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**Minutes of the Academy Committee Meeting held on
Wednesday 8th December 2021
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mrs Lynn Weeks	LW	Chair of Academy Committee	
Mr Peter Edwards	PE	Vice Chair of Academy Committee	
Mrs Emily Scales	ES	Appointed AC governor	Resigned
Dr Rushna Nawaz	RN	Appointed AC governor	Resigned
Mrs Emma Bevan	EB	Appointed AC governor	
Mr Kim Maslyn	KM	Appointed AC governor	
Mr Sam Butler	SB	Appointed AC governor	Resigned
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	
Mr Gareth Letton	GL	Executive Principal	Apologies
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Claire Gouthwaite	CG	Vice Principal RPA	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action/ by who/when
RPA/YPA/ 026/21/22	<p>The meeting had been changed to take place through MS Teams due to impact of Covid-19 in the Academy. The Chair suggested efforts should be made to overcome this and to be reactive to ensure meetings can take place face to face</p> <p>Apologies for absence Apologies for absence had been received from Mr Letton due to work commitments.</p> <p>Resignations had been received from Mr Butler, Dr Nawaz and Mrs Scales due to work and time restraints. The resignations were acknowledged by Academy Committee governors.</p>	

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	<p>Mr Hoop confirmed Mrs Scales would continue to support staff with yearly training through her employment links. The Chair was happy to hear of the support being continued by Mrs Scales.</p>	
<p>RPA/YPA/ 027/21/22</p>	<p>Training in local context Primary Attainment in EYFS and Special Schools The Chair reported the Trust training provided was excellent and encouraged governors to review the training if they had been unable to attend the session. The Chair asked whether any pupils undertake the phonic screening assessment. Mrs Gouthwaite explained due to the accessibility of the programme used, it had been identified this was not acceptable for the pupils to complete. Mr Hoop confirmed in respect of Key Stage 2 SATS, some pupils/students had been given the opportunity to take the assessment with adequate support being provided to those pupils/students. Steps were in place to identify any Year 3 and Year 4 pupils who could be given the opportunity to enter the KS2 SATS. The Chair asked in respect of aspirational targets what steps are put in place if pupils/students are unable to meet the targets. Mr Hoop confirmed steps are put in place for pupils/students and using the SMART term which is prescriptive and not supportive of disabilities compared to students with needs in mainstream school. The Vice Chair asked in respect of phonics and pupils/students who are non-verbal or use liberators, could the testing could be adapted to support those pupils/students. Mrs Gouthwaite explained pupils are exposed to early communications at the start of their academy life to identify capabilities. It was reported that bespoke approach takes place bespoke to the individual with a flexible approach being taken. Mr Hoop explained learning styles are exploited to ensure bespoke learning is provided to all pupils. It was known that autistic learning differs. It is identified whether deeper understanding is required for autistic pupils/students. The Vice Chair acknowledged similar difficulties identified in mainstream. SEND Link Training The Vice Chair confirmed review of the training had taken place. It was reported a document was shared in respect of ‘the Role of the SEN governor’ which breaks down the funding provided in addition to information in documents and policies. The Clerk advised the information is available in the governor share point area for review. A Link for the training was subsequently provided by the Clerk in the MS Teams chat. The Vice Chair asked whether any funding applications had been refused, as this had been identified at some schools (not part of the Multi Academy Trust). Mr Hoop explained this was a</p>	

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	concern and a discussion should take place out of the meeting to ensure this can be reviewed at local level.	PE/CH ASAP
RPA/YPA/ 027/21/22	<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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct..</p>	
RPA/YPA/ 028/21/22	<p>Minutes of the meeting dated 6th October 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair, electronically.</p>	
RPA/YPA/ 029/21/22	<p>Matters arising 009/21/22: Summary Document of journey for AC review/information for both Academies The Chair advised a discussion would take place later in the meeting. 009/21/22: Awards Training to be arranged The Chair acknowledged the information that had been provided reported discussion would take place later in the meeting. Response from Trustees The Chair acknowledged the response received from the Trustees in respect of the Committee Report returned.</p>	
RPA/YPA/ 030/21/22	<p>Safeguarding; culture & compliance including online safety and the Nottinghamshire County Safeguarding in Education (NCSIE) Audit The Chair explained information was to be shared in respect of the last inspection that took place at Redgate Primary Academy. The Chair confirmed attendance at the Academy Improvement Review meetings had taken place with Mr Cotton (Chief Executive Officer). The Chair suggested governors should ensure they are aware of how 'My Concern' works with staff and pupils/students in the Academies and how governors know whether rigorous systems are in place. The Vice Chair explained rigorous systems are identified during link visit meetings. The Vice Chair reported, audits are carried out by the Trust with positive results received and any steps to be put in place now completed. The Vice Chair confirmed a meeting had taken place with Mr Hoop and Mr Shepherd regarding the NCSIE (Nottinghamshire County Safeguarding in Education) Audit. Mr Hoop confirmed the document would be returned to the Local Authority prior to the deadline date. Safeguarding & Single Central Register Link Visit Report The Vice Chair confirmed a visit had taken place, with</p>	

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	<p>Questioning around peer on peer abuse and staff training that has taken place, which can be reviewed in the Link Visit Report provided. A review of the Single Central Register had taken place at the visit which the Vice Chair reported to be up to date on what is taking place and reflective of change in the Academies.</p> <p>The Chair explained at the Academy Improvement Review meeting, she was challenged on what her assessment of the school would be now. Mrs Weeks confirmed her perception of both Academies now, which was positive. It was explained safeguarding had not been picked up on by governors at the previous inspection. The Vice Chair explained he was aware of some pupils/students movement, however, remaining on roll. Mr Maslyn asked whether anything was not moved on by Children's Services and if this was followed up by the Academy. Mr Hoop confirmed contact is made with the external provider with steps put in place ensure matters can be moved on effectively for any pupils/students. Mr Hoop explained all staff understand their safeguarding responsibilities. Mrs Bevan asked if 'My Concern' was being used effectively and reflective of what was taking place locally. The Vice Chair had identified some pastoral issues in recording, which were making issues unclear. Mr Hoop explained staff are encouraged to record all information to ensure this can be evidenced. Steps are being put in place to ensure staff are clear on processes in recording and follow up on incidents are taking place to support a culture change. The Vice Chair explained comprehensive link visit reports have been provided with robust challenge recorded. The following discussion relating to pupil/student language and meaning was confidential and recorded separately. Mr Maslyn asked whether the length of time in receiving a response from Children's Services impinges on the Academy. Mr Hoop confirmed this. Mr Hoop reported steps are put in place to focus the particular situation to ensure impact is achieved and swift action is taken by Children's Services. The Chair explained the same processes are in place at both Academies to ensure effectiveness. Mr Hoop explained both Academies are now under different management. The Vice Chair asked whether similar processes and levels are in place for SEND (Special Educational Needs and Disabilities) as this will be reviewed during an inspection. Mr Hoop confirmed SEND (Special Educational Needs and Disabilities) remains at the same level of importance as safeguarding. A brief discussion took place relating to matters in the press taking place for SEND pupils countrywide.</p>	
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<p>RPA/YPA/ 031/21/22</p>	<p>Quality of education update Link Report</p> <p>Mrs Bevan confirmed a link visit had taken place at Redgate Primary Academy. It was identified that curriculum leads were in place and continued professional development (CPD) was in taking place for staff in the Academy. It was confirmed by Mrs Bevan that communication, intent and implementation is evidenced and impact being achieved.</p> <p>Mrs Bevan confirmed a visit at Yeoman Park Academy had taken place prior to the meeting. Mrs Bevan confirmed there were no areas for concern linking with the Academy Improvement Plan (AIP). Mr Hoop explained steps are in place to ensure adequate support is being provided to new staff in the Academy. Impact had been identified as a result of Covid-19.</p> <p>The Chair confirmed a Leadership and Management meeting had taken place at both Academies. The Chair explained huge improvements had been evidenced when visiting both Academies. It was reported staff and pupils were engaged in learning and a difference in environment had been identified. The Chair commended Mr Hoop and Mrs Gouthwaite on the work completed. Mr Hoop explained steps were in place to ensure maintenance of the Academy at Yeoman Park remained at a high standard until the new building was available for use. Mrs Spacey confirmed this.</p> <p>The following discussion regarding staff pay scales was confidential and therefore recorded separately.</p> <p>The Chair confirmed a Link Visit had taken place regarding Early Years. The Chair had identified, positive steps were in place to support improvement at Redgate Primary Academy. The Chair acknowledged the experienced early years leader at Redgate supports colleagues at Yeoman Park.</p> <p>AIM Award information Mr Hoop explained the awards take place as an equivalent to GCSE/A Levels for students in the Academy for age 16 and post 16. It was reported that introduction to a wider range of assessments and rewards are in place for older students. Information had been provided to support this.</p>	
<p>RPA/YPA/ 032/21/22</p>	<p>SEND (Special Educational Needs and Disabilities & PP (Pupil Premium) Strategy/Review including updates for Redgate Primary Academy</p>	

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	<p>The Chair highlighted governors had been involved in the recent Academy Improvement Reviews that had taken place for both Academies. Mr Hoop reported the full review was unable to take place due to Covid-19 restrictions in the Academies and therefore will be completed in the New Year. A report will be available for discussion at the next meeting.</p> <p>Mr Hoop explained the documents are still relevant however, these are responsive to the needs of the individual Academy.</p> <p>Mr Maslyn confirmed Link Visit Reports had been provided with both meetings being introductory. Further, in depth conversations will take place at the next Link Visit meeting arranged. Mr Maslyn confirmed a review of the Strategy documents would take place. The Chair confirmed Mr Maslyn had shadowed the Chair at the Link Visit at Redgate Primary Academy and subsequently completed a meeting at Yeoman Park without support.</p> <p>Mrs Gouthwaite confirmed steps were in place to ensure staff could be upscaled to teach maths and science with funding in place to support this change.</p> <p>The Vice Chair explained a new SEND Policy will be provided from the Trust in the New Year with policy appendix being required at that stage for both Academies. This was to be added to the next agenda.</p>	<p>CH/CG 02/02/22</p> <p>CH/CG 02/02/2022</p>
<p>RPA/YPA/ 033/21/22</p>	<p>Additional funding premium and outcome /Catchup Impact Report</p> <p>The Vice Chair asked what the additional funding premium was. The Clerk advised this was linked to the Covid catch up funding. Mr Hoop confirmed this was also linked with the Pupil Premium funding.</p> <p>Mr Hoop reported that both Principals had reviewed and adapted plans to meet current needs in the Academies. It was confirmed a Physical Education Lead had been recruited to ensure delivery in the curriculum, which was communicative. Steps were in place to recruit a Drama Lead to support students expressions. Mr Hoop confirmed students needs are continually reviewed. The Chair asked for this to be reviewed regularly in meetings and to form part of the agenda. Mr Hoop confirmed the focus remains the same. The Chair asked whether a part time PE specialist was sufficient. Mrs Spacey confirmed delivery of the sessions differ from main stream schools. Mr Hoop confirmed a second staff member is required to support interactive story time. Mr Hoop confirmed the new staff member was ensuring steps were put in place to facilitate change. The Chair asked whether the new Lead was monitoring staff. Mr</p>	

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	<p>Hoop confirmed this and reported discussions had taken place to review an introduction of weekend clubs and a wider network, to include facilities for staff and their families.</p> <p>The following discussion regarding staffing rewards was confidential and therefore recorded separately.</p> <p>The Vice Chair confirmed a meeting would be arranged with the new PE Lead to establish links in the community and in respect of the funding available through the Security Sport Partnership that had been set up for any one starting up an enterprise and the category which the weekend clubs would fall into.</p> <p>Sports premium evaluation and plan Mr Hoop confirmed the plan had been amended in connection with the PE lead to ensure changes could be facilitated for funding for PE equipment. Mr Hoop reported this would improve experiences for pupils/students. The Chair asked whether spending and allocation could be justified. Mr Hoop confirmed this and further reported sustainable long term impact was to be achieved.</p> <p>Mrs Gouthwaite confirmed steps had been put in place for links with Mansfield Town Football Club to provide some support. The Vice Chair suggested discussions should take place in respect of Sports Day for pupils/students. This would be arranged with the Principals.</p> <p>October Management of Accounts Discussions took place regarding staffing at Yeoman Park Academy, which were, confidential and recorded separately.</p>	<p>PE ASAP</p> <p>PE/CG/CH ASAP</p>
<p>RPA/YPA/034/21/22</p>	<p>Effectiveness of governance and review of self-evaluation/action plan Ofsted Guidance Plan The Chair explained the Clerk had provided a comprehensive document to support governors in the event of an inspection taking place, containing information pertinent to the Academies. The Chair asked whether governors would like to make further contribution to the document, the Chair confirmed input had been made to the document prior to circulating with governors. Governors were happy with the document provided. The Chair acknowledged there were satisfactory assurances identified in respect of safeguarding. Mrs Bevan thanked the Clerk for the document provided which was beneficial for governors and to support further understanding. The Chair thanked the Clerk for the work done on the document.</p> <p>The Chair requested governors to be available for an Ofsted Visit taking place. The Chair confirmed, the Vice Chair and</p>	

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	<p>herself would attend at any visit. Mrs Bevan confirmed she would be happy to support governors. The Chair asked for governors to inform the Clerk if further information was to be added to the document.</p> <p>Governor Recruitment Issues</p> <p>The Chair suggested a staff governor was required and asked for Mr Hoop and Mrs Gouthwaite to discuss this with staff. Mrs Spacey suggested discussions should take place with staff who were aspiring future leaders by Mr Hoop and Mrs Gouthwaite to promote this with staff. The Chair confirmed a letter to staff would be forwarded in the New Year.</p> <p>Mr Hoop asked whether the four year term of office had to be taken. The Clerk advised guidelines recommend a four year term of office, however, anyone is free to resign from the role before their term of office ends.</p> <p>Mr Hoop and Mrs Gouthwaite confirmed contact had been made with some parents who had shown interest in the parent governor role. Mr Hoop confirmed contact details would be forwarded to the Chair for an informal chat to take place.</p> <p>Mrs Gouthwaite explained a parent of a Year 6 pupil was interested, is this acceptable? The Clerk advised a parent governor should be a parent of a child at the Academy. Mrs Gouthwaite suggested checks would be made to ascertain further information.</p> <p>The Vice Chair suggested an appointment to an appointed governor could be allocated if required. The Clerk confirmed this.</p> <p>Appointment of Mrs Lynn Weeks</p> <p>The Clerk advised, Mrs Weeks term of office was due to come to an end on the 19th December 2021. Mrs Weeks was designated to a separate MS Teams room and left the meeting at 5.52pm.</p> <p>It was resolved that Mrs Weeks would be re-elected for a further four year term of office. The Vice Chair asked whether this was acceptable. The Clerk confirmed a governor could undertake two, four year terms of office on the same committee. Governors were satisfied with this. Mrs Weeks returned to the meeting at 5.53pm. The Clerk advised Mrs Weeks of her election to the Academy Committee for a further four year term of office.</p> <p>The meeting was taken out of order at this stage.</p>	<p>LW 02/02/2022</p> <p>CH/LW ASAP</p>
<p>RPA/YPA/</p>	<p>Category C Trips for discussion/approval</p>	

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036/21/22	The Chair confirmed there were no Category C Trips taking place or for approval.											
RPA/YPA/ 037/21/22	<p>Policy Approval Health and Safety (H&S) Local Policy The Chair confirmed agreement of the Health and Safety local appendix had been agreed via email.</p>											
RPA/YPA/ 035/21/22	<p>Link Governor Areas for confirmation The Chair confirmed areas to be reviewed due to resignations received and gaps becoming vacant by those governors.</p> <table border="1" data-bbox="414 619 1166 949"> <tr> <td>Health & Safety</td> <td>Kim Maslyn</td> </tr> <tr> <td>Stakeholder & Parental Engagement</td> <td>Lynn Weeks</td> </tr> <tr> <td>Complaints & Whistleblowing</td> <td>Pete Edwards</td> </tr> <tr> <td>Data Privacy</td> <td>Pete Edwards</td> </tr> <tr> <td>PDBW/Mental Health & Wellbeing (to fall under curriculum links & Quality of Education)</td> <td>Lynn Weeks & Emma Bevan</td> </tr> </table> <p>The Vice Chair asked whether the Clerk would provide an updated document. The Clerk confirmed this.</p> <p>Mrs Bevan asked whether there was a careers link at Redgate Primary Academy as this was previously Mr Shepherd. Mrs Gouthwaite confirmed there was not a link in place, however any discussions required could take place with Mrs Gouthwaite.</p> <p>The Vice Chair recommended, Mr Maslyn made contact with the Health and Safety link governor at Samuel Barlow Primary/Wainwright Primary Academy as this would be beneficial. The Clerk would facilitate the link.</p>	Health & Safety	Kim Maslyn	Stakeholder & Parental Engagement	Lynn Weeks	Complaints & Whistleblowing	Pete Edwards	Data Privacy	Pete Edwards	PDBW/Mental Health & Wellbeing (to fall under curriculum links & Quality of Education)	Lynn Weeks & Emma Bevan	
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RPA/YPA/ 038/21/22	<p>Pupil/staff (inc. wellbeing) parents and community Mrs Gouthwaite confirmed the survey results were positive. Issues with information being reported in pupil diaries had been identified. Steps had been put in place to address this. A review of WEDUC with parents was also due to take place. Mr Hoop confirmed positive results had also been received at Yeoman Park Academy. Steps had been put in place around the use of the therapy pool.</p> <p>The meeting was taken out of order again at this stage.</p>											
RPA/YPA/ 034/21/22	<p>Effectiveness of governance and review of self-evaluation/action plan The Vice Chair suggested the document had not been reviewed. The Clerk explained this was an agenda item at the next meeting. The Clerk confirmed steps would be put in place with the Chair/Vice Chair to review the document prior to the agenda setting meeting and for sharing with the Principals and</p>											

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	<p>other governors in preparation for the February meeting. The Chair and The Vice Chair were satisfied with the steps to be put in place.</p> <p>The Chair explained the skills audit contained information relating to governors that had now resigned. The Clerk confirmed the document would be reviewed in readiness for the agenda setting meeting. Time restraints had prevented this taking place with the recent resignations received. The Chair was satisfied with this action.</p>	<p>EP/PE/LW 19/01/2022</p> <p>EP/PE/LW 19/01/2022</p>
RPA/YPA/039/21/22	<p>Complete Report to Trustees for return to Head of Governance</p> <p>The Committee Report was completed by governors and subsequently returned to the Head of Governance showing areas for celebration at both Academies and with staff and governors.</p> <p>The Vice Chair explained a conversation with the Head of Governance had taken place regarding governor lanyards and asked for the Clerk to obtain an update on the position.</p>	EP/PE ASAP
RPA/YPA/040/21/22	<p>Determination of confidentiality of business Equality Act consideration</p> <p>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 RPA/YPA/030/21/22, RPA/YPA/031/21/22 and RPA/YPA/033/21/22 should remain confidential to the attendees at this meeting indefinitely. - There had been no Equality Act implications 	
RPA/YPA/041/21/22	<p>Date and time of next meeting</p> <p>The Chair requested a face to face meeting should take place at either of the Academies, reflective of any positive covid cases.</p> <p>The next meeting was due to take place on Wednesday 2nd February 2022: Main Agenda: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 6.17pm</p> <p>Signed: L Weeks.(chair) Date: 2nd February 2022 (after AC meeting and electronically)</p>	