



**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 Monday 10th July 2023**

MEETING SUMMARY

RESOLVED

- that there were no apologies for absence.
- that the compliance update information be received and noted.
- to **APPROVE** the minutes of the **FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS** LAC meetings held on 22nd February 2022.
- to note and accept the HT report.
- to accept the School Development Plan update.
- to note and accept the update on the school vision.
- to appoint AK as the new chair and DP as the new Vice Chair of the Local Academy Council.
- to note and accept the update on the school vision.
- to Approve Y1 and be prepared to look at deficit recovery plan for Y2 and 3.
- to note and accept the circulated Early Excellence report Diocese advisor meeting report.
- to **APPROVE** the policies circulated at the time of the Ofsted visit.
- to **APPROVE** the updated school Behaviour Policy.
- to note the Trust's Complaints Policy 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 send an induction email to Richard Hijjawi. | Clerk |
| 2. The Headteacher and Clerk would update GIAS and the website to reflect recent appointments and departures from the Board. | HT/Clerk |
| 3. The HT would provide governors with a summary of the proposed vision for them to consider and approve. | HT |
| 4. It was agreed that governors would discuss the financial viability of the nursery in the Autumn. | HT/Clerk |
| 5. CC offered to come in and do some book scrutiny before her term of office. | CC |
| 6. It was noted that the risk register should include risks around pupil numbers and the financial viability of the nursery. | HT/Chair |
| 7. The HT agreed to discuss approaches to reasonable force with other Trust Heads the following week. | HT |



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held at 6.00pm on Monday 10th July 2023**

In attendance:	Richard Grime Caroline Chadwick Yvonne Burton Adam Kitching Sarah Lees Helen Little Debbie Pitt Sue Sanderson Richard Hijjawi Suresh Krishnan
Also in attendance:	Amanda Bell-Walker Leanne Noone (Item 11 only) Ruth Callaghan, Governance Clerk, Berry Education

<u>Agenda Item</u>	<u>Description of Discussion</u>	<u>Action</u>
1.	Welcome and Opening Prayer The Chair opened the meeting at 6.00pm, welcoming those present. Rev'd Butler led governors in a prayer.	
2.	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. RESOLVED that there were no apologies for absence.	
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	



	<p>agenda of the current meeting.</p> <p>There were no additional declarations of interest.</p>	All to note
5.	<p>Compliance reporting</p> <p>a) TrustGov platform</p> <p>i) Annual declarations of interest</p> <p>ii) Non-disqualification confirmation</p> <p>b) Cyber Security Training confirmation</p> <p>c) Governance Code of Conduct</p> <p>d) Publication of statutory governance information</p> <p>i) GIAS</p> <p>ii) School website – governance information</p> <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>The Clerk agreed to send an induction email to Richard Hijjawi.</p> <p>The Headteacher and Clerk would update GIAS and the website to reflect recent appointments and departures from the Board.</p> <p>RESOLVED that the compliance update information be received and noted.</p>	<p>Clerk</p> <p>Clerk Clerk/Head teacher</p>
6.	<p>Meetings of the Local Academy Council</p> <p>a) approval of Minutes from the previous meeting held on 22nd February 2022</p> <p>b) review of actions</p> <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>The following updates were provided:</p> <ul style="list-style-type: none"> • The Chair had spoken to Hazel Willis who explained that she didn't feel able to commit to the role and would step down as a governor. • DP noted that she had not yet had opportunity to come in and look at the Thrive provision. DP to arrange a visit to look at Strive. • The training day on ethos and vision has happened and will be covered on the agenda. <p>RESOLVED to APPROVE the minutes of the FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS LAC meetings held on 22nd February 2022.</p>	
7.	Governance update	



	<p style="text-align: center;">a. Membership, terms of office and vacancies</p> <p>Laura Cardin is stepping away at end of her term of office and as discussed Hazel Willis has decided to step down. RG’s time as a governor and Chair is also coming to an end. Helen Little and Caroline Chadwick’s terms are also ending and neither will renew their term so office. Therefore, there are several experience governors leaving and this provides an opportunity to bring in new governors.</p> <p>Chair put on record his thanks for those who have served on the governing board for an amount of time.</p> <p style="text-align: center;">b. Appointing new chair and vice chair.</p> <p>It was noted that there had been a nomination for Chair from Adam Kitching and a nomination for Debbie Pitt as Vice Chair. No further nominations were received and AK and DP abstained from the discussions. Governors agreed to appoint AK as Chair and DP as Vice Chair from the end of the term.</p> <p>RESOLVED to appoint AK as the new chair and DP as the new Vice Chair of the Local Academy Council.</p> <p style="text-align: center;">c. Training & Development</p> <p style="text-align: center;">i. Clennell Education Solutions - Safeguarding training</p> <p>It was noted that there would be safeguarding training provided by Clennell in September.</p> <p style="text-align: center;">ii. Governance Induction schedule</p> <p>The Clerk noted that details of the governance induction training would be included in the induction email to RH.</p> <p style="text-align: center;">iii. Trust/Diocesan Training</p> <p style="text-align: center;">iv. Requests</p> <p style="text-align: center;">c. Chairs briefing update</p> <p>The Chair had attended the last Chair’s briefing on 26th April. There would be a new tranche of schools joining the Trust from September which would include some larger schools in the Leeds area. The CFO will be in pots full-time from September 2023.</p>	
<p>8.</p>	<p>Headteacher’s report</p> <p>The HT reminded governors that the Ofsted report had not yet been published and that the outcome needed to remain confidential until then.</p> <p>The HT raised the following points:</p> <ul style="list-style-type: none"> • The new staff joining in September will be at the school for a day to help with the transition. • The new Assistant Head and SENCO will also attend for a day next week. The revisions have been made to the middle leader structure following this appointment. • A new School Development Plan will be put in place from September based on the Ofsted recommendations. • The implementation of the Dimensions curriculum will start this week. • There will be a leadership day early in the Autumn term to focus on 	



	<p>training for subject leaders.</p> <ul style="list-style-type: none"> The Pupil Premium report has been presented to governors in a new format and the HT will add in the end of Key Stage data when this is available. A member of staff will be given the role of overseeing the Sports Premium programme by September. <p>Governors noted that this was a useful document to refer to during the inspection and the Chair welcomed the new format of the report.</p> <p>RESOLVED to note and accept the HT report.</p>	
9.	<p>School Development Plan</p> <p>a) Progress towards 2022-23 key priorities</p> <p>The HT provided the following updates:</p> <ul style="list-style-type: none"> Good progress has been made on developing an ambitious well sequenced curriculum. Emerging themes and issues from recent stakeholder engagement will be built into the SDP. Within the inspection they highlighted several areas that the SLT are aware of and already working on. The Academy is in a period of significant development. There has been a huge amount of work to do in the last term. <p>Governors acknowledged the large amount of work that Sue and Amanda had undertaken in a short amount of time.</p> <p>RESOLVED to accept the School Development Plan update.</p>	
10.	<p>Vision</p> <p>The HT noted that she had been working with Darren Dudman from the Diocese and CB and YB to examine the values and theological roots of the existing school vision. The current vision is based on 1 John 4 v11-12 which relates to giving advice as an old man. They agreed that the parable of the Good Samaritan draws on the theological roots and values of the vision.</p> <p>The HT would provide governors with a summary of the proposed vision for them to consider and approve.</p> <p>RESOLVED to note and accept the update on the school vision.</p>	HT
11.	<p>Budget update</p> <p>LN (Trust CFO) joined for the discussion on the budget and highlighted the following:</p> <ul style="list-style-type: none"> LN and the HT have met and discussed what was needed and looked at each cost. After this process the deficit was too large and they went through again to look for further savings that could be made. The underlying budget assumptions had already been agreed by the Trust Board. 	



	<ul style="list-style-type: none"> • They also looked at the expected pupil numbers. A cohort of 27 joining in September 2023 is much lower than PAN. The Trust have asked the local authority to meet to discuss the forecast of pupil numbers in future years. • The budget includes the brought forward deficit from conversion of £35k. This is recovered from the DfE each month. Got to try and recover this each month. • Y1 of the budget now looks positive with a small surplus. However, this is based on reducing the reception to 1 class, down from 2. That almost helps to recover the brought forward deficit. This presents a risk that the local authority could mandate the school to take more children as the PAN is set at 60. One option would be to ask the LA to temporarily reduce the PAN for this year. • In addition, they have discussed the financial viability of the nursery as the pupil numbers are also low and the provision doesn't necessarily help working parents. The school needs to understand better the role it plays in bringing children into the school. • Out of the Trust schools Holy Trinity performs best on the key financial metrics. The Integrated Curriculum Financial Planning tool has been used to look at class sizes and staffing costs and benchmarks these against other similar schools. Most of the metrics are rated as green. • The Trust F&R committee have approved the Y1 approach but will require a deficit recovery plan for Y2 and Y3. • The HT explained that some of the higher costs are because the school has both a Deputy and Assistant Headteacher who do not teach. There are also a lot of children in the school with challenging needs and require 1:1 support. Recruitment to these roles can be difficult due to a lack of qualified candidates. • The school site is an old site with some challenges for repair. The percentage of budget on resources is very small and staff are often paying for their own classroom resources. • Governors asked about the teacher contact ratio. It was noted that some staff had a high proportion of PPA which could be reviewed and tightened up from September. • Governors asked about the spending on teaching staff as a percentage of income. Is that the demographic of teaching staff or is it vacancies? How is this spread? It was noted that staff spend was quite consistent. Still need to invest in experienced staff. There are a few staff on the UPS. • It was acknowledged that it was hard to benchmark a two-site federation. • Governors asked about the % pay rises in the budget assumptions. LN confirmed that this had been included at 5% on the basis that it was hoped that DfE would find any pay rise amounts above 4.5%. • LN explained that there were some unpaid historical invoices from Mellors the catering provider amounting to approximately £20k. The school and Trust are looking into this and have taken legal advice which 	
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	<p>concluded that the school would need to pay as it received the service.</p> <ul style="list-style-type: none"> • This presents another amount that the HT has to save, and this has been factored into the bring forward for the 2023-24 budget. Another school with a similar experience has found some invoices that have gone through on the wrong code. • The Chair noted that there are many schools struggling with their budgets at this time, but since they had academized they had received a greater level of support from the Trust than they'd had previously. <p>Seems tradition to be struggling with the budget. Chair – lots of schools are in a similar position. Since academized do have a greater level of support through the Trust than they were under the LA.</p> <p>It was agreed that governors would discuss the financial viability of the nursery in the Autumn.</p> <p>The HT thanked the CFO for her support. The CFO left the meeting.</p> <p>RESOLVED to Approve Y1 and be prepared to look at deficit recovery plan for Y2 and 3.</p>	HT
12.	<p>Annual safeguarding report</p> <p>The HT reported that she had reviewed this report with CB as safeguarding governor.</p> <p>Following the successful CIF bid work will start on the fence and boiler during the first week of the summer holidays. Some neighbouring properties had raised some concerns about the boundaries and the impact of the new fence, but had been reassured by the HT that there were no issues.</p> <p>There will be a buzzer entry system to allow people to gain entry which will provide more safeguarding to staff and pupils.</p>	
13.	<p>Link Monitoring Activity</p> <ul style="list-style-type: none"> a) Link monitoring reports b) Feedback from link monitoring forums <p>CC has undertaken two visits and there are reports in the shared folder on both Pupil Premium and Quality of Education. The PP report had been shared with Ofsted during the inspection and it had been useful to have this information available.</p> <p>CC offered to come in and do some book scrutiny before her term of office.</p> <p><i>Chris Butler left the meeting.</i></p>	CC
14.	<p>Quality Assurance reporting</p> <ul style="list-style-type: none"> a) Early Excellence report <p>Governors had received the Early Excellence report from May and the Diocese advisor report from Darren Dudman.</p>	



	RESOLVED to note and accept the circulated Early Excellence report Diocese advisor meeting report.	
15.	School risk register It was noted that the risk register should include risks around pupil numbers and the financial viability of the nursery.	Chair/HT
16.	<p>School policies</p> <p>The Clerk noted that the Equalities Policy already existed within the LDLT Handbook and the HT explained that it was important to bring these out separately and make sure that governors are happy with what is there. It was noted that the policy review schedule would be discussed at the HT meeting with the Trust.</p> <p>RESOLVED to APPROVE the policies circulated at the time of the Ofsted visit.</p> <p>Governors discussed the proposed Behaviour policy. The HT explained that it would need to be revised once DfE issue guidance on reasonable force.</p> <p>Governors asked whether staff were training in reasonable force. The HT explained that the approach needed two people to administer it and only one needs to be trained as they would direct the other person. The HT agreed to discuss approaches to reasonable force with other Trust Heads the following week.</p> <p>RESOLVED to APPROVE the updated school Behaviour Policy.</p>	HT
17.	<p>Updated Trust Policies – to note</p> <p>a) Complaints policy</p> <p>RESOLVED to note the Trust’s Complaints Policy as pre-circulated.</p>	
18.	<p>Chair of LAC’s correspondence</p> <p>The Chair had received no correspondence to report.</p>	
19.	<p>Any other URGENT business previously approved by the Chair</p> <p>The HT reported a situation where a family had left the school before half term however, they have been taken into care and there is a suggestion that they return to the school. The HT is reluctant for them to return as there are concerns about one of the children’s behaviour towards other children in school. There had also been involvement with the police due to anti-social behaviour outside of school.</p> <p>Governors noted that the child was unlikely to reintegrate easily back into the school. The school does have a history of giving children a chance, but a managed move to a different setting would benefit the child.</p> <p>The HT invited governors to the leavers’ service on Tuesday 25th July.</p> <p>The Chair wished the school well with a fresh start.</p>	
20.	Items for consideration at the next meeting	



	<ul style="list-style-type: none"> • Vision • Nursery viability • Deficit recovery plan 	
21.	Approval of documents for inspection RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.	
22.	Date and time of future meetings <ul style="list-style-type: none"> • 22 November 2023 6.00pm 	
23.	Closing prayer With their being no further business, the meeting closed at 7.45pm	

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

Signature (Chair): _____

Name: _____

Date: _____