

**Minutes of the Local Academy Board meeting
held on Tuesday 13th November 2018
at 5pm at Retford Oaks**

Governor name	Initials	Governor category	A = absence
Mrs P Bryn-Jones	PBJ	Appointed	A
Mr G Gadie	GD	Appointed	
Ms Sarah Gibson	SG	Parent	A
Mr A Knight (Vice Chair)	AK	Appointed	
Cllr. M Quigley (Chair)	MQ	Appointed	
Mr A Silcock	AS	Appointed	
Mr W Spooner	WS	Staff	
Mr N Trickett	NT	Appointed	
Miss N Ward	NW	Parent	

In Attendance:

Staff Name	Initials	Role	A = Absence
Mrs Heather Widdup	HW	Academy Director	
Mr Dave Cotton	DC	Executive Principal	
Mr Chris West	CW	Vice Principal	
Mr Andy Tomkins	AT	Assistant Principal	
Mrs Jane Stock	JKS	Clerk – Minute Taking	
Ms Lucy Clough-Watson	LCW	LGBT lead	
Miss Skyla Challinor	SC	Post 16	
Mr Joe Newton	JN	Post 16	

Item No	Item	Action/by who/when
	Presentation from Miss L Clough- Watson to Governors	

	Child Protection refresher training from Mr Tomkins	
LAB/010/1819	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Bryn-Jones who had family commitments. Ms Gibson contacted Mrs Stock to advise she had arrived but was unable to gain access to the meeting room.</p> <p>Post meeting: Mrs Stock to ensure governors have a mobile telephone number for access to meeting rooms after reception is closed.</p> <p>Mr Quigley welcomed Post 16 students to the meeting.</p>	Actioned 14/11
LAB/011/1819	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda. And there are no changes to declarations made at the start of the year.</p>	
LAB/012/1819	<p>Minutes of the meeting dated Tuesday 11th September 2018, having previously been received were agreed and signed by the chair.</p>	
LAB/013/1819	<p>Matters Arising:- LAB/001/1819 – Cllr. Quigley informed governors that Mr Turner had tendered his resignation to the Local Academy Board (LAB). LAB/004/1819 – Trips were signed off at the finance and resources meeting in October 2018 LAB/007/1819 – Governor Mark update, Mr Knight informed governors that he would be in the academy on Thursday 15th November to start working on the application.</p>	
LAB/014/1819	<p>Safeguarding</p> <p>Confidential Item</p>	
LAB/015/1819	<p>GDPR Mrs Widdup informed governors that the academy has received strong assurance of compliance in all areas</p>	
LAB/016/1819	<p>Review of membership Mr Tricket's term of office expires in March 2019. Governors unanimously agreed to Mr Ticket continuing for another four year term ending 02/03/2023</p>	Action JKS 30/11
LAB/017/1819	<p>Correspondence Governors received a document prior to the meeting for agenda items LAB/017, to LAB/022 inclusive prior to the meeting. All correspondence was detailed on the document. Governors confirmed they were still receiving NGA emails.</p>	
LAB/018/1819	<p>Visits to the academy All visits made to the academy were detailed on the document. Two governors attended the Poppy event at the academy in October. Mr Gadie praised staff and students for an excellent production. Mrs</p>	

	Widdup informed governors that there was a full act of remembrance on Friday morning at the academy. The school had many visitors in that day who were very complimentary of the students. The event was posted on social media. The academy received emails and praise from the community. Cllr Quigley told governors that Mr Newton (Post 16 student) had laid the wreath at the ceremony held in the town square on Sunday.	
LAB/019/1819	Link governor visits report/feedback Mr Quigley informed governors that he had met with Mrs Sellick regarding Health and Safety and would be meeting again to do the inspection. Governors engaged in discussion about link governor visits. Mrs Stock asked governors to contact their respective contact at the academy before the end of this term, to arrange a visit. Mrs Stock and Mrs Widdup asked governors to copy them in on the email contact.	All governors by 20/12
LAB/020/1819	Training undertaken and review training plan Mr Quigley informed governors that no additional training had been identified from the skills audit completed last term. Mandatory training is in place before each LAB meeting.	
LAB/021/1819	Policy/local appendices ratification This is covered in LAB/022 and LAB/023	
LAB/022/1819	Ratify any changes to Admission Policy from S&O Mr West informed all governors present that the Admissions Policy was presented to the Standards and Outcomes portfolio meeting on 25 th September 2018 and was approved. Governors ratified the policy at this meeting. Confidential Item	
LAB/023/1819	Receive/ratify Local Authority safeguarding checklist Cllr Quigley informed governors that the safeguarding checklist has not been received. The audit must be completed and returned to the Local Authority by 17 th December 2018	Action JKS 14/11
LAB/024/1819	Any trips to authorise Mr West presented two trips to governors for approval. Governors engaged in a discussion around the overseas trip including costings and minimum numbers. This trip was approved subject to minimum numbers and other quotes being obtained. Governors unanimously approved both trips, subject to conditions.	
LAB/025/1819	Executive Principal Update (key Trust messages) Mr Cotton informed governors that he is now the Senior Executive Lead for the norther cluster of schools (Tuxford, Tuxford Primary and Retford Oaks) within Diverse Academies. He leads on: Teaching and Learning (T&L), Curriculum, DALP Institute, Professional Development and Teaching Schools.	

	<p>Confidential Item</p> <p>Validated GCSE results should be available in January 2019. Retford Oaks results are in a strong position and the academy needs to continue to push more able students. Mr Cotton advised governors he will be meeting with the Regional School Commissioner later this month to discuss all Trust school results.</p> <p>The trust are looking to streamline executive reports.</p> <p>The DALP institute will focus on staff and career development to ensure strong outcomes in all areas. There is:</p> <ul style="list-style-type: none"> • high quality provision for CPD for all staff along • leadership development and pathways • talent management and succession planning • research and development in every area of operations <p>Phase one will see CPD and leadership. Tuxford Academy have been operating in this way for many years. Underpinning this there are many delivery partners including Teaching School, PiXL and the education foundation. Initial teacher training and School to School reports are generating professionals at every academy within the Trust. Mrs Widdup and Mr West are both involved in supporting other academies and Retford Oaks best practice is recognised by the trust.</p>	
<p>LAB/026/1819</p>	<p>Principal termly overview of the AIP, KPI summary and any additional update</p> <p>Mrs Widdup tabled a document to governors.</p> <p>The priorities for the academy are:</p> <ul style="list-style-type: none"> • Leadership and Management • Teaching, Learning and Assessment (TLA) • PDBW • Outcomes • 16-19 Provision <p>These are then judged against the Ofsted framework. Governors were shown examples of Teaching and Learning (T&L) moving from Good, through benchmarking to outstanding. The academy also implements the BOD model for homework.</p> <ul style="list-style-type: none"> • Blanket – Homework which is given to all students • Optional – tasks which empower students to independently extend their learning outside of the classroom • Directed – specific, personalised direction is given to students to support their individualised learning needs • <p>The latest parent survey indicates an upward trend from 88% to 95% Governors were shown a timetable for examples of questioning which helps students explore their ideas in greater depth and is the key to improving T&L. The Self Evaluation Form (SEF) shows where the academy is now, which is Good with outstanding features.</p> <p>Post meeting: This document was uploaded to Governor SharePoint.</p>	
<p>LAB/027/1819</p>	<p>Portfolio chairs' referral of any items for LAB/Board approval</p>	

	<p>Governors were informed that the Standards and outcomes portfolio group had gone into great depth regarding the changes to the admissions policy which was brought to the LAB today.</p>	
LAB/028/1819	<p>DALP Scheme of Delegation Governors were advised the DALP scheme of delegation is still in draft format awaiting updates later this term.</p>	
LAB/029/1819	<p>Any Academy specific items Cllr. Quigley reminded governors that the next Governor conference is on Wednesday 28th November 9am – 5pm. Governors are asked to respond to the Eventbrite invitation.</p> <p>Confidential Item</p> <p>On Wednesday 28th November the academy is holding health related learning during the day, with parents of students attending in the evening. Governors are also invited to the evening event.</p>	
LAB/030/1819	<p>Date and time of next meeting: 26th February 2019 at 5:30pm</p>	
LAB/031/1819	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - All of LAB/014/1819 remain confidential to all present - That parts of LAB/022/1819, LAB/025/1819 and LAB/029 /1819 should remain confidential to all present at the meeting. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles 	
	<p>The meeting closed 6:30pm</p> <p>Signed.....(chair)</p> <p>Date.....</p>	