



**Minutes of the Academy Committee Meeting
held on Tuesday 10th September 5.15pm
at Thrumpton Primary Academy**

Membership	Initials	Governor category	Absence
Ms Claire Staley	CS	Appointed Governor	
Mr Alastair Murray	AM	Appointed Governor - Chair	
Mrs Fiona Simpson	FS	Appointed 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	
1 x Parent Governor vacancy			

In Attendance	Initials	Position	Absence
Mr Gareth Letton	GL	Senior Principal	
Mrs Rebecca Hurley	RH	Academy Principal	
Mrs Sharon Bailey	SB	Clerk and Advisor	

Item No	Item	Action/by who/when
AC/001/1920	<p>Apologies for absence There were no apologies for absence.</p> <p>GL introduced himself to the governors. GL is the acting Senior Principal for Thrumpton, Bracken Lane and Tuxford Primary Academies.</p>	
AC/002/1920	<p>Declaration of interest and any changes to declarations made at the start of the year. 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> <p>The Clerk advised the governors to view the 2018/2019 printed copies of the online declaration form that was previously completed and to update any changes for this year. The declaration form will require a signature for this academic year by governors following the meeting.</p>	
AC/003/1920	<p>Minutes of the previous LAB meeting held on 18 June 2019. Minutes of the last Finance and Resources meeting held on 2 July 2019. Minutes of the last Standards and Outcomes meeting held on 9 July 2019. The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	



<p>AC/004/1920</p>	<p>Matters arising from the previous minutes:</p> <p>LAB/044/1819: It was noted that the new Ofsted framework including the new Early Years Ofsted framework training will be delivered to the Governors during Term 1. Date will be circulated to governors once scheduled.</p> <p>LAB/044/1819 and S&O/100/1819: It was noted that that link governor roles will be discussed under agenda item AC/010/1920</p> <p>AM joins the meeting at 5.20pm</p> <p>F&R/103/1819: It was noted that a meeting requested by the governors regarding the new proposed Early Years Provision has yet to be held. The Senior Principal apologised to the governors regarding the new proposed Early Year Provision and the possibility of the provision using Thrumpton Primary’s Ofsted registration. The Senior Principal believed that the governors had been consulted. The Senior Principal explained to the governors that no firm decisions have been made and he is meeting with Senior Leaders for the Trust who are negotiating what options are available.</p> <p><u>The Governors had raised concern</u> that the more affluent parents would take their children on holidays during term time and therefore this would affect the attendance figures for Thrumpton Primary. The Senior Principal responded that non statutory children are not included in the attendance figures.</p> <p>The Principal stated that the non-statuary children attendance figures are reported at a local level and are not reported in the Ofsted data summary report.</p> <p>The Governors commented that attendance should actively be encouraged from an early age and <u>further enquired</u> if the new Early Years provision will be viewed as a provision for Retford as a whole. The Senior Principal responded that the Early Years provision will be viewed as a provision for Retford as a whole. The Senior Principal will update the governors on the proposed new Early Years provision when a decision has been made.</p> <p>F&R/107/1819: It was noted that the Clerk forwarded the GDPR audit report to CS on 5 July for review. Thrumpton was compliant and there were no matters arising from the audit.</p> <p>F&R/110/1819: It was noted that the summer uniform (gingham dress) will be discussed under item AC/013/1920.</p> <p>S&O/097/1819: It was noted that the length of the lunch times and the reduction to the school day will be discussed under item AC/012/1920.</p>	<p>Clerk/Term 1</p>
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	S&O/100/1819: It was noted the skills audit link was circulated to governors on 10 July.	
AC/005/1920	<p>Election of Chair of Governors</p> <p>The governors nominated Mrs K Merrills to be appointed the Chair of Governors. Mrs Merrills left the room. The governors voted unanimously, and it was resolved to appoint Mrs K Merrills as the Chair of Governors for a two-year term of office which will come to an end at the first autumn term Academy Committee meeting in 2021.</p>	
AC/006/1920	<p>Election of Vice Chair of Governors</p> <p>Ms C Staley, end of term for the Vice Chair of Governor role has now expired. Ms C Staley is content to re-stand for the role of Vice Chair if no other governor wishes to take on the role.</p> <p>The Chair asked all governors present if anyone was interested in taking on the Vice Chair role and there was no response. Ms C Staley left the room for voting. The governors voted unanimously, and it was resolved to appoint Ms C Staley as the Chair of Governors for a two-year term of office which will come to an end at the first autumn term Academy Committee meeting in 2021.</p> <p>JG joins the meeting at 5.35pm</p>	
AC/007/1920	<p>Review of Governor membership</p> <p>The Clerk advised the governors that Mrs Grayson Footitt (parent governor) has resigned due to personal reason. Mrs Grayson Footitt's resignation was accepted.</p> <p>The Clerk advised the governors that parent elections are now being held for Thrumpton Primary Academy. All parent/carers have been informed of the vacancy, if there is more than 1 application received the applications will go to a parent vote, the applicant with the most votes will be elected parent governor. Currently 1 application has been received. The closing date for parent elections is 19 September at 3.30pm.</p>	
AC/008/1920	<p>Code of Conduct</p> <p>This has been previously forwarded. Governors were asked to complete and return it to the Clerk.</p>	
AC/009/1920	<p>Safeguarding/GDPR</p> <p>The Principal advised the governors that there is no safeguarding or GDPR concerns to mention at this present time.</p> <p>The Clerk advised the governors to complete the Child Protection refresher 2019 training module via EduCare and the Safeguarding a governor's role via learning link. Both training websites were presented to the governors prior to the meeting.</p>	



<p>AC/010/1920</p>	<p>Link Governor The following link governor roles were agreed by the governors: Early Years ~ Mrs Gawthorpe Health and Safety ~ Mr Murray SEND ~ Mrs Gawthorpe Safeguarding ~ Mrs Williams Pupil Premium ~ Mrs Simpson The Governors agreed that following the new Ofsted framework training in term 1 a governor will be linked to the 4 key areas: Quality of Education, Personal Development, Behaviour and Attitudes and Leadership and Management.</p> <p><u>Post Meeting Note</u> Following the meeting the Chair of Governors reflected on the skills set and interest of the governors and thinks it would be better suited that the Chair retains the role for safeguarding as it is a specialist area and they have the relevant master’s module in safeguarding.</p>	
<p>AC/011/1920</p>	<p>SAT’S update. The Principal advised that there are no further updates to mention that hadn’t been reported at the Standard and Outcome meeting 9 July.</p> <p>The progress score in Maths at the end of Keys Stage 2 has shown improvement and the reading progress score has improved by 0.2 points. The writing progress score is lower and therefore will be a stronger area of focus across the curriculum in this academic year. Maths and Reading will continue to be a focus.</p> <p><u>The Governors enquired</u> with regards to the Early Years assessment summary. The Principal responded that the Good Level of Development (GLD) was lower than anticipated with 67% achieving the standard average which is slightly below the district standard average and the national standard average. 100% of the children have made good progress with 80% making above typical progress.</p>	
<p>AC/O12/1920</p>	<p>Lunch Times/ Reduce school day The Principal explained that as previously discussed Behaviour and Attitudes is a target during lunchtimes where there needs to be a focus.</p> <p>A consideration is the reduction of the lunch period from 1 hour to 45 minutes and therefore the school day would end at 15.15pm. This would mean that there is a shorter period of play reducing the number of behaviour incidents. The Principal explained that much of the behaviour incidents occur in the last 10 minutes of the lunch period when all the year groups have finished their lunches and are out playing at the same time.</p>	



	<p><u>The Governors enquired</u> if the lunch period can be reduced without the need to reduce the school day. The Senior Principal responded that academies can set the timings of their school day.</p> <p>The Principal commented that 10 minutes has already been added at the beginning of the school day 18 months ago, any future changes to the timings of the school day will be consulted with the governors.</p> <p><u>The Governors sought clarification</u> on the lunch process currently. The Principal responded that the lunches are staggered. Currently Nursery, Reception and Key Stage 1 go for lunch first and Key Stage 2 go out on the field this is then swapped with the Key Stage children going into lunch on a rota basis. Key Stage 2 children generally finish their lunches quicker and therefore there is a period of 10 minutes when all year groups are on the field at the same time and more issues arise.</p> <p><u>The Governors enquired</u> what kind of behaviour incidents are occurring. The Principal responded that children are falling out, there can be physical violence and some children find unstructured times difficult. The Principal is examining the outside provision to fully engage the children.</p> <p><u>The Governors questioned</u> if the Mid- Day Supervisors have received training on behavioural needs. The Principal responded that the Mid Days have completed ADHD training and accessed the Bassetlaw Primary Behaviour Partnership training alongside training from Luke Dickson from Retford Oaks Academy.</p> <p><u>The Governors queried</u> what the Mid- Day ratio is. The Principal responded that there are 8 Mid- Day supervisors more than 1 per class.</p> <p>Mrs Palfreyman stated that she has seen an improvement now the older children go into lunch with the younger ones and the quality of the lunches have improved.</p> <p>The Principal stated that she must consider all factors before any decisions regarding lunch times are made.</p>	
AC/013/1920	<p>Academy Specific items (if any)</p> <p>1) Uniform ~ Gingham Dress</p> <p>Previously discussed the Principal advised the governors that she proposed to change the spring/summer uniform. It was proposed that the gingham dress is removed from the uniform as currently there is a miss mash of gingham dresses worn and it does not reflect the high standards of the academy. No decision has been made regarding the summer uniform presently.</p>	



	<p>It was suggested by the governors that the uniform supplier is examined as the cost of uniform is expensive and the quality of the PE t shirts is different.</p> <p>AM left at 6.10pm</p> <p>The Principal informed governors that there are 2 suppliers of Thrumptons uniform. Loopwear and B46. B46 is local to the area and has a captive audience as it is accessible.</p> <p>The Senior Principal commented that Bracken Lane Primary uses Tesco as their uniform supplier.</p> <p>The Principal confirmed alternative suppliers will be sourced.</p> <p>The Governors suggested a uniform recycling bank where parents can purchase the uniform at a reduced price.</p> <p>The Principal responded that departing Year 6 parents donate uniform to the academy.</p>	
<p>AC/014/1920</p>	<p>Determination of Confidentiality of business. Equalities Act consideration Nolan Principles – see below Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved</p> <ul style="list-style-type: none"> - That That no confidential information has been discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>AC/015/1920</p>	<p>Date and time of next meeting: The next meeting will be held on Tuesday 15th October at 5.15pm.</p> <p>The meeting closed at 6.20pm</p>	

Signed by Chair:

Date: