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**Minutes of the Academy Committee meeting held
on Wednesday 6th October 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 Emily Scales	ES	Appointed AC governor	Apologies
Dr Rushna Nawaz	RN	Appointed AC governor	Left 5.55pm
Mrs Emma Bevan	EB	Appointed AC governor	Joined 4.30pm
Vacancy		Parent AC Governor	
Vacancy		Parent AC Governor	
Vacancy		Appointed AC Governor	
Vacancy		Appointed AC Governor	
Vacancy		Staff AC Governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	Left 6.28pm
Mr Gareth Letton	GL	Executive Principal	
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Claire Gouthwaite	CG	Vice Principal RPA	Joined 5.27pm
Mrs Emma Paine	EP	Clerk and Advisor	
Mr Kim Maslyn	KM	Governor Candidate	
Mr Sam Butler	SB	Governor Candidate	Left 6.46pm

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
RPA/YPA/001/21/22	Apologies for absence Apologies for absence were received and agreed from Mrs E Scales due to work commitments. Mrs Gouthwaite would join the meeting late due to prior work commitments.	
RPA/YPA/002/21/22	Governance Strategy and Scheme of Delegation/Terms of Reference 2021/2022 and Self Evaluation for Redgate Primary Academy and Yeoman Park Academy Mrs Spacey advised of the Self Evaluation process and 2020/2021 documents that are required for review, evidencing outcomes achieved and next steps to be taken in the Self Evaluation for	

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	<p>2021/2022. Information evidenced in the Self Evaluation, link directly with the Academy Improvement Plan priorities. Mrs Spacey advised of the importance of review and understanding of the two documents and linking to the Vision, Mission and Values to support Academy Committee governor knowledge.</p> <p>Background information in respect of the two academies was provided for the benefit of the new governors including the collaboration in place between Mr Hoop and Mrs Gouthwaite. It was reported some similarities are identified in both Academies, with others being relevant for the separate Academies specialisms that are focussed on.</p> <p>Mrs Spacey explained the Vision, Mission and Values are reflected in the Self Evaluation. Steps have taken place to ensure the Trust values are reflected locally at both Academies and with strands to the Local Academies Vision, Mission and Values. This is in efforts to empower individuals and to ensure pupils and students have a full understanding of these.</p> <p>Mrs Spacey explained the steps taken by the Trust to encompass the interpretation of the Mission, Vision and Values in each Academy and linking with the Trusts overarching principles.</p> <p>Mr Letton explained what Inspectors will be asking if a visit were to take place and to ensure Academy Committee governors were aware of what is offered in both academies and the shared understanding and meaning through the Vision, Mission and Values.</p> <p>Mr Hoop explained how the local values are shared with students and pupils, at both Academies. It was evidenced there are subtle differences in these at both Academies to reflect the pupils/students attending and specialism of each Academy.</p> <p>Mr Hoop provided a summary of the Self Evaluation document for both Academies in the absence of Mrs Gouthwaite. Mr Hoop explained the links with the Academy Improvement Plan (AIP), what the three I's are (Implementation, Impact and Intent). Three key areas have been identified with steps being put in place to ensure the curriculum is further developed.</p> <p>Mr Hoop reported the staffing development and changes taking place at Yeoman Park Academy. Academy Committee governors were advised to ensure they have a thorough understanding of both Academies and where they are on their journey to improvement.</p> <p>The Chair asked how improvements are being monitored. Mr Hoop explained a review of the Self Evaluation document had taken place</p>	
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	<p>to ensure impact can be evidenced and identify how far the Academy are in their journey. Mrs Spacey explained Quality Assurance takes place to ensure success is measured and discussion takes place for effectiveness.</p> <p>The Chair explained the information sharing process for the benefit of the new governors and confirmed the Self Evaluation and Academy Improvement Plan will be shared for both academies throughout the Academic Year to evidence progress and outcomes being achieved. Academy Committee governors were requested to forward questions to Mr Hoop if there were any further queries.</p> <p>Mr Letton suggested governors ensure Link Governor areas link with the priorities. The Chair confirmed this was already in place and would continue for the Academic Year 2021/2022.</p> <p>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/2022</p> <p>Mrs Spacey asked whether Academy Committee governors had reviewed the document. The Clerk explained both documents had been forwarded and was available for governors in the share point platform.</p> <p>Mrs Spacey explained the delegated responsibilities for each four areas of governance and to ensure Academy Committee governors were clear on the delegated responsibilities governors were responsible for locally, those of Trustees and the Chief Executive Officer.</p> <p>Academy Committee governors responsibility is to ensure information is being provided and in line with the delegated responsibilities and Mission, Vision and Values and to challenge the information being provided at local level. Academy Committee governors should be ensuring the following linked to the delegated responsibilities-</p> <ol style="list-style-type: none"> 1. Supporting leaders to ensure quality of education is being achieved and ensure safeguarding is strong. 2. To ensure financial funds are deployed appropriately and that SEN (Special Educational Needs) Strategy, PP (Pupil Premium) Strategy, Sports Premium and other allocated funding are being spent well at a local level. 3. Ensuring stakeholders are engaged and to ensure this is being challenged. Senior and Executive leaders are being held to account on a regular basis and challenged to form questioning. 	<p>AC/CH 08/12/2021</p>
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	<p>Mrs Spacey guided Academy Committee governors to review the Role and Responsibilities document, which provided further detail for Academy Committee governors.</p>	
<p>RPA/YPA/003/21/22</p>	<p>Local response following Central Training Local Level Safeguarding training The Chair asked how Mr Hoop ensured training was correct and completed by staff at both Academies. Mr Hoop confirmed staff had completed annual safeguarding training provided by the Trust and external providers recognised by the Trust. The Chair asked if there was an issue how could this be expressed to staff, pupils/students. Dr Nawaz asked how staff know if there is an issue with pupils/students who are non-verbal. Mr Hoop confirmed staff are vigilant to ensure signs are identified by staff, through pupils/students behavioural and physical actions. Support is offered to families requiring additional support where identified. It was reported a clothing bank is being put in place to support families and pupils/students to ensure clean clothing can be provided by either of the Academies, if required. Mr Butler asked the support provided if a pupil/student were referred to external agencies and how is this facilitated by staff to ensure pupils/students understand the situation. Mr Hoop explained the procedures in place and involvement of external agencies if a situation arose. Full support is provided to the pupil/student to ensure a full understanding of the situation bespoke to their individual needs. Mr Edwards explained in the role of the Safeguarding Link Governor monitoring takes place with the Designated Safeguarding Lead and Principals at each Academy on a regular basis. Mrs Bevan asked whether safeguarding checks are continuing for any pupils/students self isolating or learning remotely. Mr Hoop explained some classes had closed due to Covid-19 impact. Steps had been put in place to ensure parents have a full understanding of the situation with regular communication taking place. Governor completion of Safeguarding & GDPR requirement/MS Form/KCSIE The Clerk advised Academy Committee governors had been requested to complete National College annual Safeguarding and General Data Protection Regulation training, review of the Trust Safeguarding Training, ensure they had read and understood the Keeping Children Safe in Education 2021 Part 2 and ensure they had reviewed the Trust overarching Safeguarding and Child Protection Policies. In addition, an MS Teams Form was to be completed by all governors. The Clerk advised Mrs Scales had yet to complete this. The Chair asked for this to be followed up. The Clerk advised due to</p>	

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	time scales Mr Butler had yet to complete this. Information would be forwarded after election had taken place.	ES/SB ASAP
RPA/YPA/004/ 21/22	<p>Declaration of Interest/Code of Conduct</p> <p>The Clerk advised Mrs Scales and Mr Butler were to complete this. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	ES/SB ASAP
RPA/YPA/005/ 21/22	<p>Acknowledgement/Confirmation of Chair and Vice Chair for 2021/2022</p> <p>The Chair reported confirmation had been received from the Trustees in respect of appointment as Chair for a one- year term of office.</p> <p>Feedback from Chair/Vice Chair briefing</p> <p>The Chair reported a meeting had been attended for Chair's and Vice Chairs with the Trustees. It was confirmed a presentation had been provided by the Chief Executive Officer on the delegated levels of responsibility and information around the flexibility of agendas being set and to be focussed for each academy in the Trust. The Chair confirmed the meetings would be taking place during the Academic year and reporting would be provided in Academy Committee meetings for the benefit of governors at local level. The Chair confirmed she would be forming part of the Trust Agenda Setting Committee to put forward the views of Academy Committee governors.</p>	
RPA/YPA/006/ 21/22	<p>Election of Governor Candidate</p> <p>The Clerk advised Mr Maslyn and Mr Butler would be placed in a separate room during the election process. Mr Maslyn and Mr Butler left the room at 4.52pm.</p> <p>The Chair reported discussions had taken place with both candidates in addition to procedures being put in place by the Clerk to ensure both candidates are fully recruited and inducted and completing the mandatory requirements.</p> <p>K Maslyn</p> <p>It was resolved by Academy Committee governors that Mr K Maslyn would be elected to the Academy Committee as an appointed governor for a four year term of office.</p> <p>S Butler</p> <p>It was resolved by Academy Committee governors that Mr S Butler would be elected to the Academy Committee as an appointed governor for a four year term of office.</p> <p>Mr Maslyn and Mr Butler returned to the meeting at 5.53pm. The Chair welcomed both appointed governors to the Academy Committee. The</p>	

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	Clerk advised steps would be put in place for Mr Butler to complete mandatory requirements and ensure induction took place.	
RPA/YPA/007/21/22	Minutes of the meeting dated 7th July 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair electronically.	
RPA/YPA/008/21/22	Matters arising 067/20/21: Mission, Vision & Values Training Completed by Mrs Spacey at the beginning of the meeting. 069/20/21: PDBW Link Visit Report The Chair advised this had been provided and was available in share point for governors to review. 070/20/21:SEF & AIP Training Session Completed by Mrs Spacey and Mr Hoop at the beginning of the meeting. 071/20/21: Quality of Education Link Visit Report The Chair confirmed the Link Visit Report had been completed by Mrs Bevan and was available in Share point for governors to review. 0/20/21: Response from Trustees The Chair acknowledged receipt of the Report returned by Trustees.	
RPA/YPA/009/21/22	Educational Review Meeting Report for Redgate Primary Academy (RPA) RPA Safeguarding culture and compliance including online safety Mr Hoop provided information in the absence of Mrs Gouthwaite. The following discussion regarding safeguarding culture and compliance at Redgate Primary Academy was confidential and recorded separately. Mr Hoop confirmed all staff had completed statutory training requested by the Trust, with additional training being provided to support additional and Special Educational Needs and Disabilities. Review of Rapid Improvement Plan/Academy Improvement Plan 2020/21 and Self Evaluation Form for both Academies Mr Hoop confirmed the information had been reviewed and forwarded to governors for further review. The Academy Committee were in agreement with the documents reviewed for both Academies Acknowledgement of Academy Improvement Plan/Self Evaluation Form 2021/22 Mr Hoop explained challenge that continues to ensure impact being made could be evidenced. Mr Hoop explained the document should support monitoring (link) visits taking place by Academy Committee	

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governors. Academy Committee governors were in agreement with the information provided in the two documents for both Academies.

Risk Register including Health & Safety, staff & pupil well-being, General Data Protection

The Chair asked what Continued Professional Development is being provided for staff. Mr Hoop confirmed training is being provided for staff members in respect of Special Educational Needs specific to staff and pupils/students needs and bespoke to the needs of the Academy.

Mr Edwards confirmed review of the Educational Review Meeting Report provided. **Mr Edwards asked** why the gradings were improved at the Academy Review Meeting. Mr Hoop explained the situation relating to both Academies when the previous Ofsted Inspections took place and changes in leadership that had taken place. **Mr Edwards asked** for a summary of the journey that had been taken in both Academies re-brokering and the last Ofsted Inspections. Mr Hoop confirmed this would be provided.

CH/AC/
08/12/2021

The Chair explained the previous Ofsted Inspection would be used by Inspectors when making a visit. **The Chair acknowledged** the need to show improvements made. Mr Letton explained the steps put in place in respect of Safeguarding, Early Years & Foundation Stage and Rapid Improvement Plan have been addressed. Executive leaders were confident the Academy was achieving the grades allocated on the Educational Review Meeting Report.

Mr Edwards confirmed the Safeguarding Audit that took place prior to the summer break had been returned with positive outcomes.

Mr Letton confirmed steps had been put in place to address any issues identified in the previous Ofsted Inspection.

Targets 2022 – Accreditation

Mr Hoop confirmed external exams are not normally taken by pupils/students due to their special educational needs. Mr Hoop confirmed pupils eligible for completing SATS are entered and support is provided for those pupils.

Mr Hoop explained the methods used to support pupil achievement and to measure academic progress. Mr Hoop confirmed the would awards training previously provided for Academy Committee governors would be provided for the benefit of the new governors. This would be provided prior to the January meeting. Mr Hoop would confirm a date for the training to take place.

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ASAP

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Mr Edwards explained currently there was no national data for SATS or exams due to the C-19 pandemic. **Mr Edwards suggested** it would be useful for the academies to moderate internal data with other special schools in the area and for links to be made.

The Chair explained this had been difficult for some schools.

Mr Hoop confirmed targets are set by teaching staff for pupils in an Individual Learning Plan, Academy Committee governors were invited to attend the staff training session, if required. Mr Hoop also confirmed each pupil/student had an Educational Health Care Plan in place. Mr Hoop further reported the link with other Special Schools in the area that had been established.

Special Educational Needs and Disabilities including Pupil Premium and Special Educational Needs and Disabilities Strategies

Information had been provided to governors relating to the Special Educational Needs and Disabilities and Pupil Premium Strategies. Review had taken place. Academy Committee Governors were in agreement with the information provided. Mr Hoop guided Academy Committee governors to the curriculum information available on the Academy websites.

Post meeting note: Links were forwarded to Academy Committee governors to enable access to the information suggested.

Behaviour and Attendance

Mr Hoop explained good levels of attendance were being maintained. It was confirmed the Trust target was 95%. Mr Hoop further explained figures had been affected due to the current Covid-19 situation at Yeoman Park Academy.

Identify Academy risks

Discussions relating to staffing were confidential and recorded separately.

Mrs Gouthwaite joined the meeting at 5.27pm.

Admission Policy Approval

The Chair requested the Admission Policy for 2023/2024 should be approved by email and with a retrospective minute made at the December meeting. The Clerk would ensure email approval was achieved.

Category C Visits

Mr Hoop confirmed there were no residential visits planned. Swimming was due to commence in the Spring Term.

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Educational Review Meeting Report for Yeoman Park Academy

Academy Committee governors acknowledged review of the Report provided. Mr Hoop explained there were similarities to the Redgate Primary Academy document.

The following discussion was confidential regarding staffing and recorded separately.

Targets 2022 – Accreditation

Mr Hoop explained for Post 16 students, learning takes place to support 'steps for life' and the life skills they will require for independence when leaving the Academy and for their future. Mr Hoop explained the Suite used to support all pupils/students in their learning.

Mr Edwards explained the specialism of pupils/students attending Yeoman Park Academy for the benefit of the new governors in attendance and to provide improved understanding of the remit of the Academy.

Mr Hoop guided Academy Committee governors to the information on both Academies websites in respect of the curriculum and which provides additional information relating to the Academies curriculum that is provided to pupils/students at both Redgate Primary Academy and Yeoman Park Academy.

The Chair explained difficulties for new Academy Committee governors to understand the context of the Academies without attending in person due to the Covid-19 situation.

Mr Hoop reported steps were in place for the websites to be updated. Mrs Gouthwaite explained a virtual tour of the Academy was available on the website for Redgate Primary Academy.

The Chair confirmed the steps being put in place were positive. **The Chair asked** how development with leaders was being monitored. Mr Hoop explained the links with the Self Evaluation Form and Academy Improvement Plan and the coaching models being used.

Behaviour and Attendance

Mr Hoop explained attendance was at 87.64% for Yeoman Park Academy, due to the current Covid-19 situation.

The following discussion was confidential regarding pupil/student behaviour and was recorded separately.

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Identify Academy risks

Mr Hoop confirmed risks were similar to those for Redgate Primary Academy and available on the document provided. No questions were raised by Academy Committee governors.

Mrs Bevan asked whether there had been a change in staff member for careers. Mr Hoop confirmed the staff member that links to careers at Yeoman Park Academy.

The following discussion regarding staffing risks was confidential and recorded separately.

Category C Trip approval/discussion and advising of any 2022/23 trips

Mr Hoop reported there were not residential trips to take place. It was confirmed swimming would commence in the Spring term. **Mr Edwards asked** which pool was used. Mr Hoop confirmed use of the Rebecca Adlington Pool in Mansfield.

Pupil Premium Strategy - Redgate Primary Academy

Mrs Gouthwaite confirmed steps were in place to ensure part of the funding was allocated to staff recruitment and with a communication focus. Information was provided in respect of the language therapy and specialists attending to support pupils needs around reading and the platforms that are used in the Academy to support learning. Mrs Gouthwaite reported it had been evidenced that 1:1 support was beneficial to pupils progression and outcomes with staff who are known to pupils. Information was provided relating to the occupational therapy currently provided in the Academy to support pupils learning and in addition to Inspire music to develop communication. Information how this links with the Pupil Premium funding was provided. Mrs Gouthwaite explained interventions had not taken place due to the Covid-19 impact.

Mrs Bevan asked how many pupils received 1:1 interventions. Mrs Gouthwaite explained all pupils receiving Pupil Premium funding will receive 1:1 intervention. **Mrs Bevan asked** how it was identified which intervention was required. Mrs Gouthwaite confirmed this was through collaborative working with the occupational therapist and the sensory diet provided to those pupils.

Pupil Premium – Yeoman Park Academy

Mr Hoop explained an interactive provision is to be provided to ensure a literacy experience. Additional staff are required with a focus on theatre and music to provide the intervention. It was confirmed Pupil

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	<p>Premium funds would be used to facilitate this and with any surplus funding being allocated to resources. Mr Hoop explained this intervention supported pupils/students communications.</p> <p>Mr Edwards asked whether games activities and interaction for communication took place and were used with Sports Premium Funding. This was confirmed by Mr Hoop.</p> <p>The Chair confirmed Pupil Premium spending could be monitored through Link Visits during the year and information provided in the Reports provided to Academy Committee governors at the end of the Academic year to evidence the impact of the interventions required.</p> <p>Sports Premium Spending – Redgate Primary Academy Mrs Gouthwaite explained swimming had not taken place due to the impact of Covid-19 which had resulted in surplus funding. A Sports specialist was required to deliver PE for pupils. Steps were in place for spending of the Premium funds and the improvements required to sports equipment. Mrs Gouthwaite explained reasons for the delays to installation of the new Trim Trail. Mr Edwards reported the various organisations in the community who could provide support in respect of inclusive activity programmes at the Academy. Mr Edwards would provide further information for the benefit of the Principals.</p> <p>The Chair asked if there were any paperwork issues. Mr Letton explained procedures to be used and in place in achieving additional funding.</p> <p>Special Educational Needs and Disabilities Strategy/Pupil Premium Strategy Academy Committee governors had reviewed and were in agreement with the Special Educational Needs and Disabilities Strategies and Pupil Premium Strategies for both Academies.</p>	<p>PE/CH/CG ASAP</p>
<p>RPA/YPA/019/ 21/22</p>	<p>Local Appendix ratification Academy Committee governors were satisfied with the appendix provided by both Academies. Policy appendix were ratified. The Educational Visits Appendix would be forwarded to the Educational Visits governor and Chair of Governors for signature. The Chair requested that the Health and Safety Appendix for both Academies were ratified by email and returned to the Clerk.</p> <p>Academy Committee governors confirmed Admission Arrangement were agreed for 2021/2022 and 2022/2023. In respect of the 2023/2024 Admission Arrangements, this would be agreed through email by Academy Committee governors and noted at the December meeting.</p>	<p>AC ASAP</p> <p>AC ASAP</p>

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<p>RPA/YPA/020/21/22</p>	<p>Link Governor Areas for Agreement</p> <p>Discussion took place around current Link Visit areas and those to be allocated to reflect governor changes moving forward and to link monitoring with the Academy Improvement Plan and Self Evaluation Form. The following links were agreed:-</p> <table border="1" data-bbox="411 674 1310 1122"> <tr> <td>Leadership Management/EYFS/EV</td> <td>&</td> <td>Lynn Weeks</td> </tr> <tr> <td>Safeguarding/LAC/RHSE</td> <td></td> <td>Peter Edwards</td> </tr> <tr> <td>Quality of Education inc Curriculum/RHSE/Post 16/Careers</td> <td></td> <td>Emma Bevan</td> </tr> <tr> <td>Special Educational Needs and Disabilities /Pupil Premium</td> <td></td> <td>Kim Maslyn</td> </tr> <tr> <td>Site – Safety, H&S, workload, wellbeing of staff, students, visitors/Complaints & Whistleblowing</td> <td></td> <td>Sam Butler</td> </tr> <tr> <td>Stakeholder Engagement</td> <td></td> <td>Rushna Nawaz</td> </tr> </table> <p>Mr Edwards asked which staff member was responsible for community links. Mrs Gouthwaite explained steps were being put in place to ensure information can be provided for link visits. Mr Letton explained the difficulties experienced in the Academies with parental engagement due to the impact of the Covid-19 restrictions. Steps were being put in place with restrictions being lifted.</p> <p>The Chair confirmed a Link Schedule would be provided with staff links included.</p>	Leadership Management/EYFS/EV	&	Lynn Weeks	Safeguarding/LAC/RHSE		Peter Edwards	Quality of Education inc Curriculum/RHSE/Post 16/Careers		Emma Bevan	Special Educational Needs and Disabilities /Pupil Premium		Kim Maslyn	Site – Safety, H&S, workload, wellbeing of staff, students, visitors/Complaints & Whistleblowing		Sam Butler	Stakeholder Engagement		Rushna Nawaz	<p>EP/CH/CG ASAP</p>
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<p>RPA/YPA/021/21/22</p>	<p>Parent Governor recruitment</p> <p>The Clerk reported advertisement had taken place at both academies for parent nominations. It was confirmed there had been no applicants for the posts advertised.</p> <p>Mr Butler asked why parents were not applying for the vacancies. Mrs Gouthwaite suggested parents with pupils/students who attend the Academies have limited free time due to their parental responsibilities after the school day has ended.</p> <p>The Clerk reported information had been forwarded to the Chair and Dr Nawaz in respect of parental engagement and how this can be established between parents and governors moving forward.</p> <p>Mr Edwards suggested information is created relating to a particular governor and made available on the Academy websites for parents to review. Mr Letton suggested a newsletter by governors. The Clerk</p>																			

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	<p>confirmed a governor newsletter was provided and is available in the Governance Section of the website. Mr Letton asked for this to be made available to all parents through various avenues made know to the Academy. Mrs Gouthwaite provided contact details to the Clerk to support this.</p> <p>Mr Letton suggested governors insert a piece on themselves in the Academy newsletter forwarded to parents. The Chair was in agreement and steps would be put in place to ensure this takes place prior to the next meeting.</p> <p>Academy Committee governors and Executive Leaders agreed that agenda item 22 was to be removed due to challenge being recorded throughout the body of the minutes.</p>	<p>AC/EP 8/12/2021</p> <p>LW/EP 8/12/2021</p>
RPA/YPA/023/21/22	<p>Complete Report to Trustees for return to Head of Governance The Report was completed with events for celebration and returned to the Head of Governance by the Clerk.</p>	
RPA/YPA/024/21/22	<p>Determination of confidentiality of business Equality Act consideration Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That that items discussed within agenda items 009/21/22 to 019/21/22 should remain confidential to the attendees at this meeting indefinitely. - There had been no Equality Act implications 	
RPA/YPA/025/21/22	<p>Date and time of next meeting The Chair explained difficulties experienced by some Academy Committee governors to attend the meeting at 4.00pm. Therefore, it was agreed that all future meetings would take place at 4.30pm.</p> <p>Wednesday 8th December 2021: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 7.00pm</p> <p>Signed...L Weeks..... (chair) Date: 15 12 2021 (electronically after agreement at AC Meeting 8 12 2021)</p>	