

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Wednesday, 3 February 2021  
at 4:30pm – 6:30 pm  
Via Teams  
(due to Covid-19)**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Mr Tim Hill	TM	Appointed Academy member	
Mr Colin Shuttleworth	CS	Appointed Academy member	
Mrs M Wright	MW	Staff Academy member	
Mr S Wright	SW	Appointed Academy member	
Mrs N Bulley	NB	Parent member	A
2 Appointed Academy member vacancies 1 Parent member vacancy			

**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	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>AC/35/20-21</b>	<p>Update following central training:</p> <ul style="list-style-type: none"> <li>DATA Training and plan following central training 27 January 2021. (what this looks like in the academy (ASP/IDSR))</li> </ul> <p>The Principal confirmed there were no ASP/IDSR documentation for the current year due to Covid-19.</p> <p>Colin Shuttleworth and Serena Baines attended the training. Mr Shuttleworth explained the Trust works with data from FFT (Fisher Family Trust) a charity focussed on providing accurate and insightful information to schools enabling pupils to achieve their full potential and schools to improve is primarily used to produce target grades at the end of each year. FFT provide an analysis and progress against other schools in FFT. Mr Shuttleworth concluded the Data training was very informative, governors should not just look at the headlines but dig deeper into the data.</p> <p>The Principal agreed to distribute a copy of the presentation to all governors for perusal and future information.</p>	<b>JW</b>
<b>AC/36/20-21</b>	<p><b>Apologies for absence</b> Apologies for absence were received and approved from</p>	

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	There were none.	
<b>AC/37/20-21</b>	<p><b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>AC/38/20-21</b>	<p><b>Governor Admin</b> Code of Conduct &amp; Declaration of Interest KCSIE 2020 part 2 Equality &amp; Diversity Membership – Kate Munnoch</p> <p>The Clerk requested evidence from each governor of the completion or digestion of documentation from the above mandatory training. Confirmation to be received by the Clerk by 5 February 2021.</p> <p><b>Kate Munnoch</b> Mr Hill informed committee members of the resignation of Kate Munnoch from the role of governor due to work and personal commitments. Mr Hill confirmed a letter of acknowledgement and appreciation of Kate's support and contributions to the school had been sent on behalf of committee members.</p> <p>It was agreed the Clerk to run parent elections to fill the vacancy after the February half term.</p> <p>A discussion took place regarding the membership of the Academy Committee with a focus on governor category. It was proposed and agreed Mr Hill and Mr Shuttleworth would become Appointed Academy members as they no longer have children who attend the school.</p>	<p><b>All</b></p> <p><b>Clerk</b></p>
<b>AC/39/20-21</b>	<p><b>Minutes of the AC meeting dated 9 December 2020</b> The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p> <p>It was agreed the Chair to send an email to the Clerk to virtually sign the minutes as a true record.</p>	<b>Chair</b>
<b>AC/40/20-21</b>	<p>Matters arising AC/19/20.21 Apologies for absence Clerk to contact Mrs Munnoch regarding her attendance, commitment and continuity of being a committee member.</p> <p>Clerk wrote to Mrs Munnoch and as a result Mrs Munnoch resigned from the role of governor at Tuxford Primary Academy with effect from 27 January 2021.</p> <p>AC/21/20.21 Governor Interest Daniel Tantom – Chair to confirm by 18 December 2020 if Daniel's interest to be accepted. The Chair confirmed he had corresponded with Daniel via email with a view to scheduling a telephone appointment. Daniel unfortunately had to cancel and made no attempt to rearrange. After a discussion it was</p>	

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	<p>agreed to maintain the membership as it stands (with the exception of running a parent election to fill the vacancy) during these unprecedented times. It was agreed the Clerk to write to Governor for Schools to confirm the position.</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.</p> <p>AC/37/19.20 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 January 2021.</p> <p>The Principal confirmed observation of an SLG meeting had been scheduled for 11 February 2021 via Teams.</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 January 2021</p> <p>The Principal confirmed the meeting had been scheduled for 10 February 2021 3:30 pm via Teams.</p> <p>AC/09/20.21 Uniform to be an agenda item 3 February 2021 – see agenda item number 9.</p> <p>AC/24/20.21 Principal to distribute the New Trust vision/Mission statement to all Academy Committee governors.</p> <p>The Principal confirmed the New Trust Vison/Mission statement had been circulated to governors.</p> <p>AC/25/20.21 Safeguarding: culture &amp; compliance Principal to speak with Patrick Knight and request a letter from the Trust be sent to the Child Protection Team, Bassetlaw regarding the very late and lack of communication. Principal to update governors at the meeting on 3 February 2021.</p> <p>The Principal confirmed the communication is now much improved, the Academy know what type of meetings are scheduled with advance warning. Therefore, no requirement to send any correspondence to the CPT.</p>	<p><b>Clerk</b></p> <p><b>JW</b></p>
<b>AC/41/20-21</b>	<b><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></b>	

Item No	Item	Action/ by who/when
	<p>Report from Principal / ERM report to include: required</p> <p><b>1. Safeguarding; culture &amp; compliance</b>  The Principal confirmed the Academy have 13 pupils who are classed as vulnerable. Three Looked After Children (LAC) assigned to a Social Worker and ten pupils across four families. Two families are accessing the Hub and one LAC child.</p> <p>The Principal stated the Academy had recently converted from using a pupil software package Scholar Pack to SIMs Schools Information Management system. The Principal continued when the migration took place some historical data had been lost it was therefore not easy to spot patterns of behaviour or attendance for pupils.</p> <p><b>Mr Hill asked</b> what strategy is the Academy using to recover the data? Mrs Wright responded it is not possible to retrieve the data. Mrs Wright continued, the Data the Academy can access commences from 20 December 2020 and confirmed the Data from Scholar Pack is no longer accessible.</p> <p><b>Mr Hill asked</b> if the Academy had explored and exhausted all options to retrieve the Data.</p> <p>Nicole Bulley joined the meeting at 16:53 pm</p> <p>A lengthy discussion took place regarding the migration and loss of Data. It was agreed the Chair of Governors would write to the Trustees on behalf of the Academy Committee governors expressing their deep concern surrounding the loss. In the hope lessons will be learnt in the future and ensuring the Trust continues to be compliant with GDPR.</p> <p><b>2. Integrated Risk Management - Risk Register inc. education risks, Health &amp; Safety, staff &amp; pupil well-being, GDPR</b>  The Principal confirmed there is a Health and Safety Question and Answer document in place with monthly tasks and responsibilities. In addition, the Academy have appointed a new site manager Mr Chris Franks whom alongside Mr Lyndon Stocks have carried out a site survey to identify most urgent priorities, including heating, hot water, leaks and drains.</p> <p>Staff and Pupil welling- Parents report children are finding the class drop ins very beneficial. Staff have a weekly catch-up. There are concerns around some staff working from home in balancing home learning with their own children. A member of staff has arranged six weeks of on-line Yoga for staff free of charge.</p> <p><b>Mr Hill asked</b> if staff attendance had declined? The Principal replied two members of staff were absent due to Anxiety and she is concerned around their wellbeing. Some members of staff are teaching from home and home schooling their own children which will be very demanding. The Principal stated the staff will be monitored to ensure they do not fall down under the pressure.</p>	

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	<p><b>Mr Hill asked</b> if the members of staff absent with Anxiety are aware of the services who can provide support. The Principal replied the staff members had been signposted to the relevant support services. In addition, counselling support is available on the Trust staff portal.</p> <p><b>Mrs Bulley asked</b> if the Academy were nearer to knowing when vaccinations would be available for Teaching staff. The Principal replied she has no knowledge of when Academy employees will be vaccinated as the Trust find out the updates and road maps at the same time as the general public.</p> <p><u>Pupil Attendance</u> Attendance is good from 1 September to 16 December 2020 attendance was 97.45%</p> <p><b>Mr Hill asked</b> how the Academy is currently tracking attendance? The Principal responded via pupil engagement. The Academy is still monitoring persistent absentees.</p> <p>The Principal confirmed the current number of pupils on roll is 299. The Academy have accepted a few in year admissions. Confirming generally the Academy loses one or two pupils out of each year group each year due to families moving out of the area.</p> <p><b>3. Mid-year review of progress made in AIP</b> The Principal presented the AIP and drew committee members attention to a number of Key elements.</p> <p>The Principal confirmed the Academy is moving forward with reading during the current lockdown period. The Academy is circulating a newsletter to engage parents in reading. The Principal stated Year 2 phonics is very pleasing with Year 1 not looking very favourable. The Principal confirmed Year 1 pupils will receive intensive intervention upon their return to school.</p> <p>The Principal stated Year 2 Pixl papers are actually ahead of the rest of the country.</p> <p>Staff are working on the Pixl assessment areas and the Academy's raising standards lead is working closely with teachers to understand the data in order to identify the gaps and implement intervention as and when required.</p> <p>The Principal reported 'squared in place' helps the Academy to identify which SEND children need and require further support.</p> <p><b>Mr Hill asked</b> if the Academy were confident they could meet their objectives or do they need to be reset due to the circumstances around Covid-19. The Principal responded the objectives are still valid, with a little slippage with some actions. All assessment has been cancelled this year. However, it will still be monitored via Pixl assessment. The Principal confirmed and assured Academy Committee governors the</p>	

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	<p>Academy will do their utmost to ensure children are well prepared for the next step of their education.</p> <p>The Principal stated teachers are working collaboratively for improvement instead of providing a judgement. The plan is to introduce a 'learning conversation' to encompass what generally occurs during an observation. The teacher will have the opportunity to be reflective, to know what they need to improve on. The majority of SLT have undergone some element of coaching and training, which will aid the Academy to implement, embed and act upon what has the most impact.</p> <p><u>Transition</u> The Principal reported the curriculum lead at Tuxford Academy has liaised with secondary school colleagues and heads of department, to work with primary school teachers to deliver a sequence of lessons. The Principal continued this will be invaluable in providing an opportunity for Year 6 teachers to understand what is expected of a Year 7 student. Likewise, it provides an excellent opportunity for secondary school teachers to observe primary school teaching. The initiative will open up valuable channels of communication and the doors for other colleagues to undertake a similar task.</p> <p><u>Remote learning</u> The Principal confirmed the Academy had decided not to deliver live lessons during Covid-19. The rationale behind the decision was due to more than one child within a family sharing a device.</p> <p>The Principal presented a demonstration of a sway that is being delivered. All work is put on a sway which can be accessed at any time during the day. Pupils in KS1 have to undertake 3 hours of work and pupils in KS2, 4 hours of work on a daily basis. Daily Teams meetings act as a 'drop in' session for pupils where they have the opportunity to have a discussion about areas of work they are concerned about.</p> <p><b>Mrs Bulley commented</b> parents are very happy with the mix, children seeing their teachers daily is good for their mental health and well-being. The session also encompass story and singing time which is engaging for the children.</p> <p><b>Mr Shuttleworth stated</b> live lessons are good in theory but not necessarily in reality. In particular due to the loss of IT connection particularly in the rural areas.</p> <p><b>Mr Hill asked</b> if the Academy was supplying laptops, Ipads for pupils to use at home during these times. The Principal confirmed the Academy were loaning equipment to pupils. Vulnerable children had received laptops via Social Services and three laptops were received from DfE at the beginning of the academic year. School Ipads had also been loaned out, however, there had been problems with the use of Teams on the Ipads. The Principal confirmed the school had taken delivery and distributed 10 laptops at the end of January 2021 and supplied two children with dongles.</p>	

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	<p>4. <b>Determined admission arrangements 2022/23 &amp; approval of policy to be forwarded to LA. Principal to distribute to Academy Committee governors prior to the meeting.</b> The determined admission arrangements for 2022/23 for Tuxford Primary Academy had previously been circulated to Academy Committee governors. Mrs Wright confirmed there have been no changes made to the policy from the 2021/22 version.</p> <p>The Academy Committee governors accepted and approved the determined admission arrangements for 2022/23.</p> <p>The Principal to inform the Local Authority of the acceptance of the policy.</p> <p>5. <b>Finance – Management of accounts December 2020.</b> The item was deemed to be confidential and will appear in separate confidential minutes.</p>	JW
AC/42/20.21	<p>Any academy specific items including statutory policy appendix ratification &amp; any audit results:</p> <p>The following policies were approved at the S&amp;O committee and were available for perusal on the Diverse Academies website from 19 January 2021.</p> <ul style="list-style-type: none"> <li>▪ Special Educational Needs and Disabilities policy</li> <li>▪ Supporting students with Medical Conditions policy</li> <li>▪ Provider Access Policy</li> <li>▪ Covid-19 appendix to Behaviour policy</li> <li>▪ Fire evacuation procedures – January 2021</li> </ul> <p>Academy Committee governors had received a copy of the Fire evacuation procedures previously circulated and approved the policy at the meeting.</p>	
AC/43/20.21	<p>Uniform</p> <p>The Principal had previously circulated the results of the parent/carer survey prior to the meeting regarding the proposal to make changes to the school uniform with effect from September 2021.</p> <p>The four proposals for consultation with 40% of families responding. Current uniform of a sweatshirt and polo (KS1) and a shirt, tie and blazer (KS2) - 28.24% Shirt, tie and blazer across the whole academy - 5.88% Polo and academy-branded sweatshirt (across the whole academy) - 54.12% Shirt, tie and academy-branded V-neck jumper (across the whole academy) - 11.76%</p>	

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	<p>The Principal made a recommendation to leave the uniform as it currently stands, however, to monitor the price of the blazers as they had recently significantly jumped in price.</p> <p>Mr Hill proposed the current uniform remains as a result of the consultation, with a proposed in one year's time.</p> <p><b>Mr Shuttleworth asked</b> if the Academy subsidised cost of the uniform? Mrs Wright responded it is not normal practice, it remains the Principal's decision if a request is made. Mrs Wright continued the Academy do support families through second- hand donations.</p> <p>Mr Shuttleworth seconded the proposal for the uniform policy to remain as it stands with a proposed review in 2022. The Principal to inform parents of the result of the consultation.</p>	<b>JW</b>
<b>AC/44/20-21</b>	<p>Link governor visits updates/reports, confirmation of link governor roles: The following link governor roles were confirmed at the meeting:</p> <p>Statutory Link Governance: Safeguarding – Tim Hill Health &amp; Safety – Steve Wright SEND – Colin Shuttleworth Pupil Premium – Colin Shuttleworth Complaints – Tim Hill Career Provision/P16 – NA EVC – Colin Shuttleworth Relationship Sex Education Governor – Nicole Bulley</p> <p>Mr Hill gave verbal feedback on his virtual safeguarding visit in the Autumn Term 2020.</p> <p><b>Mr Shuttleworth asked</b> if any virtual tours for the pupils were taking place. The Principal responded a virtual tour on volcano eruption had been delivered to Year 3 pupils. In addition, a virtual tour of the Holocaust centre and an online meeting with an individual who was affected by the Holocaust was delivered during the study of World War 2.</p>	
<b>AC/45/20.21</b>	<p><b>Complete report to Trustees</b> Mr Hill to complete the report to Trustees regarding the loss of data following the migration from Scholar Pack to SIMs</p>	<b>Chair</b>
<b>AC/46/20.21</b>	<p><b>What has been discussed to impact on outcomes for students?</b> All areas of the agenda including:</p> <ul style="list-style-type: none"> <li>• COVID-19 updates / policies</li> <li>• Risk assessment</li> <li>• Review and response from governors; on Academy Summary report.</li> <li>• Teaching and Learning via remote learning</li> <li>• Outcomes</li> <li>• Health and safety</li> <li>• Link Governance</li> </ul>	



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AC/47/20.21	<p><b>How have governors held the school leaders to account?</b> Governors asked challenging questions on:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Challenge</li> <li>• Questions and answer</li> <li>• Unpicking points clarification</li> <li>• Attendance data loss re Scholar Pack – SIMs migration</li> <li>• Link governor visits, report</li> <li>• Regular communication</li> </ul>	
AC/48/20.21	<p><b>AOB</b> There were none.</p>	
AC/49/20.21	<p><b>Governors considered whether anything discussed during the meeting should be deemed as confidential.</b> Governors considered item number AC/41/20-21 Finance – Management of accounts December 2020 to be confidential and will appear in separate confidential minutes.</p> <p><b>Equality Act consideration</b> There had been no Equality Act Implications.</p> <p><b>Nolan Principles</b> Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	
AC/50/20.21	<p><b>Date and time of next meeting:</b> Wednesday, 31 March 2021 at 4:30 pm</p>	
	<p>The meeting closed at 17:55</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	