



ACADEMY COMMITTEE MEETING

Date: Tuesday 1st October 2024
Time: 5.00pm
Venue: Hazel Grove Primary School

Clerk: N Burgess
Present: P Lunt, A Hossen, L Cooper, M Saxon, S Petrie, A Campbell, R Richardson, B Parry, V Singh, L Woolley and C Nevin

	Action	Initials
1	To complete the register of business interest form and return to the Clerk	All
1	Read the Acceptable Use for IT policy and use Trust account for correspondence	All
1	To notify Academy Committee Chairs once link meeting dates have been confirmed	All
2	To read the SEF document and prepare any questions	All
3	Additional Trust policies will be recommended for approval at the next meeting	AH
3	Update on PLAC/LAC	AH
3	Review Pupil Premium and Sport Premium spend	AH
4	To complete the mandatory training modules	All
4	Send any training certificates to the Clerk for retention	All

Agenda – Part 1 –			
Category	Item	Notes	Action
1	Governance Arrangements	<p>L Woolley and C Nevin attended this first meeting of the Academy Committee to welcome Hazel Grove Primary school into the trust and to reflect how governance works within the trust.</p> <p>Governors received a presentation which included:</p> <ul style="list-style-type: none"> Trust Board core functions Academy Committee delegated functions Vision, Ethos and Strategic Direction Scheme of Delegation How the Schedule of Business informs the Academy Committee meeting agenda Chairs visits to Trust Board committee meetings Link Governor roles and visits Training for Governors 	

		<p>Governor questions were invited.</p> <p>Q – How does the capital spend work? A – As a school you would now be eligible for school condition funding. The Head of School, in association with Trust Estates Director, would assess projects from a Health and Safety perspective, and then funding is allocated on a priority basis.</p> <p>In terms of the Chairs of this Academy Committee, there is a sub group of Academy Committee Chairs from across the Trust. PL and LC will be a part of this group and there are termly meetings held.</p> <p>The role of the Academy Committee is to ensure that every child gets the very best education possible.</p> <p>For GDR purposes for Governors all meeting papers and documents will be accessed via a Laurus Trust account.</p> <p>Q – How is best practice shared across the schools? A – There are a number of ways this can be done:</p> <ul style="list-style-type: none"> • Chairs attend the Governance, Oversight and Standards committee meetings to review the impact of the work of the Academy Committee • Governors are welcome to visit the Academy Committee of another school in the Trust • Through the work and visits of the Link Governor roles <p>LW has Trust wide responsibility for governance.</p>	
	Apologies	Apologies were received from R Taylor and J Thirlaway.	
	AOB items	There were no other items of business to raise which were not covered by the agenda for this meeting.	
	Declarations of interest in any of the agenda items	There were no declarations made in any of the agenda items.	
	Register of interests	Governors are asked to complete the register of	All

		business interests form and return to the Clerk.	
	Code of Conduct	Governors <u>agreed</u> to adhere to the Code of Conduct.	
	Acceptable Use policy for IT	Governors were asked to read and be aware of the Acceptable Use for IT policy. To be mindful of GDPR at all times and to use their Trust email account for correspondence.	All
	Membership	Membership of the committee and how this would be reviewed was discussed, in terms of appointments and succession planning. Q – Have we enough Governors? A – Yes, a good number of Governors is 8 – 10.	
	Scheme of Delegation	Governor’s attention was drawn to the SOD, which was circulated prior to the meeting. The SOD reflects the delegated functions of the Academy Committee.	
	Trust Board Update	Reports from Trust Board meetings are circulated prior to each meeting. The report contains a link to the full minutes of the meeting. Governors are invited to view the reports and ask any questions ongoing.	
	Roles of Academy Committee	Link Governor roles are vital in the school. This year the trust took the decision to reduce the number of AC meetings from 4 to 3 to allow time for Governors to complete any training and to be able to attend link visits. Governors are asked to speak to the Chairs of the AC if they would like to review the allocation of their link role, and also to arrange a date to visit as soon as possible. Curriculum link visits should be scheduled for at least one per academic year, and Safeguarding and SEND link meetings should happen termly. Governors are asked to notify the AC Chairs once their meetings have been arranged. Q – Is there a good time to arrange the meetings? A – If possible, it is best to avoid the last week of a term. Also, the summer term is very busy due to the number of trips which take place. Please copy the Head of School into the request to arrange a meeting.	All

			<p>Q – What is the best time of the day for meetings? A – This would need to be confirmed with the subject lead, Maths and English are only taught in the morning, whilst other subjects are in the afternoon.</p> <p>Q- Are we still going to be using Governorhub? A – No, all Governance is carried out via Teams</p>	
2	School Performance & Accountability	Pupil outcomes	<p>For future meetings the documents will be circulated one week in advance, to allow Governor's time to prepare any questions.</p> <p>Early Years Foundation Stage outcomes were presented to Governors for the 47 pupils in the cohort. Data shown was shown by SEND, gender, FSM, EAL and summer births.</p> <p>Q – In early years the GLD outcomes were lower than national average, why is this? A – To achieve the GLD the pupils have to show progress in word reading and writing, and writing was not where we would have liked. A focus for our School Improvement Plan is on phonics.</p> <p>Multiplication Tables check outcomes, showing the four-year trend, were presented to Governors. The tests are taken at the end of year 4. Pupils take the tests on a device and have 4 seconds to answer each question. 33% of pupils scored 25 out of 25 and the average score was 19.9.</p> <p>Q – Are there any follow ups to these tests to check progress? A – No currently. There is no actual pass mark and no statutory way to recheck. As a school we do extra in years 5 and 6.</p> <p>AH presented the KS2 outcomes to Governors. Congratulations were offered to the staff on the results achieved by the pupils. The outcomes exceed national average.</p> <p>Governors were pleased to note that 80% of pupils achieved the standard, and 23% achieved the higher standard. For Science the grades noted are teacher judgement as there are no formal tests.</p> <p>Q – What are the predictions for the coming year?</p>	

			A – We will do everything in our power to maintain the results but this is obviously cohort dependent. The pupils are working really hard.	
		Share School Development Plan	<p>Governors noted the new format and overview of the 3-year plan. The plan is in-line with other primary schools in the Trust. The plan is split in to 4 key areas.</p> <p><u>Ambitious curriculum</u> The thematic goal is a top priority and the biggest focus. It is the same across all of our primary schools, so a shared goal.</p> <p>The quality of the curriculum in a mixed year group was discussed, in particular Reception and year 1. AH had been to visit another school who had lots of experience in teaching a combined Reception and year 1 class. Leaders from the school had also visited HGPS to plan and prepare the strategy. It had been an excellent visit and thanks were offered to LW for the initial contact.</p> <p>Q – How is it going in that year group as there will be a range of pupils, including some who will not have had any experience of school before? A – Groupings were key in deciding which pupils would be in the mixed class. The combined class mirrors the year 1 classroom. The group is constantly being reviewed and we are challenging pupils with the year 1 curriculum.</p> <p><u>Inclusive attitudes</u> SEND is a key priority in all that we do as a school.</p> <p><u>Personal Development and Wellbeing (pupils)</u> AH has visited Gorsey Bank where a Pupil Parliament is already well established. The experience for the children is very rewarding and also links to House Captains at HGPS.</p> <p>In the week following this meeting there will be a shared house event at Gorsey Bank with a link to Pupil Parliament work, there are exciting opportunities available to the pupils. Governors felt it was a good opportunity to engage the pupils further.</p> <p>Work will be done to incorporate the Trust wide Cornerstones of: Academic Aspiration</p>	

		<p>Culture, Creative & Rhetoric Leadership and Service Competition and Physical Endeavour</p> <p>Headteacher awards have been presented in celebration assemblies linked to the Cornerstones. AH will be leading a series of assemblies in school to launch the Cornerstones to staff and pupils.</p> <p><u>Professional Development and Wellbeing (staff)</u> Professional development has moved in-line with Trust. Teaching staff have already attended a session on Rosenshine Principles with a further session the week following this meeting.</p> <p>For support staff there will be further training and this will develop in-line with the Trust training and appraisal programme. TAs and LSAs will receive some of the same training as offered to teaching staff.</p> <p>In terms of staff well-being it was discussed that there had been a lot of new systems for staff to adopt when the school became part of the Trust, but that the support from the Central Services team had been excellent. LW commented that AH had been open to lots of change in a short space of time, and that this had been done with good spirit, which was demonstrated to staff. LW extended a warm welcome to the Trust to HGPS.</p> <p>It was noted that an area of the SDP would be a focus for each AC meeting.</p> <p>Q – Why has the 3-year writing strategy not been uploaded? A – The Trust Director for Primary is disseminating to staff in due course. The TD will be attending the next meeting to complete training.</p> <p>Q – How will you measure the strategy? A – There will be some aspects which will be quantifiable, but it is a longer term plan which will need to be embedded.</p>	
	School Self Evaluation	Governors are encouraged to read the SEF to gain an overview of where the school would currently place themselves. Questions will be invited at the next meeting of this committee.	All

			<p>Q – How often is this document updated?</p> <p>A – It is updated annually and informs the School Development Plan.</p>	
		Confirm school curricula and assessment is in line with the statutory requirements and Trust approach	AH, as Head of School, confirmed the school curricula and assessment is in line with the statutory requirements, and also the Trust approach.	
3	Governor Monitoring	Curriculum Records of Visits –	<p>Templates for link visits are in the Teams folder for HGPS. There is a curriculum proforma, specific SEND and Safeguarding proformas and a generic proforma for link roles which are not curriculum specific.</p> <p>Governors noted that the Safeguarding record of visit should be completed over the course of the academic year, with a different focus at each meeting. The document would be completed with the DSL.</p> <p>SEND is also completed over the course of the year. This would be produced with the SENDCO and there are a number of documents listed on the template to inform the meeting.</p> <p>Completed record of visits will be uploaded to the Teams channel for all members of the AC to be able to view.</p>	
		Safeguarding and SEND Link Governor updates	Safeguarding and SEND links are asked to make arrangements to come into school for a visit and to start completing the record of visit. Updates on link visits will be given at the next meeting.	
		Policies – undertake school level reviews of relevant policies and note Trust/phase policies	<p>LW commented that there were a number of Trust wide policies, with only specific policies remaining at school level, including Safeguarding and Behaviour. Policies are regularly reviewed and there is a table on the front of each policy to reflect any changes.</p> <p>Governors <u>approved</u> the following policies:</p> <p>Assessment, Recording and Reporting Policy</p> <p>Attendance Policy</p> <p>Behaviour and Anti-Bullying Policy</p> <p>Bullying and Harassment Policy</p> <p>Capability Policy</p> <p>Charging & Remissions Policy</p>	

		<p> CCTV Policy Complaints Procedure COSHH Policy Data Breach Policy Data Protection Policy Data Subject Rights Early Careers Teacher (ECT) Policy EAL Policy Equality Policy Equality, Diversity & Inclusion Policy EYFS Exclusion Policy Freedom of Information Policy LAC Policy Legionella Policy Low Level Concerns Policy Managing Allegations of Abuse Against Teachers and Other Staff Policy Modern Slavery RSE Policy RIDDOR Policy Safeguarding Policy SEND Policy Spiritual Moral, Social & Cultural (SMSC) & British Values Education Policy Whistleblowing Policy </p> <p>There will be additional policies for approval at next meeting of this committee, this will allow time for staff and Governors to review their content and for any changes in practice required to be made to ensure compliance.</p>	AH
	Confirm curriculum policies (eg Religious Education and Relationships, Sex Education) Behaviour and Welfare policies are in line with statutory guidance	AH, as Head of School, confirmed the curriculum policies and Behaviour and Welfare policies are in line with statutory guidance.	
	Behaviour and Safeguarding update, including Attendance	<p>AH has attended a Laurus Trust safeguarding meeting for all DSLs. There will also be primary specific DSL and DDSL network where there will be an opportunity to discuss issues and share good practice.</p> <p>Governors noted the summary of the number, and the categories, of safeguarding incidents recorded.</p>	

		<p>Q – In terms of incidents recorded as cause for concern, this number seems high, should we be concerned?</p> <p>A – Our focus is to be aware of what can, and what does happen to our children. The numbers are of staff noting issues which could be cause for concern, but we log individually as a potential to building a bigger picture. Staff are trained to look for signs and to record. The numbers are high due to the vigilance of our staff, and them reporting on CPOMS. Governors were reassured by the level of reporting and the importance of staff being comfortable reporting and raising issues. It was noted that some could be the same concern being logged by a number of different staff, and that this would help to build the wider picture. All concerns recorded on CPOMS go to the safeguarding leads in school.</p> <p>Q – Is it the responsibility of staff to record?</p> <p>A – Yes, it is.</p> <p><u>Attendance</u></p> <p>Congratulations were offered to the school attendance team for the work done to maintain and improve pupils' attendance.</p> <p>It was noted that the school took actions once a pupil's attendance was below 90% and this also involved regular follow ups. The school does also issue praise letters to celebrate good attendance.</p> <p>Q – Does the school issue fines?</p> <p>A – As Head of School there is an option to serve an EPN but there will be incidents where we are aware of wider issues around the absence. We could issue an EPN for holidays in term time.</p> <p>Q – Did you receive any feedback on the attendance letter?</p> <p>A – No, none at all.</p> <p>Q – Do the figures take into account the summer holidays?</p> <p>A – Yes, there were some pupils who took early end of term holidays, and others who returned late in September.</p> <p>Q – What time does the register close?</p> <p>A – 9.05am, this is then followed up by the Admin</p>	
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		Team.	
	Finance update including pupil numbers, bench marking and value for money	For future meetings the management accounts will be circulated with the meeting papers and Governors will have the opportunity to ask any questions at the meeting.	
	Review educational achievement of looked after/previously looked after children (Designated teacher update)	This update will be given at the next meeting of this Academy Committee.	AH
	Monitor Pupil Premium and Sport Premium spending to ensure it improves the attainment of eligible pupils	This update will be given at the next meeting as the review will take place in November 2024.	AH
	Health and Safety update	<p>AH and LW had met with members of the Trust Estates team to complete a site visit. The following issues were raised as priorities:</p> <ul style="list-style-type: none"> • Installation of an evacuation system • Making safe the path from the garden to the school field • Replacing IT devices to ensure Smooth-wall safeguarding is in place • Reviewing the prefabricated building which is used for wraparound care <p>These priorities will be shared with Trustees and will be part of an action plan for moving forward.</p> <p>Governors had no further questions on the Health and Safety update.</p>	
	Check website compliance (publication of all required details on governance and SEND Report/Pupil Premium Strategy/Sport Premium Report)	<p>Governors were shown the updated school website.</p> <p>AH will work with the Trust Compliance Officer in updating the website ongoing, and ensuring compliance at all times.</p> <p>Governors were pleased to view the updated website.</p>	

		School Risk Register	<p>LW and AH are working together on the school specific Risk Register. There is also an overarching Trust Risk Register.</p> <p>The Risk Register looks at risks specific to the school, the controls in place, and the actions to mitigate.</p>	
4	Governor Development	Review Trust Training	<p>Governance (sharepoint.com)</p> <p>Governors were shown the Trust training page for Governors and Trustees, and noted the compulsory training modules for completion. Please contact the Clerk if you have any issues accessing any of the training.</p> <p>In the future individual ACs can decide on specific training related to their individual school and training needs.</p>	All
		Resources	Governors were shown the resources area on the Sharepoint page, which they may find useful.	
		Clerk to minute any training undertaken by Governors since the last meeting	Governors are asked to send any training certificates to the Clerk for retention.	All
		Academy Trust Handbook	The Academy Trust Handbook was included in the meeting papers for information.	
5	Community Engagement	Stakeholder engagement	<p>This section of the agenda is to update on engagement with key stakeholders, including pupils, parents and carers, staff, governors and the wider community. An example given was engagement with Y6 pupils as leavers interviews.</p> <p>Tours and open mornings are currently taking place for September 2025 intake. AH is working closely with the Trust Marketing team to promote the school and increase pupil numbers.</p> <p>Q – Has there been any parent feedback since joining the Trust? A – There has been none so far.</p>	

6	AOB		<p>Governors were informed that Mrs Rose, Deputy Headteacher, would be retiring at the end of term.</p> <p>AH thanked Governors for joining the new Academy Committee and for their time and work.</p> <p>AH also thanked C Nevin for attending this first meeting to welcome HGPS into the Trust.</p>	
7	Meeting Dates:	<p>Tuesday 11th March 2025 at 5.00pm</p> <p>Tuesday 1st July 2025 at 5.00pm</p> <p>Please inform the Clerk as far in advance as possible if you are unable to attend a meeting.</p>		

Impact of Meeting / Key Outcomes	
Governors were welcomed to the first meeting of the Academy Committee since joining the trust	
LW and CN attended to welcome Governors to the trust and to detail how governance works across the trust	
Governors reviewed the Code of Conduct for Trustees and Governors	
Governors were asked to adhere to the Acceptable Use for IT policy and use their trust account for all correspondence	
Link Governor roles were reviewed	
Governors received a presentation on pupil outcomes from the Head of School	
Governors reviewed the updated School Development Plan	
Governors adopted trust policies	
Head of School gave a behaviour and safeguarding update, including attendance	
Governors reviewed the trust training plan	

Meeting closed at 7.10pm

Minutes approved by L Cooper and P Lunt
 Co-chairs of Academy Committee
 11.03.2025