

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Tuesday, 14 March 2023  
at 4:30 pm  
via MS Teams**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
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	A
Mrs E Hewitt	EH	Appointed Academy member	A
1 x vacancy Parent Governor			

**In attendance:**

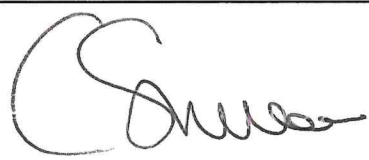
<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs J Witham	JW	Principal	
Mr G Letton	GL	Executive Principal	
Mrs A Elway	AKE	Head of Governance	
Mrs S Baines	SB	Governance Professional	A
Mr R Mason	RM	Parent observer	

<i>Quorum numbers</i>	3	<i>Governor's present</i>	3
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<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
AC/65/2223	<b>Welcome</b> The chair welcomed all to the meeting and introduced Mr Mason who had applied to become a parent governor and was observing the meeting this evening.	
AC/66/2223	<b>Apologies for absence</b> Apologies for absence were received and accepted from Mrs Hewitt and Mrs Blacknell due to work commitments and Mrs Baines due to illness.	
AC/67/2223	<b>Declaration of interest</b> There were no declarations of interest for any item on the agenda. Mrs Witham advised that her husband has been employed at the academy as a 1:1 tutor for one day a week. The website will be updated to note the interest once the Dol form had been received.	JW to complete Dol form
AC/68/2223	<b>Training</b> <b>Local response following central training:</b> <ul style="list-style-type: none"> <li>▪ Stakeholder Engagement – 2 February 2023</li> </ul> <b>Mrs Jackson confirmed</b> she had attended this training and had used the questions raised in the session when she conducted a link visit with Mrs	

*(Signature) 7/6/23<sup>24</sup>*

Item No	Item	Action/ by who/when
	<p>Witham. Throughout the training, she was reassured that the academy is focusing on, and taking positive steps in all stakeholder's communication.</p> <ul style="list-style-type: none"> <li>▪ Safeguarding link governor – 20 February 2023</li> </ul> <p>Mrs Bulley had been unable to attend this training but will watch the recording and discuss any points with Mrs Witham in her next visit.</p> <ul style="list-style-type: none"> <li>▪ Diversity &amp; Quality for all – 2 March 2023</li> </ul> <p>Mr Letton and Mrs Witham had attended this training. Mr Letton asked all governors to view the recording as it reenforced that whilst the wider community may not be culturally diverse, the academy can demonstrate and evidence that it promotes diversity.</p> <ul style="list-style-type: none"> <li>▪ SEND link governor – 7 March 2023</li> </ul> <p><b>Mr Shuttleworth confirmed</b> he had watched the recording. The attendees had discussed emerging developments from the SEND Green Paper which includes the DfE preference for SEND pupils to attend mainstream schools due to the demand and expense of special schools and the proposed move to standardised Education Health Care Plans (EHCP) across the country. A priority for the Trust is ensuring staff have the skills to be able to write bids to be successful in securing Additional Family Needs (AFN) funding.</p> <p>Recordings of the <u>training events</u> are available on Share Point for governors to view after the event. Governors to confirm when retrospectively watched training videos to ensure training log is up to date.</p>	<p>NB</p> <p>All govs</p>
<p><b>AC/69/2223</b></p>	<p><b>Governor link visit reports:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Stakeholder effectiveness</b> – Sue Jackson – report previously received</li> </ul> <p>As referred to above, <b>Mrs Jackson advised</b> she had met with Mrs Witham to discuss stakeholder engagement and communication and had stayed at the academy for a parent's evening being held after the meeting where she had spoken to several parents who were complimentary about the communications from the academy and advised information received via WeDuc was useful. This was contrary to previous feedback received. Hard to reach families are known by the academy and staff make efforts to engage with these families to ensure the academy remains approachable.</p> <p>Governors agreed that their visibility at academy events was important to raise the profile of governance.</p> <ul style="list-style-type: none"> <li>▪ <b>Diversity &amp; Quality for all</b> – Emily Hewitt</li> </ul> <p>Mrs Hewitt had not conducted the above visit. This is deferred to the next meeting.</p>	<p>EH by 16.05.23</p>


25  
7/6/23



Item No	Item	Action/ by who/when
AC/70/2223	<p><b>Local training established from governance self-evaluation and focus on priority aspect of school improvement.</b></p> <p><b>Review of governor action plan from self-evaluation</b></p> <p>Mr Shuttleworth and Mrs Witham had reviewed and update the governor action plan that had previously been received. It was noted that engagement at Trust training is better since reminders have been added to agendas. Areas for progressing by governors are visibility at academy events and highlighting who the governors are at parents' evenings and regular contributions to newsletters.</p> <p><b>Mr Shuttleworth advised</b> he had attended an assembly and had presented the governors award. He will write a spring term update for the newsletter.</p>	CS by 01.04.23
AC/71/2223	<p><b>Minutes of the last meeting 17 January 2023</b></p> <p>The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record. The minutes to be signed in the academy and scanned to the governance professional as a true record.</p>	Chair
AC/72/2223	<p><b>Matters arising:</b></p> <p><b>AC/48/2223 - Link Governor visits and reports</b></p> <p>SCR Safeguarding – 25.11.22</p> <ul style="list-style-type: none"> <li>▪ JW to confirm all staff have read KCSIE 22 (6 starters) Mrs Witham confirmed that all staff who started at the academy in the autumn term had signed to confirm they had read Keeping Children Safe in Education (KCSIE). One member of staff who started 06.03.22 is to do by the end of this week.</li> <li>▪ JW to clarify Trust stance on sole trader company assurance letters. Mrs Witham had received assurance from HR that sole traders provide the trust with their DBS number before being allowed into an academy.</li> <li>▪ GL to update on recruitment and SEND provision at the academy Mr Letton advised that Mrs Witham is the SENDCO whilst Mrs Cottam is on maternity leave with support from the trust SEND strategic lead one day per week and from the SEND lead for the southern primary cluster.</li> </ul> <p>A replacement for Mrs Witham upon her retirement is progressing. An experienced principal is likely to be appointed from another academy within the</p>	JW by 17.03.23


26  
7/6/23

Item No	Item	Action/ by who/when
	<p>trust and as soon as this has been finalised Mr Letton will advise governors. He assured governors that the success and upward trajectory of the academy is paramount in any decision made.</p> <p><b>AC/24/2223 – Skills Audit data</b></p> <p>Forms to be recirculated following this meeting.</p> <p><b>AC/56/2223 Review of governor action plan from self-evaluation</b></p> <p>Discussed under AC/70/2223 above.</p>	Gov prof after meeting
<b>AC/73/2223</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ <b>Parent governor vacancy update</b></li> </ul> <p>There had not been any applications via the parent elections held in the Autumn term. Mr Mason had applied via the academy website and had previously met with Mr Shuttleworth and Mrs Witham. If appointed by governors after this meeting he will be an 'appointed parent governor'.</p>	
<b>AC/74/2223</b>	<p><b>Principals report to include:</b></p>	
<b>a</b>	<p><b>Education Review Meeting (ERM)/Academy Review Meeting (ARM) reports if available</b></p> <p>There had not been an ERM/ARM due to an AIR having taken place</p>	
<b>b</b>	<p><b>Outcomes of Academy Improvement Report (AIR)</b></p> <p>The report had previously been received. Mrs Witham highlighted key points:</p> <ul style="list-style-type: none"> <li>▪ The academy has moved a very long way since the last AIR in May 2022. The curriculum has significantly improved and subject leaders are taking responsibility for their areas</li> <li>▪ Adaptation of the curriculum to support SEND students was highlighted as some of the best practice across the trust</li> </ul> <p>Areas for development:</p> <ul style="list-style-type: none"> <li>▪ Personal development (developing British values, employability), PSHE (personal, social, health and economic) – developing a well-rounded person and RSE (relationships and sex education) is in place, but it could be enhanced and identified actions to develop characteristics such as resilience will be in place by September.</li> </ul> <p><b>Mr Shuttleworth suggested</b> that this could be hard to measure and assess if strategies are working. Mr Letton advised that Ofsted are clear that rewards may not be seen until pupils are adults.</p> <ul style="list-style-type: none"> <li>▪ Vocabulary development is an area of focus for the trust as well as the academy</li> </ul> <p><b>Mrs Jackson noted</b> that the report suggested it was difficult to build relationships between teachers and parents at the start of the school day,</p>	


 27  
7/6/23



Item No	Item	Action/ by who/when
	however parents she spoke to at parents evening did not raise any concerns and welcomed the increased communication via WeDuc.	
c	<p><b>Safeguarding (template previously received)</b></p> <p><b>Compliance:</b> to inc. Single Central Record (SCR). Safer recruitment, policy Keeping Children Safe in Education (KCSIE)</p> <p>Mrs Witham updated governors and advised that there are now no children at the academy with child protection or children in need plans, although the academy remains vigilant in working with some families. There has also been a recent reduction in the number of Looked After Children (LAC) due to house moves. This is disappointing as school is often the one constant in these children's lives.</p> <p><b>Contextual:</b> Mrs Witham advised governors of concerns raised by some parents about their children and <b>following questioning</b> she advised that school can raise these issues through Early Help, although services are very stretched and it is hard to access support due to understaffing and recruitment vacancies.</p>	
d	<p><b>Culture:</b> to include child on child, sexual harassment and violence, mental health bullying and racism, online safety</p> <p>The culture of safeguarding was recognised as being good in the AIR. Records are well kept and concerns are dealt with and actioned accordingly.</p>	
E	<p><b>Health &amp; Safety, staff &amp; pupil well-being. Data Protection (breaches/SARs/FOIA/Police requests) complaints, claims, audits &amp; any CAT C trip review</b></p> <p>1 Subject Access Request (SAR) is being dealt with following a complaint which was fully investigated and is now closed.</p>	
f	<p><b>Policies</b></p> <p>The Trust Standards and Outcomes Committee approved the following policies:</p> <ul style="list-style-type: none"> <li>• Supporting Students with medical conditions – no appendix required</li> <li>• Provider Access – no appendix needed for primary schools</li> <li>• Early Years Foundation Stage Policy and academy appendix that had been approved at the academy committee meeting on 17.01.23</li> </ul> <p>The Audit &amp; Risk Committee approved the following policies at their meeting on 01 March 2023:</p>	


28  
7/6/23

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> <li>• Risk policy (no local appendix)</li> <li>• Equality Diversity and Inclusion (no local appendix)</li> </ul> <p>The above trust policies can be found on the website <a href="https://www.diverseacademies.org.uk/about-us/policies/">https://www.diverseacademies.org.uk/about-us/policies/</a></p> <p><b>For information</b> Governors had previously received copies of the Prevent self-assessment and Equality and Diversity statements and goals that are on the academy website.</p>	
g	<p><b>Autumn Term evaluation of AIP</b> Information had previously been received within the Principal's report. Mrs Witham highlighted:</p> <p>Objective 1:</p> <ul style="list-style-type: none"> <li>• A key focus for the academy is the attainment and progress of the lowest 20% identified groups and barriers to achieving targets. The 20% figure is based upon children not meeting their milestones at the last statutory assessment in Early Years, Phonics and KS1 SATs. Governors were advised that whilst attainment and progress in reading, writing and maths are the statutory measures, these children often thrive in other areas. Each year group has a mix of larger and smaller groups to enable interventions to be put in place for those that need it. <b>Mr Shuttleworth advised</b> he had seen small group working in a recent learning walk. Some of these children also have SEND.</li> </ul> <p>Objective 2:</p> <ul style="list-style-type: none"> <li>• Has come a long way. Staff are taking responsibility for their subject area. The coffee and curriculum meetings have been beneficial to have a clearer understanding of the intent of each subject which is helping to improve teaching. <b>Mr Shuttleworth asked</b> if there are any areas that still need improving. He was advised that the trust CPD had addressed some weaker areas as the same themes were relevant for all our primaries. This year has focussed on RE, art, computing and geography. Next year will be music.</li> <li>• Staff have been working with subject specialists in maths, English, geography and history from Tuxford Academy, This has been beneficial to all as staff have looked at the curriculum from 3-18.</li> </ul> <p>Objective 3:</p> <ul style="list-style-type: none"> <li>• Early readers and KS2 pupils have made good progress, and this was recognised in the AIR. Refresher training had been given in Read Write Inc. and work is ongoing with EY staff.</li> </ul>	


 29  
7/6/23



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	<p>Objective 4:</p> <ul style="list-style-type: none"> <li>Attendance has improved but there is still a core group of families whose children are persistent absentees; most of whom are also PP children. Conversations are ongoing with each family and presenting parents with statistics about absences has been powerful.</li> </ul> <p><b>In response to a question</b>, Mr Shuttleworth was advised that the school is open on the strike days on Wednesday and Thursday this week and he congratulated staff for remaining open when other local schools were closed last week due to the snow.</p> <p>Mr Letton advised that quality literature for KS2 children is needed and he is looking into allocating a large amount of money to improve book stock. A discussion took place regarding books already received via grants and sponsorship and additional possible routes to funding were advised.</p>	
h	<p><b>Progress against targeted outcomes</b></p> <p>The staff are pleased with where the children are. A 1:1 tutor is working with 12 YR6 and 24 YR2 children in 2 groups for English and maths. Phonics outcomes are positive and Early Years is on track.</p>	
i	<p><b>Pupil number projections</b></p> <p>The reduced PAN from 45 to 30 starts in September for Reception children. Nursery numbers are down nationally but marketing are looking at promoting the provision via social media.</p>	
AC/75/2223	<p><b>Leadership and Governance Conference</b></p> <p>Wednesday, 5 July 2023</p> <p>Governors were asked to email <a href="mailto:aelway@diverse-ac.org.uk">aelway@diverse-ac.org.uk</a> if they had any suggestions regarding content of the day that they would like to see.</p>	
AC/76/2223	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>Mrs Witham advised she had agreed to a request from a parent that their nursery aged child could have a deferred start into Reception in September 2024 rather than in 2023 and follow through school with that cohort.</li> <li>Due to the Kings Coronation, the SAT results will not be released until 11 July.</li> </ul>	

30  
 7/6/23

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	<ul style="list-style-type: none"> <li>• The Town Council has asked the academy to consider using the filed for staff to park their cars. This is not possible as it is a fire exit and the DfE won't allow schools to use green space. It was also agreed that if the Council has an issue with parking in the village, they should be contacting Notts CC Highways Department.</li> <li>• Mrs Bulley will arrange a date with Mrs Witham to visit the school. This was originally to do a check of the Single Central Record, but this is no longer a requirement for governors to undertake.</li> </ul>	
AC/77/2223	<p><b>How has the AC held senior leaders to account? challenge &amp; question</b></p> <ul style="list-style-type: none"> <li>• Challenge in the AIR and Principal's report</li> <li>• Link governor visits</li> </ul>	
AC/78/2223	<p><b>How have the VMV of Trust/Equality been upheld</b> Visit on stakeholder effectiveness and communication.</p>	
AC/78/2223	<p><b>Report to Trustees</b> <b>Good news</b></p> <ul style="list-style-type: none"> <li>▪ AIR – we have moved a long way in a short time. It recognised the hard work since the last AIR and our inclusive culture was deemed to show some of the best practice across the MAT.</li> <li>▪ Subject leader meetings with staff at Tuxford Academy have had positive outcomes on the curriculum for teachers from both academies</li> <li>▪ All Y3/4 have visited the Harley Gallery</li> <li>▪ Amelia Stringer (Y2) has been awarded a Bassetlaw Achievers' Awards after being nominated by Mrs Spittlehouse.</li> <li>▪ Curriculum immersion work has started with secondary colleagues from TA in RE and Geography. This was also highlighted in the AIR as good practice.</li> <li>▪ In Art, the CDT recognised the strength of our development of the use of sketchbooks</li> </ul>	
AC/80/2223	<p><b>Determination of Confidentiality</b> Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved that there were no confidential items discussed at the meeting.</p> <p>There had been no Equality Act implications.</p> <p>Attendees were content that all decisions made adhere to the seven Nolan Principles and the Trust VMV.</p>	

  
 31  
 7/6/23



Item No	Item	Action/ by who/when
AC/81/2223	<p><b>Dates of Trust Training and governor attendance</b> Governors were reminded of the forthcoming Trust training delivered via TEAMS. All training is delivered between 5:30 – 6:30 pm.</p> <ul style="list-style-type: none"> <li>▪ 25.04.23 – Quality Assurance - all phases</li> <li>▪ 02.05.23 – Basic Mental Health</li> <li>▪ 10.05.23 – Careers link governor meeting (secondary schools)</li> </ul> <p>It was suggested that governors liaise with one another to ensure the academy has representation at each training session to enable best practice to be shared with governor colleagues and ensure challenge at a local level.</p>	All
AC/82/2223	<p><b>Date and time of next meeting:</b></p> <p>Tuesday 16 May 2023 at 4:30 pm face to face</p> <p>The meeting closed at 6.55pm.</p>	
	<p>Signed..... (chair) Date.....</p> <p>Print.....</p>	

*[Handwritten Signature]*  
7/6/23

