



Local Academy Council Meeting
 The Federation of Holy Trinity Schools
Thursday 5th September – 18:00 - 19:30
Location: Holy Trinity School



ATTENDANCE:

Attendance	Also in Attendance	Apologies
Adam Kitching	Zara Satariano (Office Manager)	Chris Butler
Debbie Pitt	Amanda Bell-Walker (Deputy Head)	Tim Scholes
Sue Sanderson	Richard Noake (CEO) for Item 10	Absent
Yvonne Burton	Lucy Keane (Governance and Compliance Officer)	Suresh Krishnan
Richard Hajjawi	Lisa Coghlan (Clerk)	
Claire Miller		
Sarah Lees		

ACTIONS FROM THIS MEETING:

Item	Action	Delegate	Timescale
8.	LAC to consider how best to use the KS2 site during school holidays to generate income.	All in attendance	Update at next meeting
9.	ABW to attend future meeting to give update on strategies being used to improve Y6 SATS results	ABW	Update at next meeting
9.	Job evaluation for Office Manager to ensure job description matches the role being performed.	SS/DP/ZS	Update at next meeting
10.	RN to communicate with Local Authority, decision made under item 11 (see separate document).	RN	Update at next meeting
11.	SS to email LAC members confirmation of their current roles within the LAC.	SS	30.09.24
11.	LC to publish links to governor training on Governor Hub and ensure when any emails sent out that all LAC members have responded. LC to ensure all LAC members are able to access Governor Hub.	LC	30.09.24
11.	All LAC members to attend online Safeguarding training on either 26 th September or 2 nd October 2024 at 6pm.	All LAC Members	02.10.24

Quoracy

The clerk confirmed that the meeting was quorate with a minimum of three governors, or any one third (rounded up to a whole number) and that any vote on any matter thereat, shall be accepted on behalf of the board.

1. WELCOME AND OPENING PRAYER

The chair opened the meeting at 18.00, welcoming those present.

YB led in an opening prayer.

2. APOLOGIES FOR ABSENCE

Apologies were sent and accepted from Chris Butler and Tim Scholes.

3. APPOINT THE CHAIR OF THE LAC FOR 24/25

The council voted for AK to remain as Chair of the LAC for 2024/25.

4. APPOINT THE VICE CHAIR OF THE LAC FOR 24/25

The council voted for DP to remain as Vice Chair of the LAC for 2024/25.

5. DECLARATIONS OF BUSINESS OR PERSONAL INTEREST

Chair advised that governors must complete their Declarations of Interest on the Governor Hub.

6. ANY ITEMS OF URGENT BUSINESS

The headteacher welcomed LC who is the new LDLT Clerk for the Ripon area.

7. APPROVAL OF THE PREVIOUS MINUTES

The minutes of the previous meeting were agreed as a true record.

a. Actions from previous meetings

Item	Action	Delegate	Update
1	The LAC to set up a working group consisting of AK, DP, the SLT and the CEO to investigate PAN reduction/pupil numbers and the possibility of combining the two schools onto one site to being with an inspection of both sites.	AK, DP, SLT & CEO	Meeting held and update to be given under Item 11
2	The Office Manager to help YB access the supporting documentation.	ZS	A new governor portal has been introduced for September 2024. Governor Hub is much more user friendly than Trust Gov. Office Manager and Clerk will ensure YB is able to access Governor Hub.

8. SCHOOL IMPROVEMENT PLAN - 2024-2025 KEY PRIORITIES

The headteacher confirmed that the 2024-25 SIP is currently a work in progress. LDLT have provided a new format giving schools 4 objectives that align to LDLT.

1. To ensure the Federation of Holy Trinity Church of England Schools lives out their foundation as a Church school, ensuring everyone flourishes.
2. To support teaching and learning
3. To ensure long term sustainability and effective budget management
4. To pro-actively promote the school ensuring positive relationships with all stakeholders.

The headteacher asked governors to reflect on information given during the previous meeting and asked for suggestions towards achieving the new objectives to be written on post it notes which would be collected at the end of the meeting.

Governor Line of Enquiry

Governors: Could the KS2 site be used for holiday activities for local children to generate extra income for school and create additional activity places for local children. The governors noted that the governments FEAST scheme did not provide sufficient activities for children in the Ripon area. Governors suggested collaborations may be possible with Holy Trinity Church and 21 Engineers.

Headteacher: The headteacher is happy to consider this going forward. Major work at the KS2 site over the last few years has prevented school from being able to use the premises for holiday clubs but going forward this would be a good way to generate more income for school and ensure more activities for local children.

9. HEADTEACHER REPORT (Verbal)

The headteacher gave a verbal update, informing governors of the recent changes in school.

Building work has taken place over the holiday at KS2. Immersion heaters were removed and new radiators installed in classrooms. This will enable to school to make huge financial savings.

At the Infant School there has been significant movement of classes to make the premises work due to the lower number of children in school. It has become clear that the damp at the Infant school needs significant investment to fix.

Three new members of staff have joined the team this week including 2 new teachers who are both ECTs but are confident, positive and are settling in well.

Hutchison's have taken over as the school's catering supplier. New menus have been well received by parents, in particular the introduction of a new sandwich option at both schools. Work is ongoing to increase hot meal uptake and school are actively encouraging parents to apply for free school meals.

Premier Support Services has been employed as a cleaning company across the Trust. Whilst there have been some teething problems and a high turnover of staff, the school has a good relationship with their line manager and concerns have been dealt with successfully.

Both schools have seen a very positive and calm start to the school year and the headteacher asked governors to note that this reflects the hard work of staff last year.

Whilst KS2 is currently at 92% capacity, the infant school is at 61%. Low numbers in nursery and only 36 children enrolling into the reception this year, has made it necessary to amalgamate nursery and reception into one unit which is now in the previous reception and year 1 building.

The new SENCO (Jane Penny) is now in place and is working 3 days per week. Extra support for the SENCO is also being provided by Clennell and the Local Authority. The school is struggling with high SEN numbers and low EHCP approvals but there is more funding expected through pending EHCPs and the headteacher is confident that the school is moving in the right direction. School is already seeing a significant change in parental engagement. Initial feedback from parents is very positive and many parents already know the SENCO as she has worked as a teacher at Holy Trinity for many years.

Governor Line of Enquiry
Governors: Governor asked what EHCP stands for.
Headteacher: An EHCP is an Educational Health Care Plan which sets out what a child needs within the school environment such as physiotherapy, certain interventions and this determines the funding that school will receive.

17% of children in school have English as an additional language. This gives both schools an excellent opportunity to celebrate their diversity.

The DfE has introduced a new attendance strategy. The whole school attendance for last year was positive – Infants 94% and Juniors 95%. At the end of the summer term all children with 100% attendance for the academic year were given a certificate and their achievement acknowledged. There is however still room for improvement and as such the headteacher and office manager will be working closely with any families who are struggling. In the absence of the Pastoral Support role this year, the office manager will be monitoring attendance and working with families to create attendance targets and part time timetables where necessary. The officer manager will also be issuing penalty notices for absences, where appropriate. The soft start at both schools has been very successful but further work is needed with families who are struggling to get their children to school on time and this will be addressed at the start of the Autumn term.

Both trained Thrive practitioners have now left the school. The Director of School Effectiveness (Mark Foster) is currently looking to see if any funding can be sourced to train more practitioners.

The office manager was asked to leave the room.

The headteacher asked the governors to consider increasing the office manager's hours from 33.5 to 37 hours per week. This would be an annual cost of around £3,000. Whilst the office manager has a strong admin team behind her, she has taken on a significant additional workload around attendance, site management and data analysis which means more hours are needed for her to complete the work.

Governor Line of Enquiry

Governors: Governors asked if the headteacher is sure that the Office Manager job description covers these additional roles or should the role be renamed School Business Manager.

Headteacher: The headteacher is happy work with Debbie Pitt and the Office Manager to evaluate the job description.

Governors approved the increase in hours and it was agreed that the Office Manager job description would be evaluated outside of the LAC meeting.

The Office Manager was invited back into the room. The headteacher confirmed that there had been a challenge around the office manager role and this would be discussed in a separate meeting so that the job description matches the role being performed by the Office Manager.

The Infant School is due a SIAMS inspection in the Autumn term. Jo Dobbs, headteacher at Dacre Braithwaite School is a trained SIAMs inspector and will be coming to work with the headteacher next week.

The headteacher gave an update on the changes being introduced by Ofsted. Mark Foster (Director of School Effectiveness) visited both sites this week and conducted an impromptu walk around. He noted positive progress at both schools. The headteacher is confident that KS1 would now be judged as good in all areas. Unfortunately at KS2 the quality of education cannot be judged as good due to poor Y6 SATS data in 2023-24. There is concern that the current Y6 cohort has a high number of SEN children and EHCPs so ABW will be implementing strategies within Year 6 to ensure the data improves this year. ABW will be attending the next LAC meeting to update the group and will be asking for challenge from the governors.

Governor Line of Enquiry

Governors: If the focus is on Y6, will this affect the other year groups?

Headteacher: SLT will ensure that the strategies are employed throughout all year groups to ensure the quality of education improves throughout the school.

10. SCHOOL SPECIFIC ITEMS

- a. PAN (see separate document)
- b. Amalgamation (see separate document).

11. GOVERNANCE AND GOVERNOR COMPLIANCE

a. Allocation of Link Governor Roles

It was agreed that current Link Governor Roles will remain the same.

Chair	Adam Kitching
Safeguarding	Chris Butler
Finance and Resources	Debbie Pitt
Quality of Education and Vision and distinctiveness	Yvonne Burton
Wellbeing and Vulnerable Learners	Richard Hajjawi

The headteacher asked if any governors would take on the following additional roles:

- Sports Premium Monitoring – RH agreed to take on this role
- Pupil Premium Monitoring – TS has been given this role provisionally. This will be confirmed at the next meeting.
- Music Development Plan – AK agreed to take on this role.

The headteacher will send out a full list of governor roles to the LAC after the meeting.

b. GovernorHub

- i. Annual Declaration of Interest

The Clerk introduced the new Governor Hub portal explaining that each governor should have received a link to the portal. Governors asked to sign in and complete their annual declaration of interest on the portal.

c. Training

Governors are required to complete their annual Safeguarding, Prevent and Cyber Security training. The Clerk will put links to the training onto Governor Hub. The online Clennell safeguarding training will take place on 26th September and 2nd October at 6pm. Governors agreed that they would log on at home and did not need to come into school to access the training session as a team.

d. Governance Code of Conduct

The Code of Conduct was circulated as a paper for this meeting. Once approved by the board of directors, this will be on GovernorHub to be signed by all LAC members. LAC members made aware they are invited to comment on this document.

e. LAC Terms of Reference

The LAC Terms of Reference was circulated as an additional paper. This will be approved by the board of directors. LAC members made aware they are invited to comment before the document is approved.

f. Publication of Statutory governance information

i. GIAS

The Governance and Compliance Officer will liaise with school over the coming weeks to ensure the GIAS information is correct.

ii. School Website

The Governance and Compliance Officer will liaise with school over the coming weeks to ensure the GIAS information is correct.

12. POLICIES

i. Child Protection Policy 2024 2025

The headteacher confirmed the school's Child Protection Policy for 2024-25 has been updated. A copy was circulated to governors with the agenda.

Governor Line of Enquiry

Governors approved the Safeguarding and Child Protection policy.

13. ANY FURTHER BUSINESS

No items were brought to the meeting.

14. CONFIDENTIALITY

a. **Reminder of confidentiality at all meetings**

The Chair reminded all attendees that anything discussed in the LAC meetings was to be treated as highly confidential.

b. **Any confidential items to be stored in a part two of these minutes**

The discussion of Item 10 will be stored as a separate document and not published in the public domain.

15. DATES OF FUTURE MEETINGS

Term	Date & Time	Location
Autumn 2	Wednesday 16 th October at 5:30pm	KS2 Site
Spring		
Summer		

There being no further business, the meeting closed at 20.06.