

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Wednesday, 15 May 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	

Quorum numbers	3	Governor's present	4
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Item No	Item	Action/ by who/when
AC/76/23/24	<b>Welcome</b> The chair welcomed all to the meeting.	
AC/77/23/24	<b>Apologies for absence</b> There were none.	
AC/78/23/24	<b>Declaration of interest</b> 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 year.	
AC/79/23/24	<b>Minutes of the last meeting 20 March 2024</b> The minutes of the meeting, having previously been circulated and received were proposed as a true record by Mrs Jackson and second by Mrs Bulley. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.	
AC/80/23/24	<b>Matters arising:</b> <b>AC/63/23/24</b> Presentations by subject leads Governors had requested presentations by subject leads throughout the year. However, due to staffing and the timings of the Academy Committee meetings this to be deferred until September 2024. <b>AC/55/23/24</b> Hold and secure procedure and practice. The principal confirmed the staff had carried out a tabletop exercise on Hold and secure procedure and practice, without alarming the children. The process highlighted any vulnerability, but generally was well received.	

*See*

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Item No	Item	Action/ by who/when
	<p>More testing reassessment and audit will be carried out in due course by the Trust Business Leads.</p> <p><b>A governor asked</b> if the exercise was successful. The principal replied the practise highlighted a couple of areas the academy can improve on, and had already liaised with the site team.</p> <p><b>AC/66/23/24</b> Governor recruitment see AC/81/23/24</p> <p><b>AC/68/23/24</b> Safeguarding – additional staff member to be ELSA trained - update. The principal stated funding has not been allocated from the Trust for an additional ELSA trained individual. However, the budget for the next academic year has been finalised and the school to look at funding inhouse.</p> <p><b>A governor asked</b> if the ELSA training can be paid for out of pupil premium. The principal confirmed the possibility is being looked at.</p>	
AC/81/23/24	<p><b>Governance Housekeeping</b> The governance professional explained, despite numerous recruitment drives, the following vacancies were still vacant:</p> <ul style="list-style-type: none"> <li>▪ Parent vacancy</li> <li>▪ Staff governor vacancy</li> </ul> <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/approval to be made.</p> <p>A lengthy discussion took place regarding sourcing possible interested parties. It was decided governors to hold a 'governor stall' at the transition event and further highlight in any correspondence to parents and the local community.</p> <p>Governor terms of office are due to expire as follows: CS – 25.09.27 – Appointed. SJ – 11.05.25 – Parent NB – 25.09.27 – Appointed. RM – 23.05.27 - Appointed.</p> <p>Following a lengthy discussion it was suggested Mrs Jackson be nominated as an appointed governor with immediate effect. Mrs Bulley nominated Mrs Jackson to be an appointed governor and Mr Mason second. Mrs Jacksons term of office as an appointed governor will run for 4 years with effect from 15 May 2024 to 14 May 2028.</p> <p><b>Action:</b> Recruitment Agenda item 10 July 2024</p>	All 10.07.24

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Item No	Item	Action/ by who/when
AC/82/23/24	<p><b>Succession planning</b></p> <p>The Chair reiterated his intention to resign as a governor with effect from July 2024 due to other commitments.</p> <p>Governors were asked to consider their interest in the office of chair or vice chair of the committee as the post would be elected in the July meeting for the year 2024/25.</p>	GP 15.07.24
AC/83/23/24	<p><b>Principal's report</b></p> <p>The report had been circulated and accepted by governors prior to the meeting. The principal highlighted key areas from the report.</p>	
a	<p><b>Safeguarding Culture &amp; Compliance</b></p> <p>The principal confirmed the safeguarding grid changes from 20 March to date had been highlighted in red for ease of reference for governors.</p> <p><b>A governor asked</b> how much data from primary joins up with the secondary academy. The principal confirmed both academies use the software 'my concern' for any element of safeguarding, making it easier for data to migrate. In addition, the member of staff responsible for transition at the secondary academy liaises numerous with the principal at the primary academy.</p> <p>The principal stated she intends to highlight with parents/carers how they can report any safeguarding incidents with outside agencies ie police, 111 or Mash when out of school hours ie evenings, weekends, holidays etc. rather than waiting until school reopens. Time is always of the essence.</p>	TB
b	<p><b>Risk report</b></p> <p>The principal stated she had reviewed the academy risk report, and confirmed the gradings remain the same.</p>	
c	<p><b>Health &amp; Safety</b></p> <p><b>A governor asked</b> if there was a defibrillator in the academy. The principal confirmed there are two one for an adult and one for a child.</p> <p><b>A governor asked</b> how often the defibrillator is checked. The principal confirmed it is checked on a termly basis.</p> <p><b>A governor asked</b> are staff trained to use both defibrillators. The principal confirmed the first aiders are trained in the use of defibrillators.</p>	
d	<p><b>Staff &amp; Pupil wellbeing</b></p> <p><b>A governor asked</b> if the academy held insurance for staff absences. Mr Letton confirmed the Trust do not buy into insurance for staff absence.</p> <p><b>A governor asked</b> how the operational health referrals from the academy compare with other academies across the Trust. The principal confirmed they are comparable; the referrals are used for staff wellbeing in a supportive manner.</p>	

*C. Sweet*

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Item No	Item	Action/ by who/when
e	<b>Audit reports</b> English hub early reading audit is to be confirmed. It attracts £2500 which will be used in school against English resources.	
AC/84/23/24	<b>Review 23/24 governance action plan</b> Following a brief discussion, it was agreed for the governance professional to: <ul style="list-style-type: none"> <li>Resend the skills audit questionnaire to governors.</li> <li>It was agreed the chair, vice chair, principal and governance professional to rag rate the governor self- evaluation document and prepare the action plan for 2024/25 for approval by governors at the July meeting.</li> </ul>	GP 10.07.24
AC/85/23/24	Complete governance self-audit & skills questionnaire Chair, Vice, Principal and Governance professional to meet prior to 10 July 2024 to rag rate the self-audit in readiness for approval at the July meeting.	
AC/86/23/24	<b>Staffing September 2024</b> The principal verbally updated governors with proposed staffing for September 2024.	
AC/87/23/24	<b>Admissions 2024</b> The principal confirmed the academy are not where they want to be with regard to admissions but are in line with other academies nationally. Marketing is preparing an advertising drive with regard to improving admissions across the Trust.	
AC/88/23/24	<b>Absence language in reports</b> The academy has responded to parent request to change the use of absent language used in end of year reports. 'Unacceptable' has now been removed and replaced with 'Improvement needed'. Thus, demonstrating an element of understanding and empathy.	
AC/89/23/24	<b>Governor link Visits</b> Governors had received the circulated governor visit reports prior to the meeting. Verbal updates were provided. <u>Completed:</u> <ul style="list-style-type: none"> <li>Safeguarding 25.03.2024 – NB <ul style="list-style-type: none"> <li>Good visit</li> <li>Discussed how bullying is dealt with in school and how it is reported.</li> <li>Reflective discussions on how staff need to maintain their integrity and transparency. In order for parents to be fully aware of what has been going on in school hours which is vital for parents/carers.</li> <li>Ensure all staff members aware of procedures and how to inform parent/carers appropriately.</li> </ul> </li> </ul>	

*C. Sweeney*

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Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> <li>GDPR 26.03.24 – SJ <ul style="list-style-type: none"> <li>Very good visit the monitoring across the trust is very good</li> <li>Spot checks are carried out.</li> </ul> </li> </ul> <p><u>Planned</u></p> <ul style="list-style-type: none"> <li>SEND colin TBC</li> </ul>	
AC/90/23/24	<b>Academy Trust Handbook</b> <a href="https://publishing.service.gov.uk">Academy Trust Handbook 2023 (publishing.service.gov.uk)</a> <a href="https://sharepoint.com">Governance Portal - ACM (5) 15 May 2024 - All Documents (sharepoint.com)</a> The governance professional informed the committee of the introduction of an updated Academy Trust Handbook 2023 by the Education and skills funding agency	
AC/91/23/24	<b>Policy/appendix ratification</b> The following policies were approved at the relevant Committees, and will be published on the DA Trust website. Governors were notified on 27 March 2024. Changes were summarised. <ul style="list-style-type: none"> <li>Suspension and Exclusion Policy <a href="#">Suspensions and exclusion policy summary of changes February 24 (1).pdf</a></li> <li>Financial Procedures Manual <a href="#">Finance Procedures Manual summary of changes.pdf</a></li> </ul>	
AC/92/23/24	<b>How has the AC held senior leaders to account?</b> <ul style="list-style-type: none"> <li>Link governor visits</li> <li>Questions on Principal's report</li> </ul>	
AC/93/23/24	<ul style="list-style-type: none"> <li><b>Report to Trustees</b></li> <li>Hold and secure process and procedure carried out by staff as a tabletop exercise without alarming the children. The process highlighted any vulnerability, but generally was well received.</li> <li>More testing reassessment and audit will be carried out shortly by Business Leads.</li> <li>The academy has responded to parent request to change the use of absent language used in end of year reports. 'Unacceptable' has now been removed and replaced with 'Improvement needed'. Thus, demonstrating an element of understanding.</li> <li>Recent link visits have included: <ul style="list-style-type: none"> <li>Safeguarding 25.03.2024 – NB</li> <li>GDPR 26.03.24 – SJ</li> </ul> </li> <li>Planned <ul style="list-style-type: none"> <li>SEND – CS</li> </ul> </li> </ul>	

*CS* 10/7/24<sup>34</sup>

Item No	Item	Action/ by who/when
	<ul style="list-style-type: none"> <li>▪ Mrs Jackson gave her time by invigilating during the recent SATs examinations.</li> <li>▪ As reported previously the committee has a number of vacancies. Recruitment is proving difficult.</li> <li>▪ Succession planning is paramount due to the intended resignation of the Chair of Governors – Colin Shuttleworth at the end of July 2024</li> <li>▪ Mrs Jackson was elected as an appointed governor as opposed to a parent governor.</li> </ul>	
AC/94/23/24	<p><b>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</b></p> <p><b>Determination of confidentiality of business</b></p> <p>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/95/23/24	<p><b>Date and time of next meeting:</b></p> <p>Wednesday, 10 July 2024 at 1:00 pm</p> <p>The meeting closed at 14:30</p>	
	<p>Signed..... (chair) Date..10.7.24</p> <p>Print..... Colin Shuttleworth</p>	