

**Minutes of the Holyrood Academy Local Governance Committee Meeting
held at 5.00pm on 22nd November 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
Lorraine Heath	LH	Paula Gibson - Clerk	PG
Barney Haydon	BH		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Anna Flindell – absent without reason	AF	Claire Berry – Deputy Headteacher	CB
		Tina Coles – Business Manager	TC
		Sam Davison – Senior Deputy Headteacher	SDa
		Dave MacCormick – Deputy Headteacher	DMC

Signed as a correct record of the meeting:

Date:.....

1. Welcome and Apologies

DP welcomed all to the meeting – there were no apologies.

LH updated the meeting on the current Headteacher Recruitment process.

2. Safeguarding Training

DP welcomed SDa to the meeting who presented Governors with their annual Safeguarding Update training. The Keeping Children Safe in Education (KCSiE) was circulated in advance electronically and Part 2, The Management of Safeguarding - Responsibilities for Governing Bodies was circulated at the meeting.

SDa updated all on the Safeguarding Training undertaken by staff this year and explained future planned events. Other aspects of Safeguarding were explained which included the Drugs Bus, PSHE Curriculum, Agency meetings, a Community Child Exploitation meeting, Drugs & Alcohol workshops, local schools network meetings, Year 9 Girls assemblies, which focussed on key topics and the introduction to My Concern.

The KCSiE summary was presented and SDa presented details about the local context and peer-on-peer abuse.

Governors QUESTIONED if Year 9 boys had been introduced to the concept of appropriate relationships? Yes, but in the first instance the focus is on girls.

Governors QUESTIONED if peer-on-peer abuse was included in the Anti Bullying Policy?

The Anti Bullying policy is about to be reviewed, in conjunction with students input, and this will be included.

Governors QUESTIONED what issues are seen within the school community?

- Peer on peer abuse is often in the context of abusive texts, but a recent school survey supports evidence that there has been a decrease in this.
- Community issues, such as County Lines, have a significant impact, but the Academy is working very hard to ensure safety within the school. The Police drugs sniffer dog has recently visited and there are continued bag searches as necessary
- Issues are referred to the external support agencies as necessary, but SDa noted that the resources were not always available. The local police and Children's Social Care are not always supportive of local context concerns.

Action: KY is to bring a register to the next meeting, for Governors to sign to confirm that they have read the KCSiE Part 2

Draft Child Protection and Safeguarding Policy

This had been circulated in advance of the meeting. LH explained the background to this policy and that it will be presented to staff on the 2nd December, alongside the new Code of Conduct Policy.

Governors QUESTIONED that this referred to other School policies, and whether these were Trust policies or Holyrood specific policies and consequently how they were signposted for readers. LH explained that she had conducted an audit of this against all Trust and School policies and that an action plan had been put in place to address any issues.

Governors REQUESTED that a summary of the Code of Conduct be provided to supply staff.

SDa explained that the Somerset Annual Governing Body Safeguarding Audit is not yet available for completion, but will meet with KY to complete this when it becomes available.

SDa invited Governors to attend Safeguarding Training, which would include information on de-escalation / positive handling and emotional coaching on 6th January at either 9.00am, 10.00am or 11.00am

Governors thanked SDa for her presentation, and she left at 5.43pm

3. Declarations of Interest

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

4. Minutes of the Meeting held on 19th September 2019 and Matters Arising

DP signed the minutes as a true and accurate reflection of the meeting held on the 19th September 2019.

Matters Arising:

- Governor Vacancies – 1 support staff member (BH) has been appointed, and there have been two applications for the Parent Governor vacancies. JF has agreed to act as a buddy /mentor for BH during the initial stages of his appointment, and DP reported that this mentoring would continue with any new LGC appointment.
- Have items raised by the Sixth Form Senior Team been followed up? **COMPLETE**, DMc reported that issues have been built into the Academy Improvement Plan (AIP)
- Has the Legacy Board been developed? ONGOING
- UAT Member Vacancies? ONGOING

LH explained that the RSC insists that a current member stands down to reduce the cross over between Members and Directors. A VLT Member is joining the UAT Members board. **Governors QUESTIONED** if Directors have a nominated lead role? Jill Larcombe is the named Safeguarding Lead. This was in response to governors wanting to know who on the Director's Board were the Trust leads in different areas, should concerns need to be raised in the future.

Directors are recruited to a specific skills set, and LH gave details of the Directors and explained that future appointments will be made from professionals with either a Legal, HR or Estates background.

5. Pupil Premium Report – Claire Berry

DP introduced CB and reported that he had met and discussed PP as per his SIP monitoring. Following this some changes had been made to the report and discussions for the future determined. As Lead Governor for PP, DP had recently undertaken NLG PP review training and suggested a PP review be commissioned in the future, to show that the LGC was proactive in its work. LH explained that this was not a priority for this year, given the work undertaken by CB and herself, but that it was something for future consideration.

The Pupil Premium (PP) report was circulated in advance of the meeting and the funding was explained. CB explained that the purpose of PP monies is to help close the academic gap, but how a school spends these funds is not prescriptive. CB explained key areas within the document including

- the barriers to learning,

- the impact of RTL on last year's boys data – CB noted that this has been modified in this academic year, so would not be repeated
- a lack of rigour in last year's plan – this has been addressed in this year's plan, with SMART targets in place
- LH explained that the key change has been in PP now being a curriculum focus rather than a pastoral focus.

CB then outlined the plan for 2019/20 as (i) Quality Teaching for All and (ii) the Targeted Support as per the document circulated.

Governors QUESTIONED how the Academy planned to encourage Parental Engagement?

- the Parent Bulletin has been redesigned
- a Parents coffee morning is to be held
- monthly News Letters
- finding positive reasons for school visits
- positive news regarding the school to be published with the community

LH explained that the SLT are all working hard on parental engagement, such as speaking to parents as soon as issues arise.

A middle leader has been seconded to the SLT, and as part of her NPQSL is completing a project in aspiration.

Governors informed the meeting about different funding options available to some parents such as the Ilminster Educational Trust and the British Council.

Governors QUESTIONED if the Academy engages with Service parents in a different way? No, not in a targeted way.

There were no other questions, and Governors thanked CB and she left at 6.17pm

6. Heads Report

Attendance Data, Exclusion Data and Year 11 Data Summary were circulated.

Attendance

LH explained that the attendance data did not include last year's comparative data, but noted that the attendance was just below the national average of 94.5%. Governors noted LH's concerns regarding the Year 9 cohort.

Exclusion

LH explained that the FTE data had been reduced by approximately 2/3rd from last year. Internal isolations remains high, but significant work has taken place with defiant students being placed with Senior Staff, with targeted work provided, which means that the Ready to Learn room is more purposeful.

Work continues with vulnerable students as a high priority group and the Academy is in the process of supporting a Year 10 student move to a more specialist provision.

LH explained the changes within the Learning Support Team which included the use of named TAs for key students, a number of new appointments, one of which is a very experienced SEMH teacher who is working with the most vulnerable students on a 1:1 / small group basis. To date the anecdotal evidence has been very positive, but quantitative data of success will be based upon progress and attendance data.

Governors QUESTIONED how parents are informed of internal isolations? They will be either written to or phoned, but LH noted that this process could be improved upon. A restorative justice process occurs when these events happen. **Governors QUESTIONED** if the pastoral team could help with this process? They are currently being used to build relationships with key students and staff.

Governors QUESTIONED the reasons for the FTE? There are a variety of reasons, but bullying and verbal abuse is the most common. **Governors QUESTIONED** if some students required individual risk assessments? This is only used where appropriate to protect others, for example for incidents that are premeditated.

Year 11 Data Summary

The report was circulated – LH explained that a more robust assessment is now in place and that staff have a greater understanding and knowledge of the new specifications. The SEND E information relates to only 3 students, one of whom only joined in September 2019 and has a bespoke education programme.

Governors QUESTIONED if SEND students sit a full range of subjects? This is not always appropriate. **Governors QUESTIONED** why SEND K predictions are better this year? It is to do with the cohort, alongside better support in place with earlier exam access arrangements.

Students have responded well to the academic support offered and are motivated to attend revision sessions.

Governors QUESTIONED how data drops are assessed? This is what staff believe a student will achieve in their GCSEs and uses a combination of teacher assessment as well as Mock data when it is available. DMc explained that these are ½ termly summative assessments but that some inconsistency remains across the Academy. This is to be targeted as part of the curriculum review. **Governors QUESTIONED** the effect on data by the use of more vocational courses? There is an algorithm which converts to a score to provide reliable data.

LH explained the key group information and further explained the targeted mentoring and revision as well as the amendments to programme of study. The Horsforth strategy will be used to target key students. This is a method of data analysis which compares progress with effort.

Other

- LH updated all on recent vacancies and appointments as well as staff seconded to the Senior Leadership Team (SLT).
- Staff Wellbeing
This is currently being delivered by a member of the Uffculme Staff, however this is not sustainable. LH then briefed all on the Employee Assistance offer which had been discussed by the UAT Directors and is due to be offered to all staff within the Trust.

LH explained that levels of staff absence at HA are the highest within the Trust and it was hoped that by offering this benefit, it would help to reduce this. Staff will be auto enrolled, but can opt out if they wish.

This year is being funded by a surplus in the central top slice, but from next year will be added to each school's top slice.

Governors QUESTIONED what was being done to address staff work load, recognising that this has an impact on staff wellbeing. High tariff students are being dealt with by SLT, which has a beneficial impact on staff workload in the classroom and also marking and feedback requirements are being reviewed. Staff will also have access to the new Gym facilities. **Governors AGREED** that the Employee Assistance offer would be of benefit to employees, but only in part answered the issue of workload which needed careful monitoring.

LH explained that this wellbeing offer should also be viewed as a recruitment tool.

7. Standing Agenda Items

7.1 Safeguarding

KY has met with SDA and will complete the Governor audit in due course.

KY and DP have visited AVA to review their Single Central Record (SCR) procedures and then reviewed the SCR at Holyrood Academy in conjunction with SDA and Katrina Hounsell. Actions from this meeting included

- Allowing SDA access to the system / documents
- Retrospective Identity Checks for long standing members of staff
- Trust monitoring of the SCR: as the LGC no longer manages the HT there is no leverage through performance management to ensure that the school is managed in a certain way and to a certain standard. As the Headteacher is lined managed by the CEO there are certain functions that the LGC does not carry out. At this point LH explained that she would quality assure the SCR process for each Trust school - this is planned for the Spring term check.

7.2 Chairs Update

- The admissions consultation will be discussed at the Directors meeting in December, but will include a change with regard to preference given to Trust schools
- The first round admissions numbers for 2020/21 is very positive with Holyrood receiving 233 first choices – this is the first time that the Academy is over PAN at this first stage. Somerset has yet to release funding information, so a decision cannot yet be made regarding the final admissions numbers.
- DP is to regularly meet with DMc in the Spring term.
- PG will circulate the link Governors details across the Trust
- A meeting will be held in the new year so that all LGCs can meet the UAT Directors

7.3 Governor Visits

These reports had been circulated in advance of the meeting. Everyone noted that the Learning Walk had been very positive, with a request that this be repeated in the Summer Term.

Governors QUESTIONED and feedback was provided on the issues raised.

- a) Do PE staff re-take the register when there is movement from classrooms/changing rooms to the Astro turf? This has been fed back to staff for discussion

- b) What about praise, rewards and recognition for students who do the right things? House points are regularly given and other rewards are being worked upon.
- c) How are decisions made about class sizes and does this vary from year to year and/or subject to subject? Can small size classes be sustained in terms of limited school budgets? This is driven by the curriculum model, some classes are set and some are taught in tutor groups
- d) Could there be more year group specific displays to celebrate learning? Yes, it was acknowledged that this area needs to be worked upon. Further work needs to be done on the learning environment – LH paid credit to the site team for their work and governors endorsed this.
- e) Are there opportunities for staff to observe each other’s practice and learn from successful examples of behaviour management and positive relationships? LH felt that there was not yet enough opportunity for this, it is a key target area in the SIP, but there is limited capacity for this.
- f) Why are buildings, stairwells and classrooms so hot? This is an automated system, which means that areas are often controlled by one area.
- g) How much presence is possible around the school and in lessons of SLT when they have a high teaching commitment? LH agreed that the SLT has too high a teaching load, this has been reduced and will be reduced again in January. This will hopefully be reduced further when the new Head is placed in post. One member of the SLT is always on senior call, if the behaviour was less of an issue, they would have more non-contact time to focus on the SIP.
- h) Should Head of Departments take on a more proactive role with regards to ‘behaviour’ in their subject lessons? This is being trialled by the Science Curriculum Team Leader. The current structure is Year Leader then SLT and it was noted that there could be an additional layer.
- i) How are RTL referrals from the lower site managed without the student being ‘at risk’ of not arriving? LH agreed this is a recognised risk area, however RTL staff are fully aware of students being sent to them, and if they do not arrive in a timely manner, then a senior call is requested. The site is secure and staff challenge students seen out of lesson. A note appears on staff registers when a student arrives in RTL.

SIP Visits

Governors QUESTIONED and feedback was provided on the issues raised.

- d) New Attendance Officer - this appointment has been made, and the person has commenced and will attend County training w/c 25/11/19. Governors hoped that the new officer would look at Year 9 attendance as this has been flagged up on several occasions.
- g) Safer Recruitment – Training records show that HA staff currently trained have just under a valid year left of the five year qualification. AC and DP from the LGC undertook full training on 12/11/2019. LH reported that the Trust has purchased a training package which includes a module on Safer Recruitment. The majority of the SLT already have current training in Safer Recruitment.

7.4 Governor Training

The Clerk had circulated details of the NGA Virtual Training courses and Governors were also reminded about The Key. A Skills audit was also completed. DP recommended all governors view the on line courses available, in particular those relating to their current lead roles, and also the MAT Governance module.

7.5 Risks and Concerns

DP explained that the Chairs meeting had suggested that after each LGC meeting, when a precise of points discussed was sent to the Trust, each school identify any areas of risk or concern. From visits to HA and subsequent lead governor reports, a list of issues being discussed between governors and their SLT counterparts had been previously circulated. Most of these would be monitored as part of a lead governor role, but DP brought to the attention of the LGC :

1. the workload of SLT members at HA
2. the need to monitor safer recruitment training / SCR
3. Year 9 attendance and behaviour
4. High staff absence at HA
5. Directors roles within the Trust

LH updated all about a number of complaints that had been received.

- One had been received by Ofsted regarding the handling of a bullying incident last year. This has been fully dealt with by the LA and the Academy. As a result, the Anti-Bullying Policy is being revisited, and will include a section on "victim support".
- The LA received a complaint from a parent regarding drug and alcohol misuse by students – the LA agreed that there was no evidence to support this claim
- The LA received a complaint from a social worker regarding the exclusion of a student – the Social Worker intervention was subject to a professional differences complaint and the LA agreed that there was no evidence to support the Social Workers claim.

7.6 Trust Update

LH informed all that the RSC have approved Neroche Primary School joining UAT with effect from the 1st September 2020. LH further explained that growth within the primary sector was of interest to the Trust.

7.7 Clerks Update

The following policies have been either approved or are going through Trade Union / Staff consultation

- Finance Policy
- Pay Policy
- Complaints Policy
- Sickness Absence
- Leave of Absence
- Conduct Policy
- Capability Policy
- Code of Conduct Policy
- Safeguarding Policy

The Clerk is also looking to develop the UAT website so that all **LGC's LGCs** have access **to this** and all meeting documentation be accessed from this. This will not take place until the Spring term.

7.8 Meeting Evaluation

DP explained that as a result of representation by individual governors he was introducing a meeting self-evaluation check. This should be viewed in the wider context of the LGC monitoring its own performance. Self-evaluation questions had been circulated with the agenda.

1. Was appropriate information received from which to undertake informed discussion ?
2. What did we do well, was the meeting time well spent ?

3. What areas do we need to get better at and how do we address these?
4. Were all questions answered – if not is there a mechanism to provide answers as quickly as possible?
5. Were risks and concerns passed to the Trust for consideration/information ?

Governors **AGREED** that they were more able to explore, question and challenge. They also **AGREED** that meetings had a greater openness and transparency and were less directed. DP again reminded all that key work takes place between meetings and that Link Visits were essential.

Any Other Business

A Governor explained that she had recently attended a Sixth Form open evening and gave very positive feedback.

8. Date of next meeting 10th February 2020

The meeting closed at 7.40pm

ACTIONS

Agenda item	Action	Who	Deadline
2	Bring a register for Governors to sign to confirm that they have read the KCSiE Part 2	KY	For Feb meeting
2	A summary of the Code of Conduct be provided to supply staff.	LH / DMc	For implementation