

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 9 December 2020
at 4:30pm – 6:30 pm
Via Teams
(due to Covid-19)**

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	A
Mr S Wright	SW	Appointed Academy member	
Mrs N Bulley	NB	Parent members	
2 Appointed Academy member Vacancies			

In attendance

Staff name	Initials	Role	
Mrs J Witham	JW	Principal	
Mr G Letton	GL	Executive Principal	A
Mrs S Baines	SB	Clerk and Advisor	

Item No	Item	Action/ by who/when
AC/18/20-21	<p>Update following central training:</p> <ul style="list-style-type: none"> SEND/PP Premium evaluation and plan following central training <p>Integrated Risk Management - Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR</p> <p>The Trust Governor Training on Pupil Premium and SEND Strategy which took place on 25 November 2020 was attended by Colin Shuttleworth.</p> <p>Mr Shuttleworth stated the training was very well planned and greatly received. The Risk management item is a standard agenda item and reiterated to governors how important it is, how governors monitor the Risk management. It is paramount governors ask key people a series of questions.</p>	JW
AC/19/20-21	<p>Apologies for absence</p> <p>Apologies for absence were received and approved from Mr Letton due to illness and Kate Munnoch due to family and work commitments. It was agreed the Clerk to contact Mrs Munnoch regarding her attendance, commitment and continuity of being a committee member.</p>	<p>Chair</p> <p>Clerk</p>
AC/20/20-21	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	Chair

Item No	Item	Action/ by who/when
AC/21/20-21	<p>Governor Admin Code of Conduct & Declaration of Interest KCSIE 2020 part 2 Equality & Diversity All governors were reminded to complete the above documents and provide confirmation to the Clerk before 17 December 2020.</p> <p>Academy Committee review of membership Mr Wright's term of office is due to expire on 24 January 2021. Mr Wright expressed an interest in serving on the committee for a further term of office.</p> <p>Mr Wright left the room at 16.40. Mr Hill proposed Mr Wright's re-election and Mr Shuttleworth seconded the proposal. All governors were in agreement and it was conceded Mr Wright be re-elected for a further term of office to serve on the Academy Committee with effect from 25 January 2021 until 24 January 2025. Mr Wright returned to the meeting at 16:50</p> <p>The Clerk confirmed she had received an expression of interest from Daniel Tantom in becoming a Community governor at the Academy. The interest had arisen via Governors for Schools. Following a lengthy discussion it was agreed the Chair to confirm to the Clerk by 18 December 2020 if Daniels' interest were to be accepted.</p>	<p>Clerk</p> <p>Chair</p>
AC/22/20-21	<p>Minutes of the AC meeting dated 30 September 2020 The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p>	Chair
AC/23/20-21	<p>Matters arising Matters arising AC/06/20-21 - Principal to distribute SEND report prior to 9 December 2020 meeting The SEND report had been distributed and received prior to the meeting.</p> <p>AC/37/19/20 - MW – Personal development – Mr Hill to observe a school council meeting. Principal to schedule when government restrictions allow due to Covid-19 To be deferred following the Covid-19 restrictions being uplifted.</p> <p>AC/37/19/20 - TH – Leadership & 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 The Principal to schedule a meeting via Teams in January 2021</p> <p>AC/41/19/20 – 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 The Principal to schedule a meeting via Teams in January 2021</p>	<p>JW</p> <p>JW</p> <p>JW</p>

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	<p><i>AC/43/19/20 – HR – JW to enquire with HR what tracking is in place for compassionate leave requests. Principal to report back at the meeting on 9 December 2020.</i></p> <p>The Principal confirmed a record of leave of absences is kept within the Academy. If a trend appears the Principal is to have a conversation with the individual concerned to ensure the member of staff's health and well-being is supported.</p> <p>Mrs Bulley asked if there is a structure in place to address any trends? Mrs Witham responded there is a trigger structure within the Trust for both sickness absence and leave of absence. Whereby HR track and monitor all absences and following policy and procedures accordingly.</p> <p><i>AC/07/20.21 -Risk Register pupil numbers, local housing plans. Principal to provide governors with an update at the meeting on 9 December 2020.</i></p> <p>Mrs Witham confirmed Mr Corban, Chief Operating Officer for the Trust had spoken with the Local Authority regarding the housing planning for the future in the area. However, due to the current situation with Covid-19 the Local Authority will not support any increase or decrease in the PAN.</p> <p>Mr Hill asked where the decision is made upon the space allowed in a classroom. Mrs Witham responded class is sized on 30 spaces. It is calculated using a net capacity document. Mrs Witham confirmed admissions will allow four classes up to 32 spaces with reception capacity at 45 spaces.</p> <p><i>AC/09/20-21 Uniform -agenda item 3 February 2021.</i> The Principal confirmed a uniform questionnaire had been circulated to parents, the responses received were very mixed. The Clerk to place as an agenda item 3 February 2021</p>	Clerk
	<i>Have clarity of vision, ethos and strategic direction</i>	
AC/24/20-21	<p>New Trust vision / mission statement</p> <p>In Mr Letton's absence, Mrs Witham presented upon the New Trust vision/mission statement stating the Trust worked on how we can create a vision for Diverse Academies which people can remember.</p> <p>The proposed statement is:</p> <p>Our Vision To inspire, to raise aspiration, to create brighter tomorrows.</p> <p>Our Mission We nurture curiosity, develop well-being and empower children and young people to go beyond their aspirations. Together, we make a difference in our diverse communities, and in the lives of those who learn with us and work with us.</p> <p>Our Values We empower We respect</p>	JW

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	We care Mrs Witham to distribute the New Trust Vision/Mission statement to all Academy Committee governors.	JW
	<i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i>	
AC/25/20.21	<p>Report from Principal / ERM report to include:</p> <ul style="list-style-type: none"> Safeguarding; culture & compliance inc. approval safeguarding audit to LA <p>The Principal confirmed a virtual meeting had taken place between the Principal and Mr Hill regarding the completion of the safeguarding audit. The audit was approved and submitted to the Local Authority, with confirmation of receipt being received on 23 November 2020.</p> <p>Mrs Witham confirmed Michelle Wright continues to work with Social Services. Currently there are two cases which have progressed from Child Protection to Supervision Orders. The structure of the two meetings and the time scales are very different. Mrs Witham confirmed how difficult it is to keep up to date with core group meetings due to a lack of communication between the Child Protection team and the Academy.</p> <p>Mr Hill asked from the Academy's point of view are Social Services finding it difficult in these unprecedented times keeping up to date with their workload. Mrs Witham confirmed it is down to the lack of communication and Social Services expectations of the Academy ie. invites to conferences are often late, reports are required with little notice provided.</p> <p>Mr Hill asked is it appropriate as a committee we write to Social Services asking them to be more constructive. Mrs Witham confirmed she would speak with Patrick Knight, safeguarding lead for the Trust and request a letter from the Trust is sent to the Child Protection Team, Social Services regarding the unsatisfactory situation.</p> <p>Mrs Witham to update governors at the meeting on 3 February 2021.</p> <ul style="list-style-type: none"> Sports Premium evaluation and plan The Principal confirmed there was no update due to Covid-19 COVID 19 bridging plan including use of additional intervention funding Mrs Witham confirmed there were no red risks, and social distancing between individuals had improved. However, the pick-up area time outside KS1 is becoming a problem. <p>Mr Hill asked if there were any other solutions to the pick- up area? Mrs Witham responded the issue was not affecting any cases and the academy continues to monitor the area, but she wished to bring the concern to the attention of Academy Committee governors.</p>	<p>JW</p> <p>JW</p>

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	<p>Mrs Bulley asked if there was a possibility for a one-way system. Mrs Witham responded the one- way system was not possible due to the different timings of the children leaving school stating the academy would still experience children waiting in the holding area.</p> <ul style="list-style-type: none"> Staffing The Principal reported the amber risk of staff absence had settled down since September 2020. Currently there were a number of support staff absent due to waiting for partners to obtain COVID-19 test results. Health and safety The Principal confirmed the re-organisation of bubbles had taken place which was working very well. Currently there is only one bubble absent from school. The Principal continued the air ambulance was called to a child with a pre-existing medical condition. This did cause panic as the child required the use of a defibrillator. The Academy has acquired its own defibrillator and training for all staff will take place on 4 January 2021. Teaching and Learning The Principal confirmed learning walks have taken place and the school environment is very calm. The Phonics testing target was 61 with the actual result being 72. Year one results from previous SATs tests, all are achieving age related expectations with the exception of one child. <p>Mr Hill asked how the results compare with last time. Mrs Witham responded the results are a lot higher this time. Mr Hill further asked why aspirational targets had been set. Mrs Witham responded she is confident the cohort will catch up. The Academy prefers to set high targets with many children in sight rather than being complacent. The SATs results will not be published nationally this year. However, the children will still be taking them. Mrs Witham continued the Academy is not required to undertake KS1 SATs. However, the results are used to inform teacher assessment.</p> <ul style="list-style-type: none"> Attendance The Principal confirmed Attendance was excellent. HT1 =97.52% PP 96.36%. Some statistical anomalies around small cohorts of vulnerable children. Mrs Witham confirmed vigilance and monitoring will continue in the Academy. <p>The Principal confirmed staff attendance at the Academy was very good. In addition, all performance development targets for staff have been set.</p> <ul style="list-style-type: none"> Pupil Premium The Principal presented the pupil premium figures from the ERM. Summer KS2 80% of cohort pupil premium were successful in reading writing maths compared to 62% non - pupil premium. <p>Mr Hill asked if the results were a consequence of the additional funding? Mrs Witham responded the biggest effect on how well children</p>	

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	<p>succeed is due to parental engagement. This applies to all children regardless of Pupil Premium or not. Mr Hill further asked does the Pupil Premium funding make any incremental difference? Mrs Witham confirmed it did, the school look at children who do not receive parental engagement. The Academy also looks at Pupil Premium spent on staffing, Teaching Assistants carrying out intervention work with children, helping parents to engage with their children and making sure children are ready for school.</p> <p>Mr Hill asked if the funding had been consistent? Mrs Witham responded it had been, but fundamentally it is about having the bodies in school to support the children.</p> <p>Mr Shuttleworth asked if the same approach was adopted by other primary schools. Mrs Witham responded Pupil Premium funding is primarily used for staff, some secondary schools operate a voucher system for uniforms trips etc. Tuxford Primary support funding for vulnerable children with activities.</p> <p>Mrs Bulley asked what the armed forces Pupil Premium monies is spent on? Mrs Witham responded £320 is allocated per student. Mrs Wright offers support and provides an ear for the children to speak to when the school are aware parents will be going away for duty. The school makes a conscious effort to ensure the child is in contact with the parent when they are deployed. This also enables the parent to maintain engagement with the school. Mrs Wright confirmed the school have resources, activities which provide the child with knowledge of what and how their parent carry out their role in the armed forces. This is vital in contributing towards the family unit maintaining togetherness.</p> <p>Mr Hill asked how many pupils at the school are affected. Mrs Wright responded there are 12 pupils.</p> <ul style="list-style-type: none"> • Sports premium Mrs Witham confirmed the Academy continues to use the sports premium by employing a PE teacher from Retford Oaks Academy to work with KS2 pupils. The teachers from Tuxford Primary shadow and observe the lessons, learning how to plan for appropriate cohorts. Mrs Witham continued the pupils are not swimming due to the current pandemic. However, pupils engaged with walk to school week and the Academy is looking at putting in some outdoor gym equipment. • COVID-19 Additional funding The Principal confirmed some monies from the additional funding had been used in providing additional Teaching Assistant support around the use of Pixl and emotional well-being. • Targets 2021 Mrs Witham confirmed the use of Pixl is proving to be very useful and is raising standards. Pixl is a tracking tool, which identifies children in vulnerable areas of the core subjects. Intervention, assessment will take place identifying where the gaps are to be plugged. 	

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	<ul style="list-style-type: none"> Quality of education update Mrs Witham confirmed if a child is required to isolate and is ill no work is sent home. If a child is self-isolating, after two days the child is expected to work on home learning packages. Day three, teachers will upload the rest of the work the class is working on for the child to access. Mrs Witham continued the Academy are unable to ask children to access lessons at a particular time. If a whole bubble is absent as of today a minimum of three hours learning is expected. Teachers at Tuxford Primary do not deliver live lessons. However, they are available via a drop- in session where children can contact the teacher if they have any queries, concerns etc. The Principal stated the Academy undertakes 'poverty proofing' a strategy which originates from the North East. Whereby the Academy looks at what they are doing in school and how it impacts on Pupil Premium or those financially struggling. Tuxford primary are looking at holding charity days, buying clothes, making items for sale, the school now has a donation bucket at the front of school. In addition the school will not be charging for pupils to wear Christmas Jumpers and Mrs Wright is setting up a swap shop whereby children can obtain a jumper if they do not have one. The Academy is having a real focus on trying to think long and hard about the impact the school are having on Pupil Premium children. In year admissions Including Nursery (Autumn term entry and planned Spring) The Academy have accepted 15 pupils in year admission with 5 pupils leaving. Some additional capacity in Nursery – issue regarding the staffing and physical space issue for 2-year-old provision Link governor visit updates/reports Due to Covid-19, visits are currently on hold to ensure no further pressure is placed upon staff. However, visits may take place virtually in the future. Approval of AIP for 2020/21 The AIP for 2020/21 was accepted and approved at the meeting. Academy Specific Items The Principal confirmed following the government's advice announcement school will be closing a day earlier than expected for the Christmas break. The last day of term will be Thursday, 17 December 2020. To compensate for the early closure the Inset day scheduled for 22 February 2021 will now not take place. The rationale behind the government's advice is for track and trace purposes. The Principal confirmed the Christmas festivities will continue in the Academy by means of a remote pantomime, recording of songs for old people's homes, recording songs to upload onto dojo for parents and carers and the children will continue to make Christingles. 	

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	<ul style="list-style-type: none"> Any academy specific items including policy appendix ratification & any audit results <p>Other policy updates (Charging and remissions, Pay and reward, Capability, Staff grievance, Concerns and complaints, Safeguarding and child protection, Anti-bullying, Exclusion) The above policy updates have been previously circulated to Academy Committee governors for digestion.</p>	
	<i>Engagement with stakeholders, parent/carers, staff and students and the wider community</i>	
AC/26/20.21	<p>Staff inc. staff wellbeing / pupil / parent survey evaluation and actions & governor stakeholder involvement The Principal confirmed surveys had not been carried out due to the current Covid-19 pandemic.</p>	JW
	<i>Overseeing the financial performance of the organisation and making sure its money is well spent</i>	
AC/27/20-21	<p>Finance: Management Accounts -September/October report – enclosed. The Principal had previously circulated to Academy Committee governors the Management Accounts for September/October. This item was deemed to be confidential.</p>	JW
AC/28/20.21	<p>Complete report to Trustees There were none</p>	Chair
AC/29/20.21	<p>Updates from the MAT There were none</p>	GL
AC/30/20.21	<p>What has been discussed to impact on outcomes for students? All areas of the agenda including:</p> <ul style="list-style-type: none"> Continuation of Covid-19 recovery plan Review and response from governors; on Academy Summary report. Application and desired figure for PAN Pupil Premium 	Chair
AC/31/20.21	<p>How have governors held the school leaders to account? Governors asked challenging questions on:</p> <ul style="list-style-type: none"> Safeguarding Compassionate leave PAN Finance PP funding 	Chair
AC/32/20.21	<p>AOB There were none</p>	Chair

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AC/33/20.21	<p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved Item AC/27/20-21 was deemed confidential.</p> <p>Equality Act consideration There had been no Equality Act Implications.</p> <p>Nolan Principles Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	Chair
AC/34/20.21	<p>Date and time of next meeting: Wednesday, 3 February 2021 at 4:30 pm</p>	
	<p>The meeting closed at 17:59</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	