



Local Academy Council Meeting
The Federation of Holy Trinity Schools
Wednesday 16th October 2024 – 17:30 – 18:15
Location: Holy Trinity School



ATTENDANCE:

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

ACTIONS FROM THIS MEETING:

Item	Action	Delegate	Timescale
5.	LAC to consider how best to use the KS2 site during school holidays to generate income.	All in attendance	Carried forward to November meeting.
5.	ABW to attend future meeting to give update on strategies being used to improve Y6 SATS results	ABW	Carried forward to November meeting.
7.	Any governors who do not have access to Clennell to contact the Clerk, who will ensure login details are sent out.	LC	30.11.24

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 17.35, welcoming those present.

CB led in an opening prayer.

2. APOLOGIES FOR ABSENCE

Apologies were sent and accepted from Yvonne Burton, Richard Hajjawi, Sarah Lees, Claire Miller and Debbie Pitt.

3. DECLARATIONS OF BUSINESS OR PERSONAL INTEREST

No declarations of interest were made for any items on the meeting agenda.

4. ANY ITEMS OF URGENT BUSINESS

There were no items of urgent business.

5. 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
8.	LAC to consider how best to use the KS2 site during school holidays to generate income.	All in attendance	Carried forward to November meeting.
9.	ABW to attend future meeting to give update on strategies being used to improve Y6 SATS results	ABW	Carried forward to November meeting.
9.	Job evaluation for Office Manager to ensure job description matches the role being performed.	SS/DP/ZS	Discussed under item 9.
10.	RN to communicate with Local Authority, decision made under item 11 (see separate document).	RN	A working group consisting of RN, SS, AK and ZS to discuss updates at a separate working group and will report back to the November LAC meeting.
11.	SS to email LAC members confirmation of their current roles within the LAC.	SS	FHTCES LAC Roles 24-25 document was circulated with the agenda.
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	All LAC members are now able to access Governor Hub and Google Drive except SK. ZS will ensure SK can access Google Drive and LC to resend Governor Hub invitation.
11.	All LAC members to attend online Safeguarding training on either 26 th September or 2 nd October 2024 at 6pm.	All LAC Members	All governors except SK have attended the safeguarding training.

6. SCHOOL IMPROVEMENT PLAN - 2024-2025 KEY PRIORITIES

The headteacher reminded the LAC that the trust has provided a new format for the 2024-25 SIP which gives all LDLT schools the same 4 priorities.

1. ***To ensure the Federation of Holy Trinity Church of England Schools lives out their foundation as a Church school, ensuring everyone flourishes.***

The headteacher confirmed high priorities this year include the school vision, the curriculum and attendance. A new RE syllabus is being introduced with help from Darren Dudman (School Advisor).

At the end of the autumn term the monitoring sheet on the SIP (circulated with the agenda) will be colour coded. This will allow governors to monitor how priorities are progressing and challenge if necessary.

2. ***To support teaching and learning***

PDM activities are being held across the federation to secure understanding and expectations of teaching and learning. Staff are improving assessment strategies and a LDLT Working Party has been established to share good practice.

Mark Foster (Director of School Effectiveness) visited the Infant School on Friday 11th October and the feedback was very positive.

The deputy head (ABW) will be running a training day for staff on Friday 25th October. Governors are welcome to attend.

To improve the quality of teaching in maths, staff are moving away from Power Maths and instead White Rose Maths is being introduced across both schools. The maths subject leader, Jackie Griffiths, is working with the Maths Hub and will be sharing her learning with staff.

3. ***To ensure long term sustainability and effective budget management***

The headteacher was pleased to share the federation has been successful in securing further SEN funding due to EHCP requests from the summer term coming through.

4. ***To pro-actively promote the school ensuring positive relationships with all stakeholders.***

The headteacher explained that amongst other priorities, the federation will be looking at opportunities for staff, workload distribution and student initiatives such as

Pupil Governors and Worship Warriors. Parent workshops are also being arranged throughout the year.

The new SENCO (Jane Penny) has settled into her new role well. Feedback from parents has been very positive and she has already developed good relationships with parents of SEN children.

Governor Line of Enquiry

Governors: Are we seeing an improvement in school from this time last year regarding SLT time spent dealing with behaviour? How is the relationship with parents of children with SEN and behavioural needs?

Headteacher: Whilst there is frustration that SEN funding doesn't always support children having 1:1 teaching assistants, which can be difficult for classroom staff, the headteacher is happy that staff are building good relationships with both children and parents. Often frustration from parents is not with the school but with the local authority and other agencies. The headteacher reported that 3 parents have recently taken out mediation against the local authority. Unfortunately, it is often easier for parents to vent their frustration at school staff as they are the people they see frequently.

Governor Line of Enquiry

Governors: How is everything working with the delivery of the curriculum compared to last year?

Headteacher: The curriculum is now embedded and staff are able to revisit, audit and refine the work. Subject leaders are able to assess the work and are learning what works well and making it bespoke for Holy Trinity. The headteacher would like to see more staff monitoring visits but is struggling with the time and budget to release staff. Some of the regular supply teachers who were in school last year, have moved onto more permanent roles elsewhere and it can be unsettling for some children when new faces come in to teach their class.

Subject leader meetings are also being held across the trust.

Governor Line of Enquiry

Governors: RN asked how staff have responded to the School Improvement Plan.

Headteacher: The headteacher confirmed that the plan has been shared with all staff. English and maths leads plus the SENCO have all contributed to the SIP.

Governor Line of Enquiry

Governors: How many SEN children are in school?

Headteacher: At KS1 11% of children currently have a SEN need. 2 children have EHCPs and there are more still pending. 4 children are receiving top up funding.

At KS2 20% of children have a SEN need. 5 children have EHCPs and 39 children have a support plan. Support plans are managed on a system called Provision Map which both staff and parents have access to. The junior school receives top up funding for 6 children.

Governor Line of Enquiry

Governors: Are there any trends around attendance within the SEN cohort?

Headteacher: The office manager has created a new tracker which will enable the SLT to monitor attendance and identify patterns. Whilst it is too early in the academic year to see any significant trends for 2024-25, this report will make monitoring attendance much easier. Daily monitoring also takes place.

The headteacher reported a very positive start to the year for attendance. Last week 2 classes hit 99% attendance and 1 class attained 100%. As a reward for the class with 100% attendance, the children in Aire class voted to wear non-uniform on Friday 18th October.

School are now focusing on children who are arriving late. Y6 'Attendance Ambassadors' are being introduced who will monitor the 'Late Gate' with a member of staff.

The headteacher and office manager have attended Clennell attendance training. The training was very informative and Clennell has offered support and guidance whenever needed.

Governor Line of Enquiry

Governors: Will families of service children be penalised for taking time off when parents return from deployment?

Headteacher: The headteacher confirmed that whilst she cannot authorise all leave (except in exceptional circumstances), it is possible to mark the

absence as unauthorised and not send out a penalty notice to these parents.

7. SAFEGUARDING

The 'Safeguarding Report to the Governing Body' was circulated with the agenda identifying relevant safeguarding information for governors. This document will be updated each term and will enable governors to easily track trends and challenge if necessary.

The headteacher informed the LAC that Clennell offer various bite size training for all areas of safeguarding. Governors should already have login details for Clennell. Any governor who does not have access to Clennell to contact the clerk, who will ensure login details are sent out.

A safeguarding survey was sent out in September to all staff. This has identified areas where staff feel they need more training. Staff on the whole, do feel confident to deal with safeguarding issues. In the staff briefings emailed to staff each Friday, the headteacher offers guidance and links to specific safeguarding issues.

A number of staff are trained in physical restraint across both sites. Staff are encouraged to notify the SLT should any child's behaviour make them feel vulnerable.

8. POLICIES

- Attendance Policy
- Behaviour Policy
- Child Friendly Safeguarding Policy
- Collective Worship Policy
- Educational Visits Policy
- Exclusion Policy
- FHTCES LAC Roles Policy
- Governor Visit Policy
- Managing Low Level Concerns Policy
- Supporting Pupils with Medical Conditions

Governor Line of Enquiry

All the policies listed were ratified by the LAC. These policies will be uploaded onto the website and distributed to staff.

The headteacher will ensure the monitoring form in the Governor Visit Policy can be editable in both Word and Google Docs.

9. ANY FURTHER BUSINESS

Following a query at the previous LAC meeting around the whether the office manager's role should be re-categorised to School Business Manager, the headteacher confirmed a meeting had been held with Leanne Noone (CFO). The office manager's role has been

evaluated and it has been agreed that due to ZS not having a contributory impact on revenue and expenditure, or accountability for finance and estates, the role would remain as office manager.

Chris Butler will take on the role of Distinctive governor whilst YB is absent.

The 'FHTCES LAC Roles 2024' document was sent out with the agenda and highlights the roles and responsibilities of each governor. The Governor Visit Report was also circulated and should be used by governors completing monitoring visits. AK asked the group to note that whilst it can be intimidating coming into school for the first time to complete a monitoring visit, staff do appreciate the support.

10. 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**

No items of a confidential nature were discussed at the meeting.

11. DATES OF FUTURE MEETINGS

Term	Date & Time	Location
Autumn 3	Wednesday 27 th November 2024	KS2 Site
Spring		
Summer		

There being no further business, the meeting closed at 18.15.