

**Minutes of the first joint Academy Committee Board Meeting  
held on Wednesday 14<sup>th</sup> July 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	
Mrs Elizabeth Farrar	EF	Appointed governor	
Mrs Fiona Simpson	FS	Appointed governor	
Mrs Jane Gawthorpe	JS	Appointed governor	
Ms Morag Malcolm – <b>Temp Chair of Governors</b>	MM	Parent governor	
Miss Natalie Ward	NW	Staff governor	
Mrs Rebecca Marshall	RM	Appointed governor	A
Mr Simon Baker	SB	Parent governor	A
Ms Siobhan Willows	SIW	Parent governor	A

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	

Item No	Item	Action/ by who/when
<b>AC/75/2021</b>	<p>Prior to the meeting starting, it was acknowledged that Mr Wilds has resigned from the committee with immediate effect from the 27<sup>th</sup> of June. Ms Malcolm was appointed temporary Chair for this meeting.</p> <p><b>Apologies for absence</b> Apologies had been received in advance from Mr Baker and Ms Willows due to work commitments and from Mrs Marshall due to family commitments.</p>	
<b>AC/76/2021</b>	<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>	
<b>AC/77/2021</b>	<p><b>Minutes of the last Academy committee meeting on 19<sup>th</sup> May 2021</b> The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>	
<b>AC/78/2021</b>	<p><b>Matters arising</b> To note there were no matters arising from the previous minutes.</p>	
<b>AC/79/2021</b>	<p><b>Governor Admin</b> Governors were made aware that there is a requirement through the Trust for a GDPR link governor and the role was explained. Ms Willows put herself forward and it was confirmed she would take this role on.</p>	



<p><b>AC/80/2021</b></p>	<p><b>Safeguarding; culture and compliance</b> Both Principal's had provided a full update to the governors in advance of the meeting. <b>The Chair confirmed</b> that the number of cases at THPA was the same as the previous meeting to which Mrs Hurley confirmed this was correct. <b>The Chair then asked</b> Mrs Cawkill for confirmation that there was no-one the committee needed to be worried about to which it was advised there will be an additional LAC in September with a transition package already in place. <b>The governors asked</b> for clarification on the CIN young carer. Mrs Cawkill confirmed that this is a child who is recognised as a young carer due to the family circumstances. The child becomes a CIN so the family are supported with a social worker.</p>	
<p><b>AC/81/2021</b></p>	<p><b>Integrated Risk Management Risk Register inc. education risks, Health &amp; Safety, staff &amp; pupil well-being, GDPR.</b> Mrs Hurley advised the governors that the recent Risk Register audit and GDPR audit both went well and both reports had been shared with the governors in advance of the meeting. Feedback had been that there was good evidence to support the register and that the academy uses the system well.  <i>Mr Murray joined the meeting at 17.23.</i>  Mrs Cawkill confirmed that the risk register audit had been discussed in the May meeting and the GDPR audit had been similar to the one from THPA.  <b>The Chair asked</b> if GDPR is fully embedded within the academy life to which Mrs Hurley confirmed this was the case and that it is a part of what the academy does now.</p>	
<p><b>AC/82/2021</b></p>	<p><b>Review development plans.</b> Mrs Hurley advised governors that the 3 focuses for THPA are curriculum, assessment and writing as part of English and despite everything which has happened this year, the academy has continued to work on those 3 key areas. The governors were made aware that the curriculum is amber rated as there is an understanding that there is always more that can be done and something that is being worked on. The staff's understanding of curriculum design and the understanding of their own subject has really developed this academic year and that was clear in AIR. The raising standard lead, Katie Hogg, has been using staff's question level analysis to then look at individual strands to help form an intervention plan. Governors were also highlighted to Eleanor Kerr, who as the English lead, has really pushed writing development across the academy. It was clear that writing was an area for focus as the children were not engaging in writing tasks throughout lockdown across all aspects including stamina, fluency, and handwriting. The academy has introduced 'Free Write Friday' to encourage the children to write for pleasure and from here writing has been identified as a strength in the AIR.</p>	



	<p><b>The chair asked</b> if the children get access to a computer if they are less confident with their handwriting to which Mrs Hurley confirmed there is an opportunity for word processing.</p> <p><i>Mr Letton joined at 17.26.</i></p> <p><b>The governors questioned</b> if there was a dip overall as the academy teaches cursive writing or did 'Free Write Friday' help to support the enjoyment. Mrs Hurley explained the academy are trying to build pleasure in writing but there is an importance to getting the balance right. <b>The governors agreed and asked</b> if the academy had seen this approach help between Monday – Thursday. It was confirmed it has had a positive impact.</p> <p><i>Miss Ward joined at 17.29.</i></p> <p>Mrs Cawkill confirmed that BLPA have been pleased with the progress despite lockdown. Governors were advised that some objectives will need to be carried forward to next year. It was confirmed that staff know the children well and therefore can help move them forward regardless of their starting point. The writing stamina was seriously reduced and the language development in early years had stalled however when the academy have been able to gather data, the data confirms that the children have continued to make improvements because of the carefully targeted support that has been put into place since the academy's full reopening.</p> <p><b>The Chair asked</b> if reading is going well to which Mrs Cawkill confirmed that reading was not where there had been a problem in lockdown although feedback from some parents was that they did not like the Teams meetings. Governors were made aware that that BLPA also does 'Free Write Friday's' and has had an impact for lots of children however some children prefer the structure. It was explained that getting the balance right is key as is knowing the children in the school and what they prefer. BLPA does also use IT to support writing for the children with identified challenges. In the BLPA Academy Review, feedback had been that the children were very keen to write and the approach was fostered throughout the school.</p> <p><b>The governors questioned</b> that in the paperwork distributed in advance it was noted that BLPA wanted to develop B Squared further. Mrs Cawkill explained that this as from a technology perspective as the academy have an online version which is not being used to its full potential.</p>	
AC/83/2021	<p><b>SATs update.</b></p> <p>Governors were reminded that there were no SATs this year.</p> <p><b>The Chair questioned</b> how this had impacted the children. Mrs Hurley confirmed that the children have achieved as well as they would have wanted them to. It has also alleviated the pressure for both staff and children so has had a positive impact from that perspective.</p>	



	<p><b>The Chair further asked</b> if it has meant learning has been able to continue right to the end of term. Mrs Cawkill explained that it is often difficult as the staff want to continue learning but both the children and parents see the SATs as an end point however it is only an end point to that particular time in their education journey.</p>	
AC/84/2021	<p><b>Review of AIP 2020/21 and receive draft AIP for 2021/22.</b> Governors were informed that the AIP for 21/22 is very much in draft form but were advised of the 3 main areas for the two academies.</p> <p>THPA</p> <ol style="list-style-type: none"> <li>1- RSE and dialogue.</li> <li>2- SEN.</li> <li>3- Curriculum implementation.</li> </ol> <p>BLPA</p> <ol style="list-style-type: none"> <li>1- RSE and language acquisition.</li> <li>2- SEND children have access to high quality provision.</li> <li>3- Strategic curriculum leadership.</li> </ol> <p><b>The Chair asked</b> if not having the SATs exams impacted the AIP. Mrs Cawkill confirmed this had not impacted it.</p>	
AC/85/2021	<p><b>Review of SEF 2020/21 and draft SEF 2021/22.</b> Mrs Hurley explained that when evaluating the SEF, THPA is looking 'good' in all areas however the academy is looking at aspects within the framework for 'outstanding'.</p> <p>Mrs Cawkill confirmed she is currently revising her SEF. Mr Letton added that both schools have been selling themselves short and both academies are going to write their SEF's to 'outstanding' standards. Mrs Cawkill added that she is looking at writing the SEF focusing on 'outstanding' Ofsted ratings as the 'good' ones are already secure.</p> <p><b>The governors asked</b> if EY still gets a separate Ofsted outcome to which Mr Letton confirmed it is now pulled into the Quality of Education section within the main report which is also the same for P16.</p>	
AC/86/2021	<p><b>Professional development impact 2020/21 &amp; planning for 2021/22.</b> Mrs Hurley advised the governors that staff have accessed more professional development themselves which has been self-driven. Due to Covid access has also improved and more has been done than in previous years.</p> <p>Mrs Cawkill confirmed this was a similar picture at BLPA. Governors were made aware of some EY training that benefited the whole staff as it fitted into all curriculum subjects. This was impactful for both schools and gave the whole school a better understanding of EY. The teaching assistants have also done a lot of professional development in their own time especially around mental health &amp; wellbeing, autism, and dyslexia.</p>	



	<p><b>The chair questioned</b> if the staff were doing the CPD through their personal SEF or through leadership guidance to which it was confirmed it was a balance of both. Mrs Cawkill added that some CPD comes from the children at the time, for example the staff are working with children with emotional issues so they have done CPD on that because it is relevant. Miss Ward added that staff get a school CPD and a personal one so are able to do any training that they desire.</p>	
AC/87/2021	<p><b>Residential approval.</b> Mrs Hurley explained there are 2 residentials she would like approval for from the committee. There will be a 2-night stay at Dukes Barn Activity Centre for the yr6 children in July 2022 and a 1-night stay at Walesby Forest for the yr4 children in June 2022.</p> <p><b>The Chair asked</b> when trips happen in the academic calendar for THPA to which Mrs Hurley explained THPA do a campout on the field for yr3, yr4 have 1 night at Walesby and then yr6 have a 2-night residential. Yr5 usually go to London to see a West End show as most have of the children will have never been to London and the academy are also usually able to open the offer to parents to come as well.</p> <p>Mrs Cawkill explained she has 1 residential for approval for the yr6 children to go to Mill Adventure Base in May 2022. The committee were advised there would be another approval coming as in future they want to move the trip from May to the September to help with team building. Governors were informed that the only other residential BLPA does is a sleepover in the academy for the yr4 pupils which will be returning in the next academic year.</p> <p><b>The Chair asked</b> if there was a reason BLPA do not offer a second residential. Mrs Cawkill advised that BLPA did use to do more however parent feedback was that it was too costly especially when parents have children in 2 or more year groups. Governors were made aware that BLPA have been invited to London by the local MP and the offer included transport. This is being looked in to and hoping to include the tour of Houses of Parliament in with other activities in the city.</p> <p><b>The governors asked for clarification</b> that PP children also have access to these trips. Mrs Cawkill confirmed that there is support for both PP children and the children with additional needs to ensure that no one is excluded. Mrs Hurley also added that the academies can sometime access grants and funding streams for taking disadvantaged pupils.</p>	
AC/88/2021	<p><b>Finance.</b> Mrs Hurley explained that THPA's position on the management accounts looks better than anticipated due to the staffing reductions. Mrs Cawkill added that was the same at BLPA but because of staff reducing their days.</p> <p><b>The Chair asked</b> if both academies had received the grants from Covid to which both Principal's confirmed they have received these grants.</p> <p>Mr Letton explained to the governors that both academies were setting budgets with significant deficits at the start of the budget process however due to some changes and savings both academies will be setting break even budgets with minimum disruptions for the 21/22 academic year. It</p>	



	<p>was noted that there has been a voluntary redundancy at THPA but other than that the children will have everything they need whilst running as leanly as they can with staff.</p> <p><b>The Chair queried</b> if staff isolating is causing problems to which Mr Letton confirmed that each time it happens there is a cost of finding cover and stretching staff thinner and thinner.</p> <p>Mr Letton added that both Mrs Hurley and Mrs Cawkill have done everything possible to address the financial situation without disadvantaging the children and passed on both thanks and a well done to both.</p>	
<b>AC/89/2021</b>	<p><b>Appoint committee chair and vice-chair for 2021/2022 w.e.f autumn term meeting.</b></p> <p>The Clerk advised the governors that the committee needed to appoint for a Chair and Vice-Chair ahead of the autumn term. The governors voted unanimously to appoint Ms Malcolm as Chair and Mrs Simpson as Vice-Chair of the committee from 14/07/2021 to 31/08/2022.</p>	
<b>AC/90/2021</b>	<p><b>Complete Annual Summary Template on the effectiveness of governance 2020/21.</b></p> <p>This was completed and sent to the Head of Governance.</p>	
<b>AC/91/2021</b>	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>- Academy development plans</li> <li>- SATs</li> <li>- Residential and PP students</li> </ul>	
<b>AC/92/2021</b>	<p><b>Complete report to Trustees</b></p> <p>AC members confirmed there was nothing to report to the Trustees outside of the Annual summary template.</p>	
<b>AC/93/2021</b>	<p><b>Determination of Confidentiality</b> <b>Equalities Act consideration</b> <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> Academy Committee meeting Wednesday 6<sup>th</sup> October 2021 at 5.15pm</p> <p>The meeting closed at 18.17pm</p>	

Signed by Chair:

Date: