



ACADEMY COMMITTEE MEETING

Date: Tuesday 11th March 2025
Time: 5.00pm
Venue: Hazel Grove Primary School

Clerk: N Burgess
Present: B Parry, R Richardson, P Lunt, L Cooper, M Saxon, A Hossen and A Campbell.

	Action	Initials
1	Governors are asked to inform the Clerk of any changes to their register of business interests	All
1	Governors are asked to contact L Cooper to discuss their interest in the role of Vice Chair of the Academy Committee	All
1	Link Governor roles to be updated and circulated to Governors for expressions of interest	LC
3	Chair of the AC asked Governors to ensure that they have completed a link visit before the end of the academic year	All
4	Governors are asked to complete the mandatory training modules before the next meeting	All
4	Training certificates to be sent to the Clerk for retention	All

Agenda – Part 1 –			
Category	Item	Notes	Action
1	Governance Arrangements	<p>A Hossen presented to Governors the Phonics curriculum at HGPS on behalf of the Phonics Lead, A Parker.</p> <p>The school currently uses Supersonic Phonic Friends but will be moving to FFT in line with all other primary schools in the Trust.</p> <p>FFT runs from Reception to year 6. The programme has more resources available to staff, and also has an established Reading Assessment Programme. The data on each child can then be carried forward to their next Class Teacher.</p> <p>FFT also includes training opportunities, including webinars and online modules. HGPS teachers also have two face-to-face training sessions planned.</p> <p>An action plan is now in place to ensure that staff are fully trained ready to launch the new</p>	

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		<p>programme in September.</p> <p>Q – How will the teaching be implemented? A – It is a different pattern and structure, but is very prescribed. There will be lots of training done before we start in September. A reading team has also been established in school.</p> <p>Teachers and TAs are also visiting other Trust primary schools to see FFT in practice.</p> <p>The two face-to-face training sessions will take place at the June and September INSET days. There will also be opportunities to trial the programme in the second half of the summer term.</p> <p>Governors had no further questions.</p> <p>Thanks were offered to A Parker for compiling the presentation, and for her phonics work ongoing.</p>	
	Apologies	Apologies were received and accepted from S Petrie and J Thirlaway.	
	AOB items	There were no other items of business to raise which were not included in the agenda for this meeting.	
	Declarations of interest in any of the agenda items	There were no declarations made in any of the agenda items.	
	Register of interests	Governors are asked to check their record on the register of business interests, and report any changes to the Clerk.	All
	Minutes of the previous meeting	Minutes of the meeting held 1 st October 2024 were <u>approved</u> as a correct record of the meeting.	
	Membership and succession planning	<p>Governors were informed that V Singh has stepped down from the Academy Committee due to work commitments. Thanks were recorded for his time and commitment to the school.</p> <p>P Lunt informed Governors that he would be stepping down at the end of the academic year as he was planning on spending a significant amount of time travelling in the future. Governors passed on their best wishes for the future, and thanks for his time and commitment to the school and the Academy Committee.</p>	

			<p>L Cooper agreed to be sole Chair of the Academy Committee, but would be looking to appoint a Vice Chair. Governors were asked to contact LC to discuss.</p> <p>Q – Will we be appointing to replace VS? A- Possibly in the future, we do already have 4 parent governors on this committee.</p>	All
		Trust Board Update	<p>Governors received the Trust Board reports for the October 2024 and December 2024 meetings.</p> <p>Governors had no further questions.</p>	
		Roles of Academy Committee	<p>The Link Governor document was circulated prior to the meeting, and there had been no expressions received to change roles.</p> <p>It was discussed that as PL would be leaving there would need to a Safeguarding Link Governor appointed. PL explained the role and the time commitment required to Governors. BP agreed to be the Safeguarding Link Governor.</p> <p>There will also need to be a new Link Governor appointed to Languages and Humanities to replace VS. As BP will be taking on the role of Safeguarding this will also leave a vacancy for English.</p> <p>LC agreed to make the necessary changes to the document and to circulate to request volunteers to the vacancy roles.</p>	LC
2	School Performance & Accountability	Pupil outcomes	<p>Governors reviewed the Director of Primary termly report from the visits which had take place in January 2025.</p> <p>The focus on the meeting had been specifically on pupil outcomes.</p> <p>LC will be attending the next visit and all governors are welcome to attend.</p> <p>Q – Are the KPIs realistic, rather than aspirational targets? A – They are based on national, or if achieved higher than national in the Autumn term. They are very aspirational, but less than national average would be a disservice to the children. In</p>	

		<p>terms of being realistic, all staff are working really hard for the pupils and will be reviewing the data termly.</p> <p>Q – In terms of the data in the report for pupil outcomes, will this be shown as a percentage in the future?</p> <p>A – Yes, the numbers are from a data and assessment meeting in the autumn term, when the projections to end of year outcomes are made. If the pupils are working towards, it would become a percentage later.</p> <p>Q – The data for year 1 look low, why is this?</p> <p>A – For year 1, this is their first year of reading tests. Year 1 in the past was data rather than teacher assessment.</p> <p>Year 6 comes with the caveat that the data was from the autumn term and therefore before pupils worked on previous SATs papers, when the pupils are known to make progress in the spring and summer terms.</p> <p>Governors had no further questions.</p>	
	School Development Plan	<p>This is the first year of the School Development Plan in this format.</p> <p>It is planned that one aspect will be reviewed at each meeting of this committee. This meeting it will be Ambitious Curriculum, including vision, strategy and actions.</p> <p>Writing is the thematic goal across the school. There will be a high-quality ambitious curriculum across the school, which takes into consideration mixed teaching year groups.</p> <p>The role of Academic Lead will be implemented to monitor the planning and delivery of the curriculum across the school. The aim will be to ensure the teaching follows a clear sequence and follows Rosenshine principles.</p> <p>Investment in IT was discussed. AH concluded that this was a huge benefit of being part of the Trust. The Director of IT had completed an audit of the school IT equipment, and concluded that a large number of ipads were end of life. AH had recently signed off an order, in the region of</p>	

			<p>£15,000 for new ipads.</p> <p>Q – How many ipads does this amount cover? A- 60, for 2 classes to be able to use. This was following advice from the Director of IT, and has been approved by Trust Finance. The purchase will also give the Computing team the opportunity to update their curriculum.</p> <p>The following aspects of the SDP were also discussed.</p> <p>The outdoor play areas and resources to be reviewed with a view to improving behaviour.</p> <p>The extra-curricular provision has not yet been reviewed due to staff absence.</p> <p>Some work has begun around House competitions at other schools in the Trust, but this is in the early stages. AH commented that as part of joining the Trust there had been a lot of changes for the staff to prepare for this year, and it was not the wish to add to their workload further. There would be changes ongoing in the next academic year.</p> <p>Q - What are the names of the Houses? A – Kindness, Respect and Honesty. The other primaries in the Trust have 4 Houses, based on colours. This is something the school may consider moving to in the future.</p> <p>The garden area and outside learning was discussed. A meeting with the Forest School Leader at GBPS has taken place and an action plan will be formulated.</p> <p>The restructured SLT was discussed, with 2 Assistant Headteachers now in post, and Phase Leaders being implemented. This structure brings the school in-line with the other primary schools in the Trust.</p> <p>SEND provision was discussed. A meeting will be taking place with AH, JT (SENDCo), Director of Inclusion for Trust, and LW Director of Primary. A SEND audit will be completed.</p> <p>Pupil progress meetings have been implemented. Bromcom contains a lot of data which can be used to inform the meetings and the conversations,</p>	
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			<p>without the need to collate more data.</p> <p>Q – How was World Book Day and reading for pleasure? A – It was very well received by both staff and pupils.</p> <p>We are also did: Drop Everything and Read Bookie Breakfast Teachers visiting classes and reading extracts Costumes – this year we kept it low key and costumes were only for those who wished to. The majority of pupils chose not to dress up There was a special assembly held and it was a really enjoyable day.</p> <p>Library time in school will have an emphasis on reading for pleasure.</p> <p>LC commented that as a parent she could see the work being done to encourage reading for pleasure, and that this was a big change, and was very pleasing to see.</p> <p>Q – Was there a good take up for the Bookie Breakfast? A – Yes it was full in all 30 places, and there was good representation across all year groups.</p> <p>Q – In terms of grant funding, how much are you looking for? A It is at the early stages and quotes are being obtained.</p> <p>RR commented it may be possible to look at obtaining PTA funding for projects.</p> <p>In the KS1 playground the area is currently unusable due to the condition of the equipment. Quotes are currently being sought.</p> <p>AH informed Governors that Literacy Tree was being used at HGPS. This is a scheme of work which allows planning of whole units to work on texts. HGPS is the first Laurus primary school to use this, which will now be rolled out to all other primary schools in the Trust.</p> <p>Governors had no further questions on the SDP and looked forward to reviewing another section</p>	
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			at the next meeting.	
3	Governor Monitoring	Curriculum Records of Visits	<p>MS has already completed a SEND visit and a PP visit has been arranged for 10th April.</p> <p>LC has visited Music and will be arranging a visit to Art before the end of the academic year.</p> <p>BP will be visiting English and Phonics later this month.</p> <p>RR will be arranging a visit before the end of term.</p> <p>Governors were asked to ensure they had completed a link visit before the end of the academic year, and were encouraged to secure a date with their link.</p>	All
		Policies	<p>Governors <u>approved</u> the following Trust policies be adopted by the school:</p> <p>Acceptable Use policy Appropriate Policy Document Asbestos Policy and Guidance Code of Conduct Policy Fire Procedures First Aid Policy Health and Safety Policy Lone Working Policy Medical Conditions Policy Online Safety Policy Records Management Policy Safe Working Practices Policy Working at Height Policy</p> <p>Q – What happens with the 30 remaining school policies? A – They will align with the Trust, and will become part of the review cycles, we will review them as and when necessary.</p>	
		Finance update	<p>The Management Accounts to December 2024 were circulated prior to the meeting.</p> <p>AH informed Governors that the proposed teacher pay award of 2.8% was unfunded and that trade unions were balloting for strike action for a higher award. There is also the increase in NI contributions to consider. The support staff pay award is also not yet known. The increase to the GAG funding was 0.5% and this means a difficult</p>	

		<p>couple of years are forecast financially.</p> <p>Q – Are the Trust happy with the current position? A – At present we do have reserves, but we also have falling numbers and would therefore have to be careful as funding would be reduced.</p> <p>Q – What is the tannoy system investment? A – There are two elements as part of the Health and Safety report. One is the path and the other is an intruder alert system.</p> <p>The Trust receives SCA income which is for urgent Health and Safety projects in our schools. AH is very hopeful funding will be allocated to install an intruder alert system, but this will not have tannoy facility.</p>	
	<p>Safeguarding and SEND Link Governor updates</p>	<p><u>SEND</u> MS had recently visited school to meet with the SENDCo. It was noted that there are a high number of pupils in school with an EHCP. There are also a number of pupils who are first concern, which is not on SEND, but a concern noted, and these children are being monitored and reviewed.</p> <p>The school deploys TAs as best as possible to support the pupils and implement the interventions needed. It was also noted that nationally there is an issue of LSAs being used to support behaviour issues more than for interventions.</p> <p>AH informed Governors that there is an expected decline in pupil numbers in the primary sector the coming years.</p> <p>Q – What are the pupil numbers for September 2025? A – Last year we had 32 pupils join, and this year it is looking like we will have 44, which is very pleasing. A draft plan of pupil numbers and teaching allocations has been presented to the Finance team, to be able to consider staffing.</p> <p>RR commented that she could see the benefits of mixed year group classes, after initially being sceptical.</p> <p><u>Safeguarding</u> PL confirmed that he would be attending school</p>	

			for a meeting, and that this would be part of the handover to BP.	
		Behaviour and Safeguarding update, including Attendance	<p>The report was circulated prior to the meeting.</p> <p>AH highlighted that there was now an Assistant Headteacher in school with responsibility for behaviour. Behaviour data has been analysed and an action plan has been devised. Behaviour in school is good and there will be some minor changes made to improve further. It was noted that there are very few behaviour incidents at break, and that lunchtimes were being reviewed.</p> <p>Team Teach is also being used, to understand why children behaviour as they do and how this can be managed. AH commented that very few children present with high level behaviour, and that it is a joy to walk around the school.</p> <p>Q – There seems to have been a decline in the number of cause for concerns reported at a similar time to last year?</p> <p>A – This is down to staff training on CPOMS, staff knowing how to record, and what is a concern.</p> <p>The Trust wide Safeguarding Group meet termly. An agenda item at one of the meetings was how do people use CPOMS, and training was then done with all staff. There is a huge number of children with varying degrees of need.</p> <p>Governors had no further questions on the report.</p>	
		Health and Safety update	<p>The newly appointed Health and Safety company had attended school to carry out the annual audit.</p> <p>The visit was in liaison with Site Manager and Business Manager and was a very thorough visit. There was lots of work leading up to the visit and also the daily practice of record keeping. It was a very positive visit and there were some outcomes and recommendations, but nothing which came as a surprise, which was very reassuring.</p> <p>A fire evacuation practice had taken place, which had gone smoothly, and there were some good learning points. The children were excellent and the whole school evacuated in less than 3 minutes.</p> <p>AH also informed Governors of a desktop critical</p>	

			<p>incident scenario which had been completed with staff. A scenario incident was detailed to staff and then further elements added for the purpose of staff being able to think what would need to be done, for example a potential lockdown situation and subsequent communications to parents and carers. It had been a very useful exercise and staff had provided very detailed and thoughtful responses. The whole time the staff priority was the safety of the children.</p> <p>The exercise was completed in all Trust primary schools, and the Heads of School then feedback together to refine any processes and share learning.</p> <p>Q – Is there a manual warning in place at present? A – Yes there is.</p>	
4	Governor Development	Review Trust Training	LC asked Governors to complete the mandatory training as soon as possible, to ensure compliance.	All
		Clerk to minute any training undertaken by Governors since the last meeting	Governors are asked to send any training certificates to the Clerk for retention.	All
5	Community Engagement	Stakeholder engagement	<p>AH updated Governors on the work done with the Trust Marketing team to increase the profile of the school in order to raise pupil numbers.</p> <p>This work has included increased social media exposure, high quality transition events and increased communications with parents.</p> <p>The Grove Gazette newsletter is also being reviewed and AH is currently reviewing the metrics of how many parents and carers are engaging with the newsletter. The possibility of short videos may be trialled as a way of parents and carers receiving information and news from school.</p> <p>Governors discussed the potential impact and agreed that there was a need to keep the information current and balance with not overloading parents and carers.</p>	

6	AOB	<p>AH reported that the school meals had seemed improved on previous.</p> <p>Q – Is there any measure in place to see if they are better than before?</p> <p>A – They certainly look more attractive and the meat is a better quality. The amount of children who take up school meals has not changed and there is more waste on some days than there is others. The menu is similar to the previous provider and portion sizes have not really changed.</p> <p>As PL will not be in attendance at the next meeting Governors offered their thanks for his work and dedication to the school, and their good wishes for the future.</p> <p>PL replied that he would miss working with the Governors and the school and would continue to follow with interest.</p>	
7	Meeting Dates:	<p>Tuesday 1st July 2025 at 5.00pm</p> <p>Please inform the Clerk as far in advance as possible if you are unable to attend a meeting.</p>	

Impact of Meeting / Key Outcomes
Governors received a presentation on the Phonics curriculum at the school
Co-Chair P Lunt advised Governors he would be stepping down from the committee at the end of the academic year
Governors reviewed pupil outcome projections
School Development Plan was reviewed, with a focus on Ambitious Curriculum
Governors approved 13 Trust policies
Governors reviewed the Management Accounts and received a finance update
Behaviour, Safeguarding and Attendance was reviewed
Governors were updated on the Health and Safety annual audit
AH informed Governors of the work being done to raise the profile of the school and to increase pupil numbers

Meeting closed at 7.00pm



L Cooper
Co-chair of Academy Committee
01.07.2025