

**Minutes of the Tuxford Primary Academy Committee meeting
held on Monday, 16 September 2024
at 1:00 pm**

Tuxford Primary Academy

Membership	Initials	Governor category	Absence
Mrs S Jackson (chair)	SJ	Appointed governor	
Mrs N Bulley	NB	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	
Ms D Lawrence	DL	Assistant Principal	
Mrs S Baines	SB	Governance Professional	

<i>Quorum numbers</i>	2	<i>Governor's present</i>	2
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Item No	Item	Action/ by who/when
AC/01/24/25	Welcome The chair welcomed all to the meeting.	
AC/02/24/25	Apologies for absence Apologies were received and accepted from Mrs Bulley due to work commitments.	
AC/03/24/25	Declaration of interest <ul style="list-style-type: none"> • Declarations of Interest (annual summary to be inc. in report) • Code of Conduct 24/25 Annual declarations of interest, code of conduct and annual cyber training were circulated and requests for all to be confirmed and completed by 1 October 2024. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/04/24/25	Minutes of the last meeting 10 July 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.	
AC/05/24/25	Matters arising: AC/104/23/24 – online safety The principal confirmed all passwords have been changed and all staff and pupils have been reminded of all safeguarding elements in terms of online safety. Item now complete	
AC/06/24/25	Governor Link visit reports There were none	


S. JACKSON
 11.21.24

Item No	Item	Action/ by who/when
AC/07/24/25	<p>Principals report</p> <p>Governors had previously received a copy of the principal's report. The principal provided governors with a staffing update. This was deemed to be confidential and will appear in a separate set of confidential minutes.</p>	
a	<p>Safeguarding compliance & culture</p> <p>The principal outlined the changes which had been made and highlighted in red to the document since the previous LAC meeting on 10 July 2024. The principal confirmed the SCR was checked as part of the Ofsted inspection.</p> <p>A governor asked what checks are in place prior to a DBS being returned. The principal replied risk assessments are carried out and the children are never left alone with an adult who has not been DBS cleared.</p> <p>Racist behaviours are analysed and are being received from a very small minority of children. The academy ensures the resources used in the curriculum encompass all the diversity groups and how to communicate appropriately across the piste.</p> <p>A governor asked in terms of prevent and the riots which have occurred during the summer. Have the staff members overheard any discussions from the children regarding these issues. The principal confirmed no discussions or comments had been reported and the academy were not highlighting the issue.</p> <p>The principal confirmed parents/carers have been notified within the newsletter how to report any safeguarding concerns themselves to the police etc. out of school hours.</p>	
b	<p>Training</p> <p>The principal confirmed the training colleagues had received regarding phonics proved to be very beneficial to the pupils. Due to staffing changes, there is a need for read, write training to continue.</p> <p>Equity, Diversity and Inclusion training continues until Easter 2025. The principal and acting principal are working on an action plan for EDI, which will then be cascaded down to all staff in the academy.</p>	
c	<p>AIP & SEF</p> <p>The principal reported the above documents are being re written in line with the new Ofsted framework due to be published on 17 September 2024.</p>	
d	<p>AIP objectives</p> <p>The principal confirmed the AIP objectives have been rag rated. The leadership team are currently working with the curriculum focussing on other</p>	


S. JACKSON
11.11.24

Item No	Item	Action/ by who/when
	subjects alongside the core subjects. Mr Letton confirmed a new national curriculum is imminent.	
e	<p>Behaviour monitoring</p> <p>The principal explained the data in terms of monitoring behaviour. Confirming some pupils have been included within my concern but have not received a red card. The principal confirmed parents/carers now have the option to use the My academy app. Which enables parents/carers to see positive elements of behaviour. In addition, teachers have the facility to issue positive points matched to the 5rs. Teacher colleagues have been reminded about consistency and the use of dialogue regarding school reports.</p> <p>A governor commented there is an up-ward trend for negative behaviour. The principal stated this is historical as during November and December children are more confined to breaks in the playground as the field is out of bounds due to the weather. Children are often more tired and grumpy during these months.</p> <p>Action: The principal/acting principal to look at alternative interactive provision on the playground and update governors on 11 November 2024.</p>	Principal 11.11.24
f	<p>Attendance</p> <p>The principal explained the data around pupil attendance.</p> <p>A governor asked if it is the same group of children who are frequently absent from school. The principal confirmed it has been identified around Free School Meal children and children with persistent absence. The academy is working with parents on a framework which will assist in alleviating the issue. Ensuring school and parents work together in partnership moving forward.</p> <p>A governor asked if there is any guidance on the issuing of penalty notices from the Trust in terms of absence. The executive principal replied there is no guidance, albeit the academy will report any future issue of notices to the local academy committee.</p>	
g	<p>Surveys</p> <p>The principal reported a safeguarding/pupil voice survey for year 5 and 6 had been carried out. This was not very successful as only a small proportion of questions were completed. Albeit the principal confirmed on the whole the school were very pleased with the results.</p> <p>The principal stated the Ofsted inspection demonstrated children feel school is very welcoming and a safe place to be. Children can identify what bullying is and how to report it. The academy is to work further with children on how to encourage healthy safe relationships.</p> <p>A governor asked is the survey carried out across all primaries within the Trust and is there any comparative data. The Executive Principal replied he had not seen any comparative data. Confirming Patrick Knight, the strategic</p>	


S. JACKSON
11.11.24

Item No	Item	Action/ by who/when
	lead for safeguarding across the Trust is looking at how to carry out additional suitable surveys with children across the primary piste.	
h	SEND The principal confirmed the information for SEND has been published on the academy website.	
I	Sports premium The principal confirmed the sports premium grant had been used to broaden the PE activities within the academy alongside providing CPD to staff from experienced providers. The play maker award was delivered by a PE provider. The academy now looking at how they can lead an activity at lunchtime for variation and how to promote the activity.	
J	Staff Inset <ul style="list-style-type: none"> Clarifying whistleblowing, concerns around reporting staff Online safety, filtering is present but not monitoring in primary schools IT are looking at options. 	
AC/08/24/25	Budget summary 2024/25- S Lowe to provide to Principals The principal confirmed no budget statement had been received. To be deferred until November meeting.	GP 11.11.24
AC/09/24/25	How has the AC held senior leaders to account? <ul style="list-style-type: none"> Questions on Principal's report, safeguarding, attendance, Behaviour, pupil survey Scrutiny of data and information 	
AC/10/24/25	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/07/24/25 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.	
AC/11/24/25	Date and time of next meeting: Wednesday, 29 January 2025 1:00 – 3:00 pm The meeting closed at 15:00	
	Signed..... (chair) Date..... Print.....	