

**Minutes of the Tuxford Primary Academy Committee meeting
held on Tuesday, 17 January 2023
at 4:30 pm
Tuxford Primary Academy**

Membership	Initials	Governor category	Absence
Mr Colin Shuttleworth (Chair)	CS	Appointed Academy member	
Mrs N Bulley (Vice)	NB	Appointed Academy member	
Mrs S Jackson	SJ	Parent member	
Ms T Blacknell	TB	Staff Governor	
Mrs E Hewitt	EH	Appointed Academy member	A
2 x vacancies Appointed Academy Committee governors. 1 x vacancy Parent Governor			

In attendance:

Staff name	Initials	Role	
Mrs J Witham	JW	Principal	
Mr G Letton	GL	Executive Principal	
Mrs S Baines	SB	Governance Professional	

Quorum numbers	5	Governor's present	4
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Item No	Item	Action/ by who/when
AC/42/2223	Welcome The chair welcomed all to the meeting and confirmed the meeting was quorate. Mrs Bulley joined the meeting hybrid via TEAMS.	
AC/43/2223	Apologies for absence Apologies were received and accepted by governors from Mrs Hewitt due to work commitments. Mrs Blacknell joined the meeting at 16.40 due to attendance at a previous meeting.	
AC/44/2223	Declaration of interest) All governors confirmed there were no changes to declarations of interest previously made.	
AC/45/2223	Local response following central training: Governance Professional reminded committee members if they are unable to attend the Trust training, recordings of the training events will be available on Share Point for governors to view after the event. Governance professional requested governors to confirm when retrospectively watched training videos to ensure training log is up to date. <ul style="list-style-type: none"> 10 November 2022 – Data Protection Link/Governor/Trustee No representation from the LAC at the training.	

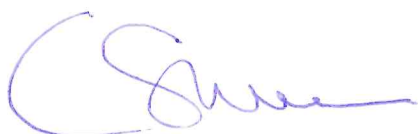
Sullivan 20/3/23

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> 30 November 2022 – Trustee & Chair/Vice Chair of Governor Conference Mrs Jackson represented the Academy at the conference. Highlighting the following key points: <ul style="list-style-type: none"> Better links between Chair of Governors were being encouraged to share best practice across the piste. Governors and senior leaders joint conference has been scheduled later in the year. 5 January 2023 – SEND- CS <ul style="list-style-type: none"> The Chair confirmed the training session was a recap of SEND provision outlining different steps and intervention. Managing parental perceptions 	
AC/46/2223	Staffing update The item was deemed confidential and will appear under separate confidential minutes.	
AC/47/2223	Recruitment and Retention governors The Governance Professional stated flyers have been produced by the Trust to promote the recruitment and retention of governors. Colleagues were asked to place in work establishments, share with friends, relatives etc.	
AC/48/2223	Link Governor visits and reports Governors had sight of the link governor reports which had previously been circulated. <ul style="list-style-type: none"> Stakeholder effectiveness link governor role. Mrs Jackson confirmed she was happy to take on the role and will liaise with the principal to schedule a link governor visit in due course. SCR safeguarding – 25.11.22 -NB Mrs Bulley carried out a check of the SCR on 25 November 2022 and highlighted key points. <ul style="list-style-type: none"> Two staff members to complete staff disqualification by association. Mrs Witham confirmed one staff member had left the Academy and the other had now completed the disqualification. At the time of the check six new starters required to read KCSIE Action: Mrs Witham to clarify and confirm at the next meeting on 14 March 2023 Two staff members to complete safeguarding training. Mrs Witham confirmed all safeguarding training had been complete. A discussion took place regarding the revisit of company assurance letters from sole traders in terms of safeguarding. 	JW

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Item No	Item	Action/ by who/when
	<p>AC/26/2223 – Annual Trip Calendar for approval – JW Enrichment calendar Mrs Witham stated all pupils had been out in the village during the Autumn term, it is interesting to observe what their interests in Tuxford are.</p> <p>The Chair asked why the Academy had moved away from offering the Butlins trip and replacing it with Mallam. Mrs Witham responded due to cost, scenery environment and the youth hostel broadens their experiences.</p> <p>To this end governors approved the trips including Cat C Item now complete.</p> <p>AC/27/2223 – NCC Self Safeguarding in Education Audit – confirmation of submission. Approved at meeting on 15 November 2022 submitted to NCC Cheryl Stollery 23 November 2022 Item now complete.</p> <p>AC/28/2223 – g Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 (on website) – JW Mrs Witham confirmed the strategy for 2022/23 is published on the academy website. Item now complete.</p> <p>Mrs Bulley asked how many forces children attended the academy. Mrs Witham responded there are 6/7. Mrs Bulley stated the academy is entitled to claim £320.00 per pupil. Mrs Bulley asked what the spend is on when parents are deployed? Mrs Witham responded monies is spent on trained staff Emotional Literacy Support Assistant (ELSA) and resource books. Mrs Witham highlighted the statement within the Pupil Premium document states how the academy support service children.</p>	
AC/51/2223	<p>Results of Pupil/Staff (inc wellbeing) parents and community views Parent and carer survey Mrs Witham confirmed a parent survey had recently been undertaken with 41 participants. Mrs Jackson asked what the comparison was against other years. Mrs Witham responded, participation was slightly down, confirming there are no issues.</p>	
AC/52/2223	<p>SEND Review July 22 Mr Shuttleworth confirmed there were no concerns. Mrs Witham stated there is work to be done to adapt the curriculum which is work in progress.</p>	



20/3/23

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AC/53/2223	Principals report to include:	
a	<p>ERM/ARM reports if available Governors were taken through the ERM previously circulated. Agreed actions and additional deployment were noted:</p> <ul style="list-style-type: none"> ▪ Picking up roles and responsibilities for attendance/EWO ▪ Review of tracking information for Y5 & 6 ▪ QA of curriculum and ensuring the curriculum is solid. ▪ GL to speak to Chair to discuss LAC membership and keep Trustees up to date. <p>Mr Letton confirmed the SATS data is looking very good, with good and better progress. The LAC noted it was:</p> <ul style="list-style-type: none"> ▪ Good to see the Academy is being proactive in putting interventions in place. ▪ Communications need to be more proactive in reaching out to parents as to what additional form of communication they would like to see. <p>There were no questions on the ERM.</p>	
b	<p>Safeguarding (template) Compliance: to inc. Single Central Record (SCR). Safer recruitment, policy Keeping Children Safe in Education (KCSIE) Most concerns being raised at the moment are either parental concerns or welfare – parents coming into school to discuss issues at home e.g. behaviour, medical issues, poor sleep and also teachers reporting accidents that have happened at home or things like missing breakfast, poor diet etc. Some of the issues are due to the current cost of living crisis. The Academy is alert and monitoring children.</p>	
c	<p>Culture: to inc child on child, sexual harassment and violence, mental health bullying and racism, online safety</p> <p>Mrs Witham confirmed staff are aware and alert in monitoring mental health issues.</p>	
d	<p>Risk Reports Mrs Witham confirmed there are no changes to the risk report:</p> <ul style="list-style-type: none"> ▪ Succession planning for staff. ▪ Old building costings ▪ Reduced number of academy committee members 	

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e	<p>Health & Safety, staff & pupil wellbeing, Data Protection, (breaches/SARs/FOIA/Police requests), complaints, claims</p> <p>Mrs Witham stated a fire practice had taken place on 5 January 2023. Faults with sensors in roof void causing issues with fire alarm. Mrs Witham confirmed Estates acknowledge the fire system is in need of replacing, stating it is on the site plan as oversensitive.</p> <p>Mrs Witham confirmed everyone evacuated the building safely.</p> <p>Mrs Witham stated the academy closed early on 21 December 2022 due to no water, due to a burst pipe in the village.</p> <p>Mrs Jackson asked what had the academy learnt from the event? Mrs Witham responded the volume of queues; steps are being taken to improve this.</p>	
f	<p>Admissions 2024/25 local appendix approval - Confirm determined admission arrangements & approval of local appendix.</p> <p>In advance of the meeting, the governors received the admissions appendix for 24/25. This was approved by the committee.</p>	
g	<p>In year admissions – all year groups</p> <ul style="list-style-type: none"> ▪ Appeal received for year 6 child. The Academy do not have capacity to meet the needs of the child. ▪ Closing date for reception applications 16 January 2023. Sixty applications received (including 1st 2nd 3rd 4th choice) <p>Mr Shuttleworth asked how many applications first choice. Mrs Witham responded the academy is unable to identify as they are ranked according to the admission policy criteria.</p>	
h	<p>Behaviour and attendance/PD update incl P/EX, FPEs, persistent absence and alternative provision in place (number of days/pupils)</p> <p>Mrs Witham confirmed pupil attendance has improved.</p> <ul style="list-style-type: none"> ▪ Attendance 93.75% – illness before Christmas, concerns about scarlet fever ▪ There have been no suspensions or exclusions. ▪ PA - 17.19% including non-statutory (47 children) 	
AC/54/2223	<p>Any academic specifics items including policy appendix ratification audits and Cat C trip review</p> <p>Governors were previously notified on 13 December 2022 the following policies had been approved by Trustees on 23 November 2022.</p> <p>The Standards and Outcomes Committee approved the following Policies:</p> <ul style="list-style-type: none"> • Anti-bullying • Behaviour • Suspension and Exclusion • Online Safety Policy 	

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Item No	Item	Action/ by who/when
	Summary of changes were identified. The Finance and Resources committee approved: <ul style="list-style-type: none"> • Level of Authority policy No summary of changes was provided.	
AC/55/2223	Early Years local appendix The Early Years local appendix had been received and circulated to governors prior to the meeting. All governors were happy to approve the appendix.	
AC/56/2223	Review of governor action plan from self-evaluation Mrs Witham and Mr Shuttleworth to address the self-evaluation plan at their meeting on Friday, 20 January 2023 and feedback to governors on 14 March 2023. Action: Agenda item	GP
AC/57/2223	How has the AC held senior leaders to account? challenge & question <ul style="list-style-type: none"> ▪ Reports • Chair/Principal 1:1 meeting • Link governor visits 	
AC/58/2223	How have the VMV of Trust/Equality been upheld Some exclusive language was challenged	
AC/59/2223	Report to Trustees Good news <ul style="list-style-type: none"> ▪ PFA have taken over the administration and running of the Food Hub ▪ PFA provided every child with a selection box at Christmas and organised a disco for each Key Stage and a whole school craft afternoon (free to all children) ▪ Parents were invited to a Nativity performance by Nursery and Reception ▪ Mrs Walster organised a Christmas Musical Extravaganza ▪ Some members of the choir participated in the DAT concert at QEA. 	
AC/60/2223	<ul style="list-style-type: none"> ▪ Determination of Confidentiality Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved there is a confidential item which will appear in a separate set of confidential minutes. There had been no Equality Act implications. Attendees were content that all decisions made adhere to the seven Nolan principles/Trust VMV.	
AC/61/2223	Dates of Trust Training and governor attendance The Governance Professional reminded governors of the forthcoming Trust training delivered via TEAMS. All training is delivered between 5:30 – 6:30 pm.	All

(Signed) 20/3/23

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> Stakeholder Engagement – 2 February 2023 Safeguarding link governor – 20 February 2023 Diversity & Quality for all – 2 March 2023 SEND – 7 March 2023 <p>The Governance Professional asked governors to liaise with one another to ensure the academy has representation at each training session, for best practice to be shared with governor colleagues and ensure challenge at a local level.</p>	
AC/62/2223	Link governor visits – planned. <ul style="list-style-type: none"> Stakeholder effectiveness – Sue Jackson Diversity & Quality for all – Emily Hewitt Action: Agenda items 14 March 2023	GP
AC/63/2223	Calendar dates & activities 2022/23 Mrs Witham previously circulated to governors the calendar dates and activities for 2022/23. Mrs Witham to update periodically.	
AC/64/2223	Date and time of next meeting: 14 March 2023 at 4:30 pm face to face The meeting closed at 18:00 hours.	
	Signed..... (chair) Date..... Print.....	

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AC/46/2223	STAFFING UPDATE Mrs Witham informed the meeting of following staffing changes: <ul style="list-style-type: none"> ▪ Mrs Machin has left the Nursery and succeeded by Mrs Howe ▪ Mrs R Cottam is due to embark on Maternity leave with effect from 15 March 2023 ▪ Principal has tendered her resignation with effect from 31 August 2023 Mr Letton updated governors with the recruitment process for the role of Principal. The Chair stated there will be a significant gap with SEND provision at the Academy following the principal's retirement and Mrs Cottam's maternity leave. Mr Letton reassured governors adequate provision will be put in place and will update all governors throughout the recruitment process.	
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CS Green 20/3/23

