

**Minutes of the Tuxford Primary Academy Committee meeting
held on Tuesday, 5 October 2021
at 4:00pm – 6:00 pm
Via Teams
(due to Covid-19)**

Membership	Initials	Governor category	Absence
Mr Colin Shuttleworth (Chair)	CS	Appointed Academy member	
Mrs N Bulley (Vice)	NB	Parent member	
Mrs S Jackson	SJ	Parent member	A
Mrs S Kelly	SK	Appointed Academy member	
2 x vacancies Appointed Academy Committee governors			

In attendance:

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

Item No	Item	Action/ by who/when
AC/01/2022	<p>The Clerk welcomed all to the meeting and invited all delegates to introduce themselves.</p> <p>The Clerk confirmed Mrs Kelly was in attendance pending formal appointment and Mr Rutherford was in attendance in an observatory capacity.</p> <p>Mrs Kelly's synopsis had previously been circulated to the committee and no objections to her appointment had been received.</p> <p>Academy Committee governors were unanimous in appointing Mrs Kelly to the role of Academy Committee governor for a period of 4 years, with effect from 5 October 2021 to 4 October 2025. Mrs Kelly accepted and was formally welcomed to the committee by the Chair of Governors.</p> <p>The Clerk confirmed she had received two expressions of interest to be Academy Committee governors from Mr Keith Rutherford and Mrs E Hewitt. Mrs Hewitt was unable to observe the meeting due to a previous commitment but intends to observe the meeting scheduled for 30 November 2021.</p>	

Item No	Item	Action/ by who/when
AC/02/2022	<p>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22</p> <p>Mr Letton delivered a presentation upon the Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22 outlining all layers of governance.</p> <p>Mr Letton emphasised it is very important all governors are aware of all the contents of the document and continued to highlight the key points and pages.</p> <p>Page 3 – Diverse Academies Trust Mission, vision and values Page 6 – Implementation of governance and the governance structure on page 7 highlighting the different levels of governance in a MAT (ie. ACs are effectively a committee of the Trust Board). Pages 8 – 10 the specific difference between Trustees and Academy Committee governors’ responsibilities. Page 21-23 Academy Committee delegated responsibilities. Page 36 – Updated Academy Committee Report to Trustees with a clearer steer on what should be incorporated into the report.</p> <p>Mr Letton confirmed Academy Committee Governors (ACg) are responsible for the completion of delegated tasks under the four key governance priorities:</p> <ul style="list-style-type: none"> ▪ Ensuring clarity of vision, ethos and strategic direction <ul style="list-style-type: none"> ○ <i>Ensure the academy is promoting the values and core goals of the Trust and these are successfully embedded</i> ○ <i>Regularly monitor the Academy Improvement Plan, the implementation of actions and progress towards achieving these, providing assurance to the Board that identified actions will be met.</i> ○ <i>Duty of compliance to promote Accountable, Effective, Ethical Governance and in accordance with the Trust’s mission, vision and values and the NOLAN principles</i> ▪ Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff <ul style="list-style-type: none"> ○ <i>Support academy leaders to drive achievement and ensure all students are receiving the quality of education that enables them to be the best they can</i> ○ <i>Ensure there is a clear and sustainable focus on enabling staff and pupils to learn and improve</i> ○ <i>Support academy leaders and give assurance to the Board that Safeguarding, Equality Act, GDPR and Health and Safety is being discharged appropriately</i> 	

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	<ul style="list-style-type: none"> ▪ Overseeing the financial performance of the organisation and making sure its money is well spent <ul style="list-style-type: none"> ○ <i>Challenge the rationale for spending within allocated budget and the intended impact and outcomes on learning</i> ○ <i>Regularly evaluate the intent, impact and value for money through the strategies for Pupil Premium, SEND, Catch-Up funding and Primary Sports funding</i> ▪ Engagement with stakeholders; parents/carers staff and students and wider community <ul style="list-style-type: none"> ○ <i>Provide the Trust Board with the views of the community and parents/carers, students and staff advising of any local issues and risks that might affect the academy/Trust.</i> <p>Mr Letton confirmed ACg should constantly refer to the above when the key areas will be set in the Academy Improvement Plan (AIP) and high risk items which will require greater attention and care from Senior Leaders and Governors.</p> <p>Mr Letton stated the Academy will have the autonomy to set their own agendas as opposed to taking the lead from the Trust.</p> <p>Mr Letton confirmed the Executive Leaders expressed a wish to remove the Nolan Principles as an agenda item. Following a discussion, it was agreed to continue to use the Nolan Principles and review in due course.</p>	
AC/03/2022	<p>Apologies for absence Apologies for absence were received and approved from Mrs S Jackson due to work commitments.</p>	
AC/04/2022	<p>Local response following central training 6 September 2021</p> <ul style="list-style-type: none"> - Safeguarding <i>How is safeguarding embedded in the Academy? including culture & compliance inc. online safety</i> <p>Mrs Bulley asked and raised her concern over the letters of assurance received by each Academy to assure workers from other establishments are Enhanced DBS checked. Stating many of the workers are lone workers. Mrs Bulley further asked how can the Academy be sure the letter workers are providing for themselves is sufficient? Mrs Witham responded she had spoken with HR who had confirmed the Trust/Academy are following the guidance provided. Mrs Bulley further stated it is not sufficient to</p>	

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	<p>state this is how we have always done it. We need to challenge the current practice to maintain optimum safe practice. Action: Mrs Witham to speak with Head of HR and update the meeting on 30 November 2021</p> <p>Mr Shuttleworth asked how online safety training is delivered in the Academy and further asked how exposed are the children to it? Mrs Witham responded the staff undertake online safety modules there are different tiers for teachers, DSL, SENDco. Mrs Witham continued the Academy use computing curriculum and PSHE curriculum to ensure children know what information they should be sharing. Mr Patrick Knight strategic lead in safeguarding, regularly sends out information for the Academy to share with children, in assemblies etc. In addition, there is a National online safety tick sheet incorporated in the school newsletter for parents to talk to their children about.</p> <p>Mrs Witham continued the Academy is introducing the children's code in terms of GDPR so they know what information they have rights over.</p> <p>Mr Letton confirmed it is age appropriate information in terms of raising awareness and reminding children 'stranger danger' is easier for people on the internet.</p> <p>Mrs Witham stated if the school receive a report something has happened in the home eg. Online bullying, scenarios are used in school as a teaching opportunity.</p> <p>Mr Letton reported Tuxford Primary had undergone an internal safeguarding audit by the Trust in July 2021. He congratulated Mrs Witham and her team as the Trust described safeguarding at the Academy as being exemplary.</p> <p>Mr Shuttleworth congratulated Mrs Witham and the team for all their dedication and relentless hard work around safeguarding and in particular during Covid -19.</p> <p>Mr Shuttleworth asked if 'my concern' was used at the Academy? Mrs Witham replied it is used in a multitude of incidents which cause concern and raise an eyebrow. It is also used to analyse where the majority of incidents are happening.</p>	JW
AC/05/2022	<p>Declaration of interest and any changes to declarations already made. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	

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	<p>Action: Clerk to liaise with marketing to publish on the school website. Item now complete</p> <p>AC/116/20.21 -It was agreed Mrs Bulley to be the Safeguarding link governor with effect from September 2021. Action: The Clerk to send Mrs Bulley the link to NGA/LL safeguarding training requirements for completion Mrs Bulley stated she had completed a check of the SCR for the Academy on 22 September 2021. The Clerk requested a copy of the visit report. Action: Mrs Bulley confirmed a copy would be supplied.</p>	NB
AC/08/2022	<p>Administration: Governor Admin Administration:</p> <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Declaration of Interest ▪ Safeguarding – KCSIE 2021 ▪ Skills Audit ▪ MS Forms Safeguarding ▪ Safeguarding modules & GDPR National College <p>The Clerk explained the rationale surrounding the required mandatory safeguarding training as listed above.</p> <p>Confirmation of safeguarding training is required by each Academy Committee governor via the completion of an MS form which had been distributed by the Clerk alongside the required training links. The Clerk explained a log of Academy Committee safeguarding training for all the Trust is kept centrally.</p> <p>The Clerk requested all training be completed as soon as possible and before 15 October 2021 to ensure compliance.</p>	
AC/09/2022	<p>Covid 19 Update Mrs Witham reported a number of cases were positive in year 5/6 classrooms. Additional mitigation has been put in place, back to bubbles, lunches separately and deep cleaning of classrooms.</p> <p>On- line lessons are provided for children who are isolating as well as in class lessons. This is having an impact upon staff workload too. Mrs Witham continued the difficulty is around the advice from the government. Some children are coming into school who are not showing symptoms but others in the family are and are having PCR tests.</p> <p>Mr Shuttleworth asked how is the wellbeing of staff? Mrs Witham replied, it had been a very tough week. For the first time</p>	

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	<p>since 2013 a supply teacher had been employed for 6 October 2021. Mr Shuttleworth further asked if anyone had been hospitalised? Mrs Witham replied no, individuals have had mild symptoms of Covid 19.</p>	
	<p><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></p>	
<p>AC/10/2022 1</p>	<p>Discuss and Review AIP and Risks for 2021/22 Mrs Witham took the meeting through the AIP for 2021/22 confirming the AIP objectives</p> <p><u>Objective 1: Oracy</u> <i>To ensure our pupils can verbally communicate confidently & effectively</i> The Principal stated more children joining the academy require speech and language therapy and extra opportunities to practice their work. Ensuring the SEND and vulnerable children can communicate their needs. Mrs Witham continued other children are able to be confident to have crooks to hook their thoughts on. The Academy have observed children are less confident which needs addressing.</p> <p><u>Objective 2: SEND</u> <i>To ensure that all children with SEND access a high quality, ambitious and appropriate curriculum offer.</i> Mrs Witham confirmed the Academy need to ensure they fully understand the barriers to learning for SEND children and are to introduce the 7Ps.</p> <p><u>Objective3: Curriculum</u> <i>To ensure that the curriculum matches the needs of the children at TPA enabling them to do more, know more, remember more.</i> Mrs Witham confirmed the new curriculum is in place, but it must be fit for purpose for the needs of the TPA children. To enable subject leaders to evaluate and improve the AIP.</p> <p>Mr Shuttleworth asked how the academy measures the success regarding the lack of confidence in the children. Mrs Witham replied through the quality of writing and end of year assessments. Confirming if children can 'say it more able to write it'. The Academy must look at the early year's communication strand, last year it was 77% its lowest ever.</p> <p>Mr Shuttleworth stated looking at the Targets for 2022. KS1 reading is 69% with a hope for 75%. Mr Shuttleworth asked does the AIP need to include a strategy to help make this figure jump. Mrs Witham responded the oracy work will impact upon the</p>	

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	<p>figure. Children tend to say before they write words. If their vocabulary, expressing themselves and their sentences improve it will impact on their reading and writing.</p> <p>Mr Letton stated the Team Improvement Plans and the communication leads are addressing specific issues regarding reading and writing. Particularly in English as they explain how development is taking place, targets are aspirational and achievable.</p> <p>Mr Rutherford asked via the Chair if the children affected due to Covid 19 are single family children or families with siblings. Mrs Witham responded she was unsure as deep analysis had not taken place. However, she would look at the data and report back to the meeting on 30 November 2021.</p> <p>Action: Mrs Witham to feed back on data</p>	JW
AC/10/2022 2	<p>Targets 2022</p> <p>Mrs Witham confirmed the Academy is confident with the targets for 2022 stating they are aspirational. The Academy is very good at identifying which children and what to put in place.</p>	
AC/10/2022 3	<p>SEND – statutory compliance, local offer, information report, annual review inc. all vulnerable groups (reports for websites)</p> <p>Action: Clerk to invite RC to meeting on 30 November to present upon SEND.</p>	Clerk
AC/10/2022 4	<p>Behaviour and attendance</p> <p>Mrs Witham confirmed attendance is slightly down at 96%. One pupil is on a reduced timetable. Generally, behaviour in school is really good.</p> <p>Mrs Bulley asked are Covid-19 related absences included in the attendance figure. Mrs Witham replied it is variable, if a child tests positive or is self-isolating as part of a family the school has to assign an x code and mitigate against it. However, some children are absent from school whilst waiting for the results of PCR testing.</p> <p>Mr Shuttleworth asked in the above situation are children still accessing home learning. Mrs Witham confirmed children were accessing home learning.</p>	

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<p>AC/10/2022 5</p>	<p>Identified academy risks inc. education, Health & Safety, staff & pupil well-being, GDPR, complaints Mrs Witham confirmed the following risks:</p> <ul style="list-style-type: none"> ○ Potential for long-term bereavement absence ○ Nursery admission numbers low ○ Cleaning inadequate ○ Large proportion of Governors new to role <p>In addition, observations are the PAN for reception may not be met. However, this may be down to a number of children who are not attending nursery due to family circumstances.</p> <p>Mrs Witham confirmed cleaning in the Academy is inadequate. The school did not receive a deep clean during the summer holidays. Predominantly down to lack of recruitment which has been a historic problem, due to the location of the school and the requirement of early mornings or early evening hours. Geographically Tuxford is not served by early morning passenger transport. Mrs Witham confirmed a cleaner is expected to commence shortly once the DBS application has been cleared.</p> <p>Mr Shuttleworth stated a shortage of cleaners is a wider issue.</p> <p>Mr Shuttleworth asked if Covid-19 had impacted on the nursery numbers as individuals circumstances have changed and they do not require child care in the same way as they previously did. Mrs Witham responded the Academy is not as flexible in the hours offered as the private nurseries. Applications are due in May 2022 and Marketing are going to publicise more actively.</p> <p>Health & Safety Mrs Witham stated the Academy is due a Health and Safety visit from Mike Bland at the LA on 1 November 2021 who will provide pointers on how to improve.</p>	
<p>AC/11/2022</p>	<p>Admissions 2023/24 local appendix approval (referral to Trustees if changes to be made & consultation proposals if required)</p> <p>The over-subscription criteria is required to have Looked After Children and Previously Looked After Children as the 1st criteria (as per the changes made to the 2021/22 & 2022/23 policies)</p> <p>Mrs Witham reported the overarching Trust policy is due for consultation in November 2021. However, the local appendix will need to be deferred until 30 November ACM due to the interest in</p>	

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	<p>reducing the PAN from 45 to 30. Mr Letton confirmed the LA have supported the reduction in PAN Action: Clerk – agenda item 30 November</p> <p>Mr Shuttleworth asked have any projections been made in terms of the growth in housing over the next few years? Mr Letton responded more often 40 dwellings bring 3 children into school. But we can not continue with the budget hoping children arrive. Mr Letton continued developers do not have to provide community facilities until housing is at 100 which is why developers stay under the threshold with 90 dwellings.</p>	Clerk
AC/12/2022	<p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</p> <ul style="list-style-type: none"> ▪ Pay & Reward – updates emailed to ACg 28/09/2021 ▪ Whistleblowing – no changes ▪ Staff grievance – no changes ▪ Debt Recovery – updates emailed to ACg 28/09/2021 ▪ Online Safety - updates emailed to ACg 28.09.2021 ▪ Exclusions – updates emailed to ACg 28.09.2021 <p>Academy Committee governors confirmed receiving links to the above policies and the changes where applicable.</p>	
AC/13/2022	<p>Link governor visit reports Link Governor roles: Include LG documents</p> <ul style="list-style-type: none"> ▪ Safeguarding – Nicole Bulley ▪ Health and Safety – Sheila Kelly ▪ SEND – Colin Shuttleworth ▪ Pupil Premium – Colin Shuttleworth ▪ Complaints (CoG in the first instance until recruitment of further members) ▪ Stakeholder effectiveness ▪ EVC <p>Following a discussion around link governor roles it was decided the above -named governors would be the appropriate link and visits be it virtual would commence at the school's earliest convenience. Action: Agenda item 30 November</p>	Clerk
	<p>Overseeing the financial performance of the organisation and making sure its money is well spent</p>	
AC/14/2022	<p>ISOT data (financial system) Mr Letton reported ISOT is a new financial system to be used in the Academy. A programme which compares all schools in the</p>	

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	<p>country. It provides benchmarking information with the use of a traffic light system. Mr Letton continued the training for the programme is yet to be delivered and a further update will be provided if available at the meeting on 30 November 2021. Action: Agenda item for 30 November 2021. Mrs Witham confirmed there were no concerns with the finance.</p>	Clerk
AC/15/2022	<p>Complete report to Trustees Report to the Trustees sent on 6 October 2021</p> <ul style="list-style-type: none"> ▪ Roof ventilation 	
AC/16/2022	<p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: There had been no confidentiality implications. There had been no Equality Act implications Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	Chair
AC/17/2022	<p>Date and time of next meeting: Tuesday, 30 November 2021 at 4:00 pm via Microsoft Teams</p>	Chair
	<p>The meeting closed at 17:30</p>	