

**Minutes of the Academy Committee Meeting
held on Tuesday 22 September 5.15pm
via Microsoft Teams**

Membership	Initials	Governor category	Absence
Mr Alastair Murray	AM	Appointed Governor	A
Mrs Fiona Simpson	FS	Appointed Governor	
Mrs Amanda Palfreyman	AP	Staff Governor	A
Mr Simon Baker	SB	Parent Governor	
Mrs Jane Gawthorpe	JG	Appointed Governor	A
Mr Stephen Wilds (temporary chair)	SW	Appointed Governor	
<i>Parent governor vacancy</i>			
<i>Appointed governor vacancy</i>			
<i>Appointed governor vacancy</i>			
<i>Appointed governor vacancy</i>			

In Attendance	Initials	Position	Absence
Mr Gareth Letton	GL	Senior Principal	
Mrs Rebecca Hurley	RH	Academy Principal	
Mrs Tracy Blacknell	TB	Vice Principal	A
Mrs Rhianne Chambers	RC	Clerk and Advisor	
Mrs Alison Elway	AKE	Head of Governance	
Miss Katie Hogg	KH	Assistant Principal	

Item No	Item	Action/by who/when
AC/01/2021	<p>Training – Scheme of Delegation by Alison Elway Mrs Elway projected the Scheme of Delegation on to the screen and discussed the document with the governors.</p> <p>See appendix one for the full run through of what the governors were informed of.</p> <p>Mrs Hurley asked if the 8 years term of office start from this term or later. Mrs Elway confirmed it resets from January due to the Scheme of Delegation training over the next few weeks and the implications it will have. There are a few governors across the trust who have already completed more than 8 years so their term of office will reset after January so they can complete another 8 years.</p> <p><i>Mrs Elway was thanked for her attendance and she left the meeting at 17.42.</i></p> <p>Mr Wilds was appointed as temporary chair for this meeting.</p>	
AC/02/2021	<p>Apologies for absence Mrs Palfreyman sent her apologies due to family commitments. Retrospective apologies were received from Mr Baker due to technology problems.</p>	



	Letters are to be sent to Mr Murray and Mrs Gawthorpe about their non-attendance.	Clerk
AC/03/2021	<p>Declaration of interest and any changes to declarations made at the start of the year.</p> <p>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>	
AC/04/2021	<p>Governor admin</p> <p><i>Code of conduct & declaration of interest:</i> All governors were reminded to complete both the code of conduct and declaration of interest.</p> <p><i>Link governors:</i> To discuss under agenda items AC/08/2021 and AC/15/2021</p> <p><i>EVC governors:</i> To discuss under agenda items AC/08/2021 and AC/15/2021</p> <p><i>In-year application committee:</i> To discuss under agenda items AC/15/2021</p>	All governors
AC/05/2021	<p>Minutes of the previous Academy Committee meeting held on 11 February 2020.</p> <p>The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
AC/06/2021	<p>Matters arising from the previous minutes:</p> <p><i>AC/051/1920 –</i> To note sample papers were distributed to the committee on the 16/09/2020</p> <p><i>AC/058/1920 –</i> Mrs Hurley updated the governors as they had reported the problem to Caterlink who manage the kitchen. They came out to the academy and completed several spot checks and found everything within the kitchen to be fine. Caterlink decided that the marks on the surfaces was tarnishes on the stainless steel rather that dirt. Mrs Hurley confirmed herself and the staff are going to keep an eye on it moving forward.</p> <p><i>AC/058/1920 –</i> To note the dates for performances within the school were not distributed to the governors due to the school closing due to Covid-19</p> <p><i>AC/063/1920 –</i> To note the Academy Improvement Plan was sent to governors on 12/02/2020</p>	



AC/07/2021	<p>Exam Update</p> <p>Mrs Hurley shared her screen so the governors could see the data being projected. Mr Letton informed the governors that the data Mrs Hurley was showing is from teacher assessments as there were no test papers for the children in year 2 and year 6. It was noted that the year 6 students were doing incredibly well, and it was a shame for the academy that the children did not sit the formal papers as the results would have been even better.</p> <p>Mrs Hurley confirmed that all the grades were based on teacher assessment and the aim was to increase the percentage of children who were attaining the combined score (which is reading, writing and maths). Thrumpton Primary obtained 67% which was the highest score to date for the academy. Mrs Hurley acknowledged that this comes from using the system, PIXL. This system allows the teaching staff to identify the children with vulnerabilities in one or two areas so that the staff can then focus their time on those key areas rather than relying on one area to boost the combined score. The academy had an increase in reading and maths results which is positive as over the last 4 years there has been a strong focus on those subjects within the academy following the 2016 results. Some of the ways they have had a focus on reading is by the whole class reading together rather than guided reading, looking at challenging texts in terms of vocabulary and context and by focusing on explicit teaching. All these things have had a strong benefit to the reading results. The key focus for the 20/21 academic year is writing.</p> <p>Mrs Hurley then highlighted it was a similar picture in the combined score in KS1. There is a small focus on the reading attainment and the phonics outcomes are improving and are now much closer to the national average.</p> <p>In terms of the early years provision there is a slight increase in the good level of development for the reception cohort which is positive. Across the board the writing attainment scores are slightly lower and again will be a key focus for next year.</p> <p>Mr Wilds queried if the academy would have to justify their judgements especially to anyone external? Mrs Hurley confirmed that Ofsted will not be asking for internal data however the academy have kept the books for evidence so if anyone does come in to moderate the grades then they do have it. Mr Letton further agreed with Mrs Hurley by saying that he does not believe anyone external will come. Ofsted are not doing any routine visits until January and they are not allowed to ask for any internal tracking data. Mr Letton expressed how it was a real shame that the children did not get to do their exams so that they could prove their progress and attainment as well as showing the progress that the school continues to make. From these results Mr Letton and Mrs Hurley have been able to decide on the academy outcomes for this academic year.</p>	



	<p>Mr Wilds stated that 2020 is going to be known as ‘the COVID year’ and the fact you can evidence the judgements you made are very important as someone may ask in the future about the decisions that were made and ultimately there may also be a chance the academy may have to do it again. Mr Letton agreed whilst also confirming it may be slightly more important they have the evidence for the year 2 children so that the academy has a very accurate baseline to be able to prove the progress by 2025 when those children are in year 6.</p>	
<p>AC/08/2021</p>	<p>Safeguarding; culture & compliance Mrs Hurley confirmed that there were no safeguarding issues that the governors needed to be made aware of. All staff have completed the annual update, and everyone is up to speed as is statutory. Mr Wilds questioned that there was currently no safeguarding link governor due to the previous governor resigning at the end of summer. Mr Letton confirmed that this link governor is the first and prime concern and would be more confident if someone could pursue that role. Mrs Simpson questioned what roles were needed now and what did the role entail. Mr Letton stated that the other link governor roles could possibly wait for now but the safeguarding one needed actioning straight away. In terms of the role, he would arrange a training session with Patrick Knight, safeguarding lead for the Trust. Mr Wilds further highlighted that in the <i>2018 Working Together to Safeguard Children</i> document in terms of the context of where we are now, there was hardly anything regarding race and although Thrumpton is a predominantly white academy there is a real opportunity to take a precedence and identify that for the academy.</p> <p>It was agreed that both Mr Wilds and Mrs Simpson would both do the safeguarding link governor role as then there will be a greater understanding and there is succession planning too. The Clerk is to arrange training for Mr Wilds and Mrs Simpson and Mrs Hurley is to arrange a social distance meeting in the academy with the designated safeguarding lead.</p>	<p>RH / clerk</p>
<p>AC/09/2021</p>	<p>Admission Policy Mrs Hurley shared the admission policy for the academic year of 21/22 as this was the last policy to have been approved.</p> <p>Mrs Hurley discussed with the governors the statement around the children of staff within the oversubscription criteria. Currently it is only stated about children of Thrumpton Primary staff rather than children of Diverse Academies staff and wondered if this needed to be amended due to a couple of recent applications from Trust staff. It was agreed to ask the Trustees for guidance on this point.</p> <p>Mr Wilds asked as to why governors need to make any decisions on in-year applications when often there is not a decision to be made as the class is usually over PAN. Mrs Hurley confirmed that as an academy they are their own admissions board and all decisions must be made by governors; Letton agreed that it is also a legal requirement as the</p>	<p>Clerk</p>



	<p>governors are classed as the admission authority. Mrs Hurley also added that with the in-year applications there is still the opportunity to accept children over PAN if needed, for example if they are looked after children. Mr Letton added that when it comes to making the decisions or acceptances it has be done carefully without setting precedent. Moving forward it was agreed to ask the committee if they have any comments as well as if they are being accepted or declined.</p>	
AC/10/2021	<p>Risk Register including Health and Safety, staff and pupil wellbeing and GDPR</p> <p>Mrs Hurley confirmed the risk register was being updated this week with the updated trust guidance in terms of the universal risk but other than that there was nothing else to report on.</p> <p>With COVID, everything within the academy is going to plan following the risk assessment meetings which were conducted throughout last year and the summer. The academy has faced challenges around staff that are displaying symptoms that are very similar to the common cold as they have had to go for a COVID test however the time waiting for the results is a considerable amount of time. It is acknowledged that this is a nationwide problem and not just at a local level. It is a similar story with the children too with their attendance, as parents are anxious to do the right thing and there is the need to air on the side of caution.</p> <p>Mr Wilds suggested that it has become a second nature to the children with the sanitising, hand washing and the other procedures in place. Mr Letton confirmed that the children are so happy to be back in the academy and are thriving with the new way of schooling.</p>	
AC/11/2021	<p>Academy Review Meeting report</p> <p>Mrs Hurley informed the governors that at the start of term, Thrumpton had their educational review meeting with Mr Letton, Cat Thornton, Neil Holmes and Gary Corban from the executive team. This meeting was to discuss the outcomes following the grades in the summer, how that has then driven the school evaluation and then in turn how that is then informing the improvement priorities for the current academic year. Governors had all received the report in advance, but Mrs Hurley confirmed that the executive team were pleased with what the school have planned for this academic year. Staff also have opportunities to have new / additional training but come back into the academy, so it becomes a part of embedded practice.</p> <p>During the Academy Review Meeting there were also discussions around COVID and the recovery plan for the students as well as looking at the ways to adapt the curriculum to minimise the learning gaps. Now the school know what the gaps are, they are looking at how they can revise and tweak the curriculum plan. Mrs Hurley also confirmed to the governors that at Thrumpton there are not any children who have not returned to school. With needing to fill the gaps, the key priority the staff are actioning is double phonics to help the children catch up. The teachers have also noted that the children’s stamina around writing and fluency as well as how fast they could write has disappeared.</p>	



	<p>Mr Wilds stated that he had read in the document that the behaviour within the academy is calm which is good to see and hear. This is a complete credit to the staff and is clear that what is happening in school is being reflected on to the children.</p> <p>Mrs Simpson asked why some of the children are using the hall space. Mrs Hurley explained that the reception class is currently in the hall as a temporary fix so that they have greater space to distance. Also learning time was being lost during the transition between rooms so this ensures the children are getting their full day of learning. Mr Letton confirmed that this is also helping to keep the nursery and reception bubbles separate.</p>	
<p>AC/12/2021</p>	<p>AIP for 2019/20 and draft AIP for 2020/21</p> <p>Mrs Hurley projected the Academy Improvement Plan (AIP) on to the screen so the governors could see. A big focus for the 20/21 academic year is on writing and this is across all year groups in the school. Another focus is around Miss Hogg’s role as the raising standards lead which is to ensure all children are making better than expected progress. In previous years, approx. 93% of children meet the expected progress between KS1 and KS2. In order to improve the progress and attainment further, they need to accelerate some of those children so they can get better than expected progress so the attainment and progress can continue to improve. To do this there is a lot of work that is being done on PIXL as all children are B1 or A2. B1 children are working below standard but have the potential with the right support to reach age related success. A2 children are working above the national standard and again, with the right support they can be accelerated to higher standards. So that is the particular focus in writing and maths. Miss Hogg’s job within the academy is to support the staff with PIXL as well as analysing the data.</p> <p>Objective 1 within the AIP, is a building block for all the curriculum intent work that was done last year. Throughout lockdown the work has continued remotely with staff across the northern primaries (Bracken Lane, Thrumpton and Tuxford Primary) to look at curriculum development. Mrs Hurley believes it is well sequenced and well planned out and the staff now know what they want the children to learn so now they need to teach it whilst ensuring the children are making strong progress in all subjects .</p> <p>Mr Wilds stated that while the document is great and good to read, especially being able to see everything set out visually over time, the document is full of jargon and for a non-educationalist it made it a hard read. He further asked if there could be a rule that when an acronym is used for the first time it should be written in full with the acronym after so there is always a point of reference.</p> <p>Mr Letton agreed this should be done especially when involving documents for the governors to read and that he would also feed this back to the communications and marketing department.</p>	<p>GL</p>



<p>AC/13/2021</p>	<p>Policy Appendices Mrs Hurley confirmed there was nothing to update to any policy appendices.</p>	
<p>AC/14/2021</p>	<p>Governor Training The Clerk informed the governors about the trust governor training plan. Before every academy committee meeting there will be a trust training session based on a particular subject e.g. pupil premium / sports premium or SEND. Then at each academy committee meeting the Executive Principal or Principal will then put that training into a local context so the governors can see exactly what is being done at their academy. By operating it this way it will mean that all governors have had the same training which will help should they want to move to another academy once their term of office is completed.</p> <p>Mr Wilds suggested that there could be more training events for the governors who have specific roles within the committee e.g. safeguarding / health and safety.</p> <p>Miss Hogg later mentioned about introducing the governors to poverty proofing which she is actioning within the academy. The governors agreed for this to be added to the next agenda to run through as training. Mr Wilds then asked if it was possible for teachers to join the meeting and share their experiences of what they are doing with the children to help with getting to know each other and break the barrier.</p>	<p>Clerk / AKE</p> <p>Clerk / KH</p> <p>Clerk / RH</p>
<p>AC/15/2021</p>	<p>Amalgamation of academy committee with Bracken Lane Primary Academy Mr Letton discussed the current situation with the governors following the resignation of both the Chair and Vice-Chair due to a variety of reasons. There has always been an aim to merge the Thrumpton Primary (ThPA) board with Bracken Lane Primary board (BLPA) as this has happened so successfully with other schools within the trusts. During this governor meeting there was no decisions to be made but if there was then it wouldn't be possible as there was not enough governors to be quorate so now seems the best time to merge. In terms of the support structure, Mr Letton is Executive Principal across both academies, Miss Blacknell is Vice-Principal across the two and Miss Hogg in her role as Assistant Principal is also working very closely with BLPA. Mr Letton continued to reassure governors that this was not an attempt to merge the schools as that isn't the intended outcome however it does allow the opportunity to take people with certain specialism and allow them to be applied to both schools which will become a very formidable quorate decision making body. The trustees have already discussed the idea and have agreed it is a good idea.</p> <p>Mr Wilds asked if there would be one chair. Mr Letton confirmed there would be one chair leading the joint committee however there is the option to appoint the Chair from one academy and the Vice-Chair from the other. Mr Wilds then queried if the governors would be governors</p>	



	<p>for both schools and how that would work in terms of the knowledge gap regarding the opposite school. Mr Letton confirmed the governors would cover both schools and although there would be knowledge gap, this would be equal to both sides however it would be easier to pick up an additional school because of the understanding of ThPA. Mr Wilds further asked whether it would be an equal responsibility for both schools of which Mr Letton responded how governance covers all children not just the children in your current academy.</p> <p>Mr Wilds requested further information into the proposed timelines and the numbers following the new scheme of delegation which has been presented during this meeting. The Clerk highlighted that all comments from both ThPA and BLPA meetings would be passed on to the Governance & Partnership Committee who will next be meeting on the 7th October where a final decision will be made. Mr Letton answered the question about the numbers as everyone will initially merge together in to the one board. Officially a joint board needs 5-12 governors however this will allow for governors to make their own decisions in regard to what they would like to do. With parent governors it would be advantageous to have one from each academy so equally represented.</p> <p>Mr Wilds asked if there would be a process of familiarisation as most governors would not have been into the other school. Mr Letton responded highlighting the fact that COVID was making it difficult however there would be no problem in small groups of governors going into the academy whilst complying with social distancing as an introduction.</p> <p>Mr Wilds agreed that the philosophy of attitudes and priorities would be a benefit. Mr Letton agreed that Mr Wilds was right and because Mrs Hurley and Mrs Cawkhill (Principal of BLPA) work so closely there is already a synergy. Essentially the schools are very similar and there are similar pressing matters especially as both academies need to focus on writing development so there is a lot in common. Mrs Simpson agreed it sounds like it could work. Mrs Hurley was also in agreement that it would work and would be a sensible decision especially as the two schools do work so closely together.</p> <p>The governors agreed that the trustees can be made aware of the blessing from the ThPA governors.</p>	
<p>AC/16/2021</p>	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> • Admission policy for trust children • Use of acronyms within documents including AIP. Could come up with rules if needed for committee reports • General thinking amalgamation of the joint board is good decision – discussed and supportive that would be achieved. • Something to celebrate – the reports to parents. 	
<p>AC/17/2021</p>	<p>Determination of Confidentiality Equalities Act consideration</p>	



	<p>7 Nolan Principles</p> <p>AC members considered whether anything discussed during the meeting should be deemed as confidential. It was resolved;</p> <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.	
	<p>Date and time of next meeting:</p> <p>The next meeting will be held on Tuesday 1 December at 5.15pm.</p> <p>The meeting closed at 19.11pm</p>	

Signed by Chair:

Date: