

HOLYROOD ACADEMY
LOCAL GOVERNANCE COMMITTEE

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Minutes of a Local Governance Committee Meeting
Held at Holyrood Academy
On 30th April 2019 at 5.30pm

PRESENT: Ann Adams (Trustee), Peter Chapple, Ali Collins, Matt Collins, Mac Davison (Chair), Jonathan Farey, Lorraine Heath – Uffculme Academy Trust, Pauline Lamond, Mark Pinney, Jason Swarbrick, Kate Yamada, Paula Gibson (Minutes Secretary)

APOLOGIES: Pearl Barnes
Banah Crook
Anna Flindell

IN ATTENDANCE: Jo James – Assistant Head Teacher
Sam Davison – Vice Principal

1. WELCOME

MDa welcomed all to the meeting

2. APOLOGIES

Apologies were received and accepted from Pearl Barnes, Banah Crook and Anna Flindell

3. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared.

4. MINUTES FROM MEETING ON 25th FEBRUARY 2019 AND MATTERS ARISING

MDa signed the minutes as a true and accurate reflection of the meeting held on the 25TH February.

LH informed Governors that she is supporting the SEND Department, however from next year they will be line managed by C Berry. LH was optimistic about the future of this department.

A/P – A5.3

LH updated all on the recent staff appointments made which include –

- 1 x Teacher of Art
- 2 x Teachers of Science
- 1 x Assistant Head Teacher (Internal Appointment)

Outstanding vacancies include –

- 1 x Teacher of Maths
- 1 x Teacher of English (Part Time)
- 1 x Teacher of D&T
- 1 x Head of Drama
- 1 x Assistant Headteacher. Due to some staff movement and a review of the staffing model, this is available to external applicants.

5. FEEDBACK WHOLE SCHOOL REVIEW – JO JAMES

AIP – A1.2, A2.1, A2.2, A2.5, A5.2

JJ explained that this is a Quality Assurance (QA) process for Teaching and Learning. Mini reviews take place and are the responsibility of the Curriculum Team Leaders (CTL's) and that the reviews lead to agreed action points. They are linked to the Academy Improvement Plan (AIP) and form two strands – the QA process with action points and the Findings, which mostly focuses on Middle Leaders.

A Paper was circulated detailing the three Reviews held in 2018/19.

JJ explained the process had been refined and developed throughout the year and now includes joint learning walks with SLT Links. The 2019/20 CPD Calendar will address any identified issues.

Q – Governors were pleased to see the accountability at Middle Leader level and asked how these meetings are standardised between the different SLT links?

This process has been developed throughout the year and there is a rigorous structured agenda which has been put in place with the support of the SEP. This follows 4 agenda items –

- Teaching and Learning
- Attendance
- Data
- Individual Students

The curriculum, as well as management, is equally focussed upon and actions are raised at SLT level so all are aware.

Q – Governors asked if the process allows for Peer Review?

This is encouraged and staff share best practice.

Q – Governors asked if CTL's model "best practice"?

In large departments it is not always the CTL that demonstrates this, so recognition is awarded where appropriate. Evidence files are often used and shared. CTLs discuss strengths and areas for development in staff meetings and share good practice.

Governors felt that this strength of the process was in the action points.

JJ was congratulated as the successful AHT candidate and she left at 17.57pm.

6. YR 6-7 TRANSITION– SAM DAVISON

A report on the transition process was circulated to the meeting.

Discussions took place regarding the PAN (Planned Admissions Number), LH informed all that with some surplus staff hours in many subjects there was potential for Year 7 to be taught across 10 teaching groups, which would have the benefit of reducing class sizes.

Governors discussed the model and were aware of the deferred income implications. This model would allow the Academy to take all Year 6 – 7 applications including late applicants and those from out of the catchment area. Discussions took place regarding the admissions appeals process.

TC reported that the local authority have commissioned a Futures for Schools report to look at the expansion of HA.

Q – Governors asked if the 2019/20 Year 7 group went to 10 teaching groups would it be difficult to prove that the Academy is full?

No, the PAN would remain at 232.

SDa explained the next steps involved in the transition program.

Q – Governors asked about the support for transitioning students with SEN needs?

This is completed on a case by case process and may involve additional visits, links with appropriate staff and other students who may have similar issues.

7. UPDATE ON EXCLUSIONS – SAM DAVISON

AIP A2.1, A2.2, A3.2

A report on the Fixed Term Exclusions (FTE) was circulated to the meeting.

Governors noted the significant drop in the number of students receiving FTE from the RTL room but remain concerned about the high level of FTE for other behavioural incidents. Changes to the RTL structure was explained and staff have expressed the positives of the RTL process.

Q – Governors asked if “persistent repeating” students sent to RTL skew the RTL data?

Yes, but the Academy is working hard with this particular group of students and includes parental support meetings where appropriate. Dynamic support is now in place for SEND students which allows them a tailor made program.

The RTL staff are proactive in dealing with students and families where appropriate.

Q – Do you feel that behaviour has improved?

Staff Voice shows that behaviour in lessons has improved as a result of RTL and includes an improvement in the baseline expectations in classroom behaviours.

Work continues on consistency across the Academy – RTL staff pick up on patterns and raise concerns as necessary.

Q - The FTE for “other reasons” remain high – why is this?

Persistent disruptive behaviour, and verbal abuse towards Staff and Students continues to cause issues – the Academy continues to try and address the *cultural concerns* to ensure a more positive approach within the Academy eg changes to the RTL and Red Card systems to remove the possibilities for confrontation.

MJC explained that the 4 students who had been PX'ed in the Spring Term had a significant impact on the RTL and FTE data, so it was hoped that now these students are no longer on roll a decrease will be shown. LH explained that the FTE data remains too high so the Academy needs to look at the culture and the external Assistant Headteacher post will have responsibility for this.

Governors asked for a further update on this item, SDa agreed and explained that this was a constant area of focus for the SLT – everyone recognised the effort involved and the graduated response that is in place for students who are risk of PX.

SDa left at 18.28pm

8. ACADEMY UPDATE

AIP – A3.2, A3.4, A5.2,

MJC “reset” documents had been circulated in advance of this meeting. It was explained that this follows a SEP report and a SLT self-evaluation process on certain key areas such as RTL. An action plan has been developed in conjunction with LH and the majority of areas identified have already been actioned such as changes to the school day, registration, PSHE, RTL and the management structure. A staff well-being offer is also been worked upon.

Staff and students have all been communicated to regarding these changes, and students had a further explanation of the expectations of standards.

Improved communications are also being addressed and will include morning briefings, as well as a review of the mobile phone policy and a curriculum review.

MJC explained that the SLT developed the action plan after the recent INCYTE review, which has been shared with MDa and significant progress has been made in a number of the areas identified including greater visibility of the SLT and a review of communication.

Q – Governors asked if the “Reset” message had been well received by Staff and Students?

Yes – the professional associations are also reviewing the suggested changes. Staff Governors did confirm that the SLT are much more visible, and that the proposal of no lunchtime meetings had also been well received. The Morning Briefings had caused some issues for staff but it was noted that no changes to start times were required and the movement of registration to first thing mean that there should be no impact on the first teaching session. Morning briefings will allow for positive messages to be reinforced as well as discussion about key students without impacting upon Curriculum or CPD time. It was also hoped that this will help to address staff cohesion which everyone recognises is difficult in a split site.

Governors welcomed the suggested changes.

9. STANDING ITEMS

9.1 SAFEGUARDING

The ongoing DDA claim has now been “struck-off” by HM Courts and Tribunal Service.

Modifications to the roof have been instructed, following an incident last term.

9.2 CHAIRMAN’S UPDATE

AIP – A5.4

Thanks were given for Governors involvement in recent panels, and MDa explained his recent involvement in the recent AHT recruitment process.

KS is also now back at work on a phased returned – cover arrangements will continue until August 2019.

9.3 GOVERNORS VISITS / LINK GOVERNORS

AIP - A5.4

Both MDa and PC / JF have carried out link visits and these reports were circulated with these minutes.

The latest KS4 data drop is very positive, with 63% of students making better than expected FFT progress – all hoped that this would translate into results in the exams.

9.4 GOVERNOR TRAINING

AIP - A5.4

Governors discussed the possibility of another training day and all agreed that this would be a positive addition. Items for inclusion on this day would include

- Annual Safeguarding Update training
- Self-Review of 2018/19
- Set the KPI’s and Action Plan for 2019/20
- Learning Walks
- Meet with SLT

- New Ofsted Framework

Permanent Exclusion training and Safer Recruitment training is ongoing – AA is to provide dates of the PX training.

9.5 TRUST BUSINESS

AIP – A5.2, A5.4

The Headteachers Board met on the 29th April and the outcome cannot be confirmed yet due to local government elections, however TUPE consultations are now underway and LH has met with the professional associations. A report is to be circulated to staff on the 1st May, but there are no current changes to policies, which will be reviewed at the appropriate time. Stakeholder consultation will commence shortly.

The RSC has offered potential conversion dates of 1st July or 1st October.

LH then shared her vision for the future of the UAT and she will continue to work closely with staff to achieve excellence in a sustainable model.

9.6 CLERKS BUSINESS

A policy review has been conducted.

10. ANY OTHER BUSINESS

The UAT governance model allows for five LGC meetings per year and dates will be circulated in line with this model.

MEETING CLOSED AT 19.34pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Circulate dates for the Governors training day in September 2019	PG	By end of term

Documents circulated with these minutes:

- Link Governor Minutes