



**PRIVATE AND CONFIDENTIAL**

**ACADEMY COMMITTEE MEETING**

Date: Thursday 5<sup>th</sup> March 2020  
 Time: 5.45pm Pre meeting training: Ofsted – Curriculum Focus  
 6.00pm Meeting  
 Venue: Laurus Ryecroft

Clerk: Nicola Burgess  
 Present: C Nevin (Chair), L Booth, A Ali, M Vevers and J Crawford  
 In attendance:

Action	Initials
The Clerk will circulate the Register of Business Interests at the start of each Academy Committee meeting	NB
Governors were asked to complete their skills audit and return to the Clerk	All
Training	Initials
<p>Ofsted curriculum focus training was delivered at the start of the meeting by M Vevers.</p> <p>The framework has changed this year with more focus on what is being taught and why. The inspections take place over 2 days and consist of a deep dive into curriculum areas, in addition to English and Maths.</p> <p>Governors were advised to look at the Curriculum Policy on the school website. The Laurus curriculum goes beyond simply the academic offer and includes electives. It was agreed that Subject Leaders, 2 per meeting, would present at the start of each Academy Committee meeting to embed the knowledge of the curriculum offer for Governors.</p> <p>In the future Governors will be asked, in between meetings, to complete E-Learning modules which will then be discussed at the next meeting following completion of the training.</p>	

Agenda – Part 1			
Category	Item	Notes	Action
<b>1</b>	<b>Governance Arrangements</b>	<p>There were no apologies for this meeting.</p> <p>Governors were welcomed to the first Laurus Ryecroft Academy Committee meeting. Governors were reminded to declare any interest in any of the agenda items at the start of the meeting.</p>	
		AOB items	There were no other business items to raise.

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	Register of interests	The Register of Business Interests form was circulated to Governors to complete. Governors were reminded that it was important to keep the information up to date and inform the clerk of any changes. This information is published on the website. The Register will be circulated at the start of each academy committee meeting for Governors to check and update if necessary.	NB
	Code of Conduct	The code of conduct was circulated prior to the meeting and noted by Governors.	
	Part 1 Minutes	As this was the first meeting of the Academy Committee there were no previous minutes to review.	
	Membership: Recruitment Update/Succession Planning	Membership of the committee was discussed and it was agreed to look at recruiting 2 additional Parent Governors in the Summer term. C Nevin agreed to Chair the Committee until the end of the calendar year whilst the committee numbers are increasing.  In terms of succession planning the need for an SEND and a Safeguarding Governor in the future was discussed.	
	Scheme of Delegation	The Scheme of Delegation contains the Terms of Reference for the Academy Committees and is reviewed by the Trust Board. The Scheme of Delegation is published on the Trust website.  The main priority for Academy Committee Governors is to monitor pupil progress and attainment.	
	Trust Board Update	A briefing paper from the Trust Board meetings is circulated to Academy Committees as a mechanism of feedback.	

2	School Performance & Accountability	School Development plan	<p>CN noted that in future Link Governors would be attached to specific curriculum areas. Meeting would take place termly and Governors could observe a lesson in their subject area. This allows Governors to have a deeper understanding of specific curriculum areas and be able to feedback to other Governors at the meetings.</p> <p>MV explained the report is in a specific format and is based on the 4 Cornerstones. The plan focuses on strategies to close the gap in attainment, for students to achieve beyond expectations and to ensure students achieve as much as possible. Challenging targets are always set for the end of KS4.</p> <p>SDP is a living document which is discussed, considered and updated throughout the year. A formal review is completed at the end of the year.</p> <p>The strength of the Electives offer is incredibly valuable and in particular for some disadvantaged students and extends way beyond the classroom. The offer for Leadership and Service is currently being developed and activities are being considered.</p> <p>Q – Will all students undertake DofE?</p> <p>A – DofE will be offered to all Y9 students next academic year and they will be strongly encouraged to consider undertaking. It was noted that a large number of students already undertake a lot of activities outside of school.</p> <p>Competition and Endeavour. Cross Trust competitions are going well. The House system is also working very well. Governors were invited to call in to school to see House Activities in action.</p> <p>Q – In terms of sports activities – what about students who do not make the school teams – what is offered for them?</p> <p>A – Development for these students is through the House competitions. Inter school House competitions will be offered in the future. Work is taking place with Trust PE Leads to see how this can be offered.</p> <p>There is a very varied choice of Electives on offer, not only Sport, from which students should all be able to sign up to something which fulfils them.</p>	
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Review KPIs	KPIs are built within the SDP. At a future meeting Governors will have a specific focus to monitor in depth within a meeting, eg Pupil Premium students.	
Review Head of School report	<p>MV talked Governors through the report. The first section is Attainment – based on the end of Y7 data. It was noted it is difficult to predict results for exams taken in 4 years time but that Teachers are confident in their predicted assessments. Students who arrived with lower prior attainment are making progress.</p> <p>The biggest concern, for both Y7 and Y8 is their Literacy levels on arrival. Interventions are in place and work is underway to develop a culture for reading, including book groups. This has had a big impact on students. An understanding of words and language across the curriculum is being taught over KS3 to enable students to be “word rich” to allow them to access GCSEs.</p> <p>The school is full September 2020 intake with 40 appeals to be heard.</p> <p>Q – How many students were admitted on appeal last year?</p> <p>A – 7 from a possible 40. It is noted that admitting all 40 appeals would be difficult to manage as the staffing and curriculum plan would not be in place. However it is a positive sign that the school is oversubscribed.</p> <p>Attendance figures were heavily impacted due to illness before the Christmas break. Over a 2 week period, some days there was only 88% of students attending school. Attendance has now improved but it is not yet known if this means the Attendance target will be achieved for this year. Persistent absence, when broken down relates to relatively small numbers of students. Pastoral teams are working closely to try and encourage these students to attend school.</p> <p>Exclusions – last year there were 7 fixed term and no permanent exclusions. For this current academic year, to date, there has been 1 fixed term and no permanent exclusions.</p> <p>C Nevin asked that SEND income be separated from PP and identified as a separate risk on the register.</p>	

		Cornerstone update - Electives	The document circulated prior to the meeting is a draft offer and the school is now working to see how the offer can be sustained going forward, without reducing the offer to students. Various opportunities and links are being explored and will be reported back at a future meeting.	
		External monitoring update	The last monitoring visit was extremely positive and an excellent report had been received. There are no further visits planned, but possibly a telephone call in the Summer term.	
<b>3</b>	<b>Governor Monitoring</b>	Finance update	Management accounts were circulated prior to the meeting. Q – What about the surplus funds? A – The school wishes to add an outside Food Shack to ease queues and a covered seating area. This will hopefully be installed Summer 2020.	

		<p>The Risk Register was circulated prior to the meeting. One of the biggest risks is identified was the new building not being ready on time. The Trust have been assured by the Project Manager that the building will be ready for handover 06.04.2020. There will be work to be done outside of the building over the Easter holidays but this will be completed by the time students return. IT will move into the building as soon as the handover has taken place.</p> <p>Q – Is there a date set to move students to the new building? A – The plan is for the first day back after the Easter holidays. Once this date has definitely been finalised it will be communicated to parents.</p> <p>Q – Are staff expected to be in during the Easter holidays? A – Only if they wish to come in during the second week, there is no expectation that they should be in. The first day back after the holidays is an INSET day when staff will have training on fire alarms, evacuation procedures etc and familiarisation with the building. The rest of the day will be spent unpacking and setting up classrooms.</p> <p>At a later date there will be an opportunity arranged for parents to come in and view the new building.</p> <p>It was noted that the Risk Register circulated was school specific and that there was an additional Trust Risk Register.</p>	
		<p>Most policies are held at Trust level and are received by the Academy Committee.</p> <p>The following 4 school specific policies require committee approval.</p> <p>Attendance policy</p> <p>Behaviour policy</p> <p>Mobile Technology policy</p> <p>School Uniform policy</p> <p>Governors <u>approved</u> the above policies.</p>	

		Governor Self Review of Impact	CN explained the process for the Governor self-review of impact. The Committee were encouraged to look at the Annual Report to Trust Board and think about the questions and discuss at the meetings. This would enable Governors to see what has already been done and what could be done in the future. The report template is completed and submitted to the Trust Board at the end of each academic year.	
4	Governor Development	Governor training	Governors were asked to complete the skills audit and return to the Clerk. This would enable Trustees to see the skill set of current Governors and identify gaps to aid future recruitment of Governors to the committee.  Governor training will be provided at the start of each Academy Committee meeting and there will be online E-Learning modules to complete via NGA. Online training would be completed in between meetings and discussed at the following meeting.	
5	Community Engagement	Stakeholder Engagement	The aim is to engage parents and the local and wider community in the life of the school.  Currently the only issue is local residents and the use of Cryer Street. This is not permanent and will be resolved by the opening of the new building. Any issues are dealt with promptly and resolved.	
	AOB		There were no other items of business to discuss.	
	Meeting Dates:	Summer Term	Thursday 22 <sup>nd</sup> June 2020	

### Impact of Meeting / Key Outcomes

Inaugural meeting of the Academy Committee  
Governors received training – Ofsted Curriculum Focus  
Governors reviewed the Risk Register, School Development plan and Head of School report  
4 policies were approved  
Governors reviewed the Electives offered to students  
Future Governor training was discussed