

## HOLYROOD ACADEMY TRUST

Company Number: 7341523  
A Company Limited by Guarantee  
Registered in England

### **Minutes of a Full Governing Body Meeting Held at Holyrood Academy On Tuesday 19<sup>th</sup> January 2016 at 5.30pm**

#### **PRESENT:**

Ann Adams, Martin Brook, Ewan Cameron, Matt Collins, Roger Evans, Mack Davison, Jonathan Farey, Pauline Lamond, 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:** Stuart Cochrane, Karen Seib

**Absent:** N/A

It was noted that a quorum was present.

AA informed the meeting that Philip Nadin has resigned from the Board with immediate effect.

##### **3. DECLARATION OF PECUNIARY INTERESTS**

No pecuniary interests were declared.

##### **4. APPROVAL OF MINUTES 3<sup>rd</sup> DECEMBER AND MATTERS ARISING.**

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

| Action  | Update:   |
|---|---|
| SISRA to be added as an agenda item.  | Complete – Agenda item for meeting  |
| Raise Online Data to be presented to Governors - MJC                            | Complete – Agenda item for meeting  |
| Circulate the Safeguarding policy to the SLT - TC                               | This policy was circulated to the SLT, and no amendments were required. The Safeguarding Policy was approved.   |
| Contact partner primaries to raise awareness of drug use and child exploitation | It was explained that a meeting had been arranged for the 25 <sup>th</sup> January, but that a number of agencies had since withdrawn from the meeting (citing Data |

|   |  |
|---|--|
| <p>and to convene a meeting in early 2016 to raise the profile of this problem - AA</p> | <p>Protection reasons). The Academy had informed them that they did not wish to discuss individuals but rather asked for support with the situation.<br/>AA is to contact the Director of Children's services with her concerns and asking for support in taking the matter further.</p> |
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## 5. PRESENTATION OF RAISE ONLINE AND SISRA DATA SYSTEM

MC explained that the Raise Online report (which is externally validated) is over 64 pages long, and can be accessed via the Governors section of the Academy's website.

MC circulated the key points from the Raise Online report.

Governors queried the spread of Sig- in the report, and it was revealed that these relate to subject led areas rather than key student groups. Holyrood Academy's progress measures were better than expected when compared with the national average and that the data showed a positive trend, with the exception of French and Science.

Governors asked where data for the Principals report is taken from, and it was explained that this is taken from SISRA, which is what the Academy uses "in house", to track progress and attainment. Governors are able to access SISRA if they contact MC via email ([MCollins4@educ.somerset.gov.uk](mailto:MCollins4@educ.somerset.gov.uk)) – SISRA is web based, so can be accessed from anywhere.

MC then gave a brief overview of SISRA and highlighted Progress 8 as the main measure on which the Academy is now judged. It was explained that a 0 would indicate an average result, where as a + is positive and a – would be below target. The Progress 8 measure of 0.52 which was used as an example, would indicate ½ grade higher than expected.

The different levels of filtering was demonstrated, and shown that data could be split using gender, ethnicity, pupil premium or SEN – this can also be compared against previous data or predicted grades to enable trend analysis.

MC explained that SISRA can be used to analyse data by Year Group, Subject Area or by Individual Students. Targets used are aspirational (i.e. top 20% of FFTD).

It was explained that class data is used within the staff appraisal process.

It was explained that SISRA is now strongly embedded across the Academy and there is transparency of data and greater accountability for staff.

MB suggested that if Governors wished to use SISRA they meet with MC for an informal training session.

Exam results are added to SISRA when they become available, and that accuracy relies upon data inputted by staff.

Governors asked how often data is added to SISRA and how quickly it is responded to – there are 5 data points for Year 11 and 3 data points for other year groups. Data is used immediately it becomes available – data is loaded on a Monday, and subject meetings, which look at student progress, are held that week.

The level of information has allowed for staff to be challenged and department improvement plans to be put in place. This allows for the Principal to challenge on a student, class or staff level.

MC left the meeting at 18.09pm

## **6. ADMISSIONS UPDATE**

AA has checked and confirmed that the admissions received for September 2016 have been ranked according to the published admission arrangements to the local authority.

Our Pupil Admission Number (PAN) is 232; and we have received the following

1<sup>st</sup> Preference – 208 students

2<sup>nd</sup> Preference – 13 students

3<sup>rd</sup> preference – 12 students

Governors were mindful of in-year admissions, but it was explained that County were not in a position to give further information regarding admissions.

TC explained that there were an additional 16 students who were known to Holyrood but were not listed in the information provided.

It was confirmed that our current admission arrangements will remain in place for 2017/18.

## **7. PRINCIPALS REPORT**

This had been previously circulated.

MB reported that a number of staff who had previously raised concerns had now left.

Governors asked about the significant drop in the 5A\*-C predicted results in 2017, and MB explained that that year will see the grading system change from A\*-E to 1-9 and for the “fat middle” this will have a detrimental impact. It was noted that this drop is also reflected in national predictions.

In 2017 English and Maths move to a new grading structure and it is forecast that this could see a significant drop in attainment nationally. 2018 results could see a similar drop when other subjects start using this new structure.

MB explained that Persistent Absence (PA) students are now being highly focused upon, and that Character Pledge and Mental Health are new areas of focus for the Academy.

#### Teaching, Learning and Assessment

Smarter marking is now an area of development, and Governors queried the impact of recent CPD. Marking is now more evident in student books but the issue is now quality over quantity and the student response. Homework, Marking and Feedback has been positively received by Student Voice. Subject areas which have strength in this area are being used to support other areas.

Following a long and in-depth discussion about the 6<sup>th</sup> Form the Governors raised a number of concerns. MB and Governors agreed that it was the biggest area for development, and the Governors requested that the Principal act immediately with regard to the subject areas causing concern, leadership and to ensure the effectiveness of the current tracking system and grade predictions.

Link Governors for the 6<sup>th</sup> Form reported that they have tried to complete link meetings, but that they had been unable to find an agreeable time with the Head of the 6<sup>th</sup> Form. It was agreed that this was now a matter of priority.

It was noted that the 6<sup>th</sup> Form subject areas, listed in the Principal's report, which are a cause for concern are different to those which are causing concern in the wider academy.

Governors asked that immediate intervention must now be undertaken within the 6<sup>th</sup> Form.

#### Pay Appeals

This was raised by the Panel members, and the Principal will meet with the Panel members and Chair to discuss this matter further. The Panel members were asked to email their concerns regarding the process and the subsequent meeting to the Chair of Governors.

Governors remained clear that targets should be set centrally and are non-negotiable.

#### **Action:**

Pay Panel members to email AA with concerns regarding recent Pay Appeals

#### **8. UPDATE ON COLLABORATION**

This was a confidential minute.

#### **9. GOVERNOR VISIT FEEDBACK – AUTUMN TERM**

MD Governors link minutes had been previously circulated, and the Chair continues to meet with the Principal on a regular basis.

MD is due to meet with the Year Leaders w/c 25<sup>th</sup> January, and with SP for a Teaching and Learning review shortly after.

AA and MM are to meet regarding Pupil Premium before ½ term.

Governors asked about how the SENCo's maternity leave is being covered. It was reported that Steve Green (Vice Principal) will take on the role, and he will be supported by a non-teaching member of staff on a day to day basis, and that she will increase her hours for the period of the SENCo's maternity leave.

#### 10. CHAIR OF GOVERNORS INFORMATION

- Update on Governors
  - AA has contacted Inspire Alliance with regarding to recruiting possible new Governors.
  - A previous Chair has been contacted with regard to seeing if they wished to join the Board.
  - There are 2 vacancies for Parent Trustees, and an election will take place in due course.

- Secure Website

This is work in progress – TC circulated information regarding access for this site.

#### 11. AOB

The SEND Policy was previously circulated - this meets all requirements under the new code of practice. The SEN Governor attends SEN conferences as appropriate.

This policy was approved and adopted by the meeting.

#### MEETING CLOSED AT 7.04pm

#### CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

| Action   | By Whom   | By When           |
|--|-----------|-------------------|
| SUMIT process to be included as agenda item for next meeting.            | AA / TC   | For next meeting. |
| Pay Panel members to email AA with concerns regarding recent Pay Appeals | Pay Panel | ASAP              |