



Local Academy Council Meeting
The Federation of Holy Trinity Schools
Wednesday 5th March 2025 – 17:30 – 19:00
Location: Holy Trinity School



ATTENDANCE:

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

ACTIONS FROM THIS MEETING:

Item	Action	Delegate	Timescale
5.	Governors requested a separate working group to look at the Physical Restraint Policy wording.	SS/TS	30.04.25
5.	Governors asked that Debbie Hooks is removed from the Physical Restraint Policy (appendix).	SS	31.03.25
6.	Governors were asked to let the Headteacher know if they would be available to help out during SATS week.	ALL	31.03.25
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	31.03.25
8.	Governors were very 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	30.04.25
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 Trust may be interested in using. The Headteacher will update the LAC at the next meeting.	SS	30.04.25

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	31.04.25
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	30.04.25
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	30.04.25
18.	The Clerk will ensure governors are sent a list of governor forums and the Headteacher encouraged governors to attend.	LC	31.03.25

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.

WELCOME AND OPENING PRAYER

The chair opened the meeting at 17.35 welcoming those present.

YB led in an opening prayer.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received and all governors were present.

2. DECLARATIONS OF BUSINESS OR PERSONAL INTEREST

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

3. ANY ITEMS OF URGENT BUSINESS

There were no items of urgent business.

4. 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
12.	The clerk will resend the link for the Skills Audit that must be completed by governors.	LC	Link to Skills Audit was resent. Results have been analysed and the Skills Audit Report from the Trust was circulated with the agenda for the LAC meeting on 05.03.25.

5. POLICIES

The below policies were circulated with the agenda

- Admissions Policy
- Behaviour Policy
- Charging and Remissions Policy
- Children With Mental Health Needs Who Cannot Attend School Policy
- Curriculum Policy
- ECT Induction Policy
- Equality and Diversity Policy
- Exclusion Policy
- Invacuation with Lockdown Policy
- Nursery Admissions and Charging Policy
- Physical Restraint Intervention Policy
- RE Policy

The Headteacher reiterated the importance of governors understanding the contextualisation behind the Child Protection Policy. Most common issues in school relate to domestic violence and drug use within the family setting. County Lines has not been identified within the school but staff are aware of the children who could potentially be vulnerable to this in the future. Staff are encouraged to use CPOMS and the DSLs quickly address issues and concerns. Referrals to outside agencies are made when required. Recently 3 referrals were made and one came back as not meeting the threshold. The Headteacher explained that it can be very challenging securing help from outside agencies.

Governors asked that Debbie Hooks be removed from the Physical Restraint Policy (appendix).

Governor Line of Enquiry

Governors: TS asked whether the Physical Restraint Policy is written by the Trust or the school.

The Headteacher confirmed this policy was written at school level with feedback from Clennell. Following the recent Pupil Disciplinary Council that some governors were involved with, governors queried whether a separate working group should be set up to discuss this policy. Governors are keen to ensure that the wording in this policy protects staff as well as children. It is also essential that parents understand the policy wording. The Headteacher and TS will set up a small working group to discuss the policy wording in further detail.

The Headteacher was pleased to report that R3 behaviour incidents have reduced considerably and governors were delighted with the figures that were supplied as part of the Headteacher's Report.

Governor Line of Enquiry

Governors approved all policies.

6. TRAINING DAYS

The Headteacher reported that training dates for the 2025-26 academic year have been confirmed.

- 1st September 2025
- 2nd September 2025
- 28th November 2025
- 5th January 2026
- 27th March 2026
- 20th July 2026

Staff were asked if they would prefer to complete their annual mandatory training in school on the training day on 28th November or alternatively complete the online training in their own time by the end of September 2025. The feedback was unanimous and staff will complete the training in their own time and therefore not be required in school on 28th November.

Governor Line of Enquiry

Governors approved the training day dates for 2025-26

7. HEADTEACHER REPORT

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

Attendance has been reviewed and figures are very positive across both sites. Persistent absence has improved at both schools but is still higher than hoped at KS1 but this is partly due to a number of children who have had chickenpox and some children who have specific health issues. Two children are currently under 20 day monitoring and penalty notices have been submitted.

Carolyn Gomes (PSHCE Lead) gave an update on the RSE (Relationships and Sex Education) which is taught to children throughout school. The RSE Policy is aligned to Dimensions Curriculum and is very robust but government guidance suggests that schools need to provide parental support. A parent survey will be sent out later in the term to gain an insight into parent's understanding of RSE within school. Using the feedback school will be able to align their teaching with what the community needs. Sex Education is only covered in Year 6 but some elements such as puberty are covered in earlier years. The Headteacher is keen to involve parents via parent forums to not only share the resources that are used in school, but to discuss the vocabulary used in school and ensure there is a joined up approach between school and parents. Last year the Y6 teachers delivered the RSE lessons at the end of the school year. Parents will be asked on the survey whether they would prefer this to be covered earlier in the school year.

Governor Line of Enquiry

Governors asked what the opt out rate was for RSE last year.

C Gomes (Staff Governor and Year 6 Lead) confirmed that only one parent opted their child out last year and Y6 staff were able to liaise with the parent to recommend resources that would be useful for the parent to use at home.

Governor Line of Enquiry

Governors asked if the school had received any feedback from the Year 6 children last year?

CG confirmed that pupils responded well and welcomed the open conversations they could have in a safe space.

ABW (Deputy Head) updated the LAC on the robust plan that has been put in place for Year 6 pupils. Following disappointing KS2 SATS results last year an action plan was drawn up early in the autumn term. Year 6 staff have been working incredibly hard and are pleased to confirm there has been fantastic improvement in the children's reading results with GPS also much improved. Maths is currently still a concern and a new action plan was implemented in January. The maths curriculum has been reviewed and has been adapted to meet the current Year 6 need. Due to low data in the last 2 years, Holy Trinity was also chosen to take part in a Local Authority Intervention Programme for reading and maths. Maths is now the primary focus and children are not only completing their normal maths lessons but are also involved in intervention sessions, fluency lessons and booster groups.

Children are practicing their SATS testing technique by practicing papers and working on timings. The North Yorkshire intervention also provides plenty of SATS style questions.

Governor Line of Enquiry

Governors asked if it was likely that Holy Trinity would have a Writing Moderation visit this year.

ABW reported that whilst moderation isn't expected it cannot be ruled out.

Governor Line of Enquiry

Governors asked whether the focus on maths meant the children were not covering other foundation subjects.

ABW confirmed that there was still a rich balance of subjects and was confident that Year 6 children were not missing out on other subjects.

Governor Line of Enquiry

Governors asked whether any Y6 children would not be taking part in the KS2 SATs tests this year and if so, do we have sufficient evidence to accompany this decision.

The Headteacher confirmed that there is only one child who will not be taking part this year and the Year 6 staff have collated significant evidence and information to support this decision.

Governor Line of Enquiry

Governors asked whether there was sufficient space in school to allow children to use different rooms for their KS2 SATs tests.

The Headteacher confirmed that this year the Year 6 team have been planning the rooms early and all available spaces will be used. Governors were asked to let the Headteacher know if they would be available to help out during SATS week.

The Chair asked the Headteacher to pass on the LACs thanks to the Year 6 team for the excellent preparation and progress.

8. FUTURE OF FEDERATION OF HOLY TRINITY CHURCH OF ENGLAND SCHOOLS

The Headteacher asked governors to ensure they have read the DFE and Ofsted Consultation Update from Richard Noake and the LDLT Strategic Plan which were both distributed with the agenda.

The Infant School will be having a SIAMS Inspection on Monday 10th March 2025. An information session for governors will be held on Thursday 6th March and all governors are invited to attend.

From September 2026 PAN will reduce to 30 in each year group. Recent building surveys on the KS1 site have identified significant work is required. The Headteacher has met with LN & RN to discuss the early amalgamation of both schools but the Trust are not keen for the schools to amalgamate before September 2026 due to budget restraints. The Chair (AK) will be attending a meeting with the Trust next week to discuss these issues in more detail. The Chair and Headteacher remain keen for amalgamation to begin earlier than September 2026 due to the condition of the KS1 building. Governors were in support of an amalgamation as soon as possible and agreed that it would be a waste to invest in the KS1 building when space will become available at KS2. The Headteacher will ensure the LAC is made aware of any updates.

9. MANAGEMENT ACCOUNTS

The Management Accounts were distributed via Governors Hub in advance of the meeting.

Governor Line of Enquiry

The Vice Chair (DP) asked whether the Headteacher and Office Manager had received training on the budget software yet?

The Headteacher confirmed that they had not yet received training on the new software. The Office Manager will be attending an admin session on the Trust training day in April and is hoping for further clarification on training.

The Headteacher asked governors to note that 'Other Income' had increased which was partly due to holiday club lettings and debt recovery.

Governors were delighted to see that a credit note from the water company had been received for £18k.

The Capital Funds balance is very positive and the Headteacher will update the LAC on any plans for spending once the plans for the amalgamation have been confirmed.

Governor Line of Enquiry

Governors asked why the expenditure for IT was so high?

The increase is due to the purchase of Chromebooks and laptops. ZS (Office Manager) was pleased to report that both sites will be going serverless after Easter.

Governors were very 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.

10. HEALTH & SAFETY / ESTATES MANAGEMENT

The Headteacher was delighted to report that the Crisp system has been further updated by the Office Manager and Site Supervisor and is confident that by Easter Holy Trinity will be 100% compliant. The same maintenance budget is allocated to each school within the Trust but Holy Trinity only receive one amount to cover both KS1 and KS2 sites. Whilst the Trust are keen for schools to use their own suppliers, it has been possible for Ben Clarkson (Site Supervisor) to liaise with the Trust to introduce some contractors who had worked with Holy Trinity in the past. These contractors have gone through the procurement process to ensure they provide the best value. Chris Sutherland (Estates Manager) is working closely with school.

The Health and Safety Policy will be reviewed next term as it currently links to North Yorkshire Council.

The Fire Risk Assessment has been completed for both sites and is very thorough and easy to read. Actions include the need for Fixed Appliance Testing (FAP) and the decluttering of 2 storage rooms at KS2.

11. SUMMER CAPITAL PROJECTS

A CIF bid has been completed to replace the KS2 fire safety doors and the Headteacher will find out in April whether this bid has been successful.

12. RISK REGISTER

The updated Risk Register was circulated with the agenda. No issues were raised.

13. MENTAL HEALTH AND WELLBEING

ZS (Office Manager) reported that the Staff Wellbeing Charter is being revisited. Feedback from staff indicated there was too much on the charter and it would be more beneficial to condense and focus on fewer aspects. ZS is holding regular meetings with staff and at the next meeting the group will be sharing achievements so far. Issues raised via the survey included managing pressure and workload in school and initiatives being introduced within the Trust without much notice.

The Headteacher is currently in negotiations with the company who provide the Headteacher Report software as they have a system that can monitor wellbeing in schools. The Headteacher will update the LAC at the next meeting.

14. SKILLS AUDIT

The results from the Skills Audit were distributed with the agenda. Governors were happy with the feedback from the report.

Following the discussion under item 8 regarding the difficulty in reading the Management Accounts, some governors recorded their interest in attending finance training. AK/DP will feed this back to the Trust.

The Headteacher encouraged governors to visit school, meet with school subject leaders and complete observations.

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.

15. WEBSITE COMPLIANCE

The Trust is due to complete a website compliance audit of the school website and the Headteacher is confident that the federation is compliant in all areas. Policies ratified at this meeting will be added to the website tomorrow.

16. SCHOOL RESOURCE MANAGEMENT PAPER

The Headteacher reported that procurement legislation is changing and whilst the Headteacher and Office Manager are receiving updates via email, they have not yet been offered training.

Governor Line of Enquiry
<p>Governors asked what a Related Party Transaction is.</p> <p>DP (Vice Chair) confirmed that a Related Party Transaction is a transaction which takes place between two parties who hold a pre-existing connection prior to the transaction taking place such as a family member. Whilst it is possible for a family member to complete the transaction, there is a process to follow to ensure best value is achieved.</p> <p>The Headteacher confirmed that a strict process is in place for the Trust around RPTs and procurement</p>

17. GOVERNOR VISITS

The Chair (AK) has been into school and completed the Health and Safety visit with ZS (Office Manager). The Safeguarding visit has been completed by TS & ZS and an action

plan has been created. YB will be organising a distinctiveness visit in the next few weeks. RH has also visited ABW to discuss Sports Premium.

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.

18. ANY FURTHER BUSINESS

The Clerk will ensure governors are sent a list of governor forums and the Headteacher encouraged governors to attend.

19. CONFIDENTIALITY

b. 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.

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

There were no confidential items discussed at the meeting.

DATES OF FUTURE MEETINGS

Term	Date & Time	Location
Summer	Wednesday 11 th June 2025 at 5.30pm	KS2 Site

There being no further business, the meeting closed at 7.30pm.