

**Minutes of the joint Academy Committee Board Meeting
held on Wednesday 23rd November 2022 at 5.15pm at Bracken Lane Academy**

Membership	Initials	Governor category	Absence
Mr Alastair Murray	AM	Appointed governor	
Mrs Amanda Palfreyman	AP	Staff governor	
Mrs Christina Wyles	CW	Appointed governor	A
Mrs Elizabeth Farrar	EF	Appointed governor	
Mrs Fiona Simpson	FS	Appointed governor	A
Mrs Jane Gawthorpe	JS	Appointed governor	
Ms Morag Malcolm – Chair of Governors	MM	Parent governor	A
Mrs Rebecca Marshall	RM	Appointed governor	A
Miss S Garnett – Vice Chair of Governors	SG	Parent governor	
Mrs Siobhan Willows	SW	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	Governance Professional	
Mrs Tracy Blacknell	TB	Vice Principal for BLPA&THPA	A

Quorum number	5	Governor's present	5
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Item No	Item	Action/ by who/when
AC/12/2223	Apologies for absence Apologies were received from Ms Malcolm and Mrs Wyles due to personal circumstances and Mrs Simpson due to illness. It was advised that Mrs Marshall has started her maternity leave and will return in the new year. Retrospective apologies were received from Mrs Willows due to technical difficulties.	
AC/13/2223	Declaration of interest and any changes to declarations made at the start of the year. All governors present confirmed their declarations for the 22/23 year are still accurate.	
AC/14/2223	Training Local response following central training – <ul style="list-style-type: none"> - Behaviour, Attendance, Inclusion and Exclusion - Quality Assurance Governance Professional to distribute the links to all training events and governors reminded to confirm if they retrospectively watch any. The governors who had attended noted that the sessions had been interesting and useful.	RC

	<p>Update from safeguarding link governor training The Governance Professional acknowledged that Mrs Wyles had attended the training but was not in attendance at the meeting to pass any feedback on.</p> <p>Actions from governor link visit reports It was acknowledged that Mrs Gawthorpe had completed a SEND link visit to both academies. She confirmed there were no actions and were both positive visits.</p>	
AC/15/2223	<p>Minutes of the last Academy committee meeting on 28th September 2022 The minutes of the meetings, having previously been received were agreed and signed by the Chair.</p>	
AC/16/2223	<p>Matters arising</p> <ul style="list-style-type: none"> • AC/01/2223 – To note the Clerk followed up with Mr Murray • AC/03/2223 – To note Mr Murray has completed the code of conduct for 22/23 • AC/04/2223 – To note all governors have watched the safeguarding annual update. • AC/04/2223 – To note the Governance Professional has distributed the link governor guidance and visit form • AC/05/2223 – To note, Mr Murray and Mrs Gawthorpe have confirmed they have read KCSIE • AC/05/2223 – To note, Mr Murray has completed the declaration of interest. • AC/07/2223 – Both Principal's shared their ARM / ERM documents in advance of this meeting. • AC/07/2223 – To note, the Principal's shared the Sports Premium plans in advance of this meeting. • AC/07/2223 – To note, the Principal's sent the 24/25 admissions appendix to NCC. 	
AC/17/2022	<p>Governor Admin</p> <p>Staff governor Governors were made aware that Mrs Palfreyman has decided to step down from the role of staff governor after 16 years when her term of office expires in December. The governors all thanked Mrs Palfreyman for her commitment and dedication. Governance Professional to action a nomination process for the next staff governor.</p> <p>Reappointment of Mr Murray The Clerk noted that term of office for Mr Murray expires in December. All members of the Academy Committee approved the re-appointment of Mr Murray. It is now confirmed that the term of office for Mr Murray is 23/11/2022 to 22/11/2026.</p>	RC
AC/18/2223	<p>Principal's report. Governors were sent the Principal's report in advance of the meeting.</p> <p>Safeguarding</p>	

	<ul style="list-style-type: none"> • Compliance: to inc. Single Central Record, safer recruitment, policy, KCSIE • Culture: to inc. peer on peer, sexual harassment and violence, mental health, bullying and racism, online safety <p>Governors were provided with a safeguarding checklist in advance of the meeting for both academies. Mrs Hurley added that that was nothing to note and that the emerging trends are with online gaming. Mrs Cawkill confirmed this was the same for Bracken Lane.</p> <p>Quality of Education update</p> <p>Mrs Hurley explained that the attendance at Thrumpton is just under 96% and persistent absence is at 15%. There has been a bout of illness as well as holidays and that parents are now factoring the cost of the fine into the overall holiday cost as it is still cheaper than school holidays. All cases are fined and referred to penalty notices however it is a continuous topic of which the academy continue to work on and address with families.</p> <p>Governors were advised that within Thrumpton, Yr3 are a focus group as they did not achieve as well as expected at the end of KS1. There is also a ECT in that class so the academy is ensuring she is fully supported in meeting the children's needs too.</p> <p>Following Thrumpton's Ofsted visit, Mrs Hurley updated the governors on the 2 main action points.</p> <ol style="list-style-type: none"> 1. Communication – the academy has relaunched WeDuc and parents seem to be much happier now the system is more embedded. 2. SEND – the new Inclusion Lead is working to support SENCO to ensure statutory requirements are met. The academy is also supporting teachers to support the children in their own classes. <p><u>The governors asked</u> if there are sufficient resources to do this to which Mrs Hurley explained that the shortages are a national picture and not just to Thrumpton. The academy continues to do the best they can with the resources they have and whilst there is a desire for more, staff are continually being upskilled to be the best they can be with the resources they have.</p> <p>Following Bracken Lane's Ofsted, Mrs Cawkill explained that the Launch Pad Implementation is under way with case studies being formulated to ensure the effective use of the scheme as a tool for accelerated development. Several Bracken Lane staff are also heavily involved in school-to-school support including projects with Read Write Inc and Early Years.</p> <p>Mrs Cawkill also added that within the outcomes, there are strength in EAL and boys in Early Years and spring born girls in phonics.</p> <p>IDSR</p> <p>Mrs Hurley explained that the IDSR highlights headlines which have been previously shared with the committee. The greater depth in reading for</p>	
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	<p>KS1 children is significantly lower than national. Also, Thrumpton is above average for the percentage of FSM children.</p> <p><u>The governors queried</u> if reading is an issue does this tie in with communication to which Mrs Hurley confirmed it is part of it. Thrumpton have implemented Read Write Inc and are fully embracing the rigour of the programme. Mrs Cawkill added that the Launchpad programme is for pre-phonics skills and helps identify where children are lacking. It is a helpful tool for any teachers who do not have a background in child development to pick out the next steps which then feeds into Read Write Inc.</p> <p>Mrs Cawkill added that from the IDSR, the areas for focus are Maths in KS2 and whilst the academy had a negative progress score in this subject, it is known where this came from and there is hope this will not happen this year.</p> <p>Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 (on website)</p> <p>Mrs Hurley advised that the academy's PP plan is for 3-years with the same targets on communication and language, attendance, and experiences beyond those in the home.</p> <p>Mrs Cawkill advised Bracken Lane receive a lot less PP funding that Thrumpton do, with the majority being tied into staffing. Governors were advised that the academy have ringfenced some of the funding for the enrichment programme to ensure the children get trips and visits.</p> <p>Additional funding premium and outcome inc. catch up) and value for money</p> <p>Mrs Hurley informed the governors that the government have clawed back any remaining funds from 2 strands of funding. <u>The governors questioned</u> how much was not spent to which Mrs Hurley confirmed £4000 was clawed back. This year the academy will get the School Led Tutoring fund and the recovery fund. The School Led Tutoring can be used to fund 60% of tuition costs and the academy will use the remaining 40% from the recovery fund. Thrumpton have £17,000 towards school tutoring with the priority years being Yr6 and Yr2. An advert has gone out for a School Led Tutor which will be appointed on a pay on claim contract. The plan is for them to do as much as they can until the money runs out and will start in January.</p> <p>Mrs Cawkill advised that impact was seen last year from the additional funding streams however within the Yr6 cohort last year there were several children who missed one of reading, writing, and maths which resulted in the combined score being lower than the academy would have liked. Governors were also made aware that Bracken Lane has less funding that Thrumpton but their key focus will also be Yr2 and Yr6. After looking at the November data, the Yr2's will be prioritised including the use of the one-to-one tutoring.</p> <p>Sports Premium evaluation, plan, and value for money</p>	
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	<p>Mrs Hurley confirmed that both Thrumpton and Bracken Lane's Sports Premium plans look similar. Thrumpton continue to use Take 2 Adventure and Premier Sports offer whilst also supporting project play.</p> <p>Mrs Cawkill informed governors that a focus within Bracken Lane is to ensure the academy participates more in competitive sports which has been welcomed by parents. It was added that all the funding has been accounted for.</p> <p>Both academies are also part of the Bassetlaw Games and have taken part in who school events such as the Jingle Jog.</p> <p>Any academy specific items including policy appendix ratification, breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) audits & any Cat C trip review</p> <p>Mrs Hurley advised governors of a potential complaint for Thrumpton. <u>The governors queried</u> if everything was recorded to which Mrs Hurley confirmed it is.</p> <p>Mrs Cawkill also advised of a complaint which has been logged about the administering of medicine. Governors were advised on the update to the policy and where the policy had blurred lines. It was also added that there are 3 incidents logged as potential claims and whilst they are not expected to come to fruition it is preferred that they are logged.</p> <p>Governors received the risk registers for Bracken Lane in advance of the meeting and Mrs Cawkill highlighted that the risk in SEND had decreased due to the plans that the academy has put into place. The risk in the building will also be decreased eventually.</p> <p>Local policy updates - Thrumpton</p> <ul style="list-style-type: none"> • Safeguarding appendix • Attendance appendix <p>Local policy updates – Bracken Lane</p> <ul style="list-style-type: none"> • RSE appendix • Online safety appendix • Anti-bullying appendix • Behaviour appendix <p>The above appendices were updated by both academies in September and October 2022 and are available on the Academy's website. Governors were informed of the updates on the 16th of November 2022 and were ratified in the governor meeting.</p> <p>Other policy updates</p> <ul style="list-style-type: none"> • Induction Policy for Early Careers Teachers • Safeguarding Policy • Attendance Policy • SEND Policy 	
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	<ul style="list-style-type: none"> • Managing People Policy • Staff Grievances Policy • Safer Recruitment Policy • Disciplinary Policy • Pay and Reward Policy • Whistleblowing policy • Concerns and Complaints Policy • Data protection (GDPR) policy • Freedom of Information policy • Privacy Notice members, Trustees and Governors • Privacy Notice Parents • Subject Access Request Form • Unreasonable complaints and vexatious communications policy • Student Privacy Notice <p>The above Diverse Academies policies were updated by the Trust throughout October and November 2022 and are available on the Trust website. Governors were informed of these updates on the 2nd and 9th November 2022.</p> <p>Pupil / staff (inc. wellbeing) parents and community views</p> <p>Mrs Hurley advised that the academy received circa 20 responses from the parent survey. <u>The governors asked</u> how this compares to previous surveys. Mrs Hurley explained it is similar to the number completed for the Ofsted parent view. <u>The governors queried</u> if parents had the option to complete anonymously to which Mrs Hurley confirmed it can be done anonymously.</p> <p><u>The governors discussed</u> a “You said, we did” wall to show parents that their voices are heard. Mrs Hurley advised the academy do communicate this in other ways as not many parents would see a board in the academy. <u>The governors further asked</u> if the responses are positive, to which it was explained that they are generally positive just low on numbers.</p> <p>Mrs Cawkill explained that following previous feedback on parents evening, the academy changed it this year to all staff being in the hall with children’s books on display throughout the academy. Staff felt this change was more positive. The academy received 57 feedback forms with some commenting on the lack of confidentiality in the hall. 17% of respondents also did not take the opportunity to look at their children’s books. <u>The governors questioned</u> if the books were hard to find to which Mrs Cawkill advised they were not and parents had been invited earlier to view the books before meeting with teachers. Mrs Cawkill informed governors that whilst there had been some negative comments, the overall feedback was that the change was preferred and from a staff perspective it was positive.</p>	
AC/19/2223	<p>NCC Safeguarding checklist</p> <p>In advance of the meeting, governors received the NCC safeguarding checklist which had been completed with the safeguarding link governors. Governors approved the checklists. Governance Professional to ensure these are sent to NCC before the deadline.</p>	RC
AC/20/2223	How has the AC held senior leaders to account?	

	<ul style="list-style-type: none"> - The resources in SEND - Parent feedback - The money returned to the government. 	
AC/21/2223	How have the VMV of Trust / Equality been upheld? <ul style="list-style-type: none"> - It was agreed that the VMV of the Trust & Equality has been upheld 	
AC/22/2223	Complete report to Trustees <ul style="list-style-type: none"> - Mrs Palfreyman resigned as the staff governor after 16 years on the committee. - Mr Murray reappointed for a 4-year term of office. - Developing children's language and the use of launchpad. - Sports Premium giving children greater opportunities. 	
AC/23/2223	Determination of Confidentiality Equalities Act consideration AC members considered whether anything discussed during the meeting should be deemed as confidential. It was resolved; <ul style="list-style-type: none"> • There were no confidential items discussed • There had been no Equalities Act implications 	
	Date and time of next meeting: Academy Committee meeting Wednesday 25 th January 2022 at 5.15pm at Thrumpton Primary. Mrs Farrar gave her apologies for the next meeting, due to work commitments. The meeting closed at 18.27pm	RC

Signed by Chair:

Date: