

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Wednesday, 12 May 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	A
2 Appointed Academy member vacancies Mrs S Jackson	SJ	Parent member (observing)	

**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
<b>AC/68/20-21</b> <b>Agenda Item 1</b>	Welcome The Chair welcomed Mrs Susan Jackson, newly appointed governor to the meeting and asked all governors to introduce themselves. Mrs Jackson's term of office will be effective from 12 May 2021 to 11 May 2025.	
<b>AC/69/20-21</b> <b>Agenda Item 2</b>	Update following central training: Trust and Governor training - Primary – Early Years, Relationships & Health Education 10 May 2021  Jo Witham, Colin Shuttleworth, Nicole Bulley and Michelle Wright attended the Trust training. The slides have been uploaded to Share Point for governors to undertake the training at their leisure.  <b>Mr Hill asked</b> how this is undertaken and embedded in the Academy? Mrs Witham replied it is compulsory from the summer term to deliver relationships in the curriculum. In terms of the Sexual education parents/carers must provide their consent. <b>Mr Hill further asked</b> has the decision been made formally, and what age does it cover? Mrs Witham replied elements of sex education for years 2 4 and 6 have been sent to parents for the content to be consulted on. Mrs Witham stated the school have received numerous positive comments.	

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	<p>The academy feel it is very important to teach children the naming of body parts, the rights of your body and good relationships. For safeguarding purposes and in readiness for the transition between primary and secondary school.</p> <p>Mrs Witham stated the consultation process began in January 2021 and is still open for parents to offer their opinions. In addition, Ms Cottam ran a workshop, for parents/carers, to ask questions regarding the curriculum. Mrs Witham commented the workshop was very positive and eight parents participated.</p> <p>Mr Letton stated reproduction is covered within the science curriculum and children can be taken out. However, if parents have often not given their consent once they understand the context they do provide consent.</p> <p><b>Mr Hill asked</b> how many parents had not provided consent. Mrs Witham replied only one.</p>	
<p><b>AC/70/20-21 Agenda Item 3</b></p>	<p><b>Apologies for absence</b> Apologies for absence were received and approved from Nicole Bulley retrospectively due to work commitments.</p>	
<p><b>AC/71/20-21 Agenda Item 4</b></p>	<p><b>Declaration of interest</b> Mrs Wright declared an interest in agenda item 9 of business on the agenda.</p>	
<p><b>AC/72/20-21 Agenda Item 5</b></p>	<p><b>Governor Admin Membership</b></p> <ul style="list-style-type: none"> <li>▪ Parent vacancy The Clerk informed the meeting, following parent nominations, Susan Jackson had been appointed for a term of office of four years with effect from 12 May 2021 to 11 May 2025. The Chair welcomed Susan to the Committee confirming her transferrable skills and experience within Education would be an asset to the Academy Committee.</li> </ul>	
<p><b>AC/73/20-21 Agenda Item 6</b></p>	<p><b>Minutes of the AC meeting dated 31 March 2021</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>	
<p><b>AC/74/20-21 Agenda Item 7</b></p>	<p>Matters arising <i>AC/51/20-21</i> 17 March 2021</p> <ul style="list-style-type: none"> <li>▪ Preparation for Ofsted</li> <li>▪ Personal Development and how this links to the new Ofsted Framework</li> </ul> <p><b>Action:</b> Trust to upload slides onto Governor Share Point to enable governors to read and digest at their leisure. This item is complete.</p>	

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	<p><i>AC/54/20-21</i> Chair of Governor termly report – Spring 2021? <b>Action:</b> Mr Hill to provide report</p> <p><i>AC/55/20-21- 31 March 2021</i> It was agreed the Chair to send an email to the Clerk to virtually sign the minutes as a true record. The item now complete</p> <p><i>AC/37/19.20 – Personal Development</i> Mr Hill to observe a school council meeting. <b>Action:</b> Principal to schedule when government restrictions allow due to Covid-19. Mrs Witham confirmed this will now roll into next academic year.</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. To be an agenda item 12 May 2021. Mr Letton confirmed the Data was lost and could not be recovered. <b>Mr Hill expressed</b> his significant disappointment and <b>asked</b> what assurances the Trust can make to ensure this does not happen again. <b>Action:</b> Clerk to complete the AC report to Trustees.</p> <p><i>AC/57/20-21</i> Safeguarding Audit – 22 June 2021 <b>Action:</b> The Clerk to provide the Principal with data regarding the safeguarding training governors had undertaken. The item is complete.</p> <p><i>AC/57/20-21</i></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> <p>The determined admission arrangements for 2022/23 were accepted and approved by Academy Committee governors. <b>Action:</b> The Principal to inform the Local Authority of the acceptance of the policy. The item is complete</p> <p><i>AC/60/20.21</i> Local Appendix required for:</p> <ul style="list-style-type: none"> <li>▪ Accessibility Policy and Objectives – Feb 2021</li> <li>▪ Mental Health and Wellbeing Principles – Mar 2021</li> </ul> <p><b>Action:</b> Clerk to inform Marketing to upload onto Academy website. The item is complete.</p> <p><i>AC/61/20.21</i> Finance – staffing <b>Action:</b> Clerk to place on agenda for 12 May 2021</p>	<p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>JW</b></p> <p><b>Clerk</b></p>

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<b>AC/75/20-21 Agenda Item 8</b>	<b><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></b> <i>AC/45/20.21 - Complete report to Trustees</i> Update from Executive Principal/Principal re Loss of Data due to migration from Scholar Pack to SIMs The item was discussed under matters arising.	<b>JW/GL</b>
<b>AC/76/20-21 Agenda Item 9</b>	<i>AC/61/20.21</i> Finance This item was deemed to be confidential and will appear under separate confidential minutes.	<b>JW/GL</b>
	<b><i>ERM report to include</i></b>	
<b>AC/77/20-21 Agenda Item 10</b>	Safeguarding; culture & compliance There were no questions.	
<b>AC/78/20-21 Agenda Item 11</b>	Integrated Risk Management Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR  <b>Risk register</b> <b>Mr Hill stated</b> the Risk Register audit was not acceptable and the controls were not followed. <b>Mr Hill asked what</b> course of action is to be taken to address the issues identified by the Risk Audit, by whom and by when? Mrs Witham responded the Trust are reviewing their process. Helen Nicholson from Bracken Lane is the Risk Administrator, for Tuxford Primary Academy and the software was set up in one way, however, it was being processed in another relating to a training issue.  Mr Letton confirmed the issues have been raised at Executive Leadership meetings, questioning whether the Trust is assessing the school or the paperwork. Mr Letton continued risk is managed on a day to day basis in the Academy and is not always minuted at SLT meetings.  <b>GDPR</b> Mrs Witham stated since the Principal's report had been written the Academy had a GDPR breach due to a communication issue between Weduc and SIMs  <b>ERM report</b>	
<b>AC/79/20-21 Agenda Item 12</b>	<b>Review Development Plans</b> There were no questions.	
<b>AC/80/20-21 Agenda Item 13</b>	<b>PP strategy impact</b> Mrs Witham confirmed the Academy had made enquiries into the Nuffield project. However, there are no children currently in reception	

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	<p>who met the criteria. The Academy have signed up for the project as a provision for the next academic year.</p> <p>Mrs Witham stated Reading in the Academy has improved. Within KS2 some children have not progressed as much as they could have during lockdown. However, now they have returned to school the children are reading regularly. In addition, a Teaching Assistant has been trained as a wellbeing champion.</p> <p>Mrs Witham confirmed mental health is within their planning and teachers are monitoring and ensuring children know who to speak to and are encouraging open conversations.</p>	
<p><b>AC/81/20-21 Agenda Item 14</b></p>	<p><b>SEND strategy impact</b> Mrs Witham confirmed the Academy are using Bsquared, stating the software has been amazing enabling the tracking and monitoring of pupil progress. Previously, progress had been hard to measure.</p>	
<p><b>AC/82/20-21 Agenda Item 15</b></p>	<p><b>PE plan update (primary only)</b> Mrs Witham stated the PE strategy had been reviewed and is now published on the website.</p>	
<p><b>AC/83/20-21 Agenda Item 16</b></p>	<p><b>Quality of Education update</b> Mrs Witham stated the screening of in year Phonics had taken place. It identified where the problems are and the pace. Eg. Set 2 were identified as causing problems, a TA has now been deployed to work with the cohort.</p>	
<p><b>AC/84/20-21 Agenda Item 17</b></p>	<p><b>Appraisal update</b> Mrs Witham confirmed reviews have taken place and notes are within BlueSky. However, the process is changing next year. Mrs Witham has met with Jamie Tegerdine and Dave Vernon from Tuxford Academy and the new process will be much more useful moving forward. The process is centred more around coaching and feels more personable.</p> <p>Mrs Witham confirmed the focus on catch up plans remains the quality of teaching in all classes. A learning walk had taken place on 11 May. The outcome showcased the atmosphere in school is very calm and focussed, children are really engaging with learning.</p>	
<p><b>AC/85/20.21 Agenda Item 18</b></p>	<p><b>Admissions next academic year 2021/22</b> Mrs Witham confirmed the Academy are expecting 281 pupils in September 2021. <b>Mr Hill asked</b> is the Academy expecting 311 pupils by the end of next year. Mrs Witham responded it will more probably be 305.</p> <p><b>Mr Shuttleworth asked</b> if the PAN changed how long would it take to be implemented? Mr Letton responded the earliest would be 2023/24 admission arrangements.</p>	

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<b>AC/86/20.21 Agenda Item 19</b>	<b>Consulting and Changing the PAN (GL)</b> The item was discussed under AC/76/20-21 Agenda Item 9	
<b>AC/87/20.21 Agenda Item 20</b>	<b>Any Academic specific items including policy appendix ratification and any audit results.</b>  The Clerk notified ACg the following policies have been approved by Trustees on 4 May 2021 and will appear on the DA website over the next few days. <ul style="list-style-type: none"> <li>▪ Privacy Notice for Staff</li> <li>▪ Photography and Videography Policy</li> </ul>	
<b>AC/88/20.21 Agenda Item 21</b>	Link governor visits updates/reports The Clerk made a recommendation of appointing two additional link governor roles: <ul style="list-style-type: none"> <li>▪ Stakeholder Effectiveness</li> <li>▪ GDPR</li> </ul> After a discussion it was agreed Michelle Wright to take on the governor link for GDPR and the Stakeholder Effectiveness to be discussed at the next AC meeting. <b>Action:</b> Clerk to place on agenda for 7 July 2021	<b>Clerk</b>
	<b>Engagement with stakeholders, parent/carers, staff and students and the wider community</b>	
<b>AC/89/20.21 Agenda Item 21</b>	Staff, pupils, parent survey evaluations (if applicable) Mrs Witham confirmed a pupil survey on Pixl had been distributed and were awaiting the results.  <b>Mr Hill asked</b> when will the bubbles of students merge. Mrs Witham confirmed year 4/5 and 6 had started to come together. Albeit one of the TA is still on the critical list, therefore caution must be observed.	
<b>AC/90/20.21</b>	<b>Resignation of Chair of Governors</b> Mr Hill announced his decision to stand down as Chair of Governors due to personal reasons with effect from the end of the academic year. Mr Letton thanked Mr Hill for his huge contribution to the school over the years and wished him future success. <b>Action:</b> Clerk to place recruitment of Chair on agenda for 7 July 2021	<b>Clerk</b>
<b>AC/91/20.21 Agenda item 22</b>	<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>• Review and response from governors; on Academy Summary report.</li> <li>• Finance</li> <li>• Questions were asked about phonics, Y2 expected, Y6 expected and greater depth.</li> <li>• The risk register was discussed and although the report was unflattering the governors are confident that the academy does</li> </ul>	

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	<p>understand the risks and knows what steps to take to improve the use of the risk register.</p> <ul style="list-style-type: none"> <li>• PE strategy has been updated and published on the website.</li> <li>• The pan and the budget implication was discussed. Full clarity was difficult due to the scope of the committee.</li> <li>• Governors asked about the impact of Covid.</li> </ul>	
<p><b>AC/92/20.21 Agenda Item 23</b></p>	<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>• Challenge</li> <li>• Questions and answer</li> <li>• Unpicking points clarification</li> <li>• Attendance data loss re Scholar Pack – SIMs migration</li> </ul>	
<p><b>AC/93/20.21 Agenda Item 24</b></p>	<p><b>Governors considered whether anything discussed during the meeting should be deemed as confidential.</b></p> <p>Governors deemed item under AC/76/20-21 Agenda Item 9 was 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>	
<p><b>AC/94/20.21 Agenda Item 25</b></p>	<p><b>Complete report to Trustees</b> On -going from report following meeting on 3 February 2021.</p>	
<p><b>AC/95/20.21 Agenda Item 26</b></p>	<p><b>Date and time of next meeting:</b> Wednesday, 7 July 2021 at 4:30 pm</p>	
	<p>The meeting closed at 18:09</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	