

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 7 July 2021
at 4:30pm – 6:30 pm
Via Teams
(due to Covid-19)**

| Membership | Initials | Governor category | Absence |
|------------------------------|----------|--------------------------|---------|
| Mr Tim Hill (chair) | TM | Appointed Academy member | |
| Mr Colin Shuttleworth (vice) | CS | Appointed Academy member | |
| Mrs M Wright | MW | Staff Academy member | |
| Mr S Wright | SW | Appointed Academy member | A part |
| Mrs N Bulley | NB | Parent member | |
| Mrs S Jackson | SJ | Parent member | |

In attendance:

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

| Item No | Item | Action/ by who/wh en |
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| AC/96/20.21 1 | Welcome Mr Hill and Mr Shuttleworth had previously decided Mr Shuttleworth would chair the meeting. Mr Shuttleworth welcomed all to the meeting, stating Mrs Kelly would be joining to observe as she had declared an interest in becoming a community governor at the school. | |
| AC/97/20.21 2 | Completion of governance self-audit Mr Shuttleworth and Mrs Witham presented upon the governance self-audit, confirming they had previously met via Teams and pre-populated the governance self-audit as a time saving exercise, prior to governors' approval at the meeting. All governors confirmed they were content with the completed governance Self Evaluation. Action: Clerk to send to Head of Governance | Clerk |
| AC/98/20.21 3 | Apologies for absence There were no apologies received. | |

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| AC/99/20.21 4 | Declaration of interest and notification of any changes to declaration made. There were no declarations of interest made. | |
| AC/100/20.21 5 | <p>Governor Admin Membership:</p> <ul style="list-style-type: none"> ▪ Appointed vacancies Mrs Sheila Kelly had declared an interested in becoming a community governor at the school. She was invited to observe a meeting after which if she so decided would confirm her interest. ▪ CoG Mr Shuttleworth was appointed Chair of Governors with effect from 1 September 2021/22 ▪ VCoG Mrs Bulley was appointed Vice Chair of Governors with effect from 1 September 2021/22 ▪ Staff governor The Clerk had received no expression of interest from the staff to be a governor. Action: Clerk to advertise again in September 2021 ▪ Termly report – Chair Mr Shuttleworth would commence writing termly reports in his capacity as Chair with effect from September 2021. <p>Mr Shuttleworth expressed his thanks to Mr Hill, Mr Wright and Mrs Wright for their support to the Academy Committee over the previous years.</p> | Clerk |
| AC/101/20.21 6 | Minutes of the AC meeting dated 12 May 2021 The Clerk circulated the full minutes to Mr Shuttleworth. The minutes were approved retrospectively as a true record via email confirmation on 13 July 2021. | |
| AC/102/20.21 7 | <p>Matters arising: AC/54/20-21 Chair of Governor termly report – Spring 2021? Action: Mr Hill to provide report It was agreed for the new Chair and Vice Chair to address in September 2021.</p> <p>AC/37/19.20 – <i>Personal Development</i> Mr Hill to observe a school council meeting. Action: Principal to schedule when government restrictions allow due to Covid-19. Action: To be deferred until 2021/22</p> | Clerk |

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| | <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. Mr Hill expressed his significant disappointment and asked what assurances the Trust can make to ensure this does not happen again. Action: Clerk to complete the AC report to Trustees The report received from the Trustees was a little evasive. However, the Academy now hold a full academic year of data to report upon. The item is now closed.</p> <p><i>AC/88/20.21</i> Link governor visits updates/reports The Clerk made a recommendation of appointing two additional link governor roles: <ul style="list-style-type: none"> ▪ Stakeholder Effectiveness ▪ Safeguarding audit 21 July 1.30 – 2.00 ▪ Nicole Bulley to be safeguarding link governor Stakeholder Effectiveness to be discussed at the next AC meeting. Action: Clerk to place on agenda for 7 July 2021 It was agreed due to the lack of Academy Committee members link governor roles will be an agenda item on 5 October 2021. Action: Clerk, agenda item for 5 October.</p> <p>Mrs Wright raised the point regarding members being on an Admissions panel. In view of the resignation of Mr Hill and Mrs Wright it was agreed Mr Shuttleworth, Mrs Bulley and Mrs Jackson will form the panel.</p> <p>The Clerk asked for the name of the school contact who will liaise with the Admissions panel. Mrs Witham responded it had not yet been determined but may be the Office Manager. Action: Mrs Witham to confirm on 5 October 2021.</p> <p><i>AC/76/20-21</i> <i>AC/61/20.21</i> Finance – staffing compliment and proposed re-structure Action: Mr Hill to email Head of Governance - Guidance on how to discharge responsibilities to hold school leaders to account for quality of education. Mr Hill stated the response received was only a partial response with communication between the Trust, Academy and Academy Committee not being as good as it could have been.</p> | |

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| | <p>Mr Hill stated queries have been mitigated via the Trust training on 30 June 2021. Transparency has improved regarding the revised management of accounts. The introduction of Benchmarking is new Academy Committee members have not had access previously. It will be useful for the future to go back and look at the metrics to be more informed.</p> <p>Following a discussion it was agreed professional respect and communication between all parties is paramount.</p> <p>The item is now complete.</p> <p>Mrs Kelly joined the meeting at 17:03 pm</p> | |
| | <p><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></p> | |
| <p>AC/103/20.21 8</p> | <p>Report from Principal / ERM report to include</p> | |
| <p>AC/104/20.21 9</p> | <p>Safeguarding; culture & compliance</p> <p>Mrs Witham confirmed a safeguarding audit was scheduled for 20 July 2021.</p> <p>Mrs Witham confirmed RSHE Education is currently being taught in line with statutory requirements, and RC and TC have completed DSL training.</p> <p>The data from 'My concerns' were higher black this year red last year majority of flags were to do with anxiety emotional health parental concerns.</p> <p>Mr Hill stated it is a concern, governors were unable to see the visibility regarding the welfare issues. Mrs Witham confirmed the high visibility is due to the Key worker children attending school.</p> | |
| <p>AC/105/20.21 10</p> | <p>Integrated Risk Management – including Risk Register, educational risks, Health & Safety, staff & pupil well-being, GDPR</p> <p><u>Nursery Numbers</u></p> <p>Mrs Witham reported the Nursery numbers are lower than normal with capacity for in year admissions.</p> <p>Mr Hill asked when the development is due for the influx of children. Mrs Witham replied Nursery 2 commence in September and Nursery 1 in January.</p> <p>Mr Shuttleworth asked when the Tots will be closing due to the non- viability. Mrs Witham replied the last Tot will transfer into Nursery 1 at Easter 2022.</p> <p><u>Health and Safety</u></p> <p>Mrs Witham reported the fire evacuation this half term was very efficient with everyone leaving the building within 3 minutes.</p> | |

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| | <p>Both Mr Hill and Mr Shuttleworth congratulated Mrs Witham and the pupils on this achievement.</p> <p>Mrs Witham continued during the H&S meeting it was discussed there had been a higher number of incidents on the field probably due to the EYFS and KS1 children falling on the uneven ground of the field as they have less developed co-ordination. It was agreed the monitoring of incidents will continue and be reported upon at the next meeting of 5 October 2021.</p> <p><u>GDPR</u> Mrs Witham stated a Spot check had taken place on 29 June 2021 with no issues.</p> <p><u>Risk Register</u> The Clerk advised the Principal the lack of governors should be included as a high risk within the register. Action: it was agreed the Clerk to contact H Richardson, to include within the Risk Register as a high priority.</p> | Clerk |
| AC/106/20.21 11 | <p>Update on site development plans Mrs Witham confirmed she had a meeting scheduled with Mr Andrew Wilson from Estates week commencing 12 July. The focus will be looking at the possibility of starting work on the roof during the summer and autumn.</p> <p>Mr Shuttleworth asked if it was partial works. Mrs Witham replied it may not be partial possibly more significant work and The work to be undertake is the flat roof over the hall. The Solar panels need to be removed. Also confirming the library will vacate on 26 July to go mobile. The estates team have already found the monies to finance the furniture for the room</p> <p>Action: Mrs Witham to provide an update at the next meeting.</p> <p>Mr Hill asked how much revenue from the Library will be lost to school. Mrs Witham replied it is minimal approximately £400.00 per year.</p> | JW |
| AC/107/20.21 12 | <p>Assessment update Mrs Witham confirmed internal SATs testing had taken place within school and the results were very pleasing. Mr Hill stated the target for year 6 was slightly down. Mrs Witham replied the greater depth target was aspirational.</p> | |
| AC/108/20.21 | Review of AIP 2020/2021 and main objectives for AIP 2021/22 | |

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| 13 | <p><u>1. Reading was focus for first target</u> The Academy were disappointed with KS1 reading this is predominantly due to stamina. When pupils have arrived at the second page of reading in an A4 booklet they do not have the stamina to break up the paragraphs. Mrs Witham confirmed the Academy need to develop a love of reading with the children and for them to tackle longer tests.</p> <p>Mrs Witham continued KS2 reading was high. Children love a class novel. This has been reintroduced and is non -negotiable. The novel must be high quality text which is read to them and they do not analyse it. The school introduces them to authors which they would not normally choose themselves.</p> <p>Star Reader is very positive. Parents do not always understand what the report is advising them. This is a piece of work which needs addressing a small number of children are not supported at home with reading.</p> <p><u>2</u> <u>Assessment</u> The quality of data discussion the teachers are having with the senior leader for Data has been very positive.</p> <p>Mrs Witham gave a brief presentation on how Pixl is used in the Academy and how this informs Data.</p> <p>Mr Shuttleworth asked how often staff update the software. Mrs Witham replied there are 3 assessment points throughout the year. The senior leader responsible for Data carries out data discussion with the teachers and identifies the themes they need to work on which then drives their planning and targets the intervention children require. Mrs Witham confirmed Pixl is a very useful tool and is being used to its full potential. Mrs Shuttleworth asked when the software was first introduced? Mrs Witham the school had gone through a full cycle as it was introduced in December 2019.</p> <p>Mr Wright left the meeting at 17:30 due to location and lost connection.</p> <p><u>3. Develop object partners to drive improvement in teaching and learning</u> Mr Shuttleworth asked if the Academy used Kahoot to improve teaching and learning. Mrs Witham replied it is not used as the</p> | |

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| | <p>Academy do not have the technology. However, the children do undertake paper quiz with year 6 and they are very competitive</p> <p>4. <u>Development of outside areas</u> Mrs Witham confirmed the puddle area was still not under control There is now a tyre roundabout which children utilise with bikes. There is a den and children are more independent and can retrieve equipment themselves from the shed. This demonstrates peer on peer learning as they teach on another.</p> | |
| <p>AC/109/20.21 14</p> | <p>Review of SEF 2020/21 and draft SEF 2021/22 SLT are in the process of re-writing/updating the SEF but the grades for each area will remain the same. It needs to be written around the 2019 data as this was the last statutory assessment. Academy is confident with grades provided. Effectiveness 2 Quality of education 2 (not happy curriculum fully implemented) Behaviour and attitude – 1 (The reason children are so well behaved, productive and calm is they have an exciting curriculum. They know what the boundaries are have excellent teacher children relationships.) Personal development – 2 L&M – 2 Early years – 2</p> | |
| <p>AC/110/20.21 5</p> | <p>Staffing structure inc. TLR/SSR/UPS & rationale for change A discussion took place regarding the staffing structure. The staffing redeployment process was successful providing personnel with future CPD opportunities and moves closer to home. Mr Hill asked how staff morale was? Mrs Witham replied for the first 48 hours was not pleasant. However, when two members of staff had the opportunity to further digest the possible redeployment, they could only glean the positives. Mrs Witham confirmed Mrs Wright had resigned from her post as Parent Support Advisor with her successor being Julia Farrell. Mr Hill took the opportunity to thank Mrs Wright for all her hard work and diligence to school and on behalf of the Academy Committee wished her good luck for the future. Mr Hill asked the structure referred to 3 members of staff but only 2 have been redeployed. Mrs Witham confirmed the third member is leaving school to return home abroad but it is not imminent.</p> | |

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| AC/111/20.21 16 | Professional development impact 2020/21 & planning for 2021/22 Mrs Witham confirmed staff have taken up CPD by online training and the use of webinars. | |
| AC/112/20.21 17 | <p>Any Academic specific items including policy appendix ratification: Local Appendix required for:</p> <ul style="list-style-type: none"> ▪ Local appendix – Behaviour in Schools – July 2021 ▪ Educational Visit (one page) – July 2021 <p>Mrs Witham confirmed the Educational visit policy will be deferred until September 2021. Confirming there is no requirement for a single governor to be the link as the Academy Committee as a whole make the decision regarding authorising trips. Are the trips educational and or financially viable for the children. Mr Hill asked therefore category c visits can not take place unless they are presented before the Academy Committee. Mr Hill further asked are staff aware of the timeline? Mrs Witham replied yes to both questions.</p> <p>The Behaviour in school appendix was accepted. Action: Clerk to liaise with marketing to publish on the school website.</p> | Clerk |
| AC/113/20.21 18 | <p>Update on PAN – Principal Mrs Witham confirmed the Academy are looking into a change of the PAN from 45 to 30. The Admissions policy has been through consultation. The Academy is looking at reissuing the consultation papers to enable a change of PAN from 2022/23.</p> <p>Mr Hill asked who is the ultimate decision maker? Mrs Witham replied the Central education team, DfE and the Local Authority. Mr Hill further asked is there a precedent of being reduced and accept it. Mrs Witham replied ultimately the Trust will have the final decision, as we are an academy and working with Marion Clay, Primary Strategy Manager for NCC.</p> | |
| AC/114/20.21 19 | <p>Educational Trips – agreement in principle Mrs Witham asked the Academy Committee to agree in principle to taking the Year 6 children to Butlins, a letter has been sent to parents requesting interest. The cost of the trip is £220.00 for 2 nights all inclusive.</p> | |

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| | <p>Mr Hill asked what the price for the trip has recently been? Mrs Witham replied £195.00. Mr Hill further asked what provision is in place for parents who are unable to afford the trip. Mrs Witham stated the Academy had a remission fund whereby 50% is awarded. However, the trip is not scheduled until June 2022 which can provide time for savings.</p> <p>Mrs Bulley asked if the trip was educational? Mrs Witham replied the trip is very educational undertaking team building, resilience, wall climbing, tower jumping, team games mini golf which is excellent for bonding and showcasing independence.</p> <p>Mrs Wright asked how many children need to make the trip viable? Mrs Witham replied over 30 with a maximum of 40 children.</p> <p>Following a discussion Academy Committee governors agreed in principle for the trip to Butlins to proceed in June 2022</p> | |
| | <p>Overseeing the financial performance of the organisation and making sure its money is well spent</p> | ALL |
| AC/115/20.21 20 | <ul style="list-style-type: none"> ▪ Finance: ▪ Management Accounts including HR staffing report Mrs Witham gave an overview of the Key highlights. Mr Hill stated governors now have the granularity to ask further questions. ▪ Final Budget 2021/22 30 June 2021 - Diverse Academies Approach to Budget Setting 2021/22 Onwards Mrs Witham gave an overview of the above. Mrs Bulley asked if the 'other government grant' is expected or may it change? Mrs Witham replied it is connected with Pupil Premium and how it is recalculated. The Academy is losing out slightly on free school meals as the number down alongside the nursery numbers. Mr Shuttleworth asked if the forecast is for breakfast and after school club to return to pre Covid 19. Mrs Witham replied the clubs will not return to pre Covid they will be running on a basis of 40. It is much easier to manage the impact on staffing as in the past never really knew on numbers. <p>Mrs Bulley asked how has demand been? Mrs Witham replied 40 has been an ideal number where payment is made in advance instead of arrears which has helped retrieving money very quickly.</p> | |

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| AC/116/20.21 21 | <p>Link governor visits updates/reports</p> <ul style="list-style-type: none"> ▪ Appoint link governor for statutory links ▪ Safeguarding – Nicole wef September 2021 ▪ Stakeholder Effectiveness <p>It was agreed Mrs Bulley to be the Safeguarding link governor with effect from September 2021.</p> <p>Action: The Clerk to send Mrs Bulley the link to NGA/LL safeguarding training requirements for completion.</p> | Clerk |
| | Governance housekeeping for 2021/22 | |
| AC/117/20.21 22 | <p>Appoint committee chair and vice-chair for 2021/22 wef autumn term meeting.</p> <p>Item is complete</p> | |
| AC/118/20.21 23 | <p>Dates of meetings 2021/22</p> <p>Action: Clerk to distribute meeting invites for 2021/22</p> | Clerk |
| AC/119/20.21 24 | <p>Complete Annual Summary Template on the effectiveness of governance 2020/21</p> <p>Mr Shuttleworth and Mrs Witham presented upon the annual summary on the effectiveness of governance 2020/21. Confirming they had previously met via Teams and pre-populated the template as a time saving exercise, prior to governors' approval at the meeting.</p> <p>All governors confirmed they were content with the completed Annual Summary Template on the effectiveness of governance.</p> <p>Action: Clerk to send to Head of Governance</p> | Clerk |
| AC/120/20.21 25 | <p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> • Questions and challenge • Staffng structure • Safeguarding • PAN | |
| AC/121/20.21 26 | <p>Determination of Confidentiality</p> <p>There were not items of confidentiality</p> <p>Equalities Act consideration</p> <p>Equalities Act was considered</p> <p>Have decisions been made according to the 7 Nolan Principles</p> <p>Decisions were made according to the Nolan Principles</p> | Chair |

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| AC/122/20.21 27 | Complete report to trustees Nil return | ALL |
| AC/123/20.21 28 | Date and time of next meeting: Tuesday, 5 October 2021 at 4:00 pm via Microsoft Teams | Chair |
| | The meeting closed at 6:30 pm | |