

**Minutes of the first joint Academy Committee Board Meeting
held on Wednesday 30th March 2022 at 5.15pm at Thrumpton Primary Academy**

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	A
Mrs Jane Gawthorpe	JG	Appointed governor	
Ms Morag Malcolm – Chair of Governors	MM	Parent governor	
Mrs Rebecca Marshall	RM	Appointed governor	
Miss Sarah Garnett	SG	Parent governor (THPA)	
Ms Siobhan Willows	SW	Parent governor (BLPA)	

In Attendance	Initials	Position	Absence
Mr Gareth Letton	GL	Executive Principal	A
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
AC/42/2122	<p>Local response following central training on;</p> <p>How Effective is the Quality of Education / Curriculum in Primary Settings The committee discussed in detail their feedback from the training and all had found it helpful. The governors noted that they specifically learnt about how the curriculum works and how the academies decide what they are teaching whilst integrating it across the whole academy.</p> <p>The committee added that they could remember when the focus was always on Ofsted whereas now the teachers are focussed on the children and ensuring the curriculum is balanced, rigorous and coherent.</p> <p>The governors noted that the government appear to be focussed on remembering than discovering and questioned how the academy ensure the children remain curious in their learning. Mrs Cawkill advised that curiosity is one of the BLPA behaviours and is also identified in the curriculum. It was added that the teachers also seek to find out what the children know before they start a topic and continuously try to include skills. Both academy's use government guidance and then do what is right for their children whilst the understanding is that Ofsted will ask how the children apply the knowledge they have learnt.</p>	
AC/43/2122	<p>Apologies for absence Mrs Simpson had sent apologies in advance due to having Covid, these were accepted.</p>	

AC/44/2122	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.	
AC/45/2122	Minutes of the last Academy committee meeting on 26th January 2022 The minutes of the meetings, having previously been received were agreed and signed by the Chair.	
AC/46/2122	Matters arising <ul style="list-style-type: none"> • AC/31/2122 – The appointment of the new parent governor – see agenda item AC/47/2122. • AC/31/2122 – Mr Murray is still to complete the GDPR certificate. • AC/33/2122 – To note, Mrs Cawkill and Mrs Hurley have sent the admissions policies to NCC. • AC/35/2122 – Mrs Hurley advised that following the query from a parent on the length of the school day, Thrumpton sent out a retrospective consultant. The feedback received back shows that 78% of parents were happy with the new timings. Some parents had made comments on the length of lunchtime and ensuring the children have long enough to eat. Thrumpton will send out a letter to parents to advise on the outcome of the consultation. • AC/38/2122 – To note Ms Malcolm has signed off the EVC trips. • AC/39/2122 – To note, the governance self-evaluation was sent out to all governors in advance of the meeting. 	AM
AC/47/2122	Governor admin The clerk informed the committee that Sarah Garnett has been appointed as the parent governor for Thrumpton. With a 4-year term of office commencing from the 21/02/2022 to the 20/02/2026.	
AC/48/2122	Principal's report. Governors were sent the Principal's report in advance of the meeting. Safeguarding The governors had received a new format for the safeguarding update and it was advised this was to ensure the academy are fulfilling all obligations to KCSIE on what it is needed to report. Compliance: to inc. SCR, safer recruitment, policy, KCSIE Mrs Hurley advised the governors that the compliancy team from DAT are working with the academy to complete the audit and reviews of the SCR and safer recruitment. Thrumpton are currently awaiting the report which will be shared with governors once received. Thrumpton's SCR was reviewed on the 21.3.22 and in addition to this it is checked each half term with Mrs Marshall, Mrs Wyles and HR. Thrumpton is also awaiting the report from the Safer Recruitment review which took part on the 16.3.22. This audit is checking that the academy have had the necessary checks during recruitment to ensure successful candidates are safe to be in school.	RH

	<p>Mrs Cawkill advised there has been a rise in referrals to MASH which has been a mixture of post Covid and some where there has been several concerns built up.</p> <p>Governors were made aware that whistleblowing was asked about in both the Ofsted and the safeguarding reviews with staff being asked about who they would speak to in any instance.</p> <p>Mrs Palfreyman advised the committee that she is also completing the mental health training and added that the academy is seeing the impact of Covid not only in the children but also in the families and staff. The rising cost of living as well as the conflict in Ukraine are also having an impact on the children and families. The governors noted that moving forward there may be more children coming to school hungry and therefore needing extra nurture and questioned how the academies can guarantee the children will be looked after with stretched budgets. Mrs Cawkill advised that there are always children who come to school hungry, however the academy will always ensure they have had breakfast before starting their day.</p> <p>Culture: to inc. peer on peer, sexual harassment and violence, mental health, bullying and racism, online safety</p> <p>Mrs Hurley reminded governors that they have discussed in length previously about online safety and the children accessing material that is not age appropriate including social media and WhatsApp. Online safety is built into the curriculum in PSHE and Computing as well as the academy addressing information when it arises. The governors noted it can be a sizeable problem before asking how the academies deal with it. Mrs Hurley advised it is all about educating children from the start and sharing information with parents regularly. So many children have phones so it is about educating the children. If the academy know of any issues or families then will make sure they are aware. The governors queried why Yr5 seem to be the most troublesome in the data to which Mrs Hurley confirmed this was the dynamic of the specific cohort. Mrs Cawkill added that Yr5 is the year where the children turn 10 and can walk home alone. Once they are walking home alone, they often get phones.</p> <p>The governors questioned if any issues from the phones have escalated to safeguarding concerns to which Mrs Hurley advised that if it was deemed appropriate then the academy would report it to COPE however the majority of issues come from children falling out through messages.</p> <p>All staff have completed sexual harassment and sexual violence training with staff now being constantly aware and challenge to ensure that children are empowered to say no. The governors queried if the academies link with the secondaries to which Mrs Hurley confirmed that information is widely shared across the Trust. It was also added that if something is relevant to THPA / BLPA children because of something happening at Retford Oaks then this would be shared with families.</p>	
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	<p>The governors asked if the children are prepared when going to the secondary’s environment. Mrs Cawkill advised that there is a lot of work which takes place as part of the transition programme however it is about the secondary academies meeting the needs of the children who walk through the door. Technology is more advanced and children are using it much earlier so there is a need to constantly evolve the transition based on the current year group.</p> <p>Identified academy risks inc. education, H&S, staff & pupil well-being, GDPR and complaints</p> <p>Mrs Cawkill advised that the risk for SEN at BLPA is due to be reduced as the academy has mitigations in place. It was noted that there has been a member of staff trained up to support Mrs Skelton and Mrs Cawkill who has also completed SEND training to help oversee the provision. The involvement from Mrs Cawkill will be a strategic overview, attend meetings and will learn to write bids. With this plan in place, the risk will be reduced. The governors asked if this is part of the succession planning to which Mrs Cawkill confirmed it is and although it is still a risk, the risk has been reduced.</p> <p>Bracken Lane have recently had a H&S audit of which they received substantial assurance from. There was a couple of minor observations that needed actioning including PAT testing, however this has been delayed due to suppliers being booked up following Covid delays. Governors were advised there are no GDPR breaches or concerns and there are no complaints.</p> <p>Mrs Hurley advised that the risks for Thrumpton remain the same and the academy has also had a H&S audit which was conducted by NCC which also gave substantial assurance. Governors were advised that Mrs Palfreyman is now the senior mental health lead for THPA and as part of this role she is looking into the staff social calendar which is something that has been missing due to Covid. The academy is also looking at both pupil voice and the staff questionnaire and have used the results to form an action plan that will also be included in the AIP.</p> <p>Behaviour & attendance/PD update inc. P/Ex, FTEs, persistent absence and alternative provision in place (no. of days/pupils)</p> <p>Mrs Hurley advised that there are no fixed term exclusions and no children in alternative provision. It was noted that there are 2 key children with challenging behaviour and the academy is working hard to ensure the provision is right for them. The governors asked if this is new behaviour for these 2 children to which Mrs Hurley confirmed it is. They have always had challenging behaviours but this has increased significantly recently due to home circumstances.</p> <p>The attendance for Thrumpton is at 93.92% however there has been a bout of sickness bugs and chicken pox which has seen the figures lower recently.</p>	
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	<p>Mrs Cawkill noted that Bracken Lane’s attendance is at 95.39% which is quite low but there is hope this will level out by the end of the year. Governors asked if this is due to chicken pox too which it was advised it was either Covid or sickness bugs. Governors were further advised that the safeguarding children attendance is at 97.78% which is positive. There are 13 children with less than 90% attendance;</p> <ul style="list-style-type: none"> - 5 have special needs - 2 have left the school but were still registered - 2 are medical reasons and; - 4 are Covid related with the child having it and then the family which has resulted with longer periods of absence. <p>With the behaviour at Bracken Lane, Mrs Cawkill noted that the Yr1 children’s behaviour is challenging. The academy has also set a Hub up with an EY continuous provision so that particular children can access their lessons in a calmer environment. This is working well for children both in the classroom and in the provision.</p> <p>Initial budget planning – CLFP/class planners/benchmarking/academy pupil number projections</p> <p>Mrs Cawkill advised that both academies have had their budget meetings however the documents are yet to be received by the academy in time to share with the governors. This will be shared once received. The governors asked when the academies expect to receive this to which Mrs Cawkill it is expected before the Easter holidays. The governors further queried if deficit budgets were expected. Mrs Cawkill confirmed it will depend on the SEND funding expected and whether some IT equipment needs fully replacing etc. However, a deficit budget will not be allowed. Governors were also advised both academies have received a government grant towards rising energy costs as the energy costs have doubled.</p> <p>Mrs Hurley confirmed Thrumpton has received 109 applications for Reception with 38 of those being first choice so there will be another full class. Mrs Cawkill advised this is similar for BLPA. Nursery is at 21 which is to be expected at this point in the year and it is hoped this will rise to 24/25 by September. Governors were advised that NCC has confirmed the birth rates in Nottinghamshire has decreased significantly so numbers are expected to decrease. Mrs Cawkill added that this will hopefully fill the other schools in Retford which will stop the academies paying out for appeals.</p> <p>Progress against targeted outcomes</p> <p>Governors were advised by Mrs Hurley that the Yr6 children will sit their SATs, 3 weeks after the Easter holidays. THPA is looking at realistic targets and if the children get the predicted scores, then the academy will be really pleased although it is down to how they perform on the day. The governors asked if the children are as prepared as they can be. Mrs Hurley confirmed that the children do test technique and test practice which is integrated into the assessment calendar. The governors queried if the children are calm. Mrs Cawkill advised the Yr2 complete quizzes</p>	<p>RH/ HC</p>
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	<p>throughout the year so it is easier however, the Yr6 children are more aware which poses more of a challenge. The teachers do tell the children that the outcome does not define their future and gives the academy a point to work from. Mrs Hurley added that the academy will carefully choose which room the children sit their papers in and which adults are in the room so that the children feel as calm as they possibly can.</p> <p>The governors asked if the academies will still be providing SATs breakfast to which both Headteachers confirmed they will.</p> <p>The governors questioned if there is any expectation around revising to which Mrs Cawkill advised it is mostly around homework, school-led tutoring, and the academy's 'cool to learn' club. It was added that there is a 95% uptake of 'cool to learn' this year which is positive especially when it is a choice.</p>	
AC/49/2122	<p>Link governor visit reports / updates</p> <p>Mrs Gawthorpe has completed a SEND link governor visit at BLPA using the SEND checklist as a tool for the visit. The key points from her visit were that;</p> <ol style="list-style-type: none"> 1. It was positive to see the children involved in purposeful activities and staff engaging with the children. 2. A discussion was held around how staff identify a child with SEND and the plethora of interventions in place to meet a child's need. The staff were very much aware of the children who needed support who wouldn't come under the 4 categories of learning. This could be done through nurture groups, toast and talk, books and biscuits and morning movers. This is a great gentle approach to support them and give them the extra time needed. 3. Transitions with the children were discussed and how the academy aim to have smooth transitions from F1 and a good supportive, detailed plan for the children was evident. SEND children are given extra visits for both the child and parents. 4. There is an importance of valuing the views of children which is done through the learning council, pupil voice and talking to parents. 5. The SEN policy is reviewed annually and the policy is linked to other policies. 6. Attendance is good for children with SEND. 7. There are 25 children on the SEND register at BLPA with 9 also being in receipt of PP. The 25 is below the national average. 4 of these children warrant significant levels of funding. Another 4 are accessing the GDA Pathway. 8. The staff wellbeing was also a topic for discussion on how the academy are supporting the practitioner. <p>Mrs Marshall and Mrs Wyles had also conducted a link visit with Mrs Skelton in her role as senior mental health lead for BLPA. The main points for discussion were;</p> <ol style="list-style-type: none"> 1. An introduction to the role of and how it fitted into the existing structures. 	

	<ol style="list-style-type: none"> 2. Ran through the training and how rigorous it has been and the additional training that has completed. 3. How mental health is firmly on the curriculum and the how academy can take more of a strategic role to mental health to ensure it is holistic rather than reactive. 4. An outside agency has been looked at for a questionnaire but it was not deemed to be useful and value for money so therefore Mrs Skelton is looking at how universal data could be used and be fed into the curriculum. 5. The next step for the Mrs Wyles and Mrs Marshall is for them visit an assembly around mental health and wellbeing to observe. 	
AC/50/2122	<p>February management accounts</p> <p>The management accounts were received by the governors in advance of the meeting. There were no questions from the governors on the accounts.</p>	
AC/51/2122	<p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</p> <p>There were no trips for the governors to approve.</p> <ul style="list-style-type: none"> • BLPA – updated admission policies for 21/22 and 22/23 The above local appendices were updated by the Bracken Lane in January 2022 and are available on the Academy website. Governors were informed of these updates on the 23rd of March 2022 and all were ratified in the governor meeting. • THPA – updated admission policies for 21/22 and 22/23, appendix to Single Equality policy and appendix to Supporting Students with Medical Conditions The above local appendices were updated by Thrumpton Primary in January and February 2022 and is available on the Academy website. Governors were informed of the updates on the 23rd of March 2022 and was ratified in the governor meeting. • Other policy updates <ul style="list-style-type: none"> • Mental Health and Wellbeing principles • Accessibility Policy • Covid 19 appendix to Safeguarding and Child Protection Policy • Risk Policy • Risk management operational guidance • Risk Management Policy Statement <p>The above Diverse Academies policies were updated by the Trust on the 9th of February 2022 and are available on the Trust website. Governors were informed of these updates on the 2nd of March 2022.</p> <p>It was also noted that the Trust Admissions Consultation has now been completed.</p>	
AC/52/2122	<p>Complete report to Trustees</p> <p>- It was agreed for nothing to be added in the report to Trustees.</p>	
AC/53/2122	Determination of Confidentiality	

	<p>Equalities Act consideration 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: Academy Committee meeting Wednesday 25th May 2022 at 5.15pm at Bracken Lane.</p> <p>The meeting closed at 18.49pm</p>	

Signed by Chair:

Date: