



## ACADEMY COMMITTEE MEETING

Date: Tuesday 30<sup>th</sup> September 2025  
Time: 5.00pm  
Venue: Hazel Grove Primary School

Clerk: N Burgess  
Present: A Hossen, N Turvey, M Saxon, R Richardson, J Crawford, L Woolley, A Campbell and V Marin-Roman as an observer

	Action	Initials
1	Governors to inform the Clerk of any changes to their Register of Business interests	All
1	To pass on thanks to B Parry	NB
1	Governors to contact the Clerk to express interest in any of the Link Governor roles, and also the position of Vice Chair	All
2	To update Governors on the agreed KPIs for this academic year	AH
2	To provide an updated SEF at the next meeting	AH
2	Governors are invited to attend the Quality Assurance visits and should contact AH to confirm	All
3	To clarify sickness absence reporting procedures on the school website	AH
3	Educational outcomes of CLA and PLAC to be on the agenda for the next meeting	AH/NB
3	Sports Premium Report to be added to the school website	AH
4	Clerk to send individual training reminders and links to Governors	NB
4	Governors to send their training certificates to the Clerk for retention	All
5	Parental strategy to be an agenda item for the next meeting	AH

### Agenda – Part 1 –

Category	Item	Notes	Action
1	Governance Arrangements	<p>Presentation – KCSiE updates</p> <p>A Hossen presented to Governors a Safeguarding refresher, including KCSiE updates.</p> <p>Governors noted that Safeguarding is the responsibility of everyone. The four types of abuse are defined as: Physical, Emotional, Sexual and Neglect.</p> <p>All staff had received training at the September 2025 Inset and it was noted that the training was personalised to include current contextual issues specific to the school/area.</p> <p>Guidance has also been updated to include the 4 C's of online risk: content, contact, conduct and commerce, with the addition of content that includes</p>	

		<p>misinformation, disinformation (including fake news) and conspiracy theories.</p> <p>The Attendance Team in school are working in line with the guidance as absence indicates a safeguarding concern.</p> <p><b>Q – In terms of the nursery leak of information last week, are there any plans to prevent anything similar at HGPS?</b></p> <p>A – This is something which is being worked on by the Trust Director for IT. We are reviewing Tapestry and will be moving to MFA to access. This is something which will be piloted at one of our Trust schools before being rolled out to all others.</p> <p>Governors had no further questions.</p>	
	Apologies	There were no apologies received for this meeting.	
	AOB items	There were no other items of business to raise.	
	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
	Code of Conduct	Governors agreed to adhere to the Code of Conduct.	
	Minutes of the previous meeting	Minutes of the meeting held 1 <sup>st</sup> July 2025 were <u>approved</u> as a correct record of the meeting. All actions had been completed and there were no matters arising.	
	Membership and succession planning	<p>N Turvey was welcomed to her first AC meeting as newly appointed Staff Governor. V Marin-Roman was also in attendance as an observer, with a view to potentially being co-opted onto the Academy Committee.</p> <p>Governors noted that P Lunt and L Cooper had stepped down as Co-Chairs of the Academy Committee. S Petrie has also stepped down from the Academy Committee.</p> <p>J Crawford agreed to Chair the Academy Committee for this academic year, with a view to R Richardson taking up the post of Chair from September 2026. Governors discussed that a future meeting they would wish to appoint a Vice Chair.</p>	

		<p>Governors were also informed that B Parry had stepped down from the Academy Committee due to personal commitments. Governors asked for their thanks to be recorded and passed on.</p>	NB
		<p>Scheme of Delegation</p> <p>There are no material changes to note to the Scheme of Delegation.</p>	
		<p>Trust Board updates</p> <p>Governors received the Trust Board reports from the May and July 2025 meetings.</p> <p>Governors noted that L Magrath would be retiring as CEO at the end of the academic year, and that M Vevers had been appointed as CEO from September 2026.</p> <p>There were no further questions on either of the reports.</p>	
		<p>Membership and roles of AC</p> <p>M Saxon agreed to continue as the SEND Link Governor and R Richardson agreed to undertake the Safeguarding Link Governor role.</p> <p>It was discussed that there is a need to identify Governors to link to the thematic goal, and also for key subject areas, including, reading, writing and Maths. Governors are asked to contact the Clerk to express their interest in any of the Link Governor roles.</p>	All
2	School Performance & Accountability	<p>Pupil outcomes</p> <p>Governors reviewed the school outcomes for all phases for the academic year 2024-2025. The school had not performed as well as expected across the board, and Governors reviewed the breakdown.</p> <p><u>EYFS</u> EYFS – the school had achieved 51% for GLD which was lower than the KPI of 68%. It was noted that KPIs were based on the previous year’s national outcome data.</p> <p><u>Phonics screening</u> Phonics screening check outcomes were the lowest in the last 3 years, with 64% of pupils achieving, against a KPI of 80%.</p> <p><b>Q – What is Arbour?</b> A – It is a programme which collates the information from schools from their MIS before the national average data is published.</p> <p><b>Q – What happens to children who do not pass their Phonics screening in year 1?</b> A – They repeat the screening at the end of year 2. Of</p>	

			<p>the 20 pupils who did not pass in year 1, 40% did achieve a pass at the end of year 2.</p> <p><u>Multiplication Tables Check</u> Governors then reviewed the Year 4 Multiplication Tables Check. Pupils undertake the test online, there are 25 questions and 6 seconds to answer each question. Average score for pupils at HGPS was 19.5 against a KPI of 20.2, and 40% of the children achieved full marks.</p> <p><u>KS2 SATS</u> 2024 saw the best ever results for the school, whilst the 2025 outcomes were significantly lower.</p> <p>Reading was 57%, Writing, 72%, Maths 59%, R/W/M 39% and SPAG 46%.</p> <p>The number of pupils achieving the higher standard was lower than the previous year. Governors were informed the expected outcome scale score was 100.</p> <p><b>Q – Is the analysis cohort specific?</b> A – It is due to a combination of factors. There were 47 pupils in the cohort and each child represents a bigger percentage. This was a challenging cohort.</p> <p>We are looking at all the results in detail as a whole team. We had a QA visit from L Woolley and J Maguire and we have a robust action plan in place. We know we need to do better for the children in our care. We are working together with the Trust and wider colleagues.</p> <p>We are also looking at early identification and intervention. The transition between primary and secondary school was discussed, and how it is vital for the support to be in place to ensure a smooth transition for the children, so that the right provision is in place to set them up for success.</p> <p><b>Q – In terms of the KPIs, are they specific to HGPS?</b> A – Yes, they were set against the national data, and are higher in some of our other primary schools.</p> <p><b>Q – In terms of the 40% pass in year 2 for the Phonics Screening, what happens next?</b> A – Phonics work will continue in year 3. Every child needs to be able to read to be able to access the curriculum in the future.</p> <p>In the future we will be starting the scheme in year 1 and will make up the time from Reception and Preschool.</p>
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			<p>Phonics is vital, we cannot have children going to secondary school who cannot read and therefore cannot access the curriculum.</p> <p>Academic success alone is not enough and we cannot lower expectations, we must aim higher. We will be reviewing the children leaving lessons with their LSA to work on other areas.</p> <p><b>Q – Are there a large percentage of students taken out of lessons?</b> A – There were 5 or 6 in year 6. We are looking at the gaps at KS2 using a reading assessment programme.</p> <p>We will also be involving parents/carers earlier, with the increased expectations and so that they can understand why. It is vital that we have a clear structure and expectations. Governors discussed the low attendance at the year 6 evening which the school held, and how to increase participation from parents and carers in school events.</p> <p><b>Q – What are the KPIs for next year?</b> A – We are in the process of setting them at present. We are assessing the cohort and will review national data when it is released. The KPI will always be set to reflect the cohort. We will be able to update Governors at the next meeting.</p> <p><b>Q – Was the morale of the staff affected by the results?</b> A – The results were lower than we expected and this did affect the staff. We will consider staff morale when we agree the KPIs.</p> <p>Governors had no further questions on the school outcomes.</p>	AH
		School Development Plan	<p>Governors reviewed the School Development Plan. The thematic goal for 2025-2026 is Behaviour- Excellent Behaviour leads to Excellent Outcomes.</p> <p>Barriers to learning need to be identified and a purposeful behaviour culture established. Children need to be actively listening to be able to access lessons. There is a need to create a holistic, consistent and effective approach to managing behaviour. A Davies is leading on the behaviour action plan.</p> <p>Governors noted the Trust Behaviour Policy for Primary Schools. The policy reflects how to teach the children to behave, and is not just to reflect sanctions, but to teach</p>	

	<p>them to succeed.</p> <p><b>Q – What does non-negotiable timetable mean?</b>  A – It is unstructured time, for example golden time which is half an hour on Friday afternoons. It is a treat for the children, but it is time that they are not learning.</p> <p>We have adapted assembly time. This is now 15 minutes and the children are back in class by 9.20. Phonics time is then 9.20 – 10.20, every day in every class. Phonics is non-negotiable and we make every minute count for learning. This new timetable will take time to embed, and is being monitored by AH and LW.</p> <p>Work is also being done to ensure that all the curriculum is being taught, and that the best possible use of time is made.</p> <p><b>Q – Are parents and carers being made aware of the new Behaviour policy?</b>  A – Yes, parents are aware of the expectations.</p> <p><b>Q – Do you have the same sanctions as in the secondary schools?</b>  A – When we were writing the Behaviour Policy we did consult our secondary colleagues. We do not have the C1-5 sanctions but we do have S1-5 and the same principles and methods of escalation. If we adapt the curriculum and are fully inclusive, we should not regularly need to use the escalations. We do have a PLM for staff on the day following this meeting, which will be on zones of regulation.</p> <p>It will be a whole school approach to work on behaviour. It will take time to embed but will have an impact in the future. We have seen a marked improvement already. We will also offer a session to parents and carers to clarify the zones of regulation. There are resources available online and also parent courses.</p>	
School Self Evaluation	<p>The School Self Evaluation Plan template has been updated following the publication of the revised Ofsted framework. The document will be updated throughout the year, and will be shared with staff. There will be a strong focus on disadvantaged and vulnerable children.</p> <p>The SEF will be brought back to the next meeting of this committee for further review.</p>	AH
Confirm school	<p>A Hossen, as Head of School, confirmed that the school curricula and assessment was in line with statutory guidance and the Trust approach.</p>	

		curricula and assessment		
		Quality Assurance visit	<p>Governors reviewed the Quality Assurance report from the visit which had taken place on 10<sup>th</sup> September 2025.</p> <p>All pupil outcomes were reviewed and action plans are in place.</p> <p>The first round of assessments for this academic year has taken place and analysis of the results will inform any changes to teaching groups required.</p> <p>Governors are warmly welcomed to attend any of the Quality Assurance visits and the future dates are in the report.</p>	All
3	Governor Monitoring	Curriculum records of visits	There were no visits to report for this meeting.	
		SEND and Safeguarding Link Governor updates	There were no updates for this meeting. Visits will be arranged in the coming weeks.	
		Policies	<p>Governors <u>approved</u> the school specific Attendance policy. This policy is in addition to the Trust Attendance policy.</p> <p>The school policy highlights the procedures in place in school to improve attendance, and is based on the SMBC model policy.</p>	
		Confirm curriculum policies	A Hossen, as Head of School, confirmed the school curriculum policies, and Behaviour and Welfare policies, are in line with statutory guidance.	
		Behaviour and Safeguarding update	Governors reviewed the Behaviour and Safeguarding update, circulated prior to the meeting, and had no further questions to raise.	
		Attendance	<p>Governors reviewed the Attendance report which was circulated prior to the meeting.</p> <p><b>Q – Has there been any impact from the issuing of EPNs?</b>  A – There have been some issued. We have some children who have had extended amounts of time out of school. If there is an absence of over 5 days an EPN will be issued. It is difficult to know at this stage if there has</p>	

	<p>been an impact as there is no data to allow us to make a comparison.</p> <p>A Governor commented that it is clear in the policy about reporting sickness absence, but that this is not specific on the website that absence needs to be reported daily. It was agreed the website would be updated.</p> <p>AH offered thanks to Attendance Officer J Marshall for the work done with families to improve attendance. Governors discussed persistent absence and severe absence in detail.</p> <p><b>Q – In terms of severe absence, would you look into possible SEND as a trigger point, and is there a process for this?</b> A – Yes, all of the children who are severely absent at on our SEND register.</p>	AH
Finance update	<p>Governors reviewed the management accounts to 31<sup>st</sup> July 2025.</p> <p>It was noted there was a small in year surplus reported. The finances are closely linked to the Risk Register as the biggest risk is pupil numbers. There is a need to ensure that all year groups have a minimum of 45 students. The current Reception year group has 48 pupils. Work is being done with the Trust Marketing and Communications team to increase numbers at the school.</p> <p><b>Q – Is there a minimum number of pupils needed in a year group to break even?</b> A – The minimum number would be 45. Although as a school we do have some reserves, this could change quickly if pupil numbers decreased.</p>	
Educational achievement of LAC and PLAC	<p>The educational of achievement of LAC and PLAC will be reviewed at the next meeting of this committee.</p>	AH/NB
Pupil Premium and Sports Premium	<p>Governors discussed Pupil Premium report for 2024-2025 which was published on the school website. Governors had no further questions. The updated Sports Premium Report will be uploaded to the school website.</p> <p><b>Q – What exactly is Sports Premium?</b> A – It is funding available to primary schools for sport related activities. It is for developing new sports in</p>	

		<p>schools and can be used for equipment. There are strict conditions to what the funding can be used for.</p> <p><b>Q – What is the funding for?</b>  A – For example, it could be used to introduce Badminton as a new sport to the school. It could also be used to take pupils to a sporting event, for example to see a netball match. As a school we receive £16k in funding and an additional £10 per pupil.</p>	
		<p>Health and Safety update</p> <p>Governors reviewed the Health and Safety update.</p> <p>Governors noted a new lockdown system would be installed in the coming weeks. Lockdown practice drills would be held with the pupils, in addition to fire drills.</p> <p>There will also be upgrades to the school paths completed during the October half term break.</p>	
		<p>Pupil numbers</p> <p>Governors reviewed the pupil numbers for all year groups, noting an increase in Reception numbers on the previous year.</p>	
		<p>Website compliance</p> <p>The Sports Premium Report will be added to the school website.</p>	AH
		<p>School Risk Register</p> <p>The updated Risk Register was circulated prior to the meeting.</p> <p>Governors noted, as discussed earlier in the meeting, that pupil numbers were the greatest risk to the school and the profile of this risk has been raised on the register.</p>	
4	Governor Development	<p>Review Trust Training</p> <p>Governors are asked to complete the mandatory training modules at their earliest convenience. The Clerk will send individual reminders and links.</p>	NB
<p>Clerk to minute any training undertaken by Governors since the last meeting</p> <p>Governors are asked to send any training certificates to the Clerk for retention.</p>		All	
<p>Academy Trust Handbook</p> <p>The link to the Academy Trust Handbook was included in the agenda for Governor’s information.</p>			

5	Community Engagement	Stakeholder engagement	<p>AH is working with the Trust Marketing and Operations team on a campaign to increase pupil numbers in school. This includes reviewing the local demographic area, looking at the jobs and careers parents do and also including the history of the school building, which opened in 1912. There are 5 key areas to highlight as we market the school moving forward.</p> <p><b>Q – Do we get any data relating to new entrants to the school?</b>  A – Yes, we receive 1<sup>st</sup> choice and 2<sup>nd</sup> choice data. We have not yet done any analysis on this data but could do so in the future. We will be able to feedback on this at the next meeting.</p>	AH
6	AOB		There were no other items of business raised at the meeting.	
7	Meeting Dates:	<p>Tuesday 24<sup>th</sup> March 2026 at 5.00pm  Tuesday 21<sup>st</sup> July 2026 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 Safeguarding, including KCSiE updates
Membership of the Academy Committee was reviewed and roles and responsibilities defined
Governors reviewed the Trust Board updates from their May and July meetings
Pupil outcomes for all statutory tests were reviewed
Governors reviewed the School Development Plan and noted the thematic goal
SEF revised template was reviewed by Governors
Quality Assurance report of the visit by the Director of Primary was reviewed
Attendance Policy was approved
Governors reviewed Pupil Premium and Sports Premium
School Risk Register was reviewed

Meeting closed at 6.30pm

*Julie Crawford*

Julie Crawford  
Chair of Academy Committee  
27.04.2026