

Item No	Item	Action/ by who/when
AC/37/2122	<p>Declaration of interest and any changes to declarations already made.</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	Chair
AC/38/2122	<p>Administration:</p> <ul style="list-style-type: none"> ▪ Skills Audit The Clerk shared the Skills Audit link with all governors for their completion 1 March 2022 ▪ MS Safeguarding form – N Bulley The Clerk confirmed Mrs Bulley had completed the MS Safeguarding form. ▪ Membership, recruitment Emily Hewitt Mrs Emily Hewitt had declared an interest in becoming an appointed Academy Committee member. Mrs Hewitt's application form had been circulated by the Clerk to all governors prior to the meeting asking for any objections to be made before the meeting on 25 January. <p>Mrs Hewitt left the meeting whilst voting took place.</p> <p>Mrs Hewitt was unanimously voted onto the committee, subject to satisfactory references for a period of four years with effect from 25 January 2022 to 24 January 2026.</p> <ul style="list-style-type: none"> ▪ The Clerk had previously circulated a link to all committee members regarding the NGA governing board guide to Ofsted inspections. Mr Letton confirmed Tuxford will undergo a section 8 Inspection from Ofsted. Mr Letton gave governors a flavour and overview on how governors are involved with Ofsted inspections. ie how the curriculum is developed, how do governors represent stake holders and how do trustees and governors work together for the benefit of all students and the community. 	Clerk
AC/39/2122	<p>Minutes of the AC meeting dated 30 November 2021</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p> <p>Action: Mr Shuttleworth to sign, scan and furnish the Clerk with a copy Approved</p>	Chair

Item No	Item	Action/ by who/when
AC/40/2122	<p>Matters arising from 30 November 2021</p> <p>AC/22/2022 - Recruitment Emily Hewitt had expressed an interest in becoming an Academy Committee governor pending observation of a meeting. Action: The Clerk to continue the endeavour to recruit new governors</p> <p>After a discussion regarding the appointment of governors. It was decided Mrs Nicole Bulley and Mrs Emily Hewitt would convert to become appointed governors with immediate effect. With Mrs Susan Jackson remaining as a parent governor.</p> <p>AC/22/2022 Skills Audit the Clerk urged all governors to complete as soon as possible as this would feed into the Governor Self Evaluation. Action: to be an agenda item for 24 January 2021 The Clerk circulated skills audit link to all governors 1 March 2022</p> <p>AC/23/2022 – Chair to sign, scan minutes of 30 November 2021 to Clerk.</p> <p>AC/116/20.21 – Safeguarding Link Governor Mrs Bulley 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. Action: Clerk to ask Mrs Bulley again for the report Action: Mr Shuttleworth to send a text reminder to Mrs Bulley Action: Following numerous reminders Mrs Bulley to complete MS form to confirm all safeguarding training has been undertaken Mrs Bulley has provided a link governor visit report for 22 September 2021. Mrs Bulley has submitted a MS form confirming safeguarding training has been completed. Item now complete.</p> <p>AC/13/2022 Link governor visit reports The Clerk urged link governors to contact Mrs Witham to schedule subject area link governor visits. The visits can be conducted virtually as opposed to face to face. Action: Mr Shuttleworth to update the meeting on 25 January 2022 Mrs Bulley confirmed she had visited the school on 22 September 2022 to look at the Single Central Record.</p>	

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	<p>Dr Kelly was due to visit the school to look at Health and Safety on 4 February 2022. Both reports will be presented at the Academy Committee meeting on 22 March 2022.</p> <p>AC/25/2022 5 NCC Safeguarding declaration LA</p> <p>Mrs Witham confirmed she and Mrs Bulley had been working on the document which is required by the LA on 20 December 2021 It was agreed Mr Shuttleworth to visit the Academy to authorise and sign the document prior to submission to the LA Action: JW to supply the Clerk with a copy of the document and confirmation once submitted to the LA for approval at the meeting on 25 January 2021 Clerk received a copy on 7 December 2021 following submission on 26 November 2021. Item now complete</p> <p>AC/26/2022 – Link Governor visit reports It was agreed Mrs S Kelly to visit school as part of her induction and furnish the Clerk with a report.</p>	
	<p><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></p>	
<p>AC/41/2022 1</p>	<p>Covid 19 Update Mrs Witham provided governors with an update on Covid 19. The impact of Covid 19 has reduced and staff morale has much improved. With Pupil catch up plans in place to fill the gaps Mr Shuttleworth stated this was very positive and asked if the school are carrying out routine tests? Mrs Witham responded the school is only testing if there is Covid in the family, symptoms or close contact has been made with positive individuals. Mrs Witham stated staff are testing biweekly. Dr Kelly asked if the school require visitors to lateral flow and wear masks? Mrs Witham replied the mandatory wearing of masks will cease on Thursday, 27 January with individuals making their own decision.</p>	
<p>2</p>	<p>Safeguarding Culture and compliance NCC & NSCP Safeguarding Children in Education: Annual Self-audit tool 2021-2022 (signed/sent to NCC 26.11.2021)</p> <p>Mrs Witham further confirmed the Annual Self Audit had been signed and submitted to the local authority on 26 November 2021.</p>	

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	<p>Mrs Bulley had carried out a check of the Single Central Record on 22 September 2021 in readiness for the AIR.</p> <p>Mrs Witham stated the school have 6 pupils who are Looked After Children (LAC). Each child has a Personal Education Plan (PEP) and the administration for each is causing significant strain on the designated teacher. Each LAC requires a PEP meeting plus termly reviews resulting in six meetings per child per year.</p> <p>Mrs Witham further stated communication with Social care is not always timely which is adding to the strain, however this is being monitored.</p> <p>Mr Shuttleworth asked if the Designated Safeguarding Lead (DSL) has a deputy? Mrs Witham confirmed the school does not have a deputy DSL.</p> <p>Mrs Bulley asked if there was a possibility of a deputy DSL in terms of succession planning? Could the school look at administration support or a family support worker? Mrs Witham replied the school is looking to train the family support worker as the deputy DSL during the summer term. Stating the biggest strain is timely from the social worker.</p>	
3	<p>AIP summary and risk update 2021/22</p> <p>Mrs Witham highlighted key areas from the AIP summary and risk update.</p> <p>Term 1 saw work on oracy, which has been renamed as speak language and communication.</p> <p>Mrs C Thornton, Chief Education Officer had been very impressed on a recent visit with the speech development of year 4 and 6 pupils.</p> <p>Mrs Bulley stated the data suggest the figures are low in speak and language and communication. Mr Shuttleworth asked if the figures reflected are due to the pandemic. Mrs Witham replied low speech development is typical due to demographics. Dr Kelly asked where typical came from. Mrs Witham replied age related often benchmark 3. Dr Kelly further asked the 16 children could be almost typical or way above typical is there any further information. Mrs Witham confirmed further information was available measured in months.</p> <p>Mrs Bulley asked below typical, what is the comparison with other schools. Mr Letton replied it is about the same confirming more children in Bassetlaw are coming into school with limited speech. So poor in some cases it does not resemble English. Previously it would have been identified at a child's two year check with sure start.</p> <p>Mrs Bulley asked how does the academy compare nationally. Mr Letton replied the majority are working within their age band. The progress they make is phenomenal when children receive the right experiences in school.</p>	

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	<p>Mrs Witham stated all the children when they reach year 6 will be judged against nursery baseline instead of SATs.</p> <p>Mrs Bulley asked below typical is this seen year on year. Mrs Witham replied when children reach year 6 reading and writing is scored high end of 70s. However, again these children are judged against nursery baseline assessment.</p> <p>Mr Letton confirmed nursery based is judged against age related expectation and year 6 against arbitrary expectation.</p>	
4	<p>Professional Development update and impact report</p> <p>Mrs Witham outlined key points on professional development.</p> <p>Mrs Jackson asked it is a lot of work how is it impacting on staff</p> <p>Mrs Witham replied disaggregated days are set with four scheduled at the end of the year. Mrs Jackson further asked are any staff members interested in National Professional Qualification for Headship (NPQH)</p> <p>Mrs Witham replied one member of staff is studying for NPQH</p> <p>Mr Shuttleworth asked about succession planning and staff accessing courses. Mrs Witham replied all staff with the exception of one have a subject leadership responsibility and receive access via their curriculum area. Mrs Witham stated a number of staff are entering their 'twilight' years and the end of their careers. Therefore, succession planning is paramount.</p> <p>Mrs Bulley asked Mrs Cottam has a number of responsibilities within the school as well as being the mental health lead, how is this impacting on her as an individual. Mrs Witham stated training is being received to enable more effective ways of working. Mrs Cottam is the lead for mental health across the school and does not take all the responsibility.</p>	
5	<p>In year admissions – all year groups</p> <p>Mr Shuttleworth asked if the academy was up to PAN? Mrs Witham confirmed year 3.4.5 and 6 are up to PAN.</p>	
	<p>Effectiveness of governance and review of self-evaluation/action plan</p>	
AC/42/2122	<p>Review of governor action plan from self-evaluation</p> <p>It was agreed Mrs Witham to schedule a meeting with Chair and Vice Chair of governors and present at the meeting on 22 March 2022.</p> <p>Action: Mrs Witham to schedule meeting.</p>	JW
AC/43/2022	<p>Link governor visit updates/reports</p>	

Item No	Item	Action/ by who/when
	<p>Mrs Witham confirmed due to government guidance and restrictions surrounding Covid-19 Dr Kelly's induction visit to the academy had been postponed.</p> <p>Action: Mrs Kelly to liaise with Mrs Witham regarding proposed new date.</p> <p>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 – Sue Jackson (sue to be conduit to organise visits) ▪ EVC 	SK
AC/44/2122	<p>Any Academy specific items including policy appendix ratification, audits and any Cat C trip approval</p> <p>The following policies were approved at the Trust Board Meeting on 8 December 2021. Governors were notified of the changes on 6 January 2022.</p> <ul style="list-style-type: none"> • Staff Induction Policy • Safeguarding and Child Protection Policy* • Health and Safety Policy Statement* • Admissions Policy <p>those with * have summary of changes provided and are attached into the files.</p> <p>The S&O committee approved the following policies at their S&O meeting on 12/01/2022:</p> <ul style="list-style-type: none"> ▪ Medical Conditions Policy ▪ Provider Access Policy ▪ Special Educational Needs and Disabilities Policy <p>Policy summary of changes have been uploaded to files, Spring Term Policy folder, see link below https://bit.ly/3fBF1AH</p>	

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AC/45/2122	<p>Cat C trip approval Mrs Witham confirmed the Butlins trip was going ahead as planned.</p>	
	<p><i>Overseeing the financial performance of the organisation and making sure its money is well spent</i></p>	
AC/46/2122	<p>December Management Accounts Forecast 1 Mr Shuttleworth asked the Academy's numbers on roll had been stable for a relative time. Were the Academy disadvantaged with the timing of the census in order to receive the funding. Mrs Witham replied it is due to the lower numbers in the nursery and staged admission as children do not receive funding until the age of 3.</p>	
AC/47/2122	<p>Revised ISOT data Mrs Witham confirmed she had received the ISOT training. Mr Letton stated compares the Academy against other schools nationally and places the academy into a quintile where spending is taking place. Similar sizes schools nationally with different characteristics. The system highlights where efficiencies can be found. Mr Shuttleworth asked why the delay in implementing the software in the academy. Mr Letton replied the wait is a result for the last reporting year to go to company house in order to obtain the data.</p>	
AC/48/2122	<p>How has the AC held senior leaders to account? challenge & question</p> <ul style="list-style-type: none"> ▪ questions and challenge ▪ link governor visits ▪ Trust Training 	
AC/49/2122	<ul style="list-style-type: none"> ▪ Determination of Confidentiality <p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved there were not items of confidentiality. There had been no Equality Act implications Attendees were content that all decisions made adhere to the seven Nolan principles/Trust MVV.</p>	

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AC/50/2122	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> ▪ Low staff morale ▪ significant administrative support re LAC 	
AC/51/2122	<p>Date and time of next meeting: Tuesday, 22 March 2022 at 4:00 pm via Microsoft Teams</p> <p>meeting closed at 17:36</p>	Chair