



Minutes of the Holyrood Academy Local Governance Committee Meeting
held at 5.30pm on 19th September 2019 at Holyrood Academy

Attendees	Initials	Attendees	Initials
Pearl Barnes	PB	Pauline Lamond	PL
Peter Chapple	PC	David Pugh	DP
Ali Collins	AC	Jason Swarbrick	JSK
Jonathan Farey	JF	Kate Yamada	KY
Anna Flindell	AF	Paula Gibson - Clerk	PG
Lorraine Heath	LH		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
		Dave MacCormick – Deputy Headteacher	DMC

Signed as a correct record of the meeting:

Date:.....

1. Welcome and Apologies

PG welcomed all to the meeting – there were no apologies. Introductions were made.

2. Declarations of Interest

LH declared an interest as CEO of the Uffculme Academy Trust and as Acting Headteacher, Holyrood Academy

3. Completion of Annual Business Items

Business Items had been circulated in advance of the meeting and the following items were completed and signed –

- Code of Conduct
- Declarations of Pecuniary Interest
- Safeguarding Self Declaration
- Privacy Notices were issued
- Terms of Reference had been circulated

4. Election of Chair and Vice Chair

DP had been nominated by the Directors of UAT and had been seconded by a member of the LGC. *DP left the room.*

LH explained DP's background as an experienced Governor as well as a National Leader of Governance. All Governors unanimously AGREED to elect DP unopposed as Chair of HA LGC for 2019/20.

DP returned and thanked everyone, and looked forward to working with everyone.

KY was elected unopposed at Vice Chair of the HA LGC for 2019/20.

5. Minutes of the Meeting held on 4th May 2019 and Matters Arising

AC signed the minutes as a true and accurate reflection of the meeting held on the 4th May 2019.

Matters Arising:

- Have items raised by the Sixth Form Senior Team been followed up? ONGOING
- Have subject badges been issued? YES
- Has the Legacy Board been developed? NO, is a matter for the new AHT, Greg Ireland, who joined in September
- Link Governors Reports – reports are submitted using a template, before these are circulated, the content is agreed with the Link Staff Member
- Permanent Exclusion Training – this has taken place.
- UAT Trustee – has a Trustee from VLT been appointed to the UAT Board? ONGOING
LH explained that PG has joined UAT as the Clerk to the Board of Directors and that a Chairs Committee had been formed, which includes the Chairs of the LGC's, Chair of UAT, Chair of Personnel and Finance & General Risk Committees.
- Independent External Review – was discussed and Governors asked about the impact, all agreed for the need to move forward. LH explained that this would be shared with appropriate bodies as it forms the basis of the HA Academy Improvement Plan (AIP) 2019-2021.
- PC raised his thoughts on Governance in advance of the meeting – this was discussed in some detail and all AGREED the following
 - Specific focus areas for link governors with agreed next steps, which are shared with the Link Staff member and their SLT Link if appropriate
 - Support for new Governors

- The LGC role to Challenge and Support
- LGC to be invited to Key Academy events (these are highlighted in the Heads Report)
- A Learning Walk is to be arranged, after which Governors can agree on their Link Roles.

Action:

- PG to circulate Leadership Portfolios – action complete 20/09/19
- LH / DP to agree date for Learning Walk

6. Heads Report

This had been circulated in advance of the meeting.

LH explained a number of items contained in the circulated Heads Report

- Admissions –
 - Year 7 Students have made an excellent start, and LH credited Mrs Carlile, Year Leader and Ms Farey, Primary Transition Worker for their efforts. Parental feedback has been positive, and the ten-form entry has allowed for smaller teaching groups, which has benefitted key students groups.
 - Additional students have been recruited into Year 12, which now stands at 74
- Attendance
 - Figures for 2018/19 were below the national average, but is in part due to the number of fixed term exclusions.
- SEND
 - LH informed all that the SENDCo is now full time and is line managed by Claire Berry (CB), Deputy Headteacher.
 - Improvements had been made in that there is a clearer understanding of needs, but a clear analysis of differentiation and support is required.
 - **Governors QUESTIONED** how the “watch list” students are monitored ? Via Learning Support
QUESTION – Is this led by the SENDCo ? Yes
- PP
 - This is led by CB, as a curriculum focus not pastoral
 - **Governors QUESTIONED** the PP Offer. This is confirmed in writing to parents, and pastoral leaders are active in supporting this student group
 - **Governors asked** for the PP Evaluation to be circulated and for context on the national and local averages to be included in the Heads report

Action:

- LH to circulate PP Evaluation Statement (with a copy to be placed on the website) and national and local averages to be included in Heads report for context.
- Safeguarding
 - LH informed that the Single Central Record (SCR) had two outstanding checks – any risk assessments / necessary actions will take place accordingly
AC raised a query regarding the SCR with regard to visitors to the site – this to be checked and acted on appropriately
 - Staff have received their annual safeguarding refresher training using the 2019 KCSIE regulations and support staff have also received further County Lines Training from Escapeline, who are now working with Holyrood Academy
 - PG reported that all staff are aware of the 2019 Keeping Children Safe in Education guidance which came into force on 2nd September 2019, and have been trained on the new regulations.

Action:

- PG to add Safeguarding Training to Learning Walk Day schedule and circulate KCSIE regulations (action complete 20/09/19)
- Governors to be invited to attend Safeguarding Section of INSET days, September 2020 - PG
- LH to check regulations for DBS Clearance for Visitors to Site.
- Behaviour
 - RTL has been refocused and as a result student refusal to attend has decreased
 - SLT now regularly visit and provide support for staff and students – **Governors AGREED** this was a positive step forward. There remains some high level challenge and defiance and different strategies are used for these students, including an identified “safe space” for vulnerable students
 - **Governors QUESTIONED** the proportion of SEND students in RTL. Any evidence is anecdotal at this point, however students who have been found to abuse the agreed safe space are now sent to RTL. LH explained that PP is a larger disaffected group.
Governors QUESTIONED if the PP Monies could be used for this?
 - Staff Governors reported the positive impact of the new mobile phone policy
 - LH explained a number of students who were at risk, but it was noted that these students were not influential amongst the student population.

7. Educational Outcomes, 2019 – Dave MacCormick, Deputy Headteacher

Dave MacCormick (DMC) presented Governors on the key data for the 2018/19 GCSE and GCE results and circulated relevant data.

The mismatch in predicted and actual results was discussed, and **Governors QUESTIONED** how outstanding practice is cascaded – Curriculum Team Leaders (CTL’s) will lead training meetings for staff on best practice and this will be cascaded down. LH noted that some subjects are negatively influenced by the cohort.

Discussions took place regarding Progress 8 and how this is calculated – the unofficial P8 score is -0.14, but there are a large number of remarks outstanding. There were 11 schools (out of 33) in Somerset with a positive P8 score - Holyrood Academy ranked fourteenth.

AC explained that she had previously raised concerns regarding how less aspirational target grades are perceived by students – LH explained that in her opinion the targets at HA had been set too low.

DMC will meet with Alan Blackburn (Headteacher, Uffculme Academy) to discuss the positive methods used there. LH and the SLT are conducting exam analysis meetings with CTL’s, which at times have been challenging and are solution focused. Discussions are taking place at departmental / subject level and staff are encouraged to visit high performing schools. SLE’s across the Trust will be used to share resources and expertise.

Governors REQUESTED that Trust wide data be shared – LH AGREED to this.

Governors QUESTIONED the impact of RTL on GCSE Results recognising their concern – DMC explained that the Middle Prior Attaining students achieved poorly and needs to be an area of focus. Key student groups, PP, Boys and SEND followed the national average and needs to be a high priority focus. Staff explained that the new style GCSE structure requires students to have

resilience and emotional maturity and that students need to build upon positive learning behaviours as well as receiving high quality teaching and learning.

Key Priorities for GCSE 2019/20 have been identified as –

- Teaching for Excellence
- Improved behaviour and systems
- Motivation
- Standardisation and moderation

Staff reported that the current Year 11 are very positive - **Governors QUESTIONED** how this is measured? This is not measurable but staff will use their professional judgement, but did note that behaviour has significantly improved and that expectations and routines are well embedded.

Mandatory Exam Board training has been built into the 2019/20 CPD programme and that opportunities for standardisation and moderation are sought. The new Head of English is an exam moderator.

DMC reported that he was disappointed in the GCE results, which did not compare to the predictions. **Governors QUESTIONED** if an evaluation had taken place regarding the over predictions? This has taken place in exam analysis meetings but the lack of moderation and not teaching to the new specifications had played a part. HA is now actively seeking contact with a successful post 16 centre to support them.

Governors QUESTIONED the performance management structure and LH explained this.

Governors QUESTIONED the impact of results on University applications – DMC explained that the medicine applications had not been successful, although this was not entirely due to exam results.

Key Priorities for the Sixth Form 2019/20 have been identified as –

- Achievement and quality of lessons
- Accuracy of assessment and predictions
- Recruitment

DMC explained that there is better attendance within the Sixth Form, with an extended day for some students with a no excuses culture.

Governors thanked DMC for his honesty and transparency. **Governors QUESTIONED** what information would be provided to the Headteacher applicants – LH confirmed they will have full disclosure; Governors were pleased with this response.

8. Academy Improvement Plan

This had been circulated in advance of the meeting.

LH explained the process behind this document, confirming it was a 2-year plan. **Governors AGREED** that this could be used to develop their link roles and responsibilities. **Governors QUESTIONED** what impact the two external reviews had on this plan – a direct influence on Leadership and Management, Outcomes and Attendance sections.

The Academy Improvement Plan (AIP) will be a key document in the Headteachers recruitment process.

LH explained that there is always a process of continuous improvement.

9. LGC Vacancies

PG explained that there were vacancies for two staff governors and up to two parent governors, who will require a specific skill set to complement the existing governors.

Action:

LH/ DP / PG to review Governors skill set and recruit from within areas of identified need

10. Any Other Business

Information regarding the Headteacher Recruitment process was circulated. There have been eleven applications with five candidates shortlisted.

Governors asked after LH own wellbeing – LH thanked them for this, noting the SLT had been supportive and understanding.

11. Date of next meeting

Thursday 21st November at 5.30pm

The meeting closed at 8.05pm.

ACTIONS

Agenda item	Action	Who	Deadline
5	Circulate Leadership Portfolio	PG	Action Complete 20/09/19
5	Agree Date for Learning Walk and Focus Areas, to include Safeguarding Update for Governors	LH / DP	Ongoing
6	Circulate PP Evaluation Statement (with a copy to be placed on the website) and national and local averages to be included in Heads report for context	LH	For next Heads Report
6	Circulate KCSIE regulations	PG	Complete
6	Governors to be invited to attend Safeguarding Section of INSET days, September 2020 - PG	PG	Sept 2020
6	LH to check regulations for DBS Clearance for Visitors to Site.	LH	
9	Review Governors skill set and recruit from within areas of identified need	LH / DP / DP	Ongoing