

**Minutes of the first joint Academy Committee Board Meeting
held on Wednesday 26th January 2022 at 5.15pm via Microsoft Teams**

Membership	Initials	Governor category	Absence
Mr Alastair Murray	AM	Appointed governor	
Mrs Amanda Palfreyman	AP	Staff governor	
Mrs Christina Wyles	CW	Appointed governor	
Mrs Elizabeth Farrar	EF	Appointed governor	
Mrs Fiona Simpson – Vice Chair of Governors	FS	Appointed governor	
Mrs Jane Gawthorpe	JG	Appointed governor	
Ms Morag Malcolm – Chair of Governors	MM	Parent governor	A
Mrs Rebecca Marshall	RM	Appointed governor	A
Ms Siobhan Willows	SIW	Parent governor (BLPA)	A
<i>1 x parent governor vacancy - THPA</i>			

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	Clerk & Advisor	
Mrs Tracy Blacknell	TB	Vice Principal for BLPA&THPA	

Item No	Item	Action/ by who/when
AC/27/2122	<p>In advance of the meeting starting, it was noted that Ms Malcolm had sent her apologies therefore, Mrs Simpson was appointed as temporary chair of the meeting.</p> <p>Local response following central training on;</p> <p>Ofsted updates and School Evaluation Framework The governors noted that even though both academies have recently been through Ofsted inspections they still found the training enjoyable and informative.</p> <p>Risk Appetite and Integration The governors advised the training was very detailed and gave the governors lots to think about. In advance of the meeting the governors had received the risk identifications for both academies. Bracken Lane’s risks are;</p> <ol style="list-style-type: none"> 1. Speech, language and communication 2. SEND succession planning 3. Curriculum – strategic leadership, subject leaders 4. Premises <p>Thrumpton’s risks are;</p> <ol style="list-style-type: none"> 1. Speech, language and communication 2. SEND provision 3. Premises 	

	The governors went through the risks in detail and agreed the risks identified and the risk response and the scores for each.	
AC/28/2122	Apologies for absence Both Ms Malcolm and Mrs Marshall had sent apologies in advance due to personal commitments and Ms Willows due to work commitments.	
AC/29/2122	Declaration of interest 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.	
AC/30/2122	Minutes of the last Academy committee meeting on 1st December 2021 The minutes of the meetings, having previously been received were agreed and signed by the Chair.	
AC/31/2122	Matters arising <ul style="list-style-type: none"> • AC/13/2122 – Governors have been informing the Clerk when they have retrospectively watched the training. It was reminded to continue to do so. • AC/14/2122 – To note the parent governor applications closed on the 24th of January 2022 and following two nominations a ballot process opens on the 27th of January 2022. The Clerk to advise the committee of the outcome once concluded. • AC/18/2122 – Mrs Simpson & Mrs Wyles have completed the GDPR certificate. Mr Murray still to complete • AC/21/22 – Effectiveness of governance to be added to January agenda – see item AC/39/2122 • AC/23/2122 – All governors in link roles to complete a visit. See item AC/34/2122. <p>The governors asked if the academies were happy for face-to-face meetings to resume to which Mrs Cawkill confirmed this was fine.</p>	Clerk AM
AC/32/2122	Principal's report. Governors were sent the Principal's report in advance of the meeting. Safeguarding; culture & compliance inc. online safety Mrs Cawkill advised the committee that Bracken Lane had decreased in safeguarding cases which is positive. There were no questions on safeguarding for either academy. Identified academy risks inc. education, H&S, staff & pupil well-being, GDPR and complaints Mrs Cawkill advised the governors that one of the main risks for Bracken Lane is that the current Inclusion Manager and the operational SENDCo is retiring soon. The Inclusion manager is still in post and is currently training a Teaching Assistant to take on her role when she retires however, following the academy's Ofsted visit, Mrs Cawkill is now the named SENDCo. It was noted that Bracken Lane will continue to work with Thrumpton as the AIP's are similar but there is a need to address the risk in Bracken Lane separately. Mr Letton added that SEND is a big issue across the Trust resulting in a need to look at innovative ways to manage the SEND provision to allow staff to do that particular part of their job. It was added that the governors concern in the previous meeting around the	

	<p>SEND provision across BLPA and THPA was the final push to take some action to change in the interim.</p> <p>Governors were informed that Bracken Lane has had one data breach but this was reported and has been fully dealt with.</p> <p>Mrs Cawkill explained that the lighting at the front of school has been replaced and has been centrally funded.</p> <p>It was noted that Bracken Lane has received informal complaints about the speed of which lunches have been delivered. This has been down to staffing issues within Caterlink but the academy is currently serving lunches in the classrooms which is an added complication. Mrs Cawkill advised she has spoken to parents and they do understand.</p> <p>Mrs Hurley advised that Thrumpton has similar risks with succession planning as the Family Support worker / School Counsellor is planning for retirement in the next few years. There is a need for a clear plan for when she decides to retire as it is a pivotal role within the academy.</p> <p>There is a risk identification meeting planned for Thrumpton on the 9th of February however there is a issue around the quality of education due to there being 2 Early Career Teachers in KS1 as well as another teacher being on a support plan which is resulting in the academy offering lots of support, mentoring and coaching.</p> <p>Mrs Hurley confirmed Thrumpton have received an informal query which will be discussed in agenda item AC/35/2122.</p> <p>Outcomes</p> <p>Mrs Cawkill advised the governors that she is happy with the outcomes and targets within Bracken Lane with Yr1 and Yr2 phonics for the end of year being where they would expect to be. It was acknowledged that the children’s understanding of the world is limited due to there not being any opportunities to get these experiences so the academy is currently trying to fill these gaps.</p> <p>Mrs Hurley confirmed she is also happy with the progress of the Yr6 children at Thrumpton, with the teacher assessed grades and the PiXL scores being very closely aligned. It was noted that the academy is working with the Yr2 Teacher as there are some discrepancies between the teacher assessed grades and the paper scores. Support is also being given from a Yr2 Teacher at Bracken Lane to ensure the data is right. The academy has made great progress with phonics in Yr2, when looking at the baseline and the progress made. In the statutory assessments at the end of the Autumn term, 70% of the cohort passed with the academy confident they will get another 5 children to pass. Yr1 phonics is a continuous focus with lots of support in place.</p> <p>School-led tutoring</p>	
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	<p>Mrs Cawkill explained to the governors what school-led tutoring is and the ways in which the funding can impact on the children. It was confirmed Bracken Lane received £3,433 which is 75% with the academy topping up to 100% from the Pupil Premium funding. The academy can employ Teachers & Teaching Assistants to deliver the boosters sessions before or after school and each tutor can keep up to 3 children which has relieved some space for the SLT to pick up the children that are not in the school-led tutoring groups but may need a little support. Within Bracken Lane the focus is on reading and maths.</p> <p>The governors questioned if the roles are permanent if the academy are employing staff to which Mrs Cawkill confirmed they are paid on a pay-on-claim basis instead of the academy employing them direct. The staff are paid per hour, per child and are staff who do these roles in their day job.</p> <p>The governors further asked if it adds more to staff's workload to which it was confirmed it does not. All staff also receive certificates for taking part in the scheme.</p> <p>The governors queried how the impact is monitored to show any progress is from the tutoring rather than the work the academy is doing. Mrs Cawkill confirmed the academy have had to gain entry data but currently they are unsure on how they will need to report the impact to the government. The academy is using the current assessment timetable to ensure the children are not put under more pressure to do more tests. The focus for the sessions is gap filling from previous years, with the academy being forensic on what they are tackling to not waste time.</p> <p>The governors asked if it makes it easy to track the emotional side of the children's learning. Mrs Cawkill confirmed that parents have been advised it is a way to build the children's confidence where they have not had as much practice or where they have lost their confidence during lockdown.</p> <p>The governors queried if the tutoring groups after school are still going ahead even though the after-school clubs are not. Governors were informed the tutoring sessions will continue as they are not mixed year groups like the after-school clubs are. Only parents whose children are being involved in the sessions have been advised.</p> <p>Mrs Hurley advised the committee that Thrumpton has been in receipt of £6480 which is then being topped up from the Covid recovery funding. There are 8 Teachers and 2 Teaching Assistants who are taking part from the academy resulting in 30-32 children having access to the sessions. Thrumpton are ensuring the children are paired with the right staff to get the best results.</p> <p>PP & SP</p> <p>Governors were advised that Bracken Lane has updated and reviewed both the PP and SP strategy. The impact in PP children across the academy is good or better than the relevant starting points is at 94%. Mrs Cawkill also noted that the impact from the SP is that children are keen to be involved. The increased outdoor activity is also helping children to concentrate more in class.</p>	
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	<p>Mrs Hurley added that due to the percentage of eligible PP children within Thrumpton, the academy has become eligible for Magic breakfast. This programme allows the academy to access funding to give a free breakfast to all the children which will commence after half term. The academy has also received a donation of £1500 which will support the 25% top up that the academy needs to give as well as to the Fareshare project that is run within the academy. The governors asked if Magic Breakfast is a charity to which it was confirmed it is funded through the National School Breakfast Programme. Within this they pay 75% of food costs of bagels and cereal and is available to all children not just PP.</p> <p>Attendance Mrs Cawkill confirmed that attendance within Bracken Lane was good at 96.6% overall. Mrs Hurley added that Thrumpton is at 93% which is low for the academy but remains above national averages.</p> <p>Admissions Mrs Cawkill advised governors that Bracken Lane currently have an internal advert for a Personal Care Assistant to allow for one of the Teaching Assistant's to help with a small group of children in EY. It was noted the academy has received more money from SEN bids than was anticipated which will cover this cost.</p> <p>Mrs Hurley advised that across the school she has 2 vacancies in Yr3 and has had 4 leavers and 5 starters resulting in the academy being balanced out. The nursery, as advised previously, has had a slow start but is now picking back up. There have been an additional 12 children starting in January with 10 on the waiting list for the April intake and 10 for the September intake.</p> <p>The governors noted that in the information sent in advance it notes 1 child with complex needs who is attending 3 hours per week and questioned how this translates into practice. Mrs Hurley advised it is a child in the Nursery F1 setting. It was a suggestion from the parent and is now in agreement with the academy as it is more important that the child is successful in the setting. The child needs support with interaction as well as support with functioning within the setting. The governors queried if the academy is receiving support from the school advisory services to which Mrs Hurley confirmed they are not as it is currently the academy's assumption and not the perception of parents. The academy is working with the parents to ensure they know it not as a result of lockdown.</p> <p>Ofsted Governors were advised that both reports are now published from the recent Ofsted visits. Bracken Lane are putting full focus into SEND and in further developing Middle Leaders. Thrumpton's areas for improvement were around SEND which had already been identified on the academy improvement plan. There were concerns around the capacity of the SENDco so this has been reduced so that the SENDco is now just focussing on the provision at THPA. The other area for improvement was around</p>	
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	<p>communication. Mrs Hurley noted that the academy has worked hard on the relationship with parents, however it is thought that the inspection happened when the academy was moving from DoJo to Weduc and parents loved DoJo. Ofsted visited when the academy we in the process of transferring everything over and parents were finding it a challenge. Since then, the academy has seen engagements in Weduc increase.</p>	
AC/33/2122	<p>Confirm determined admission arrangements & approval of local appendix The governors determined the admissions policy for the 23/24 academic year and Mrs Cawkill / Mrs Hurley will ensure they are sent to the LA for inclusion on their website.</p>	HC / RH
AC/34/2122	<p>Link governor visit reports / updates Mrs Wyles advised that both her and Mrs Marshall had been into the academies to complete the safeguarding audit for Notts County Council. It was noted that some of the questions were more in-depth than previous years which shows the academies need to be more careful. Governors were advised that there were no problems and everything within both academies was up to date.</p> <p>Mrs Wyles further added that the main thing they needed to check was that although there is a DSL and 2 DDSL that there is adequate cover within the academies. This was checked and Mrs Wyles could confirm there is adequate cover.</p>	
AC/35/2122	<p>Length of the school day Mrs Hurley advised the governors that a query has been received from a parent regarding the length of the school day. Governors were advised that when the academy returned in September 2020, it was decided to shorten the length of the school day by shortening the lunch break by 20 minutes. This was due to lunch times being deemed to be a higher risk with lots of children mixing. This amend to the day has continued right through to December 2021. Thrumpton also applied staggered start and end times to the day to stop congestion on the playground with KS2 starting 10-minutes later and would finish 10-minutes later. Mrs Hurley explained that towards Christmas, it was becoming apparent that parents of siblings were becoming annoyed when needing to wait which was understandable and this also led to more congestion. Upon reflection, the cases started decreasing around the academy so it was decided to align the start and end times for all children at 8.50am and 3.10pm. This was communicated out to all parents.</p> <p>Governors were advised that the decreased lunch break was originally due to it being deemed to be a risk however the academy found that behaviour has improved as it was usually the last 10-minutes of play time that would be the trigger points for children falling out and getting in trouble. The attitudes to learning also improved as there was no falling out. Staggered lunch times also enabled Thrumpton to allocate the midday meals supervisors to classes which allowed them to form relationships with the children which has also supported behaviour management.</p>	

	<p>Mrs Hurley acknowledged that rightly or wrongly the academy did not consult parents as everything had been in place since September 2020 and there had been no feedback so it was deemed it would be ok.</p> <p>The parent in question, has sent an email to the academy & the governors to advise he feels he should have been consulted and that the new finish time of 3.10pm inconveniences working parents. He also noted that Bracken Lane finish at 3.30pm so why Thrumpton is not doing the same. Mrs Cawkill advised that Bracken Lane did try staggered lunchtimes however it caused lots of issues with moving through school and noise levels making it impossible to sustain. Governors were advised that Bracken Lane could shorten the school day as they are currently doing 20-minutes longer than the statutory requirements however Bracken Lane have not been able to make the same changes so it is not right to compare as they are two very different schools. Mrs Hurley added that since receiving the email she has looked at the finish times of other primaries including Ordsall, Carr Hill and Gamston of which all finish at 3.15pm. Mr Letton added that the academy has been operating on this timetable since September 2020 and it certainly has not been disadvantageous with the children's learning and there has been less incidents. Mr Letton suggested a retrospective consultation however this would only be if the governors decide they want to progress and do so.</p> <p>The governors discussed the school day in length with the Principal's and agreed to do a retrospective consultation. It was noted that the finish time of 3.10pm is in line with other schools in the area and the increased learning and reduction in incidents shows that this is better for the children. The governors also noted that it in the government guidance it does not state that you must go to a parent consultation however by conducting then the governors will analyse the results at the next meeting before confirming the outcome.</p>	RH
AC/36/2122	<p>December management accounts</p> <p>In advance of the meeting, the governors had received the management accounts for both academies. Mr Letton added that the SLT in both academies are managing the accounts carefully however emphasised that nothing is being disadvantaged by being prudent. The budgets are progressing the way they would like them to be and considering both academies have had the additional spend regarding covid they are keeping it on track. There was no questions on the accounts.</p>	
AC/37/2122	<p>Forecast 1</p> <p>Mrs Hurley explained that the forecast 1 was outlined on the document which had been forwarded to the governors. The Finance Manager for the academy had put together the income, both budgeted and forecast and in some cases, there was more than budgeted for.</p> <p>Mrs Cawkill added that this was the same for Bracken Lane which is why she has been able to recruit the Personal Care Assistant.</p>	
AC/38/2122	<p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</p> <p>Mrs Cawkill advised of a Cat C trip which will be 1 night of camping on the school field for the Yr5 children. The cost will be £50pp which includes all</p>	

	<p>the equipment. There is then also an indoor sleepover for the Yr4 children which will cost £5 to cover the cost of food. The governors asked about any impacts of Covid to which Mrs Cawkill confirmed it will be individual year groups so will be ok and both are being planned for June.</p> <p>The governors approved both trips. Ms Malcolm to officially sign off the trips.</p> <ul style="list-style-type: none"> • BLPA – Accessibility policy, Provider Access policy, Supporting Students with Medical Conditions policy, Single Equality policy, SEND policy appendices The above local appendices were updated by the Bracken Lane throughout January 2022 and are available on the Academy website. Governors were informed of these updates on the 19th of January 2022 and all were ratified in the governor meeting. • THPA – Health & Safety policy appendix The above local appendix was updated by Thrumpton Primary in January 2022 and is available on the Academy website. Governors were informed of the updates on the 19th of January 2022 and was ratified in the governor meeting. <p>Other policy updates</p> <ul style="list-style-type: none"> • Medical Conditions Policy • Provider Access Policy • Special Educational Needs and Disabilities Policy <p>The above Diverse Academies policies were updated by the Trust on the 12th of January 2022 and are available on the Trust website. Governors were informed of these updates on the 18th of January 2022.</p>	MM
AC/39/2122	<p>Review of governor action plan from self-evaluation Due to the Chair not being in attendance this was postponed until the next meeting. Clerk to update and distribute in advance of the meeting.</p>	Clerk
AC/40/2122	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> - The governors know that trustees will share the same delight following the recent successful inspections for both academies. 	
AC/41/2122	<p>Determination of Confidentiality Equalities Act consideration 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 Wednesday 30th March 2022 at 5.15pm</p> <p>The meeting closed at 18.43pm</p>	

Signed by Chair:

Date: