

**Minutes of the Retford Oaks Academy Committee meeting
held on Tuesday 29 September 2020 at 5:30pm
Via Teams (due to Covid-19)**

Governor name	Initials	Governor category	A = absence
Mrs P Bryn-Jones	PBJ	Appointed	A
Mr G Gadie Vice Chair of Governors	GD	Appointed	
Mr A Knight Chair of Governors	AK	Appointed	A
Mr N Trickett	NT	Appointed	A
Mr A Silcock	AS	Appointed	
2 x parent vacancies 2 x appointed 1 x staff			

In attendance

Staff name	Initials	Role	
Mrs H Widdup	HW	Executive Principal	
Mr C West	CW	Principal	
Mrs S Baines	SB	Clerk and Advisor	
Mrs A Elway	AKE	Head of Governance	

Item No	Item	Action/ by who/when
AC/01/20-21	<p>Training – Scheme of Delegation Strategy SoD ToR and Remits 2020/21</p> <p>Mrs Elway delivered a presentation on the Scheme of Delegation (SoD) and Terms of Reference for Diverse Academies Trust outlining the key areas. The documents are reviewed and approved annually by Trustees.</p> <p>Mrs Elway outlined the difference between SoD for Academy Trusts and Maintained schools. As an Academy Trust, Diverse Academies adhere to the independent school standards.</p> <p>Trustees are given delegated powers. Trustees appoint The Chief Executive Officer (CEO) to the role of Accounting Officer to ensure all the responsibilities are being discharged accordingly. The CEO will retain responsibility and report back to the Board.</p> <p>The strategy has been developed to make sure governance is an integral part of Trust business and ensures that it is a priority at all levels. The four governance priorities for all educational organisations are: ensuring Trustees:</p> <ol style="list-style-type: none"> 1. Have clarity of vision, ethos and strategic direction 2. Hold executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff 3. Oversee the financial performance of the organisation and make sure its money is well spent. 4. Engage with stakeholders, parent/carers, staff and students and the wider community 	AKE

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	<p>Priority 4 dovetails with the newly appointed CEO's mission statement, for Diverse Academies 'to ensure we are at the heart of our communities'.</p> <p>All areas of governance ensure the Nolan Principles of Public Life are followed: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership</p> <p>Mrs Elway confirmed Diverse Academies currently have three board members' and are looking to appoint a further two as the Department for Education recommendation is five members.</p> <p>Mrs Elway drew Academy Committee governors' attention to the Governance Structure and routes of reporting. Drawing emphasis on Academy Committee governor's providing challenge on SEND, pupil premium and sport funding received in primary academies.</p> <p>With effect from January 2021 a decision has been made by the NGA no one governor should serve more than a 2 x four year term of office i.e. 8 years in total on a particular committee. With the exception of the appointment to the role of Chair. The role of Chair can be appointed for a four year term with elections taking place annually.</p> <p>Mrs Elway drew governors' attention to the attendance of meetings. If a governor is absent for a period of 6 months, they can be asked to vacate their position if apologies have not been accepted.</p> <p>Mr Silcock asked if an Academy Committee governor was unhappy with the way in which a Trust Board member was fulfilling their responsibilities. What route would they take to seek help? Mrs Elway advised the normal route would be via the Governance and Partnership committee. However, one can directly approach the Trust Board.</p> <p>Mrs Elway urged governors' to read and digest the document and requested any questions be directed to herself.</p> <p>Training</p> <p>Mrs Elway reported statutory training by governors' is mandatory. Previously training had evolved from the self – evaluation form in the Spring of each year. However, it has been decided to implement a directed training plan for the whole Trust. Planned training will be delivered two weeks prior to scheduled Academy Committee meetings. The training will then be discussed as an agenda item at the Academy Committee meetings to identify what does the topic look like in practice at a local level. The training plan for December will be on SEND and Pupil Premium. The training will be delivered via Teams to ensure good attendance. This proved invaluable with the recent Safeguarding training whereby attendance was high.</p> <p>Self-Evaluation in 2020/21 will inform the training plan for 2021/22</p> <p>Mrs Elway confirmed the training plan for the year will be published in due course.</p> <p>Mrs Elway left the meeting at 6:00 pm.</p>	

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	<p>The Clerk stated she had spoken with Mr Andy Tomkins, who had confirmed he had not received a safeguarding visit report from Mr Callaghan. Albeit the safeguarding checklist will be completed in the Autumn term by a newly appointed safeguarding governor and Mr Tomkins.</p> <p><i>AC/51/19-20</i> – ACg Safeguarding training certificates to Clerk Mr Gadie had undertaken further safeguarding training and agreed to email a copy of the certificate to the Clerk for the records.</p> <p><i>AC/54/19-20</i> – SEF to be included on next AC agenda Mr West confirmed Retford Oaks provided a summary of the SEF rather than the full complement which was requested. Mr West confirmed once the new SEF had been finalised a full document will be presented to all Academy Committee governors as requested.</p> <p>Mrs Widdup confirmed the SEF will be completed and distributed prior to the meeting on 1 December 2020. Providing governors' with an opportunity to digest and raise questions at the December meeting. Mrs Widdup continued the SEF will be a lengthy document due to the Covid-19 and unprecedented times.</p> <p><i>AC/54/19-20</i> - Complete Ofsted area document CW/2 ACg Mrs Widdup confirmed the SEF will override areas in the above document.</p> <p><i>AC/55/19-20</i> – Clerk to write to congratulate new CEO Mr Gadie confirmed he had seen sight of a letter offering congratulations to Mr Cotton. The letter was signed by Andrew Knight (chair) and Geoff Gadie (vice chair) on behalf of the committee.</p> <p><i>AC/59/19-20</i> - Provision of Buses Confidential Item To remain a confidential item.</p>	<p>Vice Chair</p> <p>HW</p> <p>HW/CW</p>
AC/07/20.21	Report from Principal (using the Education Review Meeting (ERM) (previously received) to include:	CW
	<p>Exam Update Summer GCSE results 2020. Mr West reported a massive amount of time in lockdown due to Covid-19 had been spent on ensuring the examination results were secure. Mr West continued he was extremely confident with the examination results. Reporting the background work had 'absolutely nailed' where the academy was with the results. Discussions between students and staff had proved to be paramount in securing the grades. The students received the examination results which reflected their ability.</p>	CW

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	<p>Mr West presented upon the data and outlined the significant improvement made in key line measures. The tracking data provides the ability to identify, and target student's intervention. Mr West concluded, he is confident in stating the results would not have been any different if the students had sat the exams.</p> <p>Mr West confirmed the results day was a very positive, and pleasant experience for all. Students were happy with their results. One focus was the high ability, pushing higher grades. Providing a very positive outcome which will be a key piece of work in the AIP 2021.</p> <p>Mr Gadie thanked Mr West for his update stating the results were very reassuring. Mr Gadie passed on his congratulations and sincere appreciation to all the students and staff for their hard work both before and during lockdown</p> <p>Mr West confirmed the results were very positive in terms of disadvantaged students, closing the gap and bucking the national trend. Retford Oaks bucked the Trend, disadvantaged engagement was as high as non- disadvantaged engagement during lockdown.</p> <p>Mr West confirmed there is only one student who may be NEAT and staff are currently working with the individual.</p> <p>Year 11 really positive, it has manifested in the biggest Year 12 intake in Mr West's memory. Fifty three students have enrolled in Year 12 September 2020. There are talks of two more students returning, they have tried somewhere else and are expressing wishes to return to Retford Oaks.</p> <p>A level – key figure level 3 added. This cohort were taught in the building rather than the separate Post 16 centre. There is a huge leap in average point score in completion of courses compared to 2019.</p> <p>All Year 13 students moved onto the next stage in their education life. Some students who never thought they would move to university did so. A very, very positive outcome.</p> <p><i>Recruitment</i> Mr West confirmed recruitment into Year 7 in 2020 was 203 students. Slightly lower than an expectation of between 210 -214. When liaising with parents during the transition period, it results in the shortfall predominantly being parents from the North of Worksop who have been successful in winning their appeals.</p>	
	<p>Safeguarding</p> <ul style="list-style-type: none"> ▪ any questions from whole governor training on 15th September and local arrangements <p>Mr Trickett had attended the training in September 2020 as he was not present at the meeting, no questions were asked.</p>	

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	<p>AIP 2020/21 Mrs Widdup confirmed there are three key objectives for the AIP with an additional objective for Covid-19 recovery plan. The objectives are:</p> <ol style="list-style-type: none"> 1. Enhance the student’s commitment to learning and embracing academy life 2. Ensure that mental exertion is enabled and demanded in every lesson 3. Enabling leaders to deliver highly effective professional development. Ensuring that all leaders have a shared, clear and ambitious vision for providing high – quality education to all pupils 4. Covid -19 Recovery Plan. <p>Mrs Widdup stated she had completed and revamped the AIP for the Trust with a focus on what do you want to change, how, what is the impact. The AIP will be no more than 9 pages, it is much clearer, concise and easy to manage.</p> <p>Mrs Widdup confirmed she had led the way with the format being adopted across the Trust. Mr West commented it had streamlined the academy’s thinking.</p>	
	<p>Policies appendices (notification of all renewed Trust policies)</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection policy Sept 2020 (local appendix) A local appendix had been distributed for consumption prior to the meeting. However, no decisions could be made regarding adopting the local appendix due to the meeting not be quorate. The item to be deferred to the next Academy Committee meeting in December 2020. The clerk to make an agenda item • Attendance policy Sept 2020 (local appendix) • Data Breach policy 2020 • Freedom of Information policy Sept 2020 • GDPR policy Sept 2020 • Member Trustee Governor Privacy Notice Sept 2020 • Privacy Notice Student Sept 2020 • Parent Carer Privacy Notice Sept 2020 	Clerk
AC/08/20.21	<p>Governor Training Mrs Elway previously outlined how training will be delivered for Governors’ across the Trust under item AC/01/20-21</p>	Chair
AC/09/20-21	<p>Complete Ofsted areas tracking document Mrs Widdup presented upon the Academy Summary report. The first meeting of the year was attended by Mrs Widdup, Mr West, with Mr Holmes, Ms Thornton and Mr Corban – Executive leaders for the Trust.</p>	Chair

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	<p>Mrs Widdup outlined the agreed actions from the document and asked governors' if they were happy with the support received and opened the meeting up to any questions?</p> <p>Mr Silcock and Mr Gadie stated they were happy with the agreed actions and commented how succinct the document appeared to be.</p> <p>Governors' completed their response on behalf of the Academy committee and returned to the Trust as requested.</p> <ul style="list-style-type: none"> • This report is clear and concise and the information is useful • Governors like the new AIP format – it is clear, concise and easier to monitor and manage • Governors happy with support from the Trust and pleased to see this detailed – support around business staff working patterns would be much appreciated by Governors. • The Governors feel their training is limited because of present situation (Covid-19) 	
AC/10/20.21	<p>Complete report to Trustees It was agreed that there were no specific issues to raise with Trustees</p>	Chair
AC/11/20.21	<p>Updates from the MAT There were none</p>	HW
AC/12/20.21	<p>What has been discussed to impact on outcomes for students? All areas of the agenda including:</p> <ul style="list-style-type: none"> • Continuation of Covid-19 recovery plan • Review and response from governors; on Academy Summary report. 	Chair
AC/13/20.21	<p>AOB Confidential discussion</p>	Chair
AC/14/20.21	<p>Date and time of next meeting: 1 December 2020 at 5:30 pm</p>	
AC/15/20.21	<p>Equality Act consideration Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	Chair
	<p>The meeting closed at 7:00 pm</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	