

**Minutes of the joint Academy Committee Board Meeting
held on Wednesday 22nd May 2024 at 5.00pm at Thrumpton 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 – Vice chair	FS	Appointed governor	
Mrs J Gawthorpe	JS	Appointed governor	
Ms M Malcolm	MM	Parent governor	
Miss S Garnett – Chair of Governors	SG	Parent governor	
Mrs S Willows	SW	Parent governor	

In Attendance	Initials	Position	Absence
Mrs Lucy Spacey	LS	Executive Principal	
Mrs H Cawkill	HC	Principal for Bracken Lane	
Mrs R Hurley	RH	Principal for Thrumpton	
Mrs N Benson	NB	Governance Professional	
Mrs K Cleary	KC	Appointed Governor Candidate	A
Mr M Wintle	MW	Appointed Governor Candidate	A

Quorum number	4	Governor's present	8
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Item No	Item	Action/ by who/when
AC/52/2324	Apologies for absence Apologies were received from Mr Wintle due to work commitments and Mrs Cleary is away on holiday these were accepted by the committee.	
AC/53/2324	Declaration of interest and any changes to declarations made at the start of the year. There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.	
AC/54/2324	Governor Candidate Elections Mrs K Cleary and Mr M Wintle The governance professional explained that Mrs Cleary and Mr M Wintle were not present at the meeting due to other commitments but confirmed that both candidates have met with Mrs Hurley and Mrs Cawkill and visited both academies. All necessary checks have been returned satisfactorily and signed off by the Academy Committee Chair, Mrs Garnett. Mrs Cleary had previously attended the meeting in March to observe. After brief discussion, Academy Committee governors agreed that Mrs Cleary and Mr Wintle would be elected to the committee for a four-year	

	term of office. The governance professional will write to both welcoming them formally and initiating their induction. [AP-NB]	NB 24/05/24
AC/55/2324	Governor Admin Skills Audit The governance professional reminded all governors to complete the skills audit which will feed into the self-evaluation and action plan for next year. Meeting Dates 24/25 The meeting dates for the next academic year were agreed by all attendees.	
AC/56/2324	Update on Building Projects Mrs Hurley provided a brief update on the building project at Thrumpton and told the committee that the school is due to reopen to children on Monday 3 rd June. There will be some final works to be completed over the coming weeks but in terms of having the whole school back on site, everything is ready to go. Equipment will start to be moved over the next few days. <u>The governors commented</u> that they were very happy to read that the reception classroom has been made larger during the renovation work and Mrs Hurley confirmed that the disruption caused by the flood has given some opportunities to make improvements that would not otherwise have been able to happen. <u>The governors asked</u> if the issues with the roof had now been rectified and Mrs Hurley confirmed that some of the issue has been resolved during the refurbishment, there is still an issue with the hall roof and plans are in place to repair this. Mrs Cawkill provided a brief update on the building project at Bracken Lane explaining that work began on 22 nd April. All groundworks are now complete, and Phase 2 will start on Tuesday which requires Bracken Lane to move out of the building, therefore Bracken Lane will be moving to the Retford Education Centre over the half term, ready to open to children on Monday 3 rd June. This phase involves removing asbestos which means there can be no access to the building for 3 weeks, following which, work can begin internally. The kitchen is being dismantled tomorrow (Thursday 23 rd May) after service. It is not expected that the work will be completely finished in September and progress will be dependent on what obstacles are found as they work through the plan. The playground will be repaired and will be laid in such a way as to enable rainwater to run away from the building. Bracken Lane children have been to the Retford Education Centre to look around this week and parents are happy overall. The biggest challenge to parents will be transport to and from school. <u>The governors asked</u> if it will be possible for Bracken Lane to remain at the Retford Education centre in September if works are delayed. Mrs Spacey said that it will not be possible for the school to continue at the Retford Education Centre but confirmed that full assurances had been received from the building company that the school will be habitable by September. Mrs Cawkill added that having the opportunity to move to the Retford Education	

	<p>centre for the final summer half term allows the contractors 14 weeks of uninterrupted building at the school which will speed up the project. <u>The governors wanted to know</u> if the contractors know exactly where the asbestos is within the building and Mrs Cawkill confirmed that it is all very carefully logged and recorded as part of the health and safety protocol.</p>	
AC/57/2324	<p>Trust Annual Report All governors were given a copy of the annual report, a copy has also been distributed electronically. Mrs Spacey explained that the report is not designed for a parental audience, whilst it is in the public forum. The anticipated audience is generally staff, trustees, and governors.</p> <p>There were no further questions from governors.</p>	
AC/58/2324	<p>Actions / Feedback from link governor visits There have been no recent visits and there were no reports to discuss.</p>	
AC/59/2324	<p>Minutes of the last Academy committee meeting on 12th March 2024 The minutes of the last meeting, having previously been received were agreed and signed by the chair.</p>	
AC/60/2324	<p>Matters arising AC/43/2324 Feedback that the acronyms document should be updated and re-circulated. Complete NB AC/43/2324 Set up the WhatsApp group. complete NB</p>	
AC/61/2324	<p>Principal's reports - Bracken Lane Mrs Cawkill referred to her report shared in advance of the meeting with all governors and discussed the following points.</p> <p>Safeguarding All social care cases have been closed currently. The latest training run by Ranby prison on how to support children who have family members in prison was well received.</p> <p>Academy Improvement Plan (AIP) Curriculum QA including SEND – A considerable piece of work across the trust is underway with regards curriculum development, much has been completed and we are awaiting work on Design technology (DT), music, RE etc. The curriculum strategic lead in the trust is now working on pulling together the curriculum and then individual schools will look at what elements are appropriate to them from the overall package. The early years curriculum is also being given a joined-up approach so that it is comparable between schools which will make it easier to ensure that children are getting a good and fair offer.</p> <p>Personal Development (PD) objective will be coming to fruition over the next half term. All the individual elements have been developed and it now needs to be gathered into a strategic package which will then be shared with</p>	

	<p>governors. The package will focus on the Bracken Lane behaviours plus some key words like independence, responsibility and resilience. It will encourage and include such things as class monitors for specific things, responsibility for learning, enrichment, clubs, trips, British values and protected characteristics. Bracken Lane have never had something that pulls all this together as a PD offer.</p> <p>Quality of Education – Staff are using assessment to ensure all children continue to make progress. The approach taken with early year phonics and Times Tables Rock Stars (TTRS) has proven successful and so we are looking at taking this good practice and putting it with other subjects such as history, DT etc. <u>The governors wondered</u> how the use of TTRS differs in a classroom where children are not competitive in nature. Mrs Cawkill explained that she is not so concerned about the element of competition, it's more about the facts that they are learning by using the application and then their ability to transfer that learning and apply it elsewhere.</p> <p>Progress against targets</p> <p>Mrs Cawkill referred to the results of the Pupil Progress review which took place on 29th April shared as part of the report and explained that some of the data is produced on a specific day rather than over a period of time and so teacher assessments tend to offer a more reliable picture. Mrs Cawkill added that some children are not on track in Year 2 and a comprehensive plan is in place to make sure that children catch up and keep up. <u>The governors asked</u> if these issues are cohort specific /covid hangover etc. Mrs Cawkill said that for year 3 there is a lack of foundation stage learning and for year 2 an element of parents not valuing early years education as much as they could. Attendance in school in early years is not statutory and so there is only so much that school can do to encourage parents to send their children to school consistently. <u>The governors asked</u> how school are supporting parents to understand the value of coming to school from age 3 onwards. Mrs Cawkill said that both she and Mrs Hurley will encourage parents to register for 5 days a week in early years. One of the possible reasons for parents perhaps not acknowledging the value of early years education is the way in which the government promote it as childcare, getting parents back into work etc. The trust and the school would much prefer the message be targeted as an educational one. Mrs Hurley added that the attendance framework is followed when talking to parents of children in early years although it cannot be enforced. <u>The governors further wanted to understand</u> if any trends had been identified. Mrs Spacey said that the most powerful means of improving attendance is having those conversations with parents and building relationships. Ultimately all parents want what's best for their children so once they are engaged in the conversation, usually an improvement is seen. Mrs Cawkill added that at Bracken Lane a lot of the reasons given are around work patterns, time with grandparents etc but when children and parents have settled in and better</p>	
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	<p>understand how the weekly timetable works in school, most parents change to a full week.</p> <p>Behaviour Following completion of the Emotional Literacy Support Assistant (ELSA) training. Trained members of staff and are now targeting specific children and as a result negative behaviours are decreasing. The Early Career Teacher (ECT) programmes have continued with 2 members of staff, One will be relocating at the end of this academic year, the other will remain at Bracken Lane after successfully securing a permanent position.</p> <p>Attendance Mrs Cawkill shared the attendance figures and explained that the persistent absence figures look a lot better with the non-statutory and leavers removed.</p> <p>Stakeholder Engagement Mrs Cawkill referred to the most recent parent questionnaire which revealed that parents are happy to pay for after school clubs which is very positive. <u>The governors asked</u> how many clubs are running and Mrs Cawkill that there are around four paid clubs running to suit all key stages and preferences. The clubs run will vary from term to term as some will be impacted by the weather, this term there has been drama, football, phonics, TTRS, yoga and a book club supported by Inspire. Mrs Cawkill explained that rather than charge differing amounts for each club, the costs have been averaged out and each club is charged at the same rate. <u>The governors asked</u> what the cost per club was and Mrs Cawkill said it works out at around £24 per term. She added that all clubs will transfer to the Retford Education centre apart from Forest school.</p> <p>Risk report. Mrs Cawkill referred to the risk report and told governors that the risk around inadequate premises is no longer on the report but has been superseded by a risk about the relocation to the Retford Education centre. One school event has been postponed as a result of the relocation, the Y4 school camp is being moved to year 5 and no-one will miss out.</p> <p><u>The governors asked</u> if Speech And Language was still on the risk register and further wondered if any progress has been made in terms of children receiving appointments. Mrs Cawkill said that all children have had appointments now and it appears that children are being seen more quickly. Mrs Spacey added that from the trust perspective there is a register pulling together collective risks and oracy and speech and language it on that register. The Trust are now looking at working with Voice21 as an organisation which has been used at Wainwright. This will be built into the strategic objectives for the next academic year.</p>	
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	<p>Principal's reports - Thrumpton</p> <p>Mrs Hurley referred to her report shared in advance of the meeting with all governors and discussed the following points.</p> <p>Safeguarding</p> <p>Concerns are ongoing around social media and Jess Bolton (computing lead) is doing a piece of work around online safety and implementing Project Evolve into the computing curriculum. Thrumpton staff also attended training at Ranby prison and found it very powerful.</p> <p>Academy Improvement Plan (AIP)</p> <p>Mrs Hurley reminded governors that the Thrumpton AIP was revised following the flood in the Autumn term.</p> <p>Quality of Education – Curriculum As already discussed, curriculum work is ongoing across the primary group within the trust. Kate Ferreday (year 2 teacher) is working on a strategy for retrieval and review and this will work hand in hand with the wider curriculum work. Project Evolve, as mentioned earlier, looks at a variety of online safety issues and enables an ongoing drip feed approach to teaching children about safety online rather than waiting for a specific lesson or incident. The subject can be revisited regularly and there is a facility for short knowledge quizzes within computing lessons to continue to deliver the messages. <u>The governors acknowledged</u> that this is a very good idea.</p> <p>Quality of Education – SEND</p> <p>During February INSET day all teaching assistants undertook training using materials produced by Rachel Cosgrove around being an effective TA. The SENCO has reviewed the SEND register template and is now using a best practice format from another school within the trust, providing a snapshot on a screen for staff to view all relevant information.</p> <p>The trust have bought into the IDL screening programme which is an online screening tool that helps identify areas of need and provides a web based intervention that children can access independently.</p> <p>Quality of Education – Reading</p> <p>Mrs Hurley reported that she is pleased with developments in phonics and early reading in particular and indications are that phonics screening results will be positive. Thrumpton have implemented the Fluency in 5 approach across KS2 and this is being looked at as a primary group.</p> <p>Progress against targets</p> <p>Mrs Hurley confirmed that the pupil progress review on 29th April has been shared with governors and added that the children have been incredible considering everything they have been through this year.</p> <p><u>The governors asked</u> how children and staff had felt about the recent SATs papers. Mrs Hurley said there was a lot of inference and not a lot of direct retrieval in the reading paper to which Mrs Cawkill agreed and added that as a whole she felt the text was more accessible than last year. Both agreed that the maths reasoning paper was tricky. <u>The governors then wanted to</u></p>	
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	<p><u>know</u> how attendance had been during SATS week and both Mrs Hurley and Mrs Cawkill confirmed it had been good.</p> <p>Behaviour</p> <p>Referring to the behaviour section of the Principals report, Mrs Hurley said that everyone is looking forward to having the additional space back at Thrumpton after the half term as this will help.</p> <p><u>The governors</u>, thinking about Bracken Lane moving into the Retford Education Centre after half term, <u>wondered</u> that because it is a shorter amount of time, behaviour might not be too much of a concern for Bracken Lane. Mrs Cawkill said that as it is only for 8 weeks, staff and children are approaching the move as an adventure and if they're friends at Thrumpton have managed it for so long, they can too. <u>The governors wanted to know</u> if there had been any complaints from parents about the relocation. Mrs Cawkill said there hadn't been any complaints but that some parents would find the move challenging but they are being given as much support as possible. <u>Governors then asked</u> if parking is an issue and Mrs Spacey confirmed that traffic and parking is a significant challenge for all users of the site, including the leisure centre.</p> <p>Attendance</p> <p>Mrs Hurley referred to the report and explained that the attendance figures shared were taken as a screenshot from the trust dashboard for attendance data. Mrs Hurley explained that work continues around attendance and in comparison, to the national average it looks to be in a strong position. <u>The governors queried</u> the persistent absence data <u>and asked</u> if the number reported was correct. Mrs Hurley explained that attendance below 90% is categorised as persistent absence and the figure reported does include children of non-statutory school age. Mrs Hurley went on to express that there are 3 PA children that are not due to illness, holidays etc. and these cases are very complex.</p> <p>Stakeholder engagement</p> <p>Mrs Hurley referred to the feedback from parents following the survey around flood management, there were only 6 responses to the survey but the comments were positive. <u>The governors asked</u> if there was a risk that the school might flood again and Mrs Hurley said that it will always be a possibility due to the location of the school, a flood risk assessment has been completed by the Department for Education and this is now with the estates team and the insurance company. Mrs Hurley went on to explain that as much mitigation as possible has been built into the renovation works, a valve has been put into the drainage system to try to prevent water coming back up the drains for example.</p>	
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	<p>Executive principal</p> <p>Mrs Spacey expanded on her comments in the principals' report and explained that more work is ongoing to identify gaps in learning in maths. Pupil progress meetings have been positive, in particular with regards the impact of Read Write Inc and how that is being taught. The disruption around the flood and move to the Retford Education Centre has not affected the progress being made in these areas.</p> <p>Compliance</p> <p>In terms of the risk register that was shared with governors, Mrs Hurley noted that the move back to Thrumpton and potential flooding are on the register.</p> <p>Cat C trips</p> <p>Year 6 residential at Kingswood has been agreed.</p>	
AC/62/2324	<p>Policy/appendix updates</p> <p>The following policies were approved by the Board Committees:</p> <ul style="list-style-type: none"> • Suspension and Exclusion Policy (summary of changes) • Financial Procedures Manual (summary of changes) 	
AC/63/2324	<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"> - Building works - Progress against targets - Attendance - Risk reports – speech and language / flooding - 	
AC/64/2324	<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, high expectations and aspirations. 	
AC/65/2324	<p>Complete report to Trustees</p> <p>The report to trustees was completed and noted the following:</p> <ul style="list-style-type: none"> ➤ New governors appointed ➤ Building works ➤ Voice 21 discussion ➤ Movements between sites 	
AC/66/2324	<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: Academy Committee meeting Wednesday 10th July 2024 at 5.00pm at Thrumpton. Mrs Gawthorpe extended her apologies for the next meeting.</p> <p>The meeting closed at 18:28</p>	
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Signed by Chair:



Date: 01/07/2024

Sarah Garnett, Chair of Governors