

**Minutes of the joint Academy Committee Board Meeting
held on Tuesday 19th September 2023 at 5.00pm at Bracken Lane Primary Academy**

Membership	Initials	Governor category	Absence
Mr A Murray	AM	Appointed governor	A
Mrs C Wyles	CW	Appointed governor	A
Mrs E Farrar	EF	Appointed governor	A
Mrs F Simpson	FS	Appointed governor	
Mrs J Gawthorpe	JS	Appointed governor	
Ms M Malcolm	MM	Parent governor	A
Miss S Garnett – 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	RH	Principal for Thrumpton	
Mrs N Benson	NB	Governance Professional	

Quorum number	4	Governor's present	4

Item No	Item	Action/ by who/when
AC/01/2324	<p>Apologies for absence Apologies were received from Mrs Farrar, Mrs Wyles and Mrs Malcolm. Mrs Marshall has regretfully resigned from the committee. No apologies were received from Mr Murray, the governance professional will chase this up.</p>	NB
AC/02/2324	<p>Declaration of interest and any changes to declarations made at the start of the year. All governors present confirmed their declarations for the 23/24 year are still accurate.</p> <p>Given the low attendance, the governance professional will chase these up individually.</p>	NB
AC/03/2324	<p>Governance Housekeeping Appoint committee vice-chair for 2023/24 Review and assign link roles for 2023/24 Given the low attendance, it was agreed that the role of vice chair and link roles would be considered at the next meeting. This governance professional will carry this forward to the next agenda.</p> <p>Code of Conduct – All governors were reminded to sign the 2023/2024 document. Responses have been received by SG, JG, SW, FS, EF</p>	<p>NB</p> <p>Governors</p>

	<p>Declaration of Interest – All governors were reminded to complete the MS form. Responses have been received by EF, FS, JG</p> <p>Complete annual report to trustees The annual report to trustees was agreed by those in attendance.</p> <p>Confirm results of governor self-evaluation and agree governor action plan for 2023/24 - Given the low attendance, it was agreed that all governors would review the plan and feedback any comments to the governance professional in advance of the next meeting.</p>	<p>Governors</p> <p>Governors</p>
AC/04/2324	<p>Training Safeguarding update (DSL) Mrs Hurley highlighted the main points to note with regards changes in the safeguarding policy:</p> <ul style="list-style-type: none"> ○ Filtering and monitoring changes around IT use and processes with Sensor and Watchguard being used to ensure that technology is safe. ○ A subtle change to recording children absent from education rather than missing from education with a new bracket on severe absence being tracked. All children below 90% are being tracked but in particular those with severe absence. <p><u>The governors asked</u> if attendance was a concern for Bracken Lane and Thrumpton. Mrs Cawkill confirmed that even though the academies are performing well compared to the national average, the numbers have declined since covid and have not fully recovered. Mr Letton added that following covid there has been a change in attitudes from families with regards the need to attend school and the national picture is quite bleak. At primary schools the challenge is with parents whereas at the older ages, the issue appears to be students themselves not having the right approach. Mrs Garnett also noted that in her job working as part of the attendance team, often parents don't answer the door or telephone when the school attempt to contact them regarding persistent absentees. Mr Letton agreed that the issue is complex and difficult to manage, stating that the message needs to come from the government that attendance is a priority. Mrs Cawkill and Mrs Hurley confirmed that both academies have high standards and will continue to work towards individual targets on 96% at Thrumpton and 97% at Bracken Lane which are higher than DoFE targets.</p> <ul style="list-style-type: none"> ○ The legal age to marry has now changed to 18. ○ The use of school premises by organisations outside of the school day - If a safeguarding breach were to occur, the responsibility lies with the school rather than the outside party. ○ All safer recruitment checks should include online searches. 	

	<p>Confirmation of training for governors to complete.</p> <p>The governance professional informed the governors that most members of the committee would be required to complete the <u>GDPR training</u> before the end of the year. It was agreed that a session would be organised prior to the next meeting at Thrumpton to invite all those required to complete the course online at the academy prior to the meeting.</p> <p><u>2023/24 training programme</u> - The governance professional will communicate the training programme as soon as it is available.</p>	<p>NB</p> <p>NB</p>
<p>AC/05/2324</p>	<p>Minutes of the last Academy committee meeting on 10th July 2023</p> <p>The minutes of the last meeting, having previously been received were agreed and signed by the vice chair.</p>	
<p>AC/06/2324</p>	<p>Matters arising</p> <p>AC/61/2223 – To note H&S minutes from July have been saved to SharePoint documents for review prior to this meeting.</p> <p>AC/61/2223 – To note GP has been added to the circulation list for the newsletter and has created a folder on SharePoint where they can be viewed.</p> <p>AC/63/2223 – To note GP has written to all governors to ask volunteers to put their names forward for the role of vice chair if interested.</p> <p>AC/63/2223 –To note GP has contacted Mrs Farrar to confirm that she is happy to accept re-appointment as governor.</p> <p>AC/63/2223 –To note GP has contacted Mrs Gawthorpe to confirm that she is happy to continue as link governor for SEND.</p> <p>AC/63/2223 – To note statutory LINK roles have been communicated, discussed at this meeting.</p> <p>AC/63/2223 – To note the agreed meeting dates and times for 2023/2024 have been sent via calendar invitation.</p> <p>Mrs Willows joined the meeting.</p>	
<p>AC/07/2324</p>	<p>Principal's reports – Thrumpton Academy</p> <p>Safeguarding</p> <p>LAC checklist has been updated and there is nothing new in terms of H&S and complaints this year. <u>The governors enquired</u> about the status of the ongoing claim. Mrs Hurley confirmed that it is expected that it will go to court, and dates have been submitted to court for availability. At the time of the meeting nothing new has been heard. Mrs Hurley confirmed that she and several members of staff would be required to attend. <u>The governors asked</u> how long ago the incident occurred and Mrs Hurley said it was in June 2018.</p> <p>Year 6 Outcomes</p> <p>Results were broadly in line with the national average (overall combined was 53%). Reading speed was a difficulty for a number of the children. And this is an area to focus on this year. Looking at the fluency pathway, early reading, Read Write Inc., and phonics etc. to help build reading speed and stamina.</p> <p>ERM</p> <p>Nothing new to report, AIP was covered in the July meeting last year.</p>	

Mrs Hurley gave an overview of the community hub project at Thrumpton. A message came from the trust to ask if there were any projects in schools that might require some support and funding from the trust. Schools went along and pitched their ideas to the trust who considered all the proposals. Jo Beckett has been working with Mrs Hurley holding coaching sessions to help bring her vision to fruition. Thrumpton would like to become a community hub, offering a range of services to the local community. Such as therapy space, community kitchen, etc much like a village hall/miners' welfare. Jo is supporting Mrs Hurley to develop the vision and mission and plans to obtain funding and support from the community. Mrs Hurley will be looking to build relationships with local businesses, alumni, and experts that have valuable expertise that might be able to support with this project. Mrs Hurley appealed to governors to consider if they know anyone that could offer advice or support and to let her know so that they might be added to the database of names and businesses she is developing.

The governors asked if there was evidence of this type of project having worked elsewhere. Mrs Hurley confirmed that there are valid case studies, none locally but that she and Jo believe it is possible. It is a case of being positive and keeping the vision going.

Principal's reports – Bracken Lane

Safeguarding

There are 2 children on child protection plans, no longer at risk of eviction. Refresher training has been completed by the DSL (designated safeguarding lead) and deputy DSLs. A verbal complaint has been received regarding the snack policy. Fruit-bowl fruit or dried fruit, not yogurt or chocolate coated etc. this has not been escalated further.

Academy specific appendices:

Safeguarding, mental health, behaviour, online, anti-bullying policies have been updated. The SEND information report will be sent out separately when it is available to share.

Year 6 outcomes:

Mrs Cawkill was delighted with Y6 outcomes. This year the results were just above the national average, overall combined was 77%.

The Grammar Punctuation and Spelling was notably lower than other results and having looked closely at this, it was around spelling. The challenge with maths has been that fewer children have converted from 'expected' to 'greater depth'. One paper was remarked but the result came back the same.

ERM report

Mr Letton apologised for clerical errors in the reports where actions have not been documented correctly but confirmed that all information is on the plan for this year.

	<p>Mrs Cawkill told the committee that the outside nursery space has been refurbished and work has been done to de-clutter. <u>The governors wanted to know more</u> about the planned building work in school. Mrs Cawkill explained that work is planned to make classrooms bigger and change the layout of the building. There is significant challenge to this work in terms of finding the appropriate periods of time when work can be underway without causing disruption to learning. There will be some disruption for the children, but the school will work hard to ensure this is kept to a minimum. <u>The governors asked</u> if the work is delayed, will there be an impact on the cost. Mr Cawkill stated that work is planned to start at Christmastime. A site meeting was held yesterday, Lindon is aware of the things that need doing and we are tracking to cover more than one thing at a time. Much of the work is dependent upon other things having been done.</p> <p><u>The governors asked</u> if there had been an approach from the local authority to increase pupil numbers at Bracken Lane. Mrs Cawkill explained that the birth rate is falling locally and there are spaces in early years and that there was no expectation that the school will be asked to increase pupil numbers.</p> <p><u>The governors commented</u> that they were really pleased to read the newsletters and felt that the letters were very welcoming and informative and wanted to congratulate both schools.</p>	
AC/08/2324	How has the AC held senior leaders to account? Challenges from the governors have included. <ul style="list-style-type: none"> - Attendance - Buildings and maintenance and costs involved 	
AC/09/2324	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. The academy committee members felt that there had been a respectful and positive discussion, high expectations and aspirations. 	
AC/10/2324	Complete report to Trustees The report to trustees was completed and noted the following: <ul style="list-style-type: none"> o Bracken Lane had a successful trip to Bassetlaw Museum. o On the first day back, the entirety of both schools watched the tour of Britain come through town. o Great pupil attendance to start the year. o Invitation has been sent for Macmillan coffee morning 29th Sept (Bracken Lane) for all staff, previous staff, helpers, and governors. o TH Macmillan coffee morning is on Friday 22nd and is open to parents as well o Resignation was accepted from Rebecca Marshall (governor) due to other commitments. 	
AC/11/2324	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. 	
	<p>Date and time of next meeting: Academy Committee meeting Wednesday 22nd November at 5.00pm at Thrumpton Primary.</p> <p>The meeting closed at 18:03</p>	

Signed by Chair:



Date: 27/09/2023.

Sarah Garnett, Chair of Governors