



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

**Minutes of the Meeting of the Local Academy Committee  
held at 7.00pm on 2<sup>nd</sup> November 2022**

**MEETING SUMMARY**

**RESOLVED**

- that Richard Grime be appointed as the Chair to the **FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS** Local Academy Council for the 2022/23 academic year.
- that Adam Kitching and Debbie Pitt be appointed as the Vice-Chair to the **FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS** Local Academy Council for the 2022/23 academic year.
- to note that the interests declared by DP and AK.
- that the Compliance reporting, Governance Overview and Statutory updates information be received and noted.
- to **APPROVE** the minutes of the **FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS** LAC meetings held on 14<sup>th</sup> July 16<sup>th</sup> August, and 19<sup>th</sup> September 2022.
- that the **Headteacher's Report, External support reports, SIP and Budget update** information be received and noted.
- that governors were content with the Pay Policy and that the HT would now disseminate this to all staff.
- that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.

**ACTIONS**

1. It was agreed that the HT would share the ICFP budget metrics with DP.
2. Governors agreed to move the start time of the meetings to 6pm.

HT/DP  
Clerk



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FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS**

**Minutes of the Meeting of the Local Academy Committee  
held at 7.00pm on 2<sup>nd</sup> November 2022**

<b>In attendance:</b>	Richard Grime Caroline Chadwick Yvonne Burton Revd. Chris Butler Laura Cardin Adam Kitching Sarah Lees Helen Little Debbie Pitt Helen Appleton Jenny Langley
<b>Also in attendance:</b>	<b>Ruth Callaghan Governance Clerk, Berry Education</b>

<b><u>Agenda Item</u></b>	<b><u>Description of Discussion</u></b>	<b><u>Action</u></b>
<b>1.</b>	<p><b>Welcome and Opening Prayer</b> The Chair opened the meeting at 7.00pm, welcoming those present.</p> <p>Revd. Butler led governors in an opening prayer.</p>	
<b>2.</b>	<p><b>Confirmation of quorum and apologies for absence</b> The Clerk confirmed that the meeting was quorate with more than three Governors present, noting that the quorum for a meeting of the <b>FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS LAC</b>, 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 were no apologies for absence. Hazel Willis had been contacted to confirm her attendance, but there had been no reply.</p> <p>The HT noted that there was one vacancy for parent governor.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note



<p><b>3.</b></p>	<p><b>Appointment of the Chair to the Local Academy Council for the 2022/23 academic year</b></p> <p>The Clerk confirmed to Governors that it is a requirement for the LAC to elect a chairperson at the beginning of each academic year.</p> <p>Unanimous nominations were received for the appointment of Richard Grime to the role of Chair to the LAC.</p> <p><b>RESOLVED</b> that Richard Grime be appointed as the Chair to the <b>FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS</b> Local Academy Council for the 2022/23 academic year.</p>	<p>All to note</p>
<p><b>4.</b></p>	<p><b>Appointment of the Vice-Chair to the Local Governing Body for the 2022/23 academic year</b></p> <p>The Clerk confirmed to Governors that it is a requirement for the LAC to elect a Vice-Chairperson at the beginning of each academic year.</p> <p>It was agreed that due to personal commitments CC would step down from the role of joint Vice-Chair. The Chair thanked her for her hard work and support for the governing body and the school.</p> <p>Unanimous nominations were received for the appointment of Adam Kitching and Debbie Pitt to the role of Vice-Chair to the <b>FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS</b>.</p> <p><b>RESOLVED</b> that Adam Kitching and Debbie Pitt be appointed as the Vice-Chair to the <b>FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS</b> Local Academy Council for the 2022/23 academic year.</p>	<p>All to note</p>
<p><b>5.</b></p>	<p><b>Any other URGENT business approved by the Chair for discussion</b></p> <p>It was noted that there was to be a discussion about the budget and staffing under any other business.</p>	
<p><b>6.</b></p>	<p><b>Declaration of interests</b></p> <ul style="list-style-type: none"> <li>● <b>to declare any business, personal or pecuniary interests in any matters arising from the agenda of the current meeting</b></li> </ul> <p>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.</p> <p>DP reminded governors that she was the School Business Manager at Grove Road school where the current Deputy Head is seconded from. AK reminded governors that his wife is a teacher at the school.</p> <p><b>RESOLVED</b> to note that the interests declared by DP and AK.</p>	<p>All to note</p>



<p>7.</p>	<p><b>Compliance reporting</b></p> <ul style="list-style-type: none"> <li>a) <b>TrustGov platform</b> <ul style="list-style-type: none"> <li>i) <b>Annual declarations of interest</b></li> <li>ii) <b>Non-disqualification confirmation</b></li> </ul> </li> <li>b) <b>Cyber Security Training confirmation</b></li> <li>c) <b>Governance Code of Conduct</b></li> <li>d) <b>Publication of statutory governance information</b> <ul style="list-style-type: none"> <li>i) <b>GIAS</b></li> <li>ii) <b>School website – governance information</b></li> </ul> </li> </ul> <p>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.</p> <p>LAC Members indicated they were agreeable to receiving e-mails to enable them to create their individual profiles on the TrustGov platform and manage the compliance aspect of their governance role via the platform moving forward.</p> <p>The clerk agreed to forward the link for the cybersecurity training to governors to complete.</p> <p>The HT to update the website once the link governor roles were agreed.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	<p>All to note</p>
<p>8.</p>	<p><b>Meetings of the Local Academy Council</b></p> <ul style="list-style-type: none"> <li>a) <b>approval of Minutes from the previous meeting held on 14<sup>th</sup> July, 16<sup>th</sup> August, and 19<sup>th</sup> September 2022.</b></li> <li>b) <b>review of actions</b></li> <li>c) <b>matters arising</b></li> </ul> <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>The following updates were provided on previous actions:</p> <ul style="list-style-type: none"> <li>• Staff were thanked on behalf of the governing body at the end of the summer term.</li> <li>• Governors had been contacted before the meeting about possible link governor roles.</li> <li>• The summary paper had been added onto the website.</li> <li>• The formal meeting on 16<sup>th</sup> August had taken place to resolve to join LDLT. Governors noted that they approved those specific minutes.</li> </ul> <p><b>RESOLVED</b> to <b>APPROVE</b> the minutes of the <b>FEDERATION OF HOLY TRINITY</b></p>	



	<p><b>CHURCH OF ENGLAND SCHOOLS</b> LAC meetings held on 14<sup>th</sup> July, 16<sup>th</sup> August, and 19<sup>th</sup> September 2022.</p>	All to note														
9.	<p><b>Governance Overview</b></p> <ul style="list-style-type: none"> <li>a) <b>LDLT introduction to governance</b> <ul style="list-style-type: none"> <li>a. <b>Scheme of Delegation</b></li> </ul> </li> <li>b) <b>Membership, terms of office and vacancies</b></li> <li>c) <b>Training &amp; Development</b> <ul style="list-style-type: none"> <li>i) <b>Governance induction schedule</b></li> <li>ii) <b>Requests</b></li> </ul> </li> <li>d) <b>Link roles 2022-23</b></li> <li>e) <b>Chairs briefing</b></li> </ul> <p>Governors had already been approached regarding link governor roles. Following some further discussion, the following roles were agreed.</p> <table border="1" data-bbox="391 907 1273 1176"> <tr> <td>Chair</td> <td>Richard Grime</td> </tr> <tr> <td>Safeguarding</td> <td>Chris Butler</td> </tr> <tr> <td>Quality of Education</td> <td>Jenny Frost, Caroline Chadwick</td> </tr> <tr> <td>Vulnerable Learners</td> <td>Helen Little, Laura Cardin</td> </tr> <tr> <td>Finance and Resources</td> <td>Adam Kitching, Debbie Pitt</td> </tr> <tr> <td>Wellbeing</td> <td>Adam Kitching</td> </tr> <tr> <td>Vision and Distinctiveness</td> <td>Richard Grime, Yvonne Burton</td> </tr> </table> <p>The clerk set out the roles and responsibilities of link governors as set out in the Trust's Governance Overview document.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	Chair	Richard Grime	Safeguarding	Chris Butler	Quality of Education	Jenny Frost, Caroline Chadwick	Vulnerable Learners	Helen Little, Laura Cardin	Finance and Resources	Adam Kitching, Debbie Pitt	Wellbeing	Adam Kitching	Vision and Distinctiveness	Richard Grime, Yvonne Burton	All to note
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10.	<p><b>Statutory updates</b></p> <ul style="list-style-type: none"> <li>a) <a href="#">Keeping Children Safe in Education (KCSIE) 2022</a></li> <li>b) <a href="#">Academy Trust Handbook 2022</a></li> <li>c) <a href="#">Suspension and Permanent Exclusion guidance - September 2022</a></li> </ul> <p>The Clerk referred to the updated statutory guidance, for Governors to note and requesting that Governors confirm they have received, read, and understood KCSIE Part 1 (as a minimum) via the TrustGov platform.</p> <p>The HT explained some of the new additions in the 2022 version of KCSIE. She noted the training that staff had received and that safeguarding issues were relayed to staff weekly and that governors would receive regular updates on safeguarding through the HT report.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note														



<p><b>11.</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher highlighted the following points:</p> <p><i>Trust conversion process</i></p> <ul style="list-style-type: none"> <li>• There had been a significant amount of work with the Trust to inspect the finances and improve the process for banking. The school had received valuable support from Leanne Noone the Trust's CFO. The new payroll was up and running, however there had been an issue with the September payroll as NYCC had not processed the contract change before conversion, this problem had now been resolved.</li> <li>• The HT reported that NYCC had also unexpectedly cancelled the staff absence scheme on conversion.</li> <li>• The HT noted that there was now a process of giving notice on existing contracts held with NYCC then the Trust would determine the best way to secure outsourced provision for schools across the Trust.</li> <li>• The HT noted that the transition had been smooth and had already received support, challenge and benefited from shared practice. The SEND and EYFS networks were being established and there was a priority for the Trust to spend money on school improvement in these two areas.</li> <li>• The HT noted that the school would not be opting into the proposed Trust training on Thrive as this is not in the School Development Plan then this decision has been discussed with Sue Sanderson (the new Headteacher who will start in January 2023).</li> <li>• Governors asked about the Thrive programme. The HT explained that this is a programme of common language and approaches with children with Social, Emotional, Mental Health (SEMH) challenges. It provides a common language to help children regulate their behaviour throughout the day. She noted that some of the practices already in place at the school are very similar to the Thrive approach.</li> <li>• A governor noted that it seemed a shame that the school would not benefit from the training being offered by the Trust to other schools. However, it was noted that this would be of greater concern if the school did not have robust processes in place for SEMH children. This strength had been specifically noted within the due diligence process.</li> <li>• EYFS – all schools were receiving a review from Early Excellence, who also offer support and training. They will be in the school on 17<sup>th</sup> December and in for another half day in the Spring term and will assess progress between the two visits.</li> <li>• The next Trust network event will be looking at curriculum.</li> <li>• Governors asked the HT about her experience so far within the Trust compared with the Local Authority. She noted that it was much easier to get an answer from people. However, she was aware that the central team is currently small. The school received a visit in its first 10 days within the Trust to 'stress test' its School Development Plan. This included Simone Bennett and Jen from the Diocese. The school also still has access to Darren as Diocesan advisor.</li> </ul>	
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- The staff governor was asked whether it felt different, and she explained that it didn't although the quality of training was better, and staff were feeling empowered after the Trust training sessions. That training is delivered by specialists and not generalists. It was noted that this training was being financed using TCaF funding rather than the top-slice. This funding source can be used for training, but not for new staff.
- The HT reported that the Trust was working on the next hub of schools to join the Trust in September 2023.

*EAL*

- Governors noted that the data showed a sudden spike in the number of pupils with English as an additional language (EAL) with 17 languages being spoken in the school. It was noted that it would be useful for governors to understand the funding that this is attracting. The HT noted that the needs of these children and how to address it was discussed earlier that day at the staff meeting. She noted that it was important for EAL not to be viewed as SEN.
- Governors asked about the relationships between staff and the parents of EAL children. It was reported that different techniques are deployed to communicate with these parents. Although it was noted that sometimes the nuances are lost in this form of communication.
- There is a need to have skills among staff to help with referrals and pathways for EAL children and to differentiate if their needs are not just the language difference.

*Attendance*

- The HT explained that a small number of absences shows as a high percentage at this early stage in the academic year. The school has tracked its attendance data against national averages.
- The school has contacted the parents of children who had poor attendance at the end of the last academic year to explain that their attendance is being monitored. The parents of children with particular patterns of absence were also written to.
- Staff are keeping records of the measures that are taken to improve the attendance of each child. The HT noted that some parents had been surprised that these interventions were being made.

*Behaviour*

- There had been a fixed term suspension of 1.5 days for one child relating to one incident. The child had started in September, and it had been difficult to get the information from their previous school. It had become apparent that there had been issues at the previous school. On the day of the suspension the child was not safe to remain in school. Parents had attended a meeting at school and a plan has been put in place including applying for emergency funding to support the child. The child had not been on the SEND register when joining the school. A 6-week reintegration plan is in place.



	<p><i>Staffing</i></p> <ul style="list-style-type: none"> <li>The inclusion support has left and is not being replaced. This role was separate to the pastoral role. Governors asked whether the SENCO role would be deliverable given this change. The HT and Chair explained that this would be discussed under the budget agenda item.</li> </ul> <p><b>RESOLVED</b> that the information be received and noted.</p>	
<p><b>12.</b></p>	<p><b>External support reports</b></p> <p>The HT explained that the school had received a SIAMs visit. She thanked governors for their time with the inspector. The feedback did note some actions for the school, but the report sets out lots of things that the school are doing well.</p> <p>The Chair thanked the HT for her work and a good report noting that there were some strong findings about good practice in the school.</p> <p>Governors noted that the findings on collective worship didn't fully reflect the strength of this within the school.</p> <p>It was noted that the inspection had focused on the role of governors in improving practice. Governors noted that monitoring the measures around spirituality was difficult.</p> <p>The HT noted that it was clear that the ethos of the school was well aligned with the Trust.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	
<p><b>13.</b></p>	<p><b>SIP</b></p> <p>The HT noted that she had been moving the school forward while acting as Head in this interim period. Governors thanked her for her work in this area. She raised the following points in relation to school improvement:</p> <ul style="list-style-type: none"> <li>The Trust's visit to 'stress test' the School Development Plan had been both challenging and worthwhile.</li> <li>This year the focus would be on 'active participation'.</li> <li>The newest set of KS1 results show an improvement in pupil achievement.</li> <li>There would be a 5-term grace period for the school in which Ofsted would not visit. This is a standards exemption when maintained schools join a Trust.</li> </ul> <p><b>RESOLVED</b> that the information be received and noted.</p>	





<p><b>14.</b></p>	<p><b>Budget update</b></p> <p>The HT reported on the overall budget position noting that it had been challenging for LDLT to move everything across from NYCC. Whilst a surplus budget had previously been presented to the school several factors including the unfunded pay increases and rapidly increasing energy costs meant that the budget now showed a significant deficit. The Trust would be providing regular updates.</p> <p>Class reductions have already been implemented to tackle the deficit.</p> <p>The HT noted that while the picture is not positive for the school there is a confidence in the Trust's CFO to help work out these issues. One of the key challenges is that the amount of funding coming into the school is low. When looking at the budget benchmarking all areas score as green apart from the bottom-line which scores as red. The CFO wishes to examine this further. It was agreed that the HT would share the ICFP budget metrics with DP.</p> <p>Governors held a confidential discussion about staffing and the budget. DP left the meeting for this discussion.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	<p><u>HT/DP</u></p>
<p><b>15.</b></p>	<p><b>School specific items</b></p> <p>There were no further school specific items.</p>	
<p><b>16.</b></p>	<p><b>Teachers' performance management and pay review</b></p> <p>The HT reported that the performance management process had been completed and pay progressions had already been discussed and approved.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	<p>All to note</p>
<p><b>17.</b></p>	<p><b>School Policies – for review and approval</b></p> <p><b>RESOLVED</b> to approve the Child Protection Policy and the Exclusion policy. Governors approved the Child Protection.</p>	
<p><b>18.</b></p>	<p><b>Updated Trust Policies – to note (attached)</b></p> <ul style="list-style-type: none"> <li>a) Finance policy</li> <li>b) Staff Expenses Policy</li> <li>c) Revised Finance Policy</li> <li>d) Effectively Managing Related Party Transactions Policy</li> <li>e) Directors and Governors Expenses Policy</li> </ul>	



	<p>f) Pay Policy</p> <p>Governors noted that most of the policies were easy to understand, however the Finance Policy was difficult for a lay person to understand.</p> <p><b>RESOLVED</b> that governors were content with the Pay Policy and that the HT would now disseminate this to all staff.</p>	
19.	<p><b>Chair of LAC's correspondence</b></p> <p>The Chair had not received any correspondence to report.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note
20.	<p><b>Any other URGENT business previously approved by the Chair</b></p> <p>No urgent other business was raised.</p>	
21.	<p><b>Items for consideration at the next meeting</b></p> <ul style="list-style-type: none"> <li>• Schools Financial Value Standard and assurance statement (deadline 31<sup>st</sup> March 2023)</li> <li>• Safeguarding audit</li> </ul>	
22.	<p><b>Approval of documents for inspection</b></p> <p><b>RESOLVED</b> that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.</p>	All to note
23.	<p><b>Date and time of future meetings</b></p> <ul style="list-style-type: none"> <li>• 22nd February 2023</li> <li>• 28th June 2023</li> </ul> <p>Governors agreed to move the start time of the meetings to 6pm.</p>	
24.	<p><b>Closing prayer</b></p> <p>With their being no further business, the meeting closed at 9.33pm with a prayer.</p>	

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

Signature (Chair): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_