

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 31 March 2021
at 4:30pm – 6:30 pm
Via Teams
(due to Covid-19)**

Membership	Initials	Governor category	Absence
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	
2 Appointed Academy member vacancies 1 Parent member vacancy			

In attendance

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

Item No	Item	Action/ by who/when
AC/51/20-21	<p>Update following central training: Trust and Governor training 17 March 2021</p> <ul style="list-style-type: none"> ▪ Preparation for Ofsted ▪ Personal Development and how this links to the new Ofsted Framework <p>Jo Witham, Colin Shuttleworth and Serena Baines attended the Trust training. The Principal to distribute the slides to governors from the training to enable them to peruse and digest at their leisure.</p> <p>Mr Shuttleworth stated how imperative it is for governors to know and understand their Academy ie are leaders and those responsible for governance taking effective action to provide education in the current circumstances?</p>	JW
AC/52/20-21	<p>Apologies for absence Apologies for absence were received and approved from There were none.</p>	
AC/53/20-21	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/54/20-21	Governor Admin	

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	<p>Mr Shuttleworth asked if the school council are still meeting? The Principal replied not at the moment, the meetings would need to be convened via Teams and the Teaching staff would need to enable this. The Principal continued KS2 are still holding student voice but not via the student council. The Academy are hopeful open air meetings may take place during the summer months.</p> <p><i>AC/41/20-21</i> <i>Determined admission arrangements (if any) & approval of policy to be forwarded to LA. 2022/23</i> The Principal confirmed the determined admission arrangements policy had been unchanged from the previous two years. Academy Committee governors accepted the determination of admission arrangements for 2022/23.</p> <p>It was agreed the Principal would inform the Local Authority of the determined admission arrangements.</p> <p><i>AC/43/20.21 – Uniform</i> It was agreed 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. The Principal confirmed she had informed parents of the result of the consultation. Item now complete</p> <p><i>AC/45/20.21 - Complete report to Trustees</i> Mr Hill to write to Head of Governance regarding the loss of data following the migration from Scholar Pack to SIMs and report back to the AC on 31 March 2021. Mr Hill confirmed he had received no response from the Board. However, Mr Letton and Mrs Witham stated they are in dialogue with the MIS team. Mr Letton stated the Data is not lost but is pending. The item to be placed on the agenda for the next meeting on 12 May 2021.</p>	<p>JW</p> <p>Clerk</p>
AC/57/20-21	<p><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></p> <p>Report from Principal /ARM</p> <p>The Principal confirmed she had circulated the ARM to governors on 29 March 2021.</p> <ul style="list-style-type: none"> ▪ Safeguarding; culture & compliance The Principal confirmed there were no official updates regarding safeguarding. However, the Academy will be receiving a Safeguarding Audit by the Trust on 22 June 2021. <p>Mr Hill asked if the audit is interview or paper based? The Principal confirmed currently she was unsure, due to the current climate as</p>	



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	<p>normally Patrick Knight would visit the Academy. Mr Letton confirmed a primary school within the Trust had recently undergone a safeguarding audit which mirrored previous audits, however, was carried out remotely.</p> <p>The Clerk to provide the Principal with data regarding the safeguarding training governors had undertaken.</p> <ul style="list-style-type: none"> ▪ Staff Health and Wellbeing The Principal confirmed the staff health and wellbeing survey had been carried out by the Trust with the results being available for the next meeting on 12 May 2021. ▪ Integrated Risk Management - Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR The Principal confirmed the Academy had undergone a risk register audit and are just waiting for the report. The Principal continued after a further survey it is not as pessimistic as initially thought. Confirming it is more localised, around the flashing. The Principal continued there have been some staffing issues at lunchtime as people have been shielding or isolating due to Covid 19. ▪ GDPR This item was deemed to be confidential and will appear in separate confidential minutes. ▪ Health and Safety Staff This item was deemed to be confidential and will appear in separate confidential minutes. Drains The Principal reported the drains are becoming an issue. However, the site manager is looking into the problem. Mrs Bulley asked what the problem with the drains is? The Principal replied the drains are Victorian and they end in the soakaways which become easily blocked, because the water table is too high. The Academy is looking at putting a 'work around' to enable the water to avoid running into the soakaways. Mr Hill asked if the drains had been highlighted on the risk register? The Principal confirmed they were, although they are a high risk they have not been ragged as red. Mr Hill further asked if the 	Clerk

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	<p>Estate staff were working addressing the issue? The Principal confirmed it was under the Estate staff radar.</p> <p>▪ Determined admission arrangements 2022/23 & approval of policy to be forwarded to LA .Principal to distribute to Academy Committee governors prior to the meeting.</p> <p>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>	JW
AC/58/20.21	<p>Review Development Plans</p> <p>The Principal took the meeting through the AIP and highlighted key elements.</p> <p>Reading</p> <p>The Principal confirmed a significant amount of work had been prioritised in terms of reading. Parents are engaged and the videos the school had made during lockdown and shared with parents had proved to be very helpful. In addition, a newsletter had been distributed with a guide for useful tips.</p> <p>The Principal continued a parent questionnaire had been distributed enquiring what parents perceived as the stumbling blocks to reading. An outcome was parents were unsure as to the next steps of the targets. The Principal confirmed star reading had been undertaken recently and cascaded to parents. In addition, it explained zpd (reading age) all books in Year 2 are placed into categories to indicate to parents the books pupils should be reading to enable progression.</p> <p>Mr Hill asked does the Academy carry out an assessment regarding the impact of learning against progress and expected progress? The Principal confirmed the Academy carries out assessment, however, it produces a very mixed picture. Very broadly the children who received parental support and engagement made expected or better progress. Likewise, those children who did not receive support and engagement did not make expected progress. Many of the pupils retook the test, pupils who are not on track have been identified and intervention has been put in place.</p> <p>The Principal continued the Academy registered for the NELLY project, to help children with early language skills. No pupil met the criteria as all were working above the benchmark. However, staff have undergone</p>	

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	<p>the training and are using some of the strategies in early years and reception.</p> <p>Mr Shuttleworth asked for a further explanation of what the project entails. The Principal explained it is a 20 week programme of intense support twice per day provided by a TA.</p> <p>Mr Hill asked if an annual subscription was required for the project? The Principal replied it is free of charge for the current academic year as it is a research project.</p> <p>The Principal continued Pixl assessments are proving to be very helpful. Senior Leaders are holding data discussions using the Pixl information. Some colleagues require further training regarding the understanding and taking ownership of their class data. The system is excellent in identifying the focus support pupils require.</p> <p>Mr Hill asked when the school commenced using Pixl? The Principal responded in November 2019. However, the Academy has not used the system to its full capacity due to the lockdowns for Covid 19. Mr Hill further asked for an explanation on the workings of Pixl. The Principal replied it takes into account the core subjects, reading, writing, maths and provides a combined target. The Principal offered to deliver a tour of Pixl as a training session prior to a future Academy Committee governors meeting.</p> <p>The Clerk to schedule a training session once Covid restrictions allow.</p> <p>Objective 3 - curriculum - prepare for Ofsted The Principal explained Ofsted will focus on Maths and English and in addition will choose a foundation subject to show development and achievement. The Principal continued all teachers are subject leaders, staff are released to look at QA for all subjects. Colleagues follow a stringent plan as to what they need to show using the data with the Key focus area to include early years. The Principal stressed it is very important building up teachers understanding of 'playing with a purpose'.</p> <p>The Principal continued the Early years outside area is developing a dip which fills with water. Once the dip has been addressed the Academy is looking at future plans for the outdoor area.</p> <p>Mr Hill asked what was the timeline? The Principal replied it will be addressed after Easter, the plan is to include a bike track, slide on the hill and chalkboard. The Principal stated the area will combine nursery and reception with movable fences to enable partitioning. It will allow reception and nursery children to interact together. The Principal stated the dens the children are building are amazing the teamwork and communication skills they are displaying is fabulous.</p> <p>Pupil premium The Principal explained the PE strategy, whereby the plan is to have an outdoor gym which will replace the wooden trim trail.</p>	Clerk

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	<p>Mr Hill asked if the monies being used is the £12,000 received from the Church? The Principal replied the monies from the Church is being used for the sensory garden, which is looking very good, and some work within early years. The monies used for the PE strategy is the sports premium carry over.</p> <p>Results of surveys The Principal stated the Academy have a named wellbeing champion which is displayed in the staffroom. Staff have also been advised to access the staff portal, where there is a wealth of information and signposting for health and wellbeing guidance. However, there has been a feeling of anxiousness about returning to school after the recent lock down. There has been a slight feeling of unfairness, whereby TA's were in school with Key worker children and teachers were at home delivering remote teaching and learning. However, since the roll out of the vaccination teachers are feeling much more relaxed.</p> <p>The Principal confirmed attendance is fairly good. Mr Hill asked if many children and staff were self-isolating. The Principal replied 10 children were currently isolating.</p> <p>The Principal continued a penalty notice had been issued and five parents were to receive a no authorisation for any further illness.</p> <p>ICT update The Principal reported the Academy have received thirty ipads in addition to new desktops. Teachers have also received new laptops.</p> <p>Site update The Principal reported a number of concerns had been highlighted following a Tree survey. However, a number are the responsibility of Sure Start. The Principal confirmed the Academy have contacted Nottinghamshire County Council and are awaiting further guidance. Mr Shuttleworth asked if the trees were dangerous? The Principal replied they are very overgrown, with an enormous Willow Tree in the grounds of Sure Start. They are not deemed to be dangerous, but they do require cutting back. In addition, the hedging around early years is significantly high and it produces a large amount of leaves.</p> <p>The Principal reported there is heating in the new build and confirmed a maintenance contract is in order.</p> <p>Community engagement The Principal stated the Academy is trying to reform the PFA, however, there are issues with contact and engagement. Family fun day Friday is resuming in due course. The Academy continues to communicate to stakeholders through Do jo and the Newsletter.</p>	
AC/59/20.21	The following policies were approved at the S&O committee and were available for perusal on the DA website from 2 March 2021. Academy	

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	<p>Committee governors were notified of the policy approval on 10 March 2021.</p> <ul style="list-style-type: none"> G&P: GDPR Subject access request form – no material amendments Governors Allowances policy A&R: Accessibility policy - The only amendment is the following addition: 2.2 Diverse Academies Trust Covid 19 risk assessments take into account issues of accessibility and these are reviewed regularly to ensure that they meet Equality legislation. Health and Safety policy - no material amendments Local Appendix to health and safety policy statement - no material amendments Mental Health and Wellbeing Principles statement – summary provided Covid-19 appendix to safeguarding and child protection policy – summary provided Summary of Changes to updated policy Covid 19 appendix behaviour policy January 2021 <p>Local Appendix required for:</p> <ul style="list-style-type: none"> Accessibility Policy and Objectives – Feb 21 Mental Health and Wellbeing Principles – Mar 21 <p>Mrs Bulley asked when will mental health sessions commence in the classroom? The Principal replied it is ongoing, as it is an element of the curriculum. The Principal stated mental health is a seamless thread which runs through the school to which she and colleagues are extremely proud of.</p> <p>Academy Committee governors accepted the local appendices. The Clerk to advise Marketing to update on the school website. Item now complete</p>	Clerk
	Overseeing the financial performance of the organisation and making sure its money is well spent	
AC/60/20.21	<ul style="list-style-type: none"> Finance: Management Accounts including HR staffing report January 2021 and February 2021 <p>This item was deemed to be confidential and will appear in the confidential minutes.</p>	
AC/61/20-21	<p>Link governor visits updates/reports, confirmation of link governor roles:</p> <ul style="list-style-type: none"> New documentation The Clerk informed governors of the new documentation to be completed following link governor role visits. A copy will be available on Share point. Steve Wright report Health and Safety visit Colin Shuttleworth – SEND report 	

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	<p>Health and Safety Academy Committee governors have previously received a copy of the Health and Safety report visit of 9 February 2021 with Mr Chris Franks, Site Manager. Mr Wright highlighted Mr Franks, was 'on top of everything'. Two external visits are imminent with regard to Legionella and Electrical safety. Mr Wright confirmed he and Mr Franks had worked through the documentation and all elements were in order. Mr Wright stated there were concerns regarding the trees bowing over the external fencing. Stating they are not an immediate risk and there is a plan in place to cut them back in due course. Mr Wright stated he was unaware of a fire drill taking place since the pupils had returned from lockdown. The Principal confirmed a fire drill had taken place on Thursday, 18 March 2021. At the time of the Health and Safety visit all elements of the fire drill were mapped out but had not been tested.</p> <p>SEND Academy Committee governors have previously received a copy of the SEND virtual report visit of 2 February 2021 with Ms Rachel Cottam. Mr Shuttleworth confirmed Ms Cottam was 'on top of everything' with a key element being the close monitoring of pupil engagement, reaching out to those children who were not engaging by means of telephone calls. Mr Shuttleworth stated following a staff survey it was noted a number of staff required a refresher on certain documentation relating to SEND due to miscommunication.</p> <p>Mr Shuttleworth asked if the Academy had received any monies from the family fund in terms of the Covid 19 situation. The Principal confirmed monies had been received for B Squared, a tracking tool for SEND children. The Trust had provided one log in, from the family fund the Academy had used the monies to increase the logins to 5. The Principal added it has become a useful tool for the tracking of pupil progress. The Academy has never used anything quite as comprehensive before, pupil progress can now be quantifiable.</p>	
AC/62/20.21	<p>Complete report to Trustees On- going report following meeting on 3 February 2021.</p>	Chair
AC/63/20.21	<p>What has been discussed to impact on outcomes for students? All areas of the agenda including:</p> <ul style="list-style-type: none"> • COVID-19 updates / policies • Risk assessment • Review and response from governors; on Academy Summary report. • Outcomes • Link Governance • Achievement targets 	

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AC/64/20.21	<p>How have governors held the school leaders to account? Governors asked challenging questions on:</p> <ul style="list-style-type: none"> • Challenge • Questions and answer • Unpicking points clarification • Attendance data loss re Scholar Pack – SIMs migration • Link governor visits, report • Regular communication 	
AC/65/20.21	<p>AOB There were none.</p>	
AC/66/20.21	<p>Governors considered whether anything discussed during the meeting should be deemed as confidential.</p> <p>Items number AC/57/20-21, AC/60/20.21 were deemed to be confidential and will appear under separate confidential minutes.</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>	
AC/67/20.21	<p>Date and time of next meeting: Wednesday, 12 May 2021 at 4:30 pm</p>	
	<p>The meeting closed at</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	