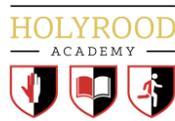


**Minutes of the Holyrood Academy Local Governance Committee Meeting held at 17.00pm
on 12th July 2021 at Holyrood Academy**

Attendees	Initials		Attendees	Initials
Alison Collins	AC		Daniel Pritchard	DPr
Jonathan Farey	JF		Richard Poole	RP
Izzy Hamilton	IH		David Pugh	DP
Kathleen Lemon	KL		Sue Watson	SW
Dave MacCormick	DMc		Kate Yamada	KY
Apologies / absence (reason if required)	Initials		In Attendance	Initials
Barney Haydon	BH		Jonathan Black	JB
Phil Wilson	PW		Tina Coles	TC
			Paula Gibson – Clerk, UAT Board	PG

Signed as a correct record of the meeting:
 Date:.....



Behaviour Report – Jonathan Black, Deputy Headteacher

JB presented to the LGC on behaviour and the key changes which have been implemented throughout 2020/21

JB explained the data including information on the number of FTE and students who have been sent to Restart – although there was an 18% increase in the number of students being sent to Restart there is a significant reduction in the number of lessons missed by students. Restart is now located in one room and staff have received CPD in the management of behaviour to ensure consistency across the Academy.

A recent Staff Voice exercise was positive about the changes implemented – Governors **ASKED** about the poor response rate to the questionnaire? Some staff were not present at the briefing session. Governors **ASKED** if the concerns raised in the questionnaire had been followed up? The survey was completed anonymously, but comments have been followed up with staff's biggest concern to the request for consistency eroding teaching autonomy.

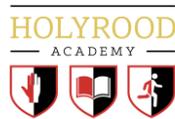
JB explained that exclusion data had reduced from 130 in 2019 to 64 in 2021, although there has been an increase in the recording of racist abuse and abuse against sexual orientation and gender identity. Governors **DISCUSSED** the number of FTE across the Trust and all noted that other schools had a smaller cohort with different sets of challenges.

The recording of sexual abuse will in future be more clearly defined and not included in more generic terminology so that schools can track this information in a more effective manner. Governors **ASKED** if the reduction in FTE was due to a lack of reporting or a reduction in incidents? Incidents are often dealt with in a more effective manner, but also some incidents have secondary reasons so maybe recorded under their primary concern.

Governors **ASKED** if it was possible to tell if the % of SEND Student exclusions were due to their unmet needs or because they are unable to cope with behaviour expectations? Any SEND exclusion is done following discussion with the SEND team to ensure that their needs are met – the Behaviour policy was deemed to be appropriate and supportive.

Governors **ASKED** what % of students sent to Restart are SEND students? This information was not known at the meeting. Governors **ASKED** what mitigations are put in place for SEND students? Students are often sent for disruptive behaviour and appropriate adjustments are made by class teachers before being sent to Restart. Governors **ASKED** if any Restarts have led to an emergency review, recognising that schools are often unable to meet some students needs? Yes - Governors **SUGGESTED** that this information be made readily available as appropriate evidence on the basis that schools can only do what is reasonably expected of them and it was not possible to change a whole school provision. JB and DMc noted that work will be required in how this is monitored and reviewed.

Governors **ASKED** how consistency is monitored regarding students being sent to Restart, with a Governor being **CONCERNED** that students feel that they have been sent unfairly and noted that exclusions can be detrimental to a young person's perspective? DMc commented that poor behaviour is not always an unmet need, if the LGC wishes to pursue behaviour in this manner, then it would be a shift away from both the School and Trust behaviours expectations, however



DMc did note that there were some inconsistencies in staff application but could not agree that students can base their perception on being sent to Restart as Staff being "petty". Governors **SUGGESTED** that a zero Restart target was unrealistic.

Year Leaders discuss behaviour with students as appropriate and SLT also complete data analysis of Restart and exclusion data and where any issues are identified staff are provided with appropriate guidance. The Behaviour policy sits alongside establishing positive relationships and student voice is key in developing this.

The next steps include

- Increasing positive interactions between staff and students
- Be Kind week
- Rewards Policy
- Increased opportunities for Student Voice activities
- Embed the Full Court Press routine to improve staff consistency

Governors **ASKED** if data was available to show the levels of behaviour concerns between lessons and social times? No, however Restart incidents are from lesson times whereas defiance often occurs during social times – there was also the option, if needed, to track red card detentions and students' statements.

JB explained that the School will continue to focus on the behaviour management journey and to improve student behaviour with regard to anti discriminatory behaviour, bullying and sexual harassment.

The Chair asked about the unsupervised breaktimes for Year 10 boys? (*This was to be an item under matters arising*) – DP, AC and KY declared an interest – How successful have the changes been? DMc explained this was a very complex disengaged group of young people who have created a disruptive, dangerous, and uninterested group, although on an individual basis are pleasant; there are less behaviour incidents reported but a large piece of work needs to take place with the Year Leader to continue on building relationships and reintegration with their peer group. DMc noted that 11 months have been severely disrupted by Covid and that these issues are not replicated in other year groups, reminding all that there had been a reduction from 600 to 180 FTE, a new Behaviour Policy, and New Year Leader, a move away from Ready to Learn to Restart and that the School and JB should be commended.

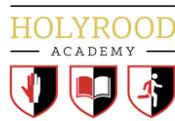
Governors **THANKED** JB and he left at 18.00pm

1a) Welcome and Apologies for absence

DP welcomed all to the meeting and apologies were received and accepted from BH and PW.

DP noted that AC has stood down from the LGC and thanked her for her efforts during her time on the HA LGC.

DP noted that the year ended with more robust governance in place with greater transparency.



2 Declarations of pecuniary interests

DP, AC and KY declared an interest the previous agenda item relating to Year 10

3 Budget Update – Tina Coles, School Business Manager

TC circulated information on the 2021/22 Budget.

TC explained that although the financial responsibility lies with the Trust, all finance information is prepared initially by TC and DMc – assumptions have been made within the 2022/23 and 2023/24 budget, however the 2021/22 budget has a high degree of confidence noting that savings have been possible this year due to staff not immediately being replaced and reductions in utilities.

TC drew Governor's attention to key assumptions made including GAG funding and student admissions – Governors **ASKED** about Unqualified Teachers – this is permissible as an Academy and relates to staff who do not hold QTS certification.

TC explained that 80% of the budget is staff related, not because of the number of staff employed but rather their teaching status as a number are on the Upper Pay Scale. The central charge has also increased from 4.1% to 5%, which was a reasonable amount and funds expansion of central services provided to schools. DMc explained that the Executive Team regularly discuss this item and felt that this central charge was not a huge amount for the additional services provided to schools.

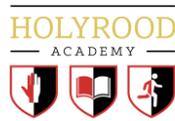
TC explained that now that the Trust is over 3000 students, School Capital Allocation funding will replace the CIF bid process and the AIP now includes a 5-year site improvement plan. DMc noted the significant work that has taken place to bring the school into a surplus budget situation.

DMc informed Governors that the Trust has oversight of funding available and that if a situation arose the carry forward would be used to supplement school improvements, however there was a chance that individual school surpluses may be required by another school. It was explained that some Trusts pool surplus but that there was no current appetite for this at UAT and if it was proposed, it would be based on equality of provision. TC and DMc have set themselves a target of £50K surplus at the end of each year and that other monies will be spent on ensuring provision for students.

The next big area is expansion of the Sixth Form as well as new classrooms and improvements to the toilet blocks – Student Voice will be used within this process.

Governors **ASKED** about the timeline for the CIF Bid appeal process – the appeals have only just been submitted so it may take some time before an outcome is known.

TC drew attention to possible risks relating to a possible a negative Ofsted judgement, which would most likely impact on recruitment to the Sixth Form rather than the lower School– however it would be mitigated by the expansion project and changes to the education systems in the Crewkerne / Ilminster areas.



Governors **ASKED** if TC had confidence in the Trusts financial management – Yes, she works closely with the Director of Finance & Resources (DoFR), the change in Finance system has caused some issues, however there is good monitoring with a clear timetable in place.

Governors **ASKED** about the level of input the school now has in salary increases? It is a Trust decision as they are the Employer – the Pay Committee will receive an appraisal report and recommendations from each school for scrutiny. DMc explained that since HA joined the Trust no real appraisal system had taken place given Covid restrictions – however last year all staff automatically passed their appraisal targets unless they had already been identified as a Teacher Experiencing Difficulties or were subject to a Capability process.

Governors **ASKED** what the H&S budget line covered – Subscriptions and the Competent Person – all other items are covered under the Premises budget.

Governors **ASKED** about any other funding streams available – there is the possibility of using the site more widely by Community groups and evening classes which would also enhance the reputation of the school.

Governors **THANKED** TC and she left at 18.36pm

4a Minutes of previous meeting, held on 21st June 2021

These were signed as a true and accurate reflection of the meeting held on the 21st June 2021.

4b Matters Arising:

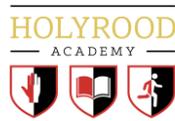
4.1 Student Voice – the recently circulated questionnaire had over 800 responses and information will be shared as appropriate.

4.2 CAG – these have been submitted and no further feedback has been received from Exam Boards other than to confirm that no further evidence is required. Governors **ASKED** if the School was convinced that the evidence submitted was robust? The PP Students show a significant increase – is this correct? The method for assessment was consistently applied and has been reviewed by LHE and was in line with JCQ guidance and the CAG policy. A Staff Governor explained that QA strategies are applied consistently and logically across all departments but that no data is comparable from the previous year. Staff also undertook unconscious bias training.

The level of support available for PP students has been higher than in previous years and these students were deliberately targeted. Governors **ASKED** if PP students were then provided with a better deal compared with other students? It was a deliberate strategy to focus on support but not at the cost of non-pp students. Governors **ASKED** if the PP strategy has worked will it be used next year? Yes, the level of support will form part of the strategy.

4.3 Examination Fees Rebate - No exam rebate fees have been received – WJEC have proposed 42% which would equate to £40K.

4.4 Year 10 Boys – this was covered under the item on Behaviour



4.5 Attendance has improved, KY has met with Greg Ireland to discuss this and a link meeting report will be circulated

5. Academy Improvement Plan 2020/21 – Review

The SLT have rag rated the AIP – areas identified as Red are to be reviewed. Governors **ASKED** if Amber issues are identified because they have been unable to be actioned / embedded due to Covid and if they will be carried forward to 2021/22. They will not necessarily be carried forward, but they have been considered as some Red / Amber items may no longer be appropriate.

Link visit notes are included for all areas of the AIP. Governors **ASKED** if H&S and SEND would be a separate target – SEND is included in the 2021/22 AIP under section 4 as well as included within the PP Action Plan, Outcomes and Teaching and Learning.

The new QE Committee will focus on each school's academic performance and scrutiny of key student group data and the LGC has a section within the 2021/22 AIP. All Governors now have identified links and there will be a need for a self-evaluation and review of the LGC. DMc noted that Governance is included under the Ofsted Leadership and Management judgement.

Governors **ASKED** the reasons for the formation of the QE committee and will it be effective? It has been driven by the Trust to ensure consistent scrutiny of data and a more effective approach to school support and improvement. Rachel Higginson has been appointed as the Trust EYFS / Primary Advisor to provide Primary Level SIP, and LHE manages Secondary School SIP- Deb Wring as been appointed as the independent Chair of the QE Committee to provide a level of independent challenge.

There has been a rapid improvement in Safeguarding, and this is now deemed to be secure. Steve Bane has recently conducted a return Safeguarding review and although some outstanding issues were identified these were not about systems and processes but about student perception of bullying and discrimination. The Safeguarding link Governor reported that previous issues identified had been addressed and that the external validation of this was key.

There have been improvements in T&L and the Coaching model has now entered into Phase 2 – there are now consistent approaches to T&L across the school.

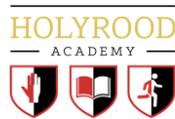
Leadership and Management – there has been an improvement in the visibility and confidence in the SLT – work is still required regarding middle leaders.

6. Academy Improvement Plan 2021/22 – Priorities

Priorities include the embedding of the new approaches identified in 2020/21 the improvement of relationships between staff and students and tackling bullying, as student perception of this remains a risk. Bullying is now recorded in CPOMS to provide a level of certainty.

Governors **PAID TRIBUTE** to DMc and Staff for their efforts in securing the improvements in Safeguarding across the Academy.

Opportunities for Student Voice activities have increased and are followed up. Year 7 report a very positive experience with no bullying, Year 8 & 9 note that bullying does happen, but that serious



and targeted bullying has improved, but that casual discriminatory language still exists. Students report that the Academy is more inclusive and the Sixth Form students in particular appreciated this. Governors **ASKED** how student voice groups are selected – it is a cross section of students with all student groups included.

Governors discussed different mechanisms for capturing student voice and how this can be meaningfully delivered – students have requested an anonymous reporting tool, but DMc was concerned about how to support unknown students identified with concerns.

The LGC were happy to **ENDORSE** the 2021/22 AIP and **SUGGESTED** that DMc take time to reflect on the improvements made this year.

7. Standing Items

Safeguarding – this item had been covered under item 5

The 2021 KCSiE update as been made available and all Governors are requested to read Part 1. The Key also has guidance in what's new within the 2021 KCSiE regulations.

Governor Visits / Link Governors – KY has met with the Attendance Officer and DP has completed a PP link review meeting – all were reminded about the importance of these link meeting notes as they are evidence for the AIP.

Governor Training - KY is completing her Level3 Safeguarding Course

Trust Update - the Terms of Reference have been updated and LGC's roles have been clarified. These will be circulated in due course.

Trust Sexual Violence and Harassment Policy - this has been circulated to Heads for comment and will be ready for September.

Trust Vision and Values – Governors were asked for comments regarding the Trust Vision and Values that formed the Governance strategy afternoon. DP reported that the event was very positive, and that LHE's presentation was very impressive - it was hoped that this event would take place on annual basis.

8.Election of Chair and Vice Chair

DP left the room.

The Clerk informed Governors that one nomination for the role of Chair had been received – all unanimously agreed to DP being appointed to the role of Chair for 2021/22

DP returned and the Clerk informed him of the decision – he thanked all.

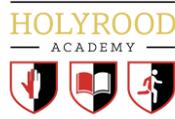
KY left the room.

The Clerk informed Governors that one nomination for the role of Vice Chair had been received – all unanimously agreed to KY being appointed to the role of Vice Chair for 2021/22

KY returned and the Clerk informed her of the decision – she thanked all.

9. Meeting Schedule 2021-22

These were circulated with the agenda



Any other business: A Governor raised a number of non-Governance related items which were answered as necessary

Date of next meeting – 13th September 2021

The meeting closed at 19.37pm

Chairs Initials Date