



**Local Academy Council Meeting**  
The Federation of Holy Trinity Schools  
**Wednesday 27<sup>th</sup> November 2024 – 17:30 – 19:00**  
**Location: Holy Trinity School**



**ATTENDANCE:**

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

**ACTIONS FROM THIS MEETING:**

<b>Item</b>	<b>Action</b>	<b>Delegate</b>	<b>Timescale</b>
12.	The clerk will resend the link for the Skills Audit that must be completed by governors.	LC	20.12.24

**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 17.30 welcoming those present.

TS led in an opening prayer.

The Chair reported that Sarah Lees has formally resigned from her post as staff governor as of 27<sup>th</sup> November 2024 and noted his thanks to Sarah on behalf of the school. The LAC was delighted to welcome Carolyn Gomes who has been appointed to replace SL as staff governor.

Chris Butler will be leaving his role of governor at the end of December. The Chair thanked Chris for his enormous contribution to the Federation over the years and wished him well in his new parish.

**2. APOLOGIES FOR ABSENCE**

Apologies were sent and accepted from Yvonne Burton and Sarah Lees.

**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

<b>Item</b>	<b>Action</b>	<b>Delegate</b>	<b>Update</b>
5.	The LAC to consider how best to use the KS2 site during school holidays to generate income.	All in attendance	A local football club used the KS2 site to run a holiday club during October half term which generated additional income for the school. The KS2 site is currently awaiting CIF bids which if successful could mean the KS2 site is not available for external lettings during the summer holidays in 2025.
5.	ABW to attend future meeting to give update on strategies being used to improve Y6 SATS results	ABW	ABW and the SENCO have worked with Y6 staff to create an action plan following low KS2 data in 23-24. ABW will share this action plan with governors.
7.	Any governors who do not have access to Clennell to contact the Clerk, who will ensure login details are sent out.	LC	The Clennell and Governor Hub URL's will be sent out with the agenda for each meeting.

**6. HEADTEACHER REPORT TO LAC**

The headteacher gave a summary of items from the Headteacher's Report that was distributed with the agenda.

Mark Foster (Director of Effectiveness) visited the KS2 site on Monday and was very pleased with progress and delighted to see how engaged the children were. The headteacher will share the report with governors.

Both schools still have significant budget challenges, especially around PAN. This item will be recorded under a separate confidential item.

The Federation is actively involved with Holy Trinity Church. During the last week the choir has performed at the Christian Aid Concert and the Worship Warriors attended a christening where they took part in readings and prayers. Children have recently said goodbye to Reverend Michelle who left Holy Trinity Church and are sad to be saying goodbye to Chris Butler who will be leaving in January. CB & TS will let the headteacher have any updates regarding the new Vicar as soon as information is available.

CB & YB will be visiting school next week to undertake their distinctiveness monitoring visit.

The headteacher and office manager were pleased to report that Clennell has been providing excellent support for safeguarding queries and are reassured that they have someone to contact for guidance. A couple of allegations have been made recently relating to staff but after referring to the LADO, both have been concluded with no further action. The LADO is happy that school acted promptly and proactively.

The headteacher and deputy head held tours last week for prospective reception families for next September and have received very positive feedback.

Attendance has been reviewed and figures are very reassuring. Persistent absence has improved at both schools and the headteacher and office manager are confident the system put in place to track attendance enables them to know which children are absent and why, on a daily basis. The headteacher is aware that care needs to be taken when monitoring SEN children as some absences can be due to medical appointments/issues and school need to ensure they are providing the necessary support to these parents and children.

Incidents relating to behaviour have reduced and current issues are primarily linked to SEN children. Behaviour protocols will be reviewed on an ongoing basis, and incentives and recognitions refreshed throughout the year.

All EHCP's and requests for SEN funding that were applied for in the summer term have been approved. The headteacher and governors are delighted with how the new SENCO is settling in. During parents' evening, JP (SENCO) was in school engaging with parents.

Year 6 staff have had a positive start to using North Yorkshire Interventions and the Y6 team are confident that the benefits should be seen in the coming months.

ZS left the room at 6.05pm

At the previous meeting the headteacher reported the challenge made to increase the office manager's grade was declined by the Trust. In October the Trust cancelled the school's contract with Premier Support Services who were employed to look after the cleaning of the schools. The cleaning staff have since TUPE'd over to the Trust but need to be line managed by the school. The office manager has now taken on the line management of the 5 cleaners and the Trust has agreed to increase her pay grade. Governors were happy to accept the pay increase for the office manager.

ZS returned to the room at 6.10pm

Governors thanked the office manager for stepping in and agreeing to line manager the cleaners.

AK has completed his health and safety monitoring visit and is pleased to report that the health and safety information has been migrated to the new 'CRYSP' platform. ZS reported that the school's new CRYSP adviser had been into school to complete their audit and the report will be shared with AK. There are a few minor issues but the caretaker is currently monitoring them.

## **7. APPRAISALS**

The headteacher reported that staff appraisals had been completed and was pleased to report all objectives were met. One member of teaching staff has successfully moved to the Upper Pay Scale.

## **8. SCHOOL IMPROVEMENT PLAN**

The updated SIP was distributed with the agenda and governors had no further queries.

## **9. PUPIL AND STAFF WELLBEING**

School celebrated Hello Yellow Day in October to support World Mental Health Day.

A staff wellbeing survey was sent out in October and highlighted the main concerns amongst staff are related to workload and SEN. The senior leaders have welcomed feedback and recommendations from staff.

The wellbeing charter is currently being reviewed in order to balance what is important to staff with realistic goals.

## **10. PUPIL PREMIUM REPORT**

The updated Pupil Premium Report was circulated with the agenda. The headteacher has met with TS (link governor for pupil premium) who asked challenging questions about how

and why the pupil premium money is spent. The report for this visit will be available for governors to view. The headteacher is confident the reports show the evidence and impact for how pupils premium money is spent.

## 11. FINANCE

DP has met with ZS to discuss the revised budget. The new finance system is much more user friendly and reports are easier to generate but staff are still awaiting training on various areas of the new platform. It was hoped the new system would enable school to move money within the budget but this has not been possible due to lack of training. DP reported that there are a few issues on the revised budget cannot always reflect the unique challenges for the federation. Governors are concerned that timeliness of information may impact their ability to make informed decisions.

The heateacher reported that LDLT are currently undergoing various external audits which sometimes mean information is requested with very short timescales. Governors were disappointed that their request for School Resource Management Advisers (SRMA) was denied.

The Chair thanked the SS, ZS and DP for being very thorough with their analysis of the budget and was delighted to see the federation were predicted a budget surplus next year.

### **Governor Line of Enquiry**

**Governors were happy that ZS and DP had reviewed the budget and were happy to approve, but asked for it to be noted that further detailed information from the Trust would have been advantageous.**

## 12. SKILLS AUDIT FOR LAC

The clerk will resend the link for the Skills Audit that must be completed by governors by 30<sup>th</sup> November 2024.

## 13. MONITORING VISITS

Various monitoring visits have taken place over the last few weeks and the headteacher reminded governors to complete the governor report log, to ensure there is evidence of the visit.

DP met with the SENCO last week who had some fantastic ideas and is already making a noticeable impact in school. DP asked that the senior leaders are mindful that as SEN increases in school, the SENCO doesn't get pulled away from her role to deal with behaviour. The headteacher confirmed that the SLT are mindful of the workload and the SENCO is given protected time to complete paperwork and meetings and is based within a location that ensures she has the capacity shut herself away.

#### 14. POLICIES

- Accessibility Plan
- Admissions Policy
- Allergens Policy
- Anti-Bullying Policy
- Appraisal Policy
- Lockdown Procedure – The first lockdown drill this academic year will be held early in the spring term. Parents will be warned in advance that the drill will be done.

<b>Governor Line of Enquiry</b>
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<b>Governors approved the above policies.</b>
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#### 15. 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**

One item discussed under item 6 will be saved as a separate confidential document.

#### 15. DATES OF FUTURE MEETINGS

<b>Term</b>	<b>Date &amp; Time</b>	<b>Location</b>
Spring	Wednesday 5 <sup>th</sup> March 2025 at 5.30pm	KS2 Site
Summer	Wednesday 11 <sup>th</sup> June 2025 at 5.30pm	KS2 Site

**There being no further business, the meeting closed at 7.00pm.**