

Minutes of the Retford Oaks Academy Committee meeting held on Monday 21st November 2022 at 5:30pm at the Academy

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

In attendance	Initials	Position	
Mrs H Widdup	HW	Executive Principal	
Mr L Dickinson	LD	Acting Principal	
Mr A Cooper	AC	Vice Principal	
Mrs R Chambers	RC	Governance Professional	

<i>Quorum numbers</i>	5	<i>Governor's present</i>	9
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Item No	Item	Action/ by who/when
AC/13/2223	<p>Apologies for absence</p> <p>It was noted that Mr Farrell was not in attendance and had not sent any apologies. Clerk to send a letter to remind Mr Farrell that he must attend the next meeting else his term of office will be terminated.</p>	
AC/14/2223	<p>Declaration of interest and notification of any changes to declaration made</p> <p>Governors confirmed that there were no amends to their declarations which were made at the start of the year.</p>	
AC/15/2223	<p>Training</p> <p>Both Mr Knight and Mrs Bryn-Jones were reminded that their bi-annual safeguarding certificate is due for renewal before the next meeting. Both to complete prior to the next meeting.</p> <ul style="list-style-type: none"> • Behaviour, Attendance, Inclusion (inc. Alternative Provision) and Exclusion • Quality Assurance <p>There were no questions from the training sessions. Governance Professional to send out the link to all the training sessions so far and governors to confirm when retrospectively watched.</p> <p>Actions from link governor visits</p> <p>There were no actions from Mr Gadie's visit.</p>	<p>AK / PBJ</p> <p>GP</p>

Item No	Item	Action/ by who/when
AC/16/2223	<p>Quality of Education Mr Cooper shared his screen with the committee.</p> <p>Governors were reminded that the academy are currently;</p> <ul style="list-style-type: none"> - Solidly good in all areas with some areas of outstanding practice. The aim is to be outstanding in all areas. - Objectives 2 & 3 within the AIP are around the quality of education and ensuring all staff are pushing SEND students (or the lowest 20%) and high ability within each class. <p>Mr Cooper informed the governors that the academy has just completed the first curriculum deep dive in English. At the end of the process, a report is produced which will highlight what is occurring within the department. This will be completed for each department and is being completed as an extra layer of quality assurance.</p> <p>There are half termly CPD sessions focussing on SEND and encompasses stretching the bottom 20% and SEND students including the use of effective scaffolding techniques. The academy has also formalised learning walks with a mechanism to track and then analyse the data to identify further areas of need. Mrs Shuttleworth has been appointed as a Leader of Stretch and Challenge to help accelerate progress and raise aspirations. As part of this, the February inset day will be fully devoted to stretch and challenge and Mrs Shuttleworth will be starting curriculum mapping to find where complementing topics are taught and how they can be interweaved effectively.</p> <p>What is the academy doing differently.</p> <ul style="list-style-type: none"> - Research based approach to teaching and learning CPD - Purposeful learning walks where data is collated and analysed to identify emerging trends. - Analysis of PDP targets to specify any recurring themes – staff highlighted SEND throughout which was pleasing. - Deep dives of curriculum areas. <p><i>The governors asked</i> how much of a challenge this is for the academy to which Mr Cooper explained it is not instant and is forever evolving. The SLT are keeping on top of any updated and ensuring staff understand the reasons why processes may change, however, there are no doubts that the AIP will not be where it is wanted to be. There has been a lot in SEND support from teaching staff within lessons and there has been lots of scaffolding to ensure the end points are the same.</p> <p><i>Mr Cooper was thanked and left the meeting at 18.02.</i></p>	
AC/17/2223	<p>Minutes of the meeting dated 26th September 2022 The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	
AC/18/2223	<p>Matters arising</p> <ul style="list-style-type: none"> • AC/02/2223 – To note, Mr Silcock sent retrospective apologies. Contact was attempted with Mr Farrell and is ongoing. • AC/03/2223 – Mr Silcock has completed the declaration of interest and code of conduct 	SF

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> AC/04/2223 – All governors to review safeguarding training. Mr Farrell still to complete. AC/04/2223 – A reminder for link governor visits. All link areas to have one scheduled by Christmas – this is ongoing. AC/06/2223 – A visit for all governors AC/07/2223 – Mr Dickinson to share the PP plan. <p>To note, this had been shared with the paperwork in advance of the meeting.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to provide the numbers on My Concern categories rather than percentages <p>To note, this had been shared with the paperwork in advance of the meeting.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to provide a comparison to national data on mental health absence <p>To note, this is being looked at, at a Trust level as is not an easy task for the academy to do.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to ensure SS3 has staff in there all the time <p>To note, this occasion had been in the changeover between staff and has been requested for this to not happen again.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to advise governors on the reasons why the additional 30 students decided not to return for P16. <p>To note, there had been discrepancies in the data provided. With only 52 choosing ROA as their first choice.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to move the risk on staffing levels from tolerate to treat. <p>To note this has been actioned.</p> <ul style="list-style-type: none"> AC/07/2223 – Mr Dickinson to report back on the PAN <p>To note, there are no changes to the PAN. See agenda AC/22/2223 for the admissions appendix.</p> <ul style="list-style-type: none"> AC/07/2223 – To note the Governance Professional distributed the academy's events out to governors on the 3rd of October 2022. AC/08/2223 – Mr Knight to communicate his review of link governors and the committee – see AC/19/2223 	Governors
AC/19/2223	<p>Governor admin</p> <p><u>The governors noted</u> the recent events in the academy including the Armistice Day and the launch of the NHS Foundation in School which were both fantastic. Mr Dickinson also advised that the academy have been awarded with the Young Carers Quality Mark which is the first in Bassetlaw. The governors praised the academy for this.</p> <p>Mr Knight advised the committee that there is an increase in the number of exclusions panels across the Trust and academy which is also reflected nationwide. Governors were asked to take part where they can as supporting other schools in the Trust is beneficial for when Retford Oaks needs governor support.</p> <p>Link governor roles</p> <p>Mr Knight advised the committee that it has been suggested that the Chair should not be the safeguarding link governor and asked the committee for another governor to nominate themselves. Governors to advise the Governance Professional if they wish to take this role on.</p>	Governors

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	<p>Mrs Bryn-Jones advised that she is no longer the SEND link governor and Mr Knight will take on this role.</p> <p><u>The governors asked</u> for an update on the alternative provision staffing to which Mr Dickinson advised there is a staff member starting within the academy to oversee the alternative provision who will be a great addition to the team.</p> <p>Mr Gadie term of office The Governance Professional advised that Mr Gadie's term of office ends on the 10th of December and has decided to not be reappointed. The governors and the academy thanked Mr Gadie for his hard work, commitment, and dedication to the academy. Mr Gadie advised he has thoroughly enjoyed attending all the events of which the academy has put on including the poppy launch and drama events.</p> <p>Parent election update The Governance Professional advised that there have been no applications for the parent governor role. It was advised that Mrs Bennett could be moved to an appointed parent should another appointed governor apply. There are adverts out for appointed governors should there be any interest.</p>	
AC/20/2223	<p>Principal's report</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>Governors were advised that Mr Knight will complete a SCR check before Christmas and that he will complete his Safer Recruitment training ahead of the impending Principal interviews.</p> <p>Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 There were no questions on this section.</p> <p>Any academy specific items including policy appendix ratification, breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) audits & any Cat C trip review <u>The governors asked</u> for an update on the Principal recruitment to which Mrs Widdup confirmed she is meeting with HR on the 22nd of November to start the process. Mr Knight added that it has been agreed by Trustees that a governor can be involved on the interview panel.</p> <p>Mr Dickinson advised that attendance has dropped just below 90% and is something of which the academy is keeping an eye on. <u>The governors asked</u> what national is to which Mrs Widdup confirmed national is 90% with a Trust target of 93%. <u>The governors queried</u> if there are any patterns in the cohorts to which Mr Dickinson confirmed Pupil Premium is constant across all year groups, in comparison to SEND which is year</p>	AK

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	<p>group specific. It was added that the attendance team, the Heads of Year and Tutors are all trying to speak with students who are not in the academy. <u>The governors questioned</u> if there is an Educational Welfare Officer (EWO) who conducts home visits to which Mrs Widdup advised Retford Oaks does not have an EWO and that the attendance team conduct home visits where needed.</p> <p>Mrs Widdup informed governors that the academy is keeping an eye on the Progress8 score as this is moving nationally. Due to the uncertainty of the movements, the academy is therefore focussing on attainment as this remains the same.</p> <p>Mr Dickinson advised that the Head of PE is looking at a Cat C rock climbing trip to support GCSE outcomes. This will be costed up and governors will be advised if this moves any further along. <u>The governors questioned</u> if the 2 foreign trips are still happening to which Mr Dickinson advised they have been pushed back a year due to the academy not moving quick enough, resulting in the monthly payments being too sizeable. The plan is to launch this trip early for next year but will include the students for this year so they do not miss out.</p> <p>Governors were advised there has also been trips to the rugby and to the Etihad stadium which has been well received. There is also a Shakespeare showing for the Yr7 students at the P16 centre.</p> <p>Local policy updates</p> <ul style="list-style-type: none"> • Safeguarding appendix <p>The above appendix was updated by Retford Oaks in September 2022 and is available on the Academy website. Governors were informed of this update on the 13th of November 2022 and was ratified in the governor meeting.</p> <p>Other policy updates</p> <ul style="list-style-type: none"> • Induction Policy for Early Careers Teachers • Safeguarding Policy • Attendance Policy • SEND Policy • Managing People Policy • Staff Grievances Policy • Safer Recruitment Policy • Disciplinary Policy • Pay and Reward Policy • Whistleblowing policy • Concerns and Complaints Policy • Data protection (GDPR) policy • Freedom of Information policy • Privacy Notice members, Trustees and Governors • Privacy Notice Parents • Subject Access Request Form • Unreasonable complaints and vexatious communications policy • Student Privacy Notice 	

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	<p>The above Diverse Academies policies were updated by the Trust throughout October and November 2022 and are available on the Trust website. Governors were informed of these updates on the 2nd and 9th November 2022.</p> <p>Pupil/staff (inc. wellbeing) parents and community views There were no questions.</p> <p>IDSR Mrs Widdup advised that the IDSR is looking at non-comparable data as any data cannot be compared to centre assessed grades and teacher assessed grades. <u>The governors asked</u> how the academy know they are making progress to which Mr Dickinson confirmed the academy completes a baseline at the start of the year which is then reviewed half termly by staff on the key year groups. The outcomes lead has been looking at the student progressions from September to date as well as the average progression for each cohort and it is a positive movement for all students.</p>	
AC/21/2223	<p>NCC Safeguarding audit The NCC Safeguarding audit has been completed by the academy and Mr Knight. In advance it was distributed to the committee. It was approved. Governance Professional to send on to NCC.</p>	RC
AC/22/2223	<p>Admissions appendix 24/25 In advance of the meeting, the governors received the admissions appendix for 24/25. This was approved by the committee. Mr Dickinson to send to NCC.</p> <p><u>The governors queried</u> the current numbers on role which was confirmed at 1140 by My Dickinson. There are 3 new starters on the 22nd of November and there are a further 3 tours booked. <u>The governors further asked</u> if there have been any students return to Post16. Mr Dickinson advised there has been 1 return from New College. Sixth form has 99 students across the 2-year groups. There is a planned progress evening planned for January which will be used to promote sixth form.</p> <p><u>The governors questioned</u> about the viability to keep all courses going. Mrs Widdup advised that there is a project underway in looking at sharing subjects across the Trust in a University type model. <u>The governors noted</u> the links to the NHS which the academy now has and <u>asked</u> if there is a possibility to look at their core content too. Mr Dickinson advised that Mr West has worked on the CLFP for the academy and helped look at a variety of staffing models depending on different scenarios for September.</p>	LD
AC/23/2223	<p>How have governors held the school leaders to account?</p> <ul style="list-style-type: none"> - Quality of education - Attendance - Admissions 	
AC/24/2223	<p>How have the VMV of Trust / Equality been upheld?</p> <ul style="list-style-type: none"> - It was agreed that the VMV of the Trust & Equality has been upheld 	

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AC/25/2223	Complete report to trustees <ul style="list-style-type: none"> - NHS Foundation health status - First academy to get young carer 	
AC/26/2223	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/16/22/23 - There had been no Equality Act implications. 	
	Date and time of next meeting: The next meeting will be held on Monday 23 rd January 2023 at 5.30pm at the academy. The next training session is on SEND on the 5 th January 2023 at 5.30pm on Teams. The meeting closed at 18.53pm	
	Signed..... (chair) Date..... Print.....	