

**Minutes of the joint Academy Committee Board Meeting
held on Wednesday 22nd March 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	
Mrs F Simpson	FS	Appointed governor	
Mrs J Gawthorpe	JS	Appointed governor	
Ms M Malcolm – Chair of Governors	MM	Parent governor	A
Mrs R Marshall	RM	Appointed governor	A
Miss S Garnett – Vice Chair of Governors	SG	Parent governor	
Mrs S Willows	SW	Parent governor	

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

Quorum number	5	Governor's present	7
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Item No	Item	Action/ by who/when
AC/35/2223	Apologies for absence Apologies were received from Ms Malcolm (sabbatical) and Mrs Marshall (maternity leave).	
AC/36/2223	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/37/2223	Training Mr Letton expressed congratulations to Mrs Farrar in achieving her doctorate. The governors all agreed that this is a wonderful achievement and congratulated Mrs Farrar. Mrs Farrar thanked the committee and informed the group that her work was looking at trainees' perception of the impact of poverty on children in primary schools. Local response following central training: <ul style="list-style-type: none"> • Stakeholder Engagement – 02/02/23 • Diversity & Equality for all – 02/03/23 Those that attended the Diversity & Equality for all training shared feedback stating that they found the session very interesting and thought	

<p>AC/39/2223</p>	<p>Matters arising AC/26/2223 – To note, all governors have provided feedback on training received. AC/29/2223 – To note Admissions Policies have been amended. AC/30/2223 – To note, governance action plan has been reviewed and updated.</p>	
<p>AC/40/2223</p>	<p>Principal’s report / ERM reports. Due to a delay the ERM reports have not yet been made available for governors to review. Mrs Cawkill provided a summary of the principal’s report.</p> <p>Safeguarding; culture & compliance inc. online safety (template) Safeguarding checklist has been updated.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims Nothing new to report.</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 SEND policy has been updated, no issues were raised.</p> <p>Cat C trips The Walesby trip is going ahead. NCC have put a stop on all overnight sleeping on school sites. At the time of the meeting, nothing has been cancelled and an alternative arrangement has been made with Take2 Adventure to continue to provide activities on site but to take out the overnight element of the sleep out on the field. The sleepover in the school hall is also on hold but Mrs Cawkill is hopeful that the issue will have been resolved by the time of the event.</p> <p>Autumn term evaluation of AIP No questions were raised with regards the academy improvement plan. Mrs Cawkill updated the committee that more work has been done on SEND and work on the curriculum and language continues. Children are all making progress.</p> <p>Progress against targeted outcomes <i>The governors sought clarification</i> on the figures provided. Mrs Cawkill explained that those children who are achieving higher than expected is categorised as ‘greater depth’. The categorisation of ‘exceeding’ has been removed from early years and it is expected that greater depth will also disappear. Mr Letton explained that the scores go on to set targets for children into secondary school and students who achieved ‘greater depth’ are then expected to score 8s and 9s at GCSE which then impacts on the stats in secondary schools.</p>	

	<p>Mrs Cawkill shared that the main aim at Bracken Lane has been to focus on enabling KS2 children that are working below target to reach the standard expectations. <i>The governors asked</i> if the cohort are struggling. Mrs Cawkill explained that the pandemic has affected young children and this is being seen across the board. Combined scores are affected when students struggle in a particular area, the targets are aspirational and the school continue to work with the children to enable them to be the best that they can be.</p> <p>In KS1, year 2 had a difficult start to the year and the method and style of teaching was adjusted to account for a number of developmental issues. <i>The governors wanted to know</i> if the school can be sure that they have made the right changes. Mrs Cawkill confirmed that as a result of changes made, the year 2 children are now showing a significant improvement. Mr Letton also said that it was worth noting that this will be the last year of SATS in KS1 and the younger Y2 children often catch up in year 3.</p> <p>Phonics figures are positive. The new KS1 teacher has had support from the Y2 lead, these children didn't have access to nursery but did have a full year 1 and the launchpad toolkit is being used to help develop language skills. <i>The governors asked</i> if parents have support to help children understand phonics so that they know if they are doing it right. Mrs Cawkill replied that the children love phonics and will always tell parents when they're doing it wrong.</p> <p>Pupil number projections Mr Cawkill apologised that the figures within her report are incorrect and <i>will send an update to the governance professional for distribution.</i></p> <p>First choices for Bracken Lane were lower than usual and at the moment 26 places have been allocated, there will be a small number of spaces in some year groups. Mr Letton commented that this could be a case of 'a victim of our own success' as many people will assume there's no point even trying to get into Bracken Lane as it has a reputation for being oversubscribed. Mrs Cawkill also noted that there are new houses being built in the area which will have an impact on numbers going forward. The school will always invite people to come and have a look around when they enquire about nursery places.</p> <p>Exclusion and suspension data Nothing to report</p> <p>Celebrations The school raised £100 on world book day and received free books The football team had a recent win The basketball team came second at the basketball festival Y6 went to see Beauty and the Beast at Retford Oaks Academy The school have been involved in a Dance festival Achieved 3rd and 6th place at Boccia at Retford Oaks last week.</p>	<p>HC</p>
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	<p>Currently in TTRS battle against all DAT schools</p> <p>Principal's report / ERM reports Thrumpton. Mrs Hurley delivered her update via teams. ERM reports are still outstanding.</p> <p>Safeguarding; culture & compliance inc. online safety (template) Nothing to report.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims A follow-up staff wellbeing survey has been completed by the senior mental health lead. Fewer staff participated in this survey, there seems to have been a positive shift, but there is still further work to do to support staff to enable them to support children with mental health issues. <i>The governors asked</i> if further follow ups will be done and do staff feel that their responses will be anonymous. Mr Hurley confirmed that the survey is completely anonymous but acknowledged that timing of the surveys is an important factor and this should be tested at different periods of time to see a clearer picture.</p> <p>Mrs Hurley informed the committee that the Ofsted complaint is now closed. However, the same parent has implied that she made another complaint at the beginning of March. Mrs Hurley is confident that everything is being done to support the children and their families going forwards.</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 The behaviour policy has been amended to add clarity around how the school will deal with inappropriate language and spitting. SEND policy has been updated in line with the trust.</p> <p>Autumn term evaluation of AIP Work around project play and more successful playtimes is having a great impact and the staff are enjoying being out on duty. The wet months have been a challenge but the school have received fewer comments from parents about their messy children than expected. The children are much more creative in their play as a result of the experience which is very positive. Work is continuing around SEND to look at curriculum adaptation for those children. The school is currently working on a phased review of science, geography and art and revisiting the curriculum. Mrs Hurley has seen proactive leadership from those subject leaders as a result.</p> <p>It is likely that a number of plans will continue into next year as they are refined over time.</p>	
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	<p>Progress against targeted outcomes KS2 need to focus on maths over the next few weeks but they have all of the tutoring that they possibly can have. The last set of reading papers showed 93% will achieve. KS1 is a similar picture as at Bracken Lane but Mrs Hurley is confident that the Y2 teacher is doing everything she can to support the children. Phonics scores have taken a dip following covid but the RWINc (Read Write inc) scheme has been very helpful and everybody is now heading in the right direction. Staff have been trained on Numbersense to support the children going forward.</p> <p>Pupil number projections Mrs Hurley explained the pupil projection figures and shared that there will be one or two spaces. <i>The governors asked</i> if reception are still in the same classroom and Mrs Hurley confirmed that they are.</p> <p>Exclusion and suspension data There has been two suspensions for the same Y3 child. There is an awful lot of support in place for this child but sometimes a line has to be drawn with regards unacceptable behaviour.</p> <p>Celebrations Notts swimming gala finals Mother’s Day breakfast held last Friday – 160 people came for breakfast and it was a great team effort and positive feedback was received from the community.</p>	
AC/41/2223	<p>Review of governor action plan from self-evaluation <i>The governors wondered</i> with regards finances, what questions they should be asking as much of the budgetary decisions are made at a higher level. Mrs Cawkill explained that the elements of budgeting within the control of the principal are areas such as pupil premium funding so questions around formulating bids for the right children and using pupil premium money effectively would be valuable.</p> <p><i>The governors went on to ask</i> if Mrs Cawkill could give an update on this. Mrs Cawkill explained that money is tight for SEND support, bids for the family of schools all get put together for consideration but historically the bids are very well written and the school are generally very successful obtaining funds.</p> <p><i>The governors asked</i> if springboard bids have gone in and have the outcomes been received. Mrs Cawkill confirmed that bids had gone in but outcomes have not yet been received. Mrs Gawthorpe explained that springboard is where children come to the attention of the family SENDCO. These bids can often fail as they need to be very specific to the child and everything needs to be covered with regards all previous support requested and received. Mrs Cawkill added that there are 3 levels of funding and another pot of money for high level needs. Funding for EHCP</p>	

	<p>children also has to be applied for separately. The team works well to get the bids right for funding. The strategies for pupil premium money are written at the beginning of the year and includes trips, supplies, uniform etc and has to demonstrate that it adds value for pupil premium students. Recently both schools have received fewer voluntary contributions from pupil premium families. All trips are linked to the curriculum and this funding enables all children to benefit from these experiences.</p> <p>The governors acknowledged that both schools do a wonderful job in obtaining resources for their pupils.</p> <p>The governance professional informed the committee that the Leadership and Governance conference will be held on 5th July 2023 and asked governors for suggestions as to what topics they would like to see covered and whether they would be likely to attend the event. Mrs Garnett added that following her meeting with trustee David Schwarz, feedback from the last event held at HQ in Retford was that it was poorly attended so they are considering an alternate venue. <i>The governance professional will send an email to all governors to gather comments and suggestions to feed back to the trustees but questions raised so far are as follows:</i></p> <ul style="list-style-type: none"> ○ Will speaker events be recorded and available to view afterwards? ○ Will food/refreshments be provided and dietary needs catered for? ○ Will the event be during the daytime? many governors will be at work. ○ Will some of the sessions be held during the evening to encourage greater attendance? 	NB
AC/42/2223	<p>How has the AC held senior leaders to account?</p> <p>Challenges from the governors have included;</p> <ul style="list-style-type: none"> ○ Diversity and Equality ○ Pupil premium funding ○ Performance against targets ○ Staff wellbeing 	
AC/43/2223	<p>How have the VMV of Trust / Equality been upheld?</p> <p>- It was agreed that the VMV of the Trust & Equality has been upheld.</p>	
AC/44/2223	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> ○ Impressed with numbers for next year ○ Mrs Farrar has received her doctorate which is a huge asset to the committee ○ Targets are looking good ○ Optimistic about Y2's progress in both schools ○ There was a valuable discussion around recruitment 	
AC/45/2223	<p>Determination of Confidentiality</p> <p>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:</p>	

	Academy Committee meeting Wednesday 24 th May 2023 at 5.15pm at Thrumpton Primary. The meeting closed at 18.41pm	
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Signed by Chair:

Date: