

**Minutes of the Retford Oaks Academy Committee meeting  
held on Tuesday 13 July 2021 at 5:30pm – 7:30pm  
Via Microsoft Teams**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs P Bryn-Jones	PBJ	Appointed Parent	
Mr G Gadie <b>Vice Chair of Governors</b>	GG	Appointed	
Mr A Knight <b>Chair of Governors</b>	AK	Appointed	
Mr A Silcock	AS	Appointed	
Mr W Spooner	WS	Staff	
Mrs V Hobson-Maxwell	VHM	Appointed Parent	
Miss Natalie Ward	NW	Appointed	A
Mr Saul Farrell	SF	Appointed	A
Mrs C Greenwood	CG	Appointed	
Mrs D Hollingsworth	DH	Appointed	

<b>In attendance</b>	<b>Initials</b>	<b>Position</b>	
Mrs H Widdup	HW	Executive Principal	A
Mr C West	CW	Principal	
Mrs R Chambers	RC	Clerk and Advisor	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/65/2021</b>	<b>Approval of governance self-audit</b> Governors approved the self-audit which had been completed in advance of the meeting. Clerk to send to Alison Elway.	<b>Clerk</b>
<b>AC/66/2021</b>	<b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
<b>AC/67/2021</b>	<b>Apologies for absence</b> Mr Farrell had sent his apologies in advance of the meeting due to work commitments. Miss Ward had technology issues resulting in her being unable to attend.	
<b>AC/68/2021</b>	<b>Minutes of the AC meeting dated 11<sup>th</sup> May 2021.</b> The minutes of the meeting that had previously been received were approved and signed by the chair.	
<b>AC/69/2021</b>	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>• AC/55/2021 Clerk spoke with Miss Ward and ensured everything is ok.</li> <li>• AC/57/2021 See agenda item AC/70/2021.</li> <li>• AC/59/2021 <ul style="list-style-type: none"> <li>• Mr West to update the committee on the safeguarding audit as well as the risk register audit.</li> </ul> </li> </ul> Please see agenda item AC/71/2021.	<b>Clerk</b>       <b>Clerk</b>

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> <li>• Mr West to update the committee on the links to Oxford and Cambridge via the Disadvantaged High Ability programme</li> </ul> <p>The academy has been involved in a programme called Progress to Uni and it involved a group of year 10 high ability disadvantaged students. They completed a range of activities including looking at different revision strategies and which strategies would be best suited to them. There were 5 sessions throughout the academic year which were delivered remotely. They were also key sessions built in around university finance, planning and the differences between school and university and whilst it was being led by Cambridge University, Oxford students were involved. Mr West informed governors that he had received a letter from the course leader saying the ROA students were one of the most engaged set that they had worked with and from feedback from the staff this was reiterated.</p> <ul style="list-style-type: none"> <li>• Mr West to send the SEND exclusion figures to the committee. Please see agenda item AC/71/2021.</li> <li>• An update on admissions</li> </ul> <p>ROA are looking at an intake of 217 students in yr.7 and 70 for yr.12 There is still a potential of more students to come from Worksop after the appeals process has finished. Governors were made aware of 5 students who have been directed to ROA but that are refusing to come so until the academy opens on the 1<sup>st</sup> of September 2021 the figures are not confirmed.</p> <p><b>The governors asked</b> if the students decide to home educate would they sit on ROA's role to which Mr West confirmed they would not. <b>The governors requested</b> an update on the transport for the students coming from Worksop and the cost for this service. Mr West confirmed there are currently 2 students from Worksop placed with the academy and they have been given a bus pass from the LA. The County will pay the full unsubsidised cost for this but if there are any more children the this could cause a problem as the bus is now at capacity. <b>The governors questioned</b> if the academy could state the home education of these students was elected rather than the school off rolling to which Mr West confirmed he would need to put some evidence together to show they have rejected the place rather than it being the academies choice. The governors were ensured that the correct process will be followed properly. <b>The governors asked</b> if having the P16 offering inhouse is more viable now there is 70 students expected in Yr.12. Mr West confirmed this was correct and that the 70 students is a realistic expectation based on induction sessions which have been ran.</p> <ul style="list-style-type: none"> <li>• To note Mr Knight emailed Mr Tomkins prior to his retirement.</li> <li>• To note Mr West has passed on his thanks from the governing body to all staff.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Clerk working on the response document to previous Ofsted documents.</li> <li>• AC/60/2021 To note the Clerk asked HR around the renewing of governor DBS checks. Currently, there is no requirement for the Trust to renew DBS checks for governors as long as there is no break in appointments, and there are no safeguarding concerns. The statutory guidance is regularly reviewed so if that changed the Trust would review the practice.</li> </ul>	
<b>AC/70/2021</b>	<p><b>Governor admin</b> Governors were reminded to complete the skills audit. Mrs Greenwood agreed to complete after the meeting.</p> <p>Governors were made aware that there is a requirement through the Trust for a GDPR link governor and the role was explained. Mrs Hollingsworth put herself forward and it was confirmed she would take this role on.</p>	
<b>AC/71/2021</b>	<p><b>Report from Principal</b> <i>Mr Knight joined at 17.45.</i></p> <p>Mr West reminded governors he was asked to look at the exclusions for SEND students as it was previously reported at a disproportionate level. At the time of the May meeting, it was 60% SEND students compared to 40% non-SEND on the exclusions list. This has now increased to 66%, as an academy they are looking closely at the reasons why. The governors were informed that the reasons are not necessarily anything to do with SEND e.g., one SEND student has been excluded 3 times due to smoking but his reasons for exclusion are not due to the academy failing to meet his needs. Governors were also made aware of one student who now has an EHCP which has come as a result of the exclusions highlighting there was an undiagnosed need. Mr West also explained there are 3 SEND students who have been excluded from incidents in the last couple of weeks so it is skewing the figures. Mrs Deere is looking at the reasons behind a SEND students' exclusion to ensure it is not repeated in the future rather than going through the repeat cycle. <b>The governors asked</b> if there was basis for an exception report to highlight the mitigating factors. Mr West explained the academy are reporting on exclusions in an intelligent way so context can be added and if Ofsted visited then the academy would put together some case studies to support this. <b>The governors further agreed</b> they are complex cases by nature to which Mr West confirmed and noted they are looking at the commentary with each exclusion. The exclusion figures for the academy have gone up but until the figures are released later in the year they will not know how much. A priority is to ensure a student is not being excluded 4 times for the same thing.</p> <p><b>Safeguarding</b> This was discussed in the confidential minutes.</p> <p><i>Mrs Bryn-Jones left the meeting at 18.08.</i></p>	

Item No	Item	Action/ by who/when
	<p><b>Integrated Risk Management Risk Register inc. education risks, Health &amp; Safety, staff &amp; pupil well-being, GDPR</b></p> <p>Mr West explained to governors that following the discussion in the safeguarding section there is an indirect link to the risk register. One of the risks for ROA is the nature of the open site however the academy has realised the larger problem is the fenced walls. The most obvious risk of the front gate being open is not actually the biggest risk as that is where there are staff.</p> <p>The risk register audit has been sent to governors in advance. There were no questions on this.</p> <p>Mr West added that the academy is trying to push for the wider SLT team to be involved in the risk register so they are all fully aware of the risks and this is being engaged within CPD.</p> <p><b>Current outcomes</b></p> <p>Mr West advised governors of the proviso with the current outcomes as the academy are working against benchmarks that were set 2 years ago on calculations that do not exist. The Attainment 8 target in the report believes the target is around 4.6 and the year group are a year group that achieved SAS scores from the KS2 SATS. The first group of these students is the current yr.11 and the government said they would not give guidance on progress until the current yr.11 had gone through, however they have now gone through but on teacher assessed grades. Not knowing what an SAS score would look like as an outcome means they cannot provide accurate guidance for the academy. FFT have provided some calculations and that is where the targets come from. The headlines show that they are tracking slightly behind on the target however it is not a position of concern but it is a position of watch particularly around the Maths outcomes. Mr West confirmed they will be looking at it very closely just to make sure it is not an issue of underperformance. For Yr12 it is a very similar position and the APS per entry is looking healthy as is the APS for student and will be in line with the target at the end. The governors were informed that it has been suggested next year's GCSE's will be modified in some form it may be another year before the academy get another full year of information.</p> <p><b>The governors noted</b> that they would like to be updated on the figures with the fear of the unknown and then <b>asked</b> if there were any interventions which needed to be put into place sooner rather than later. Mr West explained there are interventions already taking place and the timetable has been rolled throughout the summer as well as overstaffing English and Maths. There 'middle' sets also have an additional group for the last 5 weeks to help accelerate and help play catch up with any gaps from the lockdown with a particular focus on the PP students.</p> <p><b>Review of AIP 2020/2021 and receive draft AIP for 2021/2022</b></p> <p>Mr West informed the governors that the AIP has not been reviewed yet and this will come through in September. The improvement plan is also in a draft form.</p> <p><b>Staffing structure inc. TLR/SSR/UPS &amp; rationale for change.</b></p>	

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	<p>Governors were made aware of a number of staffing changes within the academy this year. Following Mr Tomkins retirement, Jane West has now become a full-time Assistant Principal which has reduced the senior leadership by 2 days a week. There is also an overall increase in 0.5 full-time equivalent to the admin role, although there is still a reduction in cost. Due to the increase in students' numbers in the school there will be an increase in the teaching staff by 2 in September. It was noted that Mrs Leathum-Pugh has left the academy and will be a challenge for the academy to replace her experience. <b>The governors questioned</b> the decision to reduce the senior leadership team with the student numbers increasing and <b>asked</b> if this would need to increase again within the next academic year. Mr West explained this would be unlikely as the staffing structure is a standard set up across the Trust. Mr West also explained he will be reducing his teaching schedule too.</p> <p><b>Professional development impact 2020/21 &amp; planning for 2021/22.</b> Governors were informed that the academy have managed to carry on with significant CPD despite the restrictions. The biggest learning curve was learning how to deliver lessons on Teams and how to make teaching effective. Governors were also made aware that they were able to successfully run JPD and through this they have been able to focus on a wide breadth of areas.</p> <p><b>Any academy specific items including policy appendix ratification.</b> The governors noted there was an error on the documentation Mr West had sent through. Clerk to send this to Mr West.</p>	Clerk / CW
AC/72/2021	<p><b>Finance:</b> Mr Knight and Mr Silcock acknowledged their attendance at the recent Trust budget training and advised the other governors that it is up to the committee to have more ownership of the finances and spending from September, however this does cause some concern into the information which will be received. Mr West added that feedback from the Trust has been that they are wanting transparency and want both staff and governors to understand. Mr West added from his point of view it made the budget setting process really good as he could account for every penny which is a better than previously. Mr Silcock explained he has a concern that in the budget there are a lot of items which are estimated, particularly on the income <b>and asked</b> when the funding will be confirmed. Mr West confirmed it is estimated because the funding will come in midway through the year. For example, the PP funding is estimated due to the number of students coming in from yr6 who are PP is not confirmed. The percentage has not changed much the last few years so it is understood it will not change much. This year the academy has had a significant increase in PP as the furlough scheme has meant more families have fallen into the PP threshold. The HLM and AFM funding bid has been submitted and this has been budgeted at £65k. Throughout the budget setting process there has been a conscious decision to put a conservative estimate in so the academy gets a pleasant surprise. <b>The governors asked</b> for clarification that the £35k PP catchup funding is also an estimate to which Mr West confirmed it was. Mr West added for the academy to set a surplus budget of £100k is unheard of. <b>The governors praised</b> Mr West on this. <b>The governors</b></p>	

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	<p><b>queried</b> that governors do not have an input into the budget and that this will be reviewed by Trustees. Mr West confirmed that the budget is set with the Trustees and the monitoring and challenging to Mr West is from the governors. <b>The governors expressed a concern</b> that the Trustees may not challenge the budget enough. Mr West confirmed that from a security point of view for both governors and himself is that ROA have managed to deliver a managed budget despite previous meetings where discussions have been had about supply costs due to Covid. The academy is looking at a surplus budget which has resulted in being able to invest in development. The academy has spent the last part of the departmental development funding with all bids from departments being at least part fulfilled. <b>The governors stated</b> that the key metrics are on the bottom of the accounts summary which the committee need to keep an eye on.</p>	
AC/73/2021	<p><b>Appoint committee chair and vice-chair for 2021/2022 w.e.f autumn term meeting.</b> The Clerk advised the governors that the committee needed to appoint for a Chair and Vice-Chair ahead of the autumn term. The governors voted unanimously to reappoint Mr Knight as Chair and Mr Gadie as Vice-Chair of the committee from 01/09/2021 to 31/08/2022.</p>	
AC/74/2021	<p><b>Complete Annual Summary Template on the effectiveness of governance 2020/21.</b> This was completed and has been sent to the Head of Governance.</p>	
AC/75/2021	<p><b>How have governors held the school leaders to account?</b></p> <ul style="list-style-type: none"> <li>- Admissions with focus on off rolling and transport.</li> <li>- The reduction in SL but increase on pupils.</li> <li>- Finance / the process of budgeting for 21/22.</li> </ul>	
AC/76/2021	<p><b>Determination of Confidentiality Equality Act consideration Nolan Principles</b> Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> <li>- Minutes within AC/71/2021 was deemed confidential to governors in the meeting.</li> <li>- There had been no Equality Act implications.</li> </ul> <p>Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	
AC/77/2021	<p><b>Complete report to Trustees</b></p> <ul style="list-style-type: none"> <li>- Update on the safeguarding section from the minutes.</li> <li>- Query into the finance</li> </ul>	
	<p><b>Date and time of next meeting:</b> The next meeting will be held on Tuesday 5<sup>th</sup> October at 5.30pm in the academy.  The meeting closed at 18.52pm</p>	
	<p>Signed..... (chair) Date.....  Print.....</p>	