

HOLYROOD ACADEMY TRUST

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

Minutes of Local Governing Committee Meeting Held at Holyrood Academy On Thursday 10th November 2016 at 5.30pm

PRESENT:

Roger Evans (Chair), Pauline Lamond, Mac Davison, Ruth Hobbs (part), Jonathan Farey, Stuart Cochrane, Mathew Collins, Dinah Mair, Tina Coles (Clerk)

APOLOGIES:

Ann Adams

1. DECLARATION OF PECUNIARY INTERESTS

No pecuniary interests were declared.

2. PRESENTATION BY HEAD BOY AND HEAD GIRL (Seamus Curtain & Katherine Locke)

RE explained the role of the Governing Body and governors introduced themselves

Seamus explained what they had achieved since September

- Supporting at Open Evenings (general and Sixth Form) and also year 7 transition evening – represented students, introductory speeches and guided tours
- Charity events – Macmillan, Pink Friday, Remembrance Poppy selling. Next week Children In Need

Katherine stated that future aims of student team are

- to improve relationships with younger students. Completing a display linked to recent visit to India sharing information on Student Teams from both countries.
- For year 12 in January organising for ex-students to come in and talk about their experiences at University as a way to increase student aspirations
- Linking with the community
 - OAP Xmas party – hoping to include other students in this event i.e. choir. Caterers Aspens have agreed to sponsor this event as it is the first year
 - Organise food bank via Lords Larder

Questions from Governors

Do you feel you have the support/resources from the governors?

Seamus – feel that they do get the support

Katherine – leading a team has been a big learning curve and they have had to learn new skills especially around delegation.

PL said that if they speak to her about promoting food bank via assemblies

It is important that if you want help from the governors you communicate what help you require. If you ask we will help where we can.

Seamus and Katherine were advised that if they needed anything from Governors to communicate via TC

5.50pm –Ruth Hobbs joined the meeting

Do you feel there is an issue with student's aspirations?

Katherine – yes there is and there are a lot of students who feel they are not good enough to go to the top Universities due to their background and school experience.

RE invited Seamus and Katherine back to a meeting in the spring and summer to feedback on how things are going

3. **PRESENTATION BY DAVE MACCORMICK**

Presentation and information attached

Started by stating that since beginning at Holyrood it has been challenging but he has been well supported by colleagues from SLT

Questions/ comments from presentation

When talking about combined subjects across the two schools – what do you mean and how will this work logistically?

Subjects will be delivered across both schools and students will move across the sites. The subjects will be in the same option block and will be timetabled in double slots to allow travel time. Schools will have individual identity but working together. Currently A level German being delivered in this way and regular meetings between teacher and DMac.

MD – having had meetings with the Lead Practitioner (LP) last year and this year, the LP is much more positive and has clear guidance on what is required. DMac – he and Claire Berry having regular meetings with LP to support but also to hold to account.

MD – improved tracking is key, and that now seems in place so there are no surprises for students or parents.

DMac – process updated so that if students are under target and having additional study support sessions letters will be sent home to parents. However the allocating of additional study sessions by subjects is new and teachers will need to be reminded

Clare Berry is replicating the work being done in year 7 – 11 regarding assessment plans which will help to address reliability and rigour of data.

Which subjects are still causing concern? -

Sciences, social sciences. Languages (viability). Hoped that new Level 3 Applied Science Course will help as that is providing the right course for certain students.

RE – feedback from Sixth Form Open Evening – went to science presentations and although felt that all presentations were OK – did feel that staff were selling the BTEC as a lesser qualification which could put people off.

Meeting agreed that this was probably similar across all BTECs and needed to change.

DMac – showed the booklet of Sixth form student data – who doing well and who not re progress. A teacher in the classroom responsible for ensuring action is taken. This is then identified and quality assured through the SUMMIT process

Action for next meeting – DMac to present a case study for a chosen student to illustrate what sort of support is put in place

What data should governors have to ensure that we are monitoring the Sixth form?

Action –MC and DMac to agree a simplified set of indices that can be produced to help Governors to monitor. i.e. % of students currently hitting target grades

What are we doing about the 50% of year 11 who didn't attend the opening evening?

Head of Year 11 has already prepared the information and will be following up on that.

What % of the year 11 cohort is capable of coming to the Sixth Form?

With the new curriculum offer 80%

What do students think of the new work room?

Mixed – one issue is around IT

Issue with IT is linked to progress with regard to Google Classrooms/Google Cloud introduction - which is in place but not being used effectively by staff This is limiting the ability to share resources and use of IT. Additional CPD required for staff

Action: MC to discuss with Dom Hunter additional training for staff

RE thanked DMac for his presentation and invited him back to a meeting in the Spring. At this the focus will be on progress against the outlined plan and should also include the following

- How are we competing with Richard Huish?
- How have we developed the role of Head of Year 12/13?

DMac left the meeting

4. APPROVAL OF MINUTES FROM 20th SEPTEMBER 2016

Reviewed and approved

5. HEADTEACHER'S REPORT

MC went through the information making up the Headteacher's report and explained the following

- Behind each of the sections the SLT responsible had RAG rated the detail (as illustrated in DMac report)
- KS3 –assessment system is being developed. Key focus on numeracy/literacy and rigorous assessments. It is being bit up from

information from the subject leader about what students need to learn at KS3 in order to be successful in their subject at KS4

Additional information requested

- Year 12/13 attendance information
- Data on Persistent Absence
- Attendance of specific groups causing concern
- Bullying –number of students involved
- Exclusion by type
- FTEs –number of sessions
- Any additional management headlines that support the data

Discussion was had regarding boys underachievement

JF requested that it be fed back to Stuart Roper that they have received great feedback re his Remembrance assemblies

6. **MAT UPDATE**

TC provided an update regarding the progress of the MAT application which is due to go before the Headteachers' Board on the 28th November and the date we are aiming for is the 1st February.

7. **WHISTLEBLOWING POLICY**

Was agreed by meeting subject to the following amendments

- Include contact details for those named as points of contact including RE.
- Update section 2.2
- Review every 2 years

8. **UPDATE ON GOVERNOR VISITS**

JF/ RE – have visited sixth form and areas covered by DMac presentation

DM – met with Sam Davison re PP – and learnt a lot. Going forward will concentrate on tracking specific student and particularly most able PP. Also met with Sarah Parsons re CPD and impressed at amount and how comprehensive. Will be interested to see the uptake and the impact. Also have found The Key very useful to help with knowledge

MD – visit reports circulated previously. Next week meeting with Middle Leaders to look at their accountability and help with questions they may be asked by inspectors.

RH –met with Sam Davison re SEN. As SENCO now back from maternity leave meeting next month. Data tracking and the drill down facility for SEN students was very good. Need to review students in each off-site provision. Action TC to provide details of numbers in off-site provision, by location, to the board.

SC – had been in to visit TC re Finance and John Phillips re Health and Safety.

Finance –

Reviewed PSF financial reports

- Structure looks good
- Will allow timely production and review of information
- Excel format will allow us to choose the level of detail for review
- Anticipated that no further reports other than standard will be necessary
- Budgets to be added for next review

2015/16 year end

- Cash deficit of £170k (reserve reduces by this amount)
- Non cash deficit of £3.3 million
 - £2.2 million increase in local government pension scheme liability
 - Total pension liability of £5.1 million. Will result in an increase in Employer's contributions in March 2017
- £0.9 million depreciation charge

Reviewed Trustee's report

- Clearly stated deficit position
- Added property risk as still under tenancy at will and not a 125year lease
 - Could risk conversion to MAT

Academy now VAT registered to allow the recharge of Axe Valley staff costs

Funding review not expected until 2018/19 at the earliest

- Anticipating deficit budget until this point
- Positive indications with reference to pupil numbers both at Year 7 and at Sixth form which will reduce deficit
- Still need to use deficit budget/reserves to ensure positive outcomes for students. This year's results a justification for this.

AA –TC fed back on AA behalf that she and Sam Davison met and have been through the statutory online safeguarding report and could confirm this was submitted on time. AA and SD will be looking at any action points that arose

9. AOB

JF – there seems to be a lot of pressure on academic achievement all the time –what are we doing to ensure that there is still joy in teaching and learning?

Action –academy to undertake student and staff voice survey this year.

What is the outcome regarding uniform consultation?

11/11/2016 – parents/students – 544 responses – 56.46% in favour. Staff – 67 responses – 68.66% in favour

RH made Governors aware of new SEN code standards and offered to do an update for Governors at next meeting

Agreed that governor training would be fixed agenda item

RE has recently attended 'How to chair an effective meeting'

Date of next LGC meeting – 10th January 2017
(please note - there may be additional meeting requirements linked to the MAT conversion)

Meeting closed at 8.10pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Provide a simplified set of indicies for Sixth Form	MC/DMac	Next meeting
Case study of individual students illustrating how issues raised and sort of actions taken	DMac	For meeting attending in spring
Speak to Dominic Hunter about action plan and CPD for staff use og Google classroom/Google Cloud for storage of resources	MC	ASAP & Update at next meeting of progress
Update Headteachers report with additional information requested	MC	For next Headteachers report
Update Whistleblowing policy, publish and communicate to staff	TC	ASAP
Undertake student/staff voice using Surveymonkey	SLT	ASAP
Provide the number and location of students who are currently in off-site provision	TC	To next Board meeting – 07/12/16

Items for future meetings

- *Head Boy/Head Girl – one of the spring and summer meetings*

- *DMac to attend meeting in the spring*
- *RH – update on SEN code standards – next meeting*
- *Governor training to be a standard agenda item*