

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 17 January 2024
at 1:00 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	
Ms C Johnson	CJ	Geography Lead	
Ms A Howe	AH	History Lead	

<i>Quorum numbers</i>	3	<i>Governor's present</i>	4
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Item No	Item	Action/ by who/when
AC/42/23/24	Welcome The chair welcomed all to the meeting.	
AC/43/23/24	Apologies for absence There were none.	
AC/44/23/24	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Mrs Jackson confirmed she had completed a new declaration of interest, it was noted and uploaded to the website. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.	
AC/45/23/24	Presentation curriculum Journey & Priorities Lead Geography – Carla Johnson The presentation was taken out of order due to teaching commitments of Ms Johnson and commenced at 13:38. Ms Johnson highlighted the key areas of the curriculum journey and priorities for Geography at the academy. Ms Johnson stated the key concepts, threads and progression through the subject and areas are focussed, bespoke and structured towards the children of Tuxford.	

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	<p>Ms Johnson advised governors of the Geography Curriculum map including: Local Knowledge, Place Knowledge, Human & Physical Geography and Geographical Skills and field work. The full presentation will be uploaded onto Share Point for governors' information and reference.</p> <p>A governor asked how you measure if the curriculum is having an impact. Ms Johnson replied the staff talk to the children, ascertain what they can remember. Ms Johnson continued the staff constantly and consistently 'retrieve' to explain the purpose of children learning. The academy holds curriculum mornings, share best practice with schools within the Trust and staff QA each other subjects to ensure areas for development are addressed.</p> <p>Mr Letton stated it is particularly important to maintain sanctity of the subject by talking to the children. Children display their learning in different creative ways ie writing, drawing etc.</p> <p>The principal asked Ms Johnson to explain how the subject is personalised to the children. Ms Johnson replied via comparisons, field work, links to the local area. Stating Geography is very fluid it feeds into many other subjects. Links are formed by the children to fit like a puzzle, children can make the links increasingly for themselves.</p> <p>The Chair thanked Ms Johnson for her full and informative presentation.</p> <p>Ms Johnson left the meeting at 13:55</p>	
AC/46/23/24	<p>Presentation curriculum Journey & Priorities – History – Ashleigh Howe</p> <p>The presentation was taken out of order due to teaching commitments of Ms Howe and commenced at 13:58.</p> <p>Ms Howe explained to governors the History curriculum Intent and Aims.</p> <p>The History curriculum Map includes: Changes within living memory, Significant Events, Local History, Significant places, Significant People & Developments, British History, Invaders & settlers, World History & ancient civilisations.</p> <p>Ms Howe continued to explain the Key Improvement Objectives:</p> <p><u>Objective 1</u> Have a consistent retrieval practice across all year groups, backed by scientific evidence.</p> <p><u>Objective 2</u> Have data to draw from and compare, on the end points of each History topic in a simple excel document.</p> <p><u>Objective 3</u> Involve the parents and community in a learning event around the history of the Olympics.</p>	

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	<p>Ms Howe stated retrieval practice is paramount across all year groups, to embed consistency.</p> <p>A governor asked what history provision looks like in the Nursery of the academy. Ms Howe responded the staff speak with the children and they ask what their grandparents do/did, children bring local pictures, photographs artifacts into school ie what houses used to look like compared to today.</p> <p>The Chair thanked Ms Howe, for her full and informative presentation.</p> <p>Ms Howe left the meeting at 14:10</p>	
AC/47/23/24	<p>Minutes of the last meeting 15 November 2023</p> <p>The minutes of the meeting, having previously been circulated and received were proposed as a true record by Mr Shuttleworth and second by Mrs Jackson. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
AC/48/23/24	<p>Matters arising</p> <p>AC/10/23/24 Agreed annual training programme. Action plan from self-evaluation document highlights training programme required. Item now complete</p> <p>AC/11/23/24 Confirmation of governor link visits Governor link colleagues to diarise with the principal future governor link visits. Item now complete</p> <p>AC/25/23/24 curriculum leads invitation future meetings (agenda item 3) Presented at the meeting. Item now complete</p> <p>AC/27/23/24 approval and confirmation NCC LA Safeguarding annual checklist submission before 21.12.23 Date submitted 20 December 2024 to NCC Item now complete</p>	
AC/49/23/24	<p>Governance Housekeeping</p> <ul style="list-style-type: none"> ▪ <u>Parent vacancy</u> The GP advised she had received an expression of interest from a parent regarding the parent governor vacancy. However, the parent had since withdrew their interest due to a change in their personal circumstances. ▪ <u>Mrs E Hewitt</u> had resigned from the role of appointed Governor with effect from 22 January 2024 due to work commitments. The governors thanked Mrs Hewitt for her support and wished her well in the future. ▪ <u>Staff governor</u> The GP advised governors the staff governor vacancy was still open despite numerous attempts to recruit. 	

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	<ul style="list-style-type: none"> ▪ <u>5 March 2024 Chair/Trustee</u> The GP advised governors of the Chair/Trustee meeting scheduled to take place on 5 March 2024 at 5:00 pm venue Tuxford Academy. It was agreed Mrs Jackson and Mrs Bulley to represent the academy and report back to the committee on 20 March 2024. 	SJ/NB 20.03.24
AC/50/23/24	<p>Pupil Premium Strategy The Pupil Premium strategy had been circulated and received by governors prior to the meeting.</p> <p>A governor asked if the PP strategy was associated to free school meals. The principal replied children identified for PP have been eligible to FSM at some point within their journey at the school. Mr Letton stated some children eligible for FSM may be identified between the months the census is taken. Which can result in the academy not receiving funding. Mrs Blacknell stated at the end of KS1:</p> <ul style="list-style-type: none"> • KS1 Reading outcomes for 2022/2023, show that Year 2 FSM6 children performed as well as non FSM6 children. • KS1 Mathematics outcomes for 2022/2023, show that Year 2 FSM6 children performed better than none FSM6 children. • 75% of Year 2 FSM6 children met the required standard in their re-take of the phonics screening. Therefore 90.9% of Year 2 FSM6 children met the required standard by the end of Year 2 which is broadly in line with non FSM6 children, where 92.6% met the required standard. <p>A governor asked how the academy compares with other schools within the Trust. Mr Letton replied very good.</p> <p>A governor asked how confident the academy is regarding eligibility for FSM counting towards PP. A governor further asked if the school feel there are children who fall into a category whereby parents/carers are not claiming for eligibility. The principal replied the academy undertake regular checks, enter into dialogue with parents, to raise awareness regarding eligibility and the application process. The principal confirmed the proportion of children who are eligible for FSM is increasing year on year.</p> <p>A governor asked if this was in line with other schools within the Trust. Mr Letton confirmed all schools have increased their FSM eligibility, confirming TPA has increased on a rapid basis.</p> <p>A governor asked even though the PP strategy is a 3-year plan. Does the academy challenge and change the strategy during this time. The principal confirmed the plan is challenged and tweaked accordingly on an annual basis.</p>	

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	<p>A governor asked what outside support exists for children who were born during covid. The principal confirmed the children, and the academy are supported by the staff from the children centre. The principal continued disadvantaged children can access the enhanced curriculum, engage in visits, etc. parents can apply for remission, attendance at breakfast clubs which has had a vast impact on the academy attendance.</p>	
AC/51/23/24	<p>Sports Premium The Primary PE and Sport Premium strategy had been circulated and received by governors prior to the meeting. The principal outlined the key findings. A governor asked is there a benchmark for children attending swimming lessons. The principal replied the target is 100%. The principal expressed a wish to increase sport participation for the children during lunchtime and is currently looking at training children to be play leaders.</p> <p>A governor asked if there was any mileage in reaching out to Tuxford Academy for help and support with running the sport clubs at lunchtime. The principal confirmed this was on the horizon for the future, possible work experience.</p> <p>A governor asked if most children enjoyed PE and sport. The principal confirmed the subject is very popular. The academy offers a diversity of provision for engaging in gymnastics, orienteering in addition to the traditional sports ie football, netball etc.</p>	
AC/52/23/24	AIR	
a	<p>The AIR had previously been circulated and received by governors prior to the meeting. The principal outlined the key elements of the AIR. Looking at areas alongside English and Maths with very positive curriculum plans in place.</p> <p>The principal confirmed long term plans are in place to bridge the gaps ie ICT, Design Technology, Music. There is a need to build up a further bank of resources. The principal stated strong pupil/staff relationships exist across the academy.</p> <p><u>Behaviour and Attitude.</u> Behaviour and attitude of the children was fantastic, they are wonderful ambassadors for the academy.</p> <p><u>Personal development</u> The principal stated personal development is strong exhibiting links to the 5R's</p> <ul style="list-style-type: none"> ▪ Respectful ▪ Responsible 	

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	<ul style="list-style-type: none"> ▪ Resilient ▪ Ready ▪ Reflective <p><u>Leadership and management</u> The new principal has quickly established clear expectations and a shared, aspirational vision for the academy. The senior leadership team is cohesive in their approach and plans clearly set out the main items that need to be done to bring about further improvement.</p> <p><u>Governance</u> Strong governance is evident challenging and holding senior leaders to account.</p> <p><u>Safeguarding</u> Secure and effective</p> <p><u>Early Years</u> Children are comfortable and confident in the setting because of strong systems and routines. These have been supported and promoted using the 'parents as partners' programme.</p> <p>A governor asked there appears to be a focus on subject leader time. How will this look in September 2024 in ensuring provision currently in place can continue. The principal explained the rationale for subject leader ensuring all understand the importance.</p> <p>A governor asked about the timeline for the support being offered. Mr Letton replied the academy is unsure at the moment how long the support may continue for.</p>	
b	<p>EDI</p> <p>The principal confirmed chief education officers had received EDI training which is being cascaded down to Executive Principals and Principals. An action plan is being created including how and when it will be rolled out to staff in the future. A discussion took place regarding acceptable language and protected characteristics.</p>	
AC/53/23/24	<p>Policy approval.</p> <p>The following policies were approved at the relevant Committees, on 27 November 2023 – published on the Trust website.</p> <p>S&O:</p> <ul style="list-style-type: none"> • Anti-bullying <u>policy</u> • Attendance policy & appendix • Behaviour policy • Early Years Foundation Stage policy & appendix • Online Safety 	

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	<ul style="list-style-type: none"> • Safeguarding and Low-Level Concerns • Suspensions and Exclusions of Pupils • Early Careers Teacher Policy <p>F&R</p> <ul style="list-style-type: none"> • Whistleblowing policy • Health and Safety Policy (recommended to Board for approval) • Reserves and Investment Policy • EDI policy 	
AC/54/23/24	<p>Review of governor action plan from self-evaluation Governors agreed to present and review the action plan at each meeting.</p>	
AC/55/23/24	<p>Link governors visit reports: Link governor reports had been circulated and received by governors prior to the meeting. Brief verbal reports were provided to governor colleagues.</p> <ul style="list-style-type: none"> ▪ Health & Safety governor visit report SJ – 16.11.23. A discussion took place regarding 'lock down' procedure and practice so not to frighten the children. Mr Letton to seek advice from the Trust and bring back to the meeting on 20 March 2024. ▪ SEND visit report CS - 24.11.23. Positive visit, inclusivity demonstrated tailoring lessons for adaptation, with bespoke areas for children who require it. It was noted children are provided with broader opportunities, wider rather than higher context. ▪ Safeguarding NB - 20.12.23 Excellent visit, EDI and rolling out of training. Positive meeting <p>A discussion took place regarding EDI link governor role. There is no requirement to identify an EDI link governor, however, all governors must be aware of the equality guidance. Action: GP to obtain updated Equality guidance from Head of Governance and distribute to all governors.</p>	<p>GL 20.03.24</p> <p>GP</p>
AC/56/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Scrutiny documents and data presented. ▪ Link governor visits 	
AC/57/23/24	<p>Report to Trustees Christmas activities went very well. Curriculum presentations were very good Early years indoor and exterior provision is excellent and having a very positive impact.</p>	

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	<p>Positive comments and practice from the AIR. Governors noted the swift and positive impact the new Principal has made at the academy and the implementation and impact of a cohesive leadership and management structure.</p>	
AC/58/23/24	<p>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld. Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was deemed there were no confidential items. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p>	
AC/59/23/24	<p>Date and time of next meeting: Tuesday, 20 March 2024 at 1:00 pm</p>	
	<p>Signed: <i>Colin Shuttleworth</i> (chair) Date: 20 March 2024</p> <p>Print: Colin Shuttleworth</p> <p>Approved and circulated by Chair and Principal</p>	