

**Minutes of the Local Academy Board meeting
held on Tuesday 26th February 2019
at 5:30pm at Retford Oaks**

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

In Attendance:

| Staff Name | Initials | Role | A = Absence |
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| Mrs Heather Widdup | HW | Academy Director | |
| Mr Dave Cotton | DC | Executive Principal | |
| Mr Chris West | CW | Vice Principal | |
| Mrs Jane Stock | JKS | Clerk – Minute Taking | |

| Item No | Item | Action/by who/when |
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| LAB/032/1819 | <p>Apologies for absence Apologies for absence were received and agreed from Mr Silcock and Mr Spooner who had work commitments. Ms Ward was absent from the meeting.</p> <p>Apologies received after the meeting from Ms Ward.</p> | |
| LAB/033/1819 | Declaration of interest | |

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| | 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. | |
| LAB/034/1819 | <p>RAISE / ASP training</p> <p>Mr West gave a presentation on Analyse School Performance to governors. Mr West informed governors that Progress 8 is on track. The government expectation is that 75% of students should be studying full EBAC subjects by 2022. Retford Oaks Academy (ROA) is significantly below, with a decline on trend. ROA staff are working across the Diverse Academies Learning Partnership (DALP) to improve Modern Foreign Languages (MFL) outcomes. Mr West went on to explain that Yr7 students study one language. The deadline for this years' Yr9 options is 15th March. Governors asked if students are having to do a foreign language, is this limiting their other options. Mr West confirmed it was.</p> <p>Mr West advised Attainment 8 is on track and absence is slightly below national average. The academy is a growing academy. Mr Cotton informed governors that he leads curriculum across the trust and the government has tried many different approaches to increase students taking a foreign language. All students should have the opportunity to study a foreign language. Mr West informed governors that ROA challenges students who are capable to take a foreign language. Governors were informed there is a new framework; destinations. The academy is preparing students for work, further education and training when they leave the academy.</p> <p>Post 16</p> <p>Mr West reminded governors that all students are on site at ROA academy and settling well. The students report that they are happy and feeling more supported.</p> | |
| LAB/035/1819 | <p>Self Evaluation</p> <p>This was completed by JKS on behalf of governors and will form part of the training plan for 2019-20</p> | |
| LAB/036/1819 | <p>Minutes of the meeting dated Tuesday 13th November 2018, having previously been received were agreed and signed by the chair.</p> | |
| LAB/037/1819 | <p>Matters Arising:-</p> <p>Any matters arising are covered on the agenda.</p> | |
| LAB/038/1819 | <p>Receive any comments and Ratify any changes to Admission Policy from S&O</p> <p>Mr West confirmed there have been no comments or changes to the admission policy submitted to the Local authority in December.</p> | |
| LAB/039/1819 | <p>Receive/ratify Local Authority safeguarding checklist</p> <p>Cllr. Quigley confirmed the safeguarding checklist was completed and sent to the local authority in December.</p> | |
| LAB/040/1819 | <p>Safeguarding</p> | |

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| | Mrs Widdup confirmed that all staff including new starters at the academy are trained in safeguarding. There are no issues to raise with governors. | |
| LAB/041/1819 | GDPR Cllr Quigley has taken on the responsibility of GDPR link governor. Mrs Widdup confirmed there are no GDPR issues to report to governors. | |
| LAB/042/1819 | Review of membership There are no governor memberships up for renewal. There is still one vacancy for an Appointed Governor. Mrs Stock continues to search for someone to recommend to the board. | |
| LAB/043/1819 | Correspondence Governors received a document prior to the meeting with details of correspondence and dates of interest for governors. The dates have been populated into governor diaries. | |
| LAB/044/1819 | Visits to the academy Governors received a document prior to the meeting detailing visits made to the academy by governors. | |
| LAB/045/1819 | Link governor visits report/feedback Governors received a document prior to the meeting. Mr Gadie had made a visit to the Drama department and had completed a report. All governors were asked to arrange a meeting this term. | |
| LAB/046/1819 | Training undertaken and review training plan Health and Safety training is being delivered for governors in May. The next raining planned for the Local Academy Board is Post 16 dashboard in June. There may also be a governor conference in the summer term. Details will be sent to all governors. | |
| LAB/047/1819 | Policy/local appendices ratification Supporting students with medical Conditions policy was updated by Diverse Academies Learning Partnership (DALP) in December 2018. Staff confirmed there is no local appendices which requires approval by governors. | |
| LAB/048/1819 | Any trips to authorise Mr West informed governors that transport for a trip previously approved by governors to Poland had been amended. The transport was originally by airplane and was now by Bus. Governors asked if this had been risk assessed. Mr West confirmed it had. Governors approved the amendment for the trip. | |
| LAB/049/1819 | Executive Principal Update (key Trust messages) Mr Cotton informed governors that Trust board meetings are now exception reporting. | |

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| | Confidential Item | |
| LAB/050/1819 | <p>Principal termly overview of the AIP, KPI summary, FAR report and any additional update Governors received these documents prior to the meeting. Mrs Widdup informed governors that the academy was moving forward towards successful completion of the plan.</p> <p>Confidential Item</p> <p>Mrs Widdup informed governors that when the Continual Personal Development (CPD) calendar was set up it was linked to areas of the Academy Improvement Plan (AIP) and staff are able to see the link between CPD and what the AIP is delivering.</p> | |
| LAB/051/1819 | <p>Review of FAR carried out November 2018 Governors received this document prior to the meeting. Mrs Widdup reminded governors that Teaching and Learning (T&L) and Personal Development, Behaviour and Welfare (PDBW) remain outstanding at the academy. Teaching, Learning and Assessment (TLA) is still a strong good following on from the OFSTED visit in June 2017. Outcomes and 6th form remains good. The document presented to governors is a working document. Governors asked about progress for high ability students. Mrs Widdup replied that one member of staff is tracking students and working with teachers on strategies to support these students. CPD is also used to support staff. Mr West informed governors that High ability students will attend “Easter School” this year and Period 7 has already started for these students. There are 130 students in this cohort. Governors were reminded that High ability student progress is discussed in detail at Standards and Outcomes (S&O) meetings held twice a term with governors.</p> | |
| LAB/052/1819 | <p>Portfolio chairs’ referral of any items for LAB/Board approval <u>Standards and Outcomes:</u> Mr Knight reminded governors of the discussions held at the S&O meetings held since the last Local Academy Board meeting (LAB). These include; Prevent, safeguarding, pathways, support for vocational students, holiday requests and the impact on attendance. Charity events and the stationery shop run by students and the addition responsibility taken on by Mr Stewardson regarding Post 16 provision. Student numbers going forward are expected to be 1150 students by 2021 and 1200 students by 2022. Mr Knight informed governors that a governor panel will need to be in place to look at in year admission appeals from parents as the academy grows. Mrs Stock reminded governors there is training available for this on Educare. <u>Finance and Resources:</u> Mrs Widdup advised governors that the sports hall roof had not been replaced last year, only repaired. The roof was still leaking. She has spoken to Mr Wilson (head of estates and facilities) who will contact Transform again. The academy continue to pay for temporary fencing to</p> | |

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| | <p>ensure student's bikes are secure. This should be rectified by Easter. Governors raised concerns about spiralling PFI costs to the academy. Mr Cotton responded that the helpdesk is advised of all issues and then this is out of DALP's control. All that can be done is to continue to escalate all incidents to the helpdesk.</p> <p>Confidential Item</p> | |
| LAB/053/1819 | <p>Any Academy Specific Issues including academy specific policies, DALP appendices and review of any updated DALP statutory policies as appropriate</p> <p>There were no items presented for this agenda item.</p> | |
| LAB/054/1819 | <p>Date and time of next meeting: 18th June 2019 at 5:30pm Mr Gadie gave apologies for this meeting.</p> | |
| LAB/055/1819 | <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/048/1819 confidential to all present - That parts of LAB/049/1819 and LAB/051/1819 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 6:51pm</p> <p>Signed.....(chair)</p> <p>Date.....</p> | |