

**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 5<sup>th</sup> June 2018 at 5.30pm**

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

**APOLOGIES:** Pearl Barnes, Banah Crook, Ian Peacock

**IN ATTENDANCE:** Sarah Horne  
Ann Adams - Trustee  
Martin Brook – Executive Principal, VLT  
Tina Coles – Business Manager, HA  
Lorraine Heath – Uffculme Academy Trust

**1. WELCOME**

MDa welcomed all to the meeting and explained the structure of the meeting.

**2. NEWLY QUALIFIED TEACHERS (NQT) / INITIAL TEACHER TRAINING (ITT)**

Sarah Horne (SH) explained that it had been a busy year at HA – which has had five NQT's – one of whom completed in a term as he had taken a different pathway, the other four have now completed their NQT year, three will remain at HA in September, and one was on a temporary contract. Axe Valley Academy (AVA) had three NQT's this academic year.

NQT's at HA are well supported and are given a Subject Mentor as well as receiving support from Lead Practitioners. A comprehensive training package is also put in place, which includes weekly CPD sessions in the Autumn term which is shared with AVA as well as an NQT conference. During the Spring term there are monthly partnered meetings with AVA. NQT's are subject to official observations on a half-termly basis.

There have been six PGCE students at HA this year - four from Exeter University, one from Bath Spa and one from Plymouth University. AVA have had six PGCE students – five from Exeter and the other from Bath Spa. Each PGCE Student is provided with a Subject Based Mentor and receive a number of professional study days to complement their course on subjects such as Behaviour for Learning.

In addition to the NQT's and PGCE students there are a number of Schools Direct teachers - three have been appointed at HA and one at AVA.

MDa noted the amount of work that had been undertaken by school staff in supporting these students and MJC explained that a number of staff at HA who had been employed as Teaching Assistants or in other roles, have used alternative pathways such as Schools Direct or via the Jurassic Coast Teaching Alliance to enter the profession. A Trustee asked about the type of candidate that these alternative routes attracted and SH explained that certain criteria applied for this route. MJC explained that there was a viable alternative for ambitious staff.

MB explained that SH has done very well in this role and has managed to coordinate the programme across both schools. MB also noted that SH has also recently been appointed as the Subject Leader for Science.

A Governor asked about how much time SH was given to complete this role, and she explained that she was given four hours a fortnight release time.

*SH left the meeting at 17.45pm.*

### **3. APOLOGIES**

Apologies were received and accepted from Pearl Barnes, Banah Crook and Ian Peacock

### **4. DECLARATION OF PECUNIARY INTERESTS.**

No Pecuniary Interests were declared.

### **5. MINUTES FROM MEETING ON 17<sup>TH</sup> APRIL AND CONFIDENTIAL MINUTES 2018 AND MATTERS ARISING**

MDa signed the minutes as a true and accurate reflection of the meetings held on the 17<sup>th</sup> April.

<b>Action</b>	<b>Update</b>
Governors to inform the Clerk if there are any areas of the Academy that they would like future presentations to be on.	Ongoing
Review actions raised from Safeguarding Report at next meeting	Agenda Item 9.1. Action Complete
Governors to reflect upon the areas that they may like to be linked with and to contact PG as appropriate.	Agenda Item 9.3. Action Complete
Heather Burnett, Chair of the VLT, to be invited to attend the next LGC meeting	Complete – HB was invited to attend, but was unable to attend this meeting. Ann Adams (Trustee) attended instead.

### **6. HEADLINE FINANCE SUMMARY INFORMATION**

Tina Coles (TC) circulated Finance Information, including the Income / Expenditure Report, Staffing and Curriculum Report and accompanying notes and explained that the role of the LGC was to be informed and monitor the budget, which is set and approved by the Trustees.

TC explained about the difficulties in preparing the budget and the assumptions that had been made in the budget preparation (as per the confidential notes circulated to accompany the budget information). These included Local Government Pension Contributions, Teachers Pension Scheme, Staff Pay awards (both support and teaching staff), the National Funding Formula and Student Numbers.

TC explained that projected student numbers for Year 6 into 7 was 235 (the Planned Admissions Number (PAN) is 232) – HA has agreed to take up to 240 students in Year 7 as long as they live within the catchment area or are educated at one the Academies feeder primary schools. After 240 has been reached, the students would be subject to the appeals procedure. TC explained that indicative student numbers for the next three years show a full Year 7, which although very positive could cause some logistical issues.

The projected numbers for Sixth Form applications is 110, with 14 students coming from AVA. The VLT has agreed to fund transport for these students.

TC explained that staff is based upon curriculum need and that there is very little staff spare capacity – instead free time is used to cover interventions.

TC pointed out the budget deficit, which was as expected, and explained that staffing costs at HA was very high due to the number of experienced staff in place.

TC explained that since the budget had been approved by Trustees a number of staff changes have meant that adjustments will now be required – an internal solution will be found in the short term, and that a strategic review will take place next year.

TC informed Governors of the £144k successful CIF bid for the Sports Hall flooring and changing rooms and that she had re-bid for the £500k main block rewiring, the outcome of which will not be known until the end of July 2018.

TC explained that successful staff appointments had been made very recently with only a part time Maths teacher left uncovered.

MDa thanked TC for her efforts and all agreed that the accompanying notes were very useful – TC asked Governors to contact her should they have any queries.

Lorraine Heath (LH) noted the very small High Needs Funding received by HA and TC explained to the meeting how badly funded Somerset is in this area with very little provision available within the County. Students with EHCP are now funded to aged 24 rather than aged 19, but no additional monies had been made available centrally. MB noted that due to the very small funding received SEN students are often supported by TA's.

Governors discussed the possibility of raising the PAN, and a meeting has been held with the SCC Sufficiency's Manager to discuss this, but because other local schools have spaces available, it was not deemed viable to increase the HA PAN. Governors asked about the capacity within the Sixth Form – TC explained that up to 250 students could be accommodated. There is a disconnect between how funding is received for Years 7 to 11 and Years 12 and 13. Governors asked about the retention levels from Years 11 into 12 and it was confirmed as approximately 50%.

The class sizes within Key Stage 3 was then discussed and MJC confirmed that eight Tutor Groups are taught in 9 or 10 teaching groups in core subjects, in order to reduce class sizes.

A Governor asked why this budget had been produced when things could well change in light of future partnerships and TC explained that it was a requirement of the DfE to produce a three-year budget, but that discussions were being held regarding the future, which MB explained would hopefully be in place by April 2019.

TC explained that the budget is initially set in conjunction with the Senior Leadership Team (SLT) before being presented to Trustees.

*TC left the meeting 18.26pm*

MDa felt that this information was a very welcome addition to Governors knowledge of the Academy.

## **7. UPDATE ON TRUST BUSINESS**

MDa explained that the LGC were aware of their role and would like to take the opportunity to share opinions and see clarification before moving forward.

Governors raised a recent press article in the Mid Devon Herald regarding the Headteacher at AVA leaving and MB being appointed as the Executive Principal. MB felt that this was a positive piece of press. At HA no changes had been made affecting parents and students, so no information had been circulated to date. Communication may not be appropriate at this stage due to sensitivities within Uffculme Academy Trust (UAT)

All agreed that there has been a lack of communication at all levels within the Trust, and MB hoped that lessons had been learnt. He noted that the formation of the VLT had been based on a moral purpose and that long standing Governors had been involved in the formation decisions, there had been some very positive aspects of the partnership including stronger relationships and leadership development.

It was explained that the original due diligence process was carried out by the Trust based upon the best information available at the time. The limited capacity within the VLT has led to them seeking additional support from another Trust, which has been positively recognised by the DfE.

MDa noted that the HA LGC had been through a transition process and had now been rebuilt, and the Trustee noted the recent meeting reflected the challenge and support offered by the committee to the Academy. MB felt that the Governance structure, especially with regard to communication and trust, across the Trust had broken down and that positive steps were being undertaken to rectify this.

Conversations with the EFSA had been held with regard to the financial difficulties and the recent restructure clearly showed the commitment of the VLT to rectify their issues and that this had led to the VLT seeking a partnership with another Trust.

Governors asked what the leadership structure would potentially look like in the new partnership – LH explained that she would be CEO with Headteachers at each setting. MB is currently fulfilling the role of Executive Principal at AVA as well as continuing his role within the VLT, until April 2019 when the partnership comes into being. It was explained that the initial information, which had been circulated, has since been superseded.

LH explained that she had received questions from the parents within her own Trust and she has explained that the intention is to work with two schools with a view of incorporating them into the UAT in Spring 2019, at which point she will assume the role of CEO and step down from the day-to-day Headship. The next six months will be based on due diligence and planning.

Governors asked about who would make the final decision regarding the partnership, and it was explained that it will be for the Trust Boards, the Regional Schools Commissioner (RSC) and the Headteachers Board. A very positive response has been received from the RSC, who praised the VLT's brave and proactive approach.

Questions regarding the Governance structure were raised, and LH explained that UAT already had in situ Members and Trustees, but that they may look to appoint some additional Trustees from the VLT with particular external expertise.

Governors queried what would happen to Staff employed by the Trust, MB explained that staff have been functioning VLT roles within their AVA or HA role. LH explained that the UAT already has a central team in place, which is budgeted for by a top-sliced amount.

MDa thanked Governors for their efforts, professionalism and support of the Academy.

Communication regarding the partnership was discussed at length, and it was agreed that this could be an item in the future newsletter and that a new initiative called Ready 2 Learn at HA should take precedence at this time.

*AF and JF left the meeting at 18.05*

LH briefed Governors on UAT and its inception and explained its motto, as “*Excellence is a Habit*”. Uffculme is one of the highest performing schools in the South West, with a Progress 8 measure of +1, which puts them in the national top tier of schools.

LH explained that UAT also incorporates one of their feeder primary schools, which joined the Trust after a period of difficulty, but a recent Ofsted inspection had been very positive. The UAT has also acquired a Teaching School, which has an excellent CPD programme.

The RSC had asked them to take on alternative schools, but they felt that they would only do so if the schools profile matched their ethos of rural, single school towns– she has worked with MB for a number of years and is very keen to work with the VLT. UAT is ready to work with HA to support AVA.

All were thankful to LH for sharing her visions and she confirmed that going forward she envisaged a Chairs Committee being formed to facilitate communication at a strategic level.

MDa thanked LH, MB and AA for their time.

## **8. HEADTEACHERS REPORT**

This had been previously circulated.

MJC noted that a number of staff changes were not included in the report and these were explained to the meeting.

## **9. STANDING ITEMS**

### **9.1 SAFEGUARDING**

MDa noted that he had reviewed the Single Central Record and had raised concerns – these had since been addressed and will soon be compliant. MJC explained that this was due to a change in systems.

MDa also explained that there had been both an internal and external safeguarding review and that all actions recommended from the audit had now been implemented.

### **9.2 CHAIRMAN'S UPDATE**

MDa confirmed that Pearl Barnes had been appointed to the LGC and has already met with staff, in her capacity as the new Safeguarding / SEN link governor.

The proposed Staff / Governor Behaviour review panel will be postponed until after the introduction of the Ready 2 Learn programme.

### 9.3 GOVERNORS VISITS / LINK GOVERNORS

Governors have confirmed their particular areas of interest, and the following link areas have been agreed:

<i>Governor</i>	<i>Link Area</i>
Pearl Barnes	Safeguarding and SEN
Peter Chapple	Transition KS4 into KS5 and KS5 into KS6
Ali Collins	Teaching, Learning and Assessment Key Stage 3, Primary Transition and the Holyrood Way
Banah Crook	Pastoral Care KS3 / 4, Student and Staff Well Being
Mac Davison	Quality Assurance Teaching and Learning and Leadership and Management , Teaching, Learning and Assessment Key Stage 4
Jonathan Farey	6 <sup>th</sup> Form: Leadership and Management and Outcomes. LRC
Anna Flindell	Chair: Student Panels, Pastoral Care KS3 / 4, Student and Staff Well Being
Pauline Lamond	KS4 Link
Ian Peacock	Premises and Finance
Jason Swarbrick	KS3 Link
Kate Yamada	Gifted and Talented Programme

Governors were asked to meet with appropriate school staff and in the initial instance have outline discussions – MDa suggested that a written report following each visit would be ideal, and he will circulate a template as a suggestion.

**Action:** MJC / PG to email Governors with the contact details of the appropriate Academy staff member to liaise with.

### 9.4 GOVERNOR TRAINING

A number of Governors recently attended the recent GDPR training that was held at Holyrood Academy. No GDPR requests have been made to date.

Governor Induction Training – A Governor has already attended one session, with others attending 09/06/18

### 9.5 TRUST BUSINESS

This item had been covered in agenda item 7 – a Trustee will be invited to attend all future meetings.

### 9.6 CLERKS BUSINESS

GDPR Privacy Statement was circulated to all present.

### ANY OTHER BUSINESS

The dates of the next academic year's meetings is to be circulated in due course.

MDa invited Governors to a number of schools trips, should they wish to attend.

MDa thanked all for their support and it was noted that all looked forward to the future.

MEETING CLOSED AT 19.37pm

### CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... 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
Governors to be given the contact details of the appropriate Academy staff member with regard to their link areas	MJC / PG	

**Dates of Upcoming LGC Meetings:**

To be confirmed

**Future Agenda Items:**

Update on SEND monitoring and review  
Academy Improvement Plan