

HOLYROOD ACADEMY TRUST

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Minutes of a Full Governing Body Meeting Held at Holyrood Academy On Thursday 7th July 2016 at 5.30pm

PRESENT:

Ann Adams, Martin Brook, Ewan Cameron, Stuart Cochrane, Matt Collins, Mac Davison, Roger Evans, Jonathan Farey, Ruth Hobbs, Pauline Lamond, Dinah Mair, Margaret Mercer, Tina Coles (Company Secretary /Clerk), Paula Gibson (Minutes Secretary)

APOLOGIES: Karen Seib

1. WELCOME

AA welcomed all to the meeting.

2. DECLARATION OF PECUNARY INTERESTS

No pecuniary interests were declared.

3. APPROVAL OF MINUTES 28th APRIL AND 17th MAY AND MATTERS ARISING.

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

Action	By Whom	Update
Governors to attend an additional meeting to discuss the MAT	All Governors	Action Complete
Agenda item from Ewan Cameron to present an item on SISRA for Governors at the next meeting	EC / TC (for inclusion on agenda)	Action Complete
Amend Governance Structure to remove names and show the VLT around the Directors	TC	Action Complete
Clarify Terms of Reference, Schedule of Meetings and Agenda Items for Governance structure.	TC	Action Complete

4. FEEDBACK FROM HEAD GIRL – PHOEBE WILSON AND HEAD BOY – JACOB WHITEFIELD

AA welcomed Phoebe Wilson and Jacob Whitefield to the meeting.

PW and JW explained to Governors about their time as Head Girl and Head Boy, and their achievements, which included the setting up and running of a Technology club for Years 6 and 7 by a member of the senior team, Jamie Bignell, but noted that some other clubs had failed to come to fruition due to lack of support.

One of the most successful events was “Holyrood’s Got Talent” which not only helped to mix different year groups but also raised over £300. The Sixth Form senior team also worked with the PE department on events for Sports Relief.

Other events that they had been involved in included student forum discussions regarding Student Planners and Bullying and promoting the Academy in the outside community, by attending events with the Chard Town Council.

PW and JW suggested that going forward they would like to have stronger links with the Governing Body (such as a link governor), as they felt that this would mean that events and ideas would be promoted and the followed through. They also hoped to promote more events with the lower years and working with EAL students would be a higher area of focus.

Governors asked PW and JW about any advice they would give to their successors – they both felt that their successors would need to be firmer with their peers, to communicate and meet on a more regular bass and to ensure that all teams are supported.

TC asked how the Senior Leadership Team (SLT) could support them, and again PW and JW suggested regular formal meetings.

Governors asked what lessons / ethos of the Academy will they take forward with them, and they both agreed that experiences of public speaking, responsibility for teams, being able to interact and communicate with people for different backgrounds has given them greater confidence.

Governors agreed that their personal growth was a credit to them, and Governors thanked them for presentation.

PW and JW left the meeting at 17.50pm

5. HEADTEACHER REPORT

This report had been previously circulated.

MJC reported that the exam season went well and that the students were a credit to the school and that the systems within the Academy worked as planned. It was hoped that the estimated data closely matches the actual results.

The Year 11 Celebration day was also a success and he had received positive and complimentary feedback about the students. Staff morale was also good.

A new staff induction day was held on the 5th July and a successful Year 6 Transition programme was also held on the 5th and 6th July.

The high staff turnover reported was not a cause for concern - TC explained that some schools are struggling to fill vacancies, but MJC expressed that he was pleased that we had been able to make good appointments, and that some appointments were staff returning from other schools.

The recent Safeguarding review which highlighted bullying was disappointing – MJC explained that the Academy has a zero tolerance approach to bullying but that students who are the victims of bullying may not be aware of all the consequences for those perpetrating the bullying. Governors expressed surprise that bullying was highlighted and MJC explained that staff are addressing this issue via the PSHE programme and assemblies.

AA thanks MJC for his efforts in his new role, especially as it had not been an easy few weeks, and felt that his ability to keep the school partially open during the recent teachers strike was exceptional.

6. ACADEMY IMPROVEMENT PLANNING

This had been previously circulated.

MJC explained that on his first day in his new role he met with staff to complete a staff voice exercise which looked at different areas of focus including the strengths and weaknesses.

MJC, SDA and SP then identified the key strands which could have the biggest changes within the Academy as PP and CPD. The Leadership Team will mentor all Year 11 PP students.

The last twilight of 2015/16 will include team plans for next year's Improvement Plan – Governors agreed that staff need to be accountable for plans. Dave MacCormick had been involved in the 6th Form TIP.

It was also noted that there is alignment with the HA TIP and the Vector Learning Trust TIP.

MB explained that the process involved challenging the culture of continuous improvement and that the approach adopted by MJC was a more inclusive approach and MB has since implemented this approach at AV.

It was noted that the FFT top quintile targets were used, and that these were challenging especially regarding the changes in Maths and English.

Governors asked for clarification regarding the Director of 6th Form, and MB explained that a resignation from the Senior Team at AV had meant that he would now be fully involved across both sites and would be directly accountable for both student outcomes and staff performance. DM will be based in HA on Tuesdays and Thursdays, AV on Wednesday and Friday and alternate Mondays in each site. DM will also be responsible for delivering a collaborative offer by September 2017 with German being piloted from September.

Governors felt that it was important to define roles within the 6th Form including the Lead Practitioners, Pastoral Leader, Year Leader and Director of 6th Form. KS will focus on BTEC moderation, developing the Duke of Edinburgh Awards scheme, Work Experience within the 6th Form, building links with Yeovil College, Pastoral Welfare and developing the tutor role for Years 12 and 13. TC explained that the pastoral and admin support staff roles will mirror that in the lower years within the Academy.

AA felt confident that defined roles will drive forward good outcomes and build upon existing good work. It was hoped that recruitment will be boosted by better outcomes. Governors were pleased to see involvement of the LP's within the 6th Form. Claire Berry, who now has responsibility of the LP's, has redefined their role to encompass the whole 7 years at Holyrood Academy.

Governors felt that student voice was well documented and asked about parent forums, as detailed in A3 – MJC explained that this was work in progress and that he was open to ideas about how this could be developed.

Governors then asked about the recent volunteer recruitment event, and TC explained that a small data base has now been compiled and that is hoped to be further developed in the new academic year. Governors felt that they could be utilised further in their day roles by helping to find other volunteers or by sourcing other resources – MB thanked them for this, and hoped to hold further discussions on this.

Governors asked MJC to “RAG – red, amber, green” the improvement plan and include in each Headteachers report. They also asked that some indicators be made more specific.

Action: MJC to add the TIP to his next Headteachers Report

7. INFORMATION ITEMS

7.1 BUDGET 2016 / 17

This had been previously circulated.

The budget had been discussed and agreed at the F&GP meeting.

Governors asked if how the SEN budget had been spent could be made clearer (as per guidance from the recent CQC guidance) - it was explained that the documents presented showed only the overview and that there was a more detailed analysis “behind”.

It was noted that the hoped for balanced budget within 3 years was unlikely but that this had been agreed to be extended to 5 years by the F&GP committee– it was noted however that a revision of the funding formula could resolve the situation.

There were no further questions regarding the budget.

7.2 INCYTE REVIEW

This had been previously circulated.

Previous queries to MJC by Governors regarding the language of the report have been addressed and MB has spoken to the staff member concerned. MC and Caroline McKee will be mindful of future reports.

The role of the SIP (School Improvement Partner) has now been replaced by Somerset Education Partners (SEP) – MB has asked that Caroline McKee continues to be our SEP.

The differences between SEN Provision as part of the review and the SEN provision during Lesson Observations raised in the report are due to different lessons and support being observed.

It should be noted that the Incyte Report is owned by the SEP.

MB has also been appointed as a SEP by Somerset LA.

7.3 SAFEGUARDING REVIEW

Highlights had been covered in the Headteachers report, and AA will follow this up with SDa as she is aware of future programmes such as Mental Health for staff and students. AA agreed that bullying was a surprise and that this will not be ignored – MJC did point out that this was raised by 1 person within the 8 person panel.

The Academy continues to work with the Police regarding issues outside the academy.

MB explained that this was the first piece of joint work across both sites and that it had highlighted that paper policies and the website version are not always in sync – Governors should publish a cycle of review on the website.

Action: AA / TC to publish cycle of review.

The safeguarding review highlighted that process and procedures were sound but that more overt signposting could take place.

7.4 SEN UPDATE

AA in her role as SEN Governor attended a recent SENCo conference with Sue Watson – there were a lot of new items as a result of the SEN review, such as the accessibility plans which need to be published on the website.

7.5 CATERING TENDER

TC reported that 6 expressions of interest had been shown and that 3 companies had been shortlisted. The panel consisting of 2 Governors, 2 representatives from primary schools served by the same catering team, students and a consumer Teacher were involved in the panel – all unanimously agreed on Aspens as the preferred supplier.

TC and a member of the student team and a representative from a partner primary have since visited another three schools served by Aspens.

The new Catering provider will start on the 1st August.

TC thanked MM and DM for their help in the tendering process.

Governors agreed to appoint Aspens on the advice of TC, DM and MM.

7.6 GOVERNOR VISIT UPDATES

This had been previously circulated

MDa was reassured about the impact of the LP's role and noted that CB had involved MDa in the teaching and learning assessment plan for 2016/17. LP's will have a more defined role with specific targets.

EC presented his dashboard and all were pleased about the visual nature of the report which could be split by year groups, gender, SEN and PP as well as the different subjects.

It shows performance against target and uses the FFT top quintile – EC has worked with MJC and this document shows levels of progression.

It was noted that data fluctuates over time, but using this spreadsheet allowed for data to be analysed by Governors on a regular basis and allowed them to more easily spot trends. Data is posted into the spreadsheet from SISRA.

Year 10 is a known, more complex, cohort and is an area of focus – support plans are in place to assist in their progress.

Year 10 are the first year group to study the new Maths and English curriculum, which meant that Year 10 and 11 could not be directly compared. Nationally it is anticipated that the basic measure will drop by approximately 20% due to the new curriculum.

Governors thanked EC for his efforts and all found it extremely useful.

Governors asked that this new report be circulated to them prior to meetings, and that they match recent assessment. Year 7 and 8's will be different as they use data "post levels", but it is hoped to develop something similar for them.

Action: MJC to replace the current data held in the Headteachers report with the dashboard system, with supporting commentary as necessary.

7.7 MAT UPDATE

TC and AA reported that the MAT application did not go through the recent round of applications – it was thought that the board are waiting to see the summer results. AA is not concerned about the delay, as we understand that a number of applications have been delayed and noted that the MAT start date is now likely to take place in November or December. The postponement should not have a great impact, but the summer term exam results will be crucial for the application to become a sponsorship MAT.

AA will contact Governors on an individual basis regarding their role within the new Governance structure. Amanda Broom, Chard Town Councillor is prepared to join the board. AA is also making contact with other interested parties, one of whom has an HR background and the other has a legal background.

AA and TC have met with regard to next years meeting schedule and this will be circulated as soon as it has been finalised – it was hoped that a move towards the MAT committee structure to allow for a more seamless transition. It will also provide for a set of standardised reports for local governance committees to be developed.

8. AOB

AA thanks all for their efforts this year and wished everyone a happy summer.

TC reminded all that the A level results are due on the 18th August and GCSE results on the 25th August – she will circulate to Governors as soon as they have been published.

MEETING CLOSED AT 7.20pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
MJC to add the RAG version of the TIP to the Headteachers Report	MJC	As required
Publish cycle of policy review on the Academies website.	TC / AA	As soon as possible
Replace the current data held in the Headteachers	MJC	As required

report with the dashboard, with supporting commentary as necessary		
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