

**Minutes of the joint Academy Committee Board Meeting
held on Monday 10th July 2023 at 5.15pm at Bracken Lane Primary Academy**

Membership	Initials	Governor category	Absence
Mr A Murray	AM	Appointed governor	
Mrs C Wyles	CW	Appointed governor	
Mrs E Farrar	EF	Appointed governor	A
Mrs F Simpson	FS	Appointed governor	
Mrs J Gawthorpe	JS	Appointed governor	
Ms M Malcolm – Chair of Governors	MM	Parent governor	
Mrs R Marshall	RM	Appointed governor	A
Miss S Garnett – Vice Chair of Governors	SG	Parent governor	
Mrs S Willows	SW	Parent governor	A

In Attendance	Initials	Position	Absence
Mr G Letton (via teams)	GL	Executive Principal	
Mrs H Cawkill	HC	Principal for Bracken Lane	
Mrs R Hurley	RH	Principal for Thrumpton	
Mrs T Blacknell	TB	Vice Principal for BLPA&THPA	A
Mrs N Benson	NB	Governance Professional	

Quorum number	5	Governor's present	5
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Item No	Item	Action/ by who/when
AC/57/2223	Apologies for absence Apologies were received from Mrs Farrar, Mrs Willows and Mrs Marshall.	
AC/58/2223	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/59/2223	Training There was no feedback from recent sessions and governors were reminded that all sessions are available to review, and links have been circulated with the meeting documents. There were no actions from link governor visits, the recent SEND report is available within the document bundle for review via SharePoint.	
AC/60/2223	Minutes of the last Academy committee meeting on 24th May 2023 The minutes of the last meeting, having previously been received were agreed and signed by the vice chair.	

<p>AC/61/2223</p>	<p>Matters arising</p> <p>AC/50/2223- carried forward Mr Murray to submit his H&S link visit reports to the governance professional for circulation. NB to obtain copies of reports from Mrs Chambers and Mrs Roberts and circulate to governors.</p> <p>AC/50/2223- To note Mrs Gawthorpe has completed a SEND link visit at Bracken Lane and the report has been shared.</p> <p>AC/50/2223 – To note L&G conference sessions were recorded, and links can be provided on request.</p> <p>AC/51/2223 Mrs Cawkill to share details when a PCSO visit to Bracken Lane has been arranged. This will be arranged for September and an invitation will be extended to Mrs Wyles.</p> <p>AC/52/2223 To note Diversity questionnaire was circulated on 05/06/2023 and resent 27/06/2023</p> <p>AC/52/2223 Mrs Hurley and Mrs Cawkill to consider the best way to reassure children that governors are nothing to be worried about. Mrs Cawkill confirmed governors who have recently visited school have been introduced to the children and have also been invited to the helpers tea party on Friday.</p> <p>AC/52/2223 Mrs Hurley and Mrs Cawkill to bring school newsletters to LAC meetings and highlight events that governors would be welcome to attend. It was noted that some governors receive the newsletter but not everyone. Mrs Cawkill and Mrs Hurley will ensure that the governance professional is added to the circulation list for the newsletter.</p> <p>AC/52/2223 Governors interested in volunteering to chaperone on school trips should add their names to the list of volunteers by contacting the school office.</p>	<p>NB</p> <p>HC RH</p>
<p>AC/62/2223</p>	<p>Principal’s reports – Thrumpton Academy</p> <p>Mrs Hurley presented a summary of the principals’ report.</p> <p>SATS outcomes</p> <p>KS2 results will be released tomorrow. <i>The governors asked</i> what the benchmark is expected to be. Mrs Cawkill confirmed that the details around where the scaled scores are will not be available. The national statistics will be released at 9:30am and results to schools at 7:30am. <i>The governors questioned</i> whether the test was particularly challenging given the media reports at the time. Mrs Hurley said that the reading was particularly difficult given the speed at which the children were required to read, understand and pick out relevant information. Mrs Hurley and Mrs Cawkill confirmed that both schools were well prepared and outcomes from practice had been strong.</p> <p>Mrs Hurley stated that statutory outcomes in phonics, and multiplication have been really strong, full results have been shared in the principals’ report. The governors asked if much of the success in multiplication could be attributed to TTRS (Times Tables Rock Stars). Mrs Hurley added that the element of competition helped too.</p>	

	<p>AIR Mrs Hurley was very pleased with the feedback from the AIR report and read a summarised extract.</p> <p>“The school has a high level of disadvantaged pupils, but the leaders have unrelenting high aspirations and expectations for them. They believe that all pupils can achieve regardless of their background, and they are working hard to create a school where all pupils feel valued and supported.”</p> <p>Governors commended Mrs Hurley and all staff. Mrs Hurley added that there is work to do with regards personal development and Thrumpton are looking forward to the challenge.</p> <p>Safeguarding An update has been included in the principals’ report.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no’s/overview) Mrs Hurley was pleased with the response from the staff feedback, it shows a positive picture and staff feel that they have been empowered, supported and listened to. Pupil voice results are also positive.</p> <p>A recent complaint has been dealt with at stage 2, a meeting was held with the family. There had been a failure in communications which allowed a child to leave site rather than attend an after school club. The meeting was held and minuted and processes have been amended. <i>The governors asked</i> if there is a policy in place to manage such issues. Mrs Hurley and the governance professional explained the complaint process to add clarity.</p> <p>Professional Development Impact OLEVI and NPQs 2022/2023 and planning for 2023/2024 curriculum September will be launched with an INSET on the Equality, Diversity and Inclusion agenda.</p> <p>Any academy specific items including local policy appendix ratification, audits, and Cat C trip review. Kingswood in September Year 6 - 2 nights Rand Farm in March Year 4 – 1 night</p> <p>The KS2 Star Warts performance is at Retford Oaks Academy on Wednesday 12th July with performances at 2pm and 6pm, governors are welcome to attend.</p> <p>Principal’s reports – Bracken Lane</p> <p>SATS outcomes Mrs Cawkill explained that Bracken Lanes outcomes were as predicted. The biggest success was the MTC (Multiplication Timetable Check) where 100% of children got over 22 out of 25. <i>The governors commended the positive</i></p>	
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result and asked what further activity can be done to continue to improve. Mrs Cawkill explained that 83% of children achieved 25 out of 25 and added that the speed of the test may have been a factor for some children. Mrs Hurley added that as the test is completed on a tablet, there is also potential for typing errors. Phonics in year 1 is lower than last year but this was expected.

AIR

The AIR for Bracken Lane was postponed last week and therefore there are no results to share. The governors wanted to know why the AIR had been postponed. Mrs Cawkill explained that Bracken Lane is not currently a priority and were moved down the list due to other academies within the trust receiving Ofsted visits. The AIR has now been rescheduled to 25th September 2023. The governors questioned whether everything will be as it should be in September for the AIR considering it will be the start of the academic year. Mrs Cawkill confirmed that everything will be in place, schoolbooks will be new but access to previous years' work will be available and the school will be ready.

ERM

Progress on AIP has been good. Areas of note for governors are that Mrs Cawkill has supported two other schools with early years this term. Mrs Cawkill also shadowed on AIRs for other schools which was very useful.

The governors were interested to know if the other school were more challenging and Mrs Cawkill said that every school is very different in terms of staff, children, levels of support, environments etc. SEND numbers are different in other schools as well, Bracken Lane has now got many more children with PP and SEND than before.

There was some risk around nursery and reception numbers, Mrs Cawkill is not too concerned about the nursery numbers, reception has 27 for September and most classes will have 29 pupils. Mrs Cawkill explained that Bracken Lane is renowned for being full and therefore people don't apply assuming they wouldn't get a place and this mindset needs to change. The governors questioned whether numbers were lower due to a dip in population. Mr Letton confirmed that there are fewer children coming into the education system in the coming years.

The governors asked for some clarification around the statement in the ERM report that 'Children need further development in debate'. Mrs Cawkill confirmed that this is an area that she will be focusing on at Bracken Lane and went on to explain that many of the children are articulate but need to learn about the practice of debate and to understand how to respectfully disagree with one another. Both children and staff can develop skills around how to ask and also how to answer questions. Mr Letton added that this focus will help children to develop their vocabulary around debate and modelling behaviour. The governors wanted to know if this work will be focussed on KS2, and Mrs Cawkill explained that the whole school from nursery to Year 6 will be working on this. Mrs Malcom agreed that this will be a great gift for children going forwards and offered her support for debating clubs/teams etc.

	<p>Safeguarding Mrs Cawkill explained that 2 children considered ‘in need’ have been removed from CIN and do not warrant any further support. She has argued for support for these children but after a week of support MASH have moved them from CIN which is disappointing. <u>The governors asked</u> if the decision to remove pupils from CIN is resources based. Mrs Cawkill confirmed that MASH referrals are being made for support for families and the local authority will prioritise based on their caseloads.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no’s/overview) Bracken Lane have received complaints about penalty notices. The school completes a lot of paperwork for the Local Authority as is legally required and when they refer back to school for an opinion, school will follow the policy as closely as possible. <u>The governors asked</u> if the number of pupils being taken out of school has reduced since the enforcement of penalties. Mrs Cawkill and Mrs Hurley both said that they have not and expressed that parents don’t understand that the school does not receive the money from the fines. <u>The governors asked</u> if there were multiple parents making complaints about this and Mrs Cawkill confirmed that it was one parent in particular who had complained.</p> <p>Professional Development Impact OLEVI and NPQs 2022/2023 and planning for 2023/2024 curriculum Coaching and facilitating courses have been well received at Bracken Lane. NPQ (National Professional Qualifications) ongoing includes 2 x early years 1 x behaviour and hoping to access leading literacy one next year. There is a challenge as cover has to be provided and support for time taken outside of school for training.</p> <p>Any academy specific items including local policy appendix ratification, audits, and Cat C trip review. Trips have gone to CET and will be shared for approval following this meeting Year 6 residential at Walesby. <u>The governors asked</u> if the offer at Walesby was good and Mrs Cawkill confirmed that this year’s trip was a success. Year 4 camp out on the field Year 3 sleepover in the hall Bike-ability Forest School</p> <p>Those highlighted in green within the principals’ report have been good and will continue to be planned due to their success.</p>	
AC/63/2223	<p>Governor Admin Mrs Malcom confirmed that she would be stepping down as chair for 2023/20234 and Mrs Garnett was nominated and appointed as Chair unanimously.</p>	

	<p>Discussion was held around who should replace Mrs Garnett in the role of vice chair. Mrs Simpson expressed an interest and the governors agreed that the governance professional would communicate to all governors to ensure that those not present have the opportunity to put their names forward.</p> <p>All governors present voted unanimously to the reappointment of Mrs Wyles and Mrs Simpson. Governors also voted to reappoint Mrs Farrar and the governance professional will contact Mrs Farrar to confirm that she is happy to accept re-appointment.</p> <p>Appointment of LINK roles Current link roles and responsibilities were discussed and the following was agreed: Mrs Wyles – Safeguarding Mrs Wyles – Admissions Mrs Garnett – Safer Recruitment Mrs Gawthorpe – SEND (Action) the governance professional will check that Mrs Gawthorpe is happy to continue with this LINK role. Mrs Malcom – EVC Mr Murray – Health & Safety</p> <p>Mr Letton told the committee with regards Safer Recruitment, the learning and relevant qualification is available for governors via National College if they would like to better understand the subject.</p> <p><i>It was agreed</i> that the governance professional would seek clarity on what the statutory LINKs roles are and feedback via email.</p> <p>Confirm academy committee meeting dates 23/24 The governance professional will confirm the agreed meeting dates and time via calendar invitation.</p>	<p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p>
AC/64/2223	<p>How has the AC held senior leaders to account? Challenges from the governors have included;</p> <ul style="list-style-type: none"> - Data challenged around statutory outcomes - How to take successes forward - Questions on progress against targets - Complaints process and whether it was followed properly. - Questions as to why Bracken Lane is a lower priority than other academies in terms of AIR 	
AC/65/2223	<p>How have the VMV of Trust / Equality been upheld?</p> <ul style="list-style-type: none"> - It was agreed that the VMV of the Trust & Equality has been upheld. The academy committee members felt that there had been a respectful and positive discussion 	
AC/66/2223	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> - Mrs Cawkill has been helping early years in other schools - Mrs Malcom has stepped down from the role of chair of governors but will remain on the committee, the committee agreed unanimously to 	

	<p>appoint vice chair Mrs Garnett into the role of chair. The vice chair will be appointed in the Autumn term following nominations.</p> <ul style="list-style-type: none"> - AIR at Thrumpton has been well received and shows great progress - Statutory outcomes in Phonics at Thrumpton and multiplication across both schools have been very positive - The committee are pleased that development plans for Bracken Lane are now on the website. 	
AC/67/2223	<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: Academy Committee meeting Tuesday 19th September at 5.00pm at Bracken Lane Primary.</p> <p>The meeting closed at 18:48</p>	



Signed by Chair:
Date: 12/07/2023