

**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 25<sup>th</sup> February 2019 at 4.30pm**

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

**APOLOGIES:** Ann Adams (Trustee)  
Anna Flindell  
Mark Pinney

**IN ATTENDANCE:** Laura Gold - SENDCo  
Lorraine Heath – Uffculme Academy Trust  
Jeremy Walden - AVA

**1. WELCOME**

MDa welcomed all to the meeting

**2. APOLOGIES**

Apologies were received and accepted from Ann Adams, Anna Flindell and Mark Pinney

**3. DECLARATION OF PECUNIARY INTERESTS.**

No Pecuniary Interests were declared.

**4. MINUTES FROM MEETING ON 19<sup>th</sup> JANUARY 2019 AND MATTERS ARISING**

MDa signed the minutes as a true and accurate reflection of the meeting held on the 19<sup>th</sup> January.

*AIP – A5.4*

MDa informed all that since that meeting he has met with Caroline MacKee (SEP), and a full and frank discussion was held. *A copy of the SEP report is to be sent with the minutes for Governors information.*

A confidential item was minuted.

**5. SEND – LAURA GOLD**

*AIP – A1.3, A5.1*

LG explained that 94 students at HA were currently on the SEND register – 6 of whom had EHCP's, 11 had High Needs Funding and 77 had SEND support. LG reminded Governors that Somerset LA fund Band 1 at £0.

This is current 8% of the school role, which is below the national average of 15% - this recognises that HA is currently under identifying SEND students.

The revised Code of Practice 2014 splits SEND into four different areas – LG explained that the current breakdown as -

Cognition and Learning – 38 students

Communication & Interaction – 20 students

Sensory & Physical – 6 students

Social, Emotional and Mental Health - 30 students

Some students have 2 areas of needs, but will only be identified in one area of need on the SEND register in order to ensure clarity of numbers.

SEND students have additional items to the universal provision, and the number of student's now receiving interventions has increased, including the opening of a new nurture room. Last year 70% of students receiving interventions showed progress. Additional staff have also been ELSA trained so literacy interventions in Year 7 and 8 has also increased. The Speech and Language Key Worker is trained and delivers both 1:1 and small group interventions on items such as the social use of language.

An HLTA has been trained in Exam Access Arrangements – as a result 50 students will receive additional access arrangements in their exams this year, up from 32 students in 2017/18. To be eligible for these arrangements it has to be a student's normal way of working – LG explained the process for gaining evidence of this, which can be challenging.

LH has discussed the HA grouping policy with LG – the current wide spread of students means that the limited resources are not always able to support this, whereas if students were clustered it would be easier to facilitate.

Governors discussed the use of scribes, voice activated processing and the use of IPADs.

Applications for additional needs only last for 26 months therefore applications that had been made at Primary schools are no longer applicable when it comes to KS4 / GCSE's. The "Flexible Approach" which is used within Primary settings is not used within Secondary schools and all exam access arrangements are regulated via the JCQ. PB reminded all that the JCQ require Governors to be aware of exam access arrangements.

In the Classroom, LG has completed Learning Walks and was involved in the SEND review and has been followed up with JJ and SDa from which a whole school training session will be held on "Reasonable Adjustments".

Changes in the High Needs banding was discussed – HA only attracts £29K for students with additional needs – there are currently 6 students with EHCP and a further 9 applications have been made, however these can take up to 20 weeks to process. Governors recognised the amount of work that is required to complete EHCP applications, whilst also recognising the lack of Educational Psychologist support available to schools – LH explained that this might be an area that the Trust could investigate.

Governors questioned how LG measures the impact of SEND interventions – an HLTA now has the role of Interventions Manager and she monitors student's entry and exit levels after each intervention – 70% of whom are making progress across a number of issues including attendance. This data is being used to build case studies.

Interventions are now targeted and time specific and reviewed as necessary, however it was recognised that SEMH interventions may last for the whole of a student's school life. A graduated response also allows for students to be "weaned off" as necessary.

LH explained that the restructuring process has meant the loss of some HLTA hours, but the department is creating a team of professionals who can meet the needs of students and that it is an exciting development in the Student Services department.

MDa thanked LG for her presentation and she left the meeting at 5.30pm. Governors were asked to forward any questions / queries to PG.

*TC and KY arrived at 5.30pm*

## **6. HEADTEACHERS REPORT**

*AIP A3.2*

This had been circulated in advance of the meeting.

MJC informed all that the restructuring process had been confirmed and all had been voluntary redundancies. A new D&T teacher has now been appointed and it is hoped to appoint a Teacher of Science shortly. A new Head of Science is also being actively sought.

Sixth Form Attendance was discussed and recognised that students who have left still impact on data.

The latest FTE data shows a significant decrease from 187 FTE in Autumn 1 to 109 FTE in Autumn 2 – Governors recognised the improvement but remain concerned. MJC noted that this is an ongoing agenda item for the SLT, but explained that RTL is having a positive impact in classrooms, although a number of students remain resistant. The lack of external support remains a concern – PEVP response is that there is no additional support available for students other than for statutory cases, and that nationally there is an increase in permanent exclusions.

A Staff Governor explained the introduction of the “Big Life” CBT approach, which started this half term – this is reported has having a positive impact in other settings.

Governors asked about Year 7 and Year 8 Interventions to prevent poor behaviour escalating and Pastoral and Year Leaders are working on this.

LH, whilst noting that the RTL figures are decreasing, the FTE for defiance has increased and asked MJC to investigate this further.

PB asked about SEND needs within RTL referrals – MJC reported that every students needs are looked at but that sometimes it is difficult to differentiate needs from poor behaviour. Initially 100% of students with an EHCP had been sent to RTL but that this has now been reviewed and that these students are now retracked using different methods – this information is being used to support EHCP applications.

MJC explained that a significant improvement in behaviour in lessons had been seen since RTL had been introduced and student voice results confirmed this.

LH queried the staff absence rates and asked TC to break this down across staff areas. Governors discussed staff absence and recognised that the Absence Management Policy is used as necessary. Return to Work interviews are conducted after periods of 3 days or more absence.

## **7. FINANCE UPDATE – TINA COLES**

TC circulated the Management Accounts and supporting reports and explained that Trustees review finance within the Trust.

The 'Central Costs' are currently 3.41% of GAG funding – the recommendation is 5%. Trustees agreed that any surplus is given back to individual Academies.

The Staff Restructure has been managed via voluntary redundancies or redeployment of staff and that the staffing matrix / curriculum needs has been reviewed in detail. This has resulted in savings of £130k for 2019/20, however due to pension strain costs for support staff redundancies there has been a cost in 2018/19 of £37k

*BC left at 6.00pm*

The HLTA's have been replaced by TA hours will have an immediate impact in the classrooms.

TC informed Governors about plans for the Sports Centre – Lifestyle Fitness have been approached to take over the dry side of the sports centre – they will make the necessary capital investment on an income split arrangement. Details were outlined in the accompanying papers and Governors agreed that this was an exciting opportunity, but asked about other businesses using this model and it was explained that very few businesses operate on this business model. Staff at UAT have positive experience of this and due diligence is taking place as necessary. This will have no safeguarding impact on the Academy due to the location.

Permission for this is required by the Secretary of Staff and the ESFA has been approached.

*JW left at 6.11pm*

Plans for the old swimming pool were also discussed as per the briefing paper circulated. Student capacity was discussed and recognised that HA is likely to be over capacity in the next few years with students numbers projected to be over 1400. MJC and TC are meeting with Liz Smith with regard to basic needs funding and the recognised areas of need – concerns had been previously raised that the LA could force the Academy to use the swimming pool area as teaching space.

## **8. STANDING ITEMS**

### **8.1 SAFEGUARDING**

The Single Central Record has been reviewed and is compliant – this is reviewed on a termly basis.

PB has met with SDa and they have looked at the LA Safeguarding Audit – Governors knowledge was discussed and they agreed that it would be useful if they could know about the number of students involved in CP Plans. SDa had spoken about the referral process and the possibility of using CPOM's which is a robust, data protection compliant system.

A recent incident involving a student was discussed and the site team have been instructed to review all risk areas and restrict access as necessary. This has been recorded on the relevant incident systems.

The ongoing DDA claim has been withdrawn by the parent and the Academies solicitors have applied to have the case struck-off.

### **8.2 CHAIRMAN'S UPDATE**

*AIP – A5.2, A5.3*

The SLT Structure has been reviewed and recent appointments have been made – this was now confirmed as

SDa – Senior Deputy Head, with responsibility for Pastoral Items

CB – Deputy Head, returning after maternity leave on 0.8, with responsibility for Curriculum

DMc – Deputy Head, with responsibility for Standards and Outcomes.

This structure has a nil cost implication.

There will be two Assistant Heads vacancies, which will be ring-fenced for internal staff with a TLR1.

LH explained that this allows for stability going forward and that coherent roles and responsibilities have been outlined.

Attendance – *AIP 3.1, A4.2*

This has improved – the national average is 94%, and HA is currently 94.2% (up from 92%)

- Persistent Absence -0.35% from last year
- Pupil Premium 0.8% from last year
- SEN 3.2% from last year
- EAL 2.95% from last year

this is impressive given the reduction in the EWO service.

Website –

This has been reviewed and updated

**Action: PG to circulate Ofsted website information**

Parent View –

MDa explained that this forms part of an Ofsted inspection requirement. There has been a recent spike in negative responses to the Ofsted Parent View application – it would appear that a number of parents have chosen to use this in a negative manner. MJC is aware of this and discussions took place about opportunities for parent voice.

There has also been a negative Facebook forum linked to the Academy – the leader of which has been invited to attend a meeting with the Academy.

All noted that it must not be assumed that this is a general reflection of parent's views and that the Academy should be proactive in challenging parents.

### **8.3 GOVERNORS VISITS / LINK GOVERNORS**

*AIP - A5.4*

Both MDa and PB have carried out link visits and these reports were circulated with these minutes.

### **8.4 GOVERNOR TRAINING**

*AIP - A5.4*

Nothing to report at this meeting

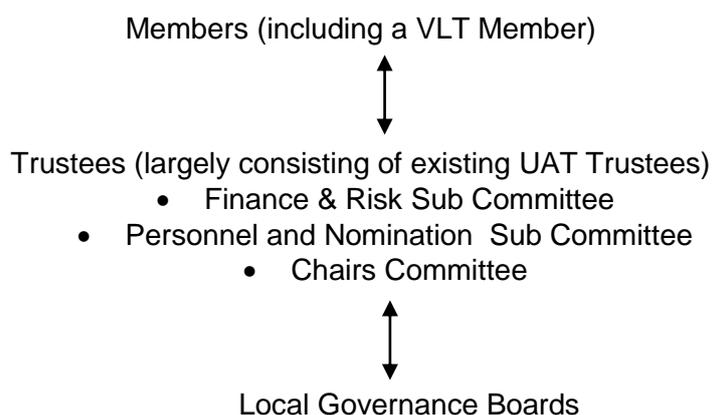
### **8.5 TRUST BUSINESS**

*AIP – A5.2, A5.4*

MDa attended the most recent Trustees meeting and talked about both RTL and Year 11 outcomes and predictions. Trustees had updated Chairs with development news of the Trust.

LH explained to Governors about the confirmed ESFA funding made available to support the restructure, which included both a £40K grant and a £150K loan – the repayment terms of the loan were outlined.

The MAT merger is to go before the Headteachers Board on the 29<sup>th</sup> April, and LH apprised the meeting with the proposed Governance structure as –



Work is taking place on the Schemes of Delegation, and TC and TA continue to work on budgets – it is likely that the top slice will be reduced from 3.2% to 2.4%, however some costs will be reallocated back to individual schools.

The VLT Academies will transfer to the UAT on a zero balance and predict a small surplus from all Academies in September. The Trust surplus will be available for all schools based upon need. LH was optimistic about the future and recognised the amount of work undertaken by TA at UAT, TC, MB and JL at AVA.

**8.6 CLERKS BUSINESS**

The following policies have been updated –

- Admissions Policy 2020/21
- Compliments, Complaints and Concerns

**9. ANY OTHER BUSINESS**

TC updated all on the recent Ski Trip, during which a student was involved in an accident – he is now recovering. All Staff involved in this trip were thanked.

MEETING CLOSED AT 6.56pm

**CHAIR:**

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Circulate Ofsted website information	PG	With minutes

Documents circulated with these minutes:

- Link Governor Minutes