

**Minutes of the first joint Academy Committee Board Meeting
held on Wednesday 10th February 2021 at 5.15pm via Microsoft Teams**

| Membership | Initials | Governor category | Absence |
|---|-----------------|--------------------------|----------------|
| Mr Alastair Murray | AM | Appointed governor | |
| Mrs Amanda Palfreyman | AP | Staff governor | |
| Mrs Christina Wyles | CW | Appointed governor | |
| Mr David Perry | DP | Appointed governor | A |
| 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 – Vice Chair of Governors | MM | Parent governor | A |
| Miss Natalie Ward | NW | Staff governor | A |
| Mrs Rebecca Marshall | RM | Appointed governor | |
| Mr Simon Baker | SB | Parent governor | |
| Ms Siobhan Willows | SIW | Parent governor | |
| Mr Stephen Wilds - Chair of Governors | STW | Appointed governor | |

| In Attendance | Initials | Position | Absence |
|----------------------|-----------------|------------------------------|----------------|
| 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 | |
| Miss Katie Hogg | KH | Assistant Principal | |

| Item No | Item | Action/ by who/when |
|-------------------|---|--------------------------------|
| AC/22/2021 | Update following central training Governors were informed that the Data training slideshow is available on SharePoint for those who were unable to attend the training. | |
| AC/23/2021 | Apologies for absence Apologies for absence were received and approved from Mr Perry and Ms Malcolm, both due to work commitments. There had been no apology or communication from Mr Storey. No action to be taken at this time due to previous communications. Retrospective apologies were sent for Miss Ward due to work commitments. | |
| AC/24/2021 | Declaration of interest 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. <i>Mr Letton joined the meeting at 5.22pm</i> | |



| | | |
|--------------------------|--|--------------|
| <p>AC/25/2021</p> | <p>Minutes of the last Academy committee meeting on 2nd December 2020 The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p> | |
| <p>AC/26/2021</p> | <p>Matters arising AC/03/2021 – to note letters were sent to both Mr Storey and Mr Baker THAC/14/2021 – poverty proofing - see agenda item AC/27/2021 AC/09/2021 – to note the Safeguarding audit for THPA was approved on 16/12/20</p> | |
| <p>AC/27/2021</p> | <p>Poverty proofing Miss Hogg informed governors that in the role of Assistant Principal she has been looking at poverty proofing across all the primaries and special schools within the Trust. Governors were shown a presentation and videos detailing exactly what poverty proofing means and the national statistics regarding this with a prediction for 2022 that over 5.2 million children will live in poverty. Clerk to distribute the videos shared. <i>Mr Baker joined the meeting at 5.27pm.</i> Miss Hogg further detailed that the national statistic shows it costs an average of £580 per child per year to go to school which is made up of uniform, trips, bags etc. and following the Children’s Commission on poverty it was detailed that 70% of parents said they have struggled with the cost of school and 51% of parents said they have had to cut back on clothing, heating or food to afford school costs. Following this work the academies have set up the following things.</p> <ul style="list-style-type: none"> • Swop shop including Christmas jumpers where they ask for donations of old uniform. If a family use something from the swop shop, then they ask for those families to add items back to the shop in the future. • Fundraising events have been reduced as they are conscious about asking for money all the time. Instead, the children are learning more about the events and charities e.g. Red Nose Day • When the academies do raise money, the way they collect the money has altered and now offer the option to donate to a Just Giving page where families can donate privately. • Looking at Free School Meals (FSM) & trips especially around the uptake of FSM and Universal Free School Meals • Working on how the FSM children can still receive their lunch on trips without it being obvious to the other children. • Looking at trips including the cost and payment options to give as much flexibility to the families as possible. • All children received a homework pack which included all the basic entitlement including pencil and paper. • Thrumpton Primary have also applied to do FareShare which is a charity that redistributes food from supermarkets that they either remove from the shelf due to best before date or damaged | <p>Clerk</p> |



| | | |
|--------------------------|---|--|
| | <p>packaging. If successful in the application, it would mean families would be able to collect food from the academy.</p> <p>The chair queried what is being done to ensure the staff are being sensitive. Miss Hogg informed governors that all staff have had training and following the children having a pupil voice, the feedback was also passed on to staff. The chair further asked how the stigma related to FSM is handled on site. Mrs Cawkill confirmed that the children do not know it happens as the perception of lunch is that to receive lunch then it must be paid for. Mr Letton added that being cashless in the academies really helps the children as they are unaware who is FSM.</p> <p>The chair added that both himself and the vice-chair had recently visited both academies and saw how valued the children whatever their circumstances.</p> <p><i>Miss Hogg left the meeting at 5.55pm</i></p> | |
| <p>AC/28/2021</p> | <p>Covid update inc attendance and professional development</p> <p>At Thrumpton there are currently 31% of children accessing the hub provision during the week which is quite high compared to the national average. Since being able to reopen the nursery provision, there are 72% which have returned resulting in an average number of children on site per day at 60. At Bracken Lane there is 43% accessing the hub provision and 75% of the nursery children back on site resulting in an average of between 68-75 children in school per day.</p> <p>Mrs Hurley explained to governors that the professional development for teachers is currently around upskilling their ability to do the remote learning including how to use the platforms that are being used and how to record themselves teaching. Mrs Cawkill added that Mrs Blacknell had compiled a few 'how to' guides on all the systems being used which has proved invaluable. Mr Letton added that he had seen a statistic which stated to embed a significant change into a school can take 5-7 years however the schools are currently doing this in 5-7 days which shows how well the teaching staff are responding to changes and working in a way they were never trained to do.</p> | |
| <p>AC/29/2021</p> | <p>Engagement in remote learning</p> <p>Governors were informed that remote education is happening the same way across all the primaries in the Trust with Teachers working from home and Teaching Assistants (TA) working from site running the hub provision using the Teacher's remote education provision. The TA's have had to be moved round including switching years and becoming 1:1 with SEN children. Mrs Hurley advised governors at Thrumpton there are 5 bubbles throughout school. The main challenges are that the TA's are needing to move around more and there are children who lack the independence in learning which can be challenging. Teachers are very busy at home teaching live, recording videos as well as managing the influx of work that comes back in. Thrumpton have allocated over 15 laptops and devices out to the community.</p> | |



| | | |
|-------------------|--|--|
| | <p>Mrs Cawkill added that Bracken Lane has 7 bubbles including year 4 currently using the hall as there are too many children to fit into the classroom with most of the provision being allocated to the families of critical workers. Similar to Thrumpton, the academy has had 15 laptops which have all been distributed with a focus on the families with siblings to allow more children can access the provision. Bracken Lane are finding the same challenges as Thrumpton as well as juggling Early Years staff due to sickness and isolation.</p> <p>Both Principals advised governors that they are tracking engagement and attendance and whenever the academy’s start to see patterns forming, they complete a ‘safe and well’ call to see if there is any support the academy can give to the children and family.</p> <p>The governors praised both the Teachers and the TA’s on doing a fantastic job and queried if the children who need 1:1 support are still getting that provision if the TA’s are stepping out of their usual role. Mrs Cawkill confirmed the 1:1 children are not usually in school so the teachers are responsible for the SEND children on a bespoke level. When the children are in school those children need 1:1 not just for learning but for care too. For the children with additional needs, the staff are still doing the usual things including following targets on the provision map. Mrs Hurley added that this was very similar at Thrumpton and there are still some children with 1:1 support and where it is not then it has been adapted.</p> <p>The chair questioned what the academies are doing to encourage the small number of children not engaging, to engage. Mrs Hurley explained that the academies are looking at not only the statistics but also the story behind the data. When a child is engaging it means they are active on DoJo and are uploading their work on the portfolio. The academy is finding there are children who are classed as not engaging however they are completing their work but just not uploading to their portfolio or they have been given paper packs of work to complete. The academy is also remembering that parents are trying to work from home whilst home schooling so need to look at it on an individual basis. Mrs Cawkill confirmed this was the same at Bracken Lane. The chair asked further if there was an understanding of the percentage against a national average. Mrs Cawkill confirmed that Bracken Lane is above national average.</p> <p>Both Principals advised governors that the academies are also having ‘screen free’ afternoons and ‘Wellbeing Wednesday’ as the children do not need constant adult interaction but by having stronger relationships with parents has made a massive difference.</p> | |
| AC/30/2021 | <p>Safeguarding; culture & compliance Mrs Hurley confirmed that the team have worked hard to ensure most of the vulnerable children are in school. If they are not, then there has been a lot of work to ensure there is a strong support structure around them including very regular phone calls.</p> | |



| | | |
|------------|---|--|
| | <p>The governors asked if there has been an increase in safeguarding concerns either with new children or already identified children during the current lockdown. Mrs Cawkill highlighted to governors that the academy is much more in touch with the families during this lockdown due to the 'safe and well' phone calls. Most of the vulnerable children are in school and the academy knows the reasons why the others are not and are in regular contact with. Mrs Hurley added that due to the conversations with families being 1:1, Thrumpton are finding parents are finding it easier to say if they are struggling or ask for help.</p> | |
| AC/31/2021 | <p>Integrated Risk Management - Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR</p> <p>Mrs Hurley highlighted to governors that one of the main risks on the risk register is around the educational achievement due to the lack of face-to-face contact with the children. This is not a unique risk to Thrumpton and is a national risk. The second main risk is around the number of children in the academy accessing the hub provision which is higher than national average. There are risks associated to this but by following the risk assessments the academy is doing everything they can to mitigate these. Mrs Hurley also informed the committee on what is happening to ensure staff are feeling valued and connected. Twice a week the team catch up as well as bulletins and the leadership team have made a conscious decision to strip back any additional workload that is not needed as wellbeing is very high on the agenda as times are tough for everyone. Mrs Cawkill confirmed there was nothing additional to add but that wellbeing was also a key element at Bracken Lane.</p> <p>Mr Letton added that it is paramount now for the staff to remain calm especially as there will be an element of needing to help the children with socialisation before anything academical, which will all come in time. The chair added that children welfare is paramount and without feeling comfortable and happy the children will not learn. Following recent visits to the academies, it was clear to see what the staff truly value the children which as a committee is amazing to see.</p> | |
| AC/32/2021 | <p>Determined admission arrangements (if any) & approval of policy to be forwarded to LA</p> <p>The governors determined the admissions policy for the 22/23 academic year and Mrs Cawkill / Mrs Hurley will ensure they are sent to the LA for inclusion on their website.</p> | |
| AC/33/2021 | <p>Covid bridging plan including use and impact of additional funding</p> <p>In advance of the meeting, the governors had received all the information on the COVID-19 bridging plan and since the information was distributed nothing has changed. It was also added that there will be different situations that need to be addressed following the current lockdown and until the children are back in the academies it is hard to plan on how to bridge the gap.</p> | |



| | | |
|--------------------------|---|--|
| <p>AC/34/2021</p> | <p>In-year admissions – all year groups Governors were informed that Thrumpton have 243 children on role including 9 children which have joined since September. At Bracken Lane there is 211 children in full time education meaning the academy is 1 over pan. After Easter, the nursery will be full at 40 children and are now operating a waiting list. There has been 1 admission through appeal with several other appeals being overruled.</p> | |
| <p>AC/35/2021</p> | <p>Any academy specific items including policy appendix ratification & any audit results</p> <ul style="list-style-type: none"> - Special Educational Needs and Disabilities, Supporting students with Medical Conditions, Provider Access and Covid-19 appendix to Behaviour policy. The above Diverse Academies policies were updated by the Trust on the 19th January 2021 and are available on the Trust website. Governors were informed of these updates on the 25th January 2021. - Appendices for the Accessibility, Attendance, Behaviour, Health & Safety, Provider Access, SEND and Single Equality policies. The above appendices were updated by the Bracken Lane throughout December 2020 and January 2021 and are available on the Academy website. Governors were informed of these updates on the 25th January 2021 and were all ratified in the governor meeting. - Appendices for the Accessibility, Attendance, Fire Safety, Health & Safety and Provider Access policies. The above appendices were updated by Thrumpton Primary in January 2021 and are available on the Academy website. Governors were informed of these updates on the 8th February 2021 and were all ratified in the governor meeting. - RSE policy The RSE policy has become statutory and within primaries this policy is more around relationship education. This is a Trust wide policy and the local academy policies are listed on both websites so that parents can feedback. The academies are also looking into training opportunities for teachers, so that the teachers are confident with the relationships content. | |
| <p>AC/36/2021</p> | <p>Link governor visit updates / reports Mr Murray informed governors he visited Thrumpton Primary on the 9th of February for a Health and Safety visit alongside Johnathon Ashton. In general, all is well with a couple of items that need to be monitored.</p> | |
| <p>AC/37/2021</p> | <p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> - Challenged robustly on safeguarding. - Provision for SEND children. - Engagement with the remote learning offering and what is being done. - Pupil poverty. - Attitude of staff towards wellbeing and welfare. | |



| | | |
|-------------------|--|--|
| | <ul style="list-style-type: none"> - Between governor meetings, there has been regular meetings where the chair and vice-chair have both held the Principal's to account and supported. - The Chair and Vice-chair have completed a face-to-face visit in both academies ensuring they complied, and were sensitive to, all COVID-19 issues. | |
| AC/38/2021 | <p>Complete report to Trustees</p> <p>AC members discussed the report and agreed to add:</p> <ul style="list-style-type: none"> • From a safeguarding point of view, the governors wanted to highlight how well the vulnerable children are being supported. • Following the session on poverty proofing – praise for the work in which is currently being doing for both BLPA / THPA as well as the other primaries and specials across the Trust. • The chair and vice-chair have both had recent visits to the academies and wanted to highlight to the Trustees how impressed they were that all the children were valued. | |
| AC/39/2021 | <p>Determination of Confidentiality</p> <p>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>Academy Committee meeting Wednesday 24 March 2021 at 5.15pm</p> <p>The meeting closed at 18.50pm</p> | |

Signed by Chair:

Date: