

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 15 November 2023
at 1:00 pm
Venue: 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	A

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/18/23/24	Welcome The chair welcomed all to the meeting.	
AC/19/23/24	Apologies for absence (quorate) Mrs Hewitt was absent from the meeting, due to work commitments. Mr Mason was absent from the meeting due to work commitments following the rearranged meeting.	
AC/20/23/24	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.	
AC/21/23/24	Presentation curriculum Lead Geography – Carla Johnson To be deferred to 17 January 2024	
AC/22/23/24	Presentation curriculum lead – History – Ashleigh Howe To be deferred to 17 January 2024	
AC/23/23/24	Attendance training webinar – P Knights (30 mins) Governors listened to the above webinar Meeting with Patrick Knight-20231107 133157-Meeting Recording.mp4 A governor asked what element of disadvantage is causing the Persistent Absence (PA). The principal replied some of the pupil premium and Send	

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	<p>children have underlying issues which follow with possible social care and involvement with the family. The principal continued for several children it was down to timing, however, now the breakfast club is open the children have started to access, therefore are now in school.</p> <p>The principal presented governors with attendance data. Illustrating PP are vulnerable and how those with vulnerabilities increase their PA rates. Equating to 39% of the academy's attendance.</p> <p>A governor asked if a child is on a reduced timetable which has been agreed, does it still count as an absence. The principal confirmed it did.</p> <p>A governor asked, the academy have stated attendance figures have improved, what has changed. The principal replied, the relationships with families which have been forged by Julia Farrell and the administration team. le liaising with parents at school gates, finding individual ways to ensure children are in school. Which in turn links with AIP objective regarding improving relationships with parents/carers. The principal continued the academy do issue penalty notices. In the autumn term some children take holidays at the beginning of the term which is reflected in the data.</p> <p>A governor asked if the academy look at the attendance data for equalities, ethnicity in terms of deprivation. The principal confirmed the academy does, but it is on a one-to-one basis. A governor further stated the school community is predominantly white. However, it is important to be mindful and constantly have this in view. A governor further asked if any traveller children attend the school. The principal replied currently not.</p> <p>A governor asked in terms of transition from year 6 to 7 what can be done differently at secondary school and does it work. The executive principal responded it has been highlighted in pastoral and academic education. It is on the secondary agenda, being forewarned and informed. The difference between primary and secondary, primary parents makes the attendance decisions, secondary the students make their own decisions.</p>	
AC/24/23/24	<p>Minutes of the last meeting 26 September 2023</p> <p>The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record.</p> <p>The Chair signed the minutes as a true record.</p>	
AC/25/23/24	<p>Matters arising</p> <p>AC/06/23/24 Principal to invite curriculum leads to future meetings to deliver presentations.</p> <p>Deferred until 17 January due to staff illness.</p> <p>AC/06/23/24 GP to forward SE to Head of Governance</p> <p>Item now complete</p> <p>AC/08/23/24 Governance Housekeeping.</p>	GP 17.01.24

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	<p>GP to run parent and staff elections after October half term. Item now complete <i>AC/10/23/24</i> Agreed annual training programme. Principal and Chair to agree annual training programme in line with action plan and bring back to governors on 17 January 2024. Action: Principal and Chair <i>AC/11/23/24</i> Confirmation of governor link visits Health and safety visit scheduled for 16 November 2023. Report to be presented to governors at the AC meeting on 17 January 2024.</p>	<p>TB/CS 17.01.24</p>
AC/26/23/24	<p>Governance Housekeeping GP confirmed staff governor advert had been distributed to all staff on 13 November 2023 requesting any interested party to contact GP before 12 noon on 21 November 2023. Parent governor advert had been circulated and open from 15 November to 28 November 2023. 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. Mandatory training:</p> <ul style="list-style-type: none"> • Cyber training • 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/27/23/24	<p>Principals report The principal's report had been circulated and received to all governors prior to the meeting. The principal drew governors' attention to key points:</p>	
a	<p>Safeguarding Mrs Bulley asked staff and student mental health is linked. What support networks are in place for the mental health of staff. The principal replied the Trust buy into an employee assistance benefit scheme available to all employees. Mrs Bulley further asked are there any mandatory courses, training the Trust buy into. The principal confirmed there are no mandatory courses. Mrs Bulley further asked how the academy can empower staff to utilise the service available. The principal responded via coaching training which is being developed with the academy and the Trust advocate this. One staff member is currently on power of coaching, and one is undertaking the advanced power of coaching.</p>	

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	A brief discussion took place regarding a safeguarding issue which was deemed confidential and will appear in a separate set of confidential minutes.	
b	<p>NCC LA Safeguarding annual checklist submission before 21.12.23</p> <p>For the new governors, the principal explained the above document. An annual safeguarding checklist to be completed by each academy/school and returned to the LA before 21 December 2023. The safeguarding governor and DSL are required to complete, sign and submit the form.</p> <p>It was agreed the safeguarding governor to contact the DSL within school to schedule a date for the checklist to be approved, signed and submitted to the LA before 21 December 2023. The Safeguarding checklist to be approved retrospectively at the next ACm on 17 January 2024.</p> <p>Action: NCC LA Safeguarding annual checklist approval. GP to include as an agenda item 17 January 2024.</p>	<p>NB 21.12.23</p> <p>GP</p>
c	<p>Additional funding premium and outcome inc catch up</p> <p>The principal confirmed the catch-up funding has now ceased. The criteria have now changed, it is no longer an incentive as the academy are expected to input 80% themselves.</p> <p>Mrs Jackson asked is this due to pupils having free school meals. The principal responded it is vital the office is aware of the students on FSM as often they are the first point of contact from parents/carers. The principal confirmed by January 2024 the pupil premium strategy will have been finalised and will be published on the academy website.</p> <p>Action: PP strategy agenda item 17 January 2024.</p>	<p>GP 17.01.24</p>
AC/2823/24	<p>Receive any policies/appendix.</p> <p>The following policies were approved at Finance and Resources Committee GPs were informed on 10 October 2023.</p> <p>There are no changes having been made just dates changed.</p> <ul style="list-style-type: none"> ▪ Managing People (formerly capability policy and procedure) ▪ Pay and Reward ▪ Safer Recruitment ▪ Disciplinary Policy ▪ Staff Grievance 	
AC/29/23/24	<p>Health and Safety governor visit</p> <p>Action: to be deferred and agenda item on 17 January 2024</p>	<p>GP 17.01.24</p>
AC/30/23/24	<p>Staff & pupil well-being.</p> <p>The principal confirmed a staff survey had been conducted in July 2023. The academy is looking at working together with other primaries to ensure staff wellbeing is maintained.</p>	
AC/31/23/24	<p>Data protection (any breaches/SARs/FOIA/Police requests, complaints)</p> <p>The principal confirmed there were none.</p>	

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AC/32/23/24	<p>2023/24 Trip calendar and review any cat c trips held. Year 4 residential in July 24 going to Sherwood Forest Year 2 sleep over at school summer term 2024 Governors were happy to approve the two trips as mentioned above.</p>	
AC/33/23/24	<p>Admissions The principal stated an application had been received for a Year 5 pupil. Governors were happy to approve the admission. Two applications had been received for Year 2 admission. Year 2 numbers currently are 30. Governors declined the admission, the legal limit in a class is 30 pupils. Action: Principal to advise the parents of decisions, with Year 2 applications having the option to appeal against the decision.</p>	TB
AC/34/23/24	<p>Receive any audits/reviews. Health and safety visit scheduled 16 November 2023 Data protection review took place on 14th November 2023. It is visible there is an increase in data protection checks nationally.</p>	
AC/35/23/24	<p>Trustee visit report David Scwartz/Margaret Blore Trustees stated the school is looking good, but would like to see the recruitment of more male members of staff.</p>	
AC/36/23/24	<p>Pupil/staff (inc. wellbeing) parents and community views The principal stated there have been 4 members of staff who have had absences recently. The principal has conducted informal conversations with identified staff. Mrs Bulley asked is there anything governors can do to support their return. The principal confirmed the academy adhere to the absence sickness policy and process adopted by the Trust. Mrs Bulley asked if staff undergo civility training, working as a team. The principal replied staff do under the umbrella of culture.</p>	
AC/37/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions on presentation ▪ Scrutiny of data presented. 	
AC/38/23/24	<p>How have the VMV of Trust/Equality been upheld The executive principal confirmed there is a key theme moving forward to empower children within the community. To nurture and foster good working relationships with parents, carers and the wider community.</p>	
AC/39/23/24	<p>Report to Trustees</p> <ul style="list-style-type: none"> ▪ Good results for pupil premium children indicate our strategies are effective. 	
AC/40/23/24	<p>Determination of Confidentiality Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved there was a confidential item under</p>	

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	agenda item number AC/27/23/24 safeguarding which will appear in separate confidential minutes.	
AC/41/23/24	<p>Date and time of next meeting: 17 January 2024 at 1:00 pm</p> <p>Meeting closed at 15:03</p>	
	<p>Signed: <i>Colin Shuttleworth (Chair of Governors)</i> Approved by Chair and Principal for Circulation Date: 17 January 2024</p>	