

**Minutes of the joint Academy Committee Board Meeting  
held on Wednesday 24<sup>th</sup> May 2023 at 5.15pm at Thrumpton Primary Academy**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mr A Murray	AM	Appointed governor	A
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 – <b>Chair of Governors</b>	MM	Parent governor	A
Mrs R Marshall	RM	Appointed governor	A
Miss S Garnett – <b>Vice Chair of Governors</b>	SG	Parent governor	
Mrs S Willows	SW	Parent governor	

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>	<b>Absence</b>
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	A
Mrs N Benson	NB	Governance Professional	

Quorum number	5	Governor's present	6
---------------	---	--------------------	---

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/46/2223</b>	<b>Apologies for absence</b> Apologies were received from Ms Malcolm (sabbatical) and Mrs Marshall (maternity leave). Mr Murray was not in attendance.	
<b>AC/47/2223</b>	<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.	
<b>AC/48/2223</b>	<b>Training</b>  Trust led training –sessions cancelled: <ul style="list-style-type: none"> <li>• Quality of Education (all phases) Tuesday 25th April</li> <li>• Basic Mental Health Awareness Tuesday 2nd May</li> </ul> The <b>governance professional</b> will circulate new dates as soon as they are confirmed.  There were no actions from link governor visit reports.	<b>NB</b>

<b>AC/49/2223</b>	<p><b>Minutes of the last Academy committee meeting on 22<sup>nd</sup> March 2023</b> The minutes of the meetings, having previously been received were agreed and signed by the vice chair.</p> <p><i>The governors asked</i> if there was an update on the issue around overnight sleeping at the academies. Mrs Cawkill confirmed that it has been confirmed that camping in tents on the fields is permitted but sleeping inside the building is not. As a result, the indoor sleepover at Bracken Lane has been cancelled. Mrs Cawkill is hopeful that the issue may be resolved, and the sleepover could be rescheduled to the autumn term.</p> <p>Mrs Hurley confirmed that the camp out at Thrumpton will go ahead.</p>	
<b>AC/50/2223</b>	<p><b>Matters arising</b> <b>AC/37/2223</b> – To note. Mrs Wyles questions will be addressed as part of the link visit and results shared within the link visit report. <b>AC/37/2223</b> - Mr Murray to submit his H&amp;S link visit reports to the governance professional for circulation. Action carried forward in Mr Murray’s absence. <b>AC/37/2223</b> – To note. Mrs Gawthorpe has completed a SEND link visit at Thrumpton and the report is available for governors to read on SharePoint. A visit with Bracken Lane is scheduled for next half term. <b>AC/40/2223</b> Mrs Cawkill to resend Pupil number projections, these will be circulated with the minutes. <b>AC/41/2223</b> To note, the Leadership &amp; Governance conference agenda has now been circulated to all governors.</p> <p>Any <b>governors</b> planning to attend the conference should inform the governance professional and include details of any dietary requirements. The governors asked if the sessions will be recorded, and the <b>governance professional</b> will find out and respond.</p>	<p><b>HC</b></p> <p><b>Governors</b></p> <p><b>NB</b></p>
<b>AC/51/2223</b>	<p><b>Principal’s reports – Bracken Lane</b> Mrs Cawkill presented a summary of the principals’ report.</p> <p><b>Safeguarding</b> There will be additions to the next principals’ report due to recent changes.</p> <p><b>Culture</b> Mental health week focussed on anxiety for staff and children following the SATS week as part of the curriculum. Safeguarding leads have completed some new training and attended online learning around influencers such as Andrew Tate.</p> <p><b>Risk reports</b> There were no questions about the risk reports.</p>	

	<p><b>Health &amp; Safety, staff &amp; pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b></p> <p>There was a GDPR breach with regards a SQUID account. Separated parents were using the same password to access the account. Whilst this was a breach, school had not been made aware that parents were separated so it could not have been avoided.</p> <p>Three low level complaints were made to school and have been resolved following discussion with parents. They have been recorded in the complaints log.</p> <p><b>Any academy specific items including local policy appendix ratification, audits, and Cat C trip review.</b></p> <p>The Year 5 trip to York goes ahead tomorrow (25<sup>th</sup> May), this was a change to the original plan for the children to go to London. Parents have been happy with the revised trip which involves Merton Park; Viking Session; Railway Museum; Walk through York to look at the architecture and the shambles etc and return via Xscape for bowling and food.</p> <p>There has recently been a Business Continuity audit across the trust. Bracken lane have received the results of the audit and responses are all green (apart from the Business Continuity plan itself as this is not yet up and running) which is very positive.</p> <p><b>Engagement of pupil, staff (inc. wellbeing) parents and community SATS update</b></p> <p>All KS2 children completed the SATs and parents were happy with how low key this was for the children. The results will be available on 11th July.</p> <p>KS1 SATS were part way through at time of the meeting, 3 children have not completed these as they are not yet at the required level to make a start and it would be unfair to put them into that situation. Bracken Lane are being moderated for KS1 SATS. <u>The governors asked</u> if there is any advance warning when moderators are coming into the school. Mrs Cawkill confirmed that there is advance notification for moderation but not for Local Authority visits. In year 1, two children will not complete the phonics check as they are not ready.</p> <p><b>AIP term 2 review</b></p> <p>There were no comments / questions on AIP.</p> <p><b>Progress for next year.</b></p> <p>The inclusion team has been re-established with a new family support advisor role. There is some work to do on the team and the support given to staff on the use of resources.</p> <p><b>Curriculum refinement</b> – Mrs Cawkill is leading on a project alongside Mr Simpson-Baker from Tuxford Academy with Stem Learning around design</p>	
--	--	--

	<p>technology and computing, there will be access to some money, a pot of £50k, which will be linked to the build-up of hours of CPD accrued.</p> <p><u>The governors wanted clarification</u> on who has access to the pot of money and Mrs Cawkill explained that it is free to schools if they build up their CPD hours. <u>The governors then asked</u> if the Stem Learning support staff will be working with all schools within the trust and Mrs Cawkill confirmed that the project is led through the association and the money will be split between secondary and primary schools and then used to improve equality around all of the primaries and specials to ensure that all schools have the right resources.</p> <p><u>The governors wanted to know</u> if parents will be made aware of what is happening and if they will be able to get involved at home. Mrs Cawkill said that ,at the moment, it is very much school based, and staff will need to upskill themselves first of all but that schools will communicate with parents as and when they need to. <u>The governors noted</u> that this is very positive.</p> <p><b>Equity, Diversity and Inclusion</b> There are plans for training for all staff at the September inset. A lady called Bennie Kara will come in and launch the year based around her book A Little Guide for Teachers: Diversity in Schools.</p> <p>There are 13 subjects to look at from a diverse point of view and we will be utilising expertise to help with this. A lady called Susan Coles will be leading some training in late June around diversity in the art curriculum.</p> <p><b>Forest School feedback</b> KS2 children appear less confident in outdoor space compared to the younger children. This is likely to be as a result of lockdowns were the older children spent a lot of time indoors and wouldn't have been outside as much. The results are very positive in the progress of those younger children.</p> <p><b>Inclusion teams</b> Bracken Lane have appointed Mrs Skelton to be family support advisor from September, 3 days a week. Pupil premium before covid was 12% it is now 23% and this additional resource will help. Mrs Allcock has been appointed to the role of SENDCO assistant and will be taking over all the digital work to do with SEND, her classroom time will still be focused on SEND children. Mrs Cottam will be the SENDCO overseeing Bracken Lane, Thrumpton and Tuxford on her return from maternity leave. Miss Eade will be the behaviour lead at Bracken Lane.</p> <p>Mrs Cawkill explained that some movement of staff has been agreed between Blacken Lane and Thrumpton. One and a half Teaching Assistant roles will be moving over to Thrumpton. Bracken Lane no longer have the budget capacity to fund these staff members and Thrumpton have the</p>	
--	--	--

	<p>need. This has been positively received by staff who understand the close working relationship between the two schools.</p> <p><u>The governors asked</u> if there have been any reductions in staffing numbers as a result of these changes. Mrs Cawkill confirmed that there have been no reductions. There will be further changes in staffing, nothing that can be communicated just yet, but further details will follow. Mrs Cawkill also stated that the office team is working very well across both schools. <u>The governors wanted reassurance</u> that all the needs of the children will still be met. Mrs Cawkill said that the staff members moving to Thrumpton will be working to suit the needs of both the academies and their children. Grade 4 or above Teaching Assistants can cover whole class teaching and Bracken Lane have excess staff with these qualifications whereby Thrumpton does not have many staff at this level.</p> <p>Mrs Cawkill said that this closer level of working means that enrichment opportunities can be linked together across both schools and Mrs Hurley added that the process has been managed well between herself and Mrs Cawkill and it has been a very positive experience.</p> <p><b>Celebrations</b> Bracken Lane have participated in the schools games festivals and competitions and are working on becoming more competitive. The school entered into a Times Table Rock Stars (TTRS) competition with other primary schools. The highest scoring child in the competition was a Bracken lane year 4 pupil and the highest scoring class was Bracken Lane’s year 4 but Bracken Lane came second to Thrumpton overall.</p> <p>Mrs Cawkill told the committee that Bracken Lane are currently advertising a job vacancy for Assistant Principal. The current assistant principal will be moving to Tuxford Primary Academy to support the new principal there. Interviews will be held the second week after half term.</p> <p><b>Principal’s reports – Thrumpton Academy</b> Mrs Hurley presented a summary of the principals’ report.</p> <p><b>Safeguarding</b> PCSOs have been into school to talk about the age of responsibility and online safety and knife crime. <u>The governors asked</u> if PCSOs would also be visiting Bracken Lane and expressed an interest in attending when they do. <b>Mr Cawkill</b> confirmed that when something has been arranged, information would be shared.</p> <p><b>Culture</b> Discussed alongside Bracken Lane update.</p>	<p>HC</p>
--	--	-----------

	<p><b>Health &amp; Safety, staff &amp; pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b>  A SAR (Subject Access Request) was submitted to the school, and this was responded to according to the procedure.</p> <p>Mrs Hurley has been asked for her availability to attend a court hearing regarding the ongoing claim. This is a possibility, but nothing has been determined at this stage.</p> <p><b>Any academy specific items including local policy appendix ratification, audits, and Cat C trip review.</b>  There is a trip planned to Cleethorpes in June.</p> <p>There has recently been a Business Continuity audit across the trust, Thrumpton are still awaiting official results but verbally the feedback appears similar to that of Bracken Lane.</p> <p><b>Engagement of pupil, staff (inc. wellbeing) parents and community SATS update</b>  All KS2 children completed the SATs. Thrumpton received a Local Authority visit to check the papers before the tests, check the rooms were set up correctly and that staff had been trained appropriately. Everything was fine and no issues were raised.  KS1 SATs, one child will not sit the SATS as they are not ready and one child in year 1 will not be completing the phonics check.</p> <p><b>AIP term 2 review</b>  <b>Progress for next year.</b>  Thrumpton's AIP is very similar to Bracken Lane's and will also look at personal development, the Thrumpton traits and the teaching and development of these. Work is ongoing around enrichment activities that will help build and develop character.</p> <p><b>Forest School feedback</b>  The feedback is the same as for Bracken Lane with regards the positive impact that forest school is having on the children.</p> <p><b>Inclusion teams</b>  Mrs Crampton will continue to be SENDCO at Thrumpton and Mrs Palfreyman will be family support advisor from September.</p> <p><b>Celebrations</b>  Thrumpton reached the finals of the Nottinghamshire schools swimming, and came in the top 10 in the county. This was a great experience for the children and we now need to source our own swimming caps with school logos 😊.</p>	
--	--	--

<p><b>AC/52/2223</b></p>	<p><b>Governor Admin</b></p> <p>The governance professional asked governors to complete this Diversity Indicators Questionnaire and informed governors of the upcoming skills audit which will need to be completed 15<sup>th</sup> June. <b>The governance professional will</b> send an email to all governors with details of these requirements.</p> <p>The governance professional told governors that the principals have reviewed the self-evaluation which will be discussed with Mrs Garnett and updated. This will be shared with all governors before the next meeting. The results will feed into the action plan for next year.</p> <p>The governance professional asked governors to consider any requirements for their own development for next year which might be addressed by training or presentations at the Academy Committee meetings.</p> <p><u>The governors would like</u> to see a better way of raising governors’ profile with the children in the schools. Teas with governors used to held at Bracken Lane which was very valuable. <b>Mrs Hurley and Mrs Cawkill</b> will have a think about the best way to reassure children that governors are nothing to be worried about.</p> <p>Mrs Cawkill suggested that it might be beneficial to bring along the school newsletters to the academy committee meetings and highlight events that governors would be welcome to come along to.</p> <p><u>The governors asked</u> if they might be invited along on school trips. Both Mrs Hurley and Mrs Cawkill confirmed that governors would be welcome to attend trips and school events as volunteers and if interested they should add their names to the list of volunteers by contacting the school office.</p> <p><u>The governors wondered</u> if it is considered ok for them to make comments on school social media platforms. Mrs Cawkill and Mrs Hurley confirmed that it would be perfectly acceptable but wanted it noted that all parties should always refrain from interaction with negative comments made by others.</p> <p><u>The governors were interested</u> by some of the training taking place for staff in schools and <u>asked</u> if there was possibility for governors to come into the schools and join staff training on occasion. <b>Mrs Hurley and Mrs Cawkill</b> agreed to consider this further. Mrs Cawkill also told governors that there is lots of learning available on National College for governors to review as well as the mandatory learning. Mrs Wyles agreed and noted that the recent webinar she reviewed on National College about trauma was excellent.</p>	<p><b>NB /</b> <b>Governors</b></p> <p><b>RH/HC</b></p> <p><b>RH/HC</b></p> <p><b>Governors</b></p> <p><b>RH/HC</b></p>
<p><b>AC/53/2223</b></p>	<p><b>How has the AC held senior leaders to account?</b></p> <p>Challenges from the governors have included;</p> <ul style="list-style-type: none"> <li>- Curriculum</li> <li>- Staffing</li> </ul>	

	- Teacher Training	
<b>AC/54/2223</b>	<b>How have the VMV of Trust / Equality been upheld?</b> - It was agreed that the VMV of the Trust & Equality has been upheld.	
<b>AC/55/2223</b>	<b>Complete report to Trustees</b> - Collaboration between the two schools is working extremely well	
<b>AC/56/2223</b>	<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; - There were no confidential items discussed. - There had been no Equalities Act implications	
	<b>Date and time of next meeting:</b> Academy Committee meeting Wednesday 12 <sup>th</sup> July 2023 at 5.15pm at Bracken Lane Primary.  The meeting closed at 18.40pm	

**Signed by Chair:**

**Date:**