


**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 20 March 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	
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>	4
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Item No	Item	Action/ by who/when
AC/60/23/24	Welcome The chair welcomed all to the meeting.	
AC/61/23/24	Apologies for absence There were none.	
AC/62/23/24	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. Academy Committee governors confirmed declarations had been updated as required during the course of the year.	
AC/63/23/24	Trust training – Cat Thornton Effectively monitoring the Quality of Education  Evaluating the quality of education - Training for governors and trustees-20240223_154627-Meeting Recording.mp4 A recorded training session had been circulated to Academy Committee members prior to the meeting for review and to establish any challenge to take place in the meeting. A governor noted it is important to evaluate the quality of education in an informal manner via conversations. Mr Letton and The principal confirmed conversations with pupils do take place in an informal manner during the day at the academy. A governor asked if Subject leads could present to governors their subject area to enable governors to further understand how the curriculum is implemented. This was agreed and will be diarised accordingly. Action: Principal to schedule A governor asked who decides on the nature of the curriculum. Mr Letton confirmed the national curriculum is adapted to include local context ie the history of Tuxford etc. Mr Letton continued within personal, social, health and	TB

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	<p>economic (PSHE) education prevent, and extremism is covered. Mr Letton stated as an academy we are not obliged to follow the National Curriculum (NC). However, the NC is ambitious so why would an academy sway away from it. There are very few Trusts who have moved away from delivering the NC. Mr Letton confirmed the academy self-evaluate the underneath picture, the intent, content, delivery, implementation, understanding, reassessing.</p> <p>A governor asked how the ethics are managed and how successful the NC is. Mr Letton stated the children are the best indicator as to how well the NC is being received. Staff are constantly having conversations with the children regarding their learning.</p> <p>A governor asked how we ensure the wider curriculum is accessible to all core groups of children. The principal replied, the academy has enhanced visits, open to all the children. If a cost is involved it is a voluntary contribution. confirmed the principal stated curricular clubs are developing, however, the academy is mindful of staff and the extra workload. The principal confirmed an array of children across the piste, PP, SEND, are all accessing the clubs. The academy is looking to outsource other opportunities to further develop the children's learning. Ie inspire music, peripatetic teachers.</p>	
AC/64/23/24	<p>Minutes of the last meeting 17 January 2024</p> <p>The minutes of the meeting, having previously been circulated and received were proposed as a true record by Mrs Jackson and second by Mr Mason. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
AC/65/23/24	<p>Matters arising</p> <p>AC/55/23/24</p> <p>Link governor report.</p> <p>Health & Safety</p> <p>GL to speak with Trust regarding 'lock down' procedure/practice.</p> <p>The item was deferred until 15 May 2024.</p> <p>A governor asked what the 'time frame' is for the academy to lock down. The principal replied the whole academy is locked down, due to the fencing on the perimeter of the school grounds. Ensuing children are kept safe within the school base. A governor further asked the academy is not in lock down when parents/carers are on site for morning drop off and pick up at the end of the day. The principal replied, staff are on duty at both gates during this period of time, being vigilant and ensuring all stakeholders are safe.</p> <p>A discussion took place regarding the practice of fire drills and the question arose regarding children not being able to take their coats with them on cold days as recently experienced. The principal replied, it was unfortunate the fire drill was on a cold day; however, reality is if a real fire was in place all stakeholders must exit the building as quickly as possible leaving their belongings behind.</p> <p>AC/55/23/24</p> <p>GP to obtain and circulate EDI guidance.</p> <p>GP circulated guidance to governors on 5 February 2024.</p>	GL 15.05.24

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	Item now complete.	
AC/66/23/24	<p>Governance Housekeeping</p> <p>The governance professional explained, despite numerous recruitment drives, the following vacancies were still vacant:</p> <ul style="list-style-type: none"> ▪ Parent vacancy ▪ Staff governor vacancy <p>As there are only four governors on the Academy committee, this could cause a potential problem as for the committee to be quorate three members must attend each meeting in order for any decisions to be made.</p> <p>A lengthy discussion took place regarding sourcing possible interested parties. Governors were asked to bring the item back to the meeting on 15 May 2024.</p> <p>Action: recruitment drive</p>	All
AC/67/23/24	<p>Succession planning</p> <p>Mr Shuttleworth took the opportunity to inform the Academy Committee his intentions are to stand down from Chair and governor duties at the end of the academic year. In doing so Mr Shuttleworth had given the committee sufficient time to discuss succession planning.</p> <p>Action: to be an agenda item on 15 May 2024</p>	GP 15.05.24
AC/68/23/24	<p>ERM</p> <p>The ERM had been received and circulated to all academy governors prior to the meeting.</p> <p>Mr Letton delivered key highlights from the ERM.</p> <p><u>Attendance</u></p> <p>Is above the national average. The Academy are to engage in the Attend project. The project aims to: Improve the attendance of children and young people (CYP) by working collaboratively with them, their families and school staff.</p> <p><u>Maths booster sessions</u></p> <p>Continue to run to enhance learning of Mathematics, particularly in year 6.</p> <p>A governor asked are parents supportive and buying into the booster sessions. The principal replied parents are very supportive and it is worth noting year 6, KS2 are the children who were affected by the Covid pandemic with the stop and starting of lock downs etc. Extra teaching support is being deployed to help these students in Maths and English.</p> <p><u>AIP</u></p> <p><u>Target 1: Developing vocabulary.</u></p> <p>Developing vocabulary is very explicit and clear on the plan. With a wide range of vocabulary being key to a high and varied range of reading.</p> <p><u>Target 2: Writing development.</u></p> <p>Teachers are becoming more able to develop the specific writing skills and have a greater understanding of the writing pathway. Writing is being further developed by circumspect use throughout the curriculum, whilst not diluting the given subject area</p> <p><u>Target 3: Character education</u></p>	

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	<p>The 5Rs are now well-embedded in the academy and the children can recall and refer to them excellently.</p> <p><u>Target 4: A community school and school culture</u></p> <p>The arrangements at the beginning and end of the day allowing familial contact with staff has been a great success. The issues that once came to the principal's attention are no longer a feature as they are addressed quickly and appropriately by class teachers.</p> <p><u>School to school support from DfE, NLE, funded projects</u></p> <p>The school continues to be part of the DfE funded STEM project. The focus will now move into further developing the DT curriculum and on appropriate pedagogical devices for the best learning experiences. Additionally, the academy has been approached by the local English Hub, who may be able to provide some additional funding to promote further development in early reading and communication.</p> <p><u>CPD</u></p> <p>Staff have continued to benefit from weekly in-house CPD sessions, associated to the academy's improvement plan and 'coffee and curriculum' sessions to keep curriculum development and improvement at the front of their minds.</p>	
a	<p>Safeguarding Culture & Compliance</p> <ul style="list-style-type: none"> Filtering and Monitoring Filtering and monitoring appendix 2024 (1).pdf The principal confirmed watchguard is the software used for filtering and monitoring at the academy. <p><u>Safeguarding grid</u></p> <ul style="list-style-type: none"> The safeguarding grid had been received by governors in advance of the meeting. Changes since the Academy Committee meeting on 17 January 2024 were highlighted in red. Governors highlighted best practice would be for an additional member of staff to be trained on ELSA- Emotional literacy support assistants. <p>Action: additional staff member to be ELSA trained</p>	TB
b	<p>LAC response to ERM</p> <ul style="list-style-type: none"> Academy Committee governors acknowledged the hard work involved by staff in building and maintaining relationships with parents/carers at the beginning and end of the school day. This will ensure any barriers are overcome and any issues are quickly 'nipped in the bud'. Academy Committee governors were pleased with the progress made by all children considering the high number of SEND children. It is very pleasing to hear the academy is on the right trajectory. 	
AC/69/23/24	<p>Policy/appendix ratification</p> <p>The following policies were approved at the relevant Committees, and will be published on the DA Trust website. Governors were notified on 30 January 2024.</p> <p>Standards & Outcomes Committee</p> <ul style="list-style-type: none"> Relationship and Sex Education Policy 	

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	<ul style="list-style-type: none"> • Provider Access policy • Supporting students with medical conditions policy • Early Careers Teachers policy <p>Finance and Resources Committee</p> <ul style="list-style-type: none"> • Levels of Authority (recommended to Board for approval) • Reserve and Investment Policy (recommended to Board for approval) (no summary of changes provided) <p>Audit and Risk committee.</p> <ul style="list-style-type: none"> • The Risk policy was approved at the Audit and Risk Committee 28 February 2024 (summary of changes provided) 	
AC/70/23/24	<p>Review of governor action plan from self-evaluation</p> <p>Governors readdressed the action plan, and the following was noted:</p> <ul style="list-style-type: none"> • Local training established from governance self-evaluation and focus on priority aspect of school improvement. • Governors requested subject leads to deliver subject presentations at future meetings. 	
AC/71/23/24	<p>Link governors visit reports:</p> <ul style="list-style-type: none"> ▪ <u>5 March 2024</u> DA Chair/Trustee meeting The meeting was cancelled by DA. ▪ <u>5 February 2024</u> - SEND CS Good visit – ELSA additional person to trained, plan in place. Good positive development for Education Healthcare Plan (EHP) Transition spoken about, quite a few SEND children. No concerns. ▪ <u>4 March 2024</u> – EDI RM Good visit – spoke with Shona Reid EDI consultant information is being fed to staff on inset days. EDI is interwoven between all subjects. 	
AC/72/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Link governor visits ▪ Questions on presentation - Evaluating quality of education. ▪ Questions on ERM report 	
AC/73/23/24	<p>Report to Trustees</p> <ul style="list-style-type: none"> • Attendance is above national average. • Good relationships are being fostered and maintained between parents/carers and school staff. • The arrangements at the beginning and end of the day allowing familial contact with staff has been a great success. The issues that once came to the principal's attention are now longer a feature as they are addressed quickly and appropriately by class teachers. ▪ <u>5 March 2024</u> DA Chair/Trustee meeting The meeting was cancelled by DA. ▪ <u>5 February 2024</u> - SEND CS Good visit – ELSA additional person to trained, plan in place. Good positive development for Education Healthcare Plan (EHP) 	

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	<p>Transition spoken about, quite a number of SEND children. No concerns.</p> <ul style="list-style-type: none"> ▪ <u>4 March 2024</u> – EDI RM Good visit – spoke with Shona Reid EDI consultant information is being fed to staff on inset days. EDI is interwoven between all subjects. • Effectively monitoring the quality of education training video was observed in advance by governors. <p>It was a very clear presentation and the questions for governors provided will be used, especially questions to ask children, as will the suggestion to invite a Head of Faculty/ Subject to present at a future ACM.</p> <ul style="list-style-type: none"> • Governors are concerned there are only 4 members despite numerous recruitment drives. • Succession planning – Mr Colin Shuttleworth plans to step down from Chair and governor role at the end of the academic year. 	
AC/74/23/24	<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. Governors spent time considering equalities within the academy setting.</p>	
AC/75/23/24	<p>Date and time of next meeting: Wednesday, 15 May 2024 at 1:00 pm</p> <p>The meeting closed at 15:00</p>	
	<p>Signed: <i>Colin Shuttleworth</i> (chair) Date 15 May 2024</p> <p>Print: Colin Shuttleworth approved and circulated</p>	