



**Minutes of the Local Academy Meeting  
held on Tuesday 18<sup>th</sup> June 2019  
at Thrumpton Primary Academy**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mrs Claire Staley	CS	Appointed Governor	
Mr Alastair Murray	AM	Appointed Governor - Chair	
Mrs Nicola Grayson - Footitt	NGF	Parent Governor	
Mrs Katie Merrills	KM	Parent Governor	
Mrs Amanda Palfreyman	AP	Staff Governor	
Mrs Elizabeth Williams	EW	Appointed Governor	
Mrs Jane Gawthorpe	JG	Appointed Governor	<b>A</b>
1 x Appointed Governor vacancy			

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>	<b>Absence</b>
Mrs Catherine Thornton	CT	Senior Executive Leader	
Mrs Rebecca Hurley	RH	Academy Principal	
Mrs Fiona Simpson	FS	Observer (governor to be appointed)	
Mrs Sharon Bailey	SB	Clerk and Advisor	

<b>Item No</b>	<b>Item</b>	<b>Action/by who/when</b>
<b>LAB/035/1819</b>	<p><b>Apologies for absence</b> No apologies were received from Mrs Williams. Her absence was accepted.</p> <p>The Chair welcomed everyone to the meeting.</p> <p><u>Post Meeting Note</u> The Clerk received apologies from Mrs Williams the following morning. Mrs Williams explained that she had experienced car trouble and was unable to travel to the meeting.</p>	
<b>LAB/036/1819</b>	<p><b>Declaration of interest and any changes to declarations made at the start of the year.</b> There were no declarations of interest, or any changes from the start of the year, either direct or indirect, for any items of business on the agenda.</p>	
<b>LAB/037/1819</b>	<p><b>Minutes of the previous LAB meeting held on 6<sup>th</sup> March 2019</b> The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
<b>LAB/038/1819</b>	<p><b>Matters arising from the previous minutes:</b> LAB/025/1819: It was noted that the election of the Chair of Governors and Vice Chair of Governors in September 2019 will be discussed under agenda item LAB/042/1819.</p>	



<p><b>LAB/039/1819</b></p>	<p><b>Safeguarding Update</b> The Principal stated that there were no further updates to mention that hadn't been noted at the previous Standard and Outcomes and Finance and Resource Portfolio meetings.</p>	
<p><b>LAB/040/1819</b></p>	<p><b>GDPR</b> The Principal advised the governors that Thrumpton had a GDPR audit 6<sup>th</sup> June 2019. The report is to be received however a verbal report stated that Thrumpton was compliant in all areas.</p> <p>The Chair advised governors that he has completed the Educare module "A Practical Guide to GDPR for Education".</p> <p>Mrs Gawthorpe commented that she still needs to complete the GDPR EduCare module.</p> <p><u>The Chair questioned</u> how the academy had been deemed compliant if all the governors have not completed the Educare training modules. The Principal responded that all the governors had completed the Educare module "An introduction to General Data Protection Regulation" in 2018.</p> <p><u>The Chair enquired</u> whether it was necessary for the Governors to complete the Educare module "A Practical Guide to GDPR for Education" The Principal responded that is a requirement that all staff and Governors complete the refresher training "A Practical Guide to GDPR for Education".</p> <p>The Clerk advised Mrs Gawthorpe that a new password has been generated for her governor email account therefore she will now be able to access EduCare to complete the GDPR training.</p> <p><u>The Governors questioned</u> who the GDPR Champion is for Thrumpton. The Principal responded that Mrs Nicholson the Office Manager for Bracken Lane Primary is the GDPR champion for both Bracken Lane and Thrumpton Primary. The office team at Thrumpton Primary administrate the records and IT assist staff accessing the online training.</p>	<p><b>JG/ASAP</b></p>
<p><b>LAB/041/1819</b></p>	<p><b>Governance Structure 2019</b> The Senior Executive Lead and the Clerk summarised the Governance Strategy 2019 document previously circulated.</p> <p>From September 2019 the Local Academy Board will be denoted as the Academy Committee. The portfolio meetings and the Local Academy Board meetings have been amalgamated into the Academy Committee meetings. There will be 1 meeting per half term with an additional meeting in the early autumn term. The additional Academy Committee meeting will be to discuss the Key Stage 1 and 2 SAT's results, election of the Chair and Vice Chair,</p>	



	<p>completion of the declaration of interest and to sign the code of conduct.</p> <p>The Senior Executive Lead explained that the Trust members has the overall responsibility for holding Senior Executives to account and to oversee the financial performance of the organisation.</p> <p>The Trust member’s delegate responsibility to the following framework:</p> <p>Tier 1 ~ Trust members with specific responsibility to Diverse Academies Trust and National Church of England Academy Trust.</p> <p>Tier 2 ~Trust Board for Diverse Academies Trust and National Church of England Academy Trust.</p> <p>Tier 3 ~ Diverse Academies Partnership Board</p> <p>Tier 4 ~ Trust Board Committees</p> <p>Tier 5 ~ Academy Committees</p> <p>2018 the Trust Board (Tier 4) consisted of 3 Committees’: Finance and Resources, Audit and Risk and Performance and Remuneration. From September 2019 this will increase to 5 committees with the addition of Standards and Outcomes and Governance and Partnership Committees. The Senior Executives and Senior Leaders will report to these committees.</p> <p>The Governance and Partnership Committee will monitor that the Academy Committee is running effectively and will provide a communication link between governors at a local level and the Trust Board.</p> <p><u>The Governors enquired</u> who has the decision regarding membership of the Trust Board. The Senior Executive Lead responded that the Trust board appoint the members.</p> <p><u>The Governors enquired</u> who the members of the Trust board are. The Senior Executive Lead confirmed the members of the Trust Board, details can be found on page 19 of the Governance Strategy document.</p> <p><u>The Governors questioned</u> if the governance restructure is a universal decision. The Senior Executive Lead responded that it is a Trust decision and the framework for governance is based on the Department of Education statutory requirements and national Multi Academy Trust (MAT) practice. It was further explained that MAT reviews involve the inspection of a minimum of 5 individual academies taking place over a period of up to two terms. Once all</p>	
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	<p>the inspection reports are published, a small team of inspectors will visit the 'head office' to work with MAT senior leaders to evaluate the educational effectiveness of the MAT as a whole.</p> <p>Mrs Merrills commented that there is a committee report template on page 36 that will be used to/from the Academy Committees and to/from the Governance Partnership Board following or prior to the Academy Committee meetings.</p> <p>The Clerk advised the governors to read the document in preparation for September and referenced page 8 and page 33 to 38 as this outlines the roles and responsibilities of the Academy Committee.</p>	
<p><b>LAB/042/1819</b></p>	<p><b>Appointment of new Appointed Governor to the LAB: Fiona Simpson</b></p> <p>Mrs Simpson CV had been circulated prior to the meeting. The Chair commented that Mrs Simpson had attended a portfolio meeting.</p> <p>Mrs Simpson left the room for voting. Governors voted unanimously for Fiona Simpson to join the Local Academy Board for a four-year term of office.</p> <p>Fiona Simpson returned to the meeting and was welcomed by the governing board.</p>	
<p><b>LAB/043/1819</b></p>	<p><b>Review of membership and note of any term of office due to expire/new governors to join the LAB (Document A)</b></p> <p>The membership list had been circulated prior to the meeting. The Chair informed governors that his term of office and the Vice Chair term of office is due to end in September 2019.</p> <p><b>A discussion</b> followed regarding a succession plan for the Academy Committee and the roles and responsibility of the Chair and Vice Chair.</p> <p>The Clerk advised the governors that the election of the Chair and Vice Chair will take place at the first Academy Committee in September. The Clerk reiterated that all governors should read the Terms of Reference and Scheme of Delegation documentation included in the Governance Strategy document.</p> <p>Mrs Merrills commented that she would consider standing for the election of Chair of Governors with support from an experienced Chair.</p> <p>The Clerk advised that she will look within the Trust to assign a mentor.</p>	



	<p>Mrs Merrills commented that she has formed a link with the Chair of Governors from Wainwright Primary through their attendance on the NGA Chair of Governors course.</p>	
<p><b>LAB/044/1819</b></p>	<p><b>Correspondence, governor training and training plan, governor visits, link visits, policies programme of review (all on accompanying Document B) to include OFSTED Framework training.</b></p> <p>A training plan for the coming year had been circulated prior to the meeting for review. The plan highlighted training identified from the self-evaluation and the dates of the training sessions prior to Academy Committee meetings.</p> <p>The new Ofsted Framework including the new Early Years Ofsted framework training will be scheduled for the beginning of the next academic year.</p> <p>The Senior Executive Lead stated that she will liaise with the Principal and the Clerk and schedule the Ofsted framework training for Thrumpton, Bracken Lane and Tuxford Primary Governors.</p> <p>Action: Clerk to notify governors the date of the Ofsted framework training date.</p> <p><i>Link Visits</i> Mrs Merrills stated that the governors should have a clear link governor schedule for 2019/2020 and requested that the Clerk places the link visit schedule as an agenda item at the first AC meeting.</p> <p>Action: The Clerk to place link visit schedule as an agenda item.</p> <p>Mrs Grayson Footitt confirmed that she is attending the Keys Stage 2 sports day on the 25<sup>th</sup> June 2019.</p> <p>The Senior Executive Lead commented that the PE partnership and collaboration between Retford Oaks and the Primary group has made significant impact defining leadership within PE. The Retfords Oaks member of staff will examine swimming across the primary group for 2019/2020.</p> <p>The Principal stated that she has liaised with the PE member of staff to incorporate PE into the new curriculum design.</p> <p><u>The Chair enquired</u> about the background of the Retford Oaks staff member. The Principal responded that member of staff is a PE specialist and is the head of PE at Retford Oaks Academy.</p> <p><u>The Chair enquired</u> if there are any inter sports activities outside the Trust. The Principal responded that there are inter sports</p>	<p><b>Clerk/Term 1 2019</b></p> <p><b>Clerk/Term 1 2019</b></p>



	<p>activities outside the Trust however the academies are relying on the numbers of other leagues in the area which are low.</p> <p><u>The Chair questioned</u> why the league numbers are low. The Principal responded that there has been a depletion in the resources available.</p> <p>The Principal advised Governors that the Retford Oaks member of staff is proactively examining other sports and is providing taster sport sessions that will tie in with the community.</p>	
	<p><b>Any trips to authorise</b> The Principal informed governors there are no trips to authorise at this present time, however she is evaluating previous trips to examine the impact and enrichment the trips have made to the children.</p> <p><u>The Governors enquired</u> if the trips savings club can commence in September. The Senior Executive Leads responded that trip payments options are being examined.</p> <p>The Principal informed the governors that Year 5 and Year 6 are going to London tomorrow (19<sup>th</sup> June) to watch Lion King and visit Pineapple dance studios.</p>	
	<p><b>Senior Executive Lead Update (any trust messages)</b> The Senior Executive Lead summarised the Senior Executive Lead report previously received.</p> <p><i>Diverse Academies Update</i> Trustees have been working with the Chief Executive Officer (CEO) and the Executive Team to agree the Trust vision and values alongside the strategic plan for the next 3 years.</p> <p>Work has taken place to realign the business and operational structures ensuring maximum efficiency of resources and enabling every member of staff to work effectively in their chosen career path. Every member of staff will be supported by high quality Career Progression Development (CPD).</p> <p>The Trust is committed to the development of shared leadership structures, the first phase of this is the appointment of Senior Principals across the academies, 2 of which will be in the Primary Group. The structure model has been devised by the Executive Team to enable leaders to lead and teachers to teach thus realising time for Principals to implement strategies at a local level.</p> <p>It has been recognised that Principal/teachers with leadership and teaching responsibilities have to divide their time between leading and teaching comprising the balance. The new structure will create</p>	



	<p>additional teacher time ensuring teaching is high quality and not being compromised by the release time for leadership responsibilities.</p> <p><u>The Governors questioned</u> what the timeline is for the appointment of Senior Principals. The Senior Executive Lead responded that the recruitment process for the Senior Principal has begun which will be followed by the Principal recruitment process the following week.</p> <p><u>The Governors enquired</u> if they will have any involvement in the recruitment process of the Senior Principal. The Senior Executive Lead responded that the Senior Executive Leads will be appointing the Senior Principals.</p> <p><u>The Governors queried</u> whether it's an expectation that identified individuals will step up to the Senior Principal position. The Senior Executive Lead responded that the recruitment process has to be transparent to all. Principals on a permanent contract can apply for the Senior Principal position.</p> <p>The recruitment of the Senior Principals to post will be followed by the recruitment of the vacating Principals.</p> <p><u>The Governors questioned</u> whether they will have any involvement in the Principal recruitment process if it is applicable to Thrumpton. The Senior Executive Lead confirmed that the governors will have involvement in the Principal recruitment process if relevant.</p> <p><u>The Governors enquired</u> if the Principal position will be externally advertised if the recruitment process is unsuccessful. The Senior Executive Lead responded that the Principal vacancy will be extended to teachers with a Teaching Learning Responsibility (TLR) There are great leaders within the Trust that have made impact across the Trust and have the capacity and capability to become a Principal.</p> <p>The new leadership model will have shared leadership horizontally and vertically across the Trust.</p> <p><u>The Governors questioned</u> whether the Trust will be backfilling teachers. The Senior Executive Lead responded that the plan is to backfill teachers and that all the changes are implemented ready for September.</p> <p>The Chair commented that there had been concerns over the years regarding the lack of continuity at Thrumpton which is now improving. The Senior Executive Lead responded that the Trust has grown and changes have been made. The new leadership</p>	
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	<p>structure allows for correct release times for leaders to lead across the model structure and to back fill Senior Principals, Principals and Teachers. There is no longer a need for standalone schools to have a Head, Deputy Head and 4 or 5 teachers on a TLR. It is planned that all issues with leadership in schools will be dispersed by 2022.</p> <p><u>The Governors challenged</u> whether there is progression for teachers. The Senior Executive Lead responded that there is a clear pathway of high quality CPD that will allow teachers to become expert teachers or leaders.</p> <p><u>The Governors questioned</u> whether there is flexibility within the pay structure budgets to retain high quality teachers, Principals and Senior Principals and <u>further questioned</u> whether there is any guidance given regarding pay structures The Senior Executive Lead responded the Senior Principal and Principal roles are advertised on a fixed point salary therefore anyone applying will know the salary and remain on this salary, teacher salaries are on the Main Pay MPS 1 -6 spine or an Upper Pay Scale (UPS) if the teachers is performing an additional responsibility. If a member of teacher staff is performing at an exceptional level the member of teaching staff can fast track the salary up by 2 points helping retain and recognise quality staff.</p> <p><u>The Chair challenged</u> whether there is a danger that too many members of the teaching staff will want to become Leaders. The Senior Executive Lead responded that many members of staff see pay progression as progression and still access high quality CPD. Workload reduction is a major consideration going forward.</p> <p>The Senior Executive Lead explained that she will be the line manager to the new Senior Principal using the existing leadership model.</p> <p>The Governors stated there was a concern with having 1 Principal over 2 academies and <u>further questioned</u> whether the Senior Executive Lead can balance the strategic role alongside the Senior Executive role. The Senior Executive Lead confirmed the roles will be balanced.</p> <p><u>The Governors enquired</u> if the Principals are committed to the new leadership structure. The Executive Lead confirmed that the Principals are committed.</p> <p><u>The Governors questioned</u> if there are members of staff within the Trust that are willing to step up to leadership roles. The Executive Lead confirmed that there are members of staff that want to further their career. The new leadership model will positively impact on the Trust.</p>	
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	<p><i>Formal Thanks</i></p> <p>The Senior Executive Lead would like to formally thank the Principal of Thrumpton Rebecca Hurley and Jon Champan Wainwright Primary on their work undertaken on the new primary curriculum design. Adam Cooper of Retford Oaks Academy and Claire Gledhill on the support with developing a core teacher toolkit and quality assurance. Tracey Blacknell on the Early Years strategy</p>	
<p><b>LAB/045/1819</b></p>	<p><b>Principal termly overview of the AIP, KPI summary and any additional update</b></p> <p>The Principal summarised the Principal report previously received.</p> <p>Thrumpton Primary’s revised Vision and Values and Behaviour policy are displayed around the academy and are regularly referred to in classes and assemblies.</p> <p><i>Notable achievement</i> is the development work around the early communication in Nursery which has been recognised as best practice by the Forever Reading project. A case study was written about the hashtag Talking Tuesday initiative which will be shared with other academies. Formal thanks to Mrs Heggy and Mrs Dawson for their work around early communication and The Early Excellence Assessment Tracker (EExAT) training delivered to the governors.</p> <p><i>Continued Personal Development</i> has seen all the Key Stage 1 and 2 teachers attend networking groups as part of the Primary Curriculum development work in English. The focus was on the writing of schemes of learning for the Autumn term. This has enabled teachers from across the Trust to naturally build relationships with colleagues. A questionnaire has been sent to the teachers networking groups however feedback is yet to be received.</p> <p>The Science Lead has attended the science network group meetings and worked on the intent for science in the curriculum and developing the schemes of learning.</p> <p>The network groups enabling teachers to build their knowledge in these subjects.</p> <p>Pat Evans the English Executive Assistant Principal has been supporting in the development of schemes of learning in English. Road mapping how to teach text which will be used to reduce workload.</p> <p>Steph Burnet the Maths Executive Assistant Principal has delivered coaching sessions to teachers around planning from the White Rose resources, this has primarily been focused on Year 3 and 4 where improvements have been evident.</p>	



	<p>Twilight sessions have been held across the 3 Primaries, Thrumpton, Bracken Lane and Tuxford Primary on the rationale behind the curriculum development work and long term learning.</p> <p><u>The Governors questioned</u> the training session and staff meetings that occur after the school day as there appears to be staff on site when governors arrive for meetings. The Principal responded that the twilight sessions are disaggregated days that are used for Continued Professional development (CPD) and are generally on a Monday evening. There is no expectation for staff to stay any longer than their work day and there is a consensus with flexibility regarding workload.</p> <p>The Executive Lead commented that in the next academic year there will be a Trust CPD, a Primary Group CPD and an Academy CPD. The Academies AIP will be flood filled to reduce the duplication of work.</p> <p>The Chair stated that in summary the concept is that members of staff's workload is reducing maintaining efficiency by streamlining systems in place and implementing them efficiently. The Senior Executive Lead confirmed that is correct.</p> <p>The Principal informed the governors that she has met with the local Heads from Carr Hill Primary, Ranby, Hallcroft infants and Trent Valley Teaching School Alliance (TVTSA) to share the work on what has been completed on the curriculum design.</p> <p>Thrumpton Academy has formed links with the proprietor of a care home within the local community who has made a donation to the academy. Picnic benches was purchased with the donation and a small group of children will be visiting the residents of the care home.</p> <p>The Governors suggested that one of the benches could be used as a friendship bench.</p>	
<p><b>LAB/046/1819</b></p>	<p><b>Portfolio chairs summary of meetings – any items for LAB/Board approval.</b> The Chair informed governors there are no items for board approval.</p>	
<p><b>LAB/047/1819</b></p>	<p><b>Academy Specific items (if any)</b> It was noted there was nothing to report on this agenda item.</p> <p>The Principal invited the governors of the end of year review on the 2<sup>nd</sup> July at 4pm.</p>	



	<p>The Governors questioned the amount of in year transfer request that have been received and the status of the new housing development. The Senior Executive Lead responded that she is liaising with the Head of Estates regarding the new housing development and the increase in admission request and exploring what options are available.</p>	
LAB/048/1819	<p><b>Determination of Confidentiality of business. Equalities Act consideration</b>  <b>Nolan Principles – see below</b>  Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved</p> <ul style="list-style-type: none"> <li>- That no confidential information has been discussed</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
LAB/049/1819	<p><b>Date and time of next meeting: TBC</b></p> <p>The meeting closed at 7.36pm</p>	

Signed by Chair:

Date: