

HOLYROOD ACADEMY TRUST

Company Number: 7341523
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Minutes of a Full Governing Body Meeting held at Holyrood Academy on Monday 28th September 2015 at 5.30pm

PRESENT:

Ann Adams, Martin Brook, Ewan Cameron, Matt Collins, Roger Evans, Mack Davison, Jonathan Farey, Pauline Lamond, Karen Seib, Tina Coles (Company Secretary /Clerk), Paula Gibson (Minutes Secretary)

IN ATTENDANCE: Margaret Mercer, Sam Davison, Phoebe Wilson, Jacob Whitefield

1. WELCOME

AA welcomed Matt Collins and Pauline Lamond as new Governors to the meeting, and introduced Margaret as a potential Governor.

Phoebe Wilson and Jacob Whitefield were also welcomed in their new roles as Head Girl and Head Boy.

2. APOLOGIES AND CONFIRMATION OF QUORUM.

Apologies: Stuart Cochrane, Philip Nadin

Absent: -

It was noted that a quorum was present

3. DECLARATION OF PECUNARY INTERESTS

No pecuniary interests were declared.

4. INTRODUCTION TO HEAD BOY AND HEAD GIRL

Phoebe Wilson and Jacob Whitefield were introduced to the Governing body and gave a presentation to the meeting about their roles and their aims for this year.

Governors asked about the composition of the Senior Team, and they explained that it was made up of twelve Year 13 students, and included two Deputy Heads. Two students from the Senior Team will be involved in the Student Council, and will assist in looking at issues such as the Student Planner and Bullying at the Academy.

Governors thanked the two for their presentations and asked if they could be invited to one of their senior team meetings. Phoebe Wilson and Jacob Whitefield left the meeting at 5.45pm.

5. APPROVAL OF MINUTES 9TH JULY AND MATTERS ARISING.

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

Action	Update:
Effective Governance document to be amended to inc Link Visits and "Key Groups"	These items will form a key part of the Governors training day on the 23 rd October 15.
Meeting to agree a generic proforma / framework and generic questions that could be used to assist in Governor visits	
Send 2 or 3 bullet points for the Informed Governance document for this to MD for summation	

6. SAFEGUARDING TRAINING (INC SAFEGUARDING REPORT)

Sam Davison (SDa) reminded Governors that it is a statutory requirement for regular updates and that the proceeding training was used at the Academy.

Action:

Governors to be sent the Keeping Children Safe in Education documents, 1 page summary sheet of Prevent Duty Guidance and the Summary of Definitions as documented by the Home Office.

Governors asked about how students are made aware of online safety and SDa reported that Years 7 and 8 spend 8 weeks working upon E-safety and that this is followed up with Assemblies. If staff receive reports of students being involved with the distribution of inappropriate images this is reported to the Police and parents are spoken to.

The Annual Safeguarding report was circulated, and Governors present confirmed that they had received the appropriate training.

Governors asked if "Safeguarding" was becoming harder – SDa explained that good relationships with staff and students are key and that concerns are dealt with openly, but that the type of issues faced have changed with the rise of social media and with more cases of self-harm being reported. Sexual exploitation is relatively new, but the difficulties arise because the girls do not believe themselves to be exploited – the Academy continues to work with local agencies.

Governors asked if Agencies are working better together – SDa explained that this was not always the case, and there have been instances of key information not being passed on to colleagues by the Police. In the recent cases of concerns

regarding sexual exploitation, the Academy remains proactive in escalating concerns as appropriate and has accessed other agencies to help.

MB stated that he may be able to contact the Local Safeguarding Board to raise his concerns about recent cases.

Governors asked how effective / supportive the Children's Social Care (CSC) team have been, and SDa explained that cases referred do not always meet their criteria, which is set at a much lower level than the Academy feels necessary – for every 10 cases only 2 cases are “taken on” by CSC. SDa explained that children subject to a Child Protection Plan are regularly reviewed.

SDa left the meeting at 6.15pm

7. SUMMER EXAM PERFORMANCE

Matt Collins (MC) explained that he could provide data to any level should Governors wish.

MC gave a presentation on the Summer 15 exam results, and spoke of the wide gap between boys and girls attainment. The Academy continues to work on the accuracy of estimated / predicted results.

MC confirmed the results in English and Maths as:

Subject	Holyrood Academy	National Average
English	72.5%	65%
Maths	73%	63%

Boys achievement remains a focus for this year, with girls joining in Year 7 with a better attainment prediction. Governors asked if the Academy could work with feeder primary schools to try and lessen the gaps before they join Holyrood, and MB agreed that this could be investigated.

MB reported that there was a lack of aspiration in the area and amongst parents, which leads to a lack of expectation. It was also reported that the traditional KS3 curriculum offered does allow for a greater gender gap.

A2 level progress can often depend upon on if students have to resit AS, as this can have a detrimental impact on A2 grades. AS will be phased out but 2015/16 will have a split between different versions of exam structure.

This year had shown an increase in Russel Group University entrants, more A**s than previous years and no NEETS (Not in employment, education or training).

In the 6th Form, tracking procedures have been moved to 'fine grades' to allow for greater accountability and estimated / actual tracking is being worked upon with staff.

It was reported that the new Ofsted focus will be upon the current cohort and will look at previous year's data to show accuracy of data predictions – Governors asked to be kept informed of this.

Governors asked about remarking of exams and TC reported that a similar number of remarks had been requested, but that out of 18 requested remarks in English, no grades had changed. There have been more re-moderations of coursework. MB told the meeting that many Schools and Academies had reported volatility in results.

MB confirmed that staff who were causing concerns are no longer part of the Academy staff. The Senior Leadership Team (SLT) have met with Subject Leaders (SL) to discuss their departments results and this has informed part of their subject improvement plan. Targeted plans are now in place along with upgraded processes and procedures – best practice is also being shared across the Academy, and links have been made with other settings.

National benchmarking figures will now be based upon Progress 8, and there will be a clear focus on subjects that may have an impact on progress levels.

Governors agreed to monitor this closely.

8. ACADEMY IMPROVEMENT PLAN

The AIP had been circulated prior to the meeting;

The following Link Governors were agreed:

Outcomes	Ann Adams Stuart Cochrane
Teaching, Learning and Assessment	Stuart Cochrane Mac Davison
Personal Development, Behaviour and Welfare	Potentially Margaret Mercer
Leadership & Management	Ewan Cameron Mac Davison Roger Evans
Post 16	Roger Evans Jonathan Farey
Pupil Premium	Ann Adams Potentially Margaret Mercer

Action:

AA is to check with Governors who were not present regarding their agreed focus areas.

A Governors self-evaluation process will take place in due course, and Governors should bring with a précis of their background, strengths and weakness to the INSET session.

Action:

MD/TC to circulate a Governor self-evaluation form

9. POLICY UPDATE

All policies had been circulated prior to the meeting.

Pay Policy

This is to be sent to Trade Unions and staff for consultation, and it is based upon the latest STPCD 2015 (School Teachers Pay and Conditions Document 2015) – this has been checked by the Academies HR Advisor. This also links to the Appraisal Policy.

The following amendments were discussed and agreed;

1.1 Is to be amended to say “brought in line with STPCD 2015”

2.1 The timing of the Principals targets is to be brought in line with all teaching staff

3.4 Governors asked about the validity of using the “view of parents / students” when pay is determined – the Principal stated that pay is determined by a whole range of criteria and that parents / students views could be used.

4.1 This para was queried with Governors asking for clarification surrounding mid-point progression - this is clarified in para 4.3

17.2 This item is to be reworded to say employees could be represented by a recognised TU or colleague at any stage of the procedure (removal of the word “formal”)

Appraisal Policy

This has been recently challenged by the Trade Unions, with regard to numerical student performance targets. Pupil progress targets have to be numerical to be measurable – this is seen as a contentious issue, and MB has sought advice from our HR advisor, the Trade Unions, his own Trade Union as well as other educational setting.

Other targets are in place, but only pupil progress is a numerical target.

TC reported that there had been few changes from the previous policy – only the processes have changed (eg using SIMS to record the appraisal targets etc)

Governors asked the situation regarding the number of targets for part time staff be clarified.

Redundancy, Redeployment and Premature Retirement Procedures Policy

TC circulated the feedback received from consultation from one of the Trade Unions and the reply from Brown Jacobson.

This policy mirrors that of the local authority with regard to entitlement, and this was agreed when Holyrood became an Academy.

After discussion it was agreed not to make the amendments as raised by the Trade Unions, but noted that staff were being affected by a number of changes.

This policy was agreed and approved.

10. STAFFING STRUCTURE UPDATE INC BUSINESS PROPOSAL

MB reported that TC has worked extremely hard in budget projections which include potential staff restructuring.

As known there is a £500K deficit, yet it was worth noting that £450K of this was due to the 6th Form curriculum offer and that this is being addressed by curriculum restructuring – students will now be offered 3 subjects, which is in line with other local college provision. Vocational subjects (level 3) will also be offered and recruitment will remain a high priority.

MDa informed Governors of the document ‘16-19 Programme of Study’ and suggested that Governors may like to make themselves aware of this.

Once the Business Plan has been proposed to Governors, it will be put forward for consultation for staff within 48 hours.

An extraordinary meeting was agreed for 15th October at 3.30pm, and Governors were asked to attend where possible (EC extended his apologies)

11. GOVERNORS INSET SESSION – 23/10/15

Governors were reminded about the agreed INSET session on Friday 23rd October.

12. AOB

- MB informed Governors that Stephen Hodgson has stepped down from the SLT – he will not be replaced.
- Julie Patuck has stepped down as a Governor following her retirement – the Academy has sent her flowers as a thank you for her time on the Governing Body.
- MB ran the Berlin Marathon on Sunday 27th September, in a time of less than 3 ½ hours – this was done in aid of Alzheimer Research. Governors congratulate him on his efforts and asked that he forward them the link to his Just Giving page.

MEETING CLOSED AT 7.45pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
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.	TC	By 23/10/15
SISRA to be added to the next FGB Agenda	TC	For next meeting
AA is to check with Governors who were not present regarding their agreed focus areas on the Academy Improvement Plan.	AA	By 23/10/15
Circulate to all a Governor self-evaluation form for completion at the Governors INSET session	MD/TC	By 23/10/15
Pay Policy to be amended with the agreed details	TC	ASAP