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**Minutes of the Academy Committee Meeting held on
Wednesday 2nd February 2022
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 Emma Bevan	EB	Appointed AC governor	
Mr Kim Maslyn	KM	Appointed AC governor	A
Vacancy		Parent AC Governor	
Vacancy		Parent AC Governor	
Vacancy		Appointed 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	

Item No	Item	Action/ by who/when
RPA/YPA/ 042/21/22	Apologies for absence Apologies for absence had been received and agreed from Mr Maslyn due to work commitments.	
RPA/YPA/ 043/21/22	Local Response following Central Training Ofsted update and School Evaluation Mrs Bevan suggested the training provided was useful. Mrs Bevan explained the session ensured explanation was provided from a governance perspective, which was beneficial. The Vice Chair reported an Ofsted Inspection had taken place at Samuel Barlow Primary. The Vice Chair provided feedback on questioning to support an expected inspection at either	

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	<p>Redgate Primary or Yeoman Park Academies. Suggested feedback was:-</p> <ul style="list-style-type: none"> - There was little asked around the curriculum. - Questioning around how links with parents operate. - Challenge around safeguarding link governor - Staff mental health and wellbeing - Questioning around what processes had been seen in the Academy that pupils were engaged in. <p>The Chair thanked Mr Edwards for the feedback and confirmed there would be a specific trail of questions linking to the previous Ofsted inspection. The Chair explained she was confident with the information provided/available for governors if an inspection were to take place. The Chair reported Mr Hoop had forwarded a document relating to the vision, mission and values of Yeoman Park Academy and asked for this to be shared with governors. Mr Hoop confirmed this would be forwarded. Mrs Gouthwaite confirmed a similar document for Redgate Primary Academy would be provided.</p> <p>Mrs Bevan requested a mock interview would be beneficial to governors who may be requested to attend an inspection. Mrs Spacey confirmed this would be beneficial and this could be provided as a training session. The Vice Chair suggested governors should be invited to join the AIR (Academy Improvement Review) meeting. The Chair confirmed this had taken place. Mrs Spacey confirmed a session could be arranged.</p> <p>Risk Appetite The Chair asked whether anything provided during the training session required clarifying. The Vice Chair reported the session was useful and gave an insight for governors on what was taking place in the Academies. The Chair explained during the session it had been clarified what risk is and it is not specific to safeguarding, risks could be identified in different areas. The Chair confirmed discussion of the identified risks would take place later in the meeting.</p> <p>Link governor training The Governance Professional advised link governor training had taken place in respect of SEND (Special Educational Needs and Disabilities) and GDPR (General Data Protection). The Vice Chair asked whether safeguarding link training had taken place. The Governance Professional confirmed this was due on the 8th February 2022. The Chair explained, Mr Maslyn was absent from the meeting, therefore feedback could not be provided.</p>	<p>CH/CG ASAP</p> <p>LS 23/03/22</p>
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	<p>Chair/Vice Chair feedback The Chair reported the meeting had been postponed to the 2nd March 2022. Feedback would be provided at the meeting on the 23rd March 2022.</p> <p>Governor Training Record The Chair explained it was useful to know what training had been undertaken by governors and where training could be identified to take place.</p>	
RPA/YPA/ 044/21/22	<p>Local training established from governance self-evaluation and focus on priority aspect of school improvement The Chair asked governors whether there was a need for particular training as a committee. Mr Hoop suggested training for governors in respect of a mock Ofsted Interview was to take place as previously suggested by Mrs Bevan. Mr Hoop suggested a question and answer session for governors may be beneficial. The Chair reported a list of identified training had been provided, personal to Mr Maslyn. The Chair explained training had been provided for some governors, however newer governors had not received the same local training. The Governance Professional confirmed information had been forwarded to Mr Maslyn regarding Assessment Data and BSquared training that had previously been provided to Academy Committee governors along with additional information as identified from the information provided by Mr Maslyn. The Chair suggested she was unsure what training had taken place previously that would be beneficial to new governors. The Governance Professional confirmed information could be provided to clarify this. The Vice Chair suggested a review of mini updates that are provided by the DfE (Department for Education). The Governance Professional confirmed these were made available for governors to review via the NGA (National Governors Association) updates, which linked to the DfE updates provided regularly. The Vice Chair was in agreement with this.</p>	EP 23/03/22
RPA/YPA/ 045/21/22	<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/ 046/21/22	<p>Minutes of the meeting dated 8th December 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair and electronically.</p>	
RPA/YPA/ 047/21/22	<p>Matters arising 026/21/22: Discussion regarding SEN funding. It was confirmed this had been resolved.</p>	

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	<p>032/21/22: AIR Reports for both Academies and discussion. This would be discussed later in the meeting.</p>	
<p>RPA/YPA/ 048/21/22</p>	<p>Educational Review Meeting Report Yeoman Park Academy The Chair confirmed the document had been reviewed by governors. The Chair asked whether the Principal was confident, the activities taking place for students were providing sufficient challenge. Mr Hoop confirmed this was sufficient, with steps being put in place to ensure monitoring and data collection evidencing progression was clear and aspirational targets were set. Mr Hoop was confident this was being achieved. Mr Hoop further explained progress is informed by the Educational Health Care Plan (EHCP) and confirmed targets are met by using educational tools and with a subject focus to ensure progression and achievement. It was confirmed in addition, there was the use of an Individual Learning Plan (ILP), which is overseen by an individual staff member to ensure progression is achieved. The Chair asked how the Principal was sure staff were setting aspirational targets. Mr Hoop confirmed review of achievements, BBSquared assessment data, standard assessment data and the Individual Learning Plan was used to review termly progress with teaching staff.</p> <p>The following discussion regarding staff mentoring and staff structure was confidential and recorded separately.</p> <p>The Vice Chair asked whether the key points highlighted in the document were and what progress had been made with those issues. Mr Hoop explained an evaluation of progress is taking place. Attendance is above average. It was confirmed the SEF (Self Evaluation Form) is being reviewed. Mrs Spacey explained the ARM (Academy Review Meeting) had taken place and explained the process of this. Mrs Spacey confirmed the process and procedure of the actions and the improvement cycle. The Vice Chair asked for clarity on staff visiting other settings.</p> <p>Mr Hoop explained steps had been put in place for staff to visit other schools with a similar demographic and to support improvements. The Chair asked whether there were any further questions. No further questions were asked.</p> <p>Mr Hoop explained décor in the Academy had been identified as risk during the visit. Steps were in place to ensure decorating would take place during school holiday periods to ensure improvements can be evidenced.</p>	

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	<p>The Chair explained link visits had taken place in respect of Leadership and Management, Pupil Premium, Safeguarding, Quality of Education and Careers, which had not been identified in the ERM (Educational Review Meeting Report).</p> <p>The Chair explained a high level of agreed absence had been identified. Mr Hoop confirmed this was due to families requesting holidays during term time, due to specific needs of the student. Mr Hoop confirmed no concerns had been raised in respect of safeguarding. A full explanation of the reasons behind the absences was provided by Mr Hoop to ensure governors had a full understanding.</p> <p>The following discussion relating to a student issues was confidential and recorded separately.</p> <p>Academy Committee governors provided a response for the ERM (Educational Review Meeting) document. The document was subsequently returned to the Executive Leadership Team.</p> <p>Educational Review Meeting Report Redgate Primary Academy</p> <p>The Vice Chair highlighted concern around the rag rating provided at the top of the document and asked for clarity on this. Mrs Gouthwaite explained this was linked to the progress being made with the actions required and clarified the colour coding.</p> <p>The following discussion relating to parental engagement was confidential and recorded separately.</p> <p>The Chair asked whether there were any further questions. Mrs Bevan asked why low responses had been received to the staff survey circulated. Mrs Gouthwaite explained steps were being put in place for completion of the survey with staff. Mr Hoop confirmed staff would be provided with the survey during a staff meeting and had been provided with details behind the reason for the survey. Mrs Bevan suggested staff should be guided to what the value of the survey provides.</p> <p>The Chair asked whether expected progress in Year 2 and Year 6 was being achieved. Mrs Gouthwaite explained this was subject to the trajectory and pupil progress that was reviewed with teaching staff. Mrs Gouthwaite confirmed no concerns were being highlighted with the data. It was confirmed pupils/students would not be entered for Key Stage 1 and 2 SATS after review had taken place.</p>	
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	<p>The Vice Chair explained asked, where lost learning was identified through Covid-19 impact. Mrs Gouthwaite confirmed progress had been achieved and there was no impact due to Covid-19 and explained the reasons behind the disparities due to disabilities.</p> <p>The Chair asked whether progress could be evidenced in records kept. Mrs Gouthwaite confirmed steps were being put in place for a review of Pupil progress information. Mr Hoop explained discussions had taken place with Executive Leaders regarding this and how this can be utilised.</p> <p>The Chair confirmed a Leadership and Management visit had taken place with concerns being highlighted in the Link Report. The Chair confirmed another visit would be taking place during the Spring term and concerns would be monitored.</p> <p>The Vice Chair confirmed a safeguarding visit had taken place with no concerns being highlighted. The Vice Chair explained regular meetings are taking place at Redgate Primary Academy with review of the SCR (Single Central Register). Mr Hoop confirmed an SCR review was taking place on the 3rd February at 9.30am. The Vice Chair confirmed he could attend the meeting and an invitation should be forwarded. The Vice Chair asked for SCR (Single Central Register) meeting dates to be provided for future meetings taking place at Yeoman Park Academy.</p> <p>Risk Identification Documentation had been circulated with governors. The Chair explained governors should provide a scoring on the document. The Vice Chair suggested the document should be rag rated accordingly. The Governance Professional advised scoring of the risks should be completed by the Academy with governors in respect of identified risks, what the response to each risk will be and the likelihood and impact of scores. The Governance Professional further advised the scoring and rag rating of the document should have been completed by the Academy prior to sharing with governors.</p> <p>Mr Hoop explained the key risks with the formula behind the risks identified.</p> <p>The first risk identified was in respect of retention and recruitment of staff. Governors were in agreement with this.</p>	
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	<p>The second risk was in respect of curriculum leads. Governors confirmed they were in agreement with the risks identified. The third risk was in respect to staffing and skills. Governors were in agreement with this. The fourth risk was in respect of funding. The Vice Chair asked why the risk was tolerate and was this due to a lack of control. Mr Hoop confirmed this. Governors were in agreement with the risk identified.</p> <p>Discussion took place around the target score and pre-mitigation scoring and rag rating. Mr Hoop confirmed clarity would be sought and steps put in place to resolve the issues highlighted in respect of scoring and rag rating with a revised document being forwarded.</p>	<p>CH 23/03/22</p>
<p>RPA/YPA/ 049/21/22</p>	<p>Management Accounts December The Chair asked whether there were any questions regarding finance. No questions were raised. Mr Hoop explained the issues with finance and staffing highlighted in the risk register.</p>	
<p>RPA/YPA/ 050/21/22</p>	<p>Policy Ratification Governors confirmed agreement to the Policy appendix provided for both academies in respect of, Supporting Students with Medical Conditions, Special Educational Needs and Disabilities and Provider Access. The Governance Professional advised changes had been made to the Trust Career Guidance Policy and Financial Procedures Manual.</p>	
<p>RPA/YPA/ 051/21/22</p>	<p>Audits The Chair asked whether an Audit had been received for Yeoman Park Academy. Mr Hoop confirmed a partial AIR (Academy Improvement Review) had been conducted due to Covid-19 impact. The Governance Professional confirmed documentation had not been received for review for Yeoman Park Academy. The Chair confirmed review had taken place in respect of the Redgate Primary Academy Improvement Review.</p> <p>Redgate Primary Academy Mrs Gouthwaite explained training was being provided for staff in respect of handling extreme behaviour. It was confirmed refresher training was provided annually for existing staff who had completed the training previously. A full day CRB training was available for new staff. It was confirmed plans are in place for pupils with challenging behaviours. Further steps had been put in place in respect of data for those pupils to ensure improvements could be identified. The Chair asked whether the Academy Improvement Review was reflective of the areas reviewed.</p> <p>Mrs Gouthwaite explained the review had taken place in line with an Ofsted Inspection, with similar exploration processes being</p>	

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	<p>used to gain information. Steps were in place to ensure concerns highlighted were being addressed. Mr Hoop confirmed a good level of progress had been achieved in the last two years. The Chair confirmed her attendance at an interview with the CEO (Chief Executive Officer).</p> <p>Mrs Bevan confirmed questions relating to the AIR (Academy Improvement review) had been answered during discussions relating to the ERM (Educational Review Meeting) Report. The Vice Chair praised the Academy at the improvements evidenced since the review took place in November.</p> <p>Health & Safety Audit Mr Hoop explained measures in place at both academies were high with Health and Safety and risk being well managed. The Chair confirmed the audits had been reviewed with no concerns being highlighted by governors.</p>	
<p>RPA/YPA/ 052/21/22</p>	<p>Educational Visits Mr Hoop explained educational visits would be recommencing after the half term break for both academies. It was confirmed steps were being put in place to review costings and usage in respect of Hydrotherapy Pools at other Schools with those facilities required for specific students/pupils who require this support.</p> <p>Mr Hoop explained governors would be required to agree some educational visits for pupils/students in due course. Information would be provided for any visits due to take place at subsequent meetings.</p> <p>The Chair praised the Academies at recommencing educational visits and end of year celebrations.</p>	
<p>RPA/YPA/ 053/21/22</p>	<p>Review of governor Action Plan from Self Evaluation The Chair advised a review of the action plan had taken place and explained the rag rated areas. Mrs Bevan acknowledged questions should be provided prior to the meeting taking place. The Chair explained governors should be mindful that questions would be required to be asked during Committee meetings, in addition to questions being provided prior to the meeting.</p> <p>The Chair highlighted low numbers of governors on the committee was a concern. The Chair asked what the minimum number of governors required was. The Governance Professional confirmed it was eight although due to the committee being joint it could be as high as twelve. Constitution had been set at ten for the Academic year. The Chair highlighted the difficulties being experienced in recruiting new</p>	

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	<p>governors and explained there little interest had been shown from staff and parents.</p> <p>The Chair explained, the Governance Professional had been in contact with a governor candidate. Discussions had taken place with the Academy Committee, Chair and Governance Professional. The Chair confirmed the candidate's CV had been circulated with the committee who were in agreement with appointment taking place at the meeting on the 23rd March. The Governance Professional was requested to put steps in place.</p> <p>The following discussion relating to parent governors was confidential and recorded separately.</p> <p>The Chair explained the Governance Professional had suggested a blog could be arranged for the website to promote governors and the role. Discussions were due to take place after the half term break with Chair's from the Mansfield Academy's with similar issues to establish a way forward.</p> <p>The Chair suggested a discussion was required with staff in efforts to recruit a staff governor. Mrs Gouthwaite explained this would not be beneficial to staff currently. Mr Hoop suggested this should be revisited in the new Academic Year. The Chair suggested this should be reviewed at each meeting. The Governance Professional asked whether this required adding to the next agenda. The Chair confirmed this. Governors confirmed they were satisfied with the plans in place.</p> <p>Skills Audit</p> <p>The Chair explained skills gaps would be identified by the Governance Professional. The Chair suggested Mr Maslyn should be contacted directly regarding training required. The Governance Professional confirmed information had been provided relating to some training requested.</p>	
<p>RPA/YPA/ 054/21/22</p>	<p>Complete Report to Trustees for return to Head of Governance</p> <p>The Report was completed by the Governance Professional in the presence of governors. The Report was subsequently returned to the Head of Governance for review by Trustees.</p> <p>The Vice Chair asked whether lanyards would be made available to governors as some new governors had not received these and would these be provided by the Trust. The Governance Professional advised information had been received from the Head of Governance who had explained this was being reviewed but should be provided by the Academies until further information was available.</p>	

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	Mr Letton explained this was to be discussed with Mrs Skillen and marketing as it should not be the responsibility or expense of the individual Academies. Mr Letton confirmed this would be reported back to the Executive Leadership Team.	
RPA/YPA/ 055/21/22	<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 items discussed within agenda items 048/21/22 and 053/21/22 should remain confidential to the attendees at this meeting indefinitely. - There had been no Equality Act implications 	
RPA/YPA/ 056/21/22	<p>Date and time of next meeting</p> <p>Wednesday 23rd March 2022: Main Agenda: 4.30pm – 6.30pm</p> <p>The Chair asked which academy the meetings should take place at. It was suggested by Mr Letton the meeting should take place at Redgate Primary Academy. Mrs Gouthwaite advised of the staff contact to ensure arrangements for the meeting can be arranged.</p>	
	<p>The meeting closed at 6.33pm</p> <p>Signed: L Weeks(chair) Date: 24.03.22 (electronically after AC meeting)</p>	