

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Wednesday, 30 September 2020  
at 4:30pm – 6:35 pm  
Via Teams  
(due to Covid-19)**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
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	A
Mr S Wright	SW	Appointed Academy member	
Mrs N Bulley	NB	Parent members	
2 Appointed Academy member Vacancies			

**In attendance**

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs J Witham	JW	Principal	
Mr G Letton	GL	Executive Principal	
Mrs S Baines	SB	Clerk and Advisor	
Mrs T Blacknell	TB	Vice Principal	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/01/20-21</b>	<p><b>Training – Scheme of Delegation Strategy SoD ToR and Remits 2020/21</b></p> <p>Mrs Elway delivered a presentation on the Scheme of Delegation (SoD) and Terms of Reference for Diverse Academies Trust outlining the key areas. The documents are reviewed and approved annually by Trustees.</p> <p>Mrs Elway outlined the difference between SoD for Academy Trusts and Maintained schools. As an Academy Trust, Diverse Academies adhere to the independent school standards.</p> <p>Trustees are given delegated powers. Trustees appoint The Chief Executive Officer (CEO) to the role of Accounting Officer to ensure all the responsibilities are being discharged accordingly. The CEO will retain responsibility and report back to the Board.</p> <p>The strategy has been developed to make sure governance is an integral part of Trust business and ensures that it is a priority at all levels. The four governance priorities for all educational organisations are: Ensuring Trustees:</p> <ol style="list-style-type: none"> <li>1. Have clarity of vision, ethos and strategic direction</li> <li>2. Hold executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff</li> </ol>	<b>AKE</b>

Item No	Item	Action/ by who/when
	<p>3. Oversee the financial performance of the organisation and make sure its money is well spent.</p> <p>4. Engage with stakeholders, parent/carers, staff and students and the wider community</p> <p>Priority 4 dovetails with the newly appointed CEO's mission statement, for Diverse Academies 'to ensure we are at the heart of our communities'.</p> <p>All areas of governance ensure the Nolan Principles of Public Life are followed: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership</p> <p>Mrs Elway confirmed Diverse Academies currently have three board members' and are looking to appoint a further two as the Department for Education's recommendation is five members.</p> <p>Mrs Elway drew Academy Committee governors' attention to the Governance Structure and routes of reporting. Drawing emphasis on Academy Committee governor's providing challenge on SEND, pupil premium and sport funding received in primary academies.</p> <p>With effect from January 2021 a decision has been made by the NGA no one governor should serve more than a 2 x four- year term of office i.e. 8 years in total on a particular committee. With the exception of the appointment to the role of Chair. The role of Chair can be appointed for a four- year term with elections taking place annually.</p> <p>Mrs Elway drew governors' attention to the attendance of meetings. If a governor is absent for a period of 6 months, they can be asked to vacate their position if apologies have not been accepted.</p> <p>Mrs Elway urged governors to read and digest the document and requested any questions be directed to herself.</p> <p><b>Training</b></p> <p>Mrs Elway reported statutory training by governors' is mandatory. Previously training had evolved from the self – evaluation form in the Spring of each year. However, it has been decided to implement a directed training plan for the whole Trust. Planned training will be delivered two weeks prior to scheduled Academy Committee meetings. The training will then be discussed as an agenda item at the Academy Committee meetings to identify what does the topic look like in practice at a local level. The training plan for December will be on SEND and Pupil Premium. The training will be delivered via Teams to ensure good attendance. This proved invaluable with the recent Safeguarding training whereby attendance was high.</p> <p>Self-Evaluation in 2020/21 will inform the training plan for 2021/22</p> <p>Mrs Elway confirmed the training plan for the year will be published in due course.</p> <p>Mrs Elway left the meeting at 5:09 pm.</p> <p>Mr Shuttleworth left the meeting due to work commitments at 5:10 pm.</p>	

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AC/02/20-21	<p><b>Apologies for absence</b> Apologies for absence were received and approved from Mrs K Munnoch due to work commitments.</p>	Chair
AC/03/20-21	<p><b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The Chair asked if governors' had completed and submitted the recent request at the beginning of the academic year for the Declaration of Interest and Code of Conduct. The Chair requested if individuals had not completed and submitted their documents that they complete this task as soon as possible.</p>	Chair
AC/04/20-21	<p><b>Academy Committee governor administration</b></p> <ul style="list-style-type: none"> <li>▪ Code of Conduct/Declaration of Interest The Clerk reiterated the request for CoC and DoI and asked for any incomplete documents to be completed and submitted as soon as possible.</li> <li>▪ Term of office <ul style="list-style-type: none"> <li>○ Re-election of Chair and Vice Chair Following an electronic election Mr Tim Hill was re-elected as Chair and Mr Colin Shuttleworth was re-elected as Vice Chair for the academic year 2020/21</li> <li>○ Review of membership and note of any term of office due to expire/new governors to Join the Academy committee It was noted Mr Steve Wright, term of office is due to expire on 24 January 2021.</li> </ul> </li> </ul>	Clerk
AC/05/20-21	<p><b>Minutes of the AC meeting dated 4 February 2020</b> The minutes of the meeting that had previously been received were approved and signed by the chair.</p>	Chair
AC/06/20-21	<p><b>Matters Arising:</b></p> <p>AC/37/19/20 – clerk -to schedule further data training FFT Aspire To be deferred</p> <p>AC/37/19/20 – clerk - English subject lead to be invited to March 20 AC meeting To be deferred.</p> <p>AC/37/19/20 - JW - Book scrutiny prior to AC meeting To be deferred</p> <p>AC/37/19/20 - JW - Behaviours and attitudes – distribute SEND report to Academy Committee governors'. Principal to distribute SEND report prior to 9 December 2020 meeting</p> <p>AC/37/19/20 - MW – Personal development – Mr Hill to observe school council meeting. Principal to schedule when government restrictions allow due to Covid-19.</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JW</p>

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	<p><i>AC/37/19/20</i> - TH – Leadership &amp; Management Mr Hill to observe SLG meeting 6 February 2020 Principal to invite Mr Hill via Teams to join and observe a Senior Leadership Team meeting.</p> <p><i>AC/41/19/20</i> – JW – meet with TH/CS- to gain a deeper understanding of AIP Principal to schedule a Teams meeting to facilitate the understanding of the AIP</p> <p><i>AC/41/19/20</i> – Risk register- invite SW to attend meeting with Helena Richardson Superseded by Risk Assessments due to Covid-19</p> <p><i>AC/41/19/20</i> – Admissions Policy - MW to amend and return to the Local Authority by 15 March 2020. Completed, returned to LA and published on the Website.</p> <p><i>AC/42/19/20</i> – Swimming – swim England certificates Due to Covid-19 pupils are not swimming.</p> <p><i>AC/43/19/20</i> – HR – JW to ask what tracking in place for compassionate leave requests Principal to monitor requests from staff for leave of absence for urgent personal reasons. Although the Trust provides guidelines, the leave requests are not entitlements. In many circumstances the discretion lays with the Principal of the Academy but consistency must be maintained at all times. Principal to report back at the meeting on 9 December 2020.</p>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>JW</b></p>
<b>AC/07/20.21</b>	<b>Report from Principal (using the Education Review Meeting (ERM) (previously received) to include:</b>	<b>JW</b>
	<p><b>Academy Update</b> The Principal confirmed a further two Looked After Children (LAC) had joined the academy making five pupils in total which is a lot for a primary school. Four families are being supported on Children in Need (CIN) plans which again is a lot for a primary school. <b>Mr Hill asked</b> how do the numbers impact on staffing and resources? Mrs Witham advised it has a large impact and can be quite difficult as very often the meetings are between 2/3 hours long with a report to write up after the meeting. Mrs Wright confirmed the academy use a safeguarding software system called 'my concern'. This has proved to be an excellent asset as it pulls all concerns together in a Chronology which is very useful.</p> <p><b>H &amp; Safety</b> Mrs Witham reported there have been significant concerns surrounding the drop off and pick up arrangements of pupils. But they are now mostly sorted. However, there are still concerns regarding</p>	<b>JW</b>

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	<p>parents who are congregating and not socially distancing during the pick up and drop off times. Mrs Witham confirmed she will approach the parents and strongly recommend to parents when carrying out this activity they should wear face masks. Mrs Witham explained the academy had high expectations parents would follow the government guide lines but this has not necessarily been the case.</p> <p>Mrs Witham advised there is concern around the lunch time dinner menu. However, the academy is aiming to return to a full dinner menu after the October half term.</p> <p><b>Mr Hill asked</b> where the pupils were eating their dinner. Mrs Witham advised Key Stage 1 (KS1) nursery are eating in their room. Reception eating in their room. Year 1 and 2 are in the hall, there are just over 60 pupils. Year 4,5 and 6 are on a rota system, between their classrooms and the hall.</p> <p><b>Mr Hill asked</b> if the pupils were receiving hot meals. Mrs Witham confirmed a hot dinner is being offered.</p> <p>Mrs Witham advised a Fire drill has been carried out very successfully under social distancing.</p> <p><b>Attendance for AIR</b> Mrs Witham reported following the AIR meeting on Friday, 18 September. Pupil attendance has maintained at 97% which is good compared to national average. Any pupil who is in isolation due to Covid-19 are coded as an authorised absence. Mrs Witham continued 94% attendance excluding 'x' code as authorised absence.</p> <p><b>Mr Hill asked</b> how many pupils had been absent Mrs Witham advised the most pupil absence using 'x' code is 7 on a single day. The figure for self- isolating is 15 in a single day.</p> <p><b>Mrs Bulley asked</b> if suspected cases of Covid-19 are being swabbed. Mrs Witham confirmed the pupils are being sent home and can only return when they have received a negative test.</p> <p><b>Mr Hill asked</b> if pupils were experiencing any problems obtaining a test. Mr Letton advised the testing situation had calmed down a little now and was not as manic.</p> <p><b>Exam summary</b> Mrs Witham confirmed the academy did not undertake any statutory assessments this year. Teacher assessments took place therefore the academy continues to hold the tracking data.</p> <p>Mrs Witham continued the end of KS1 results were disappointing in some areas. However, all the children had not returned to school. Mrs Witham stated this does not reflect the disadvantaged.</p> <p>Mr Letton advised the Covid-19 education recovery funding is currently looking at approximately £70/£80.00 per child.</p>	

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	<p>Mrs Witham advised KS2 were broadly in line really pleased with reading writing and maths. There was a good focus using pixl it did highlight those children who were going to achieve a 2 but missed out on 1 element. Mrs Witham continued this enabled the academy to combine those children, it is a really useful tool.</p> <p>The comparison KS1 to KS2 is really good at moving expected to good. However, not so good at working towards into the expected making progress but do not accelerate as good.</p> <p><b>Mr Hill asked</b> is the academy putting strategies in place this year to combat this. Mrs Witham advised the academy is currently working on the strategies.</p> <p>Mr Shuttleworth returned to the meeting at 17:40 pm</p> <p><b>SEND report July 20</b></p> <p>Mrs Witham presented upon the SEND report. Explaining the breakdown on 'k' children with no EHC plan. Mrs Witham continued the academy is quite good at identifying pupils with special educational needs higher up the school who are not often on the register in lower school. Often pupils are put on the SEND register in Years 2 or 3. Further work needs to be carried out on how the academy identifies the need much earlier.</p> <p><b>Mr Hill asked</b> where the responsibility lay. Mr Witham advised through discussion and dialogue with the SENDco for the academy and the parents.</p> <p><b>Mr Hill asked</b> if the lack of earlier identification is a training issue. Mrs Witham advised It was not, the academy assumes rightly or wrongly by giving them the diet at school which may overcome issues they do not have at home. Mr Letton advised it is really important to recognise early identification, 9/10 nursery teachers can normally identify who will be added to a SEND register.</p> <p>Mr Hill stated the academy needs to be more aware of this in the future. Mrs Witham stated the academy has now recognised it is easier to have those conversations and are currently using a new tool to identify the progress the SEND pupils are making.</p> <p><b>Mr Hill asked</b> if the SENDco for the academy reports to the Trust SENDco. Mrs Witham advised the academy reports to the family SENDco. In addition to working closely with the SENDco for the primary schools and Sally Trusseller who has overall SEND responsibility for the MAT.</p> <p>Mrs Witham advised the top up funding for SEND was £141,000.00 with LAC funding mostly spent on Teaching Assistant support.</p> <p><b>Mr Hill asked</b> how it compares with the funding for the current year 2020/21. Mrs Witham advised the funding is very similar, however, the Trust SENDco is looking at a solution to offer support as funding does not currently cover the salary of a Teaching Assistant.</p>	



Item No	Item	Action/ by who/when
	<p><b>Staff development</b> Mrs Witham confirmed lots of training and continued professional development has been taking place.</p>	
	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>▪ any questions from whole governor training on 15<sup>th</sup> September and local arrangements  The Clerk confirmed Mr Shuttleworth attended the safeguarding training. There were no questions.</li> <li>▪ LA safeguarding checklist 2020 The Clerk advised the LA safeguarding checklist 2020 is required to be submitted to the local authority at the beginning of December 2020. Mrs Witham and Mr Hill will complete the checklist and submit accordingly. Mrs Witham confirmed all governors have seen and adopted both the Trust safeguarding policy and the local appendix for Tuxford Primary Academy.</li> </ul>	<p><b>JW</b></p> <p><b>JW</b></p>
	<p><b>Admission policy 2022/23</b> Consideration by ACs if the policy is changing in anyway for 2022/23. Any changes to PAN must go to Board first  Mrs Witham confirmed there is no planned changes.</p> <p><b>Risk Register</b> Mrs Witham provided an update on the Risk Assessment update regarding Covid-19. Mrs Witham and Mr Letton are working with Gary Coran, Chief Operating Officer and are looking at pupil numbers in the academy Two reasons:</p> <ol style="list-style-type: none"> <li>1. Toddlers cost the school money, they do not add value to what the school provide, the ratio required for this provision is 1 adult to 4 children. The academy is looking at the possibility of removing the provision for 2 year olds. There are a small number of children who attend 1 or 2 sessions per week. The space required for the provision is preventing the academy accommodating Nursery 1 and 2. Mrs Witham advised the academy has a pan of 45 for reception, currently only accommodate 35, of which 30 came from the academy nursery 5 from elsewhere.</li> </ol> <p>Mr Hill shared his concern, regarding the moving of any provision, and requested more information on the subject to enable making an informed decision. Following a lengthy discussion Mr Hill and Mr Shuttleworth requested to look at the areas where children could attend and requested further information upon the subject.</p>	<p><b>JW</b></p> <p><b>CW</b></p> <p><b>JW</b></p>

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	<p><b>Mr Hill enquired</b> what the timescales were for making the change. Mrs Witham advised any proposal would have to go before the Trustees and the Regional School Commissioner (RSC) to change the age range of a school. Mrs Witham and Mr Corban to continue further work on the subject</p> <p>Mrs Blacknell left the meeting at 17:55 pm</p> <p>2. Mrs Witham advised planned further housing construction will be taking place in Tuxford. On the site of the old toothbrush factory it is planned for the building of 300 houses. The Town council have asked for numbers and available places in the academy. Mr Corban will be responsible for the project management of this topic.</p> <p>Mrs Witham to provide governors with an update at the meeting on 9 December 2020</p>	<p><b>JW</b></p>
	<p><b>Academy Review Meeting report (or verbal update)</b> Mrs Witham and Mr Letton met with Ms C Thornton and Mr N Holmes from the Trust on 20 September 2020 regarding the academy review. The consensus was the meeting was very positive and the Trust representatives were very pleased with the activities at Tuxford Primary Academy. Mr Letton confirmed the meeting was excellent and the AIP is so focussed on what is going to make a big difference.</p> <p><b>Mr Hill asked</b> how the academy stands in comparison with other primaries. Mrs Witham advised the academy compares very favourably with Bracken Lane and Thrumpton Primary. Mrs Witham stated she is very happy it is a good team with good support from other schools and the MAT.</p>	<p><b>JW/GL</b></p>
	<p><b>AIP for 2019/20 and draft AIP for 2020/21</b></p> <ul style="list-style-type: none"> <li>▪ <b>2019/20</b> The governors were happy with the AIP for 2019/20. However, much of the plan was outdated due to Covid-19</li> <li>▪ <b>2020/21</b> Mrs Witham confirmed the AIP is a live document and as the Principal she RAG rates the impact. The document is much easier to understand, succinct and concise.</li> </ul> <p>There are four objectives for the AIP:</p> <ol style="list-style-type: none"> <li>1. Improve outcomes in early reading to ensure B1 children make better than expected progress. Attainment in reading increases to at least national averages in EYFS and KS1 in summer 2021.</li> <li>2. Ensure that all assessment in English and maths is used rigorously to identify gaps to accelerate progress</li> </ol>	<p><b>JW</b></p>



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	<p>leading improved outcomes for children identified as B1 in all subjects and disadvantaged in maths.</p> <ol style="list-style-type: none"> <li>3. Ensure the implementation of the curriculum leads to strong progress in foundation subjects as measured by quizzing, work scrutiny, and cross-trust moderation/standardisation.</li> <li>4. Improve the EYFS environment to enable effective learning (inside and out) to further increase the proportion of children who show the characteristics of effective learning and progress leads to attainment above the national average in summer 2021.</li> </ol> <p>Mrs Witham continued:</p> <p><b>Objective 1</b> There has been a decline in KS1 objective, this is due to pupils Being insecure with their reading. The academy wish to improve the outcomes especially for EYFS reading. The academy has achieved the outcome in KS2 and need to refocus on KS1.</p> <p><b>Objective 2</b> Moving those lower children working towards accelerating their progress to move into expected box in all areas</p> <p><b>Objective 3</b> Around rest of curriculum improving their knowledge, which will lift their attainment</p> <p>Mr Hill responded on behalf of the Academy Committee Governors: The academy committee notes the current status and agrees with the comments in this review.</p> <p>Specifically endorsing the point that the academy is coping well with the current challenges and it is good children are back in school.</p> <p>The AIP has been shared and the new concise approach is welcome.</p> <p>Any proposed changes in provision need further explanation with regards impact on the local community, particularly with reference to the growth plan for the local area in terms of housing.</p>	
	<p><b>Policies appendices (notification of all renewed Trust policies)</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection policy Sept 2020 (local appendix)</li> </ul> <p>The Trust Safeguarding policy and local appendix had been circulated to governors prior to the meeting. The local appendix was ratified for approval.</p>	<p><b>JW</b></p>

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	<ul style="list-style-type: none"> <li>• Attendance policy Sept 2020</li> <li>• Data Breach policy 2020</li> <li>• Freedom of Information policy Sept 2020</li> <li>• GDPR policy Sept 2020</li> <li>• Member Trustee Governor Privacy Notice Sept 2020</li> <li>• Privacy Notice Student Sept 2020</li> <li>• Parent Carer Privacy Notice Sept 2020</li> </ul>	
<b>AC/08/20.21</b>	<p><b>Governor Training</b> Mrs Elway provided governors with the Trust plan for governor training in Item No: AC/01/20-21</p>	<b>Chair</b>
<b>AC/09/20-21</b>	<p><b>Uniform</b> Mrs Witham informed Academy Committee governors' uniform was creating an issue at the academy. The price of uniform has increased quite rapidly. The cost of a blazer is currently £33.50 seeing a significant rise of £8.00 from £25.50 with an additional £2.70 postage charge due to Covid-19. The academy was not informed of the price increase and only became aware when it was published on the website of the supplier.</p> <p>A discussion took place with regard to how, shabby the blazers are becoming, they are often left in corridors when they have been removed due to the weather.</p> <p>Mrs Witham advised she is proposing to conduct a parent survey with the following three proposals:</p> <ol style="list-style-type: none"> <li>1. Keep the blazer for pupils in Year 4/5/6</li> <li>2. Move to replace blazer with a sweatshirt but maintain the badge</li> <li>3. Move to shirt tie and v neck jumpers badged</li> </ol> <p><b>Mr Hill asked</b> if the academy offer financial support to parents towards the cost of uniform. Mrs Witham advised the only support provided by the academy is second- hand uniform.</p> <p>Following a lengthy discussion Mr Hill endorsed the circulation of the parent survey. Governors to look at consultation views, including costing. Mr Hill asked Mrs Witham to speak with procurement to challenge the supplier with regard to value for money and feed back to the committee meeting on 3 February 2020 To be placed as an agenda item at the meeting on 3 February 2021</p> <p>Mr Letton confirmed any proposed changes to uniform would be implemented in September 2021</p> <p>Mr Wright and Mrs Bulley left the meeting at 18:32 pm</p>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>Clerk</b></p>

Item No	Item	Action/ by who/when
AC/10/20-21	<b>Complete Ofsted areas tracking document</b> Mr Hill to complete and return to Clerk	Chair
AC/11/20.21	<b>Complete report to Trustees</b> It was agreed that there were no specific issues to raise with Trustees	Chair
AC/12/20.21	<b>Updates from the MAT</b> There were none	GL
AC/13/20.21	<b>What has been discussed to impact on outcomes for students?</b> All areas of the agenda including: <ul style="list-style-type: none"> <li>• Continuation of Covid-19 recovery plan</li> <li>• Review and response from governors; on Academy Summary report.</li> </ul>	Chair
AC/14/20.21	<b>How have governors held the school leaders to account?</b> Governors asked challenging questions on: <ul style="list-style-type: none"> <li>▪ Academy update</li> <li>▪ Health and Safety</li> <li>▪ Attendance</li> <li>▪ SEND report July 2020</li> <li>▪ Risk Register</li> <li>▪ Uniform</li> </ul>	Chair
AC/15/20.21	<b>AOB</b> There were none	Chair
AC/16/20.21	<b>Date and time of next meeting:</b> 9 December 2020 at 4:30 pm	
AC/17/20.21	<b>Equality Act consideration</b> <b>Nolan Principles</b> Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	Chair
	The meeting closed at 18.35  Signed..... (chair) Date..... Print.....	