



## ACADEMY COMMITTEE MEETING

Date: 4<sup>th</sup> October 2022  
Time: 4.30pm  
Venue: Didsbury High School

Clerk: N Burgess  
Present: P Clements, S Wane, J Game, D Woolley and K Houghton  
A Clayton and H Smith were in attendance for part of the meeting

Action	Initials
Governors are reminded to inform the Clerk of any changes to their Register of Business Interests	All
The following items will be included on the agenda for the next meeting: Governor visits, Ofsted training discussion items, roles and responsibilities within the Academy Committee	Clerk
DW will meet with the Trust Lead for Governance to discuss recruitment to the Academy Committee	DW
The section of the Scheme of Delegation regarding Academy Committee delegated functions will be on the agenda for the next meeting for the benefit of new Governors	Clerk
Review of attendance figures to be an agenda item for the next meeting	DW
Arrange PDC training for Governors by the Trust Safeguarding Lead	DW
Governors were asked to send any items for inclusion in the Academy Committee Report to the Trust Board	All
Governors were asked to complete Safeguarding and GDPR training modules by 31.10.2022	All
Governors were asked to send copies of their training completion certificates to the Clerk	All

Agenda – Part 1 - Safeguarding				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were received and accepted from M Kara-Mohamed, A Hurley and P Dickens	
		AOB items	Governors were informed of the resignation of Mr S Williamson from the Academy Committee.  PC also advised Governors that this would be his last meeting due to relocation. PC commented that it had been a privilege to play a part in the school and wished the school and the Governors every success for the future. D Woolley formally thanked PC for his commitment to DHS.	
		Presentation from the Head	H Smith presented the English curriculum at DHS to Governors.	

		<p>of English – H Smith</p>	<p>The National Curriculum and above is taught at DHS. HS outlined the purpose of study and the vision. The curriculum is taught to empower students to their next vision.</p> <p>The DHS curriculum is designed to provide the pupils with powerful knowledge in English. Students are guided to critically reflect and explore key concepts. There is also a programme of enrichment which extends beyond the classroom. HS provided Governors with an overview summary of the texts studied in all year groups. At KS4 Language and Literature have curriculum time for both and are taught entirely separately as each is an individual GCSE.</p> <p>Governors were invited to ask HS any questions.</p> <p><b>Q – In terms of the National Curriculum what is prescribed against what you deliver? What do you supplement?</b></p> <p>A – We deliver skills and discipline of the subject. We select the texts and build links between, this is not explicit in the National Curriculum. In addition we offer Electives which go beyond, for example the National Curriculum states students do a speech but we do above by competing in mock elections.</p> <p><b>Q – Is there a list of set texts?</b></p> <p>A – At KS3 there is a selection of poetry and novels. At KS4 the choice to select from is more limited as it is set by the exam boards.</p> <p><b>Q – Is the curriculum at DHS the same as other schools in the Trust?</b></p> <p>A – Yes there is a shared curriculum across the Trust.</p> <p>SW commented that there are links between year group texts which are age appropriate, for example, Macbeth in Drama.</p> <p><b>Q - Which exam board do you use?</b></p> <p>A – AQA across all schools.</p> <p><b>Q – What is the feedback from students?</b></p> <p>A – Year 7 love the curriculum, feedback is good and they feel empowered.</p> <p>Governors offered their thanks to HS for a very informative presentation.</p>	
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		HS left the meeting	
	Register of interests	The Register of Business Interests was circulated at the meeting and Governors were asked to report any changes to their record.	All
	Code of Conduct	The Code of Conduct is an agenda item at the first meeting of each academic year and Governors agree to adhere to the code.	
	Safeguarding Presentation by A Clayton	<p>A Clayton attended the meeting as Deputy Designated Safeguarding Lead and presented to Governors an overview of Safeguarding at Didsbury High School. Governors were given an outline of the policies and procedures including:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment procedures, both before and after appointments are made</li> <li>• Single Central Register</li> <li>• Safeguarding training including code of conduct, identifying and reporting concerns,</li> <li>• Safeguarding for training as part of the new staff induction</li> <li>• Medical needs training</li> <li>• Safeguarding courses already delivered to staff including Harmful Sexual Behaviour, Prevent and Trauma and Adverse Childhood experiences</li> <li>• CPOMS system for staff to be able to report any concerns, this generates an alert to the DSL/DDSL</li> </ul> <p>All staff in school are responsible for safeguarding. Initial safeguarding training is delivered at the start of the academic year and there will then be 3 further 1 hours training sessions throughout the year. The content of the further sessions is dependent on an emerging need in the school or wider community. Staff also receive monthly safeguarding briefings.</p> <p>A new requirement from KCSIE 2022 is to undertake an online search for all applicants.</p> <p><b>Q – Who does these online searches in school?</b> A – The Head of Schools PA undertakes the checks.</p> <p><b>Q – How many people have failed the checks?</b> A – Our recruitment checks are rigorous and we explore any discrepancies, for example gaps in employment. All offers of employment are subject to Enhanced DBS clearance and references and offers are withdrawn if</p>	

			<p>there is any doubt. We also have a separate safeguarding panel as part of the interview process.</p> <p>AC detailed the Single Central Record (SCR) which is a detailed list of all individuals who have a role within school, and the checks which have been completed. The SCR includes staff, Trust wide staff, and Governors. The SCR is maintained in school by Head of Schools PA and AC also has view only access.</p> <p>Contractors, sports coaches and partner agencies are also on the SCR. For a partner agency the Trust have written evidence to show that all the company employees have passed all safer recruitment and pre-employment checks. The staff have to show photo ID on arrival at school and are then issued with a purple lanyard which means they can be unaccompanied in school.</p> <p><b>Q – What happens if somebody comes into school for a one off visit, for example to service a machine, what would be the process?</b></p> <p>A – If the visitor is not from a partner agency then they would be issued with a red visitor lanyard and would be accompanied and supervised at all times.</p> <p><b>Q – How do you embed this to all staff?</b></p> <p>A – All staff are aware and know this is of the upmost importance. Staff at Reception ensure each visitor has the correct visitor lanyard on arrival. Difficult situations can sometimes arise but they are always challenged as safeguarding is always the priority.</p> <p>Every half term MH and AC meet to cross check and sign off the SCR. The Trust Leads for Behaviour and Safeguarding also meet to review as a QA process. JG, as the Governor with responsibility for safeguarding, meets termly to review and sign off the SCR which means there are a number of safety checks in place.</p> <p>Staff receive training in medical needs including asthma, anaphylaxis, epilepsy and diabetes. Staff are made aware of students with individual care plans.</p> <p>Governors were pleased to hear that the school has lots</p>	
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			of levels of assurance in place and thanked AC for the most comprehensive presentation.	
		Part 1 Minutes	<p>Minutes of the meeting held 7<sup>th</sup> June 2022 were <u>approved</u> as a correct record of the meeting.</p> <p><u>Actions arising:</u>  Governor visits will be on the agenda for the next meeting.  PC had attended a session to discuss meeting papers  Ofsted training discussion topics will be an agenda item at ACM2  Roles and responsibilities within the academy committee will be an agenda item for the next meeting  The Clerk had clarified the points raised regarding the policies  Annual Report was circulated to Head of School and Chair and will be signed off at this meeting  Clerk has sent meeting invites for the next academic year  Young Carers letter was circulated by the Clerk.</p>	Clerk
		Membership: Recruitment Update/Succession Planning	<p>PC had earlier in the meeting informed Governors of his intention to resign due to relocation.</p> <p>DW will meet with the Governance Lead at the Trust to discuss the committee membership going forward. There will be roles within the Academy Committee which will need appointing to and this will be done following the appointment of additional governors.</p>	DW
		Scheme of Delegation	<p>The Scheme of Delegation was circulated prior to the meeting. The SOD has been compliance checked to the Academy Trust Financial Handbook and the CST checklist and there are no changes to the Academy Committee delegated functions.</p> <p>Governors requested that the section of the document relating to Academy Committee functions be discussed as an agenda item at the next meeting for the benefit of new Governors.</p>	Clerk
		Trust Board Updates	Governors received the Trust Board updates from the May 2022 and July 2022 meetings and had no further questions.	

2	School Performance & Accountability	School Development Priorities	<p>DW presented the Summer 2022 GCSE results to Governors.</p> <p>French – 17% of students had achieved a grade 9 and 83% achieved a grade 5 or above</p> <p>Spanish – 23% of students had achieved a grade 9 and 79% achieved a grade 5 or above.</p> <p>Governors were really pleased to note the excellent results. A Governor commented that the comparison to national average figures was phenomenal.</p> <p>Governors wished to formally record their congratulations to students and staff on their excellent results.</p> <p><b>Q – Now we have the results what is next?</b>  A – The SDP will be RAG rated. EBacc may now be coming live and further data will follow.</p> <p>Persistent absence figures were discussed and noted that they were a knock on from Covid. There is a significant amount of work taking place to ensure the attendance can get back to the level it needs to be.</p>	
			Set and ensure delivery of the school curricula and assessment in line with the Trust approach	<p>DW confirmed the delivery of the school curriculum and assessment at DHS, in line with the Trust approach.</p>

		<p>Review Head of School report</p>	<p>The Head of School report was circulated prior to the meeting and Governor questions were invited.</p> <p><b>Q – Is staff take up of FPL mandatory?</b>  A – It is optional and there is a high take up. Staff wish to attend and the same session is now run twice a week to allow as many staff as possible to attend. Registers are not taken.</p> <p>Staff Governor SW commented that the FPL is the best offer than at any other school he has worked in. The sessions allow time for staff to be able to reflect.</p> <p><b>Q – Do you (SW) feel you get enough out of the sessions?</b>  A – ARC sessions are more specific and tailor how we read and how we can improve in departments.</p> <p>FPL sessions are non subject specific but any classroom staff can get something from the sessions. It is an invitation for all staff to be able to present.</p> <p><b>Q – Is there anything to be noted in the reduction in the number of EHCP students?</b>  A – We have been working closely with the LA to find more appropriate provision for the students. In some cases this has also been to avoid risk of permanent exclusion.</p> <p><b>Q – Can you give Governors a sense of trend in behaviour?</b>  A – After a turbulent couple of years, due to Covid, it felt at the end of the academic year that the school was in the right place. Traditionally most exclusions are seen in years 9 and 10. The main issues of behaviour have been around high needs students. The exclusion data needs context to be able to interpret the figures.</p>	
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		<p><b>Q – Each school in the Trust had a different make up. How do we benchmark against other Trust schools?</b></p> <p>A – It is difficult to measure. We have a QA visit form the Trust Behaviour Lead. A report back from this meeting will be given by the Head of School at ACM2. Governors were informed that the school also had a new Assistant Headteacher (appointed externally) with responsibility for behaviour.</p> <p><b>Q – In terms of attendance, and the target of 97%, following Covid, at a future meeting would it be possible to see where we are now and long it is anticipated it will take to get to exactly where we want to be in terms of attendance?</b></p> <p>A – We can review at the next meeting. It should be noted that the vast majority of students attend school every day and that the persistent absence figures bring down the attendance figure.</p> <p><b>Q – Are the new year 7 cohort similar to the other year groups?</b></p> <p>A – There are a large number of EHCP students in this year group and the LA feel this is a reasonable number, neighbouring schools have significantly less EHCP students.</p> <p><b>Q – Would it be possible for training for Governors who are asked to be part of a student disciplinary panel, following a permanent exclusion?</b></p> <p>A – The Trust Safeguarding Lead. WS, will be delivering training to all Governors across the Trust.</p>	<p>DW</p> <p>DW</p>
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P	Governor Monitoring	Finance update including pupil numbers, bench marking and value for money	<p>A vote is currently taking place in favour of strike action from the Teaching Unions with regards to proposed pay increases. If strike action goes ahead there could be school closures as a result.</p> <p>Any pay increases, for both Teachers and support staff, are unfunded and will need to come from school reserves.</p> <p>The accounts presented are to 31<sup>st</sup> July 2022. The year end for the Trust is 31<sup>st</sup> August and external audit will be taking place in the next 2 weeks.</p> <p><b>Q – Will there be a knock on effect for the Sixth Form if the pay increases are funded from the reserves?</b>  A – Potentially there could be but this is not yet confirmed, it will be clearer in November when we know how many applications for places we have received.</p>	
		Policies – undertake school level reviews and note phase/Trust level policies	Governors <u>approved</u> the Behaviour policy.	
		Safeguarding and SEND Link Governor updates	<p>JG reiterated the Safeguarding measures in schools which were detailed earlier in the meeting by AC.</p> <p>There will be a SEND Link Governor update at the next meeting.</p>	

		Governor self-review of impact (update Annual Report to Trust Board)	<p>The Academy Committee Report to the Trust Board has been finalised for 2021-2022 and a new report will commence for 2022-2023.</p> <p>Governors requested the following be included in the new report:</p> <ul style="list-style-type: none"> <li>• Community work on behaviour</li> <li>• Assistance in 175 Audit</li> <li>• Safeguarding presentation</li> </ul> <p>Governors were invited to send any further updates to the Clerk for inclusion in the report.</p>	All
4	Governor Development	Review Trust Training Plan	<p>Governors were signposted to the Laurus Institute on Sharepoint.</p> <p>Governors are requested to complete GDPR Training and Safeguarding Training by 31<sup>st</sup> October 2022.</p>	All
		Minute any training undertaken by Governors since the last meeting	Governors were reminded to inform the Clerk once they had completed the training.	All
		Governor Competency Framework/Effective Governance Handbook	Governors were provided with the Governor Competency Framework and Effective Governance Handbook for their information and reference.	
5	Community Engagement	Stakeholder Engagement	Governors were informed there had been a register of interest from a member of the local community and also elections were taking place for a Staff Governor Representative from the support staff of the school.	
6	AOB		Thanks were offered to P Clements of behalf of Governors and DHS.	
7	Meeting Dates:	To note	<p>Tuesday 6<sup>th</sup> December 2022 at 4.30pm</p> <p>Tuesday 14<sup>th</sup> March 2023 at 4.30pm</p> <p>Tuesday 13<sup>th</sup> June 2023 at 4.30pm</p>	

Impact of Meeting / Key Outcomes	
Governors received a presentation on the English curriculum taught at DHS	
Governors received a comprehensive presentation on Safeguarding	
Membership and recruitment to the Academy Committee was discussed	
Governors were delighted to note the excellent Year 9 MFL GCSE results	
Governors approved the Behaviour Policy	

Meeting closed at 6.25pm

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