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**Redgate Primary Academy/Yeoman Park Academy
Minutes of the Academy Committee Meeting held on
Wednesday 23rd March 2022
at 5.30pm at Redgate Primary Academy**

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	Joined 6.00pm
Mr Kim Maslyn	KM	Appointed AC governor	R
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	A
Mr Gareth Letton	GL	Executive Principal	A
Mr Courtney Hoop	CH	Principal YPA/RPA	
Mrs Claire Gouthwaite	CG	Vice Principal RPA	
Mrs Lorraine Robinson	LR	Assistant Principal RPA	Left at 6.20pm
Mrs Zoe Clayton	ZC	Assistant Principal YPA	Left at 6.20pm
Mrs Emma Paine	EP	Clerk and Advisor	
Mr James Keith	JK	Governor Candidate/observer	
Quorum Required	2	Governors Present	4

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
RPA/YPA/ 057/21/22 (1)	Apologies for absence Apologies for absence had been received from Mrs Spacey and Mr Letton. The apologies were agreed	

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	<p>The Clerk confirmed the meeting was quorate.</p> <p>Mr Keith was welcomed to the meeting and introductions took place.</p> <p>Resignation – K Maslyn Governors accepted the resignation received from Mr Maslyn. The Chair explained the reasons for the resignation. The Governance Professional had put steps in place to follow procedure.</p>	
<p>RPA/YPA/058/21/22 (2)</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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
<p>RPA/YPA 059/21/22 (3)</p>	<p>Training - How effective is the quality of the curriculum in the Specials Information was shared with governors by Mrs Robinson (Assistant Principal/EYS Lead) and Mrs Clayton (Assistant Principal)</p> <p>Areas of development were shared with Academy Committee governors showing learning support in the Early Years curriculum. It was reported, progression steps are used for progression, with a skills based learning approach for pupils/students. Mrs Robinson confirmed the main stream curriculum is adapted to ensure bespoke learning for pupils/students specialisms.</p> <p>An explanation around pathways and how these were used to support learning. It was suggested a pupil will access a formal pathway if it was appropriate, to reach national levels. The Chair asked whether there were any pupils reaching this level. Mrs Robinson reported pupils/students will be entered for SATS if appropriate. Information on any pupils/students eligible to enter was provided. It was reported learning takes place through practical based experiences.</p> <p>It was further reported pupils/students move through the pathways which is flexible to support learning. The Chair asked how staff know what areas are to be targeted in the curriculum and what steps are made to further develop learning. Mrs Robinson confirmed this takes place through assessment and information recorded with a record of a pupils daily responses.</p>	

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	<p>The Vice Chair asked whether learning methods used were due to impairments and support required by a pupil/student to support learning.</p> <p>Mrs Robinson explained barriers identified and steps taken, to ensure connections can be made with a pupil/student to support further development. Information regarding systems in place was provided.</p> <p>The Vice Chair asked whether picture books are used to support development. Mrs Robinson confirmed symbols and books are used. The Vice Chair asked whether liberators are used. Mrs Robinson confirmed there are currently no pupils/students requiring this support. Mr Hoop explained these may only be used for pupils/students with certain disabilities. Mrs Clayton confirmed the method of technology used to support pupils/students.</p> <p>The Vice Chair asked what age pupils come into the Academy. Mrs Robinson confirmed this was from 3 years. The Vice Chair asked whether pupils have any information with them or whether it is for the Academy to establish the EHCP (Educational Health Care Plan). Mrs Robinson explained the procedure that takes place to gather information for pupils/students to ensure a full understanding of the needs of the pupil/student to ensure adequate bespoke support can be put in place for when the pupil/student starts at the Academy. Mr Hoop confirmed Mrs Robinson leads on any pupils coming into the Academy to ensure all steps are in place. The Vice Chair asked where pupils would move onto at Year 7. Mrs Robinson confirmed, if applicable, a pupil may go into mainstream school. Some pupils may move to Yeoman Park Academy, if appropriate or other schools offering bespoke support to meet a pupil/students needs.</p> <p>Mrs Clayton provided information regarding Yeoman Park Academy, which included information on the five pathways used. It was reported; there are currently five strands with steps being put in place to develop a sixth strand for Post 16 students. Mrs Clayton confirmed students attending, are prepared for their future life, outside of school and skills and tools to support their independence. Mrs Clayton explained steps put in place for Year 7 students transitioning from an external provider and to ensure full information is received to support this. It was reported, development of reading is a focus, with bespoke techniques and strategies put in place to support each student's needs. The Chair asked whether there was a plan in place to</p>	
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	<p>implement reading. Mrs Clayton explained steps are being put in place to support this. Information was shared regarding steps in place to ensure reading is available to all students and to ensure the perception of reading is changed. The Chair supported the changes being put in place and to ensure phonics and reading is meaningful and bespoke for pupils/students. The Vice Chair suggested an understanding of compatibility issues for some pupils/students, in learning phonics/reading should be identified. Mrs Clayton shared information regarding the steps put in place for transition of students and links with parents that take place to support transition. It was reported work takes place with Redgate Primary Academy to ensure a consistent approach is in place with both Academies and correct placement of pupils/students are made. The Vice Chair asked what facilities are available for students over 18 years. Mrs Clayton provided information on further education options available for students where appropriate. Mr Hoop confirmed the time duration for some placements and additional support provided by the Academy. It was further reported steps are put in place with staff and students regarding the transition. The Vice Chair asked how transition was funded. The Principal confirmed this was through the curriculum. Mr Hoop explained support provided by the Academy if there are difficulties in securing a placement. Mr Hoop explained it had been identified there was a lack of external providers for students over 18 years and Post 16 students. The Chair asked whether some students/families experienced difficulties in engaging; such as those with EAL (English as an Additional Language). Mrs Clayton confirmed steps are put in place with those students/families to ensure communication needs are met and are bespoke for the student. It was confirmed language therapy is provided where necessary. The Chair asked whether a translator is provided for families requiring language support. Mrs Robinson confirmed translators are provided when necessary.</p> <p>Mrs Robinson and Mrs Clayton left the meeting at 6.20pm.</p> <p>Discussion on Staffing Risk and issues identified in Link Visits</p> <p>The following discussion was confidential and recorded separately.</p>	
<p>RPA/YPA/060/21/22 (4)</p>	<p>Updates on Academy specific areas</p> <p>The Chair explained an Ofsted Inspection had taken place at Yeoman Park Academy. It was reported the draft report had</p>	<p>CH 08/06/22</p>

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	<p>been received. The full report would be discussed at the June meeting.</p> <p>Redgate Primary Academy The Chair asked whether the Academy was on track with areas identified in objective 3 of the Academy Improvement Plan. Mrs Gouthwaite confirmed there has been the addition of site development plans. Mrs Gouthwaite explained development of the outside environment was required. A review of costings is taking place for the addition of canopies. Mrs Gouthwaite confirmed steps were in place for the development of the internal building. The Chair asked whether there was a plan in place and whether progress could be identified. Mrs Gouthwaite confirmed a plan was in place. It was reported the development of the curriculum had been a priority. Delays for a trim trail had been identified and were resolved.</p> <p>Discussion took place regarding Single Equality and statutory compliance. This was confidential and recorded separately.</p> <p>Mrs Gouthwaite confirmed an update to the RHSE (Relationships, Health and Sexual Education) appendix would be provided for the June meeting.</p> <p>The Vice Chair confirmed a safeguarding Link visit had taken place with a review of the SCR (Single Central Register). Mr Hoop tabled the LAC Safeguarding Checklist and confirmed this would be provided in readiness for the June meeting. Mr Hoop confirmed a copy of the document would be circulated by email.</p> <p>The Vice Chair confirmed attendance at the Safeguarding Link Governor training and explained changes being made to the Keeping Children Safe in Education document. The Vice Chair confirmed a review of the SCR (Single Central Register) is required once per term.</p> <p>Yeoman Park Academy Updates The following discussion regarding incidents was confidential and recorded separately.</p> <p>Mr Hoop confirmed attendance at the Academy was higher than national average. The Chair praised the high levels of attendance being maintained at both Academies.</p>	<p>CG 08/06/22</p> <p>CH 08/06/22</p>
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<p>RPA/YPA/ 061/21/22 (5)</p>	<p>February Management Accounts The Chair asked why there was an underspend. Mr Hoop confirmed this was due to issues with recruitment and staffing levels.</p>	
<p>RPA/YPA/ 062/21/22 (6)</p>	<p>Policy Appendix The Chair reported the importance of the Academy Appendix reflected what was taking place locally in the Academies.</p> <p>Academy Committee governors ratified the following policy appendix;</p> <ul style="list-style-type: none"> • Mental Health and Wellbeing Principles • Single Equality • Absence Reporting • Infection Control • Intimate Care <p>The Governance Professional provided advice regarding the Trust changes to the Policies for Provider Access and Accessibility that had been shared with the Principals prior to the meeting.</p>	
<p>RPA/YPA/ 061/21/22 (7)</p>	<p>Minutes of the meeting dated 2nd February 2022 The minutes of the meeting, having previously been received were agreed and signed by the chair and electronically.</p>	
<p>RPA/YPA/ 062/21/22 (8)</p>	<p>Matters arising 043/21/22:MVM for YPA The Vice Chair confirmed information had been received for both Academies.</p> <p>043/21/22: Mock AIR Interview for governor attendance requested Mrs Bevan confirmed a meeting had not been arranged. The Chair suggested attendance at the next AIR meeting alongside the Chair when this has been requested by the Trust.</p> <p>048/21/22: Risk Register Review and revised document to be forwarded Mr Hoop confirmed this had been forwarded and necessary changes made as requested.</p> <p>052/20/21: Committee Report Response from Trustees The Chair acknowledged the responses provided by the Trustees.</p>	
<p>RPA/YPA/ 062/21/22 (9)</p>	<p>Central Training update locally The Chair explained the training to be provided for the Special Academies had been postponed to the 25th April 2022.</p>	

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	<p>The Vice Chair confirmed the Primary Curriculum training had been attended in addition to the Safeguarding Link Governor Training session.</p> <p>The Chair confirmed attendance at the Chair/Trustees meeting on the 2nd March 2022 and gave a brief update on the discussions that had taken place and around a focus on the agenda and best fit for the Academy.</p> <p>Academy Committee governors requested staff attended the meeting on 8th June 2022 to provide information around SEND (Special Educational Needs and Disabilities).</p> <p>The Chair asked whether there were any training requirements governors recommended to be provided. Mrs Bevan suggested Mental Health and Wellbeing training would be beneficial. Mr Hoop suggested Post 16 would be informative for Academy Committee governors.</p>	<p>CH/CG 08/06/22</p>
<p>RPA/YPA/ 063/21/22 (10)</p>	<p>Parent Governor Recruitment The Chair explained a meeting had been arranged by the Governance Professional for the Chair's at the Mansfield Academies and provided an update of the meeting, with notes previously being circulated. Mrs Gouthwaite suggested to attract parents to the governor role meetings during the day should be considered, as this would be beneficial to overcome barriers. The Chair suggested this should be discussed further. The Vice Chair reported details had been forwarded for a governor candidate. The Governance Professional confirmed an attempt had been made through the details provided, which had been unsuccessful. The Governance Professional confirmed this would be followed up further.</p> <p>Pen Portraits The Chair explained Trustees were in agreement with governor bio's being applied to the Academy websites. Academy Committee governors were in agreement with completing this. A brief discussion took place on the content of information to be provided. The Governance Professional advised this should not be CV based. The Governance Professional would provide the bio template for completion by Academy Committee governors.</p> <p>Termly Newsletter The Chair confirmed a termly newsletter had been prepared and confirmed by Mr Hoop. The Governance Professional</p>	<p>Clerk 08/06/22</p> <p>Governors 08/06/2022</p>

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	advised the document would be available on the Academy's websites and in the Academy's newsletter to parents/carers.	
RPA/YPA/064/21/22 (11)	<p>Governor Candidate Consideration/Election Mr J A Keith Mr Hoop ascertained whether Mr Keith remained a firm candidate for the role. Mr Keith confirmed this.</p> <p>Mr Keith left the meeting at 6.18pm.</p> <p>The Chair and Governance Professional provided brief information relating to meetings that had taken place and documentation provided and requirements for DBS check applications.</p> <p>Governors were satisfied with the information provided and it was agreed that Mr Keith would be appointed as an Academy Committee governor for a four year term of office.</p> <p>Mr Keith returned to the meeting at 6.21pm.</p> <p>Mr Keith was welcomed to the Academy Committee. The Governance Professional advised an Induction meeting would be arranged.</p> <p>The Chair confirmed discussions around Link Visit areas would take place at the next meeting.</p>	<p>Clerk 08/06/22</p> <p>Governors 08/06/22</p>
RPA/YPA/065/21/22 (12)	<p>Complete Report to Trustees for return to Head of Governance The committee report was completed and circulated with governors for agreement prior to return to the Head of Governance.</p> <p>The Chair requested a meeting was arranged with the Principals and governors to discuss agendas and meeting times for agreement at the next Academy Committee meeting.</p>	<p>Governors 30/03/22</p>
RPA/YPA/066/21/22 (13)	<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 items discussed within agenda items 059/21/22 and 060/21/22 should remain confidential to the attendees at this meeting indefinitely. - There had been no Equality Act implications 	
RPA/YPA/067/21/22	Date and time of next meeting	

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(14)	<p>The Chair requested the next meeting to take place face to face at Yeoman Park Academy on:- Wednesday 8th June 2022: Main Agenda: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 7.30pm</p> <p>Signed.....(chair) Date.....</p>	

AGREED