

HOLYROOD ACADEMY TRUST

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Minutes of a Full Governing Body Meeting Held at Holyrood Academy On Thursday 28th April 2016 at 5.30pm

PRESENT:

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

IN ATTENDANCE: Sam Davison, Sarah Parsons – Vice Principals
Claire Berry – Assistant Vice Principal

1. WELCOME

AA welcomed Sam Davison, Sarah Parsons – Vice Principals and Claire Berry, Assistant Vice Principal to the meeting. AA also welcomed MC in his new role as Headteacher, Ruth Hobbs, newly appointed parent Governor and Dinah Mair who was officially appointed as a Trustee.

2. PRESENTATION BY MATT COLLINS – THE ROAD AHEAD

MC gave Governors a presentation on his vision on “The Way Forward”, which he had previously shared with staff.

There were no questions arising from this, and Governors thanked him.

3. PRESENTATION BY SARAH PARSONS AND SAM DAVISON – KS4 REVIEW AND PERSONAL DEVELOPMENT, SAFETY AND WELFARE

SP explained that this year a KS5 review took place in the autumn term, a KS4 review took place in the spring term and the KS3 review will take place this term.

The KS4 Review, Personal Development, Behaviour and Welfare Review document was circulated and SP gave an accompanying presentation.

Governors asked SP about the priorities from this review, and she explained that the key Teaching & Learning (T&L) area for development was Differentiation and that this would be addressed through CPD sessions run by the LP's.

Governors had an in depth discussion about the effective mapping of the assessment process and the positive outcomes for students. SP explained that student progress over time and lesson observations were jointly used as part of the review, and for staff to be judged as good or outstanding students must have a positive outcome, which should in turn correlate with good or better T&L.

This process has been added since the previous KS5 review after discussions between SP and the SIP. It was noted that the process now has more rigour because performance data is reviewed prior to lesson observations.

Governors suggested that case studies could add to this process, and SP explained that in the recent review one teacher within the Maths department showed poor predictive data and this impacted on the outcome for that teacher. SP agreed that Governors suggestions will be taken into account when the KS3 review takes place in the summer term.

Staff feedback is no longer based upon judgements but on strengths and explicit areas for development – this is also used in the appraisal process, where data is gathered over time.

The purpose of these reviews is to identify strengths and areas for development – triangulate predicted outcomes, quality assurance and to give support where required. This also links to the Academy's CPD plan.

92% of T&L is good or better, but Governors were concerned that this does not link with student progress. SP assured Governors that does reflect the Progress 8 data.

In 2014/15 there was 1 review in the whole academic year – in 2015/16 a review has taken place every term, and the process is constantly being reviewed. Both VP's welcomed suggestions on how the process could be improved upon.

It was noted that where results are known, outcomes will be analysed by departments and staff to validate the assessment process – MB explained that the KS3 review will be more difficult to analyse as there is little external validation.

SDa then presented information regarding the Personal Development, Behaviour and Welfare Review, and explained that students were unaware that they were being observed as staff are always visible. Observations took place before and after school, break times and lesson change over times etc.

Governors asked if data (such as Time Out, T/O) matches observations about behaviour. SDa reported that there has been a significant decrease in referrals to T/O and a general lowering of tolerance levels regarding behaviour. Sanctions are now clearer and sharply defined (i.e. if students are sent to T/O they automatically get a detention) – this has seen a 25% decrease in students being sent to T/O – students now realise that they have to take responsibility for their own behaviour.

Governors asked about how staff show a consistent approach - it was explained that data is reviewed based upon staff, students and sessions on a fortnightly basis. Clear systems are in place for staff, which is seen as fair by students. Reports have been developed to identify the number of T/O warnings students are receiving without actually being sent to T/O. This has helped identify students undertaking low level disruption.

Evidence is seen in the Behaviour Review and also within classrooms – behaviour expectations are very high, so much so that behaviour is managed in public areas prior to and after school.

The Academy's reputation is not viewed as positively as other schools, whilst all agreed that Holyrood has changed immeasurably over the years. Within education circles the Academy is seen positively, but that there is a "Chard Factor" – perceptions need to be improved at all levels. Governors suggested students be more vocal in their achievements and talk to press outside of the local paper - whilst the marketing is much improved it was still very parochial.

Governors asked what students felt about the rewards systems – SDa explained that this will be reviewed in the new academic year, as students felt that their positive behaviour was not recognised.

4. PRESENTATION BY SAM DAVISON AND CLAIRE BERRY – ACCOUNTABILITY AND THE USE OF SUMIT AND STEAM FOLDERS

CB and SDa gave an accompanying presentation.

CB explained the SUMIT (Student Underachievement Monitoring and Tracking) process, which creates a culture of accountability from the classroom teacher up. MB explained that SUMIT 4 and 5 had been introduced this year to include a review with the Headteacher and with Executive Principal.

Governors queried how many students would be involved in this process and SDa explained that this would depend on the subject areas and is fluid with students being added and removed as appropriate. The process is minuted and is constantly reviewed.

MB explained that this process is now being introduced in Axe Valley.

STEAM (Subject Team Evaluation and Monitoring) files are for subject leaders' evidence and STYLE (Student Year Leader Evidence) files are for year leaders' evidence. These files pick up on a number of indicators such as underachievement and behaviour. These files have been used successfully this year and continue to be updated. Some data is updated fortnightly and some on a termly basis, but that all evidence is available electronically.

Governors asked that "More Able" students be included in these files.

SDa explained that students are then linked between all areas.

Governors thanked SP, SDa and CB for their presentations and they left the meeting at 7.20pm

Jonathan Farey also apologised and left the meeting at 7.20pm

5. APOLOGIES AND CONFIRMATION OF QUORUM.

Apologies: Roger Evans, Pauline Lamond, Karen Seib
Absent: N/A

It was noted that a quorum was present.

6. DECLARATION OF PECUNARY INTERESTS

No pecuniary interests were declared.

7. APPROVAL OF MINUTES 16th MARCH AND MATTERS ARISING.

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

Action	Update:
SUMIT process to be included as agenda item for next meeting.	Action Complete – 28/04/16
The SIP to be given a login for the Governor Area of the Academy's website.	Action Complete – 17/03/16
Amend F&GP Minutes	Action Complete – 17/03/16
Email Chairs Report to Trustees	Action Complete – 22/03/16

AA explained that with regard to the confidential minutes from the 16th March a discussion with DFE has taken place and that they have noted her concerns.

8. INFORMATION UPDATE

8.1 ADMISSION UPDATE

We currently have 215 1st choice applicants (the PAN is 232) and the 2nd round choices are due in early June. TC explained that in 2014/15 there were 205 applicants, and the year group now stands at 217.

If applicants go above PAN, Governors will need to review admissions. If it stays below PAN it was agreed to delegate to AA the task of ensuring the ranking by Somerset County Council is correct.

8.2 GOVERNOR VISIT FEEDBACK

RE and JF have visited the Sixth Form and will meet with KS again in 2 weeks – an overall report to Governors will be issued after this meeting.

SC is to meet with John Phillips, Site Manager and Jon Saunders from Somerset County Council Health and Safety Unit to complete a Health & Safety review at the end of May.

MD is to meet with CB on Tuesday 3rd May for a review meeting.

8.3 MAT UPDATE

An additional meeting will be held on Tuesday 17th May at 5.30pm

MB was delighted with how the first few weeks of the new structure with Axe Valley had gone, and thanked MC and Steve Green for their efforts in making such a seamless transition.

MB reported on the appointment of David MacCormick, Vice Principal / Director of Post 16 – David joins in September from St Boniface in Plymouth. He will sit across both sites and will be the only member of staff, other than MB, to sit on both SLT's. The salary is between VP and Assistant VP.

MD expressed his surprise at David's appointment at VP level when he had explicitly asked at a previous meeting whether this was a VP position and was informed it wasn't. MB explained that the original advert of Director of Post 16 had not attracted high calibre candidates so a decision was made to include the terminology VP to attract more suitable candidates. MD was concerned about the size of the SLT, but it was explained that to manage an already existing AVP the appointment would have to be above this level. It was confirmed the appointment had been made on the salary range as agreed by the Governors previously.

Governors, after discussion, agreed that it would not be appropriate to amend the job title, and AA reminded all that post was a Trust appointment. Clearer understanding will be needed for any future appointments.

It was reported that the existing Head of 6th Form will be stepping down from the SLT so there is no change in the number of staff that sit on the SLT for Holyrood.

9. AOB

PS Financials

TC explained that changes in the financial arrangements will need to take place when the MAT comes into operation – PS Financials is the market leader in financial systems and has been recommended by the other Academies and by Bishop Flemming (Accountants).

TC has been to a demonstration and there will be an upfront cost of £23k and a £3K ongoing charge, which includes the Cloud Based system, Online Support and Training.

TC explained that this would be required from September 2016 and that costs on the current system would still be required until Financial Year End. The ongoing cost is likely to be £1500 more per annum than the current system.

TC agreed that the upfront costs are expensive and as new schools are brought into the MAT an additional £1750 and licence fee will be required by each new school. A current Primary school, which is in discussions with Holyrood regarding the MAT, also currently use this system.

Governors asked about alternatives, and TC explained that there were alternative companies but that they are not established within the market place. The feedback from the Finance Team after the demonstration was also very positive.

Costs would be used from the reserve fund, but TC explained that the Academy will be better than anticipated at year end. All Governors were in agreement to using this system on the understanding that ongoing costs are in line with RPI.

SISRA

Ewan Cameron will present an item on SISRA at the next Governors meeting.

MEETING CLOSED AT 19.49pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Governors to attend an additional meeting to discuss the MAT	All Governors	Tuesday 17 th May at 5.30pm
Agenda item from Ewan Cameron to present an item on SISRA for Governors at the next meeting	EC / TC (for inclusion on agenda)	7 th July