

**Minutes of the Local Academy Meeting  
held on Tuesday 20<sup>th</sup> November 6.00pm  
at Thrumpton Primary Academy**

Membership	Initials	Governor category	Absence
Mrs Claire Staley	CS	Appointed Governor	A
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	A
Mrs Jane Gawthorpe	JG	Appointed Governor	
1 x Appointed Governor vacancy			

In Attendance	Initials	Position	Absence
Mrs Catherine Thornton	CT	Senior Executive Leader	
Mrs Rebecca Hurley	RH	Academy Principal	
Mrs Sharon Bailey	SB	Clerk and Advisor	

Item No	Item	Action/by who/when
LAB/001/1819	<b>Apologies for absence</b> Apologies for absence were received and agreed from Ms Staley (Illness) and Mrs Williams (theatre production)	
LAB/002/1819	<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.	
LAB/003/1819	<b>Minutes of the previous LAB meeting held on 17<sup>th</sup> July 2018.</b> The minutes of the meeting, having previously been received, were agreed and signed by the chair.	
LAB/004/1819	<b>Matters arising from the previous minutes:</b> LAB/065/1718 and S&O/005/1819: It was noted that the ratification of Jane Gawthorpe's appointment to the Local Academy board will be discussed under LAB/007/1819.  LAB/065/1718: It was noted that the governor vacancy will be discussed under LAB/007/1819.  LAB/069/1718: It was noted that a joint meeting between the Chair of Governors and the Vice Chair of Governors of Thrumpton Primary and Bracken Lane Primary was held on the 6 <sup>th</sup> September 2018.	



	<p>The governors responded to the email and unanimously agreed to appoint Mrs Gawthorpe.</p> <p>Mrs Gawthorpe left the room and the governors verbally voted unanimously to ratify the appointment of Mrs Gawthorpe as a governor for Thrumpton Primary Academy for a four-year term of office.</p> <p>Mrs Gawthorpe returned to the meeting.</p> <p>The Clerk advised the Chair (Mr Murray) that his term of office is due to expire and enquired regarding his intentions. The Chair responded that his intentions are to remain as a governor.</p> <p>Mr Murray left the room. The governors voted unanimously and it was resolved to appoint Mr Murray as governor for Thrumpton Primary Academy for a four-year term of office.</p> <p>Mr Murray returned to the meeting.</p> <p>The Chair advised the governors that there is one governor vacancy.</p> <p>Mrs Grayson – Footitt commented that she may know of a suitable candidate for the governor vacancy and will approach the individual to enquire whether they would be interested.</p>	<p><b>NGF</b></p>
<p><b>LAB/008/1819</b></p>	<p><b>Correspondence, governor training and training plan, governor visits, link visits, policies programme of review (all on accompanying Document B)</b></p> <p>The Chair advised the governors that the accompany paper previously received detailed the training that the governors have completed and the correspondence received.</p> <p>Mrs Merrills advised the governors that she has registered for the National Governance Association (NGA) Development for Chairs course.</p>	
<p><b>LAB/009/1819</b></p>	<p><b>Any trips to authorise</b></p> <p>The information above was circulated prior to the meeting.</p> <p><u>Mrs Merrills enquired</u> about the different provider for the overnight camp held at the academy. The Principal responded that the company chosen provides refreshments for the overnight camping and the prices were comparable.</p> <p><u>The Governors enquired</u> if an information letter regarding the trips will be sent to parents in advance. The Principal confirmed a letter would be sent to parents in advance.</p>	

	<p>The Senior Executive Leader advised the governors that the Principal can provide a report of the valuation of trips including Pupil Premium, income and expenditure.</p> <p>All governors were satisfied and unanimously agreed to authorise the Year 3 camp at the academy dated 6<sup>h</sup> to 7<sup>th</sup> June 2019, and the Year 4 residential trip to Walesby Forest dated 20<sup>th</sup> - to 21<sup>st</sup> June.</p>	
<b>LAB/010/1819</b>	<p><b>Receive/ratify Local Authority safeguarding checklist</b></p> <p>The annual Safeguarding checklist from the Local Authority has been completed by the Principal and Mrs Merrills. All governors were satisfied that the process had been rigorous and the Chair signed off the form. Mrs Hurley will email the response to the Local Authority.</p> <p>Action: The Principal to send the completed signed Safeguarding checklist to the Local Authority by 17<sup>th</sup> December 2018.</p>	<b>RH/17<sup>th</sup> December</b>
<b>LAB/011/1819</b>	<p><b>Ratify any changes to Admission policy from S&amp;O</b></p> <p>The Principal informed governors that the only change to the Admission Policy for 2020/2021 is the additional criteria to the oversubscription criteria recommended by the DfE which announced that the Minister of State for School Standards will amend the Admissions Code in the near future to ensure that children who were previously in state care outside England and have ceased to be in state care as a result of being adopted, also received the same highest priority for admission to a school in England. Because of this, all schools are encouraged to amend the Admissions Policy now, therefore this has been added to the Thrumpton Primary 2020/21 policy as oversubscription criteria number 2.</p> <p>Action: The Clerk to administer the Admissions policy 2020/2021 according to the LA guidelines for consultation.</p>	<b>Clerk/December</b>
<b>LAB/012/1819</b>	<p><b>Executive Principal Update (any trust messages)</b></p> <p>The Senior Executive Leader summarised the report to governors that they had previously received.</p> <p><u>DALP Trust Update</u></p> <p>The return of Chris Pickering Chief Executive Officer (CEO) following his secondment to WCAT (Wakefield City Academy Trust) has resulted in a number of changes.</p> <p>The vision for the Trust has been re-established and The Annual Delivery Plans (ADP) been revisited. The ADP is clear about the development of the culture of 'One Trust'.</p>	

	<p>A meeting was held 13<sup>th</sup> November with Principals, Senior Executive Leaders and the CEO that clearly set out the expectations and the development of the culture within the Trust.</p> <p>Significant changes in finance have improved the financial position.</p> <p>The planning on improvements has been revisited and the role of Executive Principals has been altered to Senior Executive Leaders with responsibility for specific portfolio areas.</p> <p>The Senior Executive Leader informed the governors that her responsibility is the Primary Strategy and will mean that she will be spending less time in the academies.</p> <p><u>The Chair enquired</u> whether there are different strategies within the primary strategy. The Senior Executive Leader responded that she has drafted a Primary strategy plan and set out its context, there have been challenges due to the changes in the new OFSTED framework and with the reductions in the Special Education Needs (SEN) funding. The Senior Executive Leader has examined the outcomes and curriculum to look what are the core principles to deliver a high quality vocal rich curriculum.</p> <p>The implementation of the standardised assessment system informs Continued Professional Development (CPD) enabling staff to set targets that can be validated.</p> <p>The core curriculum will be supported by resources thus reducing the time spent marking and minimising vacancies.</p> <p>The impact will be measured in Challenge Support and Intervention (CSI) meetings and Full Academy Reviews.</p> <p>The Primary Strategy will be tailored for the needs of each individual academy giving clarity. The Primary Strategy group will consist of each Principal having expertise, Mrs Hurley's will be the Curriculum.</p> <p><u>The Governors were</u> concerned that the curriculum expertise is a big undertaking for one person. The Senior Executive Leader responded that it will be a working party and will be cascaded out to the other primaries. The model will be used for any new primaries joining the Trust and will be sustainable with shared leadership structures.</p> <p><u>Mrs Gawthorpe questioned</u> if there is a timeline for the completion of the development plan. The Senior Executive Leader responded that the plan is linked to the OFSTED framework. The standardised assessments have been implemented however there is still some minor changes. The Executive Assistant Principals will be viewing</p>	
--	---	--



	<p>the plan. Whilst challenging the strategy will be productive for primaries and will be stronger with the collaborations. Impact is expected to be seen in the outcomes.</p> <p><u>The Chair queried</u> if the Senior Executive Leader is content with the leadership within the primary group. The Senior Executive Lead responded that by being part of a Multi Academy Trust (MAT) enables staff to have wider leadership roles and to have shared leadership structures. When a member of staff departs from the Trust, Executive Senior Leaders and Principals can look within the Trust to examine the skills set of the staff thus offering CPD opportunities. Departing staff do not have to be replaced like for like.</p> <p>The Temporary arrangement at Bracken Lane Primary Academy is that 2 members of the Senior Leadership Team (SLT) are upscaling to the role of temporary Joint Acting Academy Leads.</p> <p>One member of staff will lead on Teaching and Learning from either Tuxford Primary, Thrumpton Primary or Bracken Lane Primary.</p> <p><u>Mrs Merrills questioned</u> if the teaching and learning lead is expected to be a Principal. The Senior Executive Leader confirmed the teaching and learning lead would be a Principal. The design would work like the cluster models.</p> <p><u>Mrs Merrill enquired</u> if the vision is that there is 1 Principal with the responsibility across 2 academies. The Senior Executive Leader responded this is a possibility in the future. The budget impacts whilst creating more capacity within academies will continually be examined. The Principals are educational experts and time should be spent on teaching and learning and less time spent on administrative jobs.</p> <p><u>Mrs Gawthorpe sought clarification</u> on whether the strengths of the staff within the Trust are viewed and monitored for CPD opportunities. The Senior Executive Lead confirmed that staff CPD is monitored. Employees' salaries need to be the correct quantity for the post they are employed to do.</p> <p>An Operations Manager does not have to be an educational expert to be the Operations Manager. The benefit of being part of the Trust is the creativity to bring change without comprise and having experts in the right area.</p> <p><u>Mrs Gawthorpe enquired</u> if job descriptions had been rewritten. The Senior Executive Leader confirmed that the job descriptions have/will be rewritten.</p>	
--	--	--



	<p><u>Mrs Merrills queried</u> if support is now being received for the non-educational tasks that the Principal was completing. The Senior Executive Leader responded that these task have been delegated. <u>Mrs Gawthorpe</u> enquired what the timeline is for the changes to be fully implemented. The Senior Executive Lead responded between 5 and 10 years.</p> <p><u>Mrs Merrills commented</u> that she has concerns regarding the workload of the Principal. The Senior Executive Leader responded that the capability of leadership has been measured with sufficient support in place, certain tasks have been delegated with clear expectations set. Staff will grow and develop within the trust giving wider career opportunities.</p> <p>Mrs Gawthorpe commented that children are at the centre of academies and expectations should be set regarding collaborative working.</p> <p>Mrs Merrills stated that the principle is good if the academy has the capacity to cover training absence and staff are willing to maximise CPD opportunities.</p> <p>The Senior Executive Leader formally thanked the Principal and her team.</p>	
<p><b>LAB/013/1819</b></p>	<p><b>Principal termly overview of the AIP, KPI summary and any additional update</b></p> <p>The Principal informed the governors that following the feedback from the FAR she has developed and streamlined a Teaching and Learning Plan.</p> <p>The Principal went on to deliver a PowerPoint presentation featuring the Teaching and Learning plan to the governors</p> <p>The plan covers the overarching Teaching and Learning strategy and is divided into Reading, Writing, Maths and the Curriculum. These have been time lined to be implemented on a half termly basis. Spring 1 focuses on development of schemes of learning in English and Writing. Spring 2 focuses on Feedback and Marking. Each focus is linked to the Academy Improvement Plan (AIP) and has key actions assigned and the impact each focus will have.</p> <p><u>The Governors enquired</u> if the Teaching and Learning plan can be circulated to governors. The Principal confirmed that the plan can be circulated to the governors.</p> <p>Action: The Clerk to circulate the Teaching and Learning Plan to governors before the end of November.</p>	<p><b>Clerk/November</b></p>



	<p>The Principal informed the governors that part of the Attention Deficit and Hyperactivity Disorder (ADHD) project the midday supervisors will receive training on ADHD.</p> <p>The skills required to achieve OFSTED Good and OFSTED Outstanding have been scrutinised. The focus of these skills are embedded in the Teaching and Learning plan and link with the AIP.</p> <p>This term has seen challenges with events such as the 100-year anniversary of the first world war, children in need and Roald Dahl day.</p> <p><u>Mrs Merrills enquired</u> if the children’s opinions had been sought with regards to what events they would like to participate in, promoting pupil engagement. The Principal responded that the student council can look at the events throughout the year enabling events to be well planned, controlled and managed.</p> <p>The Senior Executive Leader commented that the Principal will be continually revisiting the core elements in the Teaching and Learning Plan however the foundations stages need to be established before building the layers.</p> <p><i>Principal Report</i> Principal summarised her report to governors that they had previously received.</p> <p>Thrumpton’s new vision and values have been finalised. I am Team Thrumpton circles a tree with the words Inspiration, Aspiration and Making a difference is incorporated in the logo. There are some minor tweaks to the graphics which will then be printed onto vinyl’s and displayed around the academy.</p> <p><u>The Governors enquired</u> where the words Inspiration, Aspiration and Making a difference were derived from. The Principal responded that the words start with the initials I A M as in I am Team Thrumpton.</p> <p><u>Mrs Merrills enquired</u> if hashtags will be used with the vision and values. The Principal confirmed that hashtags will be used.</p> <p><u>Mrs Merrills enquired</u> if the Thrumptons Twitter page is now active. The Principal confirmed that Thrumpton’s Twitter page is active.</p> <p><i>Notable Achievements</i> Beth Hare was shortlisted for the ‘Best New Teacher Award and the Mrs Thornton was shortlisted for the Executive Leadership Award at the DALP star awards in October.</p>	
--	---	--





	<p><i>CPD</i> Beth Hare and Katie Hogg are completing the Outstanding Teaching Programme.</p> <p>Fiona Bray and Katie Hogg are working with a Senior Leader in Education (SLE) on the next steps in the Mastery Maths.</p> <p>Elanor Kerr is working with the Senior Leader in Education from the Forever Reading Project.</p> <p><i>Executive Assistant Principal</i> Gareth Letton is continuing to provide support in Early years and will focus on the implementation of the Early Excellence Assessment Tracker (EExAT).</p> <p>Pat Evans English Executive Assistant Principal (EAP) will be supporting in the development of Schemes of Learning in English.</p> <p><i>Collaboration and Partnership</i> The Principal will be working with John Chapman from Wainwright Primary Academy setting up a working party for Curriculum design and development across the primaries.</p> <p><i>Community/Parental Engagement</i> The children will be singing at the Retford Christmas Stocking Market on 11<sup>th</sup> December.</p>	
<p><b>LAB/014/1819</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/015/1819</b></p>	<p><b>DALP Scheme of delegation</b> The Clerk advised the governors that the DALP Scheme of delegation can be accessed via the link <a href="http://dalp.org.uk/wp-content/uploads/2018/08/Scheme-of-Delegation.pdf">http://dalp.org.uk/wp-content/uploads/2018/08/Scheme-of-Delegation.pdf</a></p> <p>The Senior Executive Leader advised the governors that the cluster Chairs of Local Academy Board (CLAB) meeting will be held next term and requested that the Clerk reminds the governors of the date.</p> <p>Action: The Clerk email the governors with the date of the CLAB meeting.</p>	<p><b>Clerk/Term 2</b></p>
<p><b>LAB/016/1819</b></p>	<p><b>Academy Specific items (if any)</b> <i>Far Feedback</i> The Senior Executive Lead informed the governors that the draft FAR report has been received and factually checked and returned.</p>	

	<p>The Academies response to the FAR and the report will be received at the Standards and Outcomes (S&amp;O) in December.</p> <p><i>Governor Conference 28<sup>th</sup> November</i> The Clerk advised the governors regarding the Governor Conference on 28<sup>th</sup> November 2018. The Clerk confirmed email invites have been sent to governors.</p> <p>Mrs Merrills stated that she had only received the email invite today and requested that the date of the conference and the emails are sent more in advance.</p> <p>It was noted that the next governor conference is on 1<sup>st</sup> May 2019.</p> <p><i>Governor Mark</i> The Clerk advised governors that It has been agreed that the Trust would no longer be engaged in obtaining the Governor Mark. The framework will be used by governors to collate evidence and evaluate their own governance.</p> <p><i>AOB</i> <u>Mrs Merrills enquired</u> if there is a Trust Adult Agreement Policy. The Principal responded that she will enquire at the Personal Development Behaviour and Welfare (PDBW) Strategic Development Groups (SDG).</p> <p>Action: The Principal to make enquiries about an Adult Agreement Policy.</p> <p>The governors had a general discussion regarding comments on social media, behaviour of visitors and the legalities surrounding an adult agreement policy.</p>	<p><b>RH/November</b></p>
<p><b>LAB/017/1819</b></p>	<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 <b>LAB/005/1819</b> remain confidential to attendees.</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>	
<p><b>LAB/018/1819</b></p>	<p><b>Date and time of next meeting:</b> The next meeting will be held on Tuesday 6<sup>th</sup> March 2018 at 6pm.</p> <p>The meeting closed at 8.05pm</p>	

Signed by Chair:

Date: