

**Minutes of the Local Academy Committee meeting held on  
Wednesday 3<sup>rd</sup> July 2024  
Main Meeting: 4.00pm -5.30pm  
Via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mrs Lynn Weeks	LW	Vice Chair of Academy Committee	
Mr Lyndon Stocks	LSt	Appointed AC governor	
Mrs Zoe Clayton	ZCl	Staff Appointed AC governor	
Vacancy x 2		Parent AC governor	
Vacancy		Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal - YPA	A
Mr Gareth Letton	GL	Executive Principal - RPA	A
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RP	Left at 5.00pm
Mrs Lorraine Robinson	LR	Assistant Principal	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	2	Governors Present	4

**Governor support, questions and challenge: Responses**

Item No	Item	Action/ by who/when
<b>RPA/YPA/ 062/23/24</b>	<b>Welcome and apologies for absence</b> The Chair welcomed everyone to the meeting. Apologies for absence were received and agreed for Mr Letton and Mrs Spacey due to additional work commitments.	
<b>RPA/YPA/ 063/23/24</b>	<b>Declaration of interest and any changes to be advised</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	

	<p>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>The Chair confirmed a change to the declarations and was currently Vice Chair of the Kirkby Town Board. The information would be updated on the register for 2024/25.</p>	
<p><b>RPA/YPA/064/23/24</b></p>	<p><b>Trust Training – KCSIE (Keeping Children Safe in Education) 2024/Safeguarding Refresher</b></p> <p>The Chair and Vice Chair confirmed they had completed the safeguarding training and had read and understood the KCSIE 2024. This had been signified on the document provided.</p> <p>Mr Stocks and Mrs Clayton were requested to review the Trust training session and review the KCSIE 2024 and signify when this was completed on the form provided by the Governance Professional.</p> <p><b>Link governor Trust training</b></p> <p>The governor training record had been updated. The Vice Chair asked whether Careers link training had taken place. The Governance Professional suggested this would be investigated further.</p>	<p><b>LSt/ZC</b></p> <p><b>26/07/24</b></p> <p><b>GP</b></p> <p><b>Actioned</b></p>
<p><b>RP/YPA/065/23/24</b></p>	<p><b>Minutes of the meeting dated 15<sup>th</sup> May 2024</b></p> <p>The minutes of the meeting, having previously been received and agreed by the Executive Principal and Chair were subsequently agreed by the Local Academy Committee and signed electronically by the chair.</p>	
<p><b>RP/YPA/066/23/24</b></p>	<p><b>Matters Arising:</b></p> <p><b>Outstanding</b></p> <p><b>055/23/24: Usage of smart phones within classroom environment by staff and added to policy to be reported back to the Trust (LSp)</b></p> <p><b>055/23/24: A suggestion for Logo stickers to be added to class phones to ensure differentiation from staff devices was to be considered (ZC/CG)</b></p>	<p><b>LSp</b></p>

	<p>Mrs Gouthwaite explained the logo's and policies suggestions were being reviewed by Mrs Spacey with the Trust. The Chair requested this was added to the September meeting agenda.</p> <p><b>055/23/24: Governors to complete skills audit (LSt)</b></p> <p>The Chair confirmed governors had completed the skills audit.</p> <p><b>055/23/24: Compliance of Assurance Letters updated (CG)</b></p> <p>Mrs Gouthwaite confirmed the letters had been updated.</p> <p><b>055/23/24: Removal of staffing areas highlighted in AIP (Academy Improvement Plan) (CG)</b></p> <p>Mrs Gouthwaite confirmed the areas had been removed from the AIP document.</p> <p>The Chair was satisfied that areas that were actioned as part of the agenda had been completed satisfactorily and would not be reviewed.</p>	<b>18/09/24</b>
<b>RP/YPA/ 067/23/24</b>	<p><b>Principals Report</b></p> <p>The Chair confirmed a high level of documents had been received including the LAC Safeguarding checklist for both academies. The Chair invited questions on the information received.</p> <p><b>Redgate Primary Academy (RPA)</b></p> <ul style="list-style-type: none"> <li>• <b>Equity, Diversity and Inclusion (EDI) update</b></li> </ul> <p><b>The Vice Chair asked</b> whether the dolls being used for play were being used correctly and how did staff know this.</p> <p>Mrs Gouthwaite explained exposure to the dolls was to support children's recognition.</p> <p><b>The Vice Chair asked</b> how this would be moved forward once recognition had been built.</p> <p>Mrs Gouthwaite explained the initiative was being moved forward by the Assistant Principal at Redgate Primary Academy (RPA). Details of steps in place with books being read and through book weeks relating to exposure of EDI would continue to take place to ensure this was embedded. Mrs Gouthwaite explained academy staff would continue to work with the Trust EDI Consultant, Ms Reid until March 2025.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding (template) - culture &amp; compliance</b></li> </ul> <p><b>The Chair asked</b> what support was now received from MASH (Multi Agency Safeguarding Hub, has any improvement been identified as a</p>	

	<p>result to the changes in services. Mrs Gouthwaite explained a quicker response is received when contact is made and if threshold is met.</p> <p><b>The Chair asked</b> whether PP (Pupil Premium) figures would change in September due to changes with cohort. Mrs Gouthwaite explained this was unknown at this time.</p> <p><b>The Chair asked</b> whether families in receipt of FSM (Free School Meals) received PP funding. Mrs Gouthwaite confirmed there were higher numbers of children receiving FSM than PP funding.</p> <ul style="list-style-type: none"> <li>• <b>Staffing structures</b></li> </ul> <p><b>The Chair asked</b> whether staff recruitment was taking place. Mrs Gouthwaite offered an update on the recruitment process that was taking place.</p> <p><b>Governors asked</b> whether the safe spaces audit had highlighted any areas of concern. Mrs Gouthwaite explained the spaces were normally used as sensory and calming places for children. A review of the environment had taken place to ensure the correct surroundings and environment were satisfactory. It was further reported by the Principal that a review of terminology in policy is taking place to reflect the use of the spaces. The Vice Chair suggested the importance of clarity of what the spaces are used for.</p> <ul style="list-style-type: none"> <li>• <b>Admissions</b></li> </ul> <p>The Chair acknowledged attendance was good and above national average. Governors acknowledged pupil figures were stable.</p> <p><b>The Chair asked</b> what the admission numbers for September 2024 were.</p> <p>Mrs Gouthwaite confirmed this was currently 57 with the academy being at full capacity.</p> <ul style="list-style-type: none"> <li>• <b>Sports Premium Plan Update (impact &amp; evaluation)/PP &amp; SEND Update</b></li> </ul> <p>Mrs Gouthwaite confirmed updates would be provided for the September LAC meeting.</p> <ul style="list-style-type: none"> <li>• <b>Evaluation of AIP (Academy Improvement Plan)/SEF (Self Evaluation Form)</b></li> </ul> <p><b>The Chair asked</b> when the AIP review was taking place. The Chair confirmed a meeting had taken place with Executive Leaders and the Chief Executive Officer as part of the AIR process. Mrs Gouthwaite confirmed the AIR visit would be taking place on the 8<sup>th</sup> July 2024.</p>	<p>CG/CH 18/09/24</p>
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	<p><b>The Vice Chair asked</b> whether the AIP document for 2024/25 would be available for the LAC meeting in September. Mrs Gouthwaite confirmed this would be available in addition to the ERM (Educational Review Meeting) report.</p> <p><b>Yeoman Park Academy (YPA)</b></p> <ul style="list-style-type: none"> <li>• <b>Evaluation of AIP (Academy Improvement Plan)/SEF (Self Evaluation Form)</b></li> </ul> <p>The Chair confirmed the AIR had been received for YPA (Yeoman Park Academy).</p> <p><b>The Vice Chair asked</b> how the AIP objectives had been decided and whether the objective went as planned.</p> <p>Mr Hoop explained the strand is around reading which has been transformed. Steps were in place to ensure refinement of process and to form part of the AIP objectives for 2024/25.</p> <p>Mr Hoop offered information regarding data and explained writing would become an objective. In addition, the continuation with oracy would take place to support communication. The Principal confirmed staff development and training would continue to take place.</p> <p><b>The Vice Chair asked</b> whether staff were confident safe spaces were being used in the intended way. Mr Hoop confirmed support had been received from the Trust strategic lead for Behaviour and Safeguarding and a review of safe spaces had taken place. Mr Hoop confirmed a review of the areas had taken place and any legacy equipment had been removed. In addition, it was reported a review of behaviour plans and behaviour policy had taken place.</p> <ul style="list-style-type: none"> <li>• <b>Admissions</b></li> </ul> <p>The Chair acknowledged attendance was good and above national average.</p> <p><b>The Chair asked</b> what the admission numbers for September 2024 were. The Principal acknowledged there were an additional eight learners with a similar figure leaving the academy. The Principal reported steps were being put in place to ensure a seamless transition when moving to the new building in March 2025.</p> <p><b>The Chair asked</b> whether the new learners were in Key Stage 1 or in all year groups in the academy. The Principal confirmed some learners were transitioning from Redgate Primary Academy and some were from other schools. The Principal confirmed Year 7 was the largest</p>	<p><b>CG</b> <b>18/09/24</b></p>
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	<p>influx. The Chair requested an update was provided at the September LAC meeting.</p> <ul style="list-style-type: none"> <li>• <b>Sports Premium Plan Update (impact &amp; evaluation)/PP &amp; SEND Update</b></li> </ul> <p><b>The Chair asked</b> whether an update would be available for the autumn term. The Principal confirmed this.</p> <p><b>The Vice Chair asked</b> how Sports Premium funding was used for secondary academies. Mr Hoop confirmed funds were used for everyone with a focus on cognitive skills and to ensure there was impact. Discussions took place around the use of sports premium funding and steps put in place for using funding effectively to support learners.</p> <p><b>The Chair asked</b> whether additional funding is received due to the academy being a secondary. The Principal confirmed no additional sports funding is received. Discussions took place around a dance project being put in place with the School Arts Programme.</p> <ul style="list-style-type: none"> <li>• <b>Staffing structures</b></li> </ul> <p><b>The Chair asked</b> whether there were any changes to staffing structure. The Principal provided details of classes to be put in place; which have been semi established and discussions that had taken place with the Local Authority regarding admissions at Year 7. Discussions took place regarding admissions.</p> <ul style="list-style-type: none"> <li>• <b>Professional Development Impact 23/24 &amp; planning for 2024/25</b></li> </ul> <p>The Principal explained the steps required to ensure basic need was being addressed and the use of safe spaces and strategies were in place. Mr Hoop explained staff development that was taking place through CPD (continued professional development).</p> <p>Mrs Gouthwaite confirmed CPD had taken place for staff at Redgate Primary Academy similar to that at YPA.</p> <p>The Principal explained steps had been put in place regarding curriculum priorities which had been supported by the Trust strategic lead for English.</p>	<p>CH 18/09/24</p> <p>CH 18/09/24</p>
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	<ul style="list-style-type: none"> <li>• <b>Category C trips/review</b></li> </ul> <p>Mr Hoop confirmed a successful visit to Leah Green had taken place and which would be reviewed for regular use due to the travel distance. Mr Hoop reported visits to Portland College had taken place and a visit for Key Stage 3 was to take place to Cleethorpes. The Chair acknowledged the groups of learners attending at Portland College to access the sports competitions linked with other specialist schools and academies.</p> <p>Mrs Gouthwaite confirmed trips for RPA had taken place to The Mill Adventure Base and The Deep which had been positive and offered educational impact for children.</p> <ul style="list-style-type: none"> <li>• <b>Exclusion and suspension data</b></li> </ul> <p>The Chair acknowledged there were no suspensions or exclusions that had taken place at either academy.</p> <p><b>Trust Policy Updates:</b></p> <p>Governors acknowledged the changes made to the Trust Policies; Charging and Remissions Policy, Pay and Reward policy, LGPS discretion's policy, Reserve and Investment Policy, Expenses policy and in particular the changes as a result of DfE (Department for Education) guidance reflected in the Governance Strategy.</p> <p><b>Local Policy Appendix:</b></p> <p>Governors acknowledged the Behaviour Policy Appendix provided for both YPA and RPA and were in agreement with the changes made. It was acknowledged a review of the behaviour policies were not required by the Executive Principal (Mrs Spacey).</p>	
<b>RP/YPA/ 068/23/24</b>	<p><b>Governance Housekeeping:-</b></p> <ul style="list-style-type: none"> <li>• <b>Election Chair of Governors (w.e.f autumn term)</b></li> </ul> <p>The Governance Professional advised the Chair had offered a statement offering the reasons for re-election as Chair of the Academy Committee.</p> <p>Governors were in unanimous agreement with the appointment of Mr Edwards as Chair for 2024/25 with effect from the autumn term for a one year period.</p> <ul style="list-style-type: none"> <li>• <b>Election of Vice Chair of Governors (w.e.f autumn term)</b></li> </ul>	

	<p>The Governance Professional advised Mrs Weeks had expressed she wished to continue as Vice Chair for academic year 2024/25. Governors were in unanimous agreement with the appointment of Mrs Weeks as Vice Chair for 2024/25 with effect from the autumn term for a one year period.</p> <ul style="list-style-type: none"> <li> <b>School Games Update</b> <p>The Chair offered an update of the steps being taken in the area regarding inclusive sports for specialist pupils and learners to participate. Discussions had taken place with Active Notts and MATP to support all inclusive games to be offered in the academic year 2024/25.</p> <p>The Chair had been instrumental in supporting changes required to ensure school games were inclusive in the local areas across the county for specialist schools and academies.</p> </li> <li> <b>Self-Evaluation Completion/Agreement/Governance Action Plan 2024/25</b> <p>The Governance Professional acknowledged the documentation had been completed with the Chair and Vice Chair and had been circulated with governors prior to the academy committee meeting. Governors were in agreement with the comments made and the timescales added to the Governance Action Plan for 2024/25.</p> </li> <li> <b>Skills audit</b> <p>The Chair acknowledged a review of the skills audit had taken place and been circulated.</p> </li> <li> <b>Governor Conference</b> <p>The Chair explained an invitation had not been received for the governor conference. Suggestions were made by governors in respect of content for the conference which included changes to Ofsted and a review of the briefing. In addition, an update of what was taking place by the Trust locally in academies to ensure governor awareness regarding EDI.</p> </li> <li> <b>Link Visit Reports and feedback from visits</b> <p>The Vice Chair requested steps were put in place to ensure link visits could be completed on the same day as a LAC meeting to ensure in person attendance could take place. The Principals confirmed this could be facilitated for the new academic year.</p> </li> </ul>	
RP/YPA/ 069/23/24	<p><b>How has the Academy Committee held senior leaders to account</b></p> <p>Challenge had taken place throughout the meeting in respect of:</p>	



	<ul style="list-style-type: none"> <li>• Safe spaces</li> <li>• Equity Diversity and inclusion</li> <li>• AIP objectives</li> <li>• Local Authority support for MASH referrals</li> </ul>	
<b>RP/YPA/070/23/24</b>	<b>How have Vision, Mission and Values of Trust/Equity been upheld</b> Academy Committee governors were satisfied that vision mission and values had been reviewed as part of the agenda and discussions taking place during the meeting.	
<b>RP/YPA/071/23/24</b>	<b>Consider information to be advised to the Trust Board and complete the annual report</b> Discussions took place and the document was populated with information required as discussed during the meeting. The document was subsequently returned to the Head of Governance.	
<b>RP/YPA/072/23/24</b>	<b>Determination of confidentiality of business</b> Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: - That no confidential information had been discussed	
<b>RP/YPA/073/23/24</b>	<b>Date and time of next meeting</b> Wednesday 18 <sup>th</sup> September 2024 Training Meeting: 10.00pm Main Meeting 10.30am-12.00pm The Meeting was to take place face to face at Redgate Primary Academy with the facility for Mrs Weeks to join via MS Teams if necessary.	
	The meeting closed at 5.35pm Signed.....(chair) Date.....	