

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 10 July 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	Appointed 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
----------------	---	--------------------	---

Item No	Item	Action/ by who/when
AC/96/23/24	Welcome The chair welcomed all to the meeting.	
AC/97/23/24	Apologies for absence There were none	
AC/98/23/24	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 year.	
AC/99/23/24	Ofsted visit 11th & 12th June 2024 under section 8 of the Education Act 2005 This item was taken out of agenda order and the principal updated governors on the visit. The final report has now been published. The academy continues to be a 'good' school as graded by Ofsted. The principal commented on how proud she was after The Ofsted Inspector noted after speaking with pupils who stated: 'Everyone is welcome at our school. Everyone is treated the same. we respect diversity' The principal stated the report highlights the next actions to be taken alongside the positives of the academy. The next inspection will be due in 4 years.	
AC/100/23/24	Trust Training KCSIE – P Knight Local response following Trust training	

Item No	Item	Action/ by who/when
	<input type="checkbox"/> Safeguarding - Keeping Children Safe in Education June 2024 Keeping children safe in education 2024 (publishing.service.gov.uk) p25-55 <u>To be viewed in advance or at 4:30 pm on 10 July 2024</u> <p>All governors present signed to confirm they had undertaken both of the above mandatory safeguarding training requests.</p>	
AC/101/23/24	<p>Minutes of the last meeting 15 May 2024 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/102/23/24	<p>Matters arising: AC/81/23/24 -Governance Housekeeping <u>Recruitment</u> The lack of governor membership continues to be a concern at the academy. Following a discussion, it was agreed the principal will contact marketing to enable a 'banner' to be erected outside of the academy to further advertise the governor vacancies. Action: Principal to contact marketing. AC/84/23/24 – Review Governance Action Plan see item AC/107/23/24</p>	TB 18.09.24
AC/103/23/24	<p>Governor Link visit reports <u>Completed</u> SATS week visit – 16.05.24 SJ Very interesting to see the operation and structures in place to enable the tests to take place. Governor was very pleased with the operation, commenting the way in which the academy ensures the children are ready to commence the tests is commendable. The children are very keen to showcase what they could do and were responsive to last minute revision. A discussion took place regarding the operation to evacuate classrooms, if an emergency were to happen during the tests. Mr Letton confirmed the Trust plan to install an 'alert system' in all their schools with effect from the Autumn term 2024.</p>	
AC/104/23/24	<p>Principals report Governors had previously received a copy of the principal's report.</p>	
a	<p>Safeguarding compliance & culture The principal outlined the changes which had been made and highlighted in red to the document since the previous LAC meeting on 15 May 2024. The principal confirmed the SCR was checked as part of the Ofsted inspection.</p>	

Item No	Item	Action/ by who/when
	<p>A governor asked if the academy had any plan to identify a prevent lead within the academy, as this is the only item within the document which is rated amber. The principal replied not at the moment as Ms Cottam is still identified as one of the academies DDSL. Mr Letton confirmed the ultimate responsibility lies with the principal.</p> <p>The principal confirmed the academy still awaits the results of the pupil voice survey. The principal to obtain the data as soon as possible and present to governors at the meeting on 18 September 2024.</p> <p>Action: Principal to obtain Pupil voice data and present</p> <p>The principal confirmed ELSA training has been booked for the Family Support Assistant in September 2024.</p> <p>A governor asked if all staff are currently compliant with the mandatory safeguarding refresher training every two years. The principal confirmed they were, and it is evidenced on the SCR.</p> <p>A governor asked if the academy have any concerns regarding Female Genital Mutilation FGM, honour-based abuse. The principal confirmed there are no concerns within the academy.</p> <p>A governor asked if, where and what mental health provision is in place for staff of the academy. The principal replied the academy have a mental health champion who signposts staff to the appropriate help and support. The staff packages are available via the Trust.</p> <p>A governor explained to the committee how staff mental health provision operates within the National Health midwifery service whereby advocates are appointed. A governor asked if advocates or similar were available to education staff as this will have an impact upon pupil learning. Mr Letton replied there is nothing formal at the moment. From time to time this is highlight to staff where help and support can be sought.</p> <p>A discussion took place regarding an online safety matter which will appear in a separate set of confidential minutes.</p>	TB 18.09.24
b	<p>SATs result 2024</p> <p>The principal gave governors an overview of the SATs results.</p> <p>A governor asked if a breakdown for SEND pupils were available. The principal confirmed It will be available for September 2024.</p>	

Item No	Item	Action/ by who/when
	<p>A governor asked if the academy had an external moderation in English this year. The principal confirmed external moderation did not take place, however internal moderation had across the family of schools. Confirming therefore externally no, internally yes.</p> <p>The principal confirmed the SATs results were disappointing, but elements had mitigating circumstances, as a result action plans will be implemented in the future.</p> <p>A governor asked if the children had received their SATs results. The principal confirmed the children were spoken to the day before.</p>	
c	<p>Ofsted report This item was taken out of agenda order and appeared under item AC/99/23/24.</p>	
d	<p>Admissions & Staffing Structure 2024/25 This item was deemed to be confidential and will appear in separate minutes.</p>	
e	<p>Professional development impact 2023/24 & planning for 2024/25 Impact 2023/24</p> <ul style="list-style-type: none"> - RWI - Coaching - Focus Five - EDI <p>planning for 2024/25</p> <ul style="list-style-type: none"> - Oracy - ELSA 	
f	<p>Sports premium plan update – impact & evaluation Online form to be completed and published on academy website before the end of the current academic year.</p>	
g	<p>Visits calendar 24/25 calendar 24/25 Year 6 residential to Kingswood proposed for October 2024 to pursue team Skills The principal requested governor approval for the above proposed trip. The principal confirmed it is financially beneficial for the trip to take place in October 2024 at a significantly reduced cost.</p> <p>A discussion took place regarding the above visit, as a result governors unanimously approved the visit to Kingswood in October 2024.</p>	
h	<p>Behaviour/Suspension An element of this item was deemed to be confidential and will appear in separate confidential minutes.</p>	

Item No	Item	Action/ by who/when
	<p>The principal informed governors the academy is using a new app for behaviour 'my academy app development.' The app monitors behaviour, with both positive and negative points. The app also refines behaviours including low level disruptions.</p> <p>A governor asked if parents/carers will have sight of the information. The principal confirmed the positives will appear by 'talking' to Weduc etc.</p>	
I	<p>End of year AIP evaluation</p> <ul style="list-style-type: none"> - Update on actions against objectives - Impact <p>Actions / next steps:</p> <ul style="list-style-type: none"> - Refine the curriculum - Oracy - Broaden wider curriculum offer through extra-curricular offer & pupil leadership opportunities <p>A governor asked who determines what the most important knowledge is. Mr Letton replied what is important for our children in their own setting.</p>	
AC/105/23/24	<p>Appt. committee chair & vice chair for year 2024/25</p> <p>A nomination was received and circulated to governors prior to the meeting from Mrs S Jackson who expressed an interest in the role of Chair of Governors for 2024/25</p> <p>Mrs Jackson left the meeting at 14:30 and returned at 14:35</p> <p>Mr Mason proposed Mrs Jackson and Mrs Bulley second. Mrs Jackson was unanimously elected to the role of Chair.</p> <p>Mrs Jackson duly accepted the role of Chair of Governors for the academic year 2024/25.</p> <p>Appointment of Vice Chair 2024/25</p> <p>There were no nominations for the role of vice chair due to colleagues current work commitments. Item to be revisited on 18 September 2024</p> <p>Action: Clerk to notify Head of Governance and Trustees of appointment</p> <p>Action: Appointment of Vice chair to be agenda item 18 September 2024</p>	GP 18.09.24
AC/106/23/24	<p>Governor Housekeeping</p> <p><u>Governor Recruitment</u></p> <p>The governance professional explained, despite numerous recruitment drives, the following vacancies were still unoccupied:</p> <ul style="list-style-type: none"> ▪ Appointed governor vacancy ▪ Parent vacancy <p>The Governance professional stated the lack of recruitment to governor vacancies remains a concern. A drive to pursue recruitment will be re-invoked in the Autumn term 2024</p>	

Item No	Item	Action/ by who/when
	<p><u>ACM dates and timings 2024/25</u> The dates and times of LAC meetings for 2024/25 were confirmed.</p> <p><u>Skills audit analysis July 2024</u> The results of the skills audit July 2024 had been circulated and received by governors prior to the meeting. Due the lack of numbers this will be revisited during the academic year 2024/25.</p>	
AC/107/23/24	<p>Governance self-evaluation 2024 and action plan 2024/25 Governors approved the above documents All governors approved the self-evaluation for 2024 and the action plan for 2024/25.</p>	
AC/109/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Link governor visits ▪ Questions on Principal's report ▪ Scrutiny of data and information 	
AC/110/23/24	<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 item number AC/104/23/24 a, d & h to be confidential and will appear in separate confidential minutes 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/111/23/24	<p>Chair of governors Mr Shuttleworth's term of office was due to expire in August 2024. Mr Shuttleworth had decided to stand down from Chair of Governors and a governor at Tuxford Primary Academy to pursue other interests. However, Mr Shuttleworth will not be leaving the Trust all together as he had accepted the offer to be a member of the Trust. The principal thanked Mr Shuttleworth for his tireless support over the last 9 years expressing he will be sorely missed by all. Mr Shuttleworth was presented with the gift of a pen from governors, staff and pupils of the school as a thank you.</p>	
AC/112/23/24	<p>Date and time of next meeting: Wednesday, 18 September 2024 at 1:00 pm</p> <p>The meeting closed at 2.45 pm</p>	
	<p>Signed..... (chair) Date..... 16/9/24</p>	

Item No	Item	Action/ by who/when
	Print.....	