

**Minutes of the first joint Academy Committee Board Meeting  
held on Wednesday 2<sup>nd</sup> December at 5.15pm via Microsoft Teams**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mr Alastair Murray	AM	Appointed governor	
Mrs Amanda Palfreyman	AP	Staff governor	
Mrs Christina Wyles	CW	Appointed governor	
Mr David Perry	DP	Appointed governor	
Mrs Elizabeth Farrar	EF	Appointed governor	
Mrs Fiona Simpson	FS	Appointed governor	
Mrs Jane Gawthorpe	JS	Appointed governor	
Mr Michael Storey	MS	Appointed governor	A
Ms Morag Malcolm	MM	Parent governor	
Miss Natalie Ward	NW	Staff governor	
Mrs Rebecca Marshall	RM	Appointed governor	
Mr Simon Baker	SB	Parent governor	A
Ms Siobhan Willows	SIW	Parent governor	
Mr Stephen Wilds ( <b>Temporary Chair</b> )	STW	Appointed governor	

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>	<b>Absence</b>
Mr Gareth Letton	GL	Executive Principal	
Mrs Helen Cawkill	HC	Principal for Bracken Lane	
Mrs Rebecca Hurley	RH	Principal for Thrumpton	
Mrs Rhianne Chambers	RC	Clerk & Advisor	
Mrs Tracy Blacknell	TB	Vice Principal for BLPA & THPA	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/01/2021</b>	<p><b>Merged committee introductions</b> Mr Wilds was appointed temporary chair for the meeting.</p> <p>With this being the first meeting of the new merged committee. The governors all introduced themselves and highlighted their backgrounds and reasons for being a governor.</p> <p><i>Mr Letton joined the meeting at 17.25.</i></p>	
<b>AC/02/2021</b>	<p><b>Update following central training</b> Mrs Cawkill shared the Pupil Premium (PP) strategy for Bracken Lane (BLPA) and highlighted the current attainment, financials, and the barriers to attainment. At BLPA the percentage for PP is 15% which is lower than the national average which equates to between 2 and 6 children in each class. Those children need additional support in class and most of the PP money has been spent on staffing to ensure interventions are done early enough, particularly with early language. From the KS2 statistics, reading comprehension is where all children suffer at BLPA, not just the PP pupils which is a focus within the academy. Looking into the 20-21 academic year,</p>	



Mrs Cawkill ran through the actions and the costs associated with them with the biggest cost being staffing. The enrichment offering for the PP students is hard now because of COVID and not being able to run the after-school clubs etc. The governors were also informed that BLPA has been accepted on to the Nuffield Early Learning Intervention (NELI) which is for children in nursery and reception who show weakness in their oral language skills and who are therefore at risk of experiencing difficulty with reading.

**The governors asked** if Covid has widened the gap between the PP children and the non-PP children. Mrs Cawkill explained at BLPA there has been both PP and non-PP children as a direct link to Covid however looking at recent data, the children are catching up remarkably quickly, mostly because of the transition package on offer. The staff had also planned for that to be the case, so the interventions were put in from the beginning especially for the vulnerable children.

Mrs Hurley then shared with governors the PP Strategy for Thrumpton Primary (THPA). The governors were informed that over the last 4 years there has been an increase in Free School Meals (FSM) and PP with 25% of children getting FSM and 33% PP which is slightly above national average with some cohorts e.g. year 2 which are at 50% PP. THPA do have similar barriers as BLPA including; low communication on entry, life experiences beyond current context, lack of regular routines and parental support to help learning. Mrs Hurley did stress the importance to look at it per child rather than as a cohort of PP. The academy is also working on poverty proofing which has helped to enhance the offer for PP.

**The governors asked** if there was evidence, and belief, that all the pupils entitled to PP are receiving it. Mrs Hurley confirmed she was very confident now that the academy identify this through the parents National Insurance numbers and which has resulted in an increase in the numbers of PP and FSM.

**The governors asked** if there was identification in Early Years and how are the academy planning on working with Redgate Primary to help with their pupil identification. Mrs Cawkill informed governors this would be through proactive development and through a research project which will help to share good practice and help support all Early Year's staff in all schools. Governors were also advised that BLPA and THPA staff can learn a lot from the Redgate staff on SEND in general but also BLPA & THPA can help staff at Redgate Primary understand what it is like for a SEN child in a mainstream school.

**The governors queried** if both academies have access to the Covid tutoring programme and further asked if the progress is made then will the funds help. Mrs Hurley confirmed that THPA qualify for the national tutoring programme because they are above national average for PP. The academy is currently working with other eligible schools in the trust so that it can submit a trust application.



AC/03/2021	<p><b>Apologies for absence</b> No apologies were received for Mr Storey or Mr Baker. Clerk to send a letter to both governors to remind them of the requirement for attendance.</p>	Clerk																				
AC/04/2021	<p><b>Declaration of interest</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.</p>																					
AC/05/2021	<p><b>Governor admin</b> Having previously been asked to submit their preferences, governors voted unanimously for the positions as set out in the table below.</p> <table border="1" data-bbox="360 658 1273 1021"> <tr> <td>Chair</td> <td>Stephen Wilds</td> </tr> <tr> <td>Vice-Chair</td> <td>Morag Malcolm</td> </tr> <tr> <td>Safeguarding</td> <td>Christina Wyles</td> </tr> <tr> <td>Health and Safety</td> <td>Alistair Murray</td> </tr> <tr> <td>SEND</td> <td>Jane Gawthorpe</td> </tr> <tr> <td>Pupil Premium</td> <td>Elizabeth Farrar</td> </tr> <tr> <td>EVC</td> <td>Morag Malcolm</td> </tr> <tr> <td>Admissions Panel</td> <td>Amanda Palfreyman, Morag Malcolm and Siobhan Willows</td> </tr> <tr> <td>Complaints</td> <td>Rebecca Marshall</td> </tr> <tr> <td>Safer Recruitment</td> <td>Christina Wyles</td> </tr> </table> <p>Mr Wilds advised governors that when conducting any link visits, they are in a support role for the school and the staff whilst ensuring the committee remain child focussed.</p>	Chair	Stephen Wilds	Vice-Chair	Morag Malcolm	Safeguarding	Christina Wyles	Health and Safety	Alistair Murray	SEND	Jane Gawthorpe	Pupil Premium	Elizabeth Farrar	EVC	Morag Malcolm	Admissions Panel	Amanda Palfreyman, Morag Malcolm and Siobhan Willows	Complaints	Rebecca Marshall	Safer Recruitment	Christina Wyles	
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AC/06/2021	<p><b>Minutes of the last Academy committee meeting for</b></p> <ul style="list-style-type: none"> <li>- Thrumpton Primary on the 22<sup>nd</sup> September 2020</li> <li>- Bracken Lane on the 23<sup>rd</sup> September 2020</li> </ul> <p>The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>																					
AC/07/2021	<p><b>Matters arising</b> Bracken Lane – There were no matters arising for Bracken Lane Primary.</p> <p>Having read the minutes from the last meeting, the Chair did ask for confirmation that the BLPA governors were happy with the merge. The governors confirmed that following the meeting on the 3<sup>rd</sup> November 2020 they are happy to move forward with the joint Academy Committee and any queries which they had were now resolved.</p> <p>Thrumpton – AC/02/2021 – To note a letter was sent to Mr Murray and Mrs Gawthorpe</p> <p>AC/08/2021 – To note the safeguarding training did not happen due to the amalgamation.</p> <p>AC/09/2021 – To note the trust confirmed on 5/10/20 that the staff over-subscription criteria in the admissions policy relates to staff who work at</p>																					



	<p>an academy, not those that work in other academies or trust staff unless their contract specifically mentions that they work for the academy.</p> <p>AC/14/2021 – To note it was agreed for poverty proofing to be added to the next agenda as well as teachers attending meetings to break barriers.</p>	RC/Agenda
AC/08/2021	<p><b>New Trust vision / mission statement</b></p> <p>Mr Letton informed governors that with Diverse Academies Trust having a new CEO there was need for clarity in the vision / mission statement to move forward efficiently.</p> <ul style="list-style-type: none"> <li>• <i>Vision – To inspire. To raise aspiration. To create brighter tomorrows.</i></li> <li>• <i>Values – We empower. We respect. We care.</i></li> <li>• <i>Mission – We nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we make a difference in our diverse communities and in the lives of those who learn with us and work with us.</i></li> </ul> <p>Governors were informed these vision, values and mission statement are for the entire Trust and will be displayed prominently in the schools however it is key to highlight that it is not imposing uniformity as the individual visions and values for each school still remain.</p> <p><b>The chair asked</b> to what extent to does it cover the staff. Mr Letton confirmed this was raised by the executive team and the wording ‘work with us’ is that recognition.</p> <p>The governors agreed that they like the values and that it includes all possible stakeholders.</p>	
AC/09/2021	<p><b>Safeguarding; culture &amp; compliance inc. approval safeguarding audit to LA</b></p> <p>Mrs Cawkiill provided governors with a brief outline for BLPA and advised the safeguarding audit had been approved.</p> <p><b>The chair asked</b> if Covid had affected the work with social workers and children. Mrs Cawkill confirmed it had however Mrs Skelton can access social services straight away if the academy has any difficulty with contacting social workers. Although it has had an impact, the academy is able to facilitate what is necessary for the children. <b>The chair further asked</b> if there are issues accessing social workers. Mrs Cawhill highlighted they can be very stretched however as the child protection issues are lower, the academy can access people when needed to.</p> <p>Mrs Hurley then provided governors with a brief outline for THPA. Mrs Wyles is to set a meeting up with Mrs Hurley to go through the Local Authority safeguarding audit which has to be submitted before Christmas.</p>	CW / RH



<p><b>AC/10/2021</b></p>	<p><b>Sports Premium evaluation &amp; plan</b></p> <p>Mrs Cawkill shared the Sports Premium plan on the screen and discussed the report with governors. The governors were informed that the sections highlighted in red have not been able to begin, mostly due to Covid but the academy has carried forward £4500 from the previous Sports Premium plan.</p> <p><b>The governors queried</b> whether the academy could see any improvements on the red and amber items before Easter. Mrs Cawkill explained that there is a new Sports Premium Plan for the academic year, although understandably third-party companies are unable to come into the school. With this unlikely to change, the academy has been looking at virtual access for new sports and have found some that cost less so may be able to offer the children more. In addition to the activities on site, BLPA are also aiming for the gold award in the Bassetlaw School Games after nearly achieving this prior to Covid. The academy is also looking into an outdoor gym for the children too.</p> <p><b>The governors questioned</b> what the specialist provision for inactive children entails. Mrs Cawkill explained this can be those children who do not want to participate as well as the children who are inactive through no fault of their own. From there the academy look at disability sports like Boccia as it helps with humility amongst all students.</p> <p>Mrs Hurley then shared the plan for THPA. The focus is to increase activity, raise the profile of PE within the academy and increase staff confidence when teaching PE. The team at THPA have been working closely with Retford Oaks on the both the curriculum and the confidence of staff. Another priority is to broaden the experiences for all children by increasing participation in both unfamiliar and elite sports. Like BLPA, THPA are also working towards the gold sports mark in the Bassetlaw School Games. As well as an outdoor gym. THPA is also looking at investing in some outdoor speakers to enable the outdoor PE provision to continue whilst the hall is being used as a classroom due to Covid.</p> <p><b>The governors queried the</b> quality of the wet weather provision for PE which has been provided by Retford Oaks. Mrs Hurley stated it does provide a challenge and there are potential opportunities for better ideas which are being investigated.</p>	
<p><b>AC/11/2021</b></p>	<p><b>COVID bridging plan including use of additional intervention funding</b></p> <p>Mrs Cawkill advised governors that BLPA have been using PIXL to help with the Covid bridging plan. All of the staff are using the system and it has been invaluable with the new staff in KS2 so the academy believe they are seeing the rewards from the current data set.</p> <p>Mrs Hurley informed governors that through the National Tutoring Programme, THPA are eligible for funding due to having higher than average PP figures. From this funding, there will be a tutor solely focused on reading, writing and maths. The other key focuses are looking at exactly</p>	



	<p>what the current gaps are and weaving this back into the curriculum whilst offering a broad and balanced curriculum.</p>	
<b>AC/12/2021</b>	<p><b>Targets 2021</b>  <b>The governors queried</b> the fact that the combined score is lower than the individual scores for reading, writing and maths at 68%. Mrs Cawkill explained that if a child does not achieve all 3 subjects then they will not achieve the combined score.</p> <p>Mrs Cawkill further explained the information regarding the year 2 data set as it is unusually high at 86%. Mr Letton asked Mrs Cawkill to explain why the figure is so high as it is usually a percentage in the high 70's. The governors were informed that the class that had reached 100% target for physical and 100% reached for maths. In this particular year group, there are no barriers to learning with the only negative being how long they have had away from school due to the national lockdown.</p> <p><b>The governors added</b> how impressive the data is with how long the children have had off.</p> <p>Mrs Hurley informed governors that at THPA there are 2 very strong year 6 teachers who are helping boost the writing score. The biggest concern and risk is in phonics so to combat this the academy are doing double phonics lessons to help target those gaps. Year 2 are on track to meet their targets.</p>	
<b>AC/13/2021</b>	<p><b>Quality of education update</b>  Mrs Cawkill discussed the quality of education at BLPA and informed governors that the teaching quality is at least 'good' in all classes with the preliminary data supporting this. The governors were also advised that the new members of staff are being assisted through the monitoring of books and the data sets since they are unable to get into the classrooms.</p> <p>Mrs Hurley explained to governors that the participation in NELI programme will help to develop language skills within the Early Year's setting. As part of the recovery plan, the core subjects are the focus, but the curriculum coverage remains fair.</p>	
<b>AC/14/2021</b>	<p><b>In year admissions including Nursery (Autumn term entry and planned Spring)</b>  At Bracken Lane, the academy is getting full with Nursery being full after Christmas. Mrs Cawkill explained that Year 6 has less than 30 children but it is still over PAN. There have also been at least 5 applications which have come through and some have gone to appeal.</p> <p>Mrs Hurley explained that at THPA there has been 3 children leave since September with an additional 10 joining. Thrumpton have a reputation for being good with SEND so get a lot of SEND applications. The Nursery at THPA has space for 52 children but due to the 30 hours they have 38 children that take those spaces.</p>	
<b>AC/15/2021</b>	<p><b>Link governor visit updates / reports</b>  Mrs Cawkill confirmed the safeguarding audit had been completed with Mrs Wyles and Mrs Eade, the designated safeguarding lead for BLPA.</p>	



	<p>The safeguarding audit is to be completed for THPA as per agenda item AC/09/2021.</p> <p><b>The chair highlighted</b> the difficulty of finding the balance of not becoming a nuisance when it is acknowledged the governors are unable to go into the school. Mrs Cawkill confirmed that after Christmas, there is hope for both the Chair and Vice-Chair to be able to visit the academies and report back to the committee. Mr Letton also added the vaccinations helps to add some positivity.</p>	
<b>AC/16/2021</b>	<p><b>Approval of AIP for 2020 / 2021</b></p> <p>For the minutes, the AIP for both Bracken Lane and Thrumpton was approved by governors.</p> <p>Mrs Hurley added that for Thrumpton the main focus is on writing and getting closer to the national target.</p>	
<b>AC/17/2021</b>	<p><b>Any academy specific items including policy appendix ratification &amp; any audit results</b></p> <ul style="list-style-type: none"> <li>- <b>Safeguarding and Child Protection, Charging and Remissions, Pay and Reward, Capability, Staff Grievance, Concerns and Complaints, Anti-bullying, Exclusion</b></li> </ul> <p>The above Diverse Academies policies were updated by the Trust on the 2nd and 14th October and are available on the Trust website. Governors were informed of these updates on the 14th October 2020.</p> <p>Mrs Cawkill also shared the Extended Services Policy with the governors.</p> <p>Governors were also informed of an exclusion at BLPA which was for 1.5 days with half term in the middle.</p>	
<b>AC/18/2021</b>	<p><b>Staff inc. staff wellbeing / pupil / parent survey evaluation and actions &amp; governor stakeholder involvement</b></p> <p>Parents from Bracken Lane had completed the home school questionnaire with positive feedback regarding the offer during lockdown. There has been a school parent questionnaire sent out with the deadline for responses being 04.12.20. The engagement from parents has been really positive to date.</p> <p>Mrs Hurley agreed that Thrumpton had had a similar outcome to their survey. The governors were then informed of a number of Covid cases over the last half term, resulting in 3 year groups isolating at different points. The positive outcome has been that the offer has been reviewed and refined each time a bubble closed and feedback has been very positive.</p> <p>In addition to the home school questionnaire, Thrumpton also conducted a parent survey on access to devices and the internet as the academy have found a lot of children are using their parent's phones which isn't ideal for home learning. Each time a bubble closes the academy have been</p>	



	<p>contacting those parents to discuss their set up. THPA is in possession of 5 Trust laptops and 3 from the DfE to help parents.</p> <p>Miss Hogg has been looking into Free School Meals (FSM) and poverty proofing within the academy. The FSM take up would ideally be higher, so some work is being completed across the Trust to see if it is just low at THPA. With the poverty proofing, it is mostly from the pupil's voice and results are showing that the children are enjoying being back in school and learning. Thrumpton always traditionally supports charities such as Children In Need, Red Nose Day and Jeans for Genes, however with more parents being furloughed and losing their jobs the academy is making a conscious effort to be considerate to families and are learning about the charities rather than always asking for donations.</p> <p>Mrs Hurley also informed governors of a recent post on a Facebook page asking for school recommendations and Thrumpton received a plethora of amazing reviews which has been a nice boost for the staff.</p> <p>Mr Letton confirmed that when the questionnaire response deadline had finished then this would be reflected through the newsletter.</p>	
<b>AC/19/2021</b>	<p><b>Finance: Management Accounts</b></p> <p>There were no questions on the management accounts for either Bracken Lane or Thrumpton.</p>	
<b>AC/20/2021</b>	<p><b>Complete report to Trustees</b></p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> <li>• The lack of acknowledgement of staff in the vision / mission statement as happy staff equals happy children</li> <li>• Celebrated amalgamation of the board.</li> <li>• Congratulate staff and schools in how they have dealt with COVID as well as how closing the bubbles has been managed.</li> <li>• Thanks to Mrs Cawkill on behalf of BLPA and Mrs Hurley for THPA for treats and constantly checking up on staff. Messages when self-isolating with year 3 bubble were gratefully received.</li> </ul>	
<b>AC/21/2021</b>	<p><b>Determination of Confidentiality</b></p> <p><b>Equalities Act consideration</b></p> <p><b>7 Nolan Principles</b></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"> <li>• There were no confidential items discussed</li> <li>• There had been no Equalities Act implications</li> <li>• Attendees were content that all decisions made adhere to the 7 Nolan Principles.</li> </ul>	
	<p><b>Date and time of next meeting:</b></p> <p>Academy Committee meeting Wednesday 10 February 2021 at 5.15pm</p> <p>The meeting closed at 19.13pm</p>	

Signed by Chair:

Date: