

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday 24 May 2023
at 4:00 pm
via MS Teams**

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	
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 A Elway	AKE	Head of Governance	
Mrs S Baines	SB	Governance Professional	A
Ms B Brown	BB	Observer	

<i>Quorum numbers</i>	3	<i>Governor's present</i>	5
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Item No	Item	Action/ by who/when
AC/83/2223	<p>Welcome</p> <p>The chair welcomed all to the meeting and introductions were made to and by Ms Brown who had applied to become a governor and was observing the meeting this evening.</p> <p>Mr Shuttleworth extended his congratulations on behalf of governors to Ms Blacknell on her appointment as Principal at the academy from September.</p> <p>It was noted that when Ms Blacknell starts in her new role, a staff election to replace her as a governor will need to take place.</p>	TB/SB
AC/84/2223	<p>Parent Governor Election</p> <p>- Mr R Mason – elected parent governor, retrospective approval</p> <p>Mr Mason's appointment as an appointed parent governor had been approved by email after the last meeting. He was welcomed to the academy committee.</p>	
AC/85/2223	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Mr Letton due to other work commitments and Mrs Baines due to illness.</p>	
AC/86/2223	<p>Declaration of interest</p> <p>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.</p>	

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AC/87/2223	<p>Training - Local response following central training;</p> <ul style="list-style-type: none"> • Mental Health Awareness (10/05) <p>The central training had unfortunately been cancelled due to staff absence.</p> <p>Governor/Trustee Conference</p> <ul style="list-style-type: none"> • Mr Shuttleworth advised that he had previously met with a trustee to discuss local governance. He had been unable to attend the feedback meeting that was held on 23 May 2023 but would be receiving a copy of the presentation • Following notification at the last meeting, Mrs Elway advised governors of the forthcoming Leadership and Governance Conference being held at Brackenhurst College in Southwell on Wednesday 5 July. The theme is 'belonging' and she encouraged all governors to attend and to let her know if they can by 9 June. aelway@diverse-ac.org.uk <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>	ALL
AC/88/2223	<p>Minutes of the last Academy Committee meeting on 14th March 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>	chair
AC/89/2223	<p>Matters arising:</p> <p><i>067/22/23: J Witham to complete DOI</i> Mrs Witham confirmed that this has been done and the updates have been made to the information on the academy website</p> <p><i>068/22/23: N Bulley to review Safeguarding Link Training Session</i> Mrs Bulley advised that she had attended the last training. The next link governor training is being held on 5th July.</p> <p><i>068/22/23: All Governors to review Equality, Diversity and Inclusion Training Session by the Trust available in governor share point</i> Mr Shuttleworth confirmed he had watched the recording and recommended that all governors do the same. The recording and presentation can be found here https://dalp.sharepoint.com/:f/g/governors/Ek0aBfhttfFPn_vfFETs774BLZMy3jvZp34kyixa8PrAFA</p>	

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	<p><i>068/22/23: E Hewitt to complete Equality visit</i> Mrs Hewitt had undertaken a review today and her report will follow. She gave a verbal update advising that there was a lot of good actions in place. Recommendations were to put up some posters and to review what the communication from school looks like for those who have English as an additional language. Mrs Witham is to look into both points.</p> <p><i>070/22/23: C Shuttleworth to complete the Spring Term newsletter</i> Mr Shuttleworth asked for governors' input into the newsletter which he will write and send to Mrs Witham.</p> <p><i>072/22/23: J Witham to action KCSIE with staff member</i> Mrs Witham confirmed that all staff have now completed the Keeping Children Safe in Education training.</p> <p><i>072/22/23: Circulation of Skills Audit</i> Since the last meeting, the focus of the skills audits has changed to now align with the annual self-evaluation questions. All governors will receive a link to a MS Form to complete the questions and following a review of the answers and the areas for development identified on the self-evaluation, a governance action plan for 2023/24 will be developed.</p>	<p>EH</p> <p>JW</p> <p>ALL</p>
AC/90/2223	<p>Principals report Mrs Witham's report had previously been received.</p>	
a	<p>Safeguarding including LAC Checklist Compliance Mrs Witham advised that there are no child protection cases at the academy. She raised a concern that the academy gets very little support from outside agencies due to staffing shortages and caseload, Mr Shuttleworth asked for confirmation that all children are getting the support they need, and this was confirmed as a member of staff has been trained in emotional support. The member of staff also has a teaching position and with the workload this could be a full-time position. The appointment of a counsellor across the northern primaries has been discussed.</p> <p>Culture Governors were advised that Relationship and Sex Education (RSE) is in the Personal, Social and Health Education (PSHE) curriculum this term. The sex education element is not statutory, and parents can opt out of their child receiving this. The lessons are age appropriate, and staff encourage all pupils</p>	

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	to participate. There is 1 year 6 pupil whose parents' have asked to opt out. The relationship element of RSE cannot be opted out of.	
b	<p>H&S, staff and pupil wellbeing, Data Protection (including reaches/SARs/FOIA /Police requests), complaints, claims (no's/overview), Persistent Absenteeism, data overview</p> <p>There had been no further correspondence regarding the Subject Access Request received in the Spring term.</p> <p>A fire practice evacuation had been held at the beginning of May and everyone was out of the building in under 2 minutes. Follow up actions were to ensure teachers took their class registers outside with them and closing all doors behind them.</p> <p>The OSHENS portal (to report all incidents) is no longer available via the Local Authority (LA) so accident books have been reintroduced and parents get a copy of the incident from the entry in the book if there is an incident.</p> <p>The Town Council had contacted the academy as they would like to install monitoring equipment to measure the air quality and traffic pollution from the traffic entering the village from the A1. They would like the children to read the results and gather information to develop awareness of their surroundings. An update will be given at the next meeting.</p> <p>Attendance</p> <p>Attendance is at 94.22% with persistent absence (PA) at 15.99%; 47 children. A breakdown of the attendance of vulnerable groups had been received and these are in line with national primary figures.</p> <p>The 2023/24 attendance figures have just been agreed. These will be added to the principal's report in Sharepoint: Attendance – non-statutory age group (nursery and reception before children turn 5) 96% PA <20% Whole school – 95.5% PA <13% The 'below statutory age group' figure is higher as there is a focus on establishing good habits at an early age. Disadvantaged groups (pupil premium (PP) and free school meals (FSM)) <3% and those with PP and PA <25% Special Educational Needs or Disability (SEND) gap <3.5% PA <27%</p>	<p>JW 11.07.23</p>

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	<p>Any children on a part-time timetable skew the PA figures. The focus for 2023/24 is on reducing the PA rates for the children who are both disadvantaged and SEND.</p> <p>In response to a question, Mrs Blacknell advised she had been in the meeting when these were discussed, and they are realistic. Mrs Jackson asked what the attendance rate was across the school and was advised that nursery and reception are quite good but attendance dips in YR3 & YR6. PA children are carefully tracked and discussions with parents are now held face-to-face so that they can see how many days off there have been rather than a %. This has seen an improvement in some children's attendance.</p> <p>Mrs Hewitt left the meeting at 16.41pm</p>	
c	<p>Risk Reports</p> <p>Mrs Witham discussed the current risks:</p> <ul style="list-style-type: none"> - Now that a new principal has been appointed the impact score for the succession planning risk has reduced to 9/25. There are still a few members of staff who are looking towards retirement. The risk is being managed through careful strategic recruitment. <p>Mr Shuttleworth asked if any of the younger teachers were showing leadership potential and aspirations. He was advised that this is the case and they are already going on coaching courses.</p> <ul style="list-style-type: none"> - The financial risk is reducing now that the Published Admission Number (PAN) has been reduced to 30. Staff reductions will be managed as staff choose to leave. - The academy has had a new roof, but the boiler is obsolete and it's hard to source replacement parts. Site services are aware and it is flagged on site plans. In response to a question, Mrs Witham advised that there is no targeted replacement date but research is being undertaken to decide the best replacement options given that there is no gas in the village and therefore fossil fuel or electricity are the only options. Sustainability of fossil fuels may be an issue. - It was agreed that the risk relating to low numbers on the academy committee can be archived due to the new appointments. 	
d	<p>Academy specific items:</p> <ul style="list-style-type: none"> • Audits 	

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	<p>A Contingency and Business Continuity Planning (CBCP) audit had been undertaken across the Trust. The academy's audit was on 5 May, with feedback given on 10 May. There are actions that need to be taken at Trust level before the academy can action most of their areas for improvement.</p> <p>As a result of the audit, the academy's emergency plan is to be updated and will be presented to governors at the next meeting.</p> <ul style="list-style-type: none"> • Staffing update <p>A new Assistant SENDCo has been appointed and is being trained by Mrs Witham. She will undertake the role while the SENDCo is on maternity leave, supported by the Trust SEND Strategic Lead, the family SENDCo and the primary SEND lead.</p> <p>Supply cover has been consistent for a member of staff who has been off and children have had the best education under the circumstances. The academy now needs to find a new member of supply staff until the member of staff returns.</p> <p>The reduction in PAN to 30 means that the academy is overstaffed. The Trust has agreed that the academy can set a small deficit budget to retain staff numbers due to the expected Ofsted inspection. When staff leave, they will not be replaced until staffing is at the expected level for the number of children at the academy.</p>	<p>JW 11.07.23</p>
e	<p>Cat C trips (residential, adventurous or overseas)</p> <p>Mrs Blacknell advised that the Local Authority (LA) has put a pause on all sleepovers in school halls following the advice given to another school from the fire brigade and therefore the planned YR2 sleepover had been cancelled.</p> <p>The Take 2 camp on the school field can still go ahead but due to the short notice given to parents of the event, there has been limited take up. Approximately half the year group will attend. The academy is looking into offering children who are not sleeping over the option to attend during the day at a reduced cost.</p> <p>Mr Shuttleworth asked how much the trip is and was advised that it is £55 for the sleepover which includes activities on both days, all meals and hire of the tents. The academy has made a payment plan available to those parents that requested it.</p> <p>Mrs Witham referred to the other good news stories in her report and highlighted the excellent Kings Coronation picnic that had taken place where there had been very good participation.</p>	

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	Mrs Witham was thanked for her report	
AC/91/2223	<p>Governor Link Reports/Link Areas - feedback from governors</p> <p>Diversity – Mrs Hewitt Discussed earlier in the meeting</p> <p>Safeguarding – Nicole Mrs Bulley and Mrs Witham had met to look at safeguarding. Mrs Bulley advised it was a very successful visit and she will provide a report for the next meeting. One area for a further discussion/action that had been highlighted was scenario planning and evacuation if there was an incident and this had also been raised in the CBCP audits.</p> <p>Mrs Bulley left the meeting at 17.03pm</p> <p>Visit to the academy - Richard - verbal Mr Mason had visited the academy as part of his induction programme. He reported that he had met the teachers and visited all classrooms.</p>	NB
AC/92/2223	<p>Diversity data</p> <p>The clerk advised that the DfE was encouraging all governing bodies to publish diversity data. An MS Form which is voluntary to complete, is to be issued to collate this information. To not be able to identify an individual from the responses, the results will be collated as a Trust and a link placed on each academy's website to the report.</p> <p>Ms Brown left the meeting at 17.02pm</p>	ALL
AC/93/2223	<p>How has the AC held senior leaders to account? challenge & question</p> <ul style="list-style-type: none"> • Challenge in the Principal's report especially around attendance data and targets for 2023/24 • Questioning about succession planning and mitigation of risks 	
AC/94/2223	<p>How have the VMV of Trust/Equality been upheld Link governor visits on equality, diversity and inclusion and safeguarding</p>	
AC/95/2223	<p>Report to Trustees Good news</p> <ul style="list-style-type: none"> ▪ The picnic for the Kings Coronation had been very well attended ▪ The amount of extra-curricular activities on offer 	

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	<ul style="list-style-type: none"> ▪ The removal of the risk relating to the low numbers on the academy committee following the appointment of 2 new governors. ▪ The appointment of a new Principal from September and the appointment of the assistant SENDCo ▪ Governors would like to thank the Trust for allowing the academy to be overstaffed following the reduction in PAN to 30 and due to the expected Ofsted visit. Staffing will be reduced in due course as staff leave the academy. 	
AC/96/2223	<p>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.</p> <p>There had been no Equality Act implications, but governors had received feedback on the link governor visit.</p> <p>Attendees were content that all decisions made adhere to the seven Nolan Principles and the Trust VMV.</p>	
AC/97/2223	<p>Dates of Trust Training and governor attendance Governors were reminded of the forthcoming Trust training delivered via TEAMS. All training is delivered between 5:30 – 6:30 pm.</p> <p>Safeguarding link governor update Monday 05. 06.2023</p> <p>SEND link governor update Thursday 22.06.2023</p> <p>Data Protection link governor update Wednesday 21.06.2023</p> <p>Safeguarding update if KCSiE for 2023 has been received Monday 26.06.2023</p> <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/98/2223	<p>Date and time of next meeting:</p> <p>Mrs Witham apologised to governors that this meeting had to be rearranged at short notice due to her having to attend a moderation meeting with the LA. She</p>	JW 11.07.23

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	<p>advised that the academy KS1 teacher assessments are being assessed on 16 June. The academy has to send all data off and 4 children's assessments are picked at random with 24 hours' notice. Evidence is reviewed based on the assessments in maths, reading and writing.</p> <p>The next meeting is being held on Tuesday 11 July 2023 4.30pm-6.30pm at the academy. The SATs results will have been received during the day and these will be shared with governors at the meeting.</p> <p>The meeting closed at 17.17pm</p>	
	<p>Signed..... (chair) Date.....</p> <p>Print.....</p>	