

**Minutes of the joint Academy Committee Board Meeting  
held on Wednesday 28<sup>th</sup> September 2022 at 5.15pm at Thrumpton 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	A
Mrs Elizabeth Farrar	EF	Appointed governor	A
Mrs Fiona Simpson	FS	Appointed governor	
Mrs Jane Gawthorpe	JS	Appointed governor	
Ms Morag Malcolm – <b>Chair of Governors</b>	MM	Parent governor	A
Mrs Rebecca Marshall	RM	Appointed governor	A
Miss S Garnett – <b>Vice Chair of Governors</b>	SG	Parent governor	
Mrs Siobhan Willows	SW	Parent governor	

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>	<b>Absence</b>
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	Governance Professional	
Mrs Tracy Blacknell	TB	Vice Principal for BLPA&THPA	A

Quorum number	5	Governor's present	5
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<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/01/2223</b>	<p><b>Apologies for absence</b> Apologies were received from Mrs Wyles, Ms Malcolm, and Mrs Marshall due to personal circumstances. Mrs Farrar sent her apologies due to work commitment and Mr Letton sent apologies due to illness. These were all accepted.</p> <p>Apologies were not received from Mr Murray. Clerk to follow this up.</p> <p>Due to Ms Malcolm's absence, Miss Garnett agreed to Chair the meeting.</p>	<b>Clerk</b>
<b>AC/02/2223</b>	<p><b>Declaration of interest and any changes to declarations made at the start of the year.</b> All governors present confirmed their declarations for the 22/23 year are still accurate.</p> <p>Mr Murray still to complete.</p>	
<b>AC/03/2223</b>	<p><b>Governance housekeeping</b></p> <p><b>Governance Strategy and Scheme of Delegation / Terms of Reference 2022/23 – review AC remits</b></p>	

	<p>In advance of the meeting, governors received a copy of the updated Scheme of Delegation. The clerk reminded governors to ensure they are aware of pages 1-12 and 23-26 which covers the roles and responsibilities for LACs.</p> <p><b>Code of conduct</b> Mr Murray still needs to complete the code of conduct for the 22/23 year.</p>	<b>AM</b>
<b>AC/04/2223</b>	<p><b>Training</b></p> <p><b>Local response following central training – Safeguarding</b> Governors discussed the safeguarding training and noted it gave a refresher on the roles and responsibilities of a governor.</p> <p>The Clerk reminded governors that all governors must watch this training and confirm when reviewed.</p> <p><b>Actions from governor link visit reports</b> Clerk reminded governors around link visits and the need for one a term. Reports to be received in advance of each meeting. Clerk to redistribute the link governor guidance and report form.</p>	<p><b>Governors</b></p> <p><b>Governors Clerk</b></p>
<b>AC/05/2223</b>	<p><b>Minutes of the last Academy committee meeting on 13<sup>th</sup> July 2022</b> The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>	
<b>AC/06/2223</b>	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• AC/68/2122 – Governors to read KCSIE and let Clerk know.</li> </ul> <p>It was advised that Mr Murray and Mrs Gawthorpe are the governors who need to confirm they have read KCSIE.</p> <ul style="list-style-type: none"> <li>• AC/70/2122 – Governors to complete code of conduct &amp; declaration of interest</li> </ul> <p>Mr Murray to complete his declaration of interest and code of conduct.</p>	<p><b>AM / JG</b></p> <p><b>AM</b></p>
<b>AC/07/2223</b>	<p><b>Principal's report.</b> Governors were sent the Principal's report in advance of the meeting.</p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>Compliance: to inc. Single Central Record, 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>Governors were provided with a safeguarding checklist in advance of the meeting. It was advised that both academy's have all SCR checks planned in the for year.</p> <p>The safeguarding link governors also have appointments scheduled to complete the NCC Safeguarding Audit which will be brought to governors at the next meeting for approval before submitting to NCC in December. There were no further questions on safeguarding.</p> <p><b>ERM/ARM report</b> Both Mrs Cawkill and Mrs Hurley confirmed that they have recently had their ARM and ERM's so therefore the reports have not been shared with</p>	<p><b>RH / HC</b></p>

the academies yet. Once they are received, they will be distributed to the governors.

**Overview of 2022/23 AIP & SEF**

Mrs Cawkill advised that the SEF for BLPA has been updated. The AIP objectives are;

1. To know how to adapt the curriculum appropriately in each subject area to ensure good or better progress for all children including the lowest 20% and other vulnerable groups

Mrs Cawkill added that this will be supplemented by the data set in July as well as what the SLT already know about their school. Bracken Lane is good at getting a child from expected to greater depth but there is a need to improve on getting children from below expected to expected.

2. To know how to develop children’s writing skills which enables them to be confident, creative, and autonomous writers.

Governors were advised that writing is being looked at across the primaries. Whilst nothing is wrong, there are things the academy can do better. Some of which, comes from improving the reading.

The governors asked if a child’s writing is hindered by their language to which Mrs Cawkill explained that a child’s writing starts much earlier including sitting properly, turning the paper, and holding a pencil properly. Children are not expected to write much at a young age. Bracken Lane are conducting forest schools this year of which the cost has been justified in terms of the child’s physical development. The governors agreed that the forest schools will help with fine motor skills and hand-to-eye coordination.

3. To know how to be an effective leader and understand how that can drive whole school improvement.

Mrs Cawkill advised that all staff within BLPA are a leader of an area including wrap around care, key stage, or subjects. The leaders are now looking at driving school improvement as this needs to be across all levels.

Mrs Hurley advised that the 4 objectives for Thrumpton are;

1. Ensure leaders drive change and impact within their subject / area
2. Improve outcomes in KS1 and lower LKS2
3. Ensure that all our children with SEND access a high quality, ambitious and appropriate curriculum offer
4. Ensure that our children demonstrate positive social, emotional, and learning behaviours.

**Targets 2023**

It was advised that Bracken Lane have not yet completed the reception baseline assessment. The targets are pitched at 80% to remain in line with the 21/22 results. Governors’ attention was directed to the reading, writing, and maths target for Yr6 and it was noted that whilst these are high, they are aspirational and are based on all children making good or better progress. The academy is doing everything they can to close the

	<p>gaps following the 2 years of the pandemic which has affected these children.</p> <p>Mrs Hurley explained that Thrumpton use FFT to predict targets. The targets set by Thrumpton have been set if they were in the top 20% of schools so are aspirational. It was added that there are 11 children in Reception of which have never been in a setting before.</p> <p><b>SEND – local offer, information report 2022/23, annual review 2021/22 inc. all vulnerable groups (reports for websites) and value for money</b></p> <p>Mrs Cawkill informed the governors that both Bracken Lane and Thrumpton are receiving support from Rachel Cottam (SEND lead for Tuxford Primary). This support will be given throughout the next year and has already proved beneficial.</p> <p>It was confirmed to governors that the statutory documents are on the website as required.</p> <p><b>Sports Premium evaluation, plan, and value for money</b></p> <p>Mrs Cawkill confirmed that the Sports Premium plan will be sent to governors after the meeting. The academy is awaiting an updated template to write the plan on to. Mrs Hurley advised this is the same for Thrumpton.</p> <p>It was advised that Bracken Lane have got a comprehensive plan for the sports premium funding. For the 22/23 year, Mrs Cawkill has booked the forest schools as well as wow sports through Premier Education. The academy will continue to use Retford Oaks for PE and Hayden Goddard will be coming into the academy for extra support for Yr3 and Yr4.</p> <p>Mrs Hurley added that the use of funding for forest schools is a great idea and is something Thrumpton is going to speak with Bracken Lane on. There is a desire for Thrumpton to improve the number of provisions for the children. It was added that ‘project play’ is proving popular with the children and the confidence shown has vastly increased since the start of term.</p> <p><b>Identified academy risks</b></p> <p>Governors were advised that the risks for Bracken Lane are on speech, language, &amp; communication, SEND, curriculum and premises. It was also added that the Office Manager is leaving so there is a desire to get someone in place as this is a vital role across the academy.</p> <p><u>The governors asked</u> if the SEND funding is a risk. Mrs Cawkill advised that there are 3 children with identified SEND needs who are all in receipt of EHCPs. There are ongoing discussions around where the children are best suited whether this be special or mainstream. When there is space in a special setting then the children will move and the academy will lose £30,000 as the children take their funding. It was confirmed that Bracken Lane is not the best setting for them but there is a risk of redundancy to</p>	<p>RH / HC</p>
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	<p>staff when the children (and their funding) go. This in turn is a risk to the other children due to reduced staffing.</p> <p>Mrs Hurley confirmed the risks for Thrumpton are speech, language, &amp; communication, SEND funding and overcrowding in Reception. It was added that the academy cannot get enough SEND funding. Governors were made aware that in Reception there are a couple of children with additional needs that do not have the support allocated until an EHCP is approved. The teacher and teaching assistant are needing to do meticulous timetabling within the setting whilst the children are settling. <u>The governors queried</u> if these children came with support from the SEN team to which Mrs Hurley confirmed they did not as had not been in a setting before.</p> <p><b>Risk Reports</b>  <u>The governors questioned</u> how the Trust are supporting the academies with the energy crisis. Mrs Cawkill advised that the DfE are giving academies funding towards the gas and electricity which sits as an additional grant line on the budget. It was also added that the Trust have a central reserve which will help to support each academy.</p> <p><b>Health &amp; Safety, staff &amp; pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b>          Governors were advised there was nothing to highlight from Bracken Lane.</p> <p>Mrs Hurley advised that there is 1 SAR, 1 complaint and 1 claim at Thrumpton.</p> <p>In advance of the meeting, <u>The governors asked</u> both academies to inform governors on what is being done to help the children and families amongst the cost-of-living crisis. Mrs Hurley advised that Thrumpton have the swap shop which includes uniform and coats. Magic breakfast is also free for all children across the academy. <u>The governors queried</u> if this is in addition to the paid for kids' club to which Mrs Hurley confirmed that this is separate. The kids' club is for the working parents who need the provision earlier. Parents are invited to join children at magic breakfast until the child reaches Yr5.</p> <p>Thrumpton also get food delivered from Fare Share which gives families the opportunity to get a big bag of food for £3. <u>The governors added</u> that there has been lots of positive comments from parents on this scheme. Mrs Cawkill advised Bracken Lane are speaking with Food Hub / Rhubarb Farm to do a similar offer.</p> <p>In addition to the food offer and the uniform swap shop, Bracken Lane are also looking at the trips planned across the year and looking at the overall cost for families. The increase in fuel prices is resulting in the academies being priced out of doing trips. <u>The governors asked</u> if the academy could access the minibus which Retford Oaks owns. Mrs Hurley advised that</p>	
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	<p>unfortunately the minibus is booked on the dates needed. Mrs Cawkill added that FOBL are also asked if they can subsidise any trips to help bring the cost down to families. <i>The governors queried</i> if families could pay in instalments to which Mrs Cawkill confirmed they can. It was noted that families of PP children do not always take advantage of remissions. Both academies are also mindful of fundraising. <i>The governors questioned</i> if the academy has any favourite charities to which Mrs Cawkill confirmed the academies try to do charities which are connected to the academy to have more impact. <i>The governors added</i> that the forest school and enrichment which is being offered will also be beneficial to families who cannot afford to do these activities at a weekend.</p> <p><b>2022/23 Trip calendar and review any Cat C trip review</b>        In advance of the meeting, governors received both the trip calendar and the enrichment offer for both academies. All Cat C trips had been approved last year.</p> <p><b>Admissions 2024/25 local appendix approval</b>        Governors received the 24/25 admissions local appendices for Bracken Lane and Thrumpton. It was advised that there has been no amends to the policies. These were approved. Principals to send to NCC for any feedback.</p> <p><b>Policies</b>        Academy Committee governors ratified the following policy appendices;</p> <p>Bracken Lane;</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Behaviour</li> <li>• Safeguarding</li> </ul> <p>Thrumpton</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Behaviour</li> <li>• Uniform</li> </ul> <p><b>Stakeholder engagement</b>        In the Principal's reports a list of activities and events for both Thrumpton and Bracken Lane was provided. Governors were advised they were welcome to attend any event and were actively encouraged to go into the academies.</p>	<b>RH / HC</b>
<b>AC/08/2223</b>	<b>How has the AC held senior leaders to account?</b> <ul style="list-style-type: none"> <li>- The risks – especially around SEND</li> <li>- The support given to families in the cost-of-living crisis.</li> </ul>	
<b>AC/09/2223</b>	<b>How have the VMV of Trust / Equality been upheld?</b> <ul style="list-style-type: none"> <li>- It was agreed that the VMV of the Trust &amp; Equality has been upheld</li> </ul>	
<b>AC/10/2223</b>	<b>Complete report to Trustees</b> <ul style="list-style-type: none"> <li>- The successful return to the academies.</li> </ul>	

	- The declarations of interest for governors.	
<b>AC/11/2223</b>	<p><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;</p> <ul style="list-style-type: none"> <li>• There were no confidential items discussed</li> <li>• There had been no Equalities Act implications</li> </ul>	
	<p><b>Date and time of next meeting:</b>            Academy Committee meeting Wednesday 23<sup>rd</sup> November 2022 at 5.15pm at Bracken Lane.</p> <p>The meeting closed at 18.17pm</p>	

Signed by Chair:

Date: