

**Minutes of the Academy Committee Meeting
held on Tuesday 11 February 5.15pm
at Thrumpton Primary Academy**

Membership	Initials	Governor category	Absence
Ms Claire Staley (Vice Chair of Governors)	CS	Appointed Governor	
Mr Alastair Murray	AM	Appointed Governor	
Mrs Fiona Simpson	FS	Appointed Governor	
Mrs Katie Merrills (Chair of Governors)	KM	Parent Governor	
Mrs Amanda Palfreyman	AP	Staff Governor	
Mr Simon Baker	SB	Parent Governor	A
Mrs Jane Gawthorpe	JG	Appointed Governor	
Mr Stephen Wilds	SW	Appointed Governor	

In Attendance	Initials	Position	Absence
Mr Gareth Letton	GL	Senior Principal	
Mrs Rebecca Hurley	RH	Academy Principal	
Mrs Rhianne Chambers	RC	Clerk and Advisor	

Item No	Item	Action/by who/when
AC/049/1920	Apologies for absence Mr Baker sent apologies due to medical reason, his apology was accepted.	
AC/050/1920	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.	
AC/051/1920	Training – FFT Aspire Data The Senior Principal presented the FFT Aspire Data to the AC members by having the document overview on the screen. Some AC members have received training before, but it was agreed to go through it all again as a refresher due to there being new members on the committee. It was explained to the AC members that the KS1 data has been available since October 2019 whereas the KS2 data is dated from January 2020. It was further explained that the training is occurring now so that AC members can be prepared and know what to look for when the new data comes out so that questions can be asked to the Principal. The basics for the dashboard were emphasized in line with the data so AC members could get a true understanding of what was being presented to them and:	



	<ul style="list-style-type: none">• Anything red (including red minuses and arrows) = school figures are statistically and significantly different to national average.• Anything green (including green pluses and arrows) = statistically significant above national average. <p>The Senior Principal pointed out that the average score will be 0 if every child makes the progress they should. The score at Thrumpton was -3% which in a cohort of 30, 3% is one child so therefore it is only 1 child who didn't make the progress they should have done. <u>The AC members questioned</u> why this was, to which the Senior Principal responded that the academy is aware of pupils for whom there may be a good reason for not making the required progress. <u>The AC members further queried</u> the child's background however the Principal highlighted this was confidential.</p> <p>Ms Staley joined the meeting at 17.26.</p> <p><u>The AC members asked</u> what the alarm bells with this data are. The Principal then reconfirmed it was anything is red as this is classed as statistically significant at this moment there is nothing to be worried about.</p> <p>The Senior Principal highlighted to AC members that with the FFT Aspire Data, children can be in lots of different groups e.g. SEN, free school meals, sex, ethnic groups etc. However, these groups are according to what they were at the end of foundation year. It was noted that the higher achieving groups at Thrumpton were summer born children, boys and lower attainers which defies national trends. <u>The AC members asked</u> whether they had done well because the academy were mindful of these children so therefore had more targeted support to which the Senior Principal agreed this could have been the case.</p> <p>Attainment was the next area to be discussed as in 2019 KS1 slightly decreased. It was highlighted the attainment in reading, writing and maths in individual subjects disciplines was good (either 1% above or below national), but there were 6 children who didn't get it in every area so the academy did some forensic work with focus on the combined as well as the individual disciplines. <u>AC members then asked</u> if there is a greater focus on an area e.g. maths, do other areas take a dip, to which the Principal said that in year 6 last year, maths was boosted so the results were successful but by doing this the academy had taken their eye off reading which then had a decrease in the results so the attention this year is to keep a strong focus on all areas.</p> <p>The Senior Principal then moved on to the KS2 data where it was pointed out that there was nothing to cause any worry, however</p>	
--	---	--



	<p>last year the internal data from the academy showed a strong performance in reading but not in maths. Because of this the academy moved its focus to maths. It was then further explained that then when the KS2 reading paper came out it had 500 extra words and the decline in results wasn't because the pupils didn't have the skills, it was that the children couldn't read the quantity of words in the time specified. This year there is a focus on the additional 500 words whilst keeping a strong focus on maths. PIXL (a new software that is being used) will help the academy to track and spot where children may be vulnerable.</p> <p><u>AC members questioned</u> if the results were a surprise to which the Principal confirmed it wasn't a surprise as the staff know their children and their performance. <u>The AC members requested</u> to see a sample paper, so they can see the difference in the papers.</p> <p>The Senior Principal reemphasised that Ofsted are no longer as focussed on data and results and more on curriculum and the provision available.</p> <p>This data from these reports goes into the SEF (School Evaluation Form), that feeds the AIP (Academy Improvement Plan), which helps to make the developments that are necessary. It is a circle of continuous improvement that uses the data as the starting point.</p>	<p>Principal</p>
<p>AC/052/1920</p>	<p>Minutes of the previous Academy Committee meeting held on 10 December 2019.</p> <p>The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
<p>AC/053/1920</p>	<p>Matters arising from the previous minutes:</p> <p>AC/036/1920: It was noted that the Chair and Vice-Chair are looking into rejigging the skills audit. Proposed audit to be sent to Alison Elway, Head of Governance, for approval before sending to AC members. The aim of the audit will be to link AC members to the relevant curriculum areas based on their interests and knowledge.</p> <p>AC/036/1920: To note this has been actioned.</p> <p>AC/042/1920: To be discussed under agenda item AC/057/1920.</p>	
<p>AC/054/1920</p>	<p>Mid-year review of progress made in AIP</p> <p>The information from the latest AIP (Academy Improvement Plan) was detailed by the Principal. It was confirmed that there had been refinements to the teacher toolkit which resulted in a document being created over the past 12 months, that highlights the key core expectations for both teaching and learning. It has helped to provide clarity and keep the consistency in what is being done</p>	



	<p>within the academy. It also includes fundamentals in both the building of retrieval and review within lessons to ensure learning is long term. <u>The AC members questioned</u> if the document is looked at in staff meetings to make sure everyone is following the core expectations. The Principal confirmed it is being looked at during book looks, learning walks and lesson visits so it is very clear what the expectations are. It has also been a useful tool for staff who join the academy as it is clear with how things are done at Thrumpton.</p> <p><u>The AC members queried</u> if the staff are happy with the new changes as there is a fear that flexibility and discretion has been removed. The Principal confirmed that the toolkit had been created as a team and has a clear focus on the core expectations and best practice.</p> <p><u>The Chair</u> brought up the coffee and curriculum mornings that occur within the academy and <u>requested the AC members</u> to attend. The AC members were then further informed by the Principal that these events happen at 8.30am on a Friday morning and last approximately 20 minutes. It is vital way to share impacts and findings from projects. It also helps to share key messages whilst providing the opportunity for staff to articulate their developments. <u>It was then noted that</u> as staff governor Mrs Palfreyman is in attendance every week and can report back moving forward.</p> <p>The Principal went on to talk about PIXL to the AC members which is a resource brought in across the Trust. Currently the academy is getting to grips on how to use but will be an effective tool to assess the cycle of teaching. It looks at what the children have been taught and the implications for future learning. It also helps to provide a structured approach to intervention by providing therapies and resources. <u>The Chair questioned</u> if PIXL is expensive to which the Principal confirmed this cost was at Trust level rather than at an academy level.</p> <p>Regarding the curriculum the academy is remaining with a phased approach to ensure it is successful. PSHE and geography were phased over the last half term and the next subjects to be phased in are history and art & design.</p> <p>The Principal informed the AC members of a recent trip to Chetwynd Primary Academy which is the first primary awarded outstanding in the new framework. It had been an exciting visit as highlights that Thrumpton are on the right journey, just 3 years behind.</p> <p><u>The AC members</u> questioned if all the subjects are linked to the book spine. The Principal confirmed that yes, it is linked to the</p>	
--	---	--



	<p>book spine although it is tricky for primaries. The requirement to maintain integrity for those subjects is paramount. <u>The AC members then further questioned</u> if they aren't linked would there be text to drive it forward. The Principal detailed that there isn't at the minute, but they are looking into what core text could drive this for the next academic year. It is a priority to ensure the academy get the sequencing and progression correct.</p> <p>There has also been a shift in the thought process for staff as the need to understanding curriculum from age 3 is crucial. <u>The AC members then queried</u> whether early years specialists are feeding into that which was then confirmed by the Principal as they are now thinking from early years upwards.</p>	
<p>AC/055/1920</p>	<p>Safeguarding; culture & compliance</p> <p>The academy had a safeguarding review on the 13th January and the report was received on the 10th January 2020. The report was either reasonable or substantial across the board so there were no significant issues.</p> <p>The Principal went on to highlight to the AC members that there is a strong culture within the academy that safeguarding is everyone's responsibility. Staff have also been building relationships with families too to ensure the safeguarding message is known.</p> <p>In the safeguarding review there were 3 points flagged.</p> <p>1 – School crossing on Whinney Moor Lane. It was highlighted in the review that there could be a need for a school crossing. The Principal informed the AC members that the school isn't insured to cover this as it is outside of the school gates. <u>The AC members questioned</u> whether the trust is going to look at lights for the crossing or a school crossing patrol officer. The Principal further informed that the Business Manager for the academy is looking into ways this can be resolved from a Trust level.</p> <p>2 - Supervision at the start and end of the academic day. Thrumpton Primary have 2 gates and although the Principal will do a walk round to boost relationships with parents, it was flagged that it would be best practice to have the 2 gates manned when children are entering and leaving site. The Principal then brought to the attention of the AC members that this would then present staffing issues. There are reasonable assurances at the moment, so the academy needs to reflect the best way to move forward.</p> <p>3 – The understanding of modern slavery by staff. During the review staff hadn't linked to the county line work so there is a need for upskill staff in this area.</p>	



	<p>The AC members <u>questioned</u> who the safeguarding lead was for the academy of which the Principal confirmed it was herself and Mrs Morton was the deputy safeguarding lead. There are also a further 2 teachers being trained up next half term.</p> <p>The chair then <u>highlighted</u> she was the safeguarding lead from the committee perspective and asked Mr Wilds to be the deputy safeguarding lead due to his knowledge and expertise. Mr Wilds accepted.</p>	
AC/056/1920	<p>Risk Register including Health and Safety, staff and pupil wellbeing and GDPR GDPR; There was nothing to report on.</p> <p>H&S; The decibels in the smoke alarms currently aren't loud enough. From this <u>the AC members asked</u> whether there were any children with hearing disabilities and what is the provision in case of emergency. The Principal confirmed there are some children with hearing aids but there were no deaf pupils. The academy is confident in their robust systems for fire drills to ensure all children evacuate the building safely.</p> <p>Following the recent inclement weather, there has been a need for a tree to be chopped down. The tree does belong to a neighbour of the academy, but it has pushed the fence down. <u>The AC members then queried</u> if the neighbour's insurance will pay for a new fence to which the Principal confirmed it was being dealt with.</p> <p>Staff and Pupil Wellbeing; There was nothing to report on.</p>	
AC/057/1920	<p>Any academy specific items including policy appendix ratification</p> <p><u>EVC trips</u> The proposed trips were discussed with the AC members;</p> <ul style="list-style-type: none"> - Year 3 camp on the Thrumpton Site - Year 4 residential trip to Walesby - Year 6 residential trip <p>All 3 trips were approved.</p> <p><u>The AC members queried</u> whether letters will be sent to the neighbours about the Yr3 camp due to previous years complaints of which the Principal confirmed that all neighbours will be notified.</p> <p><u>The AC members questioned</u> if the academy uses pupil premium for the residential trips, which it was confirmed that they do. Parents also receive plenty of notice of the trips and there is an opportunity</p>	



	<p>to pay weekly. <u>It was then further questioned</u> what happens to the pupils who can't attend the trips. The Principal discussed how the academy work closely with those who are unable to attend and highlight the benefits of those trips including the bonding and social skills. <u>This led the AC members to query</u> why the year 6 residential is at the end of the academic year if it helps with bonding. The Principal described how it had been discussed as a teaching team whether to go in September or not and although it is cheaper, the best opportunities are booked in advance. As an academy they are focusing on the enrichment and trips experience across the whole 8 years.</p> <p><u>The AC members then queried</u> if there is any contribution from the PTA or if the academy is doing any fundraising to support these trips. It was confirmed by the Principal that the children wanted the fundraising money to go towards the playground project and that there was a clear policy within the trust on the amount of subsidiary available.</p>	
<p>AC/058/1920</p>	<p>Engagement with stakeholders</p> <p><u>Parent Pride Prowls</u> The Pride Prowls have been ongoing and have now opened to parents. Twice during each half term Thrumpton Primary open the classroom at 3.15pm so parents can come in and see what the children are doing. <u>The AC questioned</u> if the parents give feedback and if so where can this be found to which the Principal confirmed it is in the children's books.</p> <p><u>Governors Attendance / discussion with parents re curriculum</u> Ms Staley recently attended parents evening and ended up helping with the tea and coffee. It was noted that the kitchen was not up to standard and this is now at a Trust level and is being dealt with. Since parents evening the kitchen has been cleaned and the Principal is currently awaiting the report from Caterlink. <u>Ms Staley further questioned</u> if Caterlink self-monitor or if the academy needs to do spot checks of which the Principal confirmed she would seek confirmation. It was established the last clean / spot check was in October so <u>AC members then asked</u> how in depth it was and the Principal confirmed she would get clarity on 12/02/2020 when the kitchen team was next on site.</p> <p>Ms Staley went on to report when speaking to parents they were happy with the curriculum, with support not being needed. One of the questions that was asked was whether parents would like more information about how the teachers are teaching the subjects to which she didn't find any parent who was dissatisfied.</p> <p>It was noted that parents had highlighted it was good to have a male teacher onboard and the benefits that has had on boosting the confidence of some of the male pupils.</p>	<p>Principal</p>



	<p>The Chair then asked the committee as to how they could communicate more with parents to which the Senior Principal highlighted that speaking to parents at performances is better as parents tend to react better to informal situations.</p> <p>The Chair has requested the future event dates so that the AC members can agree who is attending when.</p>	Principal / Clerk
AC/059/1920	<p>Student performance</p> <p>The Principal opted to review the ERM (Educational Review Meeting) report rather than dashboard due to the data being from the 31.12.19. The key messages that were highlighted to the AC members were that</p> <ul style="list-style-type: none"> - KS1 data is on track for the targets that have been set - KS2 data is also looking good - Reading is at 74% based on last year's papers with the additional 500 words. - They are also using the PIXL data on key marginals for those children who are borderline on their expected results and need something to ensure their results get over the line - The key strengths for the academy are in year 5 reading and the improvements in spelling across all years. <p>The AC members questioned how the year 5 model is being used. The Principal confirmed this was through coaching and modelling. There is further awareness around gaps in year 5 maths as there have been issues with staffing (mix of both maternity and student teachers) of which the Principal stressed the need for 2 years of consistency. There are slight problems with grammar however using the year 5 model grammar is being woven into the teaching of writing, so the children understand there is a purpose to it.</p>	
AC/060/1920	<p>PDBA including exclusions & provision in place / attendance / PA%</p> <p>Exclusions; The Academy do not have any exclusions.</p> <p>Attendance; The Principal ran through the data from the dashboard and highlighted that although the attendance figures are up in comparison to 2017 it is slightly down on this point last year. The AC members questioned if the Principal could explain this decrease of which she confirmed that it is actually down less than 1%. The AC members further questioned why this was, which it was highlighted it was a mixture of holidays and illness.</p> <p>The Chair questioned if the pupil premium pupils' attendance is higher. The Principal said there was minimal differences, but the</p>	



	<p>Academy office team were doing lots of early help and intervention to limit the penalty notices and fines.</p> <p><u>The AC members enquired</u> further into the non-statutory attendance which the Principal confirmed this continues to be a challenge. Again, the office team are providing the same support and intervention to try to limit this whilst also highlighting the importance of attendance to parents. At a group level there is an ONG (Operational Networking Group) which is looking at how this can be addressed as it is the same in other academies. <u>The Chair then highlighted</u> that the non-statutory attendance for Thrumpton Primary is at 94.78% so is still positive figure.</p> <p><u>The AC members questioned</u> why 3 nursery children are on a reduced timetable. The Principal confirmed that the 3 nursery children on reduced timetables all have complex needs as they have been very distressed coming into the setting, so they are building up towards being full time. All 3 have very different stories and will start in foundation 2 in September if it is the correct thing for the pupils. <u>The AC members further questioned</u> if the academy is eligible for a transition grant which the Principal confirmed they weren't as with 2 of the children they were unaware of their needs until they arrived at the academy.</p> <p>PA % - <u>The AC members asked for confirmation</u> as to what PA stands for to which the Senior Principal confirmed this was persistent absence and that it applies to children who have more than 3 consecutive days off.</p> <p>The Principal confirmed that this is higher across the whole school at the point the data was published due to illness or holidays. <u>The Chair questioned</u> how many penalty notices had been issued since September and the Principal there had been 8. <u>AC members further enquired</u> what happens if the parents don't pay the fine and questioned if the school benefit from this to which the Principal confirmed the academy refer the penalty to Notts County Council. NCC then send the letter and receive the money, the academy does not benefit in any way.</p>	
<p>AC/061/1920</p>	<p>Finance update as of 31.12.19</p> <p>It was confirmed by the Principal there was nothing to report and all is in line with where it should be at this point.</p> <p>There were no further questions from the AC members.</p>	
<p>AC/062/1920</p>	<p>HR report as of 31.12.19</p> <p>The Principal went through the HR dashboard and spoke through the results.</p>	



	<p><u>The AC questioned</u> on the reasons for absence what “other” would be. The Principal confirmed this would be mostly for training. It was then further detailed that the Principal meets with the HR manager to look at the Bradford scores to see where the issues are. Within Thrumpton Primary Academy the largest reason for absence is maternity.</p> <p><u>The AC members questioned</u> what maternity leave is now, and the Principal confirmed staff can have up to a year, but the year commences from when they start their maternity leave not once the baby has been born.</p>	
<p>AC/063/1920</p>	<p>Chair’s Question</p> <p><u>The Chair questioned</u> if the feedback from the AIR had been received yet to which the Principal confirmed they were still waiting for the report however it was positive.</p> <p><u>The Chair went on to report</u> that the AIR (Academy Improvement Review) had been a different experience to the FAR (Full Academy Review) which had been done previously. Both the Chair and Vice-Chair had been in during this review and it was more of a coaching exercise than expected. Following this experience, the Chair is wanting to implement that at every AC meeting a question will be discussed that Ofsted may ask as a confidence building exercise.</p> <p>The question asked during this AC meeting was;</p> <p><i>What is the Academy Committee’s vision for the Academy and how is this shared?</i></p> <p>The AC members responded that;</p> <ul style="list-style-type: none"> - Every child is seen as an individual - Happy children - Invited to be part of the school e.g. meetings - Make a difference - Be the best you can be <p>It was detailed that the visions and aspirations were displayed in every classroom for children, staff and visitors to see. It is embedded in all areas.</p> <p><u>The AC members enquired</u> into whether the vision is going to remain as it is, and the Principal confirmed this would be the case.</p> <p><u>The Chair highlighted</u> as an AC board they need to evidence they know the vision which will be enforced by academy visits, attending the AC meetings and going to academy events.</p>	



	The Principal displayed on the screen a visual Academy Improvement Plan to help see the vision. <u>The AC members requested</u> a copy of this document.	Clerk
AC/064/1920	Completion of Ofsted areas tracking document It was confirmed by the Senior Principal that the document didn't need to be completed during this AC meeting.	
AC/065/1920	Complete report to Trustees AC members discussed the report and agreed to add: <ul style="list-style-type: none"> • Celebration on the recent AIR and how the coaching approach was supportive • Recommendations to use less jargon and abbreviations so that there is inclusion for all. • Requesting support with funding streams into the pedestrian crossing • Request to know what the Trustees specialisms are. 	
AC/066/1920	Determination of Confidentiality Equalities Act consideration 7 Nolan Principles AC members considered whether anything discussed during the meeting should be deemed as confidential. It was resolved; <ul style="list-style-type: none"> • There were no confidential items discussed • There had been no Equalities Act implications • Attendees were content that all decisions made adhere to the 7 Nolan Principles. 	
	Date and time of next meeting: The next meeting will be held on Tuesday 31 March at 5.15pm. The meeting closed at 19.14	

Signed by Chair:

Date: