governors to inform the Clerk if there are any areas of the Academy that they would like future presentations to be on.	All	Ongoing
Review actions raised from Safeguarding Report at next meeting	MJC to lead	5 th June
Governors to reflect upon the areas that they may like to be linked with and to contact PG as appropriate.	All	By next meeting
Heather Burnett, Chair of the VLT, to be invited to attend the next LGC meeting	PG	Complete – HB invited 18/04/18

Dates of Upcoming LGC Meetings:

Tuesday 5 June 2018 – 5.30pm

Agree individual school budgets for recommendation to Trustees

Headteachers Report

Review actions from INCYTE Safeguarding Review

Future Agenda Items:

Update on SEND monitoring and review

