

Minutes of the virtual Academy Committee Meeting of  
Turnham Academy  
29 March 2022 at 1700

Name	Position	Attendance
Chavina Campbell (CC)	Staff Governor	Present
Daniel Gallacher (CofG)	Co-opted Governor, Chair	Present
Jennie Graham (JG)	Co-opted Governor	Present
Richard Piggford (RP)	Head	Present
Jane Smith (JS)	Co-opted Governor	Present
Kate Shiner (KS)	Parent Governor, Vice Chair	Present
Fantasy Yapp (FY)	Co-opted Governor	Present
Dawn Parish	Notetaker	Present
Miz Mann (MM)	Executive Headteacher	Present

Item	Minute	Action
<b>STEP First – We are all one team</b>		
1.	<p><b>Welcome and Update</b> (<i>people</i>)</p> <p>The Chair of Governors (CofG) opened the meeting and welcomed everyone.</p> <p>Governors consented to the virtual meeting being electronically recorded. This recording will be used by the Governance Team and deleted once the draft minutes are completed.</p> <p>CofG confirmed virtual meeting protocol e.g., mute microphones, wear headphones and ensure a confidential, quiet area.</p> <p>No notification was received by the CofG of any other business to be discussed later in the agenda.</p>	
2.	<p><b>Apologies and Quorum</b> (<i>people</i>)</p> <p>Governors confirmed they had added their attendance to this meeting via The Trust Governor (TTG).</p> <p>There were no apologies required for this meeting.</p> <p>The CofG confirmed the meeting to be quorate.</p>	
3.	<p><b>Declaration of Pecuniary Interests and/or Conflict of Interests</b> (<i>people/accountability/compliance</i>)</p> <p>Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p>	
4.	<p><b>Board of Trustees' Update</b></p> <p>Governors noted the Board of Trustees update from Autumn Term 2021.</p>	

5.	<p><b>Member Meeting Minutes</b> Governors noted the Members meeting minutes.</p>	
<i>STEP Way – We all agree to do things like this</i>		
6.	<p><b>Governors Membership</b> Governors noted the membership changes due at the end of July. The end of four-year term for JG, KS, JS and FY. KS and JG would like to continue for another four years. A new parent Governor has been elected, there were two strong candidates, and the elected individual will join the next meeting. <b>Action: SC2G</b> to recruit to the co-opted vacancy.</p> <p>JS and FY indicated they would not like to continue.</p> <p>Governors noted the creation of two new Academy Committees. Benedict and Park Academies (BDA PKA) and the new schools from East Sussex that joined the Trust; Peacehaven Heights and Telscombe Cliffs Academies (PHA TCA).</p>	1
7.	<p><b>Minutes</b> Governors agreed and approved the minutes of the 7 December 2021 as an accurate account of the meeting.</p> <p>Governors noted the PDF version of the minutes uploaded to TTG will now replace the signed version and will be available to auditors for inspection should the need arise.</p>	
8.	<p><b>Report from Head</b> Governors noted the written report from the Head and confirmed they had read them.</p> <p>Governors were invited to ask strategic questions.</p> <p>Q: The drop in the PPG percentage, could this be due to a demographic change? A: This is more to do with a fall in pupil numbers, primarily from last year's Y6.</p> <p>Q: The number of EHCP's have doubled – why is this? A: Covid put a temporary stop to this, now more can be processed. Due to Covid many of the applications that were awaiting professionals supporting documentation could not be submitted. This was prioritised upon the return and thankfully many of the applications have now been approved.</p> <p>Q: What plans are there to enhance the wider curriculum provision? A: Experiences are being enhanced and we are thinking more about output. THA is reintroducing the museum for example and looking at the seven-year journey from Reception to Year 6 and what pupils may have missed out on. We need to work on fine and gross motor skills – Nursery and Reception have an hour of PE a week, very few EYFS settings offer this.</p>	

	<p>Q: There is a drop in numbers of pupils on role – is this on-going or has it settled?  A: Due to more parents returning to work outside of the home, parents need wrap-around provision which the school currently offer but have conducted a survey and are looking into potential wrap around providers  – for example, a parent approached the school needing care until 7:30pm and we just cannot offer that. Parents are facing their own challenges with regards to work and may choose a school closer to their work despite living near THA.</p> <p>Q: With the cost-of-living crisis, how can the school support families next winter?  A: We will run breakfast club internally, but the afterschool provision may take a little longer to sort out. We will not be putting costs up. We will be getting bagels back for families but acknowledge it will be a tough time for our families – the cost of energy will go up for everyone including the school.</p> <p>Q: Could a free breakfast be provided?  A: We need to look at numbers first and whether PPG money could be used for this.</p> <p>The CofG thanked the Head for the report.</p>	
9.	<p><b>Safeguarding</b>  Governor noted safeguarding visit reports submitted by JG. A brief report was sent to CofG regarding pupils with CiN plans (3) and there has been a training update on CPOMS which has led to an increase in usage. Safeguarding scenarios have been used and discussed by staff. There are no LAC but there is one child with a special guardianship. JG did not manage to speak to any individual pupils during the visit.</p>	
10.	<p><b>Standards</b>  Governors noted standards visit reports submitted by KS. SATS will return this year.</p> <p>Q: What is the school doing to reduce persistent absence (PA)?  A: The EWO is in an extra half a day a week and our PA is below the national average. Recently there has been an upsurge in Covid cases and chicken pox which has affected attendance.</p> <p>In relation to our EOD targets, we are doing well across the board and progress is strong. One area we have identified is the greater depth in Y1 – Y3. Obviously, these year groups are the most likely to be impacted by lockdowns and although our expected remains really strong, we have further work to do to ensure greater depth is in line with the rest of the schools performance.</p> <p>Consistency of teaching is evident throughout the school with full sentences being used by pupils.</p>	
11.	<p><b>Stakeholder Engagement</b></p>	

	<p>CofG and KS met with the Pupil Parliament – it is not fully reflective of the wider school, but they were engaging and it was great to meet them. Corridors are silent and behaviour is excellent.</p> <p>It is felt that a greater relationship with parents needs to be developed and meetings with parents will happen soon.</p>	
12.	<p><b>RACE Charter Mark</b></p> <p>The Anti Racism map was discussed at the STEP ADD meeting today – a proactive and well led working party is looking at all subjects and looking at the diverse needs of the community. Quotes were showcased from the Pupil Parliament and what we do at THA to be more inclusive. It is important to understand cultures and have relevant conversations.</p> <p>The school displays are looking great – books and class names are prominent, and the museum space is taking shape.</p>	
13.	<p><b>Governors in School</b></p> <p>Governors were reminded to book the focus visit / governor day with the school during the half term before the next Academy Committee meeting and that they would submit a written report up to ten days before the next meeting for information or discussion.</p> <p>It was suggested, going forward, for governors to meet in person for governor day / visits / socials in school where possible and virtually for all Academy Committee to feedback and discuss areas observed.</p> <p><b>Action: RP</b> to give CofG suitable dates and CofG to pass this to SC2G to create a poll.</p> <p>Q: Have there been any more discussions of a PTA? A: Parental engagement is something we are working on, and it is hoped that a PTA will be put together soon.</p>	2
<b>STEP Up – We all succeed together</b>		
14.	<p><b>Chair’s Actions / Correspondences / Updates</b></p> <p>The CofG reported no action had been taken on behalf of Governors and there were no documents to circulate since the last meeting.</p> <p>CofG is in school every month, the main action needed is to recruit a new Parent Governor in September with the new intake.</p>	
<b>STEP Ahead – We invest in our future</b>		
15.	<p><b>Governor Training</b></p> <p>Governors noted the virtual STEP in-house training took place on 26 January 2022.</p> <p>The next virtual STEP Governor Training is scheduled for 15 June 2022 at 6pm.</p>	

16.	<b>Future Meeting Dates</b> The next virtual Academy Committee meeting will be on 19 July 2022 at 5pm.	
17.	<b>Any Other Business (people)</b> There were no items raised at the start of the meeting.  RP said there is a meeting on Thursday about when work will start regarding the football pitches, but all is progressing as hoped. It should take approximately six – eight weeks to build and will be a great asset for the school and the community.  The CofG thanked MM, RP and all at THA – there is a great atmosphere, and it is a fantastic school.	
18.	<b>Closure</b> There being no further business to discuss, the CofG closed the meeting at 18:00.	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	To recruit a new Co-opted Governor	SC2G
2.	To give suitable dates to CofG to pass to SC2G to create a poll	RP

These minutes are a true and accurate account of the meeting.	
Chair	Daniel Gallacher
Senior Governance Clerk	Lynn Bruce
Date	27/04/22