

The Axholme Academy
Company Number: 0784080



THE AXHOLME ACADEMY

Minutes of the meeting of the Governing Board held at via Google Meet on
Monday 26 September 2022 at 5.30pm

Present:

Mrs N J Shaw (NS) in the Chair	
Dr K Andrews-Longbone (KAL)	Mrs A Merchant (AM)
	Mrs L Pearce (LP)
Mrs C Foster (CF)	Mrs T Pullen (TP)
Mrs N Fairy (NF)	Mrs K Reich (KR)
Mr D Keogh (DK) (Principal)	Mr Spence-Hill (SSH)

In Attendance:

Mrs P Hodge (Governor Services Lead Officer)	Miss S Leggott (SL) (Business Manager – Observer)
Mr B Creasy (BC) (Vice Principal – Observer)	Mr J Bennett (JB)
Ms L Kilroy (LK)	

Date and Time of Next Meeting: Monday 28 November 2022 at 5.30pm

Min. Ref	Actions	Action By
974	communications to be sent parents after Christmas	DK
976	email to all governors on 9 December 2022 regarding latest position	SL
983	send website checklist to governors	Clerk

	Statutory business	Action By
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	Statutory business	Action By									
971	<p><u>Apologies, Declaration of Business Interests and Code of Conduct</u></p> <p>NS welcomed everyone to the meeting.</p> <p>Apologies were received from T Fox.</p> <p>Governors were reminded to ensure that the Get Information About Schools (GIAS) website has been updated to reflect the governors' register of interests.</p>										
972	<p><u>Membership</u></p> <p>Governors noted:</p> <ul style="list-style-type: none"> • the appointment of Mrs Claire Foster as a parent governor, subject to DBS • the appointment of Mrs Adele Merchant as a parent governor, subject to DBS <p>Governors were asked to consider the following:</p> <ul style="list-style-type: none"> • the appointment of Mrs Tamara Pullen as a community governor • the appointment of Dr Karen Andrews-Longbone as a community governor • the current position regarding the community governor vacancy. <p>RESOLVED: that Mrs Tamara Pullen and Dr Karen Andrews-Longbone be appointed as community governors Tamara Pullan.</p>										
973	<p><u>Approval of the Audited Accounts</u></p> <p>Governors received the Audited Accounts which had been considered at the finance and audit committee on 17 November 2022.</p> <p>NS advised that Forrester Boyd reported that they were a good set of accounts with only two minor management points/actions. The academy had healthy reserves but may need to dip in this year and the next year to balance the budget.</p> <p>DK stated that it was important to make sure the accounts were submitted on time.</p> <p>The committee recommended approval of the accounts.</p> <p>RESOLVED: that the accounts were approved.</p>										
974	<p><u>Previous Minutes</u></p> <p>Governors considered the following minutes:</p> <ul style="list-style-type: none"> • full governors' meeting held on 26 September 2022 <p>RESOLVED: that the minutes were approved.</p> <table border="1"> <thead> <tr> <th>Min. Ref</th><th>Actions</th><th>Action By</th></tr> </thead> <tbody> <tr> <td>55</td><td>to readvertise vacant governor posts in September</td><td>SL</td></tr> <tr> <td>957</td><td>to follow up KCSiE training by governors. Completed training provided</td><td>JB</td></tr> </tbody> </table>	Min. Ref	Actions	Action By	55	to readvertise vacant governor posts in September	SL	957	to follow up KCSiE training by governors. Completed training provided	JB	
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Statutory business			Action By
957	to offer more training on Smart Log	JB	
958	investigate amount of work and communications sent home	DK	
959	revised curriculum improvement plan to be available to governors by 5 October 2022	DK	
963	DK and SL to look at suitable committee dates	DK /SL	
<p>Matters Arising:</p> <p>Min 589: investigate amount of work and communications sent home</p> <p>DK was still looking at the amount and how work was sent home, he wanted to allow books to go home but needed to ensure they were returned.</p> <p>It was noted there was a lot of work on google classroom.</p> <p>KAL: Is there a way to send/allow the parents' access? Is the purpose so that they can see it?</p> <p>DK: Yes, we keep them informed but they do not access it.</p> <p>LP commented that revising at home was difficult if there were no books. KAL responded that it was useful to have books if for revision but not as important if the purpose was just to look at them.</p> <p>AM added that it was disheartening if a pupil took the books home and the parents were not interested.</p> <p>BC advised that some subjects allowed books home including English and maths. Science did not allow them home as they tend to get lost and in Humanities, revision books were given out.</p> <p>With regard to tech subjects, KS4 could take books home.</p> <p>NF suggested that perhaps a reminder to parents would be useful, as to what topics were being covered and what to use.</p> <p>DK: When would the best time to remind parents?</p> <p>NF: Perhaps after Christmas would be helpful.</p> <p>DK agreed that the academy would sending out an update on a page after Christmas.</p> <p>Governors were informed that after each academic review BC held a workshop for parents and this was recorded for those who could not attend.</p> <p>LK added that as an academy it would like more parents to engage and had tried alternatives and put out a questionnaire but the response was 50/50 for each.</p> <p>JB commented that parental engagement was a priority for this year.</p> <p>TP: Is it mainly mums or dad that attend?</p> <p>JB: Slightly more mums than dads but not by much.</p> <p>AM reported that a direct parental lead approach worked at her daughter's school.</p> <p>NS added that if pupils were wanted at the workshop the correspondence should say that.</p>			

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	Statutory business	Action By
	<p>ACTION: communications to be sent parents after Christmas.</p> <p>Governors received the following minutes:</p> <ul style="list-style-type: none"> standards committee meeting held on 14 November 2022 finance meeting held on 17 November 2022. <p>KR stated the standards meeting was positive as governors were able to agree what information was important to them.</p>	DK
975	<p><u>Safeguarding Audit</u></p> <p>The safeguarding report would be considered in the standards committee. Governors considered that the safeguarding audit needed completing by 16 December 2022.</p> <p>JB stated that completion of the action plan was a recommendation of the safeguarding review. JB reported the audit would be submitted by the deadline.</p> <p><u>Safeguarding Review 17 November 2022</u></p> <p>JB drew governor attention to the key points in the report. It highlighted that systems were robust, including the vulnerable student register which was reviewed regularly.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> complete the action plan D.o.B for all staff on SCR encourage students to attend Early Help meetings remind staff of the role of the LADO extend student voice around bullying PSHE to be further incorporated into the curriculum students to be told rationale around safety NSPCC whistleblowing poster to be more visible lanyard meaning to be more visible for students <p>JB was pleased with the feedback.</p> <p>Governors were informed that two LA colleagues would be coming in soon to look at early help paperwork.</p> <p>NS: What about the induction training for governors?</p> <p>PH : covered by the LA and Learning links.</p> <p>DK offered for governors to come in to visit and meet Doreen.</p> <p>NS: Pupil voice around bullying; can governors have a copy please?</p> <p>JB: yes.</p> <p>Looking at the report governors queried what online platform meant at 4.6? BC stated it referred to google classroom, Gmail, Hegarty maths, educated through the curriculum and PSHE.</p> <p>KAL: Do you deliver anything about online gaming and gambling?</p> <p>JB: Gaming but not gambling but we could look at this.</p> <p>Governors were informed that the attendance plan had now been completed and NS came into school to check through it.</p>	

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	<u>Academy Specific Business</u>	
976	<p>Academy Improvement Plan 2022/23</p> <ul style="list-style-type: none"> progress towards milestones <p>DK explained that the AIP was considered at the standards meeting and SLT had now added what contributed to attendance and progress. 93% attendance was the academy target, with it currently standing at 91.1% and the academy was making progress to national. Persistent Absence was above national by 6%. 50 students had under 90% attendance. Governors were informed that to count as a Severally Absent pupil attendance had to be below 80%.</p> <p>LK stated that the quality of teaching was key to getting pupils back in school. SLT and staff were doing drop-ins for teaching development. There had been 75 developmental drop-ins to date this year. These take place with a member of SLT and a teaching member of staff. Staff voice around the process was also included. The process used three steps to develop CPD, based on outcomes; three strengths were shared from the drop in and one area for development. LK advised that all staff could see all staff strengths.</p> <p>SSH: Do the drop ins cover all cohorts? LK: Yes.</p> <p>DK stated that as an SLT they discussed what they had seen on a weekly basis and used the intel to decide if anyone needed additional support.</p> <p>TP: Do you gain pupil voice on the learning? DK: Yes, Head of Departments are carrying out pupil voice activities on each other's departments. Last year, governors came in to speak to pupils directly. NS advised that all the outcomes of the pupil voice feedback could be found on the google drive.</p> <p>DK offered his thanks to LK. The developmental drop ins had been received well by staff.</p> <p>NS: Looking at the data on staff voice it would seem that only 48% agree it was useful and 40% were neutral? LK: We did that two weeks ago so some staff have only had one DDI.</p> <p>NS: Could staff comment on the response? LK: Yes.</p>	
977	<p>Principal's Report</p> <p><u>Reading Strategy</u> Governors were informed that the academy had identified the lowest 20% of readers in terms of chronological age and there was now a big push on these students. LK highlighted that the reading document had been produced and was available on the google drive. LK stated that on the whole the strategy was going well, with staff modelling reading. Accelerated reader was up and</p>	

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	<p>running and the academy had bought into Myon, an online book library. Plans for interventions for specific pupils had been identified.</p> <p>KAL: Do you give feedback to parents? LK: Yes, the information was going home in their reports. A letter also signposts where and how to help at home.</p> <p>KAL: Do you have parents that can not read? LK: Probably.</p> <p>AM: Has covid impacted on their reading? LK: Yes, as they have been out of school for most of two years.</p> <p>KAL: Do the staff link with the SENDCo? LK: Yes, but that is normal practice.</p> <p>NS: How do we know the impact? LK: we do quizzes every week. Star tests will be completed shortly to gain an overview.</p> <p>TP: What about comprehension? LKK: Quizzes pick it up. The online system will moderate the questions to suit the pupils' comprehension, based on the responses.</p> <p>KAL: Do pupils get access arrangements to support their learning? LK: Yes. Either readers or laptops, etc.</p> <p>Governors were informed that the retrieval point assessments data would be available for the standards meeting on 9 January 2023.</p> <p>DK reported that suspensions were low, although there had been one serious incident last week. The staff were working through that with the parents.</p> <p>The indicative numbers for the September 2023 intake was up to published admission numbers. DK noted that the admissions team were very helpful.</p> <p>It was reported that there was a big push on attendance.</p> <p>KAL: Are the academy using the ATTEND framework? DK: Training has been offered for later this week.</p> <p>PH added that governors were invited to attend the second training offer on Thursday 1 December 2022 at 1:00pm.</p>	
978	<p><u>Pupil Premium</u></p> <p>Governors considered the plan found in the folder. BC explained the format and the rationale for the interventions. The plan highlighted the different activities for disadvantaged pupils.</p> <p>BC stated that funds were spent where they would have the most impact. The plan would be uploaded to the school website as it was a statutory requirement.</p> <p>KAL: Do you have Wi-Fi in school to allow pupils who use their phones? DK: Bring your own device (BYOD) . IT were looking into it. Chromebooks are available if required.</p> <p>RESOLVED: that governors approved the plan.</p>	
979	<p><u>Monthly Management Accounts</u></p>	

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	<p>Governors noted the monthly management accounts that were lodged monthly in the governors section of the google drive.</p> <p>The Business Manager's report was also received. The main element for the meeting was the CIF contribution decision.</p> <p>SL outlined the process for bidding for capital projects. Fire safety phase two bids was for mainly fire doors, emergency lighting and roller shutters. The second bid was for a rebuild of the science lab; there was a need for the space for a specialist science room. External consultants had put the bids in on academy's behalf. However, the academy had to make a contribution towards the cost.</p> <p>SL and DK would recommend £25,000 for fire safety element and £75,000 for rebuild. DK explained that the more you could contribute the more likely the academy was to be successful. £100,000 was a significant amount but the academy may gain access to over £800,000 worth of funds.</p> <p>SSH: Both are important pieces of work so is £100,000 enough, as we have £600,00 in reserve and are only required to have two months operating costs? NS: Would it be a built room or mobile? SL: A permanent build and fitted out.</p> <p>NF: If you are successful, do they track the spend? SL: Yes.</p> <p>RESOLVED: that governors approved the contribution.</p> <p>NF: Is there any other funding to look at toilet upgrades? DK: We are looking at options.</p> <p>The issue of bus pass payments arrears was raised. There were 18 students behind on payments. NS explained that the parents could pay weekly, monthly, anyway as long as it was paid by the end of term. SL added that the school were supportive if parents contacted the academy about any financial issues. The problem was some do not engage.</p> <p>TP: Are any of pupils PP? SL: Some, but we look at that case by case and they can get up to a third off.</p> <p>NF: Are any them PA students? NS: They still need to follow the process. The parents choose to attend TAA and we supplement the cost so they should pay. SSC: I think we are more than fair.</p> <p>ACTION: email to all governors on 9 December 2022 regarding the latest position.</p>	SL
980	<p><u>SIP/Peer Leader / External Monitoring Reports</u></p> <p>There were no reports received.</p>	
981	<p><u>Policy Review</u></p>	

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	RESOLVED: that consideration of the policies was delegate the policies to the committees.	
982	<p><u>Committee Structure</u> - Initial Feedback following implementation</p> <p>NS wished to ascertain whether governors believed that the board had made the correct decision and both SSC's and KR's view was that they had.</p> <p>NS reported there was a need for more members on the finance committee and that for the standards committee all governors were invited.</p> <p><u>Safeguarding Role</u> NS requested that another governor take on the safeguarding role. NS thanked the Chairs of committees for their work.</p> <p>TP advised that the work experience application was different on website to those given to students. LK responded that the student online version was the most up to date.</p>	
983	<p><u>Website Audit</u> NS explained that the academy used a website audit checklist and governors undertook this activity. There were two aspects to monitor; checking of content and ease of use. NS advised that it was useful if parent governors were involved as they would look at it from their point of view.</p> <p>AM and CF volunteered to undertake the check..</p> <p>ACTION: send the website checklist to governors.</p>	Clerk
984	<p><u>Dates of Future Meetings</u></p> <p>The following dates were agreed: <u>Full Governing Board:</u></p> <ul style="list-style-type: none"> • Thursday 30 March 2023 • Monday 10 July 2023 All at 5.30pm <p><u>Standard Committee:</u></p> <ul style="list-style-type: none"> • Monday 9 January 2023 • Monday 24 April 2023 All at 2:00pm <p><u>Finance and Audit Committee:</u></p> <ul style="list-style-type: none"> • Thursday 2 March 2023 • Thursday 22 June 2023 All at 2:00pm 	
985	<p><u>Any Other Business</u></p> <p>There was no other business.</p>	

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