

**Minutes of the Tuxford Primary Academy Committee meeting
held on Tuesday, 26 September 2023
at 4:30 pm
Tuxford Primary Academy**

Membership	Initials	Governor category	Absence
Mr Colin Shuttleworth (Chair)	CS	Appointed Governor	
Mrs S Jackson (Vice)	SJ	Parent governor	
Mrs N Bulley	NB	Appointed Governor	
Mrs E Hewitt	EH	Appointed Governor	A
Mr R Mason	RM	Appointed Governor	

In attendance:

Staff name	Initials	Role	
Mrs T Blacknell	TB	Principal	
Mr G Letton	GL	Executive Principal	
Mrs S Baines	SB	Governance Professional	

<i>Quorum numbers</i>	3	<i>Governor's present</i>	3
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Item No	Item	Action/ by who/when
AC/01/23/24	<p>Welcome The chair welcomed all to the meeting. Governors took the opportunity to view the newly furnished early years outside area. Governors commented upon the fantastic area which pupils will benefit from enormously. Governors stated it is a credit to the school. Mrs Bulley had joined the meeting via Teams rather than in person.</p>	
AC/02/23/24	<p>Apologies for absence Mrs Hewitt was absent from the meeting, retrospective apologies were received and accepted due to work commitments.</p>	
AC/03/23/24	<p>Safeguarding update/annual refresher Mrs Blacknell the Designated Safeguarding Lead delivered a presentation and annual refresher on safeguarding. The presentation had been received by staff members on the September 2023 Inset day. A governor asked what the safeguarding process is for peripatetic music or sport staff coaches from external organisations. The principal replied if a child makes a disclosure or a concern to a 'supply' member of staff. The supply would contact the DSL in the academy and would be asked to write an account of the conversation with the child with the exact wording, ensuring it is clear and concise with factual names included. The statement would be scanned into my concern. The principal confirmed all staff, including those from outside agencies receive an induction around safeguarding, this is an expectation for all stakeholders.</p>	
	<p>The principal confirmed the main changes in KCSIE 2023/24 were around filtering and monitoring. The principal confirmed the Trust use SENSO software for monitoring and WatchGuard is essentially for filtering.</p>	

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	<p>A governor asked who in the Trust carries out the follow up regarding the monitoring and filtering. The principal confirmed the central IT would alert the principal</p>	
AC/04/23/24	<p>Declaration of interest Declarations of Interest for 2023/24 had been circulated to governors to complete and return before 26 September 2023. The Governance Professional thanked those governors who had already submitted their Declarations and urged governors who had not to do so as soon as possible. Declarations of interest will be published on the Academy website when completed.</p>	
AC/05/23/24	<p>Minutes of the last meeting 17 July 2023 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. Mrs Bulley left the meeting at 17:00 due to poor internet connection.</p>	
AC/06/23/24	<p>Matters arising AC/100/2223 – Bethany Brown The Governance Professional had made numerous attempts to contact Ms Brown but to no avail. Due to the lack of communication Governors agreed to remove Ms Browns interest as an appointed governor at the Academy. Item now complete. AC/91/2223 BCP Actions Principal The principal confirmed the actions around the Business Continuity Plan had been complete. The Trust to carry out a tabletop exercise with principals to cascade to academy leadership teams and embed into academy life. AC/105/2223 -Action plan self-evaluation including skills audit 2023 plus training. The outcome of the governor skills audit displayed governors were at varying levels. There were concerns regarding governor confidence in challenging senior leaders regarding the curriculum. A discussion took place, and it was decided to invite curriculum leads to forthcoming academy committee meetings. Action: curriculum leads to be invited to forthcoming meetings Governors have a good understanding of safeguarding responsibilities. The Chair, Vice Chair and Principal met to rag rate the governor self-evaluation 2022/23 and formulate an action plan for 2023/24. After a brief discussion governors approved the rag rating for the self-evaluation. The governance professional to forward to the head of governance and onward transmission to Trust colleagues. Action: GP to forward self-evaluation and action plan to Head of Governance.</p>	Principal 15.11.23

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	<p>Item now complete AC/108/2223 – DfE attendance language communicated to parents. The principal confirmed the meaning of ‘lost learning’ has been inserted into the weekly newsletter. Item now complete</p>	<p>GP 27.09.23</p>
AC/07/23/24	<p>Annual committee report to Trustees – 2023 Governors had previously received and accepted the annual committee report to parents. Governors agreed and endorsed the report. Action: GP to forward to head of governance. Item now complete</p>	<p>GP 27.09.23</p>
AC/08/23/24	<p>Governance Housekeeping</p> <p>Membership</p> <ul style="list-style-type: none"> • Staff governor vacancy Election process to be invoked by Governance Professional • Colin Shuttleworth appointed governor ToO – 17.11.2023. Mr Shuttleworth’s term of office was due to expire on 17 November 2023. Governors were notified Mr Shuttleworth wished to re stand for a further term of office. The Governance Professional received no objection to the interest. It was unanimous Mr Shuttleworth to serve for a further term of office of 4 years with effect from 26 September 2023 to 25 September 2027 Mr Shuttleworth accepted the position for a further 4 years. • Nicole Bulley appointed governor ToO – 10.10.2023. Mrs Bulley’s term of office was due to expire on 10 October 2023. Governors were notified Mrs Bulley wished to re stand for a further term of office. The Governance Professional received no objection to the interest. It was unanimous Mrs Bulley to serve for a further term of office of 4 years with effect from 26 September 2023 to 25 September 2027 Mrs Bulley accepted the position for a further 4 years via email on 27 September 2023. • Following a brief discussion regarding membership. It was decided to run a parent governor election. • Action: GP to advertise for parent governor vacancy. <p>Governors were requested on 12 September 2023 to complete and submit evidence of the mandatory training as listed below. Evidence to be submitted to the GP before 26 September 2023.</p> <p>Mandatory training:</p> <ul style="list-style-type: none"> • Cyber training 	<p>GP 15.11.23</p> <p>GP 15.11.23</p>

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	<ul style="list-style-type: none"> • Code of Conduct • Declaration of Interest • KCSIE parts 1 & 2 plus update & Annual refresher <p>The Governance Professional thanked those governors who had completed the training and other governors to complete as soon as possible.</p>	
AC/09/23/24	<p>Governance Strategy and Scheme of Delegation/Terms of Reference 2023/24 – review AC remits</p> <p>Mr Letton confirmed there had been no changes made from 2022/23 to 2023/24 Governance Strategy and Scheme of Delegation/Terms of Reference. Confirming the responsibility of finance sits firmly with Trustees. Governors are to ascertain if value for money is being obtained regarding pupil premium, sports premium, and trips.</p>	
AC/10/23/24	<p>2023/24 Training programme</p> <p>Annual work programme of training/advice items at the start of each meeting</p> <p>The Chair of governors and Principal to discuss the training programme in forthcoming 1:1 meeting and bring back to the academy committee meeting scheduled for 15 November 2023.</p> <p>Action: Chair and Principal</p>	Chair/Principal 15.11.23
AC/11/23/24	<p>Governor visits</p> <p>Confirmation of link governor roles</p> <p>Following a brief discussion, it was agreed the following governors to have responsibility and be linked to the following areas:</p> <ul style="list-style-type: none"> ▪ Safeguarding and Culture including EHE, CME & Off Rolling, Peer on Peer abuse, sexual harassment <i>Mrs Bulley and Mr Mason</i> ▪ Data Privacy (GDPR) & website compliance <i>Mrs Jackson and Mr Mason</i> ▪ Site Safety & Health & Safety <i>Mrs S Jackson</i> ▪ Overall Risk Management <i>All</i> ▪ Quality of education <i>All</i> ▪ Equality, Diversity, and Inclusion <i>Mrs Hewitt</i> ▪ Special Educational Needs and Disabilities (SEND) <i>Mr C Shuttleworth</i> ▪ Workload and Well Being of Staff, Students and Visitors <i>All</i> 	

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	<ul style="list-style-type: none"> ▪ Stakeholder Effectiveness inc. Parental Engagement & Community Links <i>All</i> ▪ Behaviour, Culture and Ethos <i>All</i> ▪ Complaints <i>Mr C Shuttleworth</i> ▪ Educational Visits Coordinator <i>All</i> <p>It was agreed governors would contact the principal to make diary entries to carry out link governor visits within their areas. Action: governors to liaise with principal re visit dates.</p>	<p>All 15.11.23</p>
AC/12/23/24	<p>Principals report The ERM had previously been received and circulated to all governors. Mr Letton delivered upon the ERM highlighting key areas. Mr Letton confirmed a piece of work is required in KS1 in terms of multiplication. The phonics in the school are the highest Tuxford Primary has ever seen. A discussion took place regarding the multiplication and the phonics, the principal confirmed the action plan to be instilled to address the issue with multiplication. A governor asked what support is in place for staff to have difficult conversations with parents/carers in a supportive manner rather than confrontational. Mr Letton replied staff are now very visible outside to collect the children and escort them into the classroom. This enables staff to invite parents/carers into school for conversations to build and maintain positive relationships.</p>	
a	<p>Safeguarding including LAC Checklist Compliance A governor asked if there were any plans in place to support the children who have been affected by the Wilkinson organisation closing its doors. As it was a huge employer within the area. Mr Letton replied, families will be supported they will be identified and signposted to areas of support they may be entitled to.</p>	
b	<p>Culture: to inc child on child, sexual harassment and violence, mental health bullying and racism, online safety There were no updates.</p>	
c	<p>Receive any local policy appendix</p> <ul style="list-style-type: none"> • Admissions 2025/26 local appendix approval (referral to Trustees if changes proposed & if consultation required) The principal confirmed there had been no changes to the admissions policy. • Impact of additional funding – SEND/PP/Catch-up funding. 	

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	<p>The principal confirmed the SEND local offer report had been circulated to governors and uploaded onto the school website.</p> <ul style="list-style-type: none"> • Governors had previously had sight of a number of local appendices for approval with the main change being the name of the principal. Governors agreed to approve the local appendices as appropriate. 	
AC/13/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Challenge & question ▪ Data curiosity 	
AC/14/23/24	<p>How have the VMV of Trust/Equality been upheld</p> <p>The executive principal confirmed there is a key theme moving forward to empower children within the community.</p> <p>To nurture and foster good working relationships with parents, carers and the wider community.</p>	
AC/15/23/24	<p>Report to Trustees</p> <ul style="list-style-type: none"> ▪ Governors were taken to look at the new early years outdoor area, which is fantastic and a credit to the school. ▪ The decoration in school and branding is looking very good. ▪ Challenge for school to be ambitious but are focussing on right area. ▪ Senior leaders have hit the ground running – well done 	
AC/16/23/24	<p>Determination of Confidentiality</p> <p>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>	
AC/17/23/24	<p>Date and time of next meeting: 15 November 2023 at 1:00 pm</p> <p>Meeting closed at 18:27</p>	
	<p>Signed <i>C Shuttleworth</i> (chair) Date 15 November 2023</p> <p>Print: C Shuttleworth (chair)</p> <p>Agreed & signed at the meeting on 15 November 2023</p>	