

**Minutes of the Retford Academy Committee meeting  
 held on Tuesday 4 February 2020  
 at 5:30pm – 7:30pm in Teaching and Learning**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs P Bryn-Jones	PBJ	Appointed	A
Mr C Callaghan	CC	Appointed	A
Mr G Gadie <b>Vice Chair of Governors</b>	GD	Appointed	
Mr A Knight <b>Chair of Governors</b>	AK	Appointed	A
Mr A Silcock	AS	Appointed	
Mr W Spooner	WS	Staff	
Mr N Trickett	NT	Appointed	
2 x parent vacancies			

**In attendance**

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs H Widdup	HW	Senior Principal	
Mr C West	CW	Principal	
Mrs A Elway	AKE	Clerk and Advisor	
Mrs A Brammall	AB	Associate Principal	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/47/19-20</b>	<p><b>Apologies for absence</b>            Apologies for absence were received and approved from Mrs Bryn-Jones due to other commitments, Mr Knight due to work commitments and Mr Callaghan due to illness. Academy Committee members discussed Mrs Bryn-Jones recent non-attendance and agreed that there would be good reasons why she has not attended the last few meetings.            Mrs Brammall was in attendance as part of her professional development.</p>	
<b>AC/48/19-20</b>	<p><b>Declaration of interest</b>            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.</p>	
<b>AC/49/19-20</b>	<p><b>Training – FFT Aspire and IDSR report (previously received)</b>            Mr West projected the unvalidated data for the academy and advised governors that staff are aware of all lower performance areas as this is based on the 2019 results.            He advised:</p> <ul style="list-style-type: none"> <li>- EBacc at 4+ and 5+ remains a challenge due to language take up</li> <li>- The EBacc take up for this year's YR11 remains low but staff are continuing to encourage YR10s to ensure they have opted for the full EBacc suite of options.</li> <li>- Languages will reduce from 3 to 2 going forward</li> <li>- Challenge remains the high attainers</li> </ul>	

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	<ul style="list-style-type: none"> <li>- The subjects with below average progress may alter when the validated data is published as there were a number of students' marks missing. He will provide the updated report when received.</li> <li>- Staff are trying to change the culture and encourage students to realise the importance English Literature and Language as students have to have language for future study literature is seen by some as not so important</li> <li>- Staff who are AQA trained are training Holgate students work and vice-versa</li> <li>- Interventions with the high ability &amp; disadvantaged is a focus whilst keeping the momentum with all students</li> </ul> <p><b>Mr Gadie asked</b> why English grades are not getting better with Mr West advising that there has been some progress with Literature mock results being better than previously.</p> <p><b>Mr Trickett enquired</b> if all students should be taking a foreign language. Mr West advised that opt-out is still the default with most but its hoped forthcoming MfL assemblies will raise numbers.</p> <p>Mr West turned to the IDSR (previously RAISE Online) and used by Ofsted in an inspection and which gives snapshot statements with sentences in bold if there is any significant movement up or down to report. If sentences are greyed out there is nothing of 'significance' to report.</p> <p>He discussed the statements made:</p> <ul style="list-style-type: none"> <li>- EBacc is in the lowest 20% of schools nationally but this is known and as advised above, the academy is moving this forward</li> <li>- Open Progress 8 declined in 2018 which is the last reported data. This is due to students sitting triple Science which will have a negative effect from the school's point of view but it is right for the students for breadth of the curriculum and further education aspirations</li> <li>- Computer Science was a new and challenging course</li> <li>- The retention rate at P16 is looking positive</li> <li>- Page 4 evidences year-on-year increase to number on roll and is higher than stated in the report at 956</li> </ul> <p><b>Mr Trickett queried</b> whether the per pupil income was correct, however the amount stated is for 2017/18 and is being increased by the Government. Additionally, he was advised that 6<sup>th</sup> form funding differs from KS3 which is different from KS 4 and the statement in the report takes an average across all key stages.</p> <p><b>In response to a query from Mr Silcock</b>, Mr West advised that this data is gathered purely from exam results and does not take any cognisance of the road travelled.</p>	<p><b>CW</b></p>
<p><b>AC/50/19-20</b></p>	<p><b>Minutes of the AC meeting dated 3 December 2019</b> The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	

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AC/51/19-20	<p><b>Matters Arising:</b>  <i>AC/30/1920 Safeguarding visit (governor training to be completed)</i>            Mr Callaghan had advised that his report will be received prior to the next meeting.</p> <p>The Clerk referred members to her email of 10 January 2020 requesting that they all update their safeguarding training and forward their certificates of completion to her.</p> <p><i>AC/39/19-20 Sports Hall roof</i>            Following reports of the roof leaking again at the last meeting, Mr West updated that it wasn't the roof leaking but blocked gutters that had caused the leaks. These have now been cleaned out.            He advised that a contractor had now been found to look at the drainage issues with the car park.</p> <p><i>AC/44/1920 Academy Committee member budget monitoring expectations</i>            Following the last meeting, Mrs Widdup, Mrs Elway and Mr Lowe had met regarding the Academy Committee members role in monitoring finance. Guidance is to be issued in due course, but it is AC members role to hold senior leaders to account for how they are spending the budget paying particular attention to Pupil Premium and SEND funding; how is it spent; is it having an impact; is there evidence of this; if not, what will be done differently.</p>	<p><b>CC</b></p> <p><b>Governors after the meeting</b></p>
AC/52/19-20	<p><b>Report from Principal (using the Education Review Meeting (ERM) (previously received) to include:</b></p> <ul style="list-style-type: none"> <li>- <b>Mid-year review of progress made in AIP</b></li> <li>- The mock results, as every year are useful to work with students to step up the pace</li> <li>- Middle ability English is a focus with interventions put in place</li> <li>- All staff are pushing for a positive progress score to exceed previous years</li> <li>- All Year 11 students have been reviewed and specific help given where required</li> <li>- YR13 shows a significant upward projected VA in the first year back at the academy. 10 out of 19 students have already received unconditional offers, which, as discussed previously, does not help retain momentum leading up to exam season</li> <li>- 4 option blocks will be kept to ensure students are offered a full breadth of curriculum</li> <li>- Each department has an action plan to ensure predicted outcomes are met</li> </ul> <p>Current areas of focus:</p> <ul style="list-style-type: none"> <li>- Year 11 higher ability – Mrs Widdup is mentoring 16 students in this cohort</li> <li>- All YR11 students have been plotted in a Horsforth quadrant for high effort high progress, high effort low progress, low effort high progress and low effort low progress.</li> </ul>	

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	<p>- Metacognitive learning – parents and students have been invited to an information session about this which advises on revision strategies</p> <p><b>Personal Development Behaviour and Welfare</b> Attendance has dropped due to a high holiday rate and sickness bugs but there is a similar picture across the Trust and nationally.</p> <p><b>Persistent Absences</b> are not reducing as he would have liked. <b>In response to a question from Mr Trickett</b>, Mr West advised that students are classified as PA whether there is a good reason for non-attendance e.g. long-term sick or if they are regular non-attenders.</p> <p><b>Behaviour</b> There has been a spike in L1 and L2 offences, but this is being dealt with.</p> <p>- <b>Safeguarding; culture &amp; compliance</b> A positive internal safeguarding audit had been held and Mr Callaghan will receive the report at his link visit.</p> <p>- <b>Risk Register inc. Health &amp; Safety, staff &amp; pupil well-being, GDPR</b> A new internet system is being installed at half-term which will hopefully remedy the issues.</p> <p>The LA had conducted a Health &amp; Safety audit and reported positively on the practices at the academy with few easily remedied minor issues raised.</p> <p>2 educational visits are planned to Barcelona (18 May 2020 – 22 May 2020) and skiing (Austria (Salzburger) 4 Apr 2020 – 11 April 2020 ) both signed off by governors last academic year at the start of the planning process.</p> <p>Guidance from the Trust had been given to parents regarding the current virus threat and a warning that there may be additional levy's is travelling to Europe.</p> <p>- <b>Any academy specific items including statutory policy appendix ratification</b> Current total of students is 965. Mr West advised that if it reaches 1,000 a number of issues will need exploration e.g. extra teaching and business staff will be required, a true split lunch service would have to be operated and review the large bus park area versus the smaller parent parking spaces.</p> <p>The academy has 12 students on the waiting list plus 2 since the report was written. These are not over subscription just applications in process</p>	

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	<p>Mr Silcock enquired what is the maximum number the school could hold and he was advised 1239 but this is reduced due to the P16 students returning to the academy. 1223 students are projected by September 2023</p> <p><b>- Engagement with stakeholders (what has/is the academy doing? any governor involvement with stakeholders? What do parents think of the academy; how do you know?)</b></p> <p>The parent survey data shows a significant 5-year improvement trend. There have been 6 new questions this year and therefore there is no benchmark for these.</p> <p>There is no benchmark data for the results of the YR 7-10 student survey but there was a cross-section of cohorts who responded. Responses are thought to be on a par with other Trust academies.</p> <p><b>In response to a question from Mr Spooner</b>, Mrs Widdup advised that Ofsted look at the offer of school activities rather than participation rates.</p>	
AC/53/19-20	<p><b>Dashboard review to include:</b> Student performance all year groups:</p> <p><i>YR 9/11/13</i> Covered above in ERM report</p> <p><i>PDBA inc. exclusions secondary &amp; provision in place</i> Covered above in ERM report</p> <p><i>Attendance</i> Covered above in ERM report</p> <p><i>PA%</i> Covered above in ERM report</p> <p><i>HR report</i> Mr West advised there is no change to head count and leavers have been replaced with new staff. There has been a spike in absence due to illness. Academy Committee members reviewed the absence reasons.</p> <p><i>Finance Report</i> Mr West advised that there is a £27k surplus to date and no issues to report. He has regular meetings with Mrs Widdup, Mrs Rank (Business Manager) and Simon Lowe (Finance Manager) which look at each cost code</p> <p><b>Mr Silcock asked</b> if any surplus is carried forward to the next year and he was advised this is not the case.</p> <p><b>Governors commended</b> the positive academy budget bearing in mind the levels of deficit in previous years.</p>	

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	<b>Mr Spooner asked</b> if there was an issue with supply staff costs and he was advised that whilst the cost code is ahead of budget, it isn't causing any end of year concerns.	
<b>AC/54/19-20</b>	<b>Complete attached Ofsted area document (attached)</b> Governors considered whether the completion of this form was necessary and if they felt confident that they could articulate the areas of strength and those for development in each of the Ofsted judgment areas. They concluded that they could, and Mr West advised that he will resend the SEF which has this information in. The SEF is to be updated shortly and this will also be forwarded. It was agreed that the SEF should be on the next agenda for discussion/agreement.	<b>CW to govs x 2 agenda</b>
<b>AC/55/19-20</b>	<b>Report from chair/update from governors e.g. SEM/Trust information, feedback on training attended, forthcoming events</b> Academy Committee members were advised that Mr Knight receives regular updates from the Senior Executive meetings. He will normally update all at this point in the meeting. The Clerk advised that Mr Cotton has been appointed as CEO following Mr Pickering's retirement at the end of April and members asked the clerk to write a letter to him to congratulate him on his success.  The clerk advised that the Academy Committee has 2 parent vacancies and she will arrange elections to fill these vacancies after the half-term break.	<b>Clerk after meeting</b>
<b>AC/56/19-20</b>	<b>What has been discussed to impact on outcomes for students?</b> All areas of the agenda including: <ul style="list-style-type: none"> <li>• Decisions to continue with triple Science</li> <li>• Review of IDSR and FFT Aspire and challenge to information</li> </ul>	
<b>AC/57/19-20</b>	<b>How have governors held the school leaders to account?</b> Governors asked challenging questions on: <ul style="list-style-type: none"> <li>• English grades</li> <li>• MfL and EBacc options</li> </ul>	
<b>AC/58/19-20</b>	<b>Complete report to trustees</b> It was agreed that there were no specific issues to raise with Trustees.	
<b>AC/59/19-20</b>	<b>AOB</b> Confidential discussion	
<b>AC/60/19-20</b>	<b>Date and time of next meeting:</b> <b>TBC</b>	

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AC/61/19-20	<p><b>Equality Act consideration</b> <b>Nolan Principles</b></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"> <li>- That the discussion at AC/59/19-20 should remain confidential to attendees at the meeting.</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
	<p>The meeting closed at 7:25pm</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	