

## **HOLYROOD ACADEMY TRUST**

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### **Minutes of Local Governing Committee Meeting Held at Holyrood Academy On Tuesday 20<sup>th</sup> September 2016 at 5.30pm**

#### **PRESENT:**

Ann Adams, Stuart Cochrane, Roger Evans, Jonathan Farey, Ruth Hobbs, Pauline Lamond, Matt Collins, Mac Davison Tina Coles (Clerk/Minutes),

**APOLOGIES:** Dinah Mair

#### **1. WELCOME**

MC welcomed all to the meeting and introduced Dave MacCormick, Director of Sixth Form. Before leaving the meeting Dave gave a brief overview of his priorities.

#### **2. DECLARATION OF PECUNARY INTERESTS**

No pecuniary interests were declared.

#### **3. ELECTION OF CHAIR/VICE CHAIR**

Position of Chair – AA nominated RE and this was seconded by MD. Carried unanimously

Position of Vice Chair – MD agreed to put himself forward if no one else wanted to. AA nominated him and RH seconded. Carried unanimously.

#### **4. TERMS OF REFERENCE**

Papers had been circulated in advance of the meeting.

SC asked for further clarification about how the meeting structure supports the different functions i.e. still have separate sub-committee for finance or would it be an agenda item within the main meeting ?

AA recommended that at the moment the LGC should meet half termly and have standing agenda items at each meeting so that all areas are covered at least termly.

Need to update the membership section

PL – staff representative

JF/RH – parent representative

RE stated that the group needed to consider recruitment of more members and particularly to address any skills gaps identified.

AA explained that the TOR should be continually reviewed throughout the year as they are likely to evolve. She asked that she receive any feedback with regards to proposed changes to the TOR as it will help with MAT developments.

JF commented that it states that the number of meetings a year is 3 and queried if it should be higher.

The members agreed to change the wording to 'at least 3 meetings with an expectation that they should be at least ½ termly'

It was confirmed that Pay Committee members for the year would be AA, JF and RE.

## 5. ACADEMY DEVELOPMENT PLAN

Following a discussion it was agreed that governors would take on the following areas of focus

Stuart Cochrane	Finance and Health and Safety processes (A5.3) SUMMIT process ( A1.3) Resilience (A3.2)
Mac Davison	Teaching, Learning and Assessment (Section 2) Leadership capacity (A5.2)
Jonathan Farey	Post-16 (Section 4) Review of Year 11 outcomes (A1.1)
Dinah Mair	Pupil Premium CPD
Pauline Lamond	Pupil Premium Year 7 catch up
Ruth Hobbs	Personal Development , Behaviour and Welfare (Section 3)
Roger Evans	Post 16 (Section 4) Review of Year 11 outcomes (A1.1)

Responsibility areas

RH – SEN Link Governor

AA – Child Protection

MD stated that KS3 outcomes were not included on the summary page. MC said that he would look at the detailed AIP and bring back to the next meeting for further discussion.

## 6. OUTCOMES & RESULTS OF GCSEs & LEVELS

MC presented a summary of the results which was based on the presentation given to staff at the start of the term.

Discussion was had about which of the top performing students remained at the Sixth Form. Approximately half of the students remained.

MC confirmed he would update the information regarding Year 13 destinations

RE asked MC to feedback to staff from the Governors how pleased the Governors were with the results which is a testament to all their hard work.

MC confirmed that the exam analysis meetings for all subject areas are currently taking place. Subject areas already identified for additional focus are: French, Music and Drama.

A discussion was held about where concerns were in these areas and actions being taken.

## **7. GOVERNORS ACTION**

Governors to contact link SLT member for focus areas and bring back actions being taken by Academy to next meeting

Action – TC to circulate to Governors and SLT what the areas of focus are and contact details.

## **7. FEEDBACK FROM THE MEETING ON EFFECTIVENESS AND IMPACT / AOB**

MD – welcomed opportunity for discussion and sharing of ideas and was well chaired.

JF – agreed and liked the fact the agenda was not too full. Also JF raised the issue of more joint visits. It was agreed that members when appropriate to circulate when they are visiting and then others are welcome to come along.

It was agreed that the members liked other staff coming to the meeting and making presentations and felt it would be good to see more middle leaders.

MD confirmed that he was in school visiting the school on October 20<sup>th</sup> – 12 noon to 2pm to meet with Claire Berry and the Lead Practitioners.

Agreed that at next meeting agenda items to include

- Head Boy and Head Girl – plans for the year and how Governors can help
- Dave MacCormick – explain vision for Holyrood Post-16 and role of Leadership Team within that. Plus what he has achieved to date.

RH will circulate information on the upcoming SEND conference that all Governors are welcome to attend.

JF asked for an update on the MAT application. AA explained the issues surrounding the new requirements and additional information now being required by the RSC. AA and MB are meeting with DfE representatives on the 27<sup>th</sup> September to move the application forward.

RE thanked AA for all her help and support

**MEETING CLOSED AT 19.30pm**

**CHAIR:**

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

<b>Action</b>	<b>By Whom</b>	<b>By When</b>
Circulate to SLT and Governors summary of link areas and contact details	TC	ASAP
Update PowerPoint presentation with Year 13 destination information	MC	ASAP
Look at ADP detail with regard to KS3 outcomes and consider if the summary should be updated to include them.	MC	For next meeting
Update TOR and recirculate	TC	ASAP
Invite Dave MacCormick and Head Boy and Head Girl to next meeting	TC	ASAP
Governors to contact SLT link for focus areas and review actions being taken	All	For next meeting