

**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 15<sup>th</sup> January 2019 at 5.30pm**

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

**ABSENT:** Banah Crook,

**IN ATTENDANCE:** Ann Adams - Trustee  
Lorraine Heath – Uffculme Academy Trust  
Dave MacCormick

**1. WELCOME**

MDa welcomed all to the meeting, explained that AA was the new Chair of the VLT Trust Board and congratulated LH on being awarded an OBE in the New Year's Honours List.

*AIP – A5.1*

MDa explained that the recent SEN Report which had been circulated showed areas of strengths and areas for development and that this would be an area of focus for the LGC at their next meeting. Both PB and AC had raised questions to MJC and his response will be circulated to all for information.

*AIP – A2.1*

The number of FTE will also be a topic for discussion at the next meeting.

**2. APOLOGIES**

Banah Crook was absent from the meeting

**3. DECLARATION OF PECUNIARY INTERESTS.**

No Pecuniary Interests were declared.

**4. MINUTES FROM MEETING ON 18<sup>th</sup> NOVEMBER 2018 AND MATTERS ARISING**

MDa signed the minutes as a true and accurate reflection of the meeting held on the 18<sup>th</sup> November.

MDa informed all that since that meeting he has met with both AA and LH, which had been positive.

**5. YEAR 11 ACADEMIC PERFORMANCE – DAVE MACCORMICK**

*AIP – A1.1, A1.2 and A1.3*

DMc explained that the P8 0.5 target for the current Year 11 Cohort was in line with FFT targets and was ambitious, especially given some of the challenging aspects of the current cohort. This is predicted as P8 0.2 less than last year's cohort, based on teacher predictions.

Robust discussions have been held at SLT and also with staff and shared with all curriculum teams.

Since T2 a full suite of interventions have been put in place including revision sessions, personalised and targeted sessions, removal from PE for some students for additional English sessions, intervention week which saw specific interventions for targeted under achieving students across all subjects at the request of subject teachers and subject leaders as well as Post 16 information including apprenticeship information days, HE+ Careers and Sixth Form taster sessions. Individual programmes of students have also been put in place for some disruptive students to reduce negative impact in classrooms, and for others who are struggling with a full programme.

A pre-mortem exercise by curriculum area has taken place and has been revisited by Subject Leaders and their line managers.

DMc explained the Horsforth Quadrant in which students are mapped by effort and progress (using Attitude to Learning, A2L, data, which was explained as a professional judgement averaged based on criteria including effort in lessons, homework, punctuality etc) which allows for identifying appropriate strategies and prioritising intervention. Currently the most targeted group are those in the most effort / low progress quadrant. Governors asked about students in the low effort / low progress quadrant and if they were primarily PP or SEN students and these groups are within that quadrant, but not specifically so – PP students are involved in a further targeted intervention. Approximately 30 students had been identified as being in this quadrant, but the number has reduced as a result of the targeted interventions, which includes vocational activities. This is revisited after every data drop, and the next step will be to share this with students.

Governors wished to see a breakdown of the different key groups within each quadrant, recognising that it could be used as a benchmark and asked to be kept updated. LH explained it would be also useful to have the average P8 in each quadrant. Horsforth Quadrants can also be broken down by class, by student with subjects as well as the key student groups and this can be done after T3.

DMc explained that Horsforth is only one strategy in place, and the intervention for the lowest achieving 50 students is not based on attitude and these have been given an individual program. Year 11 has sharp and focussed interventions which starts from identifying general trends, to subject level, to individual level - all actions are reviewed on a fortnightly basis.

Governors asked what impact this has on staff and DMc explained that it is driven by Line Managers, and actions come from the exam pre-mortem and learning walks, all of which will be reviewed after T3 data. Governors asked about how data is used and DMc explained that the SLT select students based on data and the Subject Leaders puts together the appropriate program.

LH asked about predictions v. outcome, noting that last year's results were different from predictions and how confident was he in the data's accuracy – DMc explained that with regard to predictions similar subject specific assumptions had been made this year and the removal of minus fine grades and that Subject Leaders sits with each teacher to quantify data has had an impact on data accuracy. Subjects, other than English and Maths, have used cross moderation and partnership working to help predict data, as last year was the first year of the new GCSE structure.

Each Subject area now has 'Student Countdown Revision Plans' with specific content and activities tailored to the different tiers of exam entry. This is to assist with revision at home and will be referred to within lessons – these will be given out at parents evening. Students with hard to reach families will be telephoned to encourage attendance at parents evening and will be also

individually invited to “Friday Club”. There is also a “Men’s Group” to target the underachievement of boys - this is a knowledge quiz that pitches students against staff and has been well received by students.

Governors were asked to send any questions they had for DMc to PG. MDa thanked DMc for his presentation and he left the meeting at 6.21pm.

## **6. ADMISSIONS 2019/20**

MDa and MJC met on the 18<sup>th</sup> December 2018 to review the 2019/20 admissions list.

There has been strong indicative numbers for the 2019/20 intake with HA having 224 1<sup>st</sup> choice applicants and when taking into account both 1<sup>st</sup> and 2<sup>nd</sup> choices the Academy would be full. The PAN (Planned Admissions Number) is 232 students but would be able to take 240 students as long as they were within the catchment area. MJC noted that the Academy was aware of a number of students that have not yet applied.

Governors were informed that the current Year 7 was full and that the Academy was operating a waiting list for students from outside of the catchment area.

## **7. SCHOOL EDUCATION PARTNER VISIT**

This report had been circulated in advance.

Governors felt that the Chair should be included in these meetings, and it was agreed that in future he would be invited.

This SEP role is a County specific role, and is part funded by the County – LH shared her thoughts that the Trust CEO role is to triage the strengths and developments within each setting.

## **8. GOVERNORS SEND REPORT**

*AIP – A5.1, A5.4*

MDa explained that SEND was an area of support and challenge and thanked PB for her recent link visits and all agreed that this was an area that they wished to focus on at their next meeting.

LH agreed that SEND was an area of focus for her and that she had implemented a SEND review from which a list of recommendations had been made, including –

- a restructure of the department which has seen the UAT SENCo taking over the line management of the department – this has resulted in a rework of the code of practice, new job descriptions being written, as well as a reimagining of the Learning Support Tem
- the HA SENCo increasing her hours from September.
- ensuring clear lines of organisational structure
- exam access arrangements.

The differences in funding between Somerset and Devon local authorities was again discussed, with the Somerset Caps gain within the National Funding Formula meaning that HA has seen no benefit. LH explained that the department restructure would build capacity to complete more statutory assessments, which may be able to then bring in additional funding.

The SEND audit was discussed and the Trustee explained that the previously completed audit maybe useful to compare against the most recent audit to see if the issues remained the same.

Governors asked if LG, HA SENCo and LH, UAT SENCo could attend the next meeting.

## **9. STANDING ITEMS**

### **9.1 SAFEGUARDING**

PB has met with M Weston, Trustee with portfolio for Safeguarding, for an exploratory meeting – PB will meet with the HA DSL w/c 21/01 to review the Safeguarding Audit.

HA currently has an ongoing DDA Claim – the date for this hearing is in March.

MJC updated Governors on the outcome of a recent student who was at risk of PX – this student has now left the county.

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

The Business Case had been previously circulated, and MDa confirmed that staff are now aware of the restructuring programme which is being consulted upon – due to the nature of this, MDa had been unable to share this with the LGC in advance of today. Everyone was mindful of the impact on staff wellbeing.

LH thanked TC and MJC who had worked hard to identify potential savings and minimising the impact of the restructure, confirming that there was no reduction in curriculum offer, no increase in work load and no increase in class sizes. A positive meeting had been held with the Trade Unions and both LH and MJC had met with the staff groups affected.

### **9.3 GOVERNORS VISITS / LINK GOVERNORS**

*AIP - A5.4*

A number of reports had been circulated in advance of this meeting for information.

PG has facilitated contact between staff and Governors who have yet to arrange their initial meetings.

### **9.4 GOVERNOR TRAINING**

*AIP - A5.4*

Information about a recent Pupil Premium Training course attended by KY had been circulated in advance of this meeting.

PX training for both HA and AVA LGC's will be rescheduled. Safer Recruitment training can be completed on line and a link to this will be sent in due course.

Governors were reminded to contact PG if they required any support in any particular area.

Both LH and AA explained that the role of the Trust Board is to have an overview of all Academies, but agreed that the sharing of best practice and succession planning was important.

Consistent branding and Academy Websites was discussed and it was noted that school websites were the first point of contact for Ofsted inspectors.

*AF left the meeting at 6.58pm*

### **9.5 TRUST BUSINESS**

*AIP – A5.2*

MDa attended the most recent Trustees meeting and shared his frustrations with Trustees about communication – all parties agreed that improvements were required. Since then the previous Chair of Trustees has resigned and AA has fulfilled that role and she has since met with the two Chairs of the LGC. It is hoped that the Chairs of the LGC's will be able to attend Trust meetings as appropriate, all understood that there may be an occasion where Academy specific issues need to be discussed, so would be appropriate for only one Chair to attend, however AA

confirmed that no other disparity would exist and more openness would be worked towards – MDa will share information with the LGC as appropriate.

Staff Governors felt that there was a lack of understanding from other staff as to their role and it was noted that this had been made clear in the past. The Terms of Reference, which had been circulated in advance of the meeting and both the Articles of Association and the Scheme of Delegation is published on the Trust website should clarify roles and responsibilities.

The LGC understood that it was not their role to set the budget, however at their last meeting questions had been raised about the Trust financial “Top Slice” - more information was given and AA explained that it had also been raised at the recent Members meeting.

**9.6 CLERKS BUSINESS**

The following policies have been updated –

- Health and Safety
- Admissions
- Staff Absence

HR policies are currently LA based, but maybe harmonised going forward.

**10. ANY OTHER BUSINESS**

The next meeting date may have to be changed and Governors will be informed of any changes.

MEETING CLOSED AT 7.14pm

**CHAIR:**

Approved as a true and accurate record of the meeting;

..... Signed

..... Date