

**Minutes of the Retford Oaks Academy Committee meeting  
held on Tuesday 5 October 2021 at 5:30pm – 7:30pm at the Academy**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs P Bryn-Jones	PBJ	Appointed Parent	
<b>Mr G Gadie Vice Chair of Governors</b>	GG	Appointed	
<b>Mr A Knight Chair of Governors</b>	AK	Appointed	
Mr A Silcock	AS	Appointed	
Mr W Spooner	WS	Staff	A
Miss Natalie Ward	NW	Appointed	
Mr Saul Farrell	SF	Appointed	
Mrs C Greenwood	CG	Appointed	
<i>1 x Appointed governor vacancy</i>			
<i>1 x Parent governor vacancy</i>			

<b>In attendance</b>	<b>Initials</b>	<b>Position</b>	
Mrs H Widdup	HW	Executive Principal	
Mr C West	CW	Principal	
Mrs R Chambers	RC	Clerk and Advisor	
Mrs J West	JW	Assistant Principal – Personal Development	

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<b>AC/01/2122</b>	<p><b>Presentation on RSE</b> Jane West shared a presentation with the governors on Relationships and Sex Education and made governors aware that during Covid, teaching RSE became a statutory requirement and totals 25% of Ofsted criteria. Mrs West shared a list of all the areas covered within the RSE curriculum including peer pressure, contraception and STI's and explained that the academy's RSE policy is on the website. RSE also forms part of staff CPD with the training given to ensure the educators are well educated.</p> <p><b>The governors asked</b> if the curriculum included finance to which Mrs West confirmed it does include topics such as bank accounts, mortgages, and loans.</p> <p>Mrs West referred to the recent PD day where the academy covered topics including unhealthy relationships, choices, fertility, and miscarriage. The topics are tiered depending on whether they were being taught in KS3 or KS4/5 and all students were surveyed at the end of the day to see what they had learnt. Feedback showed that students were confident they could identify the signs of an unhealthy relationships and 98% felt it was important to know about miscarriage. Governors were informed that students were well engaged and a high percentage felt comfortable to ask questions with staff feedback including "amazing day" and "students engaged from the start". There are a further 6 PD days scheduled in to cover crime, healthy lifestyles, racism, mental health &amp; wellbeing. The Yr.11 and 6<sup>th</sup> form PD days</p>	

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	<p>follow these topics with the addition of bespoke plans for exams, next steps, and university.</p> <p><b>The governors asked for confirmation</b> that students did feel comfortable. Mrs West confirmed the academy did ask however this is something they will continue to work on as they need to keep talking about these subjects until it is normal / comfortable. <b>The governors further asked</b> if there are any students with past experiences to which Mrs West explained that Lizzie Deere is aware of those students and will pull them out of the relevant sessions. Some students have still done the material with a TA on a more 1-1 basis. The academy is also very aware of the students who have not consented. Mr West added that it is a difficult balance of having the negative experience but still ensuring the topic is comfortable. <b>The governors asked</b> what happens if a parent refuses consent to which Mrs West confirmed that no-one has pushed back too hard. Mr West added that the academy did receive a couple of calls and after speaking with parents it was more of a lack of understanding as to what the academy was doing.</p> <p><i>Mrs West was thanked and left the meeting at 17.55.</i></p>	
AC/02/2122	<p><b>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22</b></p> <p>The governors were made aware of the minor changes to the Scheme of Delegation. Clerk to send out the changes to the committee to highlight.</p> <p>The Chair and Vice-Chair also updated the committee of a Chair's meeting they attended at the trust with Dave Cotton.</p>	Clerk
AC/03/2122	<p><b>Local response following central training – safeguarding</b></p> <p>Governors were made aware by Mrs Widdup that there is a lot of work being done on peer-on-peer abuse which she is leading for the Trust using resources from Child Net. There are 4 key aspects which have been highlighted by Ofsted and Mrs Widdup is chasing My Concern to have these aspects on so any concerns can be categorised correctly by the Ofsted category.</p> <p><b>Governors agreed that</b> the training was very comprehensive and a lot of information was passed on in a short period of time.</p> <p>The Clerk reminded all governors to catch up on this training as a safeguarding checklist will be sent out where governors will need to confirm they have watched this.</p>	Governors
AC/04/2122	<p><b>Apologies for absence</b></p> <p>Mr Spooner had sent his apologies in advance of the meeting. Clerk to follow up with Mr Farrell and Mrs Greenwood as no apologies had been received.</p> <p>The committee were also made aware resignations from Mrs Hollingsworth due to health issues and Mrs Hobson-Maxwell due to personal matters. A recruitment drive and parent election are ongoing.</p>	Clerk  Clerk
AC/05/2122	<b>Declaration of interest</b>	

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	<p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>Governors were reminded to complete their Declarations of Interest and Code of Conducts for the 21/22 academic year. Mrs Bryn-Jones highlighted her position on the New College Learning Trust which she has referred to on her forms.</p>	<b>Governors</b>
<b>AC/06/2122</b>	<p><b>Minutes of the AC meeting dated 13<sup>th</sup> July 2021.</b> The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
<b>AC/07/2122</b>	<p><b>Matters arising:</b> There were no matters arising.</p>	
<b>AC/08/2122</b>	<p><b>Governor admin</b> Governors were made aware that due to the resignations of Mrs Hollingsworth and Mrs Hobson-Maxwell there were several link governor roles that needed filling.</p> <p>It was confirmed by the committee that Mrs Bryn-Jones would become the SEND and PP link governor and that Mr Knight would be the Safeguarding link governor.</p> <p>Mr West highlighted a need for Mr Knight to meet with Mr Stewardson to check the SCR. Clerk to link both Mrs Bryn-Jones and Mr Knight with the relevant staff member within the academy.</p> <p>The Chair reminded the committee there is still a need for a GDPR link governor and that he would like there to be a LGBTQ+ link governor to help the academy with the Gold Stonewall application. Clerk to email committee to ask for nominations ahead of the next meeting.</p>	<b>Clerk</b>  <b>Clerk / Governors</b>
<b>AC/09/2122</b>	<p><b>Report from Principal</b> Governors were given a copy of the ERM summary report in advance of the meeting.</p> <p><b>Safeguarding; culture &amp; compliance inc. online safety</b> Governors were reminded of Andy Tomkins retirement and that Richard Stewardson is now the DSL. It was noted that the incident referred to in the confidential minutes from the last meeting is now concluded. The academy has been approached to see if they would be happy to take part in restorative justice and whilst the academy has agreed to engage, they are yet to hear anymore. <b>The governors requested</b> confirmation if the company is a mediation company to which Mr West confirmed that it is a company called Remedy based through Notts Youth Justice Services. Mrs Widdup confirmed that the gentleman understands the consequences of his actions and Mr West added that the academy also wants to understand more. <b>The governors added</b> it was good for the academy to be a responsible citizen.</p> <p><b>The governors asked for clarification</b> that there had been no other incidents to which Mr West confirmed there had been no other issues.</p> <p>Mr West advised governors of a potential SAR that may arise but is yet to be formally submitted and also confirmed to governors that the</p>	

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	<p>complaint that was received around communication to a split family has been resolved.</p> <p>Governors were made aware that there was a fire inspection last week and although there was nothing from an academy point of view there were a couple of things that need tweaking from a building point of view. One fire door has signs on saying “keep closed” instead of “fire closes in emergency” and another fire door was deemed as cluttered. The academy is currently awaiting the report and will share with the H&amp;S link governor. The academy also has a full H&amp;S inspection from Notts County Council on 25.11.21 so the Trust Estates Manager is coming to do a pre-liminary inspection week commencing 11.10.21 to allow for any issues found to be resolved.</p> <p>Mr West explained to the governors that the staff are now using the dashboard to track attendance and behaviour as well as the academy swapping to the WeDuc app which is being pushed forward. <b>The parent governors asked</b> if there is going to be more facilities, e.g., staff emails to which Mr West confirmed it is all on the way. It was noted by the parent governors that it is useful for parents to now say that a homework task has been completed. There has been an uptake of 814 parents logging into the app. <b>The governors asked</b> if parents have had training on the app regarding behaviour and attendance markings. Mrs Widdup confirmed that the behaviour lead from the Trust is coming to work with lead within the academy to ensure everything is matching up. Mr West also noted that the students are going online too with KS3 receiving a dedicated ICT lesson to ensure they were all sorted. It has taken the academy a little bit longer than anticipated but there was a desire to ensure it was completed properly.</p> <p><b>The governors noted in the ERM</b> that Tuxford Academy are going to be using the food rooms and asked about this. Mr West advised that it is only a potential at this stage as ROA have capacity and TA have a group that are unable to get into the dedicated space and it would prove to be beneficial however the academy have not received confirmation yet. <b>The governors queried</b> if this would have an impact on numbers and socialising space to which it was confirmed by My West that it would not. It was agreed by the governors that it would be good for the academies to work together.</p> <p>Mrs Widdup advised the governors of a change to both the academy and the Trust logos to ensure the new vision, mission and values are incorporated. <b>The governors questioned</b> the money involved in replacing the logos. Mrs Widdup confirmed this will be changed with life cycle rather than everything being thrown away.</p> <p>Governors were reminded that Mr West had sent through the exam results through the summer holidays. Mr West advised he is meeting with the Heads of Departments to identify the strengths and weaknesses in each cohort to look at ways to address. The academy know that the higher achievement students have improved but progress still lags. <b>The governors clarified</b> if there will be exams as normal this</p>	<p><b>CW / AS</b></p>

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	<p>year to which it was confirmed at this point the academy is being told there will be. <b>It was further questioned</b> if there is a contingency plan in place. Mr West validated that the academy is getting as much evidence in each area as they can to be on the safe side. Governors were advised there is upcoming mock exams which will not only help prepare the students but also be an informative opportunity for the academy to see the progress of the students.</p> <p><b>Review of AIP for 20/21</b> There were no questions from the governors on the 2020/2021 AIP.</p> <p><b>Approval of AIP for 21/22</b> Mr West advised that the academy has 4 priorities for this year.</p> <ol style="list-style-type: none"> <li>1. All students participate in and benefit from holistic education It was noted that this also includes enrichment clubs especially because the range of the clubs is not as good as it was pre-Covid but the uptake is significantly more. P16 students are involved in running / coordinating the clubs. Mr West brought to the governor's attention that P16 have also asked for a badge system as well as wanting to look at ways to contribute. It was noted that the academy is looking at running a volunteering scheme e.g. being a TA in a lesson, duties around the school and setting up for open evening. <b>The governors questioned</b> about the option for a mentorship scheme too. Mr West noted that there are a couple of students who are actively doing so especially where the students have a shared experience enabling them to progress forward.</li> <li>2. Develop a culture of self-motivated learning to drive attainment, including across cohorts The mantra is that the academy doesn't know what they don't know, so there is a drive to help students keep talking especially around the emotional side of struggling.</li> <li>3. Purposeful assessment guides teaching and promotes high quality learning The academy is having a clear focus on ensuring they are doing the right assessment, at the right time, for the right reasons.</li> <li>4. Ensure that no cohort is disproportionately represented in behaviour figures. Governors were reminded of a discussion which had been had last year regarding the link between SEND students and exclusions.</li> </ol> <p><b>Review of SEF for 20/21</b> There were no questions from the governors on the SEF from 2020/2021.</p> <p><b>Approval of SEF for 21/22</b> Mr West advised that the SEF for 2021/2022 was not ready for full approval yet although 2 areas have been taken down from 1 to 2 due to Covid impact. Behaviour and attitudes have proved a bigger challenge since the students have returned to the academy however, exclusions are currently down year on year at 2 rather than the 7 in 2020. <b>The</b></p>	

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	<p><b>governors asked</b> about the incidents that have been happening outside the school gates after school and whether these were from an identified group or the odd individual. Mr West confirmed there is a group of students providing a challenge on site and that the academy had received a report, 3 weeks ago, following a fight on the other side of the bridge but it was only 2 boys messing around. Generally, what is happening is very small but targeted. There have been issues on the 95 bus and following the academy going on and speaking with the students on the bus this has now stopped. Mr West added that there are 1068 students leaving Retford Oaks all at once as well as an increase of traffic from St Giles too.</p> <p><b>Targets 2022</b> Governors were made aware that the Attainment8 target is at 4.5 which is an increase of 4.3 in 2019 with a cohort of similar ability of students on entry. The attendance target is 93% with the academy currently sitting at 90%. The academy is working with students on their attendance as those students not attending due to Covid fall into the persistent absence category however the students off with Covid are marked down as ill. It was noted that the academy has seen a significant increase in Covid cases throughout the school. Mr West added that out of 41,000 sessions, 1116 have been missed due to Covid with 76 positive cases since returning in September. It was mentioned that the academy is working with Public Health England to ensure everything is being done as it should and to see if there is anything that the academy should stop doing with the levels rising. Governors were also made aware that as of 05.10.12 the academy have decided to stop doing assemblies and there is a consideration about implementing face masks again. <b>The governors asked</b> if the academy is still supporting both the staff and students still wearing their masks to which is was confirmed by Mr West that they are and that there is 2 members of staff and about 3 students who are religiously wearing them.</p> <p><b>The governors queried</b> if there had been any updates around the Covid inoculations. It was advised that these had been done on Monday. <b>The governors further asked</b> how many students had the vaccinations and were informed it was only 146 out of the entire student body from the age bracket of 12–15-year-olds. <b>The governors questioned</b> if parents received the letter to which Mr West confirmed it had gone out on the Tuesday with a deadline of 4pm on the Friday to allow for the ordering of the vaccines. Over the weekend a lot of parents tried to sign up but were unable too. <b>The governors queried</b> if there will be a catch-up day to which Mr West explained the academy is just the facilitator. The academy was unable to send reminders as the school cannot be seen to promote the vaccine as stated in government guidance.</p> <p><b>SEND – statutory compliance, local offer, information report, annual review inc. all vulnerable groups (reports for websites)</b></p>	

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	<p>Governors were advised that the academy is fully compliant with all statutory aspects for SEND and the local offer is on the website as it needs to be.</p> <p><b>Behaviour and attendance</b> The governors had discussed behaviour and attendance earlier in the meeting but it was noted that there are particular cohorts and students that have low attendance and this is being worked on. It was notes that an Ofsted inspector would understand the number of covid absences.</p> <p><b>Identified academy risks inc. education, Health &amp; Safety, staff &amp; pupil well-being, GDPR, complaints</b> There was nothing to note and governors had no questions as been discussed throughout other agenda items.</p> <p><b>Admissions 2023/24 local appendix approval (referral to Trustees if changes to be made &amp; consultation proposals if required)</b> In advance of the meeting governors had received updates to the 21/22 and 22/23 admissions policies due to an update around the wording of a Looked After Child. Governors approved these changes.</p> <p>Governors also received the admissions policy for 23/24 that had no proposed changes. Governors approved the policy. CW to send on to the LA for any feedback.</p> <p>Mr West confirmed there is currently 201 yr7 students on role at the academy despite Notts County Council saying there is 214 resulting in 13 students being flagged as “missing in education”. Out of the 13, 4 have declared themselves as home educated.</p> <p>Governors were made aware that there had recently been an open evening at the academy which saw 517 prospective families attend, which is a record. There had been 693 pre-booked tickets however one of the primaries had to isolate their yr5 and yr6 bubbles resulting in restricting some of the attendance. There were 80 families who didn't use their tickets on the open evening so the academy is planning on inviting them to a different event. Tuxford Academy had also picked the same evening for their open evening so several parents visited both in the same evening. <b>The governors asked</b> about the conversion rate from an open evening to enrolling at the academy. Mr West explained there is little trend in open evening data and therefore it is almost impossible to predict. However, the academy are looking at a cohort of 215 in 22/23 due to the current yr6 cohort being small. Governors were also made aware that out of the 206 yr6's represented on the evening, 103 were from external primaries from the Diverse Academies family. <b>The governors questioned</b> if the 13 students who are not in the academy affects the budget to which Mr West confirmed it wouldn't as they have never stepped foot in the academy and the budget was set based on 200 students.</p>	<p><b>CW</b></p>

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	<p><b>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval.</b> It was noted that there were no Cat C trips being planned at this moment for governors to approve.</p> <ul style="list-style-type: none"> <li> <p><b>Educational visits and Health &amp; Safety local policy appendix</b> The above appendices were updated by Retford Oaks in September 2021 and are available on the Academy website. Governors were informed of these updates on the 28<sup>th</sup> of September 2021 and were all ratified in the governor meeting.</p> </li> <li> <p><b>Other policy updates (Pay &amp; Reward, Debt Recovery, Whistleblowing and Staff Grievance)</b> The above Diverse Academies policies were updated by the Trust on the 28<sup>th</sup> of September and are available on the Trust website. Governors were informed of these updates on the 28<sup>th</sup> of September 2021.</p> </li> </ul>	
AC/10/2122	<p><b>Link governor visits:</b> It was noted there had been no link governor visits yet. Clerk to send out the form to be completed following a visit.</p>	Clerk
AC/11/2122	<p><b>How have governors held the school leaders to account?</b></p> <ul style="list-style-type: none"> <li>- RSE curriculum</li> <li>- Admissions</li> <li>- Exams / targets</li> </ul>	
AC/12/2122	<p><b>Determination of Confidentiality Equality Act consideration Nolan Principles Trust mission, vision, and values</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>- There were no confidential items discussed</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 and that the Trust mission, vision and values had been upheld.</p>	
AC/13/2122	<p><b>Complete report to Trustees</b></p> <ul style="list-style-type: none"> <li>- Restorative justice (safeguarding)</li> <li>- National Teachers Day</li> </ul>	
	<p><b>Date and time of next meeting:</b> The next meeting will be held on Tuesday 30<sup>th</sup> November at 5.30pm – location to be confirmed nearer the time.</p> <p>The meeting closed at 19.21pm</p>	
	<p>Signed..... (chair) Date.....</p> <p>Print.....</p>	