



**Local Academy Council Meeting**  
 The Federation of Holy Trinity Schools  
**Wednesday 3rd July 2025 – 17:30 – 18:30**  
**Location: Holy Trinity School**



**ATTENDANCE:**

Attendance	Also in Attendance	Apologies
Adam Kitching (Chair)	Amanda Bell-Walker (Deputy Head)	Debbie Pitt
Sue Sanderson	Lisa Coghlan (Clerk)	Yvonne Burton
Tim Scholes		Suresh Krishnan
Richard Hajjawi		
Carolyn Gomes		
Claire Miller		

**ACTIONS FROM THIS MEETING:**

Item	Action	Delegate	Timescale
5.	Governors agreed to revisit the parent questionnaire in the autumn term once the amalgamation is complete.	All	17.09.25
5.	The Headteacher will email the SATS results to governors when available and the results will be discussed at the autumn term LAC meeting.	SS & LC	18.07.25
9b.	The Headteacher will email the PE Pupil Premium Report to Governors and this will be added as an agenda item to the autumn term LAC meeting.	SS & LC	18.07.25

**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.

TS led in an opening prayer.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Debbie Pitt and Yvonne Burton. Suresh Krishnan was absent from the meeting.

### 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
5.	Governors requested a separate working group to look at the Physical Restraint Policy wording.	SS/TS	TS and SS will discuss in a separate meeting. Action complete.
5.	Governors asked that Debbie Hooks is removed from the Physical Restraint Policy (appendix).	SS	The Headteacher confirmed the Restraint Policy had been amended.
6.	Governors were asked to let the Headteacher know if they would be available to help out during SATS week.	ALL	The Headteacher thanked governors for their support with SATS week.
8.	The Headteacher asked all governors to ensure they have read DFE and Ofsted Consultation Update from Richard Noake and the LDLT Strategic Plan which were both distributed with the minutes.	ALL	Governors confirmed that these documents have been read.
8.	Governors were concerned that the Management Account information provided by the trust is difficult to read and not detailed enough to enable analysis by the LAC. The Headteacher will feed this back to Leanne Noone/Richard Noake.	SS	The headteacher confirmed that issues were fed back to the Trust, who noted the challenge and have made amendments to the management account reporting. Governors were happy that the new budget overview was more focused.
12.	The Headteacher is currently liaising with the company who provide the Headteacher Report platform as they have released a new Wellbeing Platform that the	SS	The Headteacher reported that the wellbeing platform has now been rolled out across the Trust. The company has now released a new SENCO platform that

	Trust may be interested in using. The Headteacher will update the LAC at the next meeting.		Holy Trinity will be piloting in September.
13.	The Headteacher asked if governors would still be willing to send out a parent questionnaire to parents based on Ofsted questions. CM will create the survey and circulate to governors for feedback.	CM	Governors agreed to revisit the parent questionnaire in the autumn term once the amalgamation is complete.
14.	Following the discussion under item 9 regarding the difficulty in reading the Management Accounts, some governors recorded their interest in attending finance training. AK/DP will pass this feedback to the Trust and ask whether it would be possible for LN to attend a LAC meeting.	AK/DP	The Clerk confirmed that the CFO is putting together a training programme for 2025/26 using the results of the skills audits. Dates of the training sessions will be available in the new academic year. It is anticipated that all LAC members will be asked to attend basic finance training and then one or two governors from each LAC will be asked to attend more detailed finance training. Governors can decide who will attend the more indepth finance sessions at the autumn term LAC meeting.
17.	The Headteacher will organise an informal LAC meeting in July to share SATS results with governors. Governors to let AK know of any dates they will be unavailable.	SS ALL	Governors were happy for the results to be emailed out and the Clerk will add this as an item to the autumn term agenda.
18.	The Clerk will ensure governors are sent a list of governor forums and the Headteacher encourages governors to attend.	LC	A list of governor forums will be sent out to the LAC in early September.

## 6. AMALGAMATION UPDATE

The Headteacher gave an update regarding the current amalgamation.

The project team meets every fortnight and the Headteacher was pleased to report that the work is currently on track. The construction team are on site and completing the

ground work for the modular build. A decision was made to buy a reconditioned modular build to enable the work to commence before the start of the school holidays.

The Year 5 outside classroom has been redecorated and recarpeted and is ready to use. The EYFS furniture has been ordered, and Early Excellence visited last week to support the planning of the learning environment, offering valuable advice.

Considerable work will be needed next week to relocate both the KS1 and KS2 libraries, which will eventually be reorganised and distributed across various areas of the school.

Over 80 fire doors will be replaced during the summer holidays.

Fencing has been ordered to create a new entrance for the EYFS unit. This work will take place during the summer holidays. .

A date has not yet been given for handing over the KS1 building to the diocesan but it is expected to be around October half term.

School will be closed on the following dates in September:

- Monday 1st September - school closed - staff will use this day to finish the classroom moves
- Tuesday 2nd September - Staff training day
- Wednesday 3rd September - Staff training day
- Thursday 4th September - school will reopen to pupils

<b>Governor Line of Enquiry</b>
<b>Governors asked whether the amalgamation budget was currently on track?</b>
The Headteacher confirmed that the project was on target but there is a £10k contingency which may be required for remedial work on the drainage for the new modular builds.

Hutchison's are working closely with the school to help organise how lunchtimes will run, making sure everything is well coordinated and runs smoothly. Hutchison's are also working with their own team (and HR) to manage staffing reductions.

<b>Governor Line of Enquiry</b>
<b>Governors asked what will happen to any surplus furniture?</b>
The Headteacher confirmed that this will initially be offered to other LDLT schools and anything left over will be offered out to the local community.

Additional application forms were required from children going into reception, Y1 and Y2 in September to enable the children to move to Holy Trinity Primary School. The

Headteacher was pleased to report that all paperwork had been completed and was with the North Yorkshire Admission Team to process. The Office Manager has been working with the North Yorkshire Inclusion Team to assist refugee families with the amalgamation paperwork.

The Chair thanked the Headteacher and all the staff for their hard work in getting the amalgamation process underway and acknowledged there was a lot of hard work ahead in order to be ready to open as Holy Trinity Church of England Primary School in September.

Governors asked to cover the RSE Policy before CG had to depart the meeting. This has been recorded under item 13.

## **7. HEADTEACHER REPORT TO LAC**

The Headteacher's Report was distributed with the agenda.

Attendance continues to be very positive, supported by the use of support plans, ongoing monitoring, parent meetings and other measures.

The Headteacher expressed gratitude to the Year 6 team for their dedication and hard work prior to and during SATs week. The Headteacher praised the team's commitment and the positive impact they had on the student's wellbeing during assessment week.

The Deputy Head explained that throughout the year, children's writing was carefully monitored to ensure quality and consistency and it is hoped that this will show in the KS2 data. The Headteacher confirmed that achieving strong end of KS2 assessments will continue to remain a key focus throughout the next academic year.

Year 1 currently has a class size of over 30 pupils projected for next year. To ensure manageable class sizes and support effective teaching and learning, we will be creating a mixed Reception/Year 1 class. Two or three Year 1 children will join this class, which will follow a carefully planned mixed-age curriculum tailored to meet the development and academic needs of all the children.

A discussion was held around the criteria for deciding which Year 1 pupils would join this class. The LAC and the Headteacher agreed that the primary criteria would be Special Educational Needs (SEN), with age as a secondary consideration.

<b>Governor Line of Enquiry</b>
<b>Governors agreed to the new criteria to decide which children would move to the mixed age reception/year 1 class:</b>
<b>1. Special Educational Need</b>
<b>2. Age</b>

**Governor Line of Enquiry**

**Governors asked whether parents could be given the option to voluntarily express interest in their child joining the mixed-age class.**

The Headteacher advised that this would be too complicated to manage.

**Governor Line of Enquiry**

**Governors asked what would happen if the numbers in reception reach PAN therefore making the mixed class over 30?**

The Headteacher confirmed that as there is a teacher in both the Nursery and Reception classes, it means the EYFS can operate as one unit therefore allowing more children if necessary.

**a. Health & Safety Update**

The Crysp report was sent out with the agenda. No further action was required.

**b. Safeguarding Update**

During the recent Infant School Ofsted inspection the Single Central Record was scrutinised. It was identified that prior to the school joining the trust, some dates of initial staff DBS checks had been overwritten, when more recent checks had been completed. This was an issue also noted at other schools across the Trust during recent inspections. LDLT and Clennell confirmed during the inspection that current Safer Recruitment training follows the correct guidance and all DBS checks undertaken since the school joined the Trust had been recorded in the correct way.

The Trust has agreed that, starting in September, schools can begin a rolling programme of DBS checks, and Holy Trinity will be starting with the individuals whose existing checks are the oldest.

**8. SCHOOL DEVELOPMENT PLAN**

The updated School Development Plan was sent out with the agenda. The Headteacher confirmed that the SDP for 25-26 was already being written with input from Mark Foster (Director of Effectiveness).

## **9. FINANCE**

### **a. PE Sports Pupil Premium Report**

The PE Sports Pupil Premium Report will be emailed out to governors before the end of the summer term and will be added to the agenda of the autumn term LAC meeting. The Clerk distributed the Monitoring Tool for Governors from the NGA to support governors when monitoring the PE Sports Premium Report.

### **b. Approval of 3 Year Budget**

The 3 Year Budget was circulated with the agenda. The Headteacher was very pleased that the budget looks positive however, the school must not become complacent, as staff absence and other operational risks could still have an impact.

The school will be paying 10% towards the CIF bid for the fire doors.

It is anticipated that in the academic year 2026/27 there will be a requirement for the deputy headteacher to take on a teaching role but it may be necessary for this to be implemented earlier if staff long term absence levels are high. It is hoped that this can be avoided as it will be much easier to organise internal supply when all staff are on one site. It is expected that the savings made due to the amalgamation will become evident in the budget over the next few years.

The LAC noted their delight at the positive budget and thanked the Headteacher for her commitment to reducing costs within the school.

## **10. MONITORING VISITS**

The Headteacher spoke to the LAC about the recent Infant School Ofsted Inspection. The Headteacher gave governors an opportunity to read the report at the meeting. Governors were reminded that the information in the report must remain confidential until the report is officially published.

The Headteacher asked governors to note that Mark Foster (Director of Effectiveness) was delighted to have been part of the school's journey and thanked the staff for their dedication and hard work. The inspection team spent two days observing lessons, speaking with pupils, staff, and governors, and scrutinising the school's processes across all areas.

The Headteacher highlighted a few of the inspectors findings:

- Positive relationships between staff and pupils are grounded in mutual respect. This adds to the sense of calm in the school. All staff have the same high expectations of pupils' behaviour and conduct.
- Changes to the curriculum have raised the expectations of what pupils can achieve. Pupils rise to these challenges and learn the important knowledge and

skills they need to be successful. Pupils with special educational needs and/or disabilities (SEND) access the same, ambitious curriculum and achieve well. Pupils are confident, articulate and excited learners.

- Leaders at all levels, supported by the academy council and the trust, have made significant improvements in the school. Changes to many subject leadership roles have brought energy and rigour to curriculum improvements.
- The school's curriculum has recently changed. The knowledge the school wants pupils to learn is sequenced logically, so that it builds on what they already know. This helps pupils to remember more of what they have learned. Teachers make regular checks on pupils' learning.
- Reading is a high priority for the school. The school provides extra help for pupils who find reading difficult.
- The school quickly identifies pupils with SEND. Staff put the support in place that pupils need to be successful and to learn well.
- Pupils have an age-appropriate understanding of healthy relationships. Pupils understand the importance of fundamental British values. They accept and celebrate people's differences and enjoy welcoming pupils to school from other countries.
- Pupils know how to keep themselves safe online. They recognise the importance of keeping personal details private and not communicating with online strangers.

Attendance was also scrutinized by the inspectors and the hard work of the leadership team and Office Manager was recognised as was the energy of the SENCO. The energy of the SENCO was also recognised.

Governors thanked the Headteacher and Deputy Head for their determination and effective leadership and management of the schools.

## **11. GOVERNOR ACTION PLAN FOR 2025-26**

This item will be carried forward to the autumn term LAC meeting.

## **12. POLICIES**

CG gave an update on the amendments that have been made to the RSE Policy. Parents were asked to provide feedback, which was mostly positive but clarification was requested around which topics were statutory and non-statutory and which areas parents could choose for their children not to take part in. Issues were also raised with one of the 5 sessions (gender identity). The overwhelming response from parents was that it would be better to concentrate on the other 4 areas focusing on issues including puberty, changes to the body, safeguarding and consent.

A parent forum was arranged and despite initial interest from Year 6 parents only 2 attended. It has been agreed that next year this session will be run earlier in the year and will be extended to other year groups.

The RSE policy now clearly sets out the topics it covers in each year group. It uses simplified language and bullet points for clarity, in accordance with DfE guidelines.

Feedback has been very positive from parents and governors were happy that this is now a parent-friendly policy.

The Headteacher noted her thanks for CG who was asked to meet with the Ofsted inspectors at short notice regarding our RSE provision and provided excellent insight, which was very well received by the inspectors.

**Governor Line of Enquiry**

**Governors asked if the RSE policy could be signposted in the school newsletter at regular intervals throughout the year to help remind parents of its content and availability.**

The Headteacher was in agreement that this policy should be highlighted in the newsletter throughout the course of the year and this will be implemented from September.

The below policies were circulated with the agenda

- Relationships and Sex Education (RSE) Policy
- Personal Care Policy
- First Aid in Schools Policy
- Health and Safety Policy

**Governor Line of Enquiry**

**Governors approved the above policies.**

**13. DATES OF LAC MEETINGS FOR 2025-26**

The dates for the 2025-26 were agreed.

<b>Autumn 1</b>	Wednesday 17th September 2025 at 5.30pm
<b>Autumn 2</b>	Wednesday 19th November 2025 at 5.30pm
<b>Spring</b>	Wednesday 18th March 2026 at 5.30pm
<b>Summer</b>	Wednesday 10th June 2026 at 5.30pm

**14. ANY FURTHER BUSINESS**

There were no items of further business.

**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**

There were no confidential items discussed at the meeting.

**DATE OF THE NEXT MEETING**

<b>Term</b>	<b>Date &amp; Time</b>	<b>Location</b>
Autumn 1 2025	Wednesday 17th September 2025 at 5.30pm	Holy Trinity CE Primary School

**There being no further business, the meeting closed at 6.30pm.**