

**Minutes of the Local Academy Board meeting
held on Monday 17th July 2018
at 5:30pm 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	AK	Appointed	
Cllr. M Quigley	MQ	Appointed	
Mr A Silcock	AS	Appointed	
Mr W Spooner	WS	Staff	
Mr N Trickett	NT	Appointed	
Mr R Turner	RT	Appointed	A
Miss N Ward	NW	Parent	

In Attendance:

Staff Name	Initials	Role	A = Absence
Mrs H Widdup	HW	Academy Director	
Mr D Cotton	DC	Executive Principal	
Mr Chris West	CW	Assistant Principal	
Mrs Jane Stock	JKS	Clerk – Minute Taking	

Item No	Item	Action/ by who/when
LAB/061/1718	Apologies for absence Apologies for absence were received and agreed from Mrs Bryn-Jones, Ms Gibson and Mr Turner.	

LAB/062/1718	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
LAB/063/1718	<p>Minutes of the meeting dated Wednesday 28th March 2018, having previously been received were agreed and signed by the chair.</p>	
LAB/064/1718	<p>Matters Arising: LAB/044/1718 Review of membership LAB/057/1718 GDPR LAB/057/1718 Governor Mark Mrs Stock informed governors that these are all agenda items on today's meeting.</p>	
LAB/065/1718	<p>Review of Membership Governors confirmed they were happy to remain on their existing portfolio teams. Mrs Stock informed governors that the link governance visits schedules have changed from September. There will be seven compulsory areas to visit and seven optional. It was discussed and agreed that in addition to the compulsory areas Mr Knight would visit Humanities and Mr Gadie will visit Music. Mr West suggested that it would be a good idea for the academy leads to attend the next meeting. Cllr. Quigley reminded governors his term of office as Chair of Governors expires on 31/08/18. He informed governors he is happy to extend this. Cllr. Quigley left the room at 5:46 Governors discussed the proposal and agreed unanimously for Cllr. Quigley to take up a new 2 year term as chair of Governors. Cllr. Quigley returned to the meeting at 5:48 Mr Knight congratulated Cllr. Quigley on a new term of two years. Mr Gadie's term as an appointed governor expires on 10/12/18. Governors unanimously agreed to elect Mr Gadie for another four year term.</p>	<p>Mrs Stock 20/7/18</p>
LAB/066/1718	<p>Correspondence Governors received a document prior to the meeting for this agenda item. This detailed all correspondence received by governors since the last meeting and up and coming events. Mr Gadie said that he would be attending the Presentation evening on 19th July 2018.</p>	

	Confidential Item	
LAB/067/1718	<p>Visits to the academy Governors received a document prior to the meeting for this agenda item. Cllr. Quigley and Mr Gadie informed governors that they had both attended the Presentation by the Bank of England Governor, Mark Carney on 6th July, which Retford Oaks hosted. Mrs Widdup informed governors that she had received a letter from Mr Carney thanking the academy for hosting this event.</p>	
LAB/068/1718	<p>Link Governor Visit – reports and feedback overview Governors received a document prior to the meeting for this agenda item. Cllr. Quigley asked for commitment from Governors to ensure the mandatory visits were made in the next academic year.</p>	
LAB/069/1718	<p>Training undertaken and review training plan Governors received a document prior to the meeting for this agenda item detailing the training they had undertaken. Mrs Stock told governors that HR will advise when the Safeguarding needs to be completed by governors.</p>	
LAB/070/1718	<p>Code of conduct Mrs Stock informed all present that most governors have signed their Code of Conduct for 2018-19.</p>	Mrs Stock 17/7/18
LAB/071/1718	<p>Declarations of Interest Mrs Stock informed all present that most governors have completed their Declarations of interest for 2018-19</p>	Mrs Stock 17/7/18
LAB/072/1718	<p>Policy and any local appendices ratification There were no policies requiring ratification.</p>	
LAB/073/1718	<p>Safeguarding update Confidential Item</p>	
LAB/074/1718	<p>GDPR update (general data protection regulation, enforced on 28/5/18) Mrs Widdup informed governors that an audit had taken place at the academy. There were no significant concerns. The academy were praised for their clear desk policy.</p>	
LAB/075/1718	<p>DALP MAT facts and figures Governors received this document prior to the meeting. Mr Cotton reminded governors this document was available for them to view on their SharePoint. There were no questions.</p>	

<p>LAB/076/1718</p>	<p>Any Trips to Authorise Mr West advised governors that there are two trips which will require authorisation. Both trips have been run previously and there have not been any issues. One trip will go to Germany in May 2019 and the other will be a ski trip for a maximum of 60 students, in 2020. Both were agreed in principal by governors at this meeting.</p> <p>Confidential Item</p>	<p>September Agenda</p>
<p>LAB/077/1718</p>	<p>Executive Principal Update Mr Cotton gave an overview to governors. DALP will submit a balanced budget this year and is in a strong position. They are working with the local authority on bus routes in order to save money.</p> <p>Confidential Item</p> <p>Primary KS2 results show strong outcomes and Ofsted also inspected Tuxford Primary Academy, delivering a Good judgement on a section 8 visit.</p>	
<p>LAB/078/1718</p>	<p>Executive Principal termly overview of AIR/KPI summary Mr Cotton informed governors that this information is contained in the Challenge, Support Intervention (CSI) meetings held each half term at the academy. The information is available for governors to view. Cllr. Quigley reminded governors that the Standards and Outcomes (S&O) portfolio group look at this document in detail at each of their meetings.</p>	
<p>LAB/079/1718</p>	<p>Academy Principal and SLT update academy update Mrs Widdup told governors that the Full Academy Review (FAR) shows the strengths of the academy set against the Ofsted framework. Teaching and Learning remains strong, staff CPD is excellent. The academy are introducing numeracy into the Teacher Tool Kit (TTK) and reviewing workload. Personal Development, Behaviour and Welfare (PDBW) is strong at the academy. Student attendance is over 95%. Behaviour policies have been reviewed ready for the increase numbers of students expected in September 18. Middle leaders at the academy were reported as Good or Outstanding in the academy Self Evaluation Form (SEF). Mrs Widdup reminded governors that 6th from students would be on site from September. LGBT is a real strength at the academy and students have taken part in a film.</p> <p>Confidential Item</p>	
<p>LAB/080/1718</p>	<p>Portfolio Chairs' summary of meetings</p>	

	<p>Mr Silcock gave feedback from the Finances and Resources portfolio meetings. There were no items for LAB approval.</p> <p>Confidential Item</p> <p>6:34pm Mr Silcock left the meeting</p> <p>Mr Knight gave feedback from the Standards and Outcomes portfolio meetings. There were no items for LAB approval. Mr Knight told governors that the S&O portfolio group are updated on Safeguarding, Teaching, Learning and Assessment (TLA), and interventions at meetings and the staff handbook had been re-written. Transition and student numbers is discussed. The academy are expecting approximately 207 students to join Y7 in September.</p>	
LAB/081/1718	<p>Academy Specific</p> <p>Cllr. Quigley informed governors that in September the Chair of Local Academy Board (CLAB) meeting will be meeting attended by all chairs. Future meetings next year will be in clusters.</p> <p>Mr Knight informed governors that he is progressing the Governor Mark application.</p>	
LAB/082/1718	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was Resolved that sections of LAB 066/1718 and LAB/076/1718 LAB/079/1718 and LAB080/1718 and all of LAB/073/1718 should remain confidential and there had been no Equality Act implications.</p>	
LAB/083/1718	<p>Date and time of next meeting</p> <p>11th September 2018</p>	
	<p>The meeting closed at 6:41pm</p> <p>Signed.....(chair)</p> <p>Date.....</p>	