

**Minutes of the Academy Committee Meeting  
held on Tuesday 15 October 5.15pm  
at Thrumpton Primary Academy**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
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	
Mr Simon Baker	SB	Parent Governor	
Mrs Jane Gawthorpe	JG	Appointed Governor	
1 x Appointed Governor vacancy			

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

<b>Item No</b>	<b>Item</b>	<b>Action/by who/when</b>
<b>AC/016/1920</b>	<b>Apologies for absence</b> There were no apologies for absence. The Chair welcomed the attendees to the meeting.	
<b>AC/017/1920</b>	<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.	
<b>AC/018/1920</b>	<b>Minutes of the previous Academy Committee meeting held on 10 September 2019.</b> The minutes of the meeting, having previously been received, were agreed and signed by the chair.	
<b>AC/019/1920</b>	<b>Matters arising from the previous minutes:</b> <b>AC/004/1920:</b> It was noted that the Ofsted framework training has been scheduled for 14 November 5.30pm – 7pm. Invites have been circulated to the governors.  It was noted that Ms Staley is attending the Fischer Family Trust data training on 18 November 2019.	
<b>AC/020/1920</b>	<b>Report from Principal to include Chief Executive Officer briefing</b> The Principal presented a visual power point to the governors from the Chief Executive Officer briefing that was delivered to the Senior Leaders/Senior Principal and Principals on 1 October 2019.	



	<p>Slide 1 explains the Continuous school improvement and its accompanying statement.</p> <p>Slide 2 explains the Continuous school improvement cycle and the main bullets points as follows:</p> <ol style="list-style-type: none"> <li>1. Decide what you want to achieve</li> <li>2. Identify possible solutions</li> <li>3. Give the idea the best chance of success</li> <li>4. Did it work</li> <li>5. Securing and spreading changing.</li> </ol> <p>The Senior Principal commented that the Continuous school improvement cycle enables Principals to consider where the academy currently is and what they want the academy to achieve. The basis of this process is derived from Quality Assurance and the Education Endowment Foundation (EEF) teaching and learning toolkit.</p> <p>Challenge Support Intervention meetings are now called Education Review Meetings (ERM) and no longer require the attendance of the Chair of Governors as the discussions are educational based. The ERM's take place within school led by the Senior Executive Lead and the Senior Principal and include learning walks that feedback into the ERM action points.</p> <p>The Governors requested that they still received the ERM bundle for information.</p> <p>Action: The Clerk to investigate whether the governors can receive the ERM bundle for information.</p> <p><u>The Governors enquired</u> if the learning walks are in line with the Ofsted framework and questioned how often the learning walks take place. The Senior Principal responded that learning walks are not a deep dive and are carried out 7 times a year. The learning walks are aligned to the Quality Assurance calendar and the Ofsted framework and is how the Senior Leaders check teaching standards.</p> <p>Deep Dive 1 will focus on an area that is Trust wide and then adapted to Thrumpton Primary.</p> <p>The Full Academy Review (FAR) has been replaced with the Academy Improvement Review (AIR).</p> <p>Ms Staley joins the meeting at 5.29pm.</p> <p>Ofsted style meetings will take place prior to Deep Dives.</p>	<p><b>Clerk/Term 1</b></p>
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	<p><u>The Chair questioned</u> whether it will be beneficial to have a scheduled section for governors questioning incorporated in the AIR. The Senior Principal confirmed that governors questioning will be incorporated into the AIR and can be done via a telephone conference.</p> <p>The Clerk advised the governors that it is important that the governors can articulate what their roles and responsibilities are according to the governance strategy. The Clerk advised governors to review the Scheme of Delegation (SoD) and Terms of Reference (ToR) document.</p> <p><u>The Chair suggested</u> that Academy Committee has a personal development plan that examines what questions Ofsted will be asking.</p> <p>The Senior Principal stated that the main questions an Ofsted inspector will ask Governors are how you know the information that you know and what actions did you do to source the information.</p> <p>Following the AIR and Deep Dives the Senior Executive Leads will formulate a support plan including how the Trust support the academy.</p> <p><u>The Governors questioned</u> whether there is a timeline for the areas of improvement and <u>further questioned</u> if these areas of improvement will be supported by the Trust. The Senior Principal responded that support will be available and will be directed to where it is needed. Everyone is entitled to support they need; targeted support will be assigned to where there is a need.</p> <p>The new Quality Assurance strategy by Ofsted examined specific areas. For the AIR and Deep Dives, the Senior Executive Leaders will have discussions with the Senior Principal/Principal followed by the subject leads to check their objectives align. The Senior Executive Leads will examine the books and speak with pupils before formulating their final decision.</p> <p><u>The Governors questioned</u> if the Deep Dive will include any analyse of academy data. The Senior Principal responded that Ofsted has stated that every Primary must have a Deep Dive in reading and another core subject of Ofsted choosing. The Senior Principal clarified that if a subject doesn't appear on the timetable it does automatically mean that it won't have a Deep Dive</p> <p>Deep Dives will be new to staff therefore a coaching model will be provided. Teachers will be asked several different questions such as why they are teaching in the style they are teaching. Teachers</p>	
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	<p>needs to be aware of their children’s learning styles. Inspectors will ask the questions during lessons.</p> <p>The Principal informed the Governors that she has introduced an information coffee and curriculum mornings to staff thus enabling staff to understand the importance behind the curriculum and the long-term plan.</p> <p>The Chair suggested that the curriculum link governor attends the coffee and curriculum morning for greater insight.</p> <p>The Senior Principal stated that all the Directorates ~ Corporate, Business and Education link together which feeds into the Senior Education Meetings.</p> <p>Mr Murray joins the meeting at 5.40pm</p> <p>As all the governors were in attendance the Chair requested that everyone introduces themselves to the new parent governor. Formal introduction commenced around the table</p> <p>The Clerk left the meeting at 5.45pm due to a family emergency. Ms Staley proceed to take notes.</p>	
<p><b>AC/021/1920</b></p>	<p><b>Review of the AIP 2018/2019</b> The Principal stated that there were no further updates to mention that hadn’t been previously reported.</p> <p><b>Draft 2019/2020</b> The Principal advised the Governors that the AIP for 2019/2020 has been flood filled with the northern cluster primary principal group objectives and objectives specific to Thrumpton Primary. The objectives incorporate the implementation of the new Ofsted framework and the new curriculum design.</p> <p><i>Objective 1 the Quality of Education</i> Work has been undertaken on individual subjects and core knowledge. The curriculum needs to meet the needs of the local academy context and teachers should adapt the curriculum to meet the needs of their children.</p> <p><u>The Governors questioned</u> if successes within the curriculum have been included in the objectives. The Principal responded that the success of the reading spine and the Maths Mastery approach has been used as a model across the Primary group.</p> <p>The Principal informed the governors that there are Curriculum Development Groups (CDG) in conjunction with the Ofsted</p>	



	<p>framework. The Chair of each group is examining 1 subject across the Trust which will then be adjusted to individual academies.</p> <p><u>The Governors enquired</u> if the Principal is overseeing the work the Chairs of the CDG are undertaking as the lead of the curriculum design. The Principal responded that the curriculum design leads will be overseeing the work undertaken by the Chairs of the CDG.</p>	
<b>AC/022/1920</b>	<p><b>Safeguarding and compliance</b></p> <p>The Principal stated that there are no further updates to mention that hadn't been previously reported.</p> <p>The Governors unanimously agreed that Mrs Merrills will be the safeguarding link governor.</p>	
<b>AC/023/1920</b>	<p><b>Risk Register including Health and Safety, staff and pupil wellbeing and GDPR</b></p> <p><i>Risk Register</i></p> <p>The Principal advised the Governors that there are no further updates to mention that hadn't been previously reported. A member of the office staff team is undergoing training to assume administrative responsibility of the Risk Register for Thrumpton Primary.</p> <p>The Health and Safety governor has completed a half termly site walk and noted that the toilet and Foundation stage 1 floor are lifting slightly these are now listed on the Health and Safety plan.</p> <p>The Health and Safety governor observed that storage within the academy is an issue and suggested that providing storage at the back of the hall is considered.</p> <p>The Governors suggested purchasing a storage container.</p> <p>The Senior Principal stated that the preference will be to declutter.</p>	
<b>AC/024/1920</b>	<p><b>Any academy specific items including appendix ratification</b></p> <p>1) Resignation of Appointed Governor. The Chair informed the governors that Mrs Williams has made the decision to resign from the Academy Committee. Mrs Williams resignation was accepted. The Chair requested that a formal letter of thanks is sent to Mrs Williams.</p> <p>Action: The Clerk to send a formal letter of thanks to Mrs Williams</p> <p>2) Link Governor roles</p> <p>The Principal stated that her preference is that link governor roles are linked to subject areas as the curriculum is vast.</p>	<b>Clerk/ November</b>



	<p>The Senior Principal stated that the Trust is not following link governors' roles assigned to subjects presently.</p> <p>The following link governor roles were agreed by the governors.</p> <p>Safeguarding ~ Mrs Merrills  Health and Safety ~ Mr Murray and Mr Baker  SEND ~ Mrs Gawthorpe  Pupil Premium /Sports Premium ~ Mrs Simpson</p> <p>The Governors agreed that they will use the AIP in conjunction with the new Ofsted framework headlines and work in small teams which will be agreed at the Academy Committee meeting in December.</p> <p>The Senior Principal, Principal, Chair of Governors and Vice Chair of Governors will decide on the areas of focus examine the QA calendar and plan governor visits.</p> <p>The teams preliminary agreed are as follows:</p> <p><i>Quality of Education</i>  Ms Staley plus one other</p> <p><i>Behaviour and Attitudes</i>  Mr Murray and Mr Baker</p> <p>Personal Development  Mrs Palfreyman plus one other</p> <p><i>Leadership and Management</i>  Mrs Merrills and Mrs Simpson</p> <p>Quality of Early Years  Mrs Gawthorpe</p> <p>It was noted that there is an appointed governor vacancy.</p> <p>The Senior Principal suggested that the gaps in skill are examined through the skills audit when appointing a new governor.</p> <p>The Chair and Ms Staley stated that the skills audit is not useful as the questions asked are incorrect and <u>further questioned</u> whose remit it is to examine the questions in the governor's skills audit. The Governors requested that the Clerk investigate the skills audit questions for governors.</p> <p>Action: Clerk to investigate whether other governors have raised queries regarding the skills audit questions.</p>	<p><b>Clerk/November</b></p>
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	<p>The plan is that the chair and governors look at the committee remit find gaps in knowledge and experience before targeting.</p> <p>The Senior Principal stated that governors are needed from a broad diverse background.</p> <p>Local businesses were suggested as a source for recruiting governors.</p>	
<b>AC/025/1920</b>	<p><b>Capital: Summary Plan 2018/2019 and 2019/2020</b></p> <p>The Principal summarised the capital summary plan for 2018/2019 and 2019/2020 that the governors previously received.</p> <p>The report included a table of the work undertaken during 2018/2019 and their cost.</p> <p><u>The Governors questioned</u> why the floors that have risen slightly have not been repaired. The Principal responded that the Trust must examine all the academies and then prioritise accordingly.</p> <p>The Governors were informed that Kerry Limer the Finance Manager for the Primary cluster has left the organisation.</p>	
<b>AC/026/1920</b>	<p><b>Admission Policy 2021/2022 approval ~ Trust Staff added to oversubscription criteria.</b></p> <p>The governors had a full discussion regarding children of staff who have been employed at Diverse Academies Trust and agreed that children of staff who have been employed by Diverse Academies should be included in the criteria that states “Children of staff who have been employed at Thrumpton Primary Academy for at least two years and/or are recruited to fill a demonstrable skill shortage”.</p> <p>Action: The Academy to administer the Admissions policy 2021/2022 according to the LA guidelines for consultation.</p> <p><i>Post Meeting Note</i></p> <p>It has been agreed that the additional criteria regarding Trust staff to academies admissions policy needs to be agreed for <b>all</b> academies to ensure consistency, this has currently not been approved by the Trust, therefore Children of Trust staff will be added to the 2022/2023 if approved.</p>	
<b>AC/027/1920</b>	<p><b>Pupil Premium Strategy and SEND annual review</b></p> <p>The Principal explained Pupil Premium and Special Education Needs and Disability to the new parent governor.</p> <p>The Senior Principal stated that figures across the country has indicated that the Pupil Premium (PP) funding spend is not having a significant impact.</p>	



	<p>The Principal commented that the disadvantage gap is dependent on the cohort of children and the needs of the other Pupil Premium children. Katie Hogg is leading on the Pupil Premium expenditure and is producing a Pupil Premium strategy document that will be uploaded to Share Point.</p> <p>Action: The Clerk to upload Pupil Premium strategy document to SharePoint.</p> <p>The Senior Principal stated that the Pupil Premium strategy has been developed using the Education Endowment Foundation (EEF) teaching and learning toolkit and has taken in to account the research studies shown to have the most impact.</p> <p>The strategy has been stripped back and anything that has no impact has been removed. Investment will be on small target groups for Continued Professional Development (CPD) to deliver first wave teaching/good quality teaching</p> <p>The Principal informed the governors that Thrumpton Primary has 30% PP children and are in the fourth of 5 quintiles in terms of the national disadvantage statics, more worryingly are the families that do not fall into Pupil Premium however are on a low income. The Family Support Worker supports these families.</p> <p>A discussion arose between governors regarding parents and the use of mobile devices and children starting in Early Years with poor communication and language skills.</p> <p>The Principal stated that the Early Years plan includes the need for early identification of special education needs and appropriate intervention.</p> <p><i>SEND</i></p> <p>The Principal summarised the SEND document previously circulated. The Principal enquired if there are any questions.</p> <p><u>The Governors enquired</u> how much time the children with Special Education Needs and Disability are receiving from the teachers. The Principal responded that the Special Educational Needs Coordinator (SENCo) will examine the time the SEND children spend with the teachers alongside the curriculum offer on their return to work from maternity leave.</p>	<b>Clerk/Term 1</b>
<b>AC/028/1920</b>	<p><b>Student performance all year groups including Pupil Premium, Sports Premium and SEND</b></p> <p>The Principal presented the online Analytic Suite (Data dashboard) to the governors. For primaries the data is provided by Scholarpack and is lagged information unlike Sims used by the secondary academies that is live information. The main page</p>	





	<p>includes data for all the primaries and can be filtered to Thrumpton Primary.</p> <p>There were technical issues with the Data dashboard therefore the Data Dashboard was unable to be used.</p> <p>There are no further updates to student performance that that hadn't been reported at the Standard and Outcome meeting 9 July.</p>	
<b>AC/029/1920</b>	<p><b>PDBA ~ including exclusions and provisions in place/attendance and Persistent absences percentages</b></p> <p>The Principal advised that there are no exclusions to report.</p>	
	<p><b>Finance: Cash flow to end of September 2018/2019 Year end</b></p> <p>The Senior Principal advised the governors that the Trust is in a healthy position and are currently being audited.</p> <p><u>Post Meeting Note</u> An email from the Trust's Finance Manager is circulated to governors the email states: The outturn for 2018/19 is currently being audited and further information will be available at the December meetings, however as an overall message the Trust has met its budgeted position for 18/19. The results are positive but are yet to be fully audited.</p> <p>Summary budget information for 19/20 by academy will be available on the dashboard on Monday. At this early stage in the year it will only represent the budget, profiled my month. September's actual results will follow some of the Academy Committee Meetings already taken place.</p> <p>Consolidated cash flow data will be added to the dashboard imminently, the general message is that the cash position is strong.</p>	
<b>AC/030/1920</b>	<p><b>HR report</b></p> <p>The following conversation was deemed confidential.</p>	
<b>AC/031/1920</b>	<p><b>Determination of Confidentiality of business. Equalities Act consideration</b></p> <p><b>Nolan Principles – see below</b></p> <p>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 AC/030/1920 remain confidential to all 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>	
<b>AC/032/1920</b>	<p><b>Date and time of next meeting:</b></p> <p>The next meeting will be held on Tuesday 10 December at 5.15pm.</p>	



	The meeting closed at 7pm	
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**Signed by Chair:**

**Date:**