

**Minutes of the Academy Committee Board Meeting
held on
Tuesday 4 February 2020 at 4.30pm
at Tuxford Primary**

Membership	Initials	Governor category	Absence
Mr Tim Hill	TM	Parent Academy member	
Mr Colin Shuttleworth	CS	Parent Academy member	
Mrs M Wright	MW	Staff Academy member	
Mrs K Munnoch	KM	Parent Academy member	
Mr S Wright	SW	Appointed Academy member	A
Mrs N Bulley	NB	Parent members	A
2 Appointed Academy member Vacancies			

In Attendance	Initials	Position	Absence
Mrs Jo Witham	JW	Principal	
Mr Gareth Letton	GL	Senior Principal	
Mrs Serena Baines	SB	Clerk & Advisor	

Item No	Item	Action/ by who/when
AC/35/19/20	Apologies for Absence Apologies for absence were received and agreed from Mrs Nichole Bulley (child ill) and Mr Steve Wright (work commitment).	
AC/36/19/20	Declaration of interest and any changes to declarations made at the start of the year. There were no declarations of interest, or any changes from the start of the year, either direct or indirect, for any items of business on the agenda.	
AC/37/19/20	The Chair welcomed attendees to the meeting and invited all delegates around the table to introduce themselves. Mr Letton (GL) delivered a training session to the Academy Committee members on FFT Aspire Data for Key Stage 1 and Key Stage 2. Mr Letton provided members context with regard to Fisher Family Trust (FFT). The Dashboard is provided to schools by Fisher Family Trust (FFT) a multi- family philanthropist who provides data to schools. The Data pertains to information as at October 2019 regarding Summer 2019 assessments. <u>Mr Hill (TH) questioned</u> why the committee was only receiving access to the data in February 2020?	



Mr Letton, (GL) explained the session was for training purposes, in order for Academy Committee members to be equipped with the skills and knowledge to challenge and ask questions of the Academy Leadership team in readiness for October 2020.

Mr Shuttleworth (CS) asked if the Data was released on an annual basis?

Mr Letton (GL) confirmed it was produced annually. However, the data is used internally for a multiple of items, including target setting.

Mr Letton (GL) stated the Data is split into Key Stage 1 (KS1) and Key Stage 2 (KS2). Mr Letton continued to explain the data is rag rated, if the data displayed is coloured red it requires attention, if it is green it is good. The data demonstrates statistical significance above or below the national average.

Key Stage 1

Mr Shuttleworth (CS) questioned why the gap was very large, 80% is significantly high?

Mrs Whitham (JW) explained the cohort of pupils is only 40 and further explained the statistical meaning from a small cohort.

Mr Letton (GL) explained the table, puts into tables, higher and lower performing pupils at the end of foundation stage. All is benchmarked against national statistics. Mr Letton continued with the new base marker, the Academy will be informed if the pupils have made enough progress after 8 years.

Mr Letton (GL) explained the higher attaining children did very well, particularly pupils with a summer birthday. This is now a bucking trend.

Mr Hill (TH) questioned why females born in the Autumn term are not performing as well?

Mrs Witham_ (JW) explained the four girls within the cohort are very low achievers at EYF, although they have made progress but not as much as the other girls.

Mrs Munnoch (KM) questioned if the other pupils had made accelerated progress?

Mrs Witham (JW) stated some of the pupils have made exceptional progress more than expected.

Mr Letton explained the same cohort are assessed within the core subjects, Maths, English and Science. Additional elements are taken into account ie personal skills, social skills and motor skills.



	<p>Mr Hill (TH) stated it is difficult to make any meaningful conclusion from the data. Confirming a narrative would be useful to explain the numbers in a few bullet points.</p> <p>Mr Letton (GL) agreed it is very complex. However, the Data will be looked at all together in order to ascertain a greater understanding of the information.</p> <p>Mr Hill (TH) proposed all Academy Committee members attend a 'data training meeting' with the Senior Principal and Principal in Oct/Nov 2020 to enable a better understanding and questioning of the data.</p> <p>The Clerk to co- ordinate and schedule a further Data training session.</p> <p>Attainment and Progress Mr Letton (GL) explained, Nationally the data progress equated to one or two %. Tuxford Primary experienced a dip in 2017/18. However, it rose in 2019. Mr Letton explained this could account for 3 children within the small cohort of 40 students. FFT also rank the school – 31% nationally did better at KS1 which is based on teacher assessment.</p> <p>Mrs Witham (JW) stated moderation takes place within the Trust. The moderation for this cohort of pupils was carried out by Mrs P Evans, Executive Assistant Principal for English. Mrs Evans was very pleased with the range. However, a Foci for the future is to look at hand - writing.</p> <p>Mrs Witham (JW) explained if you look at expected standards in individual subjects they are closer to the national average. It is only if you look at the combined it looks like less progress has been made. Mrs Witham (JW) reported all progress scores despite reading are good.</p> <p>Key Stage 2 Mr Letton (GL) reported the average scale score was very slightly below national average. However, the data indicated it was 1% above national for reading and maths.</p> <p><u>Mr Hill (TH) questioned</u> what the value added on the right -hand side of the data indicates, as it is very close to the red.</p> <p>Mrs Witham (JW) confirmed the value added indicated the progress.</p> <p><u>Mr Hill (TH) questioned</u>, if the value added reflected upon the teaching in KS2</p> <p>Mr Letton (GL) confirmed it is the only reflection.</p>	<p>SB Clerk after the meeting</p>
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Mrs Witham (JW) confirmed. One could argue it is a representation of pupils joining the Academy who did not attend the school at KS1. Mrs Witham stated it is paramount Senior Leaders of the Academy have the background information to the Data pupils have joined the school with.

Mr Shuttleworth (CS) questioned what drives the categories? Eg. PA It is important to know what the limitations are and not just the headlines.

Mr Hill (TH) questioned why is KS2 data not as good as KS1?

Mrs Witham (JW) stated the progress students made is in the lower quarter. The cohort has had a rocky journey, the inward migration into the school has made an impact.

Mr Hill thanked Mr Letton for the presentation and took the opportunity to formally congratulate him on his successful permanent appointment as Senior Principal to Tuxford Primary Academy.

- **'Completion of Ofsted areas Tracking Document'**

Mr Hill (TH) explained the completion of the Ofsted Areas Tracking Document was a new request from the Trust. The rationale behind the document is It will be a live document to be addressed at every Academy Committee meeting.

Mr Hill continued it will allow members to view a live view of strengths and weakness of the academy and areas of development with evidence etc. The document consists of six key areas:

- Quality of Education
- Behaviour and attitudes
- Personal Development
- Leadership and Management
- Effectiveness of the EYFS
- Communication with Stakeholders;
parents/staff/students/wider community

Quality of Education

Mrs Witham (JW) presented the strengths from the SEF and areas for improvement from the AIP.

Mr Hill (TH) suggested the need to reinstate learning walks and book scrutinies.

Mr Letton (GL) suggested the Curriculum leads from each 3 schools (Tuxford Primary, Bracken Lane Primary, Thrumpton Primary) to look at each area of development. Eg Quality of Education – improving reading and writing.

Mr Hill (TH) questioned. How can this be measured?



	<p>Mr G Letton (GL) confirmed, improving reading and writing can be measured by carrying out book Scrutinies.</p> <p>Mrs Wright (MR) suggested inviting the English Subject Lead for primary to the next Academy Committee meeting on 24 March 2020. It was agreed for the Clerk to invite the ESL to the next meeting.</p> <p>Mr Letton (GL) suggested in addition to the above, for members to carry out a book scrutiny prior to the Academy Committee meeting. It was agreed Mrs Witham (JW) would facilitate the request.</p> <p>Behaviours and attitudes Mrs Witham (JW) confirmed she had obtained a recent SEND report and would distribute to all committee members.</p> <p>Personal development Following a discussion it was agreed to measure personal development by speaking and listening to the views of the pupils.</p> <p>Mrs Witham (JW) explained the school keeps a Spiritual, Moral, Social and Cultural log (SMSC) in order to share activities of what the school have been doing, ie mental health assemblies.</p> <p>Mrs Wright to schedule a date for Mr Hill to observe the school council.</p> <p>Leadership and Management Following a discussion regarding Leadership and Management. It was decided Mr Hill would attend as an observer the Senior Leadership Group meeting on Thursday, 6 February 2020 at 2:45 pm. Allowing Mr Hill to evidence base the Ofsted Tracking document.</p> <p>Effectiveness of the EYPS <u>Mr Hill (TH) questioned</u> what improves outcomes in communication, language and literacy strand.</p> <p>Mrs Witham (JW) advised she currently see students coming in who are limited non-verbally, which is becoming a trend. It has been observed some children still have dummies in their mouths when they are picked up from the Nursery. Mrs Witham also commented there are ongoing toileting issues.</p> <p>Communication with stakeholders An agenda item see:</p> <p>AC/41/19/20 Engagement with stakeholders -Parent questionnaire feedback</p>	<p>Clerk After the meeting</p> <p>JW After the meeting</p> <p>JW After the meeting</p> <p>MW Jo to schedule</p> <p>TH To attend SLG</p>
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<p>AC/38/19/20</p>	<p>Minutes of the last Academy Committee meeting held on 3 December 2019. The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
<p>AC/39/19/20</p>	<p>Matters Arising: AC/019/19/20 – Mr Hill (TH) confirmed the Clerk had resent the link to the data dashboard to the Academy Committee members. AC/025/19/20 – Safeguarding and Compliance including the safeguarding audit to the LA. Mrs Witham (JW) confirmed the document had been completed and sent to the Local Authority. AC/027/19/20 Performance review – behaviour policy to be deferred until the next meeting. AC/029/19/20 Governor to review the AIP – February 2020 AIP – agenda item</p>	
<p>AC/40/19/20</p>	<p>Review of membership and note of any term of office due to expire/new governors to join the Academy committee. Following a discussion Mr Hill (TH) confirmed that given the Academy have two relatively new governors. They were in agreement to keep to the current membership and ensure the new members were fully embedded. It was agreed to defer new membership until September 2020 with the possibility of running an election next academic year.</p>	
<p>AC/41/19/20</p>	<p>Report from Principal to include:</p> <p>a) Mid -year review of progress made in AIP Mrs Witham (JW) explained the AIP in depth to all delegates. The Curriculum is a huge piece of ongoing work all teaching staff are having an input with the exception of the NQT.</p> <p><u>Mr Hill (TH) questioned</u> the deadline with regard to the curriculum planning.</p> <p>Mrs Witham (JW) confirmed the intention is to ensure the overviews, coverage, progress and intent, are in place by the end of the year.</p> <p>Mr Hill (TH) and Mr Shuttleworth (CS) requested a greater understanding of the definitions, ‘what it actually is?’.</p> <p>It was agreed Mr Hill and Mr Shuttleworth would meet with Mrs Witham to gain a deeper understanding of the Academy Improvement Plan.</p> <p>Mrs Wright (MW) explained the exercise ‘Tick and Tock’. Each student reads for 3 minutes, which encourages their word stamina. In addition the academy is looking at character</p>	<p>JW To schedule after the meeting</p>



curriculum for pupils personal development. However, this is not a huge priority at the moment.

Mr Shuttleworth (CS) asked if the academy has tried restorative justice, and if so, how had it been received.

Mrs Witham (JW) confirmed this was an element which had come from a staff survey. Whereby a Mid Day Supervisor had stated they feel 'the children are listened to more' when asked what is going well, what can we do better'.

b) Safeguarding Culture and Compliance

Mrs Witham (JW) confirmed Mr Patrick Knight, Executive Assistant Principal had completed an interim safeguarding audit at the academy. Mrs Witham confirmed all was found to be in order, with a recommendation of training on 'county lines'.

Mrs Witham (JW) confirmed she had completed the Designated Safeguarding Lead refresher course. In addition the whistleblowing policy had been circulated to all staff.

Mrs Whitham (JW) confirmed there are three known cases to Social Services. The Social Worker had commented on how useful chronology is and the knowledge of how well the Academy knows the pupils.

Mr Hill (TH) commented how reassuring it is for all stakeholders the Academy has positive relationships with Social Services.

Mrs Witham (JW) reported two children were missing in education. The Academy reported this to Glen Scuby, at Nottinghamshire County Council, Children Missing in Education. The children have been located and are in a refuge in Scotland.

c) Risk Register Including Health and Safety, staff and pupil wellbeing and GDPR

Mrs Witham (JW) confirmed no meeting has taken place, nothing has changed. The Academy is due an audit. There is a date in the diary for Helena Richardson, Risk Register Champion to meet with the Principal. It was agreed to invite Steve Wright to join the meeting.

JW
After the meeting

Mrs Witham (JW) reported there had been one data breach, whereby a Mid- Day Supervisor had left a register out on display. The issue has now been addressed.



	<p>d) Any academy specific items including policy appendix ratification</p> <ul style="list-style-type: none"> ▪ Appendix to Attendance Policy December 2019 for ratification <p>Mrs Wright (MW) presented on the appendix to the policy, it was confirmed there had been no changes. However, it was noted there are still a number of families taking holidays within term time. Mrs Wright confirmed any absence over 3 days is classed as unauthorised and is an absence trigger for a fine.</p> <p>The Academy committee ratified the appendix to the Attendance Policy</p> <p>Mrs Wright (MW) presented upon the Admissions Policy. The consultation period for the Admissions policy opened on 2 December 2019 and closed on 24 January 2020. The policy was required to be ratified and returned to the Local Authority by 15 March 2020 in order for it to be uploaded to the Nottinghamshire County Council website.</p> <p>Mrs Wright drew members attention to point 4 of the Oversubscription Criteria and asked for committee members approval for point 4: ie <i>“children of staff who have been employed at Tuxford Primary Academy for at least two years and/or are recruited to fill a demonstrable skill shortage”</i></p> <p>Members ratified point 4 to be included within the Oversubscription criteria. Mrs Wright (MW) to amend and return to the Local Authority by 15 March 2020.</p> <p>e) Engagement with stakeholders Parent questionnaire feedback Mrs Witham (JW) and Mrs Wright (MW) expressed their concern regarding parents/carers awareness of their child’s progress. Following the parent questionnaire 23% stated they were unaware of progress.</p> <p>Mrs Witham (JW) to remind parents/carers, Teachers’ are available via email and/or are encouraged to ‘pop’ in and see them in person.</p> <p><u>Mrs Munnoch (KM) questioned</u> what the turn-around is for teachers to respond to emails.</p>	<p>MW After the meeting</p>
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	<p>Mrs Witham (JW) confirmed it is dependent upon the query. However, the Trust policy is 48 hours.</p> <p><u>Mr Hill (TH) questioned</u> the procedure for receiving email correspondence.</p> <p>Mrs Witham (JW) confirmed emails are sent to the Office account and then distributed accordingly.</p> <p>Mr Hill (TH) suggested despite the Trust policy of a response within 48 hours. It would be best practice to acknowledge correspondence immediately.</p> <p>Mrs Munnoch (KM) stated Teachers are very good at responding in the pupil planner.</p> <p><u>Mr Shuttleworth (CS) questioned</u> the equality of after school clubs at the school. Stating there are not many for males and questioned the fairness of them.</p> <p>Mrs Witham (JW) confirmed all after school clubs are open to all pupils, observing gender and sexuality. Stating many boys attend Ballet, Yoga, Marshall Arts, Football and games club.</p> <p><u>Mr Hill (TH) questioned</u> if the school was offering a greater variety of after school clubs as opposed to other primary schools.</p> <p>Mrs Witham (JW) stated Tuxford Primary's offer is still greater than many other primary schools within the area. Confirming the school offers a choice of three after school clubs most afternoons 3:15 – 6:00 pm. However, on Friday afternoons there are only two options, Marshall Arts and Sewing.</p>	
<p>AC/42/19/20</p>	<p>Swimming</p> <p>Mrs Witham (JW) confirmed the school is using pupil premium monies to support non swimmers in Year 5 and 6 at South Forest Leisure Centre. The ratio of staff is three to 20 pupils to enable examinations to take place.</p> <p>Within Evolve (the software used for approving school trips) the school has indicated it is a Category C. It has become apparent that all schools now have to use this category and subsequently obtain certificates from Swim England to ensure staff have received the appropriate training to Level 2.</p> <p>Therefore, swimming is on hold until certificates from Swim England have arrived. This is expected to be resolved before mid February 2020. Mrs Witham (JW) to keep committee members up to date .</p>	<p>JW After the meeting</p>



<p>AC/43/19/20</p>	<p>Dashboard review to include:</p> <ul style="list-style-type: none"> ▪ Student performance all year groups – FFT Aspire Data https://reports.dalp.org.uk/year-1 (please use the three lines in the left- hand corner to access year 2 to year 6. ○ Mrs Witham (JW) confirmed performance is looking good with a positive picture for intervention plans. Booster sessions after school are in place. ○ <u>Mr Hill (TH) questioned</u> what the combined prediction is for Year 6 nationally? ○ Mrs Witham (JW) stated nationally represents 74% with last year being 66%. ○ Mr Hill (TH) stated this is very aspirational and positive moving forward. ○ Mrs Witham (JW) confirmed Year 6 Teachers are very confident. However, the weakness may be the hand-writing. However, this is being addressed. ▪ PDBA including exclusions & provision in place/attendance/PA% (as at 31.12.2019) https://reports.dalp.org.uk/exclusions-primary <ul style="list-style-type: none"> ○ Mrs Witham (JW) confirmed there were none. ▪ Attendance https://reports.dalp.org.uk/primary <ul style="list-style-type: none"> ○ Mrs Witham (JW) confirmed in January it was 96.33% ▪ PA% https://reports.dalp.org.uk/primary-pa <ul style="list-style-type: none"> ○ Mrs Witham (JW) confirmed there were none. ▪ Finance: as at 31.12.2019 https://reports.dalp.org.uk/finance-report <ul style="list-style-type: none"> ○ Mrs Witham (JW) confirmed slightly more income has been received from the Breakfast Club. In addition outgoing payments have increased due to salary uplifts for staffing. ○ Mrs Witham reported the school is looking at the refurbishment of outside areas, to be addressed before the end of the summer 2020. In addition there are plans for a staff room at the rear of the Think Tank. 	



	<ul style="list-style-type: none"> ▪ HR Report as at 31.12.2019 https://reports.dalp.org.uk/staffing-report Mrs Witham (JW) reported: <ul style="list-style-type: none"> ○ Staff attendance has been affected due a significant amount of ear nose and throat illness. There has also been a high amount of compassionate leave requests from carers. The Principal to ask HR what tracking is in place for compassionate leave requests and report back to committee members. ○ Mrs Wright will move to a full- time contract after Easter. Monies already accounted for in relation to a member of staff moving to the central team. ▪ Sports and Pupil Premium Strategy for 2019/20 (docs on TPA website) <ul style="list-style-type: none"> ○ <u>Mr Shuttleworth (CS) questioned</u> if it was the first time the monies from this area had been spent on swimming ○ Mrs Witham (JW) reported a large proportion of the money was spent on swimming as the pupils did not attend swimming the previous year. For 2020/21 the majority of Year 6 pupils will swim, it will then be rolled out to Years 3 and 4. With a target of enabling Year 2 and 3 to obtain 25 metres. 	<p>JW After the meeting</p>
<p>AC/44/19/20</p>	<p>Complete attached Ofsted areas tracking document Mr Hill (TH) to add more text and actions to the document.</p>	<p>TH After the meeting</p>
<p>AC/45/19/20</p>	<p>Updates from the MAT</p> <ul style="list-style-type: none"> • Mrs Witham (JW) confirmed Mr David Cotton had been successfully appointed as the new CEO of the Trust with effect from May 2020. • Mr Chris Pickering outgoing CEO to deliver assemblies at all of the academies. Tuxford Primary has been scheduled for 1 April 2020. 	
<p>AC/46/19/20</p>	<p>How the governors have held the school leaders to account? Ofsted report</p> <ul style="list-style-type: none"> • <u>Mr Shuttleworth (CS) asked</u> the Chair if the committee had received a reply from their questions of October 2019? • Mr Hill (TH) confirmed no response has been received. It was agreed the Clerk to check with Alison Elway and advise accordingly. 	<p>SB After the meeting</p>



<p>AC/47/19/20</p>	<p>Complete report to Trustees It was agreed the item will be deferred until a response has been received from the Trust – see AC/46/19/20 Agenda Item 12</p>	
<p>AC/48/19/20</p>	<p>Date and time of next Local Academy Committee meeting: The next meeting was scheduled for 24 March 2020 at 4:30 pm</p>	
<p>AC/49/19/20</p>	<p>Any other business <u>Mr Shuttleworth (CS) enquired</u> with regard to the timescale for the new signage outside the school.</p> <p>Mr Letton (GL) confirmed the signage is scheduled to be in situ after February half term.</p> <p>Mrs Witham (JW) presented a digital image of the new signage and confirmed the finances will be deducted from the central fund. The Principal confirmed ‘Preparing for a bright tomorrow’ is the new tag line, with the following values:</p> <ul style="list-style-type: none"> • Be gentle • Be kind and helpful • Be honest • Always try your best • Listen to people • Look after property <p>Mrs Witham reported all stakeholders were looking forward to the new signage being in situ.</p>	
<p>AC/50/19/20</p>	<p>Determination of Confidentiality of business. Equalities Act consideration Have decisions been made according to the 7 Nolan Principles</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved</p> <ul style="list-style-type: none"> • That no confidential information has been discussed • There had been no Equality Act implications • Attendees were content that all decisions made adhere to the seven Nolan principles. 	
	<p>The meeting closed at 6.25 pm</p>	

Signed by Chair:

Date: