

**Minutes of the first joint Academy Committee Board Meeting  
held on Wednesday 13<sup>th</sup> July 2022 at 5.30pm at Bracken Lane Primary Academy**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mr Alastair Murray	AM	Appointed governor	A
Mrs Amanda Palfreyman	AP	Staff governor	
Mrs Christina Wyles	CW	Appointed governor	
Mrs Elizabeth Farrar	EF	Appointed governor	A
Mrs Fiona Simpson – <b>Vice Chair of Governors</b>	FS	Appointed governor	
Mrs Jane Gawthorpe	JG	Appointed governor	A
Ms Morag Malcolm – <b>Chair of Governors</b>	MM	Parent governor	
Mrs Rebecca Marshall	RM	Appointed governor	
Miss Sarah Garnett	SG	Parent governor (THPA)	
Ms Siobhan Willows	SW	Parent governor (BLPA)	

<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	Governance Professional	
Mrs Tracy Blacknell	TB	Vice Principal for BLPA&THPA	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/68/2122</b>	<b>Local response following central training on;</b> <ul style="list-style-type: none"> <li><b>KCSIE 22/23</b></li> </ul> <p>Mr Letton advised governors that there is a need to read chapters 4 and 5 especially as there is lots of new legislation in chapter 5. Governors were reminded to watch the recording and read KCSIE in readiness for September.</p>	<b>Governors</b>
<b>AC/69/2122</b>	<b>Apologies for absence</b> <p>Apologies were received from Mrs Gawthorpe due to personal commitments and Mrs Farrar due to holiday. The apologies were accepted.</p> <p>Clerk to get in touch with Mr Murray as no apologies had been received for his absence.</p>	<b>Clerk</b>
<b>AC/70/2122</b>	<b>Declaration of interest</b> <p>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> <p>Governors were reminded to complete the declaration of interest for 22/23 as well as reading and signing the code of conduct.</p>	<b>Governors</b>
<b>AC/71/2122</b>	<b>Minutes of the last Academy committee meeting on 25<sup>th</sup> May 2022</b> <p>The Minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>	
<b>AC/72/2122</b>	<b>Matters arising</b> <ul style="list-style-type: none"> <li>AC/48/2122 – To note the audit feedback for the SCR &amp; Safer Recruitment was sent to governors on the 15<sup>th</sup> of July 2022.</li> </ul>	<b>RH</b>

AC/73/2122	<p><b>Principal's report.</b></p> <p>Governors were sent the Principal's report in advance of the meeting. In addition, the governors were given information on the post Ofsted plan. Mrs Cawkill explained that where Ofsted had noted that in some subjects including History, pupils do not achieve as highly as they could. The academy has started work in this.</p> <p>Mrs Hurley explained that the communication with parents had been commented on by Ofsted which it was reminded that this was during the transfer from DoJo to Weduc. It was added that the academy has also moved further forward especially with the return of events including sports day and parents evening.</p> <p><b><u>Safeguarding including;</u></b></p> <ul style="list-style-type: none"> <li>• <b>Compliance: to inc. SCR, safer recruitment, policy, KCSIE</b></li> <li>• <b>Culture: to inc. peer on peer, sexual harassment and violence, mental health, bullying and racism, online safety</b></li> </ul> <p>There were no questions on safeguarding for either academy. The governors had also received the Educational Review Meeting summary which highlighted both academies were complaint for further assurance.</p> <p><b><u>Identified academy risks inc. education, H&amp;S, staff &amp; pupil well-being, GDPR and complaints</u></b></p> <p>Mrs Cawkill confirmed that there had been no changes to the risk register and all risks are being addressed.</p> <p>Mrs Hurley advised that the risks for THPA continue to be the succession planning of the school counsellor for potential retirement in the next few years. As well as the support for the ECT. The academy is mentoring, coaching, and supporting as required.</p> <p><b><u>AIP &amp; SEF</u></b></p> <p>Mrs Cawkill confirmed that the objectives have been updated and that a review has been completed. Some objectives will be carried forward into the 22/23 AIP. Bracken Lane's objectives for 22/23 are;</p> <ol style="list-style-type: none"> <li>1. Curriculum adaptation – ensuring the children in the lowest 20% have the correct adaptations to the curriculum to ensure they can access the same as others whilst ensuring they get what they need to keep up and catch up. These children may not have been identified as additional needs but may be those with attendance problems or that struggle with a particular subject. Mr Letton added that all children will do the same activities but with different adaptations to support. It was detailed how the academy will go back to see where the gap is and see what can be done to make the biggest difference.</li> <li>2. Writing and stamina – the children suffered in lockdown with the stamina as well as the quality of presentation. <b>The governors questioned</b> if the quality is not there due to lack of enjoyment. Mr</li> </ol>	

	<p>Letton advised that the joints do not fuse in a hand until 8 years old so naturally the children get hand ache. Mrs Cawkill advised that the academy do let KS2 children use laptops where they find writing difficult. <b>The governors further asked</b> if the children are starting to need laptops in KS2 would they need them throughout their education. Mrs Cawkill explained that if they feel a child would be disadvantaged by not using a laptop then this information would be passed on to the child's chosen secondary school. The secondary school would then complete an assessment to be able to use laptops in exams, albeit that spell check and grammar are turned off. <b>The governors questioned</b> how the academy can build up a child's handwriting. Mrs Cawkill detailed that it is more about gross motor skills including muscle and core strength rather than doing more of it.</p> <p>3. Leadership and responsibility – teachers driving their own subjects / leadership role forward.</p> <p>Mrs Hurley explained the 4 objectives for Thrumpton for the 22/23 year;</p> <ol style="list-style-type: none"> <li>1. SEND – ensuring all children access the curriculum offer.</li> <li>2. Leadership – what makes the subjects more effective is about drive of leaders driving the subjects.</li> <li>3. Outcomes in KS1 and lower KS2 – this will be supported by Read Write Inc. There are also new teachers to KS1 with one being an ECT and the other having previously taught mostly KS2.</li> <li>4. Behaviour &amp; attitudes – there has been a change in behaviour around managing social situations, compromise, and tolerance, resolve problems and self-regulation. The academy is going to do work on unstructured time with project play as every child deserves exceptional playtime. As part of the project the academy are looking into a mud kitchen, sand pit, water table and den building which will have a positive impact. The behaviour policy is also going to be relaunched. Governors were updated that there are 2 midday meals staff leaving the academy so a TA is going to have their hours increased by 1 hour a day to be redeployed to playtime. <b>The governors questioned</b> how the academy will be purchasing the equipment. Mrs Hurley explained that the majority will be bought through the Sports Premium funding. Mr Letton suggested contacting people and businesses for sponsorship money towards the more expensive pieces of equipment.</li> </ol> <p><b><u>Quality of Education &amp; Outcomes update</u></b></p> <p>Mrs Cawkill advised governors that the EY data is at 80% with no significant gaps. The children had missed key experiences however as the academy tweaked the curriculum it ensured the children did well. Within this data there is no in-equality between boys / girls, PP and non-PP, SEND and non-SEND. Mr Letton added that this is something for the academy to celebrate. <b>The governors asked</b> how this compares to others. Mrs Cawkill noted there has been no moderation of EY data so it is not confirmed what will be in the handbooks. The academy is expecting to sit above national.</p>	
--	--	--

	<p>80% of children achieved where should be and out of the other 20% some will get there and some are making good / accelerated progress.</p> <p>Bracken Lane are also pleased with the Yr1 and Yr2 phonics data. <b>The governors queried</b> how likely the children who did not achieve are to get the marks needed. Mrs Cawkill advised that in Yr1 the academy is targeting 5 out of the 6 to get to the pass mark. There are significant reasons why the other child will not and the academy do know the circumstances for that child. Mr Letton added that Yr2 and Yr3 work together to ensure there is the right provision for the children. Phonics does not work for all children so the academy tries to look for other approaches and strategies to suit each child.</p> <p>Mrs Hurley advised that the EY data is at 70% which is the highest it has been since 2017 which the academy is happy with. Yr1 phonics is 69% and Yr2 is 83% which is below what is desired. Mr Letton added that the White Paper advises the expectation is 90% by the end of Yr2. Mrs Hurley explained that 10 children did not get the phonics score which included 2 with complex needs. The academy is launching Launch Pad from September. <b>The governors questioned</b> if the children who did not get the phonics score is because of missing the foundation stage due to Covid. Mrs Hurley explained that it may be due to missing foundation but also phonics may not be for them. Mrs Cawkill added that at both academies, if a child is scoring low then the professionals will go backwards on the ladder to find where the gaps begin. Governors were advised that Thrumpton has purchased the Read, Write, Inc package and portal so that as many staff can be trained as possible. All the quality assurance confirms to SLT that the teaching of phonics is strong it is just whether the children have had enough time. It is a similar picture with KS1 which have had a difficult year due to 3 changes in staffing and challenging behaviour in one cohort. This is being built into the AIP so Mrs Hurley confirmed to governors she is confident this can be advanced.</p> <p>Governors were made aware that the school-led tutoring grant was used by the Yr2 and Yr6 children at Bracken Lane and overall, the children made positive progress. Only 2 children did not and that was mostly due to unidentified additional needs and attendance. Mr Letton added that Bracken Lane is the only school in the Trust that has spent all their allocation of funding. Mrs Hurley that whilst Thrumpton has used half of the funding, the amount they have used has made a huge impact.</p> <p><b><u>Behaviour &amp; attendance update</u></b></p> <p>Governors were advised that attendance at Bracken Lane is at 97.6% with there being no gaps between PP, SEND and the whole school. The 8.33% persistent absence goes back to the Autumn term where some children still suffering as result of Covid. The academy has also had a major bout of medical absence which is impacted data.</p> <p>Mrs Cawkill noted that low level behaviour is high however since the academy started the hub at Christmas this has declined. <b>The governors</b></p>	
--	--	--

	<p><b>queried</b> how parents have coped when there are children causing disruptions in lessons. Mrs Cawkill confirmed that the academy follows the policy which is designed to support children in making good choices. There is a need to always consider the needs of the other children in the class. Mrs Hurley added that the academy needs to teach children to behave as an exclusion does not change behaviour. Mr Letton advised governors that both academies need to be firmer around tolerance levels because it is not a failure of the academy if everything has been tried and it is still not working as it may be that the academy is the wrong place for the child. Mrs Cawkill added that it has been hard for some children post-lockdown as for those who struggle to speak, they hit and bite etc to show their behaviour. These behaviours are what other parents do not like which is why Bracken Lane has created the hub to reduce suspensions and give children the opportunity to have good quality teaching and positive role models.</p> <p>Mrs Hurley confirmed that attendance is at 93.9% which has been impacted by Covid, sickness and diarrhoea. There has also been a lot of holidays which parents have been honest about and for some children it is the only way for them to have a holiday. The academy is doing lots of communication on lost learning. Mr Letton reminded governors that parents taking holidays in term time will be prosecuted with the fine being £60 per parent per week. <b>The governors questioned</b> if the holidays are still a hangover from Covid or if it is due to the cost of living to which Mrs Hurley explained that it is the difference between some children getting a holiday or not. This will be an ongoing challenge but the academy is doing everything they can.</p> <p>The governors were made aware that there has been an internal exclusion and a suspension following the academy doing everything possible to keep the children in school. The academy is working closely with external agencies and with the families.</p> <p>Mrs Hurley advised governors that there has been some positive feedback from the EY trip to Sherwood Pines which was a good opportunity for modelling play and interaction between the children.</p> <p><b><u>PP &amp; SEND Strategy impact report</u></b></p> <p>Mrs Cawkill explained that the PP plan now covers 3 years so the academy will be continuing next year with their additions. The academy is also going to use more funding for trips and enrichment.</p> <p>Mrs Hurley detailed how 39% of Thrumpton are PP students. <b>The governors noted</b> that 33% of the cohort met the standard in communication and language. Mrs Hurley explained that this data was from September and that the PP are now at 64% for phonics.</p> <p><b><u>Sports Premium plan update – impact and evaluation</u></b></p> <p>Mrs Cawkill advised that Bracken Lane were in receipt of the Silver Schools Games mark and only missed out on the gold due to parental engagement.</p>	
--	---	--

	<p>The academy is planning to do more competitive activities in the 22/23 academic year.</p> <p><b><u>Admissions and staffing structures</u></b></p> <p>Mrs Cawkill advised that the Nursery numbers are at 20 which is lower than it has been before but the academy usually rises to the 24 needed by November. It was added that there were an additional 5 children but their circumstances have changed. There are 30 children for Reception with 2 appeals. All other classes are full.</p> <p>Mrs Hurley confirmed that Thrumpton has a full cohort in Reception of which 11 are new to school. 7 of which have been in other settings and 4 have never been to a setting before. All 11 children have been into school and met with their teachers. <b>The governors questioned</b> if the academy is seeing more children coming to nursery with additional needs which have not yet been identified. Mrs Hurley advised that because of Covid, parents are often unaware due to lack of socialisation. The academy's work closely with families if additional needs are identified to ensure support is given.</p> <p><b><u>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</u></b></p> <p>Mrs Cawkill advised the governors of the main trips planned for the Bracken Lane children.</p> <ul style="list-style-type: none"> <li>• Yr3 will have a 1-night sleepover in the academy.</li> <li>• Yr4 will camp for 1-night on the school field.</li> <li>• Yr5 children will hopefully have a trip to London</li> <li>• Yr6 children will have a 2-night residential.</li> </ul> <p><b>Other policy updates</b></p> <ul style="list-style-type: none"> <li>• Safeguarding, Child Protection and Low-Level Concerns policy</li> <li>• Special Educational Needs and Disability Policy</li> <li>• CCTV Policy</li> <li>• Single Equality Policy</li> </ul> <p>The above Diverse Academies policies were updated by the Trust on the 25th of May 2022 and 22nd June 2022 and are available on the Trust website. Governors were informed of these updates on the 24th of June 2022.</p>	
<b>AC/74/2122</b>	<p><b>Link governor visit reports</b></p> <p>In advance of the meeting, governors were sent the link visit reports from Mrs Gawthorpe for 2 SEND visits which were discussed in previous meetings and a PP visit from Mrs Farrar. There were no questions on these visits.</p> <p>Governors were advised that moving forward, following a link visit a report must be submitted to governors and in the meeting, governors will have an option to ask questions on the report if they have any.</p>	

<b>AC/75/2122</b>	<b>May management accounts</b> Mr Letton advised that both academies are positive against the set budget and both are ensuring that all funding is spent by the end of the academic year.	
<b>AC/76/2122</b>	<b>Budget 22/23</b> The governors were advised by the governors that Thrumpton has set a surplus budget and Bracken Lane has set a very modest deficit. The academy has worked closely with the Trust to make the deficit as small as possible. Mrs Cawkill added that she has been able to move the IT budget to this year to save money next year. Governors were made aware that the only way Bracken Lane can get back on track is to look carefully at staffing. Whilst the utilities have increased exponentially, the academy are making any necessary changes and any tariff amends are actioned through the Trust.	
<b>AC/77/2122</b>	<b>Appoint committee chair and vice-chair for 2022/23 w.e.f autumn term meeting</b> 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 Mrs Malcolm as Chair and Miss Garnett as Vice-Chair of the committee from 13/07/2022 to 31/08/2023.	
<b>AC/78/2122</b>	<b>Reappointment of Mrs Gawthorpe</b> The Clerk advised that Mrs Gawthorpe's term of office is due to expire before the next meeting. Governors voted unanimously for Mrs Gawthorpe to remain on the Academy Committee for a four-year term from 13/07/2022 to 12/07/2026.	
<b>AC/79/2122</b>	<b>Complete Annual Summary Template on the effectiveness of governance 2021/22</b> This was completed and has been sent to the Head of Governance.	
<b>AC/80/2122</b>	<b>Complete report to Trustees</b> <ul style="list-style-type: none"> <li>- A EY practitioner at BLPA has been nominated for an award for "excellent EY practitioner" and "excellent EY team"</li> <li>- Governors are happy with the return of face-to-face meetings and link visits. This has allowed governors to feel a member of the team at both academies rather than just a governor. This has also allowed the governors to really get to know both schools well after merging in lockdown.</li> </ul>	
<b>AC/81/2122</b>	<b>Determination of Confidentiality</b> <b>Equalities Act consideration</b> AC members considered whether anything discussed during the meeting should be deemed as confidential. It was resolved; <ul style="list-style-type: none"> <li>• There were no confidential items discussed</li> <li>• There had been no Equalities Act implications</li> </ul>	
	<b>Date and time of next meeting:</b> Academy Committee meeting Wednesday 28 <sup>th</sup> September 2022 at 5.15pm at Thrumpton Primary Academy.  The meeting closed at 19.03pm	

Signed by Chair:

Date: