

HOLYROOD ACADEMY TRUST

Company Number: 7341523
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Minutes of a Full Governing Body Meeting Held at Holyrood Academy On Thursday 3rd December 2015 at 5.30pm

PRESENT:

Ann Adams, Martin Brook, Stuart Cochrane Matt Collins, Roger Evans, Mack Davison, Jonathan Farey, Pauline Lamond, Margaret Mercer, Philip Nadin, Karen Seib, Tina Coles (Company Secretary /Clerk), Paula Gibson (Minutes Secretary)

IN ATTENDANCE:

1. WELCOME

AA welcomed Governors to the meeting

2. APOLOGIES AND CONFIRMATION OF QUORUM.

Apologies: Ewan Cameron

Absent: N/A

In Attendance: Sarah Parsons

It was noted that a quorum was present; Ewan Cameron and Margaret Mercer were officially appointed to the governing body.

3. DECLARATION OF PECUNIARY INTERESTS

No pecuniary interests were declared.

4. APPROVAL OF MINUTES 28TH SEPTEMBER AND MATTERS ARISING.

It was agreed that the minutes were a true and fair reflection of the meeting, and signed by AA.

Action	Update:
Send to Governors the "Keeping Children Safe in Education" document, 1 page summary sheet of Prevent Duty Guidance and the Summary of Definitions as documented by the Home Office.	On the website and the staff computer drive
SISRA to be added to the next FGB Agenda	For January 2016 meeting
AA is to check with Governors who were not	Complete

present regarding their agreed focus areas on the Academy Improvement Plan.	
Circulate to all a Governor self-evaluation form for completion at the Governors INSET session	Complete
Pay Policy to be amended with the agreed details	Complete

5. PRINCIPALS REPORT AND INFORMATION ON SIXTH FORM REVIEW

MB reported that it had been a positive few weeks, in which the national data had been released - the HA data had been more positive than hoped for when compared to the national average – he reported that concerns with the Science department still remain. The Year 11 predictive data is also positive.

MB updated the meeting on recent MAT (Multi Academy Trust) discussions with Axe Valley School in Axminster. Axe Valley’s Chair of Governors had contacted AA and MB, a meeting has subsequently been held and it was noted that Axe Valley were keen to create a formal collaboration. Should this be progressed, it would allow for the amalgamation of the two sites Sixth forms. An application for the post of Head teacher at Axe Valley has been made, under the Holyrood Trust banner. Early conversations also continue with Manor Court, with regard to a MAT.

MB informed the meeting that a recent visit from the LA was positive; as a result MB had been invited to work as a School Improvement Partner. MB has also met with Caroline McKee from Insight, the Lead Practitioners (LP’s) and SP which was also positive.

Matt Collins (MJC) and other members of the Senior Team met with the Middle Leaders, in which they reported to feeling more involved.

MB thanked TC for her efforts in the recent redundancy activity.

Key Stage 5 Review

The KS5 document was circulated, by SP, who presented the recent teaching, learning and assessment review – KS also presented the KS5 data and gave governors information about the new lesson 9 structure and the new 3 weekly tracking programme which now uses sub levels, e.g. B1, B2 or B3. KS explained that the ALPS data was not yet available, but explained that this was an aspirational grade but that it is usually in line with FFT Data.

SISRA is also being used to analyse student data, and links have been made with other Sixth forms to allow for data / work scrutiny to take place.

AS students are ensured that they are matched to the correct courses, and the middle A*-C cohort is being focused upon. Governors asked to be kept informed of the Sixth form's performance.

Governors asked SP / KS about the timings of the action points and it was explained that these have been responded to very quickly, and that CPD activities take place one week after the review process.

Some changes have been carried out immediately, but other actions will take place over time. MB reported that the impact will not be as immediate as he hoped for, but that there was a more positive feel in the Sixth form. MB and MD explained that the questioning in the review process was "more gentle" that they could expect in a more formal review.

It was agreed that the report highlighted inconsistency and that the learning aspect is not yet "right", across the Sixth form. LP's continue to support those staff members who require additional support, but governors felt that 25% of KS5 staff requiring support was far too high. Governors noted that should a student be taught by 2 of these staff involved, it would impact on 2/3 of their education. MB agreed that there was not enough outstanding teaching in KS5.

Governors asked MB to identify the key areas of concern, and science was highlighted, but he explained that recruiting the right calibre of staff was difficult and that Holyrood may have to grow their own talent. Currently there are 3 NQT's within this department.

The previously identified potential collaboration with Axe Valley could have a positive impact.

Governors asked if staff have the capacity within their roles for this improvement, and SP explained that results and actions are differentiated across the subjects and that staff do have the support of the LP's.

It was noted that students at Holyrood are offered more than just A levels, and that the non-academic areas are to be nurtured and that vocational offers are being identified.

SP and KS explained that this was a rigorous review process surrounding teaching, learning and assessment but it did not explore other areas of strength or areas for development.

Using the same KS4 teaching practices in KS5 concerned some governors, as it may not help students prepare for their next steps, but it was explained that good practice is the same across all year groups and that rigour and expectation should not change in the Sixth form.

MB reported that this could not have been a more thorough review, but that he felt that the "key element" has yet to be identified – there was now more accountability within subject areas, and also at classroom teacher level and SP explained that

there would be more frequent Student Voice exercises and more frequent unannounced learning walks.

SP left at 18.40pm.

6. FFT GOVERNORS DASHBOARD

MJC explained that this is nationally gathered data which is used at HA for benchmarks and targets. It is used in conjunction with Raise Online, which is produced by the DoE.

Action: MJC to present Raise Online Data to Governors at the January meeting.

FFT compares attainment and progress alongside other criteria such as subject level, gender, disadvantaged students and EAL. Data shown is from last year's Year 11 cohort.

MJC explained the data to governors and that as a result of this information departments now have actions in place – the most notable is that the English department has had a change of leadership. Claire Berry (CB) has taken on the leadership of the English department and that this had a very positive impact as demonstrated in the results – CB is now working with the Science department to see if this could bring about the same positive impact there. CB will still continue to work with the English department.

MJC explained that considerable progress is shown between the 2014 and 2015 results, although some areas of development still remain. It was also noted that the contextual information about the student cohort at HA is very similar to the national averages and therefore HA is not disadvantaged school.

These results show HA back to the same performance level as in 2011, which gives a strong indication of a “good” outcome to any inspection.

Governors were pleased by the direction of travel of the data, but asked for clarification regarding the “prior attainment - middle ability students” having a downward trend in the EBAC – MJC and MB explained that the one area of disappointment in the summer 2015 results was in French, and that this impacted upon the EBAC.

Governors asked if removing CB from her role as Subject Leader for MFL could have resulted in this dip, and it was agreed that this could well be the case. Governors asked about CB's role, and a staff governor explained from her own personal experience, CB had brought to the English department her organisational skills, routines and structures and staff were being now asked to prove their results – she also has excellent interpersonal skills. It was agreed that it was now a different department but with the same staff. It is hoped that her support of the science department will impact upon this year's results.

Governors asked for clarification in the difference in the triple science results when compared to the Core and Additional science – MJC explained that this was due to more able students opting to take triple science.

7. ADMISSIONS UPDATE

Admission Policy - This item has been delayed until the January meeting, but AA reminded Governors that admissions is the FGB's responsibility as it is a statutory requirement.

Admissions 2016 information was circulated, AA explained the document after which a discussion took place, however it was noted that this is only a concern if student applications exceed the planned admission number (PAN), which is currently set at 232.

Governors discussed the second round preference criteria, and agreed that statements 1 and 2 are true. The post second round was discussed and it was agreed to apply the same criteria as the second round.

The general arrangements statements were then discussed and it was agreed that the answer to statement 1 was "No", the answer to statement 2 was "Yes" and the answer to statement 3 was "No".

All Governors agreed to the admissions criteria as discussed.

8. FINANCE AND GENERAL PURPOSES

There were no matters arising from the minutes circulated, and TC informed the meeting that an extra meeting had been held to review the August 2015 accounts ahead of the AGM.

MB informed the meeting that TC and her team had been praised by the accountants.

9. POLICY UPDATE

Safeguarding Policy

This policy was circulated, and it was explained that the Prevent Duty had been added as a result of information provided by Sam Davison and from Prevent training being undertaken by AA.

Action: TC to circulate this policy to the SLT.

Governors were asked to read the policy and send any queries to TC.

Behaviour Policy

This policy had been circulated prior to the meeting.

The Acceptable Behaviour Contract (ABC) on Page 4 has been updated as a result of recent event and subsequent panel hearing.

Exclusion Policy

This policy had been circulated prior to the meeting. Point G (Page 2) and Point Biii (Page 4) has been updated as a result of recent event and subsequent panel hearing.

Governors agreed to the policy amendments in both the Behaviour Policy and the Exclusion Policy.

10. HOLYROOD ADADEMY AND THE BUSINESS COMMUNITY

This paper had been previously circulated.

PN spoke of the Heritage Funds “Young Roots” programme, and asked that a group of staff and students be appointed to support this process.

AA explained that she had no concerns with Governors promoting links with the business community but that staff involved in any process should not be taken away from their core purpose. All governors agreed that students could benefit greatly from this plan, especially those involved in Business Studies.

KS is to identify students who could get involved in this plan.

11. AOB

MB gave an update on a previously raised anti-social behaviour event within the town. MB has now involved the police, local councillor and has also contacted the local MP with regard to the targeting and exploitation of some of HA’s more vulnerable students.

MB reported that the District police are being more responsive than the local town police, but that issues of drug use and child exploitation is being identified in some of the partner primaries.

Action: AA to contact partner primaries to raise their awareness of the issues, and to convene a meeting in early 2016. The Head Boy and Girl as well as other outside agencies are to be invited to this meeting.

MEETING CLOSED AT 19.40pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
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SISRA to be added as an agenda item.	TC / MJC	January FGB Meeting
Raise Online Data to be presented to Governors.	MJC	January FGB Meeting
Circulate the Safeguarding policy to the SLT.	TC	By end of Autumn term
Contact partner primaries to raise awareness of drug use and child exploitation and to convene a meeting in early 2016 to raise the profile of this problem.	AA	asap