

Durham & Newcastle Diocesan Learning Trust



Eggescliffe CE Primary School

**Minutes of the Meeting of the Local Academy Council
held on Tuesday 21st March at 3.30pm**

MEETING SUMMARY

RESOLVED

- to note and accept the apologies for absence from Rebecca, Shipley Rebecca Pollard, Brian Robinson and Helen McCarthy.
- 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 **APPROVE** the minutes of the Eggescliffe CE Primary School Academy Council meeting held on 25th January 2023.
- to **APPROVE** the updated Eggescliffe CE Primary School Admissions Policy 2025 - 2026.
- to note the updated Trust policies.
 - a) Pay Policy and linked Appraisal Policy
 - b) Asbestos Trust statement of intent
 - c) Complaints Policy
 - d) Conflicts of Interest
 - e) Whistleblowing Policy
 - f) LGPS discretions policy
 - g) Supporting Pupils with Medical Conditions policy
 - h) Health and Safety policy statement
 - i) Equality Reporting Information
- that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.

ACTIONS

1. The Clerk agreed to reissue the TrustGov link to all Academy Councillors.

Durham & Newcastle Diocesan Learning Trust



Egglecliffe CE Primary School

Minutes of the Meeting of the Local Academy Council held on Tuesday 21st March at 3.30pm

In attendance:	<p>Parent Councillors: Rebecca Dargan Foundation Councillors: Revd Sylvia Wilson (ex-officio) Co-opted Councillors: Alan Judge (Chair), Simon Smith, Nigel Ibbetson Head Teacher: Emma Robertson</p>
Also in attendance:	<p>Sue Richardson, Governance Partner Ruth Callaghan, Governance Partner</p>

<u>Agenda Item</u>	<u>Description of Discussion</u>	<u>Action</u>
1.	<p>Welcome and Opening Prayer The Chair opened the meeting at 3.40pm, welcoming those present.</p> <p>Revd Sylvia Wilson led in an opening prayer.</p> <p>The prayer recognised the recent loss of the Reading Headteacher and the potential reflection on future Ofsted inspections that may arise.</p>	
2.	<p>Confirmation of quorum and apologies for absence The Clerk confirmed that the meeting was quorate with more than three Councillors present, noting that the quorum for a meeting of the Egglecliffe 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 Shipley, Rebecca Pollard, Brian Robinson and Helen McCarthy.</p>	

	<p>RESOLVED to note and accept the apologies for absence from Rebecca Shipley, Rebecca Pollard, Brian Robinson and Helen McCarthy.</p>	All to note
3.	<p>Any other URGENT business approved by the Chair for discussion Admissions Policy 2025/26 to be discussed with agenda item 15.</p>	
4.	<p>Declaration of interests</p> <ul style="list-style-type: none"> • to declare any business, personal or pecuniary interests in any matters arising from the agenda of the current meeting <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>RESOLVED 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>Compliance reporting</p> <p>a) TrustGov platform</p> <p>i) Annual declarations of interest</p> <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 compliance section of the TrustGov platform, and this should be updated immediately throughout the year with any changes or amendments.</p> <p>The Clerk tabled a copy of the interests declared by Councillors via TrustGov, cross-referencing with Councillors for accuracy and advising that the following interests should be declared, where relevant: -</p> <ul style="list-style-type: none"> - Directorships, partnerships and employments with businesses. - Trusteeships/Governorships at other educational institutions and charities. - Involvement in official capacity with outside organisation. - Immediate family business interests. - Close family relationships within the Trust. <p>The Clerk agreed to reissue the TrustGov link to all Academy Councillors.</p>	Clerk

	<p>RESOLVED to record any business, personal and pecuniary interests via the TrustGov platform and ensure this is updated throughout the year with any changes or amendments.</p> <p style="text-align: center;">ii) Non-disqualification confirmation</p> <p>The Clerk requested that Councillors logon to the compliance section of TrustGov and indicate that they are not disqualified from holding a governance role in accordance with the non-disqualification criteria, where they had not already done so.</p> <p>RESOLVED to complete the non-disqualification criteria element of TrustGov as a priority, where this is outstanding.</p> <p style="text-align: center;">b) Cyber Security Training confirmation</p> <p>Councillors were reminded that they must complete the Cyber Security training (linked in the agenda), requesting that evidence of completion be forward to the Clerk/HT.</p> <p>RESOLVED to complete the Cyber Security training and provide evidence to the Clerk/HT, where this is outstanding.</p> <p style="text-align: center;">c) Publication of statutory governance information</p> <p style="text-align: center;">i) GIAS</p> <p>The Clerk confirmed that GIAS was up to date as to the current AC details.</p> <p style="text-align: center;">ii) School website – governance information</p> <p>The Clerk confirmed that the governance information available from the school website was up to date as to the current AC details.</p> <p>RESOLVED to note and accept the compliance report update.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>
<p>6.</p>	<p>Meetings of the Local Academy Council</p> <p style="text-align: center;">a) approval of Minutes from the previous meeting held on 25th January 2023</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 style="text-align: center;">b) review of actions</p> <ul style="list-style-type: none"> • It was acknowledged that work had been carried out on the sensory area of the school. • Further work was needed on the flooring of the Trim Trail. <p style="text-align: center;">c) matters arising</p> <p>There were no matters arising.</p> <p>RESOLVED to APPROVE the minutes of the Egglecliffe CE Primary School Academy Council meeting held on 25th January 2023.</p>	<p>All to note</p>

<p>7.</p>	<p>Governance update</p> <p>a) Membership, terms of office and vacancies There are no vacancies at present.</p> <p>b) Skills Audit Analysis The Clerk advised that the Skills Audits had been completed and analysed. The audit outcomes and recommendations would be presented at the next LAC meeting.</p>	<p>All to note</p>
<p>8.</p>	<p>Headteacher's Report The HT referred to their pre-circulated report, providing a verbal overview as follows:</p> <ul style="list-style-type: none"> - The school had introduced a breakfast and after school club. - The club has been in operation for 4 weeks. - The provision was targeted towards older children. - The average attendance was 5 pupils on a morning and approximately 15 at After School Club - The after school activities complementing existing activities. - The school had registered for all available childcare vouchers schemes to support families to access the provision. - Families eligible for Universal Credit can reclaim 85% of the costs for the clubs. - The Breakfast Club is reported to be breaking even at present. - The After School Club is in profit at the current time. <p>The Academy Councillors enquired if the clubs were having a positive impact in reducing the traffic congestion around the school.</p> <p>The HT responded that the extra 5 minutes were making a difference at the key beginning and end points in the school day.</p> <p>The Academy Council thanked the HT and acknowledged that the additional provision added to the school offer, making it attractive for new and existing families.</p> <p>RESOLVED to note and accept the Headteacher's report.</p>	<p>All to note</p>
<p>9.</p>	<p>School Development Plan/Self-Evaluation update</p> <p>The Chair outlined the remit for sending all of the information through to Academy Councillors. The contributions of all members of staff were recognised and it was commended that all staff were active participants in improving the school. A team feel was acknowledged. The Academy Councillors noted the following:</p> <ul style="list-style-type: none"> - The Art report captured pupil voice and recognised their enjoyment of the subject. - The Music Support Staff lead had some changes in role and timetable. This had some impact on opportunities for the Choir in the community. A job re-evaluation would be required. 	<p>All to note</p>

	<ul style="list-style-type: none"> - Lunchtime prayer space and Encounter were still running. <p>The Academy Councillors thanked the HT and also asked for thanks to be passed onto the staff team.</p>	
10.	<p>Annual safeguarding report</p> <p>The HT referred to the pre-circulated safeguarding report, providing a verbal overview as follows: -</p> <ul style="list-style-type: none"> - The Safeguarding audit was scheduled to take place on 22nd March 2023. - A report will be made available following the audit. - A nursery fence was in need of replacement. - A further fence between the school and the village hall had been previously repaired. - A hedge was encroaching on the path between the school and the village hall. - It was planned to replace a school sign in the summer term. <p>RESOLVED to accept and note the annual safeguarding report update.</p>	All to note
11.	<p>Governor Link monitoring reports</p> <p>a) Link monitoring reports</p> <p>b) Feedback from link monitoring forums</p> <p>The following reports were circulated ahead of the meeting:</p> <ul style="list-style-type: none"> • Pupil Voice Our Learning & Our School • STEM - Maths <p>A further link visit has been completed and a report is to follow.</p>	All to note
12.	<p>Trim Trail/Clamber stack opening</p> <p>The Academy Councillors are liaising with Middlesbrough Football Club to try to secure attendance at the opening of the school Trim Trail. A request was also put forward in connection with judging at a forthcoming Baking Competition in school.</p> <p><i>Rebecca Dargan the meeting left at 16:23pm.</i></p>	All to note
13.	<p>Budget update</p> <ul style="list-style-type: none"> - The HT had queried the carry forward figures. - There are inconsistencies with invoices not matching financial years had been identified. These were proving challenging. - The 2021/22 outturn has not been received as yet. - Costs associated with the Nursery playground, Reception classroom, Safeguarding, Security screen and perimeter fence amount to 90K. These have now been paid from the surplus funds. - A deficit budget of 26K is anticipated this financial year. <p>The HT is taking a number of actions to bring additional funds into</p>	All to note

	<p>the school:</p> <ul style="list-style-type: none"> - The HT is providing input for a Leading Teaching and a Behaviour and Culture qualification. - The HT is marking exam papers each half term. - The HT is helping to staff after school clubs. - The HT negotiated all contracts. - An application is submitted for any eligible grants. <p>The Academy Council recognised the actions that the HT is taking and noted the positive impact these have had on the outturn position.</p> <p>The HT has completed a great deal of work to understand the new Trust financial procedures and the alignment to the Academy financial year. The HT recognised the streamlined procedures being introduced by the new CFO and the complexities of the changes. These changes needed to be done carefully and in a measured way.</p> <p>Present forecasts show an anticipated surplus of 45K next year. This takes into account potential pay awards although there are concerns in regard to if any associated funding will be given to schools. The HT advised that the planned recruitment of an Assistant Head teacher had been put on hold for the moment.</p> <p>Recent industrial action has had limited impact on staffing. The HT had drawn up contingency plans to minimise disruption.</p> <ul style="list-style-type: none"> • The Academy Councillors asked what the Trust perspective was on the school budget. <p>The HT advised that she was attending a Trust HT and SBM meeting on 23rd March 2023. The Chair added that the Trust draws up a budget much like a Local Authority would.</p> <ul style="list-style-type: none"> • The Academy Councillors asked after the HT's own wellbeing. <p>The HT replied that she was doing her best for the school and it's pupils and staff. She felt well supported by the Academy.</p>	
<p>14.</p>	<p>School risk register</p> <p>A building inspection was scheduled to take place on the 23rd March 2023. This would be carried out by Eddisons who had been appointed as surveyors for the Trust. A minor change to the risk register was required to reference the fence.</p>	<p>All to note</p>
<p>15.</p>	<p>School policies</p> <p>A minor amendment had been made to the Admissions Policy to amend the date.</p> <p>The HT advised that there was a low birth rate this year. The school had received 26 1st choices so should be above the 25 budgeted numbers</p>	<p>All to note</p>

	RESOLVED to APPROVE the updated Admissions Policy 2025 - 2026.	
16.	<p>Updated Trust Policies – to note</p> <ul style="list-style-type: none"> a) Pay Policy and linked Appraisal Policy (attached) b) Asbestos Trust statement of intent c) Complaints Policy d) Conflicts of Interest e) Whistleblowing Policy f) LGPS discretions policy g) Supporting Pupils with Medical Conditions policy h) Health and Safety policy statement i) Equality Reporting Information <p>RESOLVED to note the updated Trust policies.</p>	All to note
17.	<p>Chair of Academy Council’s correspondence</p> <p>No correspondence identified for discussion.</p>	All to note
18.	<p>Any other URGENT business previously approved by the Chair</p> <p>No items of other urgent business raised for discussion.</p>	All to note
19.	<p>Items for consideration at the next meeting</p> <p>The Clerk confirmed that an agenda would be provided ahead of the next self-clerked meeting dates.</p> <ul style="list-style-type: none"> • Skills Audit • Budget update. 	All to note
20.	<p>Approval of documents for inspection</p> <p>RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection and audit purposes.</p>	All to note
21.	<p>Date and time of future meetings</p> <ul style="list-style-type: none"> • 3:30pm, Wednesday 17th May 2023 (Self-clerked meeting) • 3:30pm, Wednesday 28th June 2023 (Trust-clerked meeting) 	
22.	<p>Closing prayer</p> <p>With there being no further business, the meeting closed at 5:00pm with a prayer from Revd Sylvia Wilson.</p>	

APPROVED by **THE LOCAL ACADEMY COUNCIL** of **EGGLESCLIFFE C.E. PRIMARY SCHOOL**

Signature (Chair): _____

Name: _____

Date: _____