


<b>The Axholme Academy</b> Company Number: 0784080	
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**THE AXHOLME ACADEMY**

Minutes of the meeting of the Governing Board held at via Google Meet on Monday 6 December 2021 at 5.30pm

**Present:**

Mrs D Da Costa (DDC) (Chair)	
Mr D Keogh (DK) (Principal)	Mrs N J Shaw (NS) in the Chair until min 879
Mrs K Reich (KR)	Mr Spence-Hill (SSH)

**In Attendance:**

Mrs P Hodge (Governor Services Officer)	Miss S Leggott (SL) (Business Manager – Observer)
Mr B Creasy (BC) (Vice Principal – Observer)	Mrs L Kinroy (Assistant Principal - Observer)
Mr J Bennett (Assistant Principal - Observer)	

**Date and Time of Next Meeting:** Monday 7 February 2022 at 5:30pm

<b>Min. Ref</b>	<b>Actions</b>	<b>Action By</b>
888	Send the code of conduct and declaration of interest form links again.	Clerk/N M
896	look at department tracking in February 2022.	BC
899	DDC to cover leadership, NS to pick up ready to learn.	DDC/NS

<b>Statutory/LA business</b>	<b>Action By</b>
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	Statutory/LA business	Action By															
888	<p><b><u>Apologies, Declaration of Business Interests and Code of Conduct</u></b></p> <p>DDC welcomed everyone to the meeting.</p> <p>DDC advised that DK and JB have unfortunately had covid and thanks to BC SL and LK for keeping the school going and to DK and JB for keeping in touch.</p> <p>No apologies were received.</p> <p>It was noted that a new declaration of interest form had been completed and submitted by DK,KR.SSH, NS,DDC.</p> <p>It was noted that the new governors' code of practice had been completed and submitted by DK,KR.SSH, NS,DDC.</p> <p><b>ACTION:</b> Send the code of conduct and declaration of interest form links again</p>	NM															
889	<p><b><u>Membership</u></b></p> <p>Governors noted :</p> <ul style="list-style-type: none"> <li>• the end of term of office of Mr Spence-Hill, parent governor, on 26 November 2011</li> <li>• noted the current position regarding the two parent governor vacancies</li> </ul> <p>DDC stated that four parent applications had been received. Governors considered the two co-opted governor vacancies noting that the adverts had yet to initiate any interest.</p> <p><b>RESOLVED:</b> SSH to be appointed as a community governor.</p> <p><b>RESOLVED:</b> Tamara Fox be appointed as a community governor.</p> <p>DDC to contact the remaining parent applicants with a view to having a conversation about the role with a view to appointing the three applications to the vacancies.</p>																
890	<p><b><u>Minutes</u></b></p> <p>Governors considered the minutes from the 4 October 2021.</p> <p><b>RESOLVED:</b> that the minutes were approved.</p> <p><u>Matters Arising</u></p> <table border="1" data-bbox="225 1756 1157 2056"> <thead> <tr> <th>Min. Ref</th> <th>Actions</th> <th>Action By</th> </tr> </thead> <tbody> <tr> <td>888</td> <td>to contact IH with regard to his return to governor duties</td> <td>DK</td> </tr> <tr> <td>891</td> <td>governors to read part 2 of the KCSiE 2021</td> <td>All govs</td> </tr> <tr> <td>894</td> <td>to update link governor structure</td> <td>DDC</td> </tr> <tr> <td>894</td> <td>to check ToR and Scheme of delegation</td> <td>Clerk</td> </tr> </tbody> </table>	Min. Ref	Actions	Action By	888	to contact IH with regard to his return to governor duties	DK	891	governors to read part 2 of the KCSiE 2021	All govs	894	to update link governor structure	DDC	894	to check ToR and Scheme of delegation	Clerk	
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Statutory/LA business			Action By
	895	KS3 Data on agenda for next meeting	Clerk
	896	attendance update on next agenda	Clerk
	900	complaint policy on next agenda	Clerk
<p>DDC advised that IH wished to move to become a member due to other commitments and wished to resign as a governor.</p> <p>No other matters arising, not otherwise covered.</p>			
891	<p><b><u>Safeguarding Policy and Safeguarding Audit</u></b></p> <p>Consideration was given to approving due to be returned by 31 December 2021.</p> <p>Governors considered by the safeguarding audit file. NS and Doreen met to consider the completion of the audit and will be submitted in the timeframe.</p> <p>There were only two amber areas: one relating to some training yet to be delivered and the other around private adoption.</p> <p><b>RESOLVED:</b> that the annual safeguarding audit be approved by email.</p> <p>JB sent the link to guidance on sexual harassment in school to include in the minutes.</p> <p><a href="https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges#to-what-extent-do-schools-know-about-sexual-abuse-when-they-do-know-how-do-they-respond">https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges#to-what-extent-do-schools-know-about-sexual-abuse-when-they-do-know-how-do-they-respond</a></p>		
892	<p><b><u>Pupil Admission Number - Review of Pupil Number Estimates</u></b></p> <p>DK reminded governors that the PAN was 115. Currently there were 104 first choice application with 29 second choice applications. DK reported that Sean Kendrew expected the final number to be 110 for September 2022. Governors were informed there were 17 less pupils in year 6 in Crowle Primary this year which was impacting numbers for year 7.</p>		
<p><b><u>Academy Specific Business</u></b></p>			
894	<p><b><u>Academy Improvement Plan 2021/22 Progress Towards Milestone</u></b></p> <p>Governors noted the link to the plan in the headteacher's report. DK stated the staff had done a lot of hard work and had hit the ground running. The SLT had done work with UPS staff to identify additional activities/ academy support they could provide in line with their pay.</p> <p>Governors accessed the plan via the link in the report. DK reminded governors there were links to additional documents within the plan of other work done.</p>		

Statutory/LA business	Action By
<p><u>Curriculum Plan</u></p> <p>Referring to the curriculum plan BC spoke of question level analysis that was necessary to be able to give structured feedback and identify strengths and weaknesses. Science, maths and languages were developing strong analysis.</p> <p>Using independent learning planners BC reported that these documents breakdown the curriculum over the year showing what they will be covering and advised about the types of activities students can use to support their independent learning. These are ready to be shared with students.</p> <p>BC stated that the academy was on its second iteration of its Statement of Intent and Heads of Department (HoDs) were to do the same for their subjects. The wider curriculum pledge has been reviewed and implemented this term. The PLEDGE has been rolled out Club day had been implemented</p> <p>NS commented that she thought the clubs were fantastic, and offered a well done to all the staff who have volunteered to introduce something new</p> <p><b>DDC: Looking at the Development Plan, are those action in white not yet started?</b> BC: yes.</p> <p><b>DDC: Will this happen in one year?</b> BC: Yes with a fair wind and some actions were brought forward from last year due to restrictions.</p> <p><u>Able to Learn</u></p> <p>LK stated that the learning cycle has been impactful. 30% best practice Relating to Focus 6, one round had been undertaken with a second round having begun.</p> <p>Rigorous QA data was provided: See link below</p> <p><a href="https://docs.google.com/document/d/1ThRpwPHT97-IA6FPQb0J8ZhA_zH72b042oCGwMfEn0/edit">https://docs.google.com/document/d/1ThRpwPHT97-IA6FPQb0J8ZhA_zH72b042oCGwMfEn0/edit</a></p> <p>LK advised the table related to first half term.</p> <p>The SLT had done workshops on how to challenge in the classroom with a six week implementation expectation. The SLT had also done drop ins to lessons. Strengths identified:</p> <ul style="list-style-type: none"> <li>● climate for learning, student engagement</li> <li>● use of the learning cycle slides across the academy</li> <li>● modelling &amp; guided input,</li> <li>● review starter activities</li> </ul> <p>Areas for improvement identified:</p> <ul style="list-style-type: none"> <li>● questioning - whole class response (mini white boards) targeted, no hands up, deeper response</li> <li>● making opportunities for pair share and discussion</li> </ul>	

Statutory/LA business	Action By
<p>The academy was implementing a literacy programme with Kyra Teaching School</p> <p><b>DDC: To what extent do you think the teachers know what good teaching looks like and clarity of the expectations?</b></p> <p>LK: teaching is in a much better place using Rosenshine Principles and making staff think about the slides and guided practice. HoDs are helping to drive the improvement and consistency.</p> <p>DDC wished to thank LK for her work and input, adding it was sad the peer leader meeting was cancelled as they would see a difference. LK responded it would be good for the HoDs when it happened.</p> <p><u>Ready to Learn</u></p> <p>JB stated he was happy with the strategy. Looking at the SIP actions a lot were green, but some were still amber to allow for quality assurance. There were two halves to the strategy: staff and pupils. There needed to be a consistency of approach by staff. It had started by reducing, the non-negotiables and this had been successful with 95%+ compliance.</p> <ul style="list-style-type: none"> <li>● Learning walk feedback showed improvements in classrooms and there had been a decrease in exclusions.</li> <li>● Student voice had been positive with 75% of lessons free from disruptions in November 2021, so this was much improved.</li> <li>● Reward points given out had increased. Stars awarded had increase.</li> <li>● Monitoring and QA processes were in place</li> <li>● Ready to learn culture was in place and working; there were zero hoodies and low lates.</li> </ul> <p>JB acknowledged that repeat detentions still need resolving. There was shift in culture developing with prefects, academy council, sport leaders and peer mentors in place. There were some brilliant student leaders. Tutor time was being used for interventions. The academy had reimagined tutor time and pastoral support. Study skills were taught once a week in tutor time.</p> <p>A new pastoral administrator was in place and there was a partnership ongoing with St Bede's and Fred Gough and JB had visited South Axholme to work with colleagues. Governors were informed that attendance was comparatively positive against national. DDC commented that was impressive, especially given the covid situation.</p> <p>KR stated that this was a fantastic improvement on the previous position in terms of behaviours.</p> <p>DK responded that as an SLT they had focussed on Beyond Expectations but we have raised expectations and staff, HoDs, students and parents have responded positively.</p> <p>JB added there had been a lot to change in one go and the SLT tried hard to protect staff from any other activities and distractions; the work had been impactful.</p>	

	<b>Statutory/LA business</b>	<b>Action By</b>
	<p>DDC encouraged governors to get into the academy and see what is happening when they are able, COVID permitting.</p> <p><b>NS: Period 6 was small group tuition historically. How are they selected? Had there been any transport issues?</b></p> <p>BC: P6 selection is based on Question level analysis and greatest need and then we plan the interventions. After department progress meetings the students are chosen.</p> <p>BC reported that with regard to transport as the academy had no minibuses in the first block of Period 6 we only achieved 40% attendance. We have now pledged that every child will get transport if needed and we have put £15,000 Pupil premium funding aside to cover the costs. The data manager is managing the transport and monitors uptake.</p> <p>As an academy encourage small group tuition with focussed content, not just an extra lesson. Period 6 was offered on Tuesday, Wednesday and Thursday, mainly for year 11.</p> <p>Governors were informed the academy had received £16200 through the school led tutoring grant. BC advised that the academy intended to use for year 10 using a commercial package (Pearson). the grant can only pay for 75% of the provision and the school must pay the rest. BC stated the academy were using Pupil Premium funds to “plug the gap”.</p>	
895	<p><b><u>Principal’s Report</u></b></p> <ul style="list-style-type: none"> <li>● attendance report stood at 85% against 87% nationally</li> <li>● Covid update</li> </ul> <p>KD advised that things were not so bad in the academy. Families with cough/colds were getting PCRs. There were some staffing issues due to covid. Face coverings had been reintroduced back again in communal areas. There would be a staggered start in January as in school testing would take place at the start of the new term.</p> <p><b>DDC: has there been any mental ill health issues?</b></p> <p>DK: No mainly coughs and support packages where needed for anxiety. BC: With the Year 11 mocks more students displaying exam anxiety about going into the Hall.</p> <p>JB reported that the Vulnerable Student Register had been adapted and we use that to monitor issues, in school. Staff were dealing with a higher case load but we are confident we have no children left behind, and we are supporting all the students who need it.</p>	
896	<p><b><u>Student Progress Data Including KS3</u></b></p> <p>DDC commented that the student progress template in the folder was blank. BC countered that the data would be coming in from the staff next week. Some from last half term was being used with department trackers. In January there would be a full term of department level tracking at a whole academy level</p>	

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	<p><b>ACTION:</b> look at department tracking in February 2022.</p> <p>BC outlined the targets and the half termly assessment; 80% was the expected success rate.</p> <p>DDC stated that it was good to have the year group tracking over time.</p>	BC
897	<p><b><u>Recovery Premium and School Led Tutoring - Reporting and Plans</u></b></p> <p><a href="https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability">https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability</a></p> <p>DK stated that the School Improvement Plan highlights the aim of the approach.</p>	
898	<p><b><u>Business Managers Report – Including Monthly Management Accounts</u></b></p> <p>SL business report and month end financial reports had been uploaded on Google drive.</p> <p>SL stated there was an in-year deficit anticipated so the SLT would review Service Level Agreements in spring 2022.</p> <p>Transport: SL reported that there were some students who owed fees again. Payment plans had not worked for some families and there was a need to withdraw passes. DDC stated there was a need to take action and she would support withdrawing passes. If a payment was made you could look at working with the families.</p> <p>NS remarked that drivers do not check the passes on the buses very often so the students could still use the bus sometimes. DK advised that the LA has been checking recently</p> <p>DK stated that the academy could not keep accruing the debt and it was not fair on the fee paying parents. SSH commented that the academy keep covering this issue and needs resolving.</p> <p><b>DDC: Do we need a letter out again and could we use a small claim court even though it is time consuming?</b> SL responded that the academy would be getting a letter out this week for payment by last Monday in the term. If nothing was forthcoming we would revoke the pass and issuing a temporary one until the end of term. DDC stated there was a need to make it clear entry onto the bus will be blocked in January to mitigate any safeguarding situation. This needed explicitly spelling out.</p> <p><b>NS: will there be separate letter to the large debtors from the last academic year?</b> SL: I do not think it would do any good as most have now left the school.</p> <p>SL reported that safeguarding works were underway, with regard to the fencing.</p>	

	<b>Statutory/LA business</b>	<b>Action By</b>
	<p>The academy would be putting in two CIF bids: one for phase two of the fire compliance. SL was hopeful of this one with a contribution £13,000. The other bid was for the rebuild of mobile science labs.</p> <p>Governors' attention was directed to the Catering Tender documentation.</p> <p><b>NS: Are you happy with the provider chosen?</b>  SL: Yes this could save us £65,000. Chartwells won the contract.  DDC commented that having a healthy option was a positive.</p>	
899	<p><b><u>Governor Monitoring</u></b></p> <p>Nichola Shaw meeting with Doreen Millward held 25 November 2021  Nichola Shaw meeting with Sophie Leggott held 22 November 2021</p> <p>KR also had report to submit.  DDC offered thanks to NS and KR.</p> <p>Governors considered the two areas that were IH would need to be covered.</p> <p><b>ACTION:</b> DDC to cover leadership, NS to pick up ready to learn.</p>	<b>DDC/NS</b>
900	<p><b><u>Policy Review</u></b></p> <p>Governors considered the following policy:</p> <ul style="list-style-type: none"> <li>• complaint policy</li> </ul> <p><b>RESOLVED:</b> that the current policy be kept.</p>	
901	<p><b><u>Dates of Future Meetings</u></b></p> <p>The following dates were agreed:</p> <ul style="list-style-type: none"> <li>• 7 February 2022</li> <li>• 28 March 2022</li> <li>• 23 May 2022</li> <li>• 11 July 2022</li> </ul> <p>The meetings were scheduled for the last week of each half term The start time was agreed as 5.30pm.</p>	
902	<p><b><u>Any Other Business</u></b></p> <p>There was no other business.</p>	