



ACADEMY COMMITTEE MEETING

Date: Monday 27th April 2026
Time: 5.00pm
Venue: Hazel Grove Primary School

Clerk: N Burgess
Present: N Turvey, M Hallam, A Hossen, A Campbell, L Woolley, J Crawford, M Saxon and R Richardson

	Action	Initials
1	Governors are asked to notify the Clerk of any changes to their register of business interests	All
1	Governors to contact LW if there are any persons they know who would be interested in joining the Academy Committee	All
1	Link Governor roles to be circulated ahead of the next meeting	AH
2	Updated SEF to be an agenda item at the next meeting	AH
3	Governors are reminded to complete their ROV form once a visit to school has been completed, and return to AH	All
3	Feedback on the invacuation process to be given at the next meeting	AH
4	Governors are asked to complete the four mandatory training modules	All
4	Reminder to send completed training certificates to the Clerk	All
5	To inform governors of the recruitment plans for Head of School	LW

Agenda – Part 1 –				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were received from V Marin-Roman.	
		AOB items	M Hallam was welcomed to her first meeting as newly appointed coopted governor and introductions were made.	
		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 complete the register of business interests form and return to the Clerk.	All
		Code of Conduct	MH agreed to adhere to the Code of Conduct for Governors.	
		Minutes of the	Minutes of the meeting held 30 th September 2025	

	previous meeting	were approved as a correct record of the meeting.	
	Membership	LW detailed the membership of the Academy Committee, including staff, parent and coopted governors. As part of succession planning a new Chair of the Committee will be sought. M Saxon is SEND Link Governor and R Richardson is Safeguarding Link Governor. Governors were asked to let LW know if there were any persons they knew who would be interested in joining the Academy Committee.	All
	Scheme of Delegation	There were no changes to note to the Scheme of Delegation.	
	Trust Board Update	Governors reviewed the Trust Board reports from their October 2025 and December 2025 meetings and had no further questions.	
	Membership and roles of Academy Committee	Link Governor roles will be appointed to as the committee grows. A breakdown of Link Governor roles would be circulated prior to the next meeting.	AH

2	School Performance & Accountability	Pupil outcomes	Governors reviewed the progress towards KPIs, which are reviewed as part of the termly quality assurance visits. In EYFS 43% of pupils are expected to achieve GLD against a KPI of 68%. Additional Pupil Progress Reviews (PPR) will be taking place in May to review the impact of interventions and timetable changes which have been implemented. AH informed governors that NT has been instrumental in supporting all staff with the curriculum and creating action plans. AH wished for his thanks to be recorded. NT informed governors that communication and language is a concern and an action plan is in place. Specific actions for year group teachers have been set and will be reviewed at the PPR meetings in May. Leaders are working to raise the ambition for the cohort via the staff. Leaders expressed that the school should be hitting the national targets as a minimum. Q – In year one is there a reason the children are lower than expected? A – Yes, a significant number of the children moved into year one without having achieved the GLD. We have made changes which will take time to embed. Progress is being made, but not necessarily at the rate leaders would wish to see. There is a good monitoring cycle in place. Q – How many children in Reception come from Preschool? A – We currently have 48 children in Reception and 30 came from Preschool. Q – When the children are tracking at 48% for the cohort is there anything in particular which stands out, for example EAL or Preschool? A – Yes, communication and interaction, and also self-regulation. Previously Phonics was not taught in the same way in Preschool as in Reception and KS1. This has now been addressed and preschool children are securing phase one more effectively. In Reception and Year one Phonics is being taught 3 times daily to accelerate learning and to ensure
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			progression. Getting ahead with Phonics is so important, progress is being seen but not yet at the rate leaders would wish to see. MS commented that it had been a pattern over a number of years that some children were not prepared for school and it is hoped that this would improve moving forward. Q – Is there more which can be done before the children come to school? A – We are always looking at ways of engaging with parents and carers. We can also accelerate the transition of children joining from our Preschool. We have added the additional PPR in May for the Reception children, and we are monitoring Phonics on a weekly basis. In year 2 there has been a decline in progress for some of the children. An issue has been identified as the reading paper, and an action plan and additional support has been provided. Year 6 are making good progress from the start of the year. A review of the timetable and teaching arrangements took place to be able to refocus. It is vital to utilise the adults in school to provide the most effective support to the children. Celebration of achievements is done to motivate the children, and for them to take ownership of their own learning. This has been very rewarding to see. Pupils who struggle to self-regulate was discussed at length, and the impact of learning on others. There is a high level of need in some cohorts. When children as dysregulated their School Focus Plan (SFP) is followed and everything possible is done. Q – In terms of the Behaviour Policy how is this working, for example silent corridors? A-AD is the Assistant Headteacher who leads on behaviour. There has been a good impact on actions implemented and which have been effective, and in addition a lot of work has been done with strategies for staff. Behaviour is not yet fully consistent in the classrooms but improvements have been made.	
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			NT commented that when behaviour is right, it maximises learning time for the children. There is a need to ensure the children are regulated and settled on arrival at school to be able to start their learning. Q – Is there a reason year 5 and below do not have the same issues as experienced in year 6? A – We have reviewed these many times, and in the current year 6 there is a high level of need, this is very cohort specific. We have had LA support from a Behaviour Specialist and started to liaise with colleagues at the secondary schools these pupils will move to. It is a very challenging and high needs cohort. Q – Is this unusual? A – Yes but not unheard of. Q – Is this a pattern in other schools, for example related to Covid? A – Not particularly for this year group. It is possible the impact of Covid is still working its way through in other years but not specifically considered to be the reason for Y6 having such a high level of complex needs. Q – What is next? A- Action plans and PPR of the cohort and SLT review. We will review the progress and reasons they are not achieving. Actions will be agreed with teachers and SLT will support. Governors had no further questions.	
		School Development Plan	The SDP was circulated prior to the meeting. There are some actions which are already achieved and some which are working towards. Work on behaviour is having a positive and this will have impact on outcomes. Q – Are there any lunchtime clubs available to the children? A – Yes, there is Chess and Board games, there is also the Library for KS2. There are none for EYFS and KS1 but the children like the different outdoor zones and playing in specific areas of school. Governors had no further questions to raise.	

		Review educational achievement of looked after/previously looked after children AH informed Governors of the progress of the children in our care, whilst ensuring that due to the small numbers they were not identifiable. In PPRs the focus of the conversation is always around the children in our care. There is a need to ensure the children are making progress and achieving their outcomes and that they are highly visible to staff. Governors had no further questions.	
		School Self Evaluation The SEF template was updated following the publication of the revised Ofsted framework. Deadline for completion of the document is 24th June, which will then be circulated for further review at the next meeting of this committee. The safeguarding section is partially completed and work is ongoing with AH and JM. Q – Who set the deadline for completion? A – All of our primary schools have the same deadline. It is important for the school to have the SEF in place to inform SDP priorities. Governors discussed the inspection schedule and when the school may likely be inspected in the future. LW informed governors that it is likely to be in the Summer Term of 2027 and emphasised that whilst different grades can be given for most of the standards, for safeguarding the judgement is met or not met. At the next meeting of this committee the completed SEF will be reviewed and an update as to exactly where the school is at.	AH
		Quality Assurance visit report Governors received the reports from QAV 2 and 3 prior to the meeting. QAV3 report supersedes QAV2. By the next meeting in July the provisional results will be available and governors will be able to ask questions about what is on the SDP.	

3	Governor Monitoring	Curriculum Records of Visits	MH updated governors that she had completed 2 visits to school. One visit had been to observe Maths with M Saxon, and one to visit Preschool. MH commented that she had been impressed with Preschool and that by 8.45 most were already settled and engaged. The visit was for 3 hours, and all the children were very engaged during that time. MH commented there was a good use of space and resources. There were lots of considered activities for the children and opportunities to learn. Governors were reminded to following up their meetings by completing the record of visit proforma and returning the Head of School.	All
		Safeguarding and SEND link governor updates	<u>SEND</u> MS updated that he had a meeting arranged for 20th May and would complete the proforma following the meeting. <u>Safeguarding</u> RR updated that she had been into school to meet with AH and members of the team to review the SCR. The next meeting is with JM, Attendance Officer. Following this meeting the proforma would be updated.	
		Policies	Governors noted that JC, as Chair of the Academy Committee, had approved the Safeguarding policy outside of the meeting cycle to allow for publication.	
		Behaviour and Safeguarding update	Governors reviewed the Behaviour and Safeguarding update which was circulated prior to the meeting. AH informed governors that the school had recently completed an invacuation relating to an intruder lockdown alert. The school has a new siren alert, and the children were talked through what was going to happen in an assembly. AH commented that the process had gone well. A follow up review was done with staff, to look at what went well and what could be improved. It was agreed that feedback would be shared with governors at the next meeting.	AH

		AH asked for thanks to be minuted to JM for the excellent pastoral support provided to the children. Governors reviewed the summary of safeguarding referrals. All concerns are recorded on CPOMS. Q – Of the data shown, what do the figures in brackets relate to? A – The figures are last year’s figures to allow for comparison (a request from governors previously). Governors noted the number of referrals are high but acknowledged the importance of recording so that the school can best support the families. AH commented he was pleased with the low number of bullying and racist incidents recorded. Work is being done through the PSHE curriculum to support staff and children, and in turn parents. Q – Of the 4 incidents of exclusion recorded, what are the reasons? A – It is important to note that these were suspensions and not permanent exclusions. They were for serious breaches of the school Behaviour policy. When a suspension is considered the Head of School will always consult with another Trust Head. It is not a decision that is ever taken lightly.	
	Attendance	AH offered thanks to be recorded to AD for all her work on attendance. Staff training has been done, including for admin staff, to improve attendance and reduce persistent absence. Significant progress has been made for some children. The Education Welfare Officer has also been working with some families and has completed home visits. Leaders are aware of individual cases and work closely with the families to support as much as possible. Q – Is it a specific group who are persistently absent? A – Analysis of SEND and disadvantaged pupil absence indicates this tends to be higher than for other groups. We also have families who take extended holidays overseas due to families who have relatives living abroad. EPNs are now issued. We are implementing new attendance strategies	

			and incentives including assembly awards and certificates. Q – In terms of persistent lates, is it the same group? A – Children arrive late for different reasons. Leaders understand that arriving late affects children both pastorally and academically. Attendance will continue to be a priority.	
		Finance update	Management accounts to 31st December 2025 were circulated prior to the meeting. Q – Is there a reason for the overspend on admin and agency costs? A – We have had to use agency staff to cover, for example PPA element of a member of staff who has now left. There have also been maternity leaves to cover. We have had to employ additional TAs for EHCP children in year 6, but this will no longer be necessary as the children move on to high school, and will result in costs decreasing.	
		Health and Safety update	The H&S audit report, undertaken by Vita Safety, was circulated prior to the meeting. To review issues raised in the report AH has met with Trust Director for Estates and also school Estates Co-ordinator. Action points were reviewed, some will be for the school and some for the Trust. Head of School will ensure school actions are completed by the end of the Summer Term. Trust Director of Estates is currently liaising with Vita Safety on some of the points raised. Some of the points are Trust specific rather than school specific. AH asked for thanks to be recorded to SM for the significant amount of work done since September, including room usage changes, which have always been done well and efficiently. AH confirmed he was reassured by the compliance checks and repairs undertaken, and that he had no concerns. Governors had no further questions to raise.	AH
		Pupil numbers	Governors reviewed the pupil numbers, noting there were currently 355 pupils on roll. Reception numbers for September 2026 are 37 pupils. Governors discussed class sizes and how	

			this may work. Governors also acknowledged the decline in birth rate which was affecting pupil numbers, acknowledging this was a borough wide issue. Q – What are the financial implications of the lower birth rate? A – Any year groups which are not full still have to have the same number of teachers, but with a smaller number of children so less income for the school. Increasing pupil numbers is an ongoing priority for leaders. Q – Does everyone get their first choice school? A – No, some schools have a waiting list, this is the case in our other Trust primary schools.	
4	Governor Development	Review Trust Training	Governors were reminded to complete any outstanding training at their earliest convenience.	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	Parent and carer views are to be sought around the PSHE curriculum and the ways to obtain this were discussed. AH had recently met with the PTA who had suggested a meeting at drop off or pick up times and also an online form to submit feedback for those unable to attend. AH confirmed he would be leaving the school to take up a new post from September. Staff and parents/carers have already been informed. Governors were informed they would be notified of the plans for recruitment in the coming weeks. Governors offered their congratulations to AH on his new role.	LW

6	AOB		Governors are asked to note the revised date for the next meeting. AH raised parking outside of school at drop off and collection and detailed the issues the school are experiencing. Work is ongoing to rectify this issue which has potentially very dangerous implications. AH wished governors to know the school were doing everything possible, including trying to obtain support from external agencies.	
7	Meeting Dates:	Wednesday 15th July 2026 at 5.00pm Please inform the Clerk as far in advance as possible if you are unable to attend a meeting.		

Impact of Meeting / Key Outcomes	
Membership and future roles and responsibilities of the Academy Committee was discussed	
Governors reviewed progress towards KPIs for pupil outcomes	
School Development Plan was reviewed	
Governors reviewed the educational achievement of PLAC and CLA	
Quality Assurance visit report was reviewed	
Governors gave verbal updates of their visits to school	
Governors reviewed the Behaviour and Safeguarding update	
AH, Head of School, confirmed he would be taking up a new post from September 2026	

Meeting closed at 18.45

Jane Crawford

J Crawford
Chair of Academy Committee
15.07.2026