

**Minutes of the first joint Academy Committee Board Meeting
held on Wednesday 1st of December 2021 at 5.30pm 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 – Vice Chair of Governors	FS	Appointed governor	
Mrs Jane Gawthorpe	JG	Appointed governor	
Ms Morag Malcolm – Chair of Governors	MM	Parent governor	
Mrs Rebecca Marshall	RM	Appointed governor	
Ms Siobhan Willows	SIW	Parent governor	
<i>1 x parent governor vacancy - THPA</i>			

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	
Mrs Sue Orme	SO	Observing	

Item No	Item	Action/ by who/when
AC/13/2122	<p>Feedback from Ofsted There was an additional agenda item due to Bracken Lane having an Ofsted visit on the 30th of November and 1st December. Mr Letton provided governors with feedback following the inspectors visit. It was agreed for Mr Letton to cover the information from BLPA and <i>Mrs Cawkill left the meeting at 17.42.</i></p> <p>Local response following central training on primary attainment measures. Governors noted that the training had been very useful and clear.</p> <p>The chair questioned if Ofsted are interested in the reasons behind why a cohort did not do well. Mr Letton advised Ofsted will take the data presented to them and then their job is to investigate the reasons why without listening to excuses. It was brought to the attention of governors that during the inspection, the inspector has 2 days to see both in the classroom and in the books how the school has moved forward.</p> <p>The governors asked if Ofsted acknowledge Covid has had an impact on both staff and students when analysing and scrutinising the data. Mr Letton confirmed it does and when Ofsted called prior to the visit, it played large part of this call. The 2 days on site gave the inspector an opportunity to see if what she had been told in advance was true.</p>	

	<p>The chair noted that progress is not linear with children so asked when the children complete their EY baseline assessment, are there children the ones who will do well or are they children who blossom early and asked what problems that may cause. Mr Letton advised that some children could learn simple skills very quickly and then plateau. Both academies always aim to ensure that the children do not get an opportunity to start slipping which is why the rising standards lead role in both academy's helps to ensure they notice anything as soon as it starts to happen.</p> <p>The governors questioned if the sealed baseline results help the future or just an exercise of checking the academy is correct. Mr Letton confirmed the purpose is to measure the school. The assessments that reception teachers do alongside the baseline is the important data as this is where the academy can see any gaps and action interventions.</p> <p>Governors were reminded to watch the training if they missed it and to let the Clerk know for the training logs. Mr Letton added that the information given in the training helps the governors to challenge the school leadership team.</p>	Governors
AC/14/2122	<p>Apologies for absence All governors attended the meeting.</p> <p>The committee were also made that Mr Baker has resigned from the board due to both work and personal commitments.</p> <p>The committee expressed a desire for a parent governor from Thrumpton Primary. Clerk to start parent governor recruitment drive.</p> <p>Also in attendance was Sue Orme, a tutor for Mrs Hurley's MA. She was purely observing as part of Mrs Hurley's assessments.</p>	Clerk
AC/15/2122	<p>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.</p>	
AC/16/2122	<p>Minutes of the last Academy committee meeting on 13th October 2021 The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>	
AC/17/2122	<p>Matters arising</p> <ul style="list-style-type: none"> • AC/03/2122 – Clerk has been in contact with Mr Baker and he has since resigned from the committee. • AC/04/2122 – To note, Mr Murray has completed his Dol and Coc • AC/08/2122 – To note, the admissions policies for Bracken Lane and Thrumpton have been sent to NCC. • AC/10/2122 – To note the visit model record was sent out to governors • AC/10/2122 – To note BLPA's safeguarding audit was completed on 23/11 and ThPA's is scheduled for 10th December. 	
AC/18/2122	Governor admin	FS, CW, AM

	<p>Mrs Simpson, Mrs Wyles and Mr Murray were reminded to complete the updated GDPR certificate.</p> <p>It was noted that all governors have now completed the safeguarding checklist</p>	
<p>AC/19/2122</p>	<p>Principal's report. Governors were sent the Principal's report in advance of the meeting.</p> <p>Safeguarding Mrs Hurley noted that a summary of the caseloads that the academy has currently was sent in advance. Mr Letton agreed and noted that the safeguarding processes within BLPA has been checked by Ofsted this week and was in very good practice. Although only BLPA have received the inspection, both academies work very closely together and the processes are the same at both.</p> <p>Quality of education Mrs Hurley confirmed that the quality of education is good in the academy with more development around the curriculum provision over this half term, as the middle leaders are driving improvements in their subjects. Thrumpton are undertaking some work around lesson sequence and allowing opportunities for receive and review. The next step for the academy is building on the knowledge e.g., being a scientist and focussing on the knowledge learn and return. The academy has also been doing work around creativity which is still in its infancy with teachers thinking carefully about activity setting and understanding the learning that is being facilitated by those activities. Miss Hogg continues to work on the forensic use of data and looking at how to support the children with catch up work to prevent them falling behind. Governors were reminded that 50% of the KS1 team are going on maternity leave but the academy have now made an appointment. Jessica, who will be a ECT1, has been coming in voluntarily 2 days a week to get to know the children and the academy. There is an acknowledgement from the academy that there is a real importance on supporting her so there isn't a decline in the quality of education. The chair asked if she will be the only ECT at Thrumpton to which Mrs Hurley confirmed there is an ECT2 in Yr1.</p> <p>The governors asked if it is the creating writing or practical creative which suffered during lockdown. Mrs Hurley advised that some subjects e.g., art and DT the practical creative could not take place at home. The academy needs to provide opportunities for children to be problem solvers and be innovative with their thinking.</p> <p>The chair questioned if there will be any Christmas performances. Mrs Hurley confirmed advised there is a plan for a Nativity in EY and KS1. The academy has been hit by many cases of Covid so there is a high chance it will be a recorded version sent to parents, as there is a priority of protecting both the children and staff.</p>	

	<p>Pupil Premium evaluations and strategy for 21/22</p> <p>The chair asked if the PP strategies for both academies are on the websites to which Mr Letton confirmed that they are. Ahead of an inspection, an inspector will look at an academy’s website in depth to find out as much information as possible so it is paramount the websites are up to date.</p> <p>The governors had received the PP strategies from both Principal’s in advance of the meeting. There were no further questions from the committee.</p> <p>Additional funding premium and outcome</p> <p>Governors were advised that the Raising Standards Lead role has been pivotal in both academies to help support teachers in the PiXL data analysis. Mrs Hurley further added that she is pleased with what is going on in the academy with phonics intervention.</p> <p>Both academies are focussing on identifying the children who need both pastoral and nurture support. Governors felt reassured that both academies have a high level of understanding of their families and circumstances.</p> <p>It was noted that there is a piece of work being completed around the revision of curriculum to ensure it is streamlined to ensure depth of coverage and the poverty proofing project is ongoing. Mrs Hurley advised governors that through the poverty proofing, the academy is looking at ways to celebrate events in different ways. For Children in Need, Thrumpton focussed on a Joe Wicks workout so children could wear their PE or sports kit to ensure all were involved. There were then collection buckets on the door for families to donate if they wanted to rather than teachers going round each child.</p> <p>It was celebrated that there is 172 out of 213 children accessing extracurricular activities at BLPA which is excellent. Mr Letton advised the academy are looking in to the other 41 children but this is often siblings and the logistics for the family. The governors asked how this compares at THPA to which Mrs Hurley confirmed it is much higher than the take up at THPA. Thrumpton have made links with a local PT who has started running Pound classes after school which is funded through the sports premium funding. The take up was not strong in Yr5 and Yr6 so the academy offered this to the Yr4 children. The governors questioned if the activities are running through outside providers or through staff to which Mrs Hurley confirmed the staff instructor at THPA is different to BLPA. Any enrichment offering by staff is out of goodwill rather than their contracted hours. The governors queried the times of the activities. Mr Letton advised that some of the enrichment offerings are at lunchtime as the academies acknowledge that it is not always possible for some children to stay. The chair agreed this is a good offering for those children who do not like unstructured playtime.</p>	
--	---	--

	<p>The governors were advised by the Chair that BLPA recently had the FOBL disco which was nice to have on again and was well attended.</p> <p>Sports Premium evaluation and plan There were no questions from governors on the Sports Premium.</p> <p>Catch-up and intervention impact report Governors were satisfied with the documents sent through in advance and therefore there were no questions on the catch-up and intervention impact report.</p>	
AC/20/2122	<p>Pupil/staff (inc wellbeing) parents and community Mr Letton informed governors that an anonymous questionnaire had been sent to both staff and children at BLPA. The results showed that wellbeing in the academy is high and that staff are not being asked to do things that are not important. This response is really positive as this shows the staff are aware that the SLT have been taking out the unnecessary work. Governors were also notified that the attendance of the children is exemplary at 97% in comparison to national average at 88.1%. Mrs Hurley added that THPA has had a lot of Covid cases which has impacted on staffing. In November alone there was 4 Teachers, 3 Teaching Assistant's and the site manager off with the covid which had a significant knock-on effect around the academy. Mrs Hurley commended her staff who rallied together to help where possible with a special mention to the Teaching Assistants who stepped up where teachers were off.</p> <p>Governors were made aware that a teacher from the nursery at THPA has helped as a supply teacher at BLPA which is a testament to how closely the schools work together. Mrs Hurley added that the teacher had seen it is a positive experience. The chair noted that by working together will help against the supply teacher crisis, to which Mrs Hurley advised there was no one available after calling 3 agencies in one day.</p> <p>The governors questioned if the academy has managed to keep all classes running to which Mrs Hurley confirmed they have. The governors praised Mrs Hurley and her team on being able to keep classes running with the numbers of staff absent.</p>	
AC/21/2122	<p>Effectiveness of governance and review of self-evaluation It was agreed for this agenda item to be deferred to the next governor meeting on 26th January.</p>	Clerk.
AC/22/2122	<p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval In advance of the meeting, governors had been sent a Cat C trip approval for THPA for the children to camp on the school field. Governors approved the trip.</p> <p>Mrs Hurley also explained THPA recently had a H&S audit through NCC who came in to look at the H&S processes within the academy. The result of this was "substantial assurance" with only a couple of minor actions.</p>	

	<ul style="list-style-type: none"> • BLPA – H&S appendix <p>The above appendix was updated by the Bracken Lane throughout September 2021 and are available on the Academy website. Governors were informed of these updates on the 24th of November 2021 and the appendix was ratified in the governor meeting.</p> <p>Other policy updates</p> <ul style="list-style-type: none"> • Safeguarding and Child protection Policy • Educational Visits Policy • Covid 19 appendix to safeguarding and child protection policy update • Attendance Policy • Covid 19 behaviour appendix • Induction for Early Careers Teachers • Early Years Foundation Stage <p>The above Diverse Academies policies were updated by the Trust on the 13th of October 2021 and 10th November 2021 and are available on the Trust website. Governors were informed of these updates on the 24th of November 2021.</p>	
AC/23/2122	<p>Link governor visits</p> <p>Mrs Marshall advised she attended the SCR check and everything was good. There were a few minor action points from previous checks and the uniformity of how the data is displayed. It was also flagged there are a couple of training needs on staff who are not currently in the academy which will need to be actioned on their return.</p> <p>Mr Murray confirmed he visited BLPA for a H&S meeting and was due to attend a H&S meeting which has been postponed. The new date has not been confirmed yet.</p> <p>The chair asked if the academies were happy for the governors to go into school to complete link visits to which Mr Letton advised they should be doing if governors wear face masks and take lead from the school. The chair reminded governors that it is recommended that each link area has a visit once a term and encouraged all governors in link roles to complete a visit as soon as possible.</p>	<p>All link gov.</p>
AC/24/2122	<p>October management accounts & ISOT data</p> <p>Mrs Hurley informed governors that the new ISOT data provides benchmark measures against similar schools looking at different areas of spend. This first report does not have the actual data in but is an idea of what it will look like moving forward.</p> <p>Mr Letton confirmed that both schools are broadly in line with budget as planned. The ISOT data will be more important when it comes to setting the budget and he has been told it is interesting, very useful and easy to understand.</p>	

AC/25/2122	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> - The governors wanted to both congratulate and thank all those involved in the Ofsted visit with a special mention to those on the ground at BLPA. 	
AC/26/2122	<p>Determination of Confidentiality Equalities Act consideration</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 	
	<p>Date and time of next meeting:</p> <p>Academy Committee meeting Wednesday 26th January 2022 at 5.15pm</p> <p>The meeting closed at 18.48pm</p>	

Signed by Chair:

Date: