

**Minutes of the Tuxford Primary Academy Committee meeting
held on Monday, 17 July 2023
at 12:00 noon
Tuxford Primary Academy**

| Membership | Initials | Governor category | Absence |
|-------------------------------|-----------------|----------------------------|----------------|
| Mr Colin Shuttleworth (Chair) | CS | Appointed Academy Governor | |
| Mrs N Bulley (Vice) | NB | Appointed Academy Governor | |
| Mrs S Jackson | SJ | Parent Governor | |
| Ms T Blacknell | TB | Staff Governor | |
| Mrs E Hewitt | EH | Appointed Academy Governor | A |
| Mr R Mason | RM | Appointed Parent Governor | |

In attendance:

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

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| <i>Quorum numbers</i> | 3 | <i>Governor's present</i> | 4 |
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| Item No | Item | Action/ by who/when |
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| AC/99/2223 | Welcome The chair welcomed all to the meeting | |
| AC/100/2223 | Parent Governor Election Ms Brown had maintained an interest in the post of appointed governor. Ms Brown will be invited to the meeting on 26 September 2023, where she will be appointed pending satisfactory recruitment checks. Action: GP to invite Ms Brown | GP 26.09.23 |
| AC/101/2223 | Apologies for absence Apologies for absence were received and accepted from Mr G Letton due to an urgent work commitment and Mrs E Hewitt due to work commitments. | |
| AC/102/2223 | Declaration of interest There were no declarations of interest for any item on the agenda. Governors confirmed that they did not have any new or changed declarations to those given at the beginning of the academic year. | |
| AC/103/2223 | Training - Local response following central training; Local response following central training: <ul style="list-style-type: none"> ▪ Career Link governor meeting – 10.05.2023 No attendees ▪ Safeguarding Link governor meeting – 05.06.2023 No attendees ▪ KCSIE – 26.06.2023 – SJ | |

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| | <p>Filtering and monitoring were a key element of the training. The principal is confident filtering and monitoring with the support of IT is well managed and compliant in the academy.</p> <p>A governor asked do children have access to IT in the wrap around care. The principal confirmed children do not have access to IT in the wrap around care.</p> <ul style="list-style-type: none"> • Leadership/Governance Conference 05.07.2023 – SJ/RM Governors confirmed the conference was very useful and would like to reflect on some areas in September. There were 2 key speakers who presented upon, CPD and recognition particularly for non-teaching staff. <p>Mr R Mason joined the meeting at 12:20 pm giving his apologies for late arrival due to personal circumstances.</p> <p>Recordings of all training events 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> | |
| AC/104/2223 | <p>Governor link visit reports:</p> <p><i>068/22/23: E Hewitt</i></p> <p>Mrs Hewitt conducted an equity and diversity visit at the Academy on 24 May 2023. Governors had sight of the report previously circulated. It was felt the experience the children receive is quite different from other geographical points as Tuxford is quite isolated.</p> <p>It was noted children with English as a second language make good progress quickly at the Academy.</p> <p>Mrs Hewitt was under the impression Weduc did not support students with English as a second language. However, the principal confirmed it does, parents can request for items to be translated.</p> <p>The principal stated gender curiosity is appearing in the academy and the school is supporting parents to address this.</p> <p>A discussion took place regarding geographics and choice of social clubs and activities available to children. Not that the social economics are different, but the access is limited due to the rural element of Tuxford</p> <p><i>AC/91/2223 safeguarding report, scenario planning/evacuation – NB</i></p> | |

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| | <p>Mrs Bulley gave an overview of her recent safeguarding visit to the Academy.</p> <ul style="list-style-type: none"> • The recent prevent audit was discussed with the leadership being RAG rated amber. • Online safety training link was circulated to parents via a link on Weduc. • Evacuation, should drills be conducted periodically? The principal replied the academy are waiting for the actions from the business continuity plan to be finalised by the Trust which will reference to evacuation. <p>The principal stated scenario planning drills could be invoked alongside hold and secure. In addition, the academy has snick locks, thumb locks on all doors, meaning individual buildings can be locked down.</p> <p>Action: Principal to bring actions from BCP to next meeting if available.</p> | <p>TB 26.09.23</p> |
| AC/105/2223 | <p>Local training established from governance self-evaluation and focus on priority aspect of school improvement.</p> <p>Governors approved in principle the rag rating for the governance self-evaluation for 2022/23. The chair and principal to meet to prepare an action plan for 2023/24 and bring to the meeting on 26 September 2023.</p> <p>Action: Chair to meet with Principal</p> | <p>TB/CS 26.09.23</p> |
| AC/106/2223 | <p>Minutes of the last Academy Committee meeting on 24 May 2023</p> <p>The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record.</p> <p>The minutes are to be signed in the academy and scanned to the governance professional as a true record.</p> | |
| AC/107/2223 | <p>Matters arising: Matters arising:</p> <p><i>AC/83/2223 Staff governor election – TB/SB Staff governor elections to be invoked Autumn Term 2023 068/22/23: E Hewitt to complete Equality visit Item complete see AC/104/2223 068/22/23: English as a second language, posters/communication – JW</i></p> <p>The principal confirmed posters and communication had been carried out via Weduc</p> <p><i>072/22/23: Completion of Skills Audit -All</i></p> <p>To be analysed at the meeting on 26 September 2023</p> <p><i>AC/90/2223 update on air quality/traffic pollution</i></p> | <p>GP</p> <p>All</p> |

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| | <p>The principal confirmed the Academy had received a monitor and training on quality/traffic air pollution. The device is required to be situated 1.5 metres from the road. Mrs Blacknell stated the academy intend to use it in different ways during the first half term in September to October. Mrs Blacknell confirmed there is a benchmark indicator situated on the device.</p> <p><i>AC/90/2223 update on audit emergency plan – JW</i> Item covered above in AC/104/2223 AC/91/2223 safeguarding report, scenario planning/evacuation – NB Item covered above in AC/104/2223</p> | |
| AC/108/2223 | <p>Principals report Mrs Witham's report had previously been received and circulated to all governors.</p> | |
| a | <p>SATs results</p> <p>The principal delivered a presentation and outlined key points:</p> <ul style="list-style-type: none"> Quality of education update Early years 78% have achieved a Good Level of Development (GLD). The principal explained that defined as reaching the expected level in the prime areas of learning (along with specific aspects of mathematics and literacy). <p>A governor asked if it is measured by observation. The principal confirmed a list of statements is judged against. The principal also explained that there is also a baseline assessment which occurs within the first 6 weeks of Reception which going forward will be a progress measure from a reception baseline to end of Key Stage 2.</p> <p>The principal confirmed phonics in year 1 was 82% as opposed to 21/22 figure of 63%. The results are due to consistent delivery and systematic hard work by all. With an emphasis on the investment of time in reading and writing.</p> <p>KS1 results were lower than targeted, however with the extra staffing capacity for 2023/24 strategies will be put into place.</p> <p>KS2 results were very good.</p> <p>The chair stated the results were of a good standard despite the mitigating circumstances around Covid 19.</p> | |
| b | ERM/ARM reports if available | |

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| | <p>The Chair congratulated the academy team for the hard work reflected in the end of KS2, phonics and EYFS statutory data. Well done!</p> | |
| c | <p>Safeguarding including LAC Checklist Compliance The Chair asked if there were any gaps in employment for staff recruited at the academy. The principal confirmed there were no gaps in employment for staff at Tuxford Primary Academy.</p> <p>The principal drew governors' attention to the Food Hub which continues to be very popular.</p> <p>The principal confirmed Mrs Blacknell will be responsible for mental health when she takes up the post of principal in September 2023. In addition, the Trust will be supporting the assistant SENDco in September until the return in the new year of the substantive SENDco.</p> <p>A governor asked if staff knew how to report low level concerns. The principal confirmed staff are aware how to make referrals and they will receive a refresher in September 2023.</p> | |
| d | <p>H&S, staff and pupil wellbeing, Data Protection (including reaches/SARs/FOIA /Police requests), complaints, claims (no's/overview), Persistent Absenteeism, data overview The principal confirmed the fire alarm rang week commencing 10 July 2023 due to the nursery children exploring the pushing of buttons. No other issues were reported.</p> | |
| e | <p>Behaviour and Attendance update</p> <p>Overall, 94.31% attendance</p> <p>The principal to look at lost days of learning from the beginning of the next academic year.</p> <p>A governor reported they had received several reports from parents who were disappointed with the category of absences used. Several children had been assigned to an unacceptable category for absence due to a broken limb, which they did not feel was fair nor justified. Parents have taken offence to the terminology.</p> <p>The Chair responded the language is that of the DfE and not the Trust. However, this must be communicated to parents.</p> | |

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| | <p>Action: Principal to communicate to parents</p> <p>Behaviour</p> <p>Comparable with last year except for the summer term. Many children had been issued with red cards for football and rough play incidents.</p> <p>Mrs Blacknell stated she will work with MDS, to put in place young leader led activities so children are more engaged during lunch times.</p> <p>A governor asked how the process of the red cards escalates. The principal stated once a child has received 3 red cards in a term, it triggers a discussion with parents. If the child continues to receive red cards for the same/similar incidents the child is put on a behaviour plan to ensure monitoring takes place. The principal stated it also entails educating the cohort too.</p> | JW/TB |
| f | <p>Schools premium plan update, impact and evaluation</p> <ul style="list-style-type: none"> • Bronze award for school games • School enrichment with lacrosse and fencing • Football and dance classes | |
| g | <p>AIP update - PP and SEND update.</p> <ul style="list-style-type: none"> • Teachers are clearer at using assessment to identify gaps. • Additional teaching capacity available to ensure responsive continues. | |
| h | <ul style="list-style-type: none"> • Admissions • Professional development impact 2022/23 & planning for 2023/24 • Leadership development has come a long way. • Sharing best practice, coffee and curriculum has been excellent which was recognised in the AIR. | |
| I | <p>Staffing structure/ updates 2023/24</p> <ul style="list-style-type: none"> • The principal provided governors with a staffing update for 2023/24 • Two teachers will support across the piste (1.8 fte) in total. | |
| AC/109/2223 | <p>Academy specific items:</p> <p>Any academic specific items including policy appendix ratification audits and Cat C trip review.</p> <ul style="list-style-type: none"> • BCP – Business Continuity Planning Shared with actions from the review awaiting Trust response on how to progress moving forward. <p>Tracy Blacknell informed governors of a planned Category C visit for Year 6 in May 2024 which CET have approved planning to go ahead on. Governors agreed the visit.</p> | |

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| | <ul style="list-style-type: none"> Prevent review. Presented and discussed at the May meeting. | |
| AC/110/2223 | <p>Governance housekeeping 2023/24</p> <p>Appointment of Chair 2023/24 A nomination was received and circulated to governors prior to the meeting from Mr Colin Shuttleworth who expressed a wish to continue as Chair for 2023/24 Mr Shuttleworth left the meeting at 13.30 and returned at 13.35 Mrs Jackson proposed Mr Shuttleworth and Mr Mason second. Mr Shuttleworth was unanimously elected to continue in the role of Chair for a further year.</p> <p>Appointment of Vice Chair 2023/24 Mrs Bulley had decided not to re-stand for the post of Vice Chair due to work commitments. A nomination was received and circulated to governors prior to the meeting from Mrs Jackson who expressed a wish to be Vice Chair. Mrs Jackson left the meeting at 13.40 and returned at 13.45. Mr Shuttleworth proposed and Mr Mason second. Mrs Jackson was unanimously elected as Vice Chair for the academic year 2023/24</p> <p>Action: Clerk to notify Head of Governance and Trustees of appointment Item now complete.</p> <ul style="list-style-type: none"> Staff governor update Action: To be readvertised Autumn term 2023 Dates for ACM meetings 2023/24 Previously been circulated. | |
| AC/111/2223 | <p>Complete annual summary template on the effectiveness of governance 2022/23</p> <p>Skills audit outcome to be analysed at the meeting on 26 September 2023.</p> | All |
| AC/112/2223 | <p>How has the AC held senior leaders to account? challenge & question</p> <ul style="list-style-type: none"> Questioning on attendance and categories used. Gaps Questions on Principal report | |
| AC/113/2223 | <p>How have the VMV of Trust/Equality been upheld Link governor visits on equality, diversity and inclusion and safeguarding.</p> | |
| AC/114/2223 | <p>Report to Trustees Congratulations on the academy team for hard work reflected in end of KS2, phonics and EYFS statutory data. Well done!</p> | |

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| | Natalie Ashton-March to be recognised for her good work on phonics. PFA summer fayre good amount of money raised. | |
| AC/115/2223 | Determination of Confidentiality 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. | |
| AC/116/2223 | Dates of Trust Training and governor attendance 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. | |
| | The Chair presented Mrs Witham with an arrangement of flowers and a card from the governors of the academy. Mrs Witham was thanked for all her hard work and support to both the children and staff of the academy over the last 17 years which is a real accolade. | |
| AC/117/2223 | Date and time of next meeting: 26 September 2023 at 4:30 pm The meeting closed at 14:00 hours | |
| | Signed..... (chair) Date..... Print..... | |