

**Minutes of the Retford Oaks Academy Committee meeting
held on Monday 26th September 2022 at 5:30pm at the Academy**

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

In attendance	Initials	Position	
Mrs H Widdup	HW	Executive Principal	A
Mr L Dickinson	LD	Acting Principal	
Mrs R Chambers	RC	Governance Professional	
<i>Mr C Kemp</i>	<i>CK</i>	<i>Observing pending appointment</i>	A

<i>Quorum numbers</i>	<i>5</i>	<i>Governor's present</i>	<i>5</i>
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Item No	Item	Action/ by who/when
AC/02/2223	<p>Apologies for absence Apologies were received from Mr Knight and Mrs Widdup due to personal circumstances and Mr Gadie due to be being on holiday. These were accepted.</p> <p>No apologies were received from Mr Farrell and Mr Silcock. Clerk to follow this up.</p> <p>Due to Mr Knights absence, Mr Cartwright agreed to Chair the meeting.</p> <p>Before the meeting started <u>Mr Cartwright asked</u> for an update on how Mr Dickinson has found the start of the new academic year. Mr Dickinson advised that he is really enjoying it. The staff are responding well and the students have settled in quickly. There have been some exclusions already but this is because the academy has set the standards. The SLT are going around the academy to see what is happening in lessons and the students are well engaged. <u>Mr Cartwright congratulated</u> the academy on the results from the summer. <u>Mr Spooner added</u> that the presence around the academy from the SLT is great and the promises made are being delivered. The moral amongst staff is high.</p>	Clerk
AC/03/2223	<p>Declaration of interest and notification of any changes to declaration made All governors present confirmed their declarations for the 22/23 year are still accurate.</p>	

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	Mr Silcock still to complete.	AS
AC/04/2223	<p>Training</p> <p>Data (review of results) See AC/01/2223 in the confidential minutes.</p> <p>Mr Dickinson advised the committee that the results are roughly in line with the results from 2019. The Progress8 score was -.1 for Yr11 with remarks still coming back to the academy. Governors were made aware that if the academy keeps the targets for 22/23 the same then this would see the academy moving backwards so the academy are in the progress of increasing, albeit they are now very aspirational.</p> <p>English did better than Maths with plans in place to support this. Mrs Widdup has completed a review of Maths and this has been fed back to the Head of Maths.</p> <p>There are 10 students who did not receive any grades. Some of these did not turn up to their exams. There are also 16 students currently in alternative provision. The academy is looking at their offer and targets on a student-by-student basis.</p> <p>The A-level results are in line with an average grade of D+. There is work for the academy to do, and governors were reminded that these students have never sat an external exam. All Heads of Departments have been asked to source an external link for CPD and to help encourage moderation.</p> <p>Local response following central training – Safeguarding update Governors discussed the safeguarding training and noted it gave a refresher on the roles and responsibilities of a governor. It also highlighted the areas in which the Trust want governors to investigate in more detail. The Clerk reminded governors that all governors must watch this training and confirm when reviewed.</p> <p>Actions from link governor visits Clerk reminded governors around link visits and the need for one a term. Reports to be received in advance of each meeting.</p>	<p>Governors</p> <p>Governors</p>
AC/05/2223	<p>Minutes of the meeting dated 12th July 2022 <u>Mrs Bryn-Jones queried</u> if the appointment of Mrs Gould in the SEND team is in addition to Mrs Deere to which Mr Dickinson confirmed this was correct. Mrs Gould has started at Nottingham Trent University to commence her training to become a SENCo. <u>Mrs Bryn-Jones further asked</u> if she would cover in Mrs Deere's absence. Mr Dickinson advised that following a suggestion from Mrs Bryn-Jones, a shared mailbox has been created which includes Mrs Deere, Mrs Gould, Mrs Roberts, and Mr Cooper so if there is any absence then the correct person can action accordingly.</p> <p><u>Mr Cartwright questioned</u> how the increasing energy costs are affecting the academy and if this forms part of the risk assessment. Mr Dickinson</p>	

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	<p>advised it is included as a medium risk within the risk report. The Trust have advised there are reserves which can be used to support academies and support from the government is expected.</p> <p>The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
AC/06/2223	<p>Matters arising</p> <ul style="list-style-type: none"> AC/76/2122 – To note, AK has written to Mike Quigley & Dave Cotton about being involved in the recruitment process for the Principal role. <p><u>Mr Cartwright asked</u> how the recruitment process is going to ensure it is not all actioned at the last minute. Mr Dickinson advised that there is currently no further update and Mrs Widdup is looking at a longer-term plan. It was added that whilst he would like to continue in the role, it is about what is right for the students so will support someone new if they were deemed better.</p> <ul style="list-style-type: none"> AC/82/2122 – AK to write to staff to thank them for their hard work <p>Mr Dickinson added that the staff would like to meet the governors. <u>Mrs Bryn-Jones noted</u> it would be beneficial to come into the academy especially after recent comments on social media about the length of time it takes to be served at lunch. Mr Dickinson confirmed it would be good if governors would. The academy has received 2 complaints on the lunchtime serving time. On the day in question, there were 3 serveries open with 2 closing as there were no students. The students who were queuing were returning to get a drink rather than visiting for the first time. The academy has ordered another till and servery which will be used as a floating station for drinks and snacks.</p> <p>Clerk and Mr Knight to organise a visit for all governors to site. Governors to contact the clerk for the dates they wish to visit.</p> <ul style="list-style-type: none"> AC/82/2122 – To note, LD has reiterated the dress code to all staff. <p>Mr Dickinson confirmed that the dress code and staff expectations were reiterated at the end of last term and during the inset days this year.</p> <ul style="list-style-type: none"> AC/82/2122 – To note, the Clerk has added the PP/SEND questionnaire to SharePoint 	Clerk / AK / Governors
AC/07/2223	<p>Principal's report</p> <p>Mr Dickinson advised governors that the PP plan has been written and will be distributed once the figures have been confirmed. It is a 3-year plan so that the academy can look longer term into the future.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> Compliance: to inc. Single Central Record (SCR), safer recruitment, policy, Keeping Children Safe (KCSIE) Culture: to inc. peer on peer, sexual harassment and violence, mental health, bullying and racism, online safety <p>Mr Dickinson informed the governors that the SCR has been reviewed and everything is in place. All staff have received statutory training for</p>	LD

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	<p>the start of the year and both Mr Dickinson and Mrs Brammall have completed the DSL course</p> <p>Governors received pie charts from My Concern on the categories of the reports made. It was reminded that anything that emerges is dealt with by Mr Stewardson, who conducts a weekly review. <u>The governors requested</u> for numbers to be attached as it currently only shows a proportion. <u>Mr Cartwright queried</u> how much time it takes to which Mr Dickinson confirmed both Mrs Ashley and Mr Stewardson do safeguarding full-time. After the PD day on child-on-child abuse there were more reports being brought to the academy which highlights that the students are more aware of what has happened and who to report any incidents too. <u>Mr Cartwright questioned</u> if there is any KPIs to bring the numbers down. Mr Dickinson explained that there is nothing written into the AIP and is more about dealing with that emerges. The academy wants to reduce the in-school child-on-child cases and plan to action this through educating the students. There is a need to change the culture within the academy from banter to an invasion of privacy.</p> <p>ARM report</p> <p>It was highlighted to governors that the Progress8 target for 22/23 is 0.1 in comparison to the -0.1 in 21/22. This is a realistic target as the academy do need to raise aspiration and ensure the students are challenged. <u>Mr Cartwright requested</u> confirmation on any blockers to achieving these targets. Mr Dickinson explained that the targets are much higher so a mentality shift with staff is needed. <u>Mr Cartwright further asked</u> how the academy plan to review this to which it was confirmed there will be data points throughout the year as well as the Yr11 and Yr13 students having mock exams. There is a need to keep on top of the data points and mocks to ensure appropriate interventions are in place.</p> <p>Overview of 2022/23 AIP</p> <ul style="list-style-type: none"> - Objective 1 - All staff actively engage in the teaching of social behaviours which embed self-regulation, including unstructured time. <p>Most of the exclusions which the school are making are because of swearing at staff. The academy is getting Dermot Gascoigne, a former heavyweight boxer, to come in and work with students on aspirations. He has links to Sky Sports and therefore has potential links with other sports. He conducted an 8-week programme last year however the academy is looking to do much more with him this year.</p> <ul style="list-style-type: none"> - Objective 2 - All staff habitually plan lessons to meet the need of SEND students to reduce gaps in knowledge and give them the skills they need to learn the intended curriculum (if classes do not have students on the SEND register replace with planning for the lowest 20% of the class). <p>Mr Dickinson advised that this is linked with outcomes and attendance. Mrs Deere is having meetings with the attendance team leader to look at the barriers of the SEND students in coming to school.</p> <p><u>Mrs Bryn-Jones noted</u> that all teachers do not understand their obligations under the SEND code of practice <u>before asking</u> if this is</p>	<p>LD</p>

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	<p>going to be enforced to support students. Mr Dickinson informed governors that he is promoting that everyone is a teacher of SEND to ensure all students needs are being met. During learning walks, the SLT are visiting classrooms to ensure the needs of the SEND students or the bottom 20% are being met.</p> <ul style="list-style-type: none"> - Objective 3 - All staff habitually plan lessons which include ambitious activities to accelerate learning and deepen understanding so students know more and remember more. <p>Governors were advised that lessons are being planned with ambitious activity with the end goal of increasing the 7-9 grades up. The dedication to learning runs through the whole academy.</p> <p>Targets 2023 The targets for 2023 had been sent to governors in advance. There were no further questions from the governors' following discussions in the meeting.</p> <p>Behaviour and attendance/FPE/PEX review 2021/22 Mr Dickinson advised that attendance following Covid has been lower than usual as there are some cases where parents are reluctant to send their child to school. Mid-way through last year a new model was put in place for chasing absence as well as the academy now being allowed to fine for holidays again. It was added that Mrs Deere is also involved for the SEND students especially in looking at any barriers in attending school. <u>Mrs Bryn-Jones questioned</u> if the academy is looking at anxiety and SEMH as a cause for school avoidance to which Mr Dickinson confirmed they are and are conducting home visits were appropriate. The mental health lead in the academy is also conducting training for all staff in the twilight sessions to ensure all staff are aware. <u>Governors asked</u> for Mr Dickinson to provide a comparison on national data for mental health absence. Governors were made aware that the academy are using alternative provision for some students and there are 2 students in KS4 who will not leave the house so the academy are sending their provision to their homes.</p> <p>Mr Dickinson advised that the proportion of EHCP students do feature highly in the figures for exclusions of which most go to alternative provision due to the small cohort size. One student has successfully reintegrated back into the academy on a part-time timetable. The student is facing challenges so the academy is looking at the issues and making sure the offer is right.</p> <p><u>Mrs Bryn-Jones queried</u> how many SEN students have been excluded to which Mr Dickinson confirmed there has been 3 so far. 1 student was offered some time at Portland Academy which the parents were happy with until the social worker said no. The other 2 students' exclusions were for verbal and physical abuse. The academy does look at each case and the students need prior to excluding. The use of the internal isolation room is a favoured option. <u>Mrs Bryn-Jones questioned</u> if SS4 is the right space for these students to which Mr Dickinson confirmed it is managed as a smaller facility. It is also available to be booked and is</p>	<p>LD</p> <p>LD</p>

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	<p>manned by a specialist teacher. <u>Mrs Bryn-Jones highlighted</u> that SS3 is not always manned. Mr Dickinson to investigate.</p> <p><u>Mr Cartwright noted</u> that the suspension of boys is at 10% and asked if this is acceptable for the academy. Mr Dickinson confirmed this needs to be reduced with a target of 2% for verbal abuse and physical assault. <u>Mrs Bryn-Jones asked</u> if they are all SEN to which Mr Dickinson confirmed they were not before advising that there have been 123 suspensions by 74 students. There have been 3 students who have had 16 suspensions. One is currently on a managed move and another is at alternative provision.</p> <p><u>Mr Cartwright noted</u> the attendance of the P16 students and <u>asked</u> how the academy are planning to engage these students more. Mr Dickinson detailed that there is no longer an exclusive P16 lead and it now sits within the whole academy so it goes through the same behaviour monitoring. Yr13 did pose issues last year however the current students do have a positive manner and the new Head of 6th Form has been asked to increase the standards. <u>Mr Spooner added</u> that the students of ROA are expected to be in the academy 5-days a week whereas in other settings it is 3-days. Mr Dickinson noted that there had been 82 applications for P16 however only 52 started. Those 30 students are being contacted so that the academy can understand the reasons why. There is also a need for an aggressive marketing strategy. <u>Mr Cartwright asked</u> Mr Dickinson to feedback at the next meeting on the responses from the students.</p> <p>SEND - local offer, information report 2022/23, annual review 2021/22 inc. all vulnerable groups <u>Mrs Bryn-Jones suggested</u> that it may be worthwhile looking at the SEND information for parents that Tuxford Academy have created as it is informative.</p> <p>Identified academy risks & risk reports Governors were advised that the risk ratings have changed from 3 to 5. The risk on the change in leadership has been reduced as the academy has the same Executive Principial and Vice Principal, it is just the change in Principal.</p> <p>The academy is also keeping an eye on the viability of the P16 from the courses on offer to the student numbers.</p> <p><u>Mr Cartwright brought attention</u> to the risk on the staffing levels and knowing that Maths is a weakness <u>it was requested</u> for this risk to be moved from tolerate to treat. Mr Dickinson advised that Mrs Widdup has conducted quality assurance and there has been the feedback from Ofsted, the Trust and other Maths leads within the Trust. The Head of Maths has been asked to create an improvement plan for the department. <u>Mrs Bryn-Jones asked</u> if there is too much reliance on resources rather than actual teaching. Mr Dickinson noted that the student voice has been quite damning on the department and that there is reliance on printed resources. The committee agreed for the academy to move this risk from tolerate to treat.</p>	<p>LD</p> <p>LD</p> <p>LD</p>

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	<p>Mr Dickinson advised that the academy have advertised again for the Cover Supervisor role. There are currently 2 supply teachers in the academy of which the academy has spoken to about being employed by ROA however they have advised they are paid better by the academy. <u>Mr Spooner added</u> that there are 3 adverts currently out for the academy. To apply for the DT technician job is £16,461 yet an applicant could get £21,000 for the same job in Doncaster. Mr Dickinson advised governors that there is an option for the academy to ask HR to re-evaluate the role and if successful the pay can move to a higher grade although the job description will reflect this. The Cover Supervisor role has been a long-term advert and therefore poses a risk to the academy.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</p> <p>Mr Dickinson there has been no data protection breaches or GDPR concerns.</p> <p><u>Mrs Bryn-Jones asked</u> why a complaint on the log has taken 4-months to be resolved. Mr Dickinson advised that the complaint came to himself in August following an ongoing provision for the student in question. This has now been resolved.</p> <p>2022/23 Trip calendar and review any Cat C trip</p> <p>In advance of the meeting the governors received the trip calendar for the 22/23 academic year. It was advised that this is a live document and continues to be expanded on. The PE department have several trips planned to include a trip to the Rugby League, Sheffield Steelers, and Man City.</p> <p><u>Mr Spooner queried</u> if the Cat C trip to Barcelona is no longer running. Mr Dickinson advised that the trip is still awaiting approval from the Trust. With students not having notification of the trip, the decision may be made to cancel it. It was added that the Paris trip may also be cancelled.</p> <p>Admissions 2024/25 local appendix approval</p> <p>In advance of the meeting the governors received a copy of the 24/25 local appendix for admissions. Governors were advised that the academy are having conversations on whether the PAN needs to be reduced from 240 to 235. It was added that if the PAN remains at 240 then the academy will need to look at it from a timetabling point of view. The viability of the KS4 courses is also being investigated as the music and dance numbers are low so a potential of combined performing arts is a possibility. Mr Dickinson to report back to governors on the outcome of discussions.</p> <p><u>Mr Spooner questioned</u> if the T-Levels are still being investigated to which Mr Dickinson confirmed it is.</p> <p>Value for money and measurable outcomes and impact review – SEND/PP/Catch-up funding</p>	LD

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	<p>Mr Dickinson advised that the academy is moving away from the National Tutor Programme as it was being found that tutors were not turning up and the reliance was more on the students. The academy is going in favour of the school-led tutoring and utilising the staff within the academy.</p> <p>Stakeholder engagement Governors were made aware that circa 400 students came to the academy for the recent open evening. Clerk to let governors know of future open evenings and the whole school calendar so that governors can attend including;</p> <ul style="list-style-type: none"> - NHS Foundation School – 2pm on the 12th of October - Poppy Day – 9th November - Remembrance Day – 11am on the 11th of November <p>Mr Dickinson also added that all feeder primaries have been visited following feedback that the parents wanted a face to the academy. The uptake from the feeder primaries was good at the open evening.</p>	Clerk
AC/08/2223	<p>Governance housekeeping</p> <p>Governance strategy & Scheme of Delegation / Terms of Reference 2022/23 – review of AC remits In advance of the meeting, governors received a copy of the updated Scheme of Delegation. The clerk reminded governors to ensure they are aware of pages 1-12 and 23-26 which covers the roles and responsibilities for LACs.</p> <p>Code of Conduct Mr Silcock and Mr Knight still need to complete the code of conduct for the 22/23 year.</p> <p>Link governor roles It was noted that Mr Knight has conducted a review of the committee and is looking to switch a couple of roles. Mr Knight to communicate this out with the governors.</p> <p>Appoint Chris Kemp In advance of the meeting, the Clerk had distributed Mr Kemp's CV and supporting statement on his reasons for wanting to join the committee. Governors voted unanimously for Mr Kemp to join the Academy Committee for a four-year term from 26/09/2022 to 25/09/2026.</p> <p><u>Mr Cartwright queried</u> if Mr Dickinson feels the academy get enough support from the governors. Mr Dickinson confirmed that the support is strong and the academy benefits from a supportive staff governor. <u>Mr Spooner asked</u> if Mr Dickinson is supported by the Trust too. Mr Dickinson detailed that he does have several people he can speak to including Mr West who is now based at Trust level.</p>	<p>AS / AK</p> <p>AK</p>
AC/09/2223	How have governors held the school leaders to account?	

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	<ul style="list-style-type: none"> - Continuation of the SEND provision in staff's absence as well as the use of SS4 - Risk in Maths and the request to move this from tolerate to treat on the risk register - The plan to increase outcomes for 22/23. - Suspensions & behaviours. 	
AC/10/2223	How have the VMV of Trust / Equality been upheld? <ul style="list-style-type: none"> - It was agreed that the VMV of the Trust & Equality has been upheld 	
AC/11/2223	Complete report to trustees <ul style="list-style-type: none"> - Clarification on the recruitment of the Principal - Salary of the cover supervisor role - Declarations of interest for 22/23 - Appointment of Chris Kemp - The successful return of students to the academy. 	
AC/12/2223	Determination of Confidentiality Equality Act consideration Nolan Principles Trust mission, vision, and values Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: <ul style="list-style-type: none"> - There were confidential items discussed in AC/01/22/23 - There had been no Equality Act implications. 	
	Date and time of next meeting: The next meeting will be held on Monday 21 st November at 5.30pm – location to be confirmed nearer the time. The meeting closed at 19.42pm	
	Signed..... (chair) Date..... Print.....	