

# Minutes – Lansdown Park Academy

**Meeting Date:** 3<sup>rd</sup> December 2025  
**Location:** Lansdown Park Academy  
**Time:** 3.30pm

<b>Kathryn Volk (KV)</b>	Chair Academy Council
<b>Laura Maley (LM)</b>	Sponsor Academy Councillor ( <i>joined via Teams, left at 5.00pm</i> )
<b>Vacancy</b>	Support Staff Academy Councillor
<b>Vacancy</b>	Teacher Academy Councillor
<b>Vacancy</b>	Parent Councillor
<b>Vacancy</b>	Sponsor Academy Councillor
<b>Amy Crown (AC)</b>	Parent Councillor

**Apologies:** **Hannah Scott (HS)** Deputy Principal and SENCo  
**Kristy Chambers (KC)** Sponsor Academy Councillor

**In Attendance:** **Paul Todd (PT)** Principal  
**Kate Richardson (KR)** Education Director (*via Teams, left at 4.30pm*)

Item	Description	Action
<b>1.0</b>	<b>Introductions</b>	
1.1	The meeting commenced at 3.30pm and Kathryn Volk welcomed all attendees.	
1.2	Apologies were received and accepted from Kristy Chambers.	
1.3	The quorum is 3 – only one of whom can be a Staff Councillor. If there is less than 3 in the meeting then the meeting cannot make any decisions or approve any policies, or minutes of the last meeting.	
1.4	The meeting was quorate.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	There were no declarations of interest pertinent to the meeting content.	
<b>3.0</b>	<b>Academy Council Membership &amp; Chair's Update</b>	
3.1	The Academy Councillors agreed the following Link Roles: <b>Careers:</b> Amy Crown. <b>SEND and Disadvantaged/PP:</b> Laura Maley <b>Health &amp; Safety –</b> Kathryn Volk	
3.2	A potential Sponsor Councillor has been identified who will be a strong addition to the Academy Council.	
3.3	The Academy and Trust will continue to recruit new Academy Councillors where possible.	
3.4	CLF will provide training sessions for Governors termly from next year.	
<b>4.0</b>	<b>Minutes of the last meeting</b>	
4.1	The minutes of 14 <sup>th</sup> October 2025 were agreed to be a true and accurate record. <u><b>Actions and Matters Arising</b></u>	

	PT to provide attendance case studies for the next AC meeting – Completed. PT to add the AIP to Governorhub – Completed. KV to send a thank you card to Denise Colley on behalf of the Academy Council – Completed.	
5.0	<b>Academy Council Report</b>	
	<b>OFSTED Readiness</b>	
5.1	<b>When are you anticipating an OFSTED inspection?</b> We are in the window, therefore it's imminent. There is no ISDR for the school and the last inspection indicated special measures, therefore this may mean that the school is inspected early next year.	
5.2	<b>Have you been trained in what to anticipate from the OFSTED phone call?</b> We have received a modelling exercise from the CLF which was helpful and it is a focus at forum.	
5.3	<b>Self-Evaluation – Leadership &amp; Governance:</b> We've RAG-rated each section based on the evidence we have.	
5.4	<b>The leaders and governors develop constructive relationships with all parents and with the wider community to build trust. What evidence do we have to meet the expected standard for this section in terms of Academy Councillors?</b> We examine the results of the parent surveys and the leadership report to us about their relationships with families.	
5.5	The Academy Councillors agreed that the effective use of digital technologies is covered by the fact that they have overview of the E-Safety Policy and filtering and monitoring strategies and that the PSHE curriculum includes cyber bullying. These areas are covered by the Safeguarding Link.	
5.6	<b>What is the annual process for the Academy Council to review the strategic direction of the school?</b> The AIP links to the Trust Values and the leaders are held to account for those areas. There is also a strategic Board Meeting in September every year which reports on the overall strategy for the Trust.	
5.7	The Academy Council discussed and agreed the RAG-rating for the 'Strong' section of the leadership and governance inspection section.	
5.8	<b>What kind of evidence do you need to provide?</b> The termly assessment data, the personal development data, the attendance data are all good examples and that we can demonstrate sustained improvement over time.	
5.9	<b>Do other PRUs track data for students once they leave?</b> No, but we are ambitious to do so.	
5.10	<b>Do the families have to give permission for you to track data once they have left?</b> We have liaised with the local authority who hold the data and they will determine what is appropriate to share. We can consider including the request in the SLAs and include permission on our induction paperwork.	
5.11	<b>Will having vacancies on the Academy Council be detrimental for an inspection?</b> No, but having key link roles vacant could be a risk.	
5.12	<b>If a student is dual registered, which school receives the PP funding?</b> The home school. We receive £6k a year in PP funding for the school because we are a revolving door provision and the January census collects the data.	
5.13	<b>ACTION: PT to share the PP Report with the Academy Council and PP Link Academy Councillor before the deadline of end of December.</b>	PT
5.14	<b>ACTION: KR to circulate the OFSTED explanation videos.</b>	KR
	<b>ARV Feedback</b>	
5.15	Perryfields PRU in Worcester is an outstanding provision, so Kate Richardson and I visited them in June. They returned the visit in October as part of our ARV which was very impactful.	

5.16	Positive observations included strong pupil and staff relationships. A calm and welcome environment, described as 'Happy, Safe and Purposeful'. Leaders and staff know and understand the school and the needs of the pupils. Routines were embedded and there are high expectations, and the pupils take pride in their books which show progress.	
5.17	Areas of focus included consistent messages from all staff, the initial meeting should show an understanding of what the inspector is likely to see and known areas for development, consistent use of the new OFSTED language, being able to justify curriculum choices/priorities and our core purpose linked to commissioning. Also, uniformity and pride in books, high expectations evident in all books, case sampling that demonstrates successful case studies, evidence of impact, teachers to teach as they usually would when an instructor is not in the room. We were also reminded to highlight the positives e.g. attendance, staff voice, outreach and enrichment.	
5.18	<b>Will the inspector have a PRU or special background?</b> Yes, otherwise the Trust will challenge it.	
5.19	<b>Did the ARV experience staff not providing consistent messaging?</b> The ARV visitors had lunch with the staff and students and some of the staff are new to the provision.	
5.20	We were asked why students call staff by their first name and we explained the need to create relationships with the students and break down barriers. However, we retain mainstream school expectations.	
5.21	<b>Do you have robust performance management strategies in place?</b> Yes, we use a supportive programme followed by an HR capability process if required.	
5.22	<b>Do you feel prepared?</b> The staff are feeling tired, we had four staff absent last week through illness which puts additional pressure on the remaining staff and SLT. Because we are a small school we don't have a Middle Leadership team. We've also seen an increase in physical interventions in the lower part of the school which impacts moral.	
5.23	[REDACTED]	
5.24	[REDACTED]	
5.25	A Safeguarding, H&S and Legal Review meeting has taken place for all ALP provisions in the Trust.	
	<b>Attendance</b>	
5.26	Our attendance is well above the national average which we are proud of. However, we aspire for it to be above 90%, but because the cohort is small, they each represent a large percentage.	
5.27	<b>Attendance has improved over time with the exception of the SEND-E cohort?</b> The SEND-E cohort consists of two pupils who are waiting for specialist provision.	
5.28	Our PP cohort is 90% which is the lowest it's been (usually it's 100%).	
5.29	<i>The Academy Council reviewed a range of attendance case studies and noted that most students make progress in attendance when at LPA.</i>	
5.30	<b>What proportion of students are successful when they leave here?</b> About 95% avoid a further PEX and either return to their mainstream school, a new mainstream school, an ALP or specialist provision - it changes based on cohort.	

5.31	<i>Laura Maley left the meeting at 5.00pm. The meeting was no longer quorate.</i>	
6.0	<b>Policies</b>	
6.1	<p><b>Policies to Note</b></p> <ul style="list-style-type: none"> <li>• <b>Online Safety</b></li> </ul> <p><i>The Academy Councillors noted the above policy.</i></p> <p><i>The meeting was no longer quorate, therefore the Academy Councillors agreed that they would review the policies that required approval via a separate Teams meeting.</i></p> <p><b>Post Meeting Addendum: 11 Dec 2025 via Teams.</b></p> <p><b>Laura Maley, Kathryn Volk, Kristy Chambers and Amy Crown met via Teams to discuss and approve the following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Anti-bullying</b></li> <li>• <b>EDI Statement</b></li> <li>• <b>Uniform</b></li> <li>• <b>SEND</b></li> </ul> <p><b><u>Anti-bullying</u></b> Has a random date that needs to be removed. <i>The Academy Councillors noted that this policy was very clear.</i></p> <p><b><u>EDI Statement</u></b> Closing statement to be updated – and HAVE a true sense of belonging.</p> <p><b><u>Uniform</u></b> Should include a sentence that uniform will be provided where required. Page 2 - there's a sentence in the shoe section that needs to be re-formatted following 'black trainers'.</p> <p><b><u>SEND</u></b> Page 7 – DATE protection should read DATA protection. Page 4 of 9 needs to be removed.</p> <p><b>Proposal to approve the above policies subject to grammatical amendments: KV</b> <b>Secoded: KC</b> <b>Show of Hands: Unanimous</b></p>	
7.0	<b>Matters for the attention of the Board/COAC</b>	
7.1	None.	
8.0	<b>AOB</b>	
8.1	None	