

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 8th November 2018 at 5.30pm

PRESENT: Pearl Barnes, Peter Chapple, Ali Collins, Matt Collins, Mac Davison (Chair),
Jonathan Farey, Pauline Lamond, Mark Pinney, Jason Swarbrick, Kate
Yamada, Paula Gibson (Minutes Secretary)

APOLOGIES: Banah Crook, Anna Flindell

IN ATTENDANCE: Lorraine Heath – Uffculme Academy Trust
Tina Coles
Sam Davison

1. WELCOME

MDa welcomed all to the meeting.

2. APOLOGIES

Apologies were received and accepted from Banah Crook and Anna Flindell

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared.

4. MINUTES FROM MEETING ON 18th SEPTEMBER 2018 AND MATTERS ARISING

MDa signed the minutes as a true and accurate reflection of the meeting held on the 18th September.

Governors were informed that at the last meeting Dave MacCormick stated the numbers of Year 12 entrants as 101 – this was later confirmed as 89 (this is likely to have been due to the number of external entrants being counted twice).

5. FINANCE UPDATE – TINA COLES

Information and the Management Accounts report had been circulated in advance.

TC explained that the final outturn was subject to a final confirmation from the auditors. The 2018/19 budget had been set before the agreed Teachers Pay Award, which was outlined in the documents provided.

TC explained the difficulties involved in trying to set a 3-year budget as the funding for 2019/20 is yet to be confirmed. The National Funding formula has still to be agreed - the LA can continue to set school funding until 2020/21.

TC explained that the Trust was in a vulnerable position and that she is working with UAT, ESFA and the RSC on a recovery plan, as the current situation is unsustainable.

TC explained that Trustees get a more detailed financial report and that the current financial reserves were required to be treated as a Trust reserve by the ESFA.

LH explained that Somerset is funded below other counties – whilst an increase in pupil baseline funding is hoped for, without this a staff restructure will have to take place as the Academy does not currently receive enough funds to continue with the current staff levels.

The Academy awaits the indicative student numbers for 2019/20 entry, and the Sixth Form student numbers need to be positively promoted as 200 plus students is financially viable.

LH explained that the HA “top slice” would be reduced on joining the UAT due to both economies of scale and the sharing of costs across four schools not two.

A Governor asked about the High Needs Funding and TC explained that last year 0.5% was “top sliced” to offset the LA high needs budget, which has a large deficit – as a result the number of students have had their funding reduced and Band 1 tariff students now receive zero funding. All students with EHCP’s are being reassessed, which is impacting on the level of support services at the LA. TC also explained that the Academy had been subject to re-adjusted monies from previous years. The significant differences in funding between Devon and Somerset was explained and Governors were informed of the difference in funding that both HA and UAT receive.

TC and LH noted the poor level of service received by the LA and that they were barely meeting their statutory needs.

Governors asked TC if she was getting the appropriate support – she confirmed that she was and also was supported by the UAT, but that her frustrations were with the ESFA, from whom the support has been very poor. AVA has already taken significant action to reduce their overspend, including the changes to the Sixth Form provision, the removal of the Headteacher as well as other restructuring plans. An ESFA grant and loan was now being investigated.

MJC and TC will review the finances at HA and that every financial opportunity is being investigated. LH explained that a restructure may be likely and that if all the remaining VLT / HA reserves were used, then the UAT reserves would be used.

The Trust top slice was discussed and was confirmed as 5% of GAG funding, this funds elements of central services and some non-pay items – last year 1% was returned to each Academy, as the Trust does not hold a central reserves budget.

Governors asked if there was thought of the Academy gaining external sponsorship, and they were pleased when TC confirmed that Trustees would not support such an option.

MDa thanked TC for her presentation.

6. READY TO LEARN PRESENTATION – SAM DAVISON

AIP – A3.2

SDa gave a presentation on the RTL and circulated information regarding ‘Intervention Waves’ and a detailed data report which included information on the following items –

- Weekly Fixed Term Exclusions (FTE) from RTL and other FTE
- RTL by year group and gender
- RTL by student groups eg SEN / PP / Subject
- RTL by period of the day

Governors asked about the Restorative Justice process and she explained that some students have appealed their RTL and that some have been upheld – a restorative justice process takes place after this.

Governors asked about the number of SEN students being sent to RTL, and SDa explained that this accounted for approximately 25% of cases (the Academy has 12.8% SEN students in their cohort). A targeted response is used for these students such as being re-tracked back into lessons, being sent to the HUB, using 1:1 interventions or being sent to the RTL room. SDa further explained that the vast majority of SEN students have never been sent to the RTL room. SDa explained that what RTL had highlighted was SEN Behavioural needs so those students were now being targeted with a more nurturing approach from TA's and SEN staff.

A Pastoral Leader has been tasked with targeting specific PP Students.

SDa explained that 4% of students accounts for 35% of RTL referrals – this was pleasing as 96% of students were benefitting from uninterrupted quality teaching. Year 11 student RTL referrals was discussed and SDa explained the measures used to have minimal impact on practical lessons.

MDa explained that he presented to Trustees information about the RTL and they raised concerns about the high levels of FTE and he confirmed that this will have an impact on publically available Academy statistics, but that the pattern at HA was similar to those experienced in other educational settings who had introduced RTL. It was asked how Ofsted would be likely to view this information – it was explained that Ofsted were aware of RTL as they see it in other schools and that it would be explained as a fix to the behaviour and cultural issues.

Governors asked if this data had been shared with Students and as yet this has not happened but she agreed that it could be possible to share this information with both students and parent / carers. MDa reminded all that the data showed the collective school data.

Governors asked if the other FTE's had reduced, SDa explained that these levels remained unchanged.

Governors thanked SDa for her presentation, and she left at 6.41pm

7. HEADS REPORT

This report had been circulated in advance of the meeting.

Governors asked about the Induction process for new staff and it was explained that there was a CPD programme for new staff as well as being provided with a staff mentor to assist them. MJC was pleased with new appointments made. The RTL vacancy has been internally filled.

A3.1 / A4.2 - Governors asked about attendance targets – this is currently 94.95% which is above the national average (94.8%). Governors recognised that the changes at LA level to the EWO using 20 sessions rather than 10 sessions as the intervention level could have an impact on this target. MJC explained that student attendance is an appraisal target for staff. Governors asked if a Trust EWO could be appointed and LH felt that this service as well as Educational Psychology could be investigated.

MDa then explained that the Trust had agreed to support MJC's refusal to readmit a student into Year 11 after a period of Elective Home Education (EHE) – details of which were discussed.

A4.1 / A4.2 - Sixth Form Boys progress data (A4.1) was discussed and individualised plans are now used. Attendance has also improved (A4.2).

A1.1 - Year 11 Maths progress data (5-9) is an area of concern, but this is a high priority focus for the Maths Subject Leader – a full mock is due to take place shortly. Targets use the FFT 20 data which is an aspirational target of the national top quintile. LH explained that the Heads of Schools aimed to set an aspirational / ambitious target of P8 +1

A mini review has recently taken place and learning walks will be used to back up QA data.

A2.4 –The Holyrood Way continues to progress and is very effective. The Year Leader explained that it had positively changed the culture of Year 8

A3.3 – All tutors have now made contact with parents / carers who have been provided with their Child’s tutors direct email address.

A5.3 – LH explained that the UAT West Country Teaching School Alliance (WCTSA) are providing a Woman in Leadership training program and applications had been received from staff at both HA and AVA.

A Governor asked LH if having a primary school within UAT increased the outcomes of boys – she explained that it certainly gave an insight into boys learning, but it represented only approximately 30 students from a cohort of 200. A Governor explained that there is a gender imbalance also in primary schools, as boys learn in very different ways to girls. Governors asked if RTL would benefit boys learning – it was explained that boys appeared to learn better when boundaries are clear. LH commented on the extra-curricular sports clubs and “Men’s Club” which sees staff and students challenge each other as being beneficial in raising boy’s attainment.

MJC reminded Governors that he was happy to answer any questions that they may have and they should email PG with their queries.

8. ADMISSIONS 2019/20

Information regarding the admissions process was circulated in advance.

It was explained that for the first time the LA has not written to parents to inform them of the admissions process – the primary transition worker as well as feeder primary schools were targeting those families who are likely to not apply within the timescales.

HA was likely to be oversubscribed and whilst this is pleasing it could cause capacity problems – MJC and TC have raised their concerns with the LA, however as there are spaces at other local schools, it was not seen as a particular cause for concern for the LA.

TC explained that changes to the three tier education system in the Ilminster / Crewkerne area is currently being consulted upon.

PG reminded Governors that they were welcome to attend the Admissions meeting with MDa and MJC on the 18th December 2018 to review the 2019/20 admissions list.

9. STANDING ITEMS

9.1 SAFEGUARDING

PB has met with SDa and is also set to meet with M Weston, Trustee with portfolio for Safeguarding.

9.2 CHAIRMAN’S UPDATE

MDa thanked those Governors involved in the recent Pay committee – he explained that this had been a challenging process. As yet no pay appeals have been received.

Governors were informed of the outcome of the recent Independent Review Panel hearing for a student that had been PX’ed from HA. The IRP upheld the decision of the Governors decision. The potential next steps were outlined to the meeting.

9.3 GOVERNORS VISITS / LINK GOVERNORS

A number of reports had been circulated in advance of this meeting, and JF / PC have also met with DMc to review aspects of the Sixth Form.

9.4 GOVERNOR TRAINING

A Governor is to attend Pupil Premium Training.

Safer Recruitment is an ongoing Trust item for Staff / Trustees / LGC training.

Governors are welcome to join any CPD being held within the Academy and PG is to circulate the details of the CPD programme.

9.5 TRUST BUSINESS

MDA noted that in the past he had been concerned about issues of communication within the Trust, but he had recently attended the Trustees meeting, and that he had shared information with them about, amongst other things, the HA RTL and Link Governor roles. He was extremely disappointed to have been asked to leave part way through the meeting and will raise this with the Chair of the Trustees. LH explained to Governors that this part of the Trustees meeting concerned AVA and the Sixth Form.

It was asked who the Trustees are accountable to, and it was explained by LH that these are the Members and the ESFA. LH further explained that MB currently remains the Accounting Officer and that with him and TC present at the Trustees meetings, the HA voice was well represented.

9.6 CLERKS BUSINESS

The following policies have been updated and approved –

- Safeguarding and Child Protection
- Pay
- Finance

PG informed all that all future emails will be sent to Governors County Email addresses, and should they have any problems accessing this to let her know.

PG thanked Governors for returning their skills matrix to her.

10. ANY OTHER BUSINESS

LH informed the meeting that the Trust is currently carrying out a due-diligence exercise on UAT.

MEETING CLOSED AT 7.37pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date