**Minutes of the Academy Committee meeting held on the 6th February 2020**

**4.30pm at Samuel Barlow Academy**

**Training was provided on Re-branding by Mr P Watts and**

**Primary Curriculum by Mr J Chapman**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Governor name** | **Initials** | **Governor category** | A = absence | | Mrs A Hawkins | AH | Chair of Governors |  | | Mr M Keeton | MK | Appointed Governor |  | | Mr A Pullin | AP | Vice Chair of Governors |  | | Mrs A Edwards | AE | Appointed Governor | A | | Mr P Edwards | PE | Appointed Governor |  | | Mrs R Broughton | RB | Appointed Governor | A | | Mrs D Bennett | DB | Staff Governor | A |   In attendance: -   |  |  |  |  | | --- | --- | --- | --- | | **Staff name** | **Initials** | **Role** |  | | Mrs L Spacey | LSp | Senior Principal | A | | Mr J Chapman | JCh | Principal WPA |  | | Mrs S Kahler | SKr | Principal SBPA |  | | Mr P Watts | PW | Marketing Manager |  | | Mrs J Oliver | JO | Parent Governor Candidate |  | | Mr J McGeown | JMc | Appointed Governor Candidate |  | | Mr D Parish | DP | Appointed Governor Candidate |  | |  | | | | | Mrs E Paine | EP | Clerk and Advisor |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Item No** | **Item** | **Action/**  **by who/when** |
|  | ***Training session on rebranding presented by Mr P Watts,***  ***Marketing Manager***  Mr Watts explained work with Mr Chapman and Mrs Spacey had taken place regarding the re-design of the school logo for WPA (Wainwright Primary Academy).  Governors were advised the logo had previously been designed by pupils. Reconsideration of the logo had taken place with Senior Leaders to ensure and reflect the identity, ethos and values of the Academy were included in the new design.  Governors were made aware of the preferred option for the new logo.  Mr Chapman confirmed changes will be made to the uniform and signage for the school. An example was provided for governors showing an idea of what the change will be.  It was confirmed by Mr Chapman consideration of uniform costs had been discussed. It was confirmed this would take place in readiness for September to ensure new uniform can be purchased by families in readiness for the new Academic year. It was also reported that if families are also able to wear the old uniform until this can no longer be used.  Mr Chapman confirmed the rebranding was for the benefit of the pupils and Academy and not for cost purposes.  **Mr Pullin raised concern** for pupils who are unable to afford new uniform and issues this would present those pupils with. Discussion took place around the uniform and replacement to ensure families can be inclusive.  **Mrs Hawkins asked** if this fit with the DfE guidelines. Mr Watts confirmed discussion had taken place with DA (Diverse Academies) Senior Leaders. It had been established it was important families were provided with options to wear non branded uniform. Mr Watts explained further consideration is to be undertaken. Discussion took place around the colour of the uniform to ensure this is easily available for families with low cost options available. It was confirmed documentation is easily changed.  Mr Watts confirmed digital newsletters will be taking place in both academies.  **Mrs Hawkins asked** when the new DAT logo is being released. Mr Watts confirmed this has been introduced. As it is capital project funding is to be decided.  **Mr Keeton confirmed** he was in agreement with the new logo and changes proposed. However, Mr Keeton wanted to ensure the brand is correct and not changed for cost reasons. **Mr Keeton suggested** all changes from the Trust and WPA should take place simultaneously.  Mr Chapman explained the importance of cultural change and continuation of legacy. **Mr Keeton wanted to ensure** a large impact is achieved when the relaunch takes place.  **Mr Keeton asked** if consideration of the diversity had taken place due to the high EAL (English as Additional Language) of the Academy. It was confirmed by Mr Watts this had been requested when the design was being drafted.  Mr Watts left the meeting at 4.30pm.  ***Training session on Primary Curriculum by Mr J Chapman,***  ***Principal Wainwright Primary Academy***  Governors were advised initial roll out of the Primary Curriculum took place in September.  Mr Chapman explained the aim of the National Curriculum was to align all schools. Final version came out in September 2014 and raising of the bar in September 2016. Previously training on the national curriculum was provided regularly.  Mr Chapman explained there were eleven subjects in the National Curriculum. Three core subjects are Maths, English and Science. RE is a statutory but not part of the curriculum.  PSHE is non statutory, however, legislation states time to teach the subject should be given.  It was confirmed it is clear that knowledge was a large driver of the new National Curriculum.  Curriculum is now aligned alongside metacognition with consideration being take for the ease of learning for pupils.  Governors were advised after the change to the Ofsted Framework it is clear information is to be provided how pupils understand and remember. It was explained further that judgements have changed with Quality of Education, teaching and learning and curriculum not based around outcomes.  Mr Chapman explained year one of a core curriculum is taking place. The next academic year will be around refining and reviewing success. The curriculum for all Primaries in the MAT (Multi Academy Trust) are tailored to the needs of the area.  Mr Chapman confirmed decisions to provide a knowledge based curriculum together with Core Knowledge UK framework is taking place to ensure deprivation of the area is taking into account. In addition, a core reading spine has been introduced to ensure high quality text is used throughout the school including in the Early Years provision. Discussion took place regarding teaching of text in other curriculum areas.  **Mrs Oliver asked** if this is communicated to parents. Mr Chapman confirmed knowledge organisers will be shared with parents. This will include Early Years moving forward. An example was provided. Mrs Kahler clarified that homework activities at SBPA reflect what is being done in school.  Description of how the knowledge based curriculum works was provided.  **Mr McGeown asked** if parents can engage in the knowledge with children. Mrs Kahler confirmed this will be taken forward. It was confirmed the Trust and Institute provide professional development for staff and support is being provided by SLT (Senior Leadership Team) in the Academies.  **Mr Edwards asked** how it will be adapted for EAL and SEN (Special Educational Needs) pupils. Mrs Kahler confirmed it is creatively designed to ensure skills can be built upon through the curriculum in those areas.  **Mr Parish asked** is there a challenge on view points. Mr Chapman explained due to the pupils and nature of the schools this will correlate with British Core Values.  Discussion around language acquisition and application took place to ensure ease of understanding for EAL pupils.  It was confirmed resources are made available to ensure support for pupils can be provided when at home.  **Mr Keeton asked** if there was a priority. Mr Chapman confirmed steps are in place to ensure a broad and balanced curriculum is driven forward for pupils. .  **Mr Keeton asked** what the criteria was used to ensure the correct focus was made. Mr Chapman confirmed the curriculum is the firm basis for curriculum decisions and discussion has taken place regarding this to ensure basic information is provided from Year 1 to build to Year 4. **Mr Keeton asked** what the criteria was. Mr Chapman provided clarity on alignment with the National Curriculum and locality of topics relevant to the area. **Mr Keeton asked** what happens when moving to secondary. A reshape will be provided for transition to KS3. Mr Chapman confirmed QEA (Queen Elizabeth’s Academy) provide a knowledge based curriculum with the majority of WPA pupils moving there into Year 7.  The training session concluded at 4.45pm |  |
| **AC/046/19/20**  **Agenda Item 1** | **Apologies for absence**  Apologies for absence were received and agreed from Mrs Edwards due to leave of absence due to personal circumstances, Mrs Bennett due to prior commitments and Mrs Spacey due to work commitments.  Apologies were not provided from Mrs Broughton. It was confirmed by the Clerk correspondence had taken place without response. Further contact would be attempted. The lack of apologies provided and continued absence was not accepted by governors. | EP  26/03/2020 |
| **AC/047/19/20**  **Agenda Item 2** | **Declaration of interest**  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.  Mrs Hawkins explained she had received accreditation and this should be added to her declaration.  Mr Pullin was now employed at SBPA which should be added to the declaration.  Governors confirmed that the declarations given at the beginning of the academic year were correct. |  |
| **AC/048/19/20**  **Agenda Item 3** | **Rebranding and marketing**  This was completed in the training meeting. |  |
| **AC/049/19/20**  **Agenda Item 4** | **Minutes of the meeting dated 4th December 2019**  The minutes of the meeting, having previously been received were agreed and signed by the chair subject to amendment at top of page 29 changing Tuxford to Thrumpton AC/039/19/20) |  |
| **AC/050/19/20**  **Agenda Item 5** | **Matters arising**  **AC/029/19/20: Information to staff on sports funding**  Mr Edwards confirmed information had been achieved and was provided to the Principals at both Academies. Mr Edwards confirmed he had forwarded requests to Active Notts and Active for Today. Mr Edwards recommended the Principals contact The Foil Trust regarding funding in addition to those provided. Principals were guided to assess the criteria required when making any applications. Information had been provided regarding grounds and sports facilities including cricket and lottery funding. **Mr Keeton asked** if there was a specific staff member allocated to attaining funding. The Principals confirmed links were being made with PTA groups for both Academies to secure funding. Mrs Hawkins suggested a group who will link companies to advertisements to ensure funding for a fee. |  |
|  | **Mrs Oliver suggested** the importance of linking with local companies.  Further information was provided regarding funding for staff courses.  **AC/029/19/20: Feedback for staff on exception reporting**  It was confirmed this had been actioned by Mrs Spacey.  **AC/032/19/20: Vice Chair Candidate Election**  Mr Keeton left the room at 5.27pm.  It was explained that Trustees have requested Mr Pullin to step down from the Vice Chair role due to employment. Trustees had agreed it was acceptable for him to remain as a governors provided hours are not increased and until the end of the Academic Year.  It was agreed that Mr M Keeton would take the role of Vice Chair. Mr Keeton returned to the room at 5.30pm.  **AC/035/19/20: Curriculum link agreement**  Correspondence had not been received from Mrs Broughton and therefore a decision cannot be made. This will be deferred to the next meeting.  **AC/037/19/20:EVC document returned**  It was confirmed Mr Pullin had signed off both documents. Mrs Hawkins also signed the SBPA document for completion. It was established Mr Pullin required to undertake EVC training.  **AC/038/19/20:Parent Governor Election**  The Clerk advised of the process for the benefit of the parent governor in attendance.  It was confirmed two candidates had come forward for the two vacancies. Election by governors would take place at the next meeting.  Governors were advised of the procedure taken place for the Principal post at Samuel Barlow. It was confirmed Mrs Kahler had been appointed as the new Principal at Samuel Barlow. Governors congratulated Mrs Kahler on the appointment. | **Govs**  **26/03/2020**  **Actioned**  **AP**  **27/02/2020**  **All**  **26/03/2020** |
| **AC/051/19/20**  **Agenda Item 6** | **Report from Principal to include: -**   1. **Mid-year review of progress made in the AIP**   Mrs Kahler informed governors a letter had been received from Mark Spencer (MP) regarding results achieved.   * Positive steps have been made with shared leadership and curriculum. * TLIF projects may continue with funding being supported by the Trust. * Pixel is being used to support assessment. Support is being provided by the Trust in respect of future leader training for Mrs Kahler in her Principal role. * Steps are in place to ensure links with the Church and in addition establishment of a PTA to provide links with the community in the area. * Governors were advised of pupils attending a local Nursing Home to sing for the residents. This was in an effort to raise the profile of the school.   In respect of WPA (Wainwright Primary Academy) Mr Chapman explained achievements were Investors in Pupils Award.   * Loved ones lunch takes place with parents for pupils which is highly effective. * Trust development has taken place in respect of the curriculum and links with Thrumpton Academy. * It was confirmed work with IRIS has taken place and is being implemented throughout the Trust in addition to the continuation of the TLIF project. * It was reported monitoring of targets in F1 are taking place with new staff in the area. Support was being provided. * Governors were advised data has declined. Steps are in place to ensure adequate improvement. * Governors were advised Pixel data is also being used. * It was confirmed collaboration with SBPA is forming effectively.   **Mr Keeton asked** if pupils link with the respective schools. Mrs Kahler confirmed steps are being put in place to ensure events take place collaboratively and for pupils to visit respective schools moving forward.  **Mrs Oliver suggested** this would work with sporting events.  Governors were advised of the DA Games facility provide to all schools in the MAT.   1. **Safeguarding: culture & compliance**   Mrs Kahler confirmed realignment of roles was taking place. **Mr Pullin asked** why a family support worker had not been sought. Mrs Kahler confirmed this was due to the restructure taking place in the Trust. **Mrs Hawkins asked** around impact on teaching staff. Discussion took place on staff movement in the academy. It was established that a link visit was required regarding safeguarding at SBPA which was to be arranged with the Principal.  Mr Chapman informed governors of the tracking and mobility of pupils coming to and leaving the Academy is a challenge, with information being provided on procedures followed.  It was reported by Mr Chapman there were no safeguarding issues.   1. **Risk register including H&S, staff and pupil wellbeing, GDPR**   Mrs Kahler confirmed the Risk Register was up to date. Steps were in place for Mrs Kahler to obtain training. **Mr Pullin asked** who Risk Champion was. Information was provided by Mrs Kahler. **Mr Keeton asked** what the top risk factor was. Mrs Kahler confirmed this was the building age and effect this causes.  Mrs Kahler confirmed there had been an internal GDPR breach. Full investigation had taken place. No further action was required. It was confirmed spot checks continue to take place with further steps in place.  Mrs Kahler explained all AIP aims are up to date, a new document was being prepared to ensure focus.  **Mrs Hawkins asked** if there were internet issues at SBPA. Mrs Kahler confirmed this and informed governors of steps being put in place.  **Mr Keeton asked** if this was logged on the risk register. This was confirmed by Mrs Kahler. **Mr Keeton asked** if the risk register drove the action. Mrs Kahler explained the process of the risk register and the actions that take place with support of the Trust.  Governors were advised both schools are running a category C trip weekly for swimming. Level two staff are in attendance with adequate training being obtained.   1. **Capital Plan update 2019/2020**   Mrs Kahler updated governors in respect of the improvements and redevelopment of areas to be made to the Academy and outside areas with discussions taking place with the Trust and Senior Leaders. **Mr Pullin recommended** additional doors to outside should be installed due to lack of exit areas. Mrs Kahler noted the suggestion. | **Actioned**  **SK/AH**  **ASAP** |
| **AC/052/19/20**  **Agenda Item 7** | Governors were advised Pixel data is currently more successful for staff. Improvement to the data dashboard will be provided with movement to SIMS taking place. Mr Chapman explained additional filters had been requested in respect of EAL and Looked After pupils to ensure progress can be monitored and reviewed effectively.  Data Dashboard Review with feedback by Principal to include: -  **1.Student performance all year Groups**  **2. PDBA including exclusions and provision in**  **place/attendance/Persistent Absenteeism percentage/finance**  Mr Chapman informed governors an exclusion had taken place. Information regarding the decision and the outcomes for the pupil were provided and information regarding monitoring of the situation.  Discussions were confidential and therefore recorded separately.  It was confirmed attendance levels will be affected.  **Mr Keeton asked** what attendance drives. Mr Chapman provided explanation around the procedure if attendance drops significantly.  **Mr Pullin** **recommended** the link for PDBA (attendance) needs to be reviewed and the needs in this area.  **Mrs Hawkins asked** around staffing at WPA. Mr Chapman provided clarity in the area with information available from the data dashboard and what staff recruitment was required.  Mr Pullin raised an issue with categorisation titles on the dashboard. The Clerk was requested to provide feedback to the Data Team.  **HR Report**  Mr Chapman provided explanation on staff absence and Bradford scoring. Staffing issues were discussed to ensure wellbeing. It was reported there is a wellbeing champion in both academies.  Mrs Kahler explained issues surrounding staff absence due to illness and the challenge arising relating to the staff cover. It was confirmed steps were in place to ensure cover was provided.  Governors were advised of issues relating to a pupil and EHAF. It was confirmed steps were in place for a resolution.  **Mrs Hawkins asked** who the designated SENco staff member was at WPA. Explanation was provided by Mrs Kahler in respect of staffing deployment and structure with steps in place.  3. Cash flow  4. Management Accounts  Nothing was to be reported. Mr Chapman confirmed there were no issues. Mrs Kahler explained steps were in place to ensure the budget was in line. | **Confidential Minutes**  **Actioned**  **EP 26/03/2020** |
| **AC/053/19/20**  **Agenda Item 8** | **FFT Aspire/Pixel data**  Governors were advised pixel data is beneficial to deprived area schools. Mrs Kahler explained the targets had been set with the Trust and the data is being used to ensure pupils are on track for those targets.  Explanation of the terminology of the Pixel platform was provided to governors to show how this aligns to FFT data. It was reported by Mr Chapman that focussed intervention groups can be formed from with the information provided in the Pixel platform.  **Mr Keeton asked** around the levels and what these meant. Clarity was provided by Mr Chapman confirming 43% of pupils are at expected or more from information provided in the Pixel data. **Mr Keeton asked** how this was populated. Mr Chapman confirmed assessments were taking place to ensure data was correct and up to date.  **Mr Keeton asked** if data can be reviewed at an aggregated view and whether governors can access the information. It was explained access cannot be gained by governors. Training throughout the Trust was taking place.  **Mrs Hawkins** whether pupil information can be passed onto other schools when pupils are in transition. Information regarding on target pupils being on track for WPA was provided by Mr Chapman. Mrs Kahler confirmed progress to targets was currently fluctuating with highly aspirational targets being set for pupils. It was confirmed further information had been provided in the Principals Report. |  |
| **AC/054/19/20**  **Agenda Item 9** | **Completion of Ofsted Areas Tracking Document**  Mr Chapman and Mrs Kahler had pre-populated the beginning of the document and asked for governors to complete the remainder. Mrs Hawkins asked for clarity to be provided on what areas are being completed by governors and SLT as there seems to be inconsistencies. |  |
| **AC/055/19/20**  **Agenda Item 10** | **Policies for ratification**:  Educational Visits (SBPA) –The document was duly signed by the Chair of the Committee.  Attendance Policy Appendix for SBPA was agreed.  Post meeting note: The document for WPA had not been provided. This should be presented at the next meeting.  Medical Conditions  EYFS  Governors were in agreement and ratified the Policy documents provided. The Clerk ensured procedure was followed for uploading the documents.  Governors were advised to ensure awareness of changes to documents on the Diverse Academies website as below: -  Charging and Remissions/CCTV/Expenses and Benefits/Debt Recovery/ICT and Acceptable use of computers/Redundancy | **JC**  **26/03/2020**  **Actioned**  **Clerk**  **13/02/2020** |
| **AC/056/19/20**  **Agenda Item 11** | **Safeguarding Training – Certificates to be provided**  Mr Edwards had completed the training and provided documents to the Clerk. The Clerk confirmed these had been passed onto the HR department.  Mrs Edwards would action the training on her return.  Mrs Broughton had not completed the refresher due to absence. |  |
| **AC/057/19/20**  **Agenda Item 12** | **Succession Planning** (training to be put in place)  Mrs Hawkins recommended governors to take up the DfE funding Development of Chair courses. Governors were advised to contact the Clerk for further information.  Appointment of Vice Chair of Governors had taken place. |  |
| **AC/058/19/20**  **Agenda Item 13** | **Leadership and Management updates/information from Trust**  Mrs Hawkins confirmed a message had been provided by the Chair of DAT confirming Mr D Cotton had been appointed as CEO.  Mr Chapman explained Phase 3 of the leadership restructuring is now taking place and ratification by Trustees has taken place. |  |
| **AC/059/19/20**  **Agenda Item 14** | **Link Visit Arrangement – Meetings arranged with school?**   * Health & Safety (SBPA&WPA) Mr Edwards confirmed these had been arranged with both Academies. * PDBA – Mr Edwards volunteered to take this link area on.   Governors were in agreement with the decision made. Mr Edwards confirmed a visit would be arranged at both schools as a matter of urgency.   * Curriculum * Maths (Quality of Education) - Visits were to be arranged. * English (Quality of Education) – Mr Keeton confirmed he had visited one Academy. The Clerk asked for a link visit report to be provided for the next meeting. * Early Years (Quality of Education) to be confirmed.   Mrs Hawkins has confirmed link visits will be provided for the safeguarding visits undertaken. | **MK**  **26/03/2020**  **Govs**  **26/03/2020**  **AH**  **26/03/2020** |
| **AC/060/19/20**  **Agenda Item 15** | **Training events**  Training required to be put in place for governors prior to Academy Committee Meetings. It was confirmed Self Evaluation for governors would take place at the next meeting.  Mr Chapman confirmed updates had been received regarding safeguarding which would be forwarded to governors by email.  Induction Training – February 2020 was cancelled. The rearranged date would be provided to governors when available.    Learning Link Modules (via NGA) – Governors were advised to access learning link.  It was requested that Impact Project for future leaders to be put on the next Agenda. | **SK/EP**  **26/03/2020** |
| **AC/061/19/20**  **Agenda Item 16** | **Date and time of next meeting**:  Thursday 26th March 2020: Training Meeting: 4.00pm  (Disbanded) Main Meeting: 4.30pm  Thursday 14th May 2020: Training Meeting: 4.00pm  (Disbanded) Main Meeting 4.30pm  Wednesday 8th July 2020: Training Meeting: 4.00pm  (Disbanded) Main Meeting: 4.30pm |  |
| **AC/062/19/20**  **Agenda Item 17** | **Determination of confidentiality of business**  **Equality Act consideration**  **Nolan Principles**  Governors considered whether anything discussed during the meeting should be deemed as confidential. It was  Resolved:   * Items discussed within agenda item 7 AC/052/2020 should remain confidential to attendees indefinitely * There had been no Equality Act implications * Attendees were content that all decisions made adhere to the seven Nolan principles. |  |
| **AC/063/19/20**  **Agenda Item 18** | **Complete Report to Trustees**  The report was completed and returned to the HoG. | **Actioned**  **EP**  **12/02/2020** |
|  | The meeting closed at 7.00pm  Signed…………………………………..(chair) Date…………………. |  |
|  | The seven Nolan Principles are outlined below:   1. **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends. 2. **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties. 3. **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit. 4. **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. 5. **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands. 6. **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. 7. **Leadership** – Holders of public office should promote and support these principles by leadership and example |  |