

**Durham & Newcastle Diocesan Learning Trust**



**Eggescliffe C.E Primary School**

**Minutes of the Meeting of the Local Academy Council  
held on Wednesday 30<sup>th</sup> November at 3.30pm**

**MEETING SUMMARY**

**RESOLVED**

- that the information be received and noted / to note and accept the apologies for absence from Rebecca Pollard and Nigel Ibbetson.
- to note that there were no interests declared by anyone present in relation to any matters arising from the agenda of the current meeting.
- to note the Compliance reporting and governance activity updates.
- to note the Headteacher's Report.
- to **APPROVE** and adopt the updated school policies.
- that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.

**ACTIONS**

1. The skills audit had been completed by Academy Councillors in July but had not received any feedback. The Clerk noted that this would be presented at a future meeting.

Clerk

## Durham & Newcastle Diocesan Learning Trust



### Eggescliffe C.E Primary School

#### Minutes of the Meeting of the Local Academy Council held on Wednesday 30<sup>th</sup> November at 3.30pm

<p><b>In attendance:</b></p> <p><b>Apologies:</b></p> <p><b>Also in attendance:</b></p>	<p><b>Parent Councillors:</b> Rebecca Dargan, Rebecca Shipley  <b>Foundation Councillors:</b> Brian Robinson, Revd Sylvia Wilson (ex-officio)  <b>Co-opted Councillors:</b> Alan Judge (Chair), Simon Smith  <b>Head Teacher:</b> Emma Robertson  <b>Staff Councillor:</b> Helen McCarthy</p> <p>Rebecca Pollard, Nigel Ibbetson</p> <p>Ruth Callaghan, Governance Partner</p>	
<u>Agenda Item</u>	<u>Description of Discussion</u>	<u>Action</u>
<b>1.</b>	<p><b>Welcome and Opening Prayer</b>  The Chair opened the meeting at 3.30pm, welcoming those present.</p> <p>Revd. Sylvia Wilson led in an opening prayer.</p>	
<b>2.</b>	<p><b>Confirmation of quorum and apologies for absence</b>  The Clerk confirmed that the meeting was quorate with more than three Councillors present, noting that the quorum for a meeting of the Eggescliffe CE Primary School LAC, and any vote on any matter thereat, shall be any three Councillors, or where greater, any one third (rounded up to a whole number) of the total number of Councillors holding office at the date of the meeting.</p> <p>Councillors were informed that apologies for absence had been received from Rebecca Pollard and Nigel Ibbetson.</p> <p><b>RESOLVED</b> that the information be received and noted / to note and accept the apologies for absence from Rebecca Pollard and Nigel Ibbetson.</p>	All to note
<b>3.</b>	<b>Any other URGENT business approved by the Chair for</b>	

	<p><b>discussion</b></p> <p>SS thanked the school for the school Choir’s participation in the event at the Parish Hall event at the weekend.</p>	
4.	<p><b>Declaration of interests</b></p> <ul style="list-style-type: none"> <li>• <b>to declare any business, personal or pecuniary interests in any matters arising from the agenda of the current meeting</b></li> </ul> <p>Councillors, and those present, were reminded that they should declare any business, personal or pecuniary interest in any matters arising from the agenda of the current meeting.</p> <p><b>RESOLVED</b> to note that there were no interests declared by anyone present in relation to any matters arising from the agenda of the current meeting.</p>	All to note
5.	<p><b>Compliance reporting</b></p> <p><b>a) TrustGov platform</b></p> <ul style="list-style-type: none"> <li><b>i) Annual declarations of interest</b></li> <li><b>ii) Non-disqualification confirmation</b></li> </ul> <p>Councillors were reminded that they should declare any business, personal or pecuniary interests in companies or individuals from which the Academy Trust may purchase goods and / or services. Councillors were reminded that they have a statutory duty to complete a Declaration of Interests form at the beginning of each academic year, which could be completed via the TrustGov platform (along with the non-disqualification confirmation form), and this should be updated immediately throughout the year with any changes or amendments.</p> <p>Councillors queried whether there was a requirement for staff/ex-officio governors to upload their training onto TrustGov when this is an essential part of their role. Councillors suggested that it would be sensible for them to have a different profile and to not have to upload unnecessary information.</p> <p>The HT confirmed that she had a list of all the safeguarding training completed by Academy Councillors.</p> <p><b>b) Cyber Security Training confirmation</b></p> <p>Councillors were reminded that they must complete the Cyber Security training as circulated before the end of last year, requesting that evidence of completion be forward to the Clerk/HT.</p> <p><b>c) Governance Code of Conduct</b></p>	

	<p>The Clerk confirmed the Governance Code of Conduct could be completed via the TrustGov platform, along with the declaration of interests and auto-disqualification confirmation.</p> <p><b>d) Publication of statutory governance information</b></p> <p><b>i) GIAS</b> The Clerk confirmed that GIAS was up to date as to the current AC details.</p> <p><b>ii) School website – governance information</b> The Clerk confirmed that the governance information available from the school website was up to date.</p> <p><b>RESOLVED</b> to note the Compliance reporting update.</p>	All to note
6.	<p><b>Meetings of the Local Academy Council</b></p> <p><b>a) approval of Minutes from the previous meeting held on 29<sup>th</sup> September 2022</b></p> <p><b>b) review of actions</b></p> <p><b>c) matters arising</b></p> <p>Councillors reviewed the minutes of the previous meeting as pre-circulated, confirming them as a true and accurate record of the discussions, which took place.</p> <p>The HT noted that this had been a very full meeting and that there were still further updates to be made to the budget out-turn following the meeting.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> the minutes of the Egglecliffe CE Primary School LAC meeting held on 29<sup>th</sup> September 2022.</p>	All to note
7.	<p><b>Governance update</b></p> <p><b>a) Membership, terms of office and vacancies</b></p> <p><b>b) Training &amp; Development</b></p> <p><b>i) Clennell Education Solutions - Safeguarding training</b></p> <p><b>ii) Governance induction schedule</b></p> <p><b>iii) Requests</b></p> <p><b>c) Link roles 2022-23</b></p> <p><b>d) Chairs briefing</b></p> <p>RD confirmed that she had undertaken new governor training and safeguarding training with Clennell. It was noted that there had been no chairs' briefing since the last LAC meeting.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note
8.	<b>Governance Activity</b>	

	<p><b>a) Governance self-evaluation and action planning</b>  <b>b) Skills audit and analysis</b>  <b>c) Academy Council end of year summary reporting</b>  <b>d) Link monitoring forums</b></p> <p>The Chair noted that he had filled out the Trust’s governance self-evaluation document but had received no feedback from the Trust. He noted that the link governor meetings and visits were building up governor knowledge of the quality of teaching and learning in the school. The LAC are still waiting to hear from the Trust regarding link monitoring feedback forms.</p> <p>It was noted that the LAC would need to consider its succession plan for a new Chair at the time that AJ steps down from his role.</p> <p>The skills audit had been completed by Academy Councillors in July but had not received any feedback. The Clerk noted that this would be presented at a future meeting.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	Clerk
9.	<p><b>Teachers’ performance management and pay review</b>  This was covered at the meeting on 29<sup>th</sup> September 2022.</p>	All to note
10.	<p><b>Headteacher’s Report</b>  The Headteacher’s Report was circulated to Councillors. The following points were raised:</p> <ul style="list-style-type: none"> <li>• The support partner visited for a challenge day focusing on curriculum progression and assessment, particularly Geography given the actions in the Ofsted report.</li> <li>• York St John teaching students had been welcomed to the school.</li> <li>• Rebecca Dargan had been appointed as the new Chair of the Friends of Egglecliffe which had already had a significant impact.</li> <li>• Citation had conducted a thorough H&amp;S inspection and placed the school in the high compliance category.</li> </ul> <p><i>Staffing update</i></p> <ul style="list-style-type: none"> <li>• Tim Wallace has been successfully appointed as TA on a temporary two-term contract. Amanda Mallam had also been appointed to cover nursery afternoon sessions from the start of 2023.</li> <li>• There was one member of staff on long-term sickness. Academy Councillors asked about when they might return to work. The HT reported that they were making regular welfare calls and the temporary arrangements are workable until after Christmas. It was acknowledged that this absence was impacting on the HT</li> </ul>	

	<p>role, as the cover is not as experienced in IT and budget management.</p> <ul style="list-style-type: none"> <li>• The significant finance backlog has been completed and is now being processed in a timely way.</li> <li>• Councillors asked about the HT wellbeing. She noted that it was difficult to plan given that a return date is unknown.</li> <li>• It was noted that overall, the school was in a better position since the HT started, however she is still being required to lead on SEND matters. Governors expressed that they have a responsibility to maintain her welfare. HT noted that she has a strong team in place who are sharing the burden and being supportive and she also has external support which she can draw upon.</li> <li>• Academy Councillors asked if there were any staff members interested in the SENCO role. The HT noted that some discussions had begun and the need to become qualified and budget constraints would need to be considered.</li> <li>• The HT noted that staff training was included in the report.</li> </ul> <p><i>Pupil progress</i></p> <ul style="list-style-type: none"> <li>• Progress for Y6 pupils had been better than expected and the gap had been closed significantly and the current Y6 were expected to make similar progress.</li> <li>• They were not concerned that there were no pupils exceeding in writing yet in some year groups as the data is only from the second week in October. It is too early to assess some learners as 'greater depth.' The position is stronger than last year's data capture at the same time.</li> <li>• Councillors asked what had made the difference in the outcomes and the HT confirmed that curriculum improvements, staff training and CPD, the new phonics and maths schemes were all contributing factors. There are a few children new to school that and these are 'below expectation.'</li> <li>• Councillors noted that they would like to thank staff for their attitude and effort in getting these results and progress.</li> <li>• The HT reported that staff have welcomed the connection with Academy Councillors.</li> </ul> <p><i>SEND</i></p> <ul style="list-style-type: none"> <li>• There are 5 children with an EHCP and 21 on the SEN register. External support was being received from Sarah Jane Monsarratt and RD was thanked for her support on SEN.</li> <li>• There had been an increase in children in need of a sensory space for anxiety and sensory integration support. Councillors praised the school for making this available to children throughout the school day.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Councillors asked why so many children are currently struggling with anxiety. The HT reported that the school's offer of nurture support had been effective and that there was strong support from teachers (including two who are trained 'Thrive practitioners'). Covid has negatively impacted on some children. There are some children with significant bereavement issues, and these have been taken out of lessons to readjust before rejoining classroom learning.</li> <li>• Academy Councillors asked how staff determined who should access this provision. The HT reported that it was a mix of proactive and reactive approaches. They have found that it is used more on days that are busy and unsettling for children. Staff are effective at knowing and identifying triggers for children in their class.</li> <li>• Academy Councillors asked whether there was any stigma attached to accessing the provision among peer groups. It was noted that children recognise that they need it and readily access it when required.</li> <li>• Councillors asked whether there was evidence of greater economic stress among families. The HT reported that there was, and this was in some cases surprising.</li> <li>• Councillors asked to hear future link governor reports from RD as she supports the SEN work within the school.</li> </ul> <p><i>Pupil Premium</i></p> <ul style="list-style-type: none"> <li>• This information would be amended following the census.</li> </ul> <p><i>Other</i></p> <ul style="list-style-type: none"> <li>• There are two more children in nursery since the report was written.</li> <li>• The Trim trail and playground are on the risk register and the school is still looking for other funding sources to make improvements.</li> <li>• The meeting with the Trust to discuss the budget and challenges involved in moving to a new way of reporting will now take place at the school.</li> </ul> <p><b>RESOLVED</b> that the information be received and noted.</p>	
<p><b>11.</b></p>	<p><b>Challenge and Support Partner report – summer term 2022</b> The HT noted that they were awaiting Anne Vernon's report and there had been a successful visit by Julie McGrain.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	<p>All to note</p>
<p><b>12.</b></p>	<p><b>School Improvement Plan</b> <b>a) 2021-22 end of year summary</b></p>	

	<p><b>b) 2022-23 key priorities</b> There was no discussion regarding the Improvement Plan.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note
13.	<p><b>Budget update</b> c) 2021-22 end of year summary d) 2022-23</p> <p>The HT confirmed that changes were required and that update documents would be circulated to the LAC.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note
14.	<p><b>School Policies – for review and approval</b> a) <b>School Behaviour Policy</b></p> <p>The RSHE policy had been adapted to the school would be circulated to Academy Councillors.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> and adopt the updated school policies.</p>	All to note
15.	<p><b>Updated Trust Policies – to note (attached)</b> a) RSHE Policy b) Trust Behaviour Principles c) Staff wellbeing policy and child wellbeing policy</p> <p><b>RESOLVED</b> to note the updated Trust policies.</p>	All to note
16.	<p><b>Chair of Academy Council’s correspondence</b> There was no correspondence to report.</p> <p><b>RESOLVED</b> that the information be received and noted.</p>	All to note
17.	<p><b>Any other URGENT business previously approved by the Chair</b></p> <p>This had already been discussed.</p>	
18.	<p><b>Items for consideration at the next meeting</b> The Clerk confirmed that an agenda would be provided ahead of the next self-clerked meeting dates.</p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Link roles and reporting</li> </ul>	
19.	<p><b>Approval of documents for inspection</b></p> <p><b>RESOLVED</b> that the agenda, approved minutes and supporting</p>	All to note



	documents be made available for public inspection and audit purposes.	
<b>20.</b>	<b>Date and time of future meetings</b> <ul style="list-style-type: none"> <li>• 3:30pm Wed 25<sup>th</sup> Jan 2023 (self-clerked)</li> <li>• 3:30pm Wed 1<sup>st</sup> Mar 2023 (clerked meeting)</li> <li>• 3:30pm Wed 17<sup>th</sup> May 2022 (clerked meeting)</li> <li>• 3:30pm Wed 28<sup>th</sup> Jun 2022 (self-clerked)</li> </ul>	
<b>21.</b>	<b>Closing prayer</b> With their being no further business, the meeting closed at 5.00pm.	

**APPROVED** by **THE LOCAL ACADEMY COUNCIL** of **Egglecliffe CE Primary School**

Signature (Chair): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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