



**LEEDS DIOCESAN LEARNING TRUST
FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS**

**Minutes of the Meeting of the Local Academy Committee
held at 6.00pm on 22nd February 2023**

MEETING SUMMARY

RESOLVED

- that apologies be received and accepted from Rev'd Chris Butler.
- to **APPROVE** the minutes of the **FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS** LAC meetings held on 2nd November 2022.
- to **APPROVE** the new proposed staffing structure.
- to accept the School Development Plan update.
- to note the budget update.
- to note and accept the circulated Early Excellence report and SEND review report.
- to note the Trust's staff handbook as pre-circulated.
- that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.

ACTIONS

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| 1. The clerk agreed to check that communications were being sent to Hazel Willis' school email address. | Clerk |
| 2. The clerk agreed to forward the link for the cybersecurity training to governors to complete | Clerk |
| 3. It was noted that governors would value some additional instructions on completing TrustGov and the clerk agreed to circulate this after the meeting. | Clerk |
| 4. The Headteacher and Clerk would update GIAS and the website to reflect recent appointments. | Clerk/Headteacher |
| 5. The Chair agreed to call Hazel and SL would approach her first to see if she is happy to receive a call. | Chair |
| 6. It was agreed that Debbie Pitt would shadow the implementation of Thrive with staff. | DP |
| 7. There would be a training day on 17 th April to revisit the vision and ethos with the Diocese. Governors will be invited. | Headteacher |



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held at 6.00pm on 22nd February 2023**

In attendance:	Richard Grime	Caroline Chadwick	Yvonne Burton	Laura Cardin	Adam Kitching	Sarah Lees	Helen Little	Debbie Pitt	Sue Sanderson
Also in attendance:	Amanda Bell-Walker	Suresh Krishnan	Ruth Callaghan, Governance Clerk, Berry Education						

<u>Agenda Item</u>	<u>Description of Discussion</u>	<u>Action</u>
1.	<p>Welcome and Opening Prayer The Chair opened the meeting at 6.00pm, welcoming those present.</p> <p>Yvonne Burton led governors in a prayer.</p>	
2.	<p>Confirmation of quorum and apologies for absence The Clerk confirmed that the meeting was quorate with more than three Governors present, noting that the quorum for a meeting of the FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS LAC, and any vote on any matter thereat, shall be any three Governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting.</p> <p>Governors were informed there had been apologies received from Rev'd Chris Butler.</p> <p>It was note that Jenny Langley has decided to step away as a parent governor and the Chair wished her well. It was noted that SL had spoken with Hazel Willis who had not been receiving emails and invitations. The clerk agreed to check that communications were being sent to Hazel Willis' school email address.</p> <p>Suresh Krishnan was welcomed as parent governor who would be observing until their DBS checks had been returned.</p>	Clerk



	RESOLVED that apologies be received and accepted from Rev'd Chris Butler.	
3.	Any other URGENT business approved by the Chair for discussion It was noted that there was to be a discussion about staffing under any other business and the main focus of the meeting would be for governors to hear the Headteacher's initial view of the school and future vision.	
4.	Declaration of interests <ul style="list-style-type: none"> ● to declare any business, personal or pecuniary interests in any matters arising from the agenda of the current meeting Governors, and those present, were reminded that they should declare any business, personal or pecuniary interest in any matters arising from the agenda of the current meeting. There were no additional declarations of interest.	All to note
5.	Compliance reporting <ul style="list-style-type: none"> a) TrustGov platform <ul style="list-style-type: none"> i) Annual declarations of interest ii) Non-disqualification confirmation b) Cyber Security Training confirmation c) Governance Code of Conduct d) Publication of statutory governance information <ul style="list-style-type: none"> i) GIAS ii) School website – governance information Governors were reminded that they have a statutory duty to complete a Declaration of Interests form at the beginning of each academic year, which could be completed via the TrustGov platform (along with the non-disqualification confirmation form, Governance Code of Conduct and DBS re-verification), and this should be updated immediately throughout the year with any changes or amendments. The clerk agreed to forward the link for the cybersecurity training to governors to complete. It was noted that governors would value some additional instructions on completing TrustGov and the clerk agreed to circulate this after the meeting. The Headteacher and Clerk would update GIAS and the website to reflect recent appointments. RESOLVED that the compliance update information be received and noted.	<u>Clerk</u> <u>Clerk</u> <u>Clerk/Head teacher</u>
6.	Meetings of the Local Academy Council <ul style="list-style-type: none"> a) approval of Minutes from the previous meeting held on 2nd November 2022 b) review of actions 	



	<p>c) matters arising</p> <p>Governors reviewed the minutes of the previous meeting as pre-circulated, confirming them as a true and accurate record of the discussions, which took place.</p> <p>It was noted that the minutes should be amended to note that the meeting opened at 7.00pm.</p> <p>The following updates were provided on previous actions:</p> <ul style="list-style-type: none"> • the school was now engaging in Thrive through the Trust. • The ICFP metrics hadn't been shared. <p>Governors asked what to do about Hazel Willis and her attendance at meetings. The Chair agreed to call Hazel and SL would approach her first to see if she is happy to receive a call.</p> <p>RESOLVED to APPROVE the minutes of the FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS LAC meetings held on 2nd November 2022.</p>	Chair/SL
7.	<p>Governance update</p> <p>a. Membership, terms of office and vacancies</p> <p>It was noted that there was one parent governor vacancy. There had been one interest received after the last call for parent governors. However, the school would follow the process again to identify and appoint a parent governor.</p> <p>It was noted that a couple of governors' terms of office were coming to an end and the Chair would continue the conversation about who would be willing to stay on. The Chair would work with the Headteacher to identified one or two people to fill the potential vacancies for co-opted governors.</p> <p>b. Training & Development</p> <p>i. Clennell Education Solutions - Safeguarding training</p> <p>The Headteacher noted that all governors had received details of how to access the Safeguarding training through Clennell. An email had been sent by Lisa Coghlan.</p> <p>ii. Governance Induction schedule</p> <p>iii. Trust/Diocesan Training</p> <p>iv. Requests</p> <p>c. Chairs briefing update</p> <p>The Chair had attended the Chairs' briefing session at which each school had set out its current position and governance strengths and challenges.</p>	
8.	<p>Headteacher's report</p> <p>The new Headteacher noted that she had reviewed previous Headteacher's reports and circulated a report which contained the information which contains the information she thinks governors need to know.</p>	



She explained that she had been in role for seven weeks and had drawn some conclusions based on her observations so far and her 20 years of experience. She noted that she was aware of the impact of change within the school over the last year or so with staff changes and academisation. The school was now operating with a deficit budget which wasn't the position when she was recruited. There is a staff team who are aware of the issues and feel passionately about the school. She is faced with a challenge, but there are lots of positives.

Staffing

There have been some resignations - most significantly the SENCO. There had also been resignations from a teaching assistant and member of office staff who were both leaving for other opportunities. Interviews had taken place today for those roles.

Leadership and management

The Headteacher explained that there were improvements required across the school and this was partly because the right staffing structures were not in place. There were staff acting in roles.

Amanda and Sarah left the meeting for this discussion about staffing.

The Headteacher set out a proposed leadership and management structure which would include an Executive Head and one Deputy Headteacher. At present there is one acting Deputy and one vacancy. This new model would then provide for an Assistant Head role in place of the other Deputy vacancy. This Deputy Head would lead on SEND and would remove the need for a separate SENCO post.

The Headteacher explained that SEND and inclusion were areas that were initially concerning her. The school had received support through a secondment of Sasha Bune to the school and then Sasha had then undertaken a SEN review of the school as part of the Trust's programme of review and support for SEN. Following the review the SENCO had resigned and will leave at the end of term. This therefore provides an opportunity to add the SENCO responsibilities into a new Assistant Headteacher role and advertise this role quickly.

The Headteacher explained that the first step was for governors to agree the proposed structure. There were then other priorities to address for example, historically there haven't been any TLRs, but there are several UPS teachers with no leadership responsibilities. There are staff who do want to take these additional responsibilities on so that the school can develop a middle leadership.

The proposed approach has been costed by the Trust CFO and approved.



	<p>There have been some changes since then, but all positive changes.</p> <p>The Headteacher expressed her concerns that SEND in the school was not compliant. In January there was no register or provision map in school. Governors raised concerned that these had previously been seen and approved by governors. Sasha Bune had expressed concern in Autumn when on secondment and had raised the same issues in the recent SEN audit.</p> <p>The SEND link governor noted that she had met with Sasha before Christmas, and the available information at this time had been limited.</p> <p>It was acknowledged that there had been long periods between permanent Headteachers in the school and that made finding information difficult.</p> <p>There were currently 68 children on the SEN register and 10 children with EHCPs. There was a history of EHCPs applications being rejected as the evidence wasn't well presented. The school is struggling financially, and SEN children are not attracting the EHCP funding which is needed to support them.</p> <p>The Headteacher explained that she was content with the review conducted by Sasha and the issues that had been highlighted.</p> <p>Governors asked how the proposals for staffing would support improvements and how the arrangements would be covered until a permanent Assistant Head is in place by September. The Headteacher explained that in the interim the SEND responsibilities would be covered by herself and the Deputy Head. The current support available from Sasha would end at Easter.</p> <p>The team have also looked at using Edukey which is a system for generating and costing provision maps. The use of this system would cost £800 and The Head and Deputy Head both have experience of using this system. There was also a timetable being developed to progress the outstanding EHCP applications.</p> <p>Governors asked about the risks involved in not having a designated SENCO in the Summer term. It was noted that bringing in someone temporary would be difficult and would be disruptive to learners. Buying in a consultant SENCO would mitigate some of the risk and help manage the concerns raised by parents.</p> <p>Governors asked what the sanctions would be for non-compliance. It was noted that the school would be vulnerable if Ofsted were to visit of if there were any complaints during that period.</p> <p>It was noted that the Headteacher could be named as the person who will</p>	
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	<p>be working towards the qualification during this period. It was noted that Edukey is not currently in the budget, however if SLT take on the SENCO responsibilities for the Summer term there would be an overall cost saving.</p> <p>The Chair noted that governors had wanted a three role Leadership structure for some time. It was noted that the current Deputy was acting in the role until the end of the year and it would be important to ensure this was a permanent appointment. The Headteacher explained that this role could be advertised internally (with it being shared across the Trust for transparency. Governors discussed the merits of the Headteacher being on the panel to ensure that she was happy with the appointment made. She agreed to sit on the panel with another LDLT head.</p> <p>RESOLVED to APPROVE the new proposed staffing structure.</p> <p>Amanda and Sarah returned.</p>	
<p>9.</p>	<p>School Development Plan a) Progress towards 2022-23 key priorities</p> <p>The Headteacher noted that she had worked with the Deputy Headteacher and had sought support from Darren Dudman and Simone Bennet . Their report had been included in the meeting papers. The process had allowed the leadership team to identify areas where improvements are needed.</p> <p>The priorities for the school will be on raising attainment for all learners whether they are pupil premium, SEN or English as an Additional Language (EAL) and the teaching and learning environment and Leadership and Management.</p> <p>The Local Authority Safeguarding audit needs to be submitted and will be delegated to the safeguarding governor so that it can be signed off before submission on 31st March 2023.</p> <p>The quality of teaching and learning is still ‘requires improvement’ as there is inconsistency across the school. Monitoring is in place.</p> <p>The school is taking on the Thrive approach and attended the Trust training day. Staff felt that they wanted to take it on and were enthused after a visit to Grove Road. The school will need to decide who will train as a practitioner. It was agreed that Debbie Pitt would shadow the implementation of Thrive with staff.</p> <p><i>Quality of T&L</i> The Headteacher had identified a need to revisit the curriculum – this came out strongly in the staff survey. CPD meetings have been used to review curriculum areas. The next step will be to look for some external curriculum support as off the shelf schemes would help staff to develop with pace. It</p>	<p>DP</p>



was noted that there was plenty of time to improve the curriculum before Ofsted were to visit.

Governors asked whether new curriculum schemes was better than revising the existing curriculum. The Headteacher noted that this approach would have a much lesser impact on staff workload and capacity. Governors asked whether the leadership team were keen to buy-in something new. The DHT noted that staff had been keen to address the curriculum for some time and this was a positive step.

Helen Little left the meeting.

Governors asked what the issues were with the curriculum. The Headteacher explained that at present it wasn't clear how knowledge was built up year on year. The approach does not encourage learning sequences nor creating greater-depth knowledge for the children who need it. In addition, Staff aren't able to articulate the curriculum intent and the sequencing through a subject. The depth of understanding and recall by children is not strong enough.

Governors asked how much scope there was to adapt off-the shelf curriculum products. The Headteacher confirmed that the curriculum could still organically grow with this approach. It will also support subject leaders to develop their subject leader plans. They have been through the Ofsted deep dive questions and subject leaders were worried they couldn't answer those confidently at this stage.

Quotes had been received from Dimensions and the Headteacher was obtaining two comparative quotes from other companies.

Governors asked how the capacity of senior staff would be stretched with a new curriculum and covering SEND in the Summer term.

The Headteacher explained that Dimensions was inspected recently in a school and their subject packs were praised therefore it is designed to be easy to be implemented. It would cost £3000 per year for 3 years. If the school were to become a Beacon School there would be a discount if other schools who come to see it in action at Holy Trinity subsequently signed up.

The Headteacher explained that she would ensure that the scheme adopted offered value for money, was fit for purpose and could be readily implemented by staff. She also noted that the cost would be a very small percentage of the school budget and provides staff with a fresh approach.

Showing staff that they've been listened to is important.

It was noted that governors had been selected to undertake the



	<p>Headteacher's appraisal.</p> <p><i>Discipline and behaviour</i> When the Adults Change everything changes book was being used as a basis for changing the approach to behaviour and had led to a new approach/ which doesn't focus on rewards and sanctions. The approach is like thrive in its focus on positive reinforcement and recognition.</p> <p>It was noted that new internal locks had been put in for safeguarding purposes. A reading space has been made available and Amanda will speak to Yvonne about coming in to read with the children.</p> <p>Governors asked what impact this new approach was having. The staff governor noted that there was already a very positive impact with more positive language being used and children raising their hands.</p> <p><i>Outcomes for pupils</i> The Headteacher noted that she was still reviewing the data. There were some concerns about the Y6 data – a cohort where there have been lots of changes and impacts. Writing is an area of concern across the school and like other schools in the Trust they are going to adopt the Jane Constantine writing approach.</p> <p>Governors explained that the results for last year's Y6 had been positive. Staff noted that they had received a lot of extra support to achieve those results and staff had moved around in the school to ensure they received the necessary interventions. It would be important to ensure that children are on track in the years leading up to Y6.</p> <p>There will be further analysis of data against the national picture and looking at books to see what children are achieving. It will be important to develop an approach which builds skills, knowledge and experience all the way through school.</p> <p>Governors asked about the SRMA checklist and it was confirmed that this was now completed at Trust level.</p> <p><i>Pupil Premium</i> The Headteacher explained that the school's latest Pupil Premium report was not in the correct DfE format and needed to be evaluated. She had been unable to find detail of how funding has been committed or when it was last evaluated.</p> <p>Governors were concerned as they had reviewed previous reports. They asked for clarity about how this would fit with the link governance roles going forward.</p>	
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	<p>CC agreed to speak with the Headteacher about the information she had previously received about pupil premium.</p> <p>The Headteacher noted that she was also investigating how PE Premium funding had previously been spent noting that it was not possible to spend these funds on staff, but rather on upskilling staff, coaching and sports equipment. A plan will be put in place to demonstrate how it has and will be spent.</p> <p><i>PPA Cover</i> The Headteacher explained that as an Academy the governors could now decide that the HLTA could cover lessons in the absence of a teacher. The governors agreed to allow this arrangement to continue for the rest of the academic year, but to review moving forward.</p> <p><i>Health and Safety</i> There were some concerns about the security of the junior site. A CIF bid had been made to upgrade the security on the site, however, there were no outcomes from the funding application.</p> <p>£16k had been added into school budgets from the DfE supplementary grant to make energy efficiencies. Some money had been allocated within the budget for building work to make a Thrive room.</p> <p><i>Vision and distinctiveness</i> The Headteacher explained that the staff survey had shown that the school vision and ethos was not well known by staff. There would be a training day on 17th April to revisit the vision and ethos with the Diocese. Governors will be invited.</p> <p>A parent partnership survey had been issued and 110 responses were received with some interesting and honest comments. Key themes included home/school communication, SEND, and behaviour, the website and after school clubs.</p> <p>The Headteacher would plan an open forum for parents and link this with a school vision re-launch. This will be an opportunity to share key information and positive messages with parents.</p> <p>RESOLVED to accept the School Development Plan update.</p>	Headteacher
10.	<p>Budget update</p> <p>The Chair explained that the updated budget showed a £26k surplus. The position was not as strong as previously calculated as the budget was based on stronger nursery numbers. Governors discussed what could be done to improve the marketing of nursery places to potential parents. Governors asked whether the reduction in numbers was linked to the nursery changing</p>	



	<p>the flexibility of the offer.</p> <p>Governors noted that the after school clubs did not offer the hours which were available to working parents in other settings. It was noted that the financial viability of the nursery would need to be under regular review. Governors suggested that the Requires Improvement status of the infants and nursery might have contributed to a fall in numbers. They noted that more could be done to promote the fact that the nursery staff were highly qualified.</p> <p>In light of parents' feedback on the website the Headteacher would look to develop a Twitter and social media presence in line with most other schools. It was noted that 'Stray Ferret' might be a useful place to share news stories.</p> <p>The website improvements will include the addition of a class page.</p> <p>Governors asked about whether the use of 0.5 teacher in Y6 offering alternative provision to 8 children was working. Staff explained that it had not been possible to return them to their classes full-time and some of these children have EHCPs and are awaiting an alternative provision place outside of the school.</p> <p>The longer-term budget is being closely monitored by the Trust and will ensure that proposed changes are affordable.</p> <p>RESOLVED to note the budget update.</p>	
<p>11.</p>	<p>Leadership structure</p> <p>This item had been covered under the Headteacher's Report.</p>	
<p>12.</p>	<p>Link Monitoring Activity</p> <ul style="list-style-type: none"> a) Link monitoring reports b) Feedback from link monitoring forums <p>Governors offered feedback from the link governance sessions and noted that not everyone attending was in the same place and felt that most of what was raised had been covered already.</p> <p>The finance session had been useful. Some governors had said that the transition to the Trust had been easy.</p> <p>Adam's report had been circulated. His link governance visit had been focused on meeting the new Headteacher and seeing how she was doing.</p>	
<p>13.</p>	<p>Quality Assurance reporting</p> <ul style="list-style-type: none"> a) Early Excellence report b) SEND review report <p>These documents had been circulated.</p>	



	RESOLVED to note and accept the circulated Early Excellence report and SEND review report.	
14.	School risk register Governors noted that they would need to consider the school risks and develop a risk register in time that would allow it to identify and monitor its risks.	
15.	School policies The Headteacher shared the spreadsheet of the school policies which required updating.	
16.	Updated Trust Policies – to note a) Staff Handbook RESOLVED to note the Trust’s staff handbook as pre-circulated.	
17.	Chair of LAC’s correspondence The Chair had not received any correspondence to report.	
18.	Any other URGENT business previously approved by the Chair No urgent other business was raised.	
19.	Items for consideration at the next meeting No items for consideration were raised	
20.	Approval of documents for inspection RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes. The discussion regarding staffing would be kept as a confidential minute. The Chair thanked Laura Cardin for her time as governor if she determined that this was her last meeting.	
21.	Date and time of future meetings <ul style="list-style-type: none"> • 28th June 2023 6.00pm 	
22.	Closing prayer With their being no further business, the meeting closed at 8.20pm.	

APPROVED by THE LOCAL ACADEMY COUNCIL of FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS

Signature (Chair): _____

Name: _____

Date: _____