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**Minutes of the Academy Committee meeting held
on Wednesday 7th July 2021 at 4.00pm
Via MS Teams**

Governor name	Initials	Governor category	A = absence
Mrs Lynn Weeks	LW	Chair of Academy Committee	
Mr Pete Edwards	PE	Vice Chair of Academy Committee	
Mrs Jean Bish	JB	Appointed AC governor	A
Mrs Emily Scales	ES	Appointed AC governor	
Dr Rushna Nawaz	RN	Appointed AC governor	
Mrs Emma Bevan	EB	Appointed AC governor	A
Mr Derek Smitheman	DS	Staff Governor RPA	
Mrs Sharon Savage	SS	Staff Governor YPA	A
Vacancy		Parent Governor	
Vacancy		Parent Governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	Left 6.03pm
Mr Gareth Letton	GL	Executive Principal	Left 6.16pm
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Claire Gouthwaite	CG	Vice Principal YPA/RPA	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
RPA/YPA/065/20/21	Apologies for absence Apologies for absence were received and agreed from Mrs Bevan, due to work commitments Mrs Savage due to work commitments Mrs Bish due to personal reasons and resignation.	
RPA/YPA/066/20/21	Safeguarding Culture and Compliance Safeguarding Link Visit Report Mr Edwards confirmed a link visit had taken place at both Academies. The SCR (Single Central Register) had been reviewed	



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	<p>with no issues or concerns arising. Information was available in the Link Visit Report provided. Mr Edwards asked whether additional safeguarding training was to be provided for new governors. The Clerk confirmed the training requested by the Trust. The Clerk confirmed further information would be provided if any changes are made by the Trust.</p> <p>Mr Edwards confirmed he had attended Trust discussion meetings regarding safeguarding and SEND (Special Educational Needs and Disabilities) specific to link governors.</p> <p>Mr Edwards confirmed information had been shared with Academy Committee governors in respect of the new Ofsted safeguarding review.</p> <p>Mr Hoop confirmed bespoke safeguarding training would be provided for staff in the Autumn term with a focus on SEN (Special Educational Needs).</p> <p>Further safeguarding updates would be provided in the Principals Report.</p>	
<p>RPA/YPA/067/20/21</p>	<p>Academy Committee Self Evaluation The Chair confirmed the document had been completed in a separate meeting with Senior leaders. Academy Committee governors reviewed the document. Various changes were made and the document was subsequently agreed by Academy Committee governors. The Chair acknowledged attention was required to implement training for Academy Committee governors.</p> <p>It was confirmed training would be provided locally prior to the meeting on the 6th October 2021 regarding Trust and Academy, Mission, Vision and Values along with the Academy Self Evaluation and Academy Improvement Plan for both Academies.</p>	<p>LS/CH/CG 06/10/21/22</p>
<p>RPA/YPA/068/20/21</p>	<p>Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. The Clerk reported that a declaration of interest for Mrs Bevan had now been updated on the Declaration of Interest register.</p>	



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<p>RPA/YPA/069/ 20/21</p>	<p>Minutes of the meeting dated 12th May 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>RPA/YPA/070/ 20/21</p>	<p>Matters arising 055/20/21: Parent responses from survey Mr Hoop provided a verbal update regarding responses received from parents, with positive outcomes. It was reported varying surveys had produced the responses. Mrs Gouthwaite confirmed the RHSE (Relationship, Health and Sexual Education) consultation was available for parents and available on both Academies websites and known to Academy Committee governors. Mrs Scales asked for the positive responses to be displayed on the Academies websites. Mr Hoop confirmed this would be completed. The Chair acknowledged this would provide a positive image to prospective parents. Mr Smitheman suggested a board displayed in the reception areas at both academies for parent comments when entering would be beneficial. The Chair confirmed the responses provided were satisfactory. 055/20/21: Mrs Scales to arrange PDBW/Mental Health and Wellbeing visits Mrs Scales confirmed a link visit had taken place with Mr Hoop. A link visit report had been provided on the 7th July 2021. The Chair requested the Link visit be discussed at the meeting on the 6th October 2021. 052/20/21: Changes in Declaration of Interest recorded It was confirmed changes had been discussed in agenda item 067/20/21. 057/20/21: RHSE amendments to Policy The Chair confirmed this had been resolved prior to the meeting. 059/20/21: GDPR Audit Summary Discussions took place regarding the Yeoman Park Academy GDPR Audit received. Mr Hoop reported the Redgate Primary Academy GDPR audit had not yet been received. Mr Hoop reported staff are reactive to any issues arising, with reporting procedures being followed. GDPR information is provided</p>	<p>ES 06/10/2021</p>



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	<p>for staff regularly. The results of the GDPR Report were positive. The Chair confirmed Mrs Bish had undertaken GDPR Link visits. It was confirmed procedures were being followed and could be found in those Link Visit Reports.</p> <p>062/20/21:Response from Trustees Committee Report The Academy Committee acknowledged the responses returned by the Trustees. The meeting was taken out of order at this stage to ensure election of Chair and Vice Chair could take place.</p>	
<p>RPA/YPA/078/20/21</p>	<p>Governance housekeeping for 2021/22 Mrs Weeks and Mr Edwards left the meeting at 4.42pm. The Clerk took Chair of the meeting in the absence of Mrs Weeks.</p> <p>Appointment of Committee Chair Academy Committee governors were in agreement that Mrs Weeks should be elected as Committee Chair for a one year term of office and to commence on the 1st September 2021.</p> <p>Appointment of Committee Vice Chair Academy Committee governors were in agreement that Mr Edwards should be elected as Committee Vice Chair for a one year term of office and to commence on the 1st September 2021.</p> <p>Mrs Weeks and Mr Edwards re-joined the meeting at 4.47pm</p>	
<p>RPA/YPA/071/20/21</p>	<p>Principals Report Safeguarding Culture and Compliance The following discussion regarding safeguarding issues was confidential and recorded separately.</p> <p>Integrated Risk Register including Education Risks, GDPR Mr Letton confirmed the outcomes of the Risk Register Audit for both Academies was positive. Information was provided on the comprehensive recording of risks that takes place in both Academies. It was confirmed positive steps had been taken by the Trust to ensure audits would be responsive to need moving forward.</p>	



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Health and Safety

Mrs Gouthwaite explained an issue had been identified at Redgate Primary Academy the discussion was confidential and recorded separately.

Staff & Pupil Well-being

Mrs Gouthwaite provided background information on staffing in the Academy. Mr Hoop reported some discussion had taken place with parents, in respect to changes in Government guidance relating to C-19 being implemented on 19th July 2021, countrywide. Steps have been put in place to reassure parents of changes in the Academy in line with the Government guidance.

The Chair asked whether pupil transition plans have taken place.

Mrs Gouthwaite explained steps had been put in place for transitions to take place at Yeoman Park Academy and Beech Academy in line with C-19 guidelines.

Mr Hoop confirmed placements had been secured bespoke to the needs of a student. It was reported funding allocations would be received at the end of July.

The Chair asked whether students and families were satisfied with the placements secured.

Mr Hoop confirmed appropriate provisions had been secured for students, and supported by the leading staff member at Yeoman Park Academy in that area.

The Chair asked whether there were any concerns for any students.

Mr Hoop confirmed there was a concern regarding one student. Discussion took place regarding circumstances surrounding this.

Mr Hoop highlighted a concern regarding the amount of admissions to one of the colleges being made available for students.

Mr Smitheman confirmed transition placements are secured. This is supported by staff with information shared with parents on timings for application placements to be made, to ensure student placements can be secured in a timely manner.

Review of RIP/AIP 2020/2021 and receive draft RIP/AIP for 2021/2022

The Chair asked whether the curriculum area was being managed.

Mrs Gouthwaite confirmed she would be leading the Curriculum plans in place to provide impact. Delays on the changes being implemented were due to C-19 impact.



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	<p>Mr Hoop confirmed development in blended learning was positive and robust.</p> <p>The Chair asked when the Academy Improvement Plan and Academy Self Evaluation would be available for review. Mr Hoop confirmed review was taking place and documents would be available for the meeting due to take place in October. The Clerk suggested the documents could be reviewed in the training session already requested alongside the Mission, Vision and Values. Mr Hoop and Mrs Spacey confirmed this would be useful.</p>	<p>CH/CG 06/10/21/22</p>
<p>RPA/YPA/072/20/21</p>	<p>Link Governor Visits The Chair thanked governors for their support in undertaking Link Visits remotely, throughout the year to support both Academies.</p> <p>Parental/Stakeholder Engagement Dr Nawaz confirmed Link Visits had taken place remotely with Link Visit Reports available in Governor Share point. Discussion took place regarding the visits undertaken with positive outcomes. Questioning took place during the visits and evidence was available in the Link Visit Report.</p> <p>Dr Nawaz identified Class Dojo was being implemented with staff at Yeoman Park Academy to ensure improved parental contact.</p> <p>Mrs Gouthwaite confirmed Weduc would be implemented from the Autumn term.</p> <p>Dr Nawaz confirmed a meeting is arranged to follow up the Link Visit in September.</p> <p>SEND (Special Educational Needs)/PP (Pupil Premium) Mr Edwards confirmed visits had taken place with Link Visit Reports being provided and available in governor Share Point. It was confirmed the visit was productive and positive.</p> <p>Quality of Education The Chair explained Mrs Bevan had undertaken a visit. The Link Visit Report was awaited and would be reviewed at the meeting on the 6th October 2021.</p> <p>The Chair explained Mrs Bevan had raised issues relating to training specific to careers in Special Schools for.</p>	<p>EB 06/10/21/22</p>



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	<p>Mr Smitheman and Mr Letton reported the coaching and personal development plans available for staff and implemented with the Trust.</p> <p>The Chair asked why this was thought to be the best approach by the Trust.</p> <p>Mr Letton explained the approach for staff development which was implemented by the Chief Executive Officer. Mr Letton reported the implementation of overarching Trust training provided for Academy Committee governors and Trustees.</p> <p>Dr Nawaz suggested training should not be categorized, as all pupils/students needs are unique.</p> <p>The Chair explained Mrs Bevan was aware that staff had asked for specific continued professional development to be made available specifically for special school staff.</p>	
RPA/YPA/073/20/21	<p>Finance</p> <p>Mr Edwards confirmed Finance and Budgets training provided by the Trust had been attended. Mr Edwards reported the findings of the session for the benefit of governors unable to attend the training session. Mr Edwards confirmed information would be provided by the Trust.</p> <p>The following discussion was confidential regarding costings and funding allocations and was recorded separately.</p> <p>Final Budget 2021/22</p> <p>Mrs Spacey confirmed budgets had been approved by the Trust. Academy Committee governors confirmed by email they were in agreement with the budgets presented.</p> <p>Mrs Spacey confirmed budgets for 2021/2022 had been returned in the timelines required by the Education and Skills Funding Agency (EFSA). Further updates will be available in the Autumn term.</p> <p>Mrs Scales left the meeting at 5.48pm.</p>	
RPA/YPA/074/21	<p>Policy Ratification</p> <p>The Clerk advised changes had been made to Diverse Academies Trust Policies and Academy Committee governors should ensure they were aware of the changes made to the documents previously advised.</p>	
RPA/YPA/075/20/21	<p>Audit Results</p> <p>Mr Hoop confirmed the Safeguarding audit had not been returned for Yeoman Park Academy. The Chair asked for the Safeguarding</p>	<p>CH 06/10/21/22</p>



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	<p>Audits to be reviewed together in the Autumn term. Mr Edwards confirmed the safeguarding audit for Redgate Primary Academy had been reviewed.</p>	
RPA/YPA/076/20/21	<p>Confirmation of Governance Newsletter The Chair had prepared the termly newsletter which had been quality assured by Mr Hoop and would be uploaded to the website.</p>	
RPA/YPA/077/20/21	<p>Election/Resignation of Academy Committee Governors Resignation received from Mr Smitheman The Chair reported a resignation had been received from Mr Smitheman. Mr Smitheman was thanked for the contributions made during his time as an Academy Committee Staff governor.</p> <p>Resignation received from Mrs Bish The Chair reported a resignation had been received from Mrs Bish. The Academy Committee wished to thank Mrs Bish for the contributions made during her time as an Academy Committee governor. The Chair confirmed, the Clerk had forwarded a letter to Mr Smitheman and Mrs Bish confirming their resignation.</p> <p>Discussion regarding appointment of an Academy Committee Staff governor The Chair suggested two staff governors should be considered for the Academy Committee. The Clerk advised one staff governor should be appointed to the Academy Committee, as stated in the Trust Scheme of Delegation. Mr Hoop asked whether two staff governors could be appointed as it was a joint committee over two schools. The Clerk further embedded what was stated in the Scheme of Delegation. The Chair agreed one staff governor would be recruited in the autumn term if a further staff governor resignation was received.</p> <p>Parent Governor The discussion regarding the parent governor was confidential and recorded separately.</p> <p>Mrs Spacey left the meeting at 6.03pm</p> <p>Mrs Scales Term of Office (Ending 30/09/2021) The Chair advised Mrs Scales term of office was due to end on the 30th September 2021. Mrs Scales had previously confirmed her intention to continue in the role for a further four year term of office.</p>	



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	<p>The Clerk advised election could take place and with effect from the 30th September 2021 to ensure continuation of the role It was agreed that Mrs Scales would be re-appointed as an Appointed Academy Committee governor with effect from the 30th September 2021.</p> <p>Appointed Governor Application The Chair confirmed information had been provided regarding an appointed Academy Committee governor applicant. Contact had been established by the Clerk and Chair. The Chair recommended the applicant would be beneficial in supporting gaps identified on the committee and recommended election to take place in the Autumn Term. The Chair asked the Clerk to put steps in place for the applicant to attend the meeting on the 6th October 2021.</p>	
RPA/YPA/079/20/21	<p>How has the Academy Committee (AC) held senior leaders to account Challenge had been provided by Academy Committee governors in respect of financial training, Health and Safety, transitions for students and pupils, Academy Improvement Plan and Self Evaluation. In addition, questioning in link visit reports that had taken place.</p>	
RPA/YPA/080/20/21	<p>Complete Report to Trustees for return to Head of Governance The Report was completed and returned to the Head of Governance. Information was provided on what celebrations the Academy Committee governors suggested.</p>	
RPA/YPA/081/20/21	<p>Complete Annual Summary on the effectiveness of governance 2020/21 Consideration of the past year took place with sufficient information being provided to support the questions asked in the Annual Summary. The document was subsequently returned to the Head of Governance.</p> <p>Mr Hoop thanked Academy Committee governors for the support they had provided to the Academies and staff throughout the year.</p> <p>The Chair confirmed she would like to thank governors for their support. It was confirmed a strong team is now in place.</p> <p>Mr Letton left the meeting at 6.16pm.</p>	



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<p>RPA/YPA/082/20/21</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That items discussed within agenda item 066/20/21, 071/20/21, 073/20/21 and 077/20/21 should remain confidential to attendees at this meeting, indefinitely. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>RPA/YPA/083/20/21</p>	<p>Agreement of Meeting Dates for 2021/2022 It was agreed by Academy Committee governors, the meeting dates were satisfactory. The Clerk confirmed invitations would be provided.</p> <p>Date and time of next meeting: Wednesday 6th October 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 6.27pm</p> <p>Signed...L Weeks.(chair) Date 06/10/2021 as agreed at the AC meeting and signed electronically</p>	