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**The Axholme Academy**  
**Company Number: 0784080**



### **THE AXHOLME ACADEMY**

Minutes of the meeting of the Governing Board held at the Academy on  
 Thursday 30 March 2023 at 4.30pm

#### **Present:**

Mrs Nichola J Shaw (NS) in the Chair	
Dr Karen Andrews-Longbone (KAL)	Mr Damen Keogh (DK) (Principal)
Mrs Tamara Fox (TF)	Mrs Adele Merchant (AM)
Mrs Claire Foster (CF)	Mrs Tamara Pullen (TP)
Mrs Nicole Fairey (NF)	Mrs Kate Reich (KR)

#### **In Attendance:**

Mr B Creasy (BC) (Vice Principal – Observer)
Mrs Laura Flanagan (LF) (Attendance Officer)
Mrs Nadine Dunthorne (Clerk)

**Date and Time of Next Meeting:** Monday 10 July 2023 at 4:30pm

<b>Min. Ref</b>	<b>Actions</b>	<b>Action By</b>
989	Chair would ask Sophie Leggott to put some notices out seeking interest in the two co-opted governor vacancies	Chair
989	Chair would ask Sophie Leggott to inform <a href="mailto:gov.bodies@northlincs.gov.uk">gov.bodies@northlincs.gov.uk</a> of Mrs Merchant's DBS number and issue date	Chair
991	LF to create a report about the impact of the actions taken to reduce poor attendance.	LF
992	BC to bring to the next standards meeting the information on progress that governors need to see.	BC
992	BC to make sure governors have a plan for receiving updates on progress for all year groups.	BC
992	DK would make suggestions for dates for standards committee meetings for the 2023-2024 academic year at the next board meeting	DK
992	DK would arrange for the standards committee to receive timely information in a format enabling governors to challenge	DK
998	the Chair would summarise governors' comments on the policies.	Chair
998	the internal appeals, whistleblowing and exams policies were delegated to the finance committee for approval	DK
1002	DK would let governors know the times of assemblies so they could attend if they wished	DK

Chair's signature.....

		Action By						
	<b><u>Statutory Business</u></b>							
988.	<p><b><u>Apologies, Declaration of Business Interests and Code of Conduct</u></b></p> <p>The Chair welcomed everyone to the meeting and asked everyone to introduce themselves in turn.</p> <p>Apologies were not received from Lisa Pearce. Consent was given to her absence.</p> <p>No new declarations of interest were made.</p>							
989.	<p><b><u>Membership of the Board of Governors</u></b></p> <p>Governors noted:</p> <ul style="list-style-type: none"> <li>the resignation of Mr Scott Spencer-Hill as co-opted governor on 29 March 2023</li> <li>the current position regarding the two co-opted vacancies</li> <li>Mrs Pullen had been appointed community governor with effect from 15 January 2023</li> <li>Dr Andrews-Longbone had been appointed community governor with effect from 9 January 2023</li> <li>Mrs Foster had been appointed parent governor with effect from 16 January 2023</li> <li>Mrs Merchant had been appointed parent governor with effect from 25 February 2023 (DBS cleared)</li> </ul> <p>The Chair said that she had received an email regarding the declaration of interests form sent in a link via email for all governors to complete and asked whether KAL had now completed the form. KAL said that she had responded to the email regarding completion of her declaration of interests form.</p> <p><b>ACTION:</b> Chair would ask Sophie Leggott to put some notices out seeking interest in the two co-opted governor vacancies.</p> <p><b>ACTION:</b> Chair would ask Sophie Leggott to inform <a href="mailto:gov.bodies@northlincs.gov.uk">gov.bodies@northlincs.gov.uk</a> of Mrs Merchant's DBS number and issue date.</p>	<p>Chair</p> <p>Chair</p>						
990.	<p><b><u>Previous Minutes</u></b></p> <p>Governors considered the following minutes:</p> <ul style="list-style-type: none"> <li>full governors' meeting held on 28 November 2022</li> </ul> <p>Governors received the following minutes:</p> <ul style="list-style-type: none"> <li>Standards committee meeting held on 12 January 2023</li> <li>Finance meeting held on 2 March 2023</li> </ul> <p><b>RESOLVED:</b> that the above minutes were approved.</p> <p>Matters Arising:</p> <table border="1"> <thead> <tr> <th>Min.</th><th>Actions</th><th>Action</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Min.	Actions	Action				
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Chair's signature.....

				Action By
	<b>Ref</b>		<b>By</b>	
	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	
	<b>RESOLVED:</b> that it be noted all actions had been completed.			
	<b>Academy Specific Business</b>			
991.	<b><u>Attendance</u></b>  Laura Flanagan was invited to provide an update on attendance. LF handed out her report, provided an overview of attendance at the academy and the procedures in place to improve students' attendance.  Currently attendance was 90.3 % in line with national figures.  A main focus was persistent absence and how this was being dealt with for Y11 where PA was 33%.  <b>Q: What are we exploring with regard to children going to the medical room?</b> <b>How are we using the attend framework to explore reasons for poor attendance? What are the push/pull factors for being in school or not in school?</b> A: We trigger attend framework when student attendance falls to 90%. Absence was hugely linked to pastoral issues.  <b>Q: What about the other families, a small group just persistently in the PA group? What are we doing to pull them back from that?</b> A: We look at analysis to see what the pattern could be and to identify any triggers.  <b>Q: What will you do to make students confident to be in class?</b> A: Pastoral staff engage with the students.  <b>Q: Do you find the absence runs in families?</b> A: It varies. We try to get to know if there are any family links by carrying out deep work with the partner primary school.  <b>Q: If a child goes to the medical room saying they had a headache and it was persistent in a particular lesson and also said they did not like teacher, what would be done?</b> A: a full tracking sheet was to be launch next term using Heads of Departments and subject teachers to identify triggers to poor attendance.  <b>Q: When tracking those students in medical, is that broken down according to SEND, gender etc.</b> A: Yes we can do that. We are still working through the impact of Covid trying to build the resilience of students. Attendance is a national challenge at the moment.			

Chair's signature.....

		Action By
	<p>The Headteacher said that LF was now the full-time attendance officer and would be part of the pastoral team who would carry out a lot more home visits now.</p> <p><b>Q: On average how many students receive home visits each week?</b> A: About five.</p> <p><b>Governors said it would be useful to see the impact of the actions taken.</b></p> <p><b>ACTION:</b> LF to create a report about the impact of the actions taken to reduce poor attendance.</p> <p><b>Q: Do you feel you are working together well?</b> A: Yes, we are working as a team. Family circumstances do have a lot of impact on attendance and the team are working with outside services around early help.</p> <p>LF was thanked for her presentation and left the meeting.</p>	LF
992.	<p><b>Ofsted Outcome and Actions</b></p> <p>DK stated that the draft report was fair in what it contained. It was a true reflection of the school and the hard work contributed from governors, students and staff.</p> <p>There has been a lot of media coverage about Ofsted. the academy was graded Good, but it was recognised the academy had a good framework. There was only one lead inspector in school, and he was in only for one day. The 2-page report held no surprises. The academy was no longer on a journey with SEND. It was quite positive in terms of the quality of teaching and students' recall.</p> <p>At the the feedback meeting it had seemed the inspector had already made up his mind about the grade and it was for the Headteacher to convince him that the academy was good.</p> <p><b>Q: Do you get chance to provide feedback on the inspection?</b> A: Yes.</p> <p>The Chair thanked everyone. It was the outcome that was well deserved. It proved the academy was on the right track. The Chair also thanked governors who came to the inspection. Governors only had about forty minutes with inspectors. The Chair felt it was more of a discussion about the students and what governors wanted for the students.</p> <p>The Headteacher said inspectors were looking for the triangulation of evidence connecting everything together. The other aspect of the inspection outcome was being in control of our own direction. If graded lower, it could have triggered having to be in a large MAT.</p> <p>The Headteacher said he had not received any feedback from staff that they had been disrespected by the inspectors.</p> <p><i>Nicole Fairey joined the meeting.</i></p>	

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		Action By
	<p><b>Q: Do you know when you will receive the final report?</b> A: It came last Thursday.</p> <p>The Chair stated there were improvements to make but it was a good judgement. It was a positive report and did not identify anything other than what was not already known. SEND was the only issue raised. Governors needed to be sure that the money spent had had the right impact. The academy had pupil premium success criteria.</p> <p>DK responded that he was pleased for the staff. It was nice being able to share with a few colleagues. Ofsted were considering taking safeguarding out of the Ofsted inspection and having an annual safeguarding review instead.</p> <p><b>Chair: Because it is a long time to the next standards meeting could BC provide an update on progress?</b></p> <p>BC: Y11 had just done their RPA. Analysis was underway ready for a presentation to all staff on the INSET day.</p> <p><b>Q: Do you have a feel for the progress of other year groups?</b> A: The information we receive in April will be for all year groups. Maybe we need to think about the timing of the standards committee.</p> <p><b>Q: Will all year groups' progress be available at the next standards meeting and will that be held soon enough?</b> A: When doing dates for next year, we will insert the year groups and the dates we want to look at progress.</p> <p><b>Chair: It was important for the standards committee to be shown the progress for all year groups.</b></p> <p>BC: The progress metric was informed by strategies regarding reading, attendance, behaviour and closing learning gaps. It would be too much to look at in a full board meeting.</p> <p><b>Chair: It is still difficult to understand how governors are going to monitor the progress and effective strategies.</b></p> <p><b>Q: What year groups should we be looking at?</b> A: Y8 and Y11 have had their RPAs, next half-term will be Y9 and Y10.</p> <p>Chair: Over the year governors need to cover all year groups' progress with a particular focus on gaps and vulnerable students.</p> <p><b>Q: Will there be assessments for Y7? Do we know from that data that children are making progress?</b> A: It is defined through things such as student motivation, level of attendance.</p> <p><b>ACTION:</b> BC to bring to the next standards meeting the information on progress that governors need to see.</p> <p><b>ACTION:</b> BC to make sure governors have a plan for receiving updates on</p>	BC

Chair's signature.....

		Action By
	<p>progress for all year groups.</p> <p><b>RESOLVED:</b> that all governors would be invited to standards committee meetings.</p> <p><b>Q: Do you think we should have more standards committee meetings?</b> A: The standards committee should sit within the first two weeks of each term to look at two-year groups at a time.</p> <p><b>ACTION:</b> DK would make suggestions for dates for standards committee meetings for the 2023-2024 academic year at the next board meeting.</p> <p><b>ACTION:</b> DK would arrange for the standards committee to receive timely information in a format enabling governors to challenge.</p> <p>BC suggested that there should probably be five standards committee meetings in the next academic year.</p> <p>BC was thanked for his report.</p>	<p>BC</p> <p>DK</p> <p>DK</p>
993	<p><b>Principal's Report</b></p> <p><u>Admissions</u></p> <p>DK: The PAN was 115 and the academy had agreed to take 120 students. There would be appeals for eleven who were not accepted for admission due to living outside the academy's catchment area. The academy provided additional activities for SEND students. SLT were looking at finance and staffing and may need to call another meeting to look at what is needed to fine tune the staffing complement.</p> <p><u>Estate Plan</u></p> <p>An estate plan gave a vision for the future. There were initial discussions to link with the Regen project. If the academy gave some land to the project, it would receive enough money to build another school.</p> <p><b>Q: Are the council involved?</b> A: No not yet.</p> <p><b>Q: Have you seen any schools built next to elderly persons' homes?</b> A: No.</p> <p>DK advised that he had had two brief meetings with the Architect who was quite positive and had searched demographics and the need in this area.</p> <p><b>RESOLVED:</b> Governors agreed in principle to the estate plan and links with the Regen project.</p> <p><b>Q: Do you know how long it would take?</b> A: No.</p> <p>The Chair commented that financially, it needs to be viable, but it also needs to be the right school as well.</p>	

Chair's signature.....

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	<p><b>Q: How did the school miss out on BSF?</b> A: They surveyed schools, but this school did not meet the criteria.</p> <p><u>Staffing</u></p> <p>Staff absence has been a challenge.</p> <p><b>Q: Have we any vacant posts?</b> A: No.</p>	
994	<p><b><u>Attendance Action Plan</u></b></p> <p>This was discussed earlier in the meeting.</p>	
995	<p><b><u>SEND Actions following SEND review</u></b></p> <p><b><u>An overview of what had been done in the school</u></b></p> <p>There was a lot of activity involved in rewriting 123 pen portraits. The teachers will have one page of a high-level overview of the pen portraits. During INSET Day, Liane Kinroy and Julie Harrison would launch this new strategy with staff. There was work still to do in applying the pen portraits consistently and effectively. Also, a deep review of time out cards had taken place.</p> <p><b>Q: Is there a plan in place to update those pen portraits?</b> A: That happens through meetings with targeted students. There was a planned pen review cycle.</p> <p><b>Q: How do supply staff have access to those?</b> A: They do have access to pen portraits. We have a cover teacher pack, and they have a gmail account which contains the pen portraits.</p> <p><b>Q: Do have more children with SEN who do not yet have a plan?</b> A: Yes, there is a misconception that it pays for another TA, but it does not. We have some students without EHCPs, but they do receive support.</p>	
996	<p><b><u>Monthly Management Accounts</u></b></p> <p>This was covered in finance.</p>	
997	<p><b><u>Policy Review</u></b></p> <p>Governors were informed that the maternity pay had been queried and the question put to HR.</p> <p>DK stated that the JCQ had recently brought advice out about exams, whistleblowing, and access arrangements.</p> <p><b>ACTION:</b> the Chair would summarise governors' comments on the policies.</p> <p><b>RESOLVED:</b> that the following policies be delegated to the finance committee for approval: internal appeals</p>	Chair

Chair's signature.....

		Action By
	<ul style="list-style-type: none"> <li>• whistleblowing</li> <li>• exams</li> </ul> <p><b>RESOLVED:</b> that it be noted there were no policies for approval at this meeting.</p>	
998	<p><b><u>Website Audit</u></b></p> <p>Governors considered the feedback from the website audit undertaken by AM and CF.</p> <p>AM reported Term dates had been updated. The menu section had been checked but there were no 'gluten free' lunches. 'Gluten free' diets had to be catered for, so this issue was raised. There had been new people doing the menu, so this was now sorted. There were a couple of spelling mistakes which were sorted straight away.</p> <p>Governors said they liked the look of the website.</p> <p><b>Q: Can you tell how many people look at the website?</b> A: No.</p>	
999	<p><b><u>Governor Responsibilities</u></b></p> <p><b>RESOLVED:</b> the following appointments of governor link responsibilities be agreed: SEND – TP and KAL Pupil premium – CF Safeguarding – Chair and NF Wellbeing – KR</p> <p>Consideration was given to having named governors on the finance committee.</p> <p><b>RESOLVED:</b> that CF and NF be appointed to the finance committee.</p> <p><b>RESOLVED:</b> that the finance committee would comprise DK, Chair, TF, CF and NF.</p>	
1000	<p><b><u>Dates of Future Meetings</u></b></p> <p>The following dates were agreed: <u>Full Governing Board:</u></p> <ul style="list-style-type: none"> <li>• Monday 10 July 2023 at 4:30pm</li> </ul> <p><u>Standard Committee:</u></p> <ul style="list-style-type: none"> <li>• Monday 24 April 2023 at 2:00pm</li> </ul> <p><u>Finance and Audit Committee:</u></p> <ul style="list-style-type: none"> <li>• Thursday 22 June 2023 at 2:00pm</li> </ul>	
1001	<p><b><u>Any Other Business</u></b></p> <p>The Chair advised she was invited by the academy council to meet with them, then met with the head boy and head girl. It was really good to speak to them. They said they found it useful to hear different perspectives and asked questions about the uniform. They said there was inconsistency in how staff</p>	

Chair's signature.....



		Action By
	<p>dealt with consequences regarding make-up. The also talked about haircuts and the toilets. They loved the ready to learn sessions. They all liked the staff.</p> <p><b>Q: Will they be given the opportunity to have some input into the new build?</b></p> <p>A: Hopefully, yes.</p> <p><b>ACTION:</b> BC to feed back to students that they would be given some input into the new build.</p> <p><b>Q: Did you receive any feedback from the children who spoke to Ofsted inspectors?</b></p> <p>A: They randomly picked students and the books to look at. On the second day they asked for six students from a particular year group to meet but otherwise it was random.</p> <p>NS stated there was a need to have a meeting between governors and staff to raise the profile of governors. Because of our new structure we are not spending enough time in school:</p> <p>DK suggeseted that governors could join the peer leader reviews. There is a calendar of main events.</p> <p>BC advised that on 21 April there was the KS4 graduation event from 1:30pm-3:00pm which governors were welcome to attend. Governors could visit the clubs on Friday afternoons or join the early morning reading time at 8:30am each morning.</p> <p><b>Q: What sort of notice would you want?</b></p> <p>A: Just let the DK know.</p> <p><b>ACTION:</b> DK would let governors know the times of assemblies so they could attend if they wished.</p> <p>There was no other business.</p>	<p>BC</p> <p>DK</p>

Chair's signature.....