

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

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

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

Item No	Item	Action/ by who/when
AC/14/2122	<p>Local response following central training on statutory measures for secondary assessment.</p> <p>The governors in attendance at the meeting had not attended the training event so were reminded to watch the recording and let the Clerk know when they have completed it for the training logs. If governors have any questions, then they were advised to send them to the Clerk.</p>	Governors
AC/15/2122	<p>Apologies for absence</p> <p>There had been apologies sent in advance from Mrs Bryn-Jones due to a personal commitment, Mr Spooner due to illness and Mr Farrell due to work commitments.</p> <p>The committee were also made that Mrs Greenwood has been removed from the board due to lack of communication and undertaking the statutory training.</p> <p>The governors questioned the number of vacancies and asked about a recruitment drive. The clerk advised the vacancies are listed on governance recruitment sites and the parent elections will be live over the Christmas holidays.</p>	Clerk
AC/16/2122	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/17/2122	<p>Minutes of the AC meeting dated 5th October 2021.</p> <p>The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	

Item No	Item	Action/ by who/when
AC/18/2122	<p>Matters arising:</p> <ul style="list-style-type: none"> • AC/02/2122 - To note the changes to the Scheme of Delegation were emailed out to governors • AC/03/2122 - Governors to complete safeguarding checklist – Mr Farrell is the only one left to complete this. Clerk has a call with Mr Farrell on 06.12.21. • AC/04/2122 - Clerk received retrospective apologies from Mr Farrell. Mrs Greenwood has been removed from the committee as noted in AC/15/2122 • AC/04/2122 - Recruitment drive is ongoing as noted in AC/15/2122. • AC/05/2122 - To note all committee members have completed their declarations of interest and code of conducts. • AC/08/2122 - GDPR and LGBTQ+ link governor will be appointed once there has been some new committee members join. • AC/09/2122 – To note Mr West shared the fire inspection report with Mr Silcock on 22/11/21. • AC/09/2122 – To note Mr West has submitted the admissions policy for 23/24. • AC/10/2122 - To note the clerk distributed the visit report document to governors. 	SF
AC/19/2122	<p>Governor admin</p> <p>The clerk reminded Mr Gadie and Mr Silcock to complete the new GDPR certificate. The clerk is awaiting the completion dates of Mr Spooner's certificates from HR.</p> <p>The safeguarding checklist was discussed in AC/18/2122. Mr Farrell is the last committee member to complete but the clerk has a call scheduled on 06.12.21.</p> <p>Mr Knight confirmed he has completed the NCC safeguarding checklist and is going to meet with Mr Richardson in the academy to approve. From there it can be sent to NCC before the 17.12.21.</p>	GG / AS Clerk SF AK
AC/20/2122	<p>Report from Principal</p> <p>Governors were given a copy of the ERM summary report in advance of the meeting.</p> <p>Safeguarding; culture & compliance inc. online safety</p> <p>Mrs Widdup confirmed the academy has been doing extensive work on peer-on-peer abuse and using My Concern to address any issues that arise. The extensive CPD work around these topics were discussed with the governors in the last committee meeting. <u>The governors asked</u> if there had been any safeguarding issues since the last meeting to which Mrs Widdup confirmed that there had been nothing prior to the meeting.</p> <p>Quality of education update</p> <p>Quality assurance is extensive and observations have been carried out and logged on to BlueSky. There have been a couple of minor concerns but these have been picked up with the Heads of Department. There is also a focus on starting to push the language of dedication to learning</p>	

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	<p>which is in the AIP and the students are now beginning to be familiar with that.</p> <p>Governors were made aware that the peer marking review is working well so instead of senior leaders looking in students' books, the academy has paired staff and they take books of high ability, middle ability, PP and SEND. From there they look at each other's books to see how they are both marking, look at best practice and any ways to develop.</p> <p>Mrs Widdup advised that the academy has been looking at lost learning due to covid and are currently building up to the mock exams for Yr11 and Yr13. The schemes of work have also been reprioritised following looking at what was taught on Teams and what needs to be done face to face including practical skills in DT and science as these were unable to be done virtually.</p> <p>The main piece of work within the academy is on the intervention for PP and SEND students, which is also in the AIP, in terms of progress of those cohorts being equitable with the progress of those non-PP and non-SEND students. Governors were advised that the academy have met to look at the key strategies and the quality assurance within the academy this week, with senior leaders looking at children on the SEND register and checking their interventions are in place and being delivered by the staff in the lessons.</p> <p>Pupil premium evaluation and strategy</p> <p>Governors were made aware that there has been a large rise of pupils in receipt of PP with an additional 137 students on the PP register. There is a lot of CPD being delivered on meeting the needs of these students which also links into the Trust wide poverty proofing project. The academy has been looking at accelerating the reading ages of KS4 PP students to enhance access to the curriculum and exams. Mrs Widdup also highlighted to governors that the academy is also trying to raise the attendance of PP students as there is currently a 3% gap with the non-PP students. It was confirmed that this is in line with national but the academy does believe there is work to be done there. There is also targeted work underway around anxiety which appears to be more prevalent due to covid.</p> <p><u>The governors asked</u> if there is a particular group where the increase of PP has come from to which Mrs Widdup confirmed it was across the whole academy. <u>The governors further asked</u> if the funding is received straight away to which Mrs Widdup confirmed the funding is lagged. <u>The governors noted</u> that it is a large expenditure to find in the short term. Mrs Widdup agreed before adding that the academy will manage it and the funding will catch up so she is not concerned. <u>The governors questioned</u> if there is any risk with the PP students. It was confirmed by Mrs Widdup that there is no concern as the way the PP plan has been managed this year is very thorough and focusses on meeting the needs of the students.</p>	

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	<p><u>The governors queried</u> if there were any reasons including guidelines as to why the PP numbers have increased by 13%. Mrs Widdup advised the main reason is the impact of the pandemic on both work and working patterns. The academy is also bigger now with more students on role.</p> <p>Catch-up plan and tutoring funding The governors were made aware that when doing the timetable, the academy try their best to ensure no members of staff have remission. There will always be cases where there is the odd lesson however the academy is now ensuring that any staff member who is under allocation are now being targeted to intervention on their timetable. There have been 46 Yr7-9 students who have had English tuition in this way focusing on reading and comprehension. There are currently some students doing the same in maths and languages.</p> <p>The National Tutoring Programme is where the academy gets funding from the government to buy in tutors from beyond the academy. At the minute there is 15 students in receipt of online maths tutoring. Governors were advised the English sessions are in the process of being set up.</p> <p><i>Mr West and Miss Ward joined the meeting at 5.45pm.</i></p> <p>School-led tutoring is a programme where staff volunteer, with the work being done outside school time, where they get paid to offer 1:3 tutoring sessions. Mrs Widdup advised that as the academy go through the cycles then the impact of these sessions will be shared.</p> <p><u>The governors questioned</u> how long the funding will last for. Mrs Widdup confirmed it will be for the remainder of this academic year. The academy must submit a costing sheet to the DfE as well as showing what the academy has spent the money on, that it has been used appropriately and then in addition the academy will be monitoring the impact.</p> <p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval. It was noted that there were no Cat C trips being planned at this moment for governors to approve. Mr Knight was reminded to go into the academy to physically sign the EVC policy.</p> <ul style="list-style-type: none"> • Other policy updates <ul style="list-style-type: none"> • Safeguarding and Child protection Policy • Educational Visits Policy • Covid 19 appendix to safeguarding and child protection policy update • Attendance Policy • Covid 19 behaviour appendix • Induction for Early Careers Teachers • Early Years Foundation Stage 	<p style="text-align: right;">AK</p>

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	<p>The above Diverse Academies policies were updated by the Trust on the 13th of October 2021 and 10th November 2021 and are available on the Trust website. Governors were informed of these updates on the 23rd of November 2021.</p>	
<p>AC/21/2122</p>	<p>Link governor visits: In advance of the meeting, governors were sent through a SEND link governor visit report from Mrs Bryn-Jones. Due to Mrs Bryn-Jones absence <u>the governors asked</u> for there to be a formal request to Diverse Academies Trust for additional resources. Mrs Widdup to look into Mrs Bryn-Jones' report and feedback to the committee.</p> <p>Mr Silcock advised he received the fire report from Mr West. Mr West went through each of the action points and updated governors as to who is responsible and any actions which has happened. <u>The governors noted</u> that most of the points are down to ENGIE to ensure the building is fit for purpose. Mr West confirmed that ENGIE are on with ensuring all feedback is actioned. <u>The governors highlighted</u> that the report recommended the base units for the fire system are checked every 6 months. Mr west noted the recommendation but this is ENGIE's remit.</p> <p>Mr West informed the governors that the academy had a H&S audit last week, where it was pointed out that the fire doors within the academy are being wedged open to allow for ventilation required for Covid. Since returning after Covid this is happening in several places across site as there is a need for every class to have ventilation. Governors were made aware that Mr West did seek advice from the fire brigade where they advised they would not recommend fire doors being wedged open but there is an understanding of the requirement for ventilation.</p>	<p>HW</p>
<p>AC/22/2122</p>	<p>Pupil / staff (inc wellbeing) parents and community Governors were informed that there were 84 respondents to the staff survey which does remain significantly positive albeit with minor downshifts in some areas, one of which is around behaviour which reflects the national picture. It has further been distilled down to an issue with rudeness rather than students being naughty which routes from 18 months of not being in a structured setting. It is a retraining exercise but by distilling it down the academy can have a tight focus on it.</p> <p>A key focus for this half term is that staff will respond intelligently, fairly and in a way that allows education to proceed. The SLT are also looking at what is being done differently to address concerns. <u>The governors clarified</u> that students have had 18 months out of the framework they are used to and just need to retrain them back which Mrs Widdup confirmed was the case.</p> <p>Mrs Widdup explained regarding staff workload, staff are working on multiple systems and do not have data to hand in a way previously had. Mr West and Mrs Widdup are part of trust wide project on how to resolve this moving forward which will help to address some of the staff concerns that have come out of the survey.</p>	

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	<p>Mr West informed governors that parents are now accessing the academy for parent evenings which the opportunity for face to face meetings has been extremely welcomed. The overall wellbeing of staff and pupils is good. However, it was acknowledged that there are always pressures but staff do know that they can bring anything to the SLT and where possible they will act and work with the staff.</p>	
AC/23/2122	<p>October management accounts In advance of the meeting, governors had been given the management monthly accounts for October. The current variance to budget is positive £23k. Mr West advised that the key challenges that is not reflected in these accounts is that the income currently shows as £9k ahead, which is because the academy has accrued, across the first few months, the annual pay rise that was implemented in November which accounts for the variance. The other key challenge is in agency staffing which is currently £12k to the negative which is down to one member of staff who is long term absent which the academy could not predict. There is also another member of staff who is phasing towards maternity which is being backfilled by supply. This will be agency throughout the maternity as it was deemed a more cost-effective avenue to do it. Governors were reminded this will result in a saving in other lines though.</p> <p>The governors noted the accounts are looking healthy to which Mr West confirmed some of the costs are phased e.g., departmental budgets which are spent towards the end of year. So as the yearly budget starts, the academy will always look healthy. Mr West advised that following a meeting with Simon Lowe, he had expressed a concern on the agency staff line and questioned if the academy is doing the right thing and he was happy that was the case.</p>	
AC/24/2122	<p>Briefing on ISOT data With the ISOT data the academy does not have any values to benchmark against. Simon Lowe has provided the academy with the new key metrics that will be used to benchmark Retford Oaks against others.</p> <p>The total staffing cost as a percentage of the total revenue will be one measure that the academy is used against. There are some preliminary thresholds but these are not solely referenced to ROA specifically. Between 70-78% of income being staffing costs is the benchmark that the academy are aiming towards.</p> <p>The secondary benchmark for senior leaderships costs as a percentage of total teacher cost is between 11-19%.</p> <p>Once the academy has received the numbers, hopefully in the next month, then the academy will know where they are against the benchmarks.</p>	
AC/25/2122	<p>How have governors held the school leaders to account?</p> <ul style="list-style-type: none"> - PP – the rise in numbers and any risk in relation to the PP students 	

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	<ul style="list-style-type: none"> - The funding for the school-led funding and the National Tutoring programme 	
AC/26/2122	<p>Determination of Confidentiality Equality Act consideration Nolan Principles Trust mission, vision, and values</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"> - There were no confidential items discussed - There had been no Equality Act implications. <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/27/2122	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> - It was agreed there was nothing to report to the Trustees until Mrs Widdup has looked into Mrs Bryn-Jones' link governor visit. 	
	<p>Date and time of next meeting: The next meeting will be held on Tuesday 1st February at 5.30pm – location to be confirmed nearer the time.</p> <p>The meeting closed at 18.21pm</p>	
	<p>Signed..... (chair) Date.....</p> <p>Print.....</p>	