

**Minutes of the Tuxford Primary Academy Committee meeting
held on Monday, 11 November 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	A
Mr G Letton	GL	Executive Principal	
Ms D Lawrence	DL	Assistant Principal	
Mr T White	TW	Observer	
Mrs S Baines	SB	Governance Professional	

Quorum numbers	2	Governor's present	2

Item No	Item	Action/ by who/when
AC/12/24/25	Welcome The chair welcomed all to the meeting and introductions around the table were made.	
AC/13/24/25	Apologies for absence Apologies were received and accepted from Mrs Bulley due to work commitments and Mrs Blacknell due to illness.	
AC/14/24/25	Declaration of interest <ul style="list-style-type: none"> Declarations of Interest (annual summary to be inc. in report) Code of Conduct 24/25 Cyber training 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. Governors who had not completed the above were urged to do so as soon as possible to ensure compliance. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/15/24/25	Central Trust training – Ofsted visits and gradings update – CT Governors had received a copy of the recording on 4 November 2024 and were requested to watch the recording prior to the meeting in order to ask questions of senior leaders at the meeting. A governor asked how does the Academy/Trust look after staff welfare and provide the relevant support required in light of the devastating death of Ruth Perry a Headteacher who took her life following an Ofsted inspection. A governor further asked do staff have wellbeing plans.	

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	<p>Mr Letton responded the academy do not hold wellbeing plans for staff but are always mindful of communicating and supporting one another which is very prevalent. Mr Letton stated there are isolated issues at Tuxford Primary Academy, however a supervision service throughout the country would be the way forward. Mr Letton further stated the academy works in collaboration with other schools within the Trust to provide support.</p> <p>A governor stated the recording was very informative particularly the focus on identifying vulnerable children. A governor asked is the academy encapsulating all the vulnerable children. Mr Letton assured governors all vulnerable children were being captured.</p>	
AC/16/24/25	<p>Minutes of the last meeting 16 September 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/17/24/25	<p>Matters arising:</p> <p>AC/07/24/25</p> <p>Behaviour – principal to look at alternative interactive provision on the playground.</p> <p>The Acting principal confirmed resources are in situ in the playground and play leaders are organising activities proving to be very successful and effective. The Acting principal confirmed there is currently a recruitment drive for Mid-day supervisors. Following a discussion, it was agreed the Acting principal to update governors at the January 2025 meeting regarding recruitment.</p> <p>Action: Agenda item 29 January 2025</p>	DL 29.01.25
AC/18/24/25	<p>GP report to LAC</p> <p>Governors had previously received a copy of the governance professional report. Items relating to mandatory training were noted and will be reviewed in January 2025.</p> <p>Action: agenda item 29 January 2025</p>	GP 29.01.25
AC/19/24/25	<p>Draft Scheme of Delegation</p> <p>Governors had previously received a copy of the draft Scheme of Delegation. Following discussion governors were happy with the draft and had no suggested comments to add.</p>	
AC/20/24/25	<p>ERM</p> <p>Governors had previously received a copy of the ERM report dated 11 September 2024.</p> <p>Mr Letton drew governors' attention to key elements of the document.</p>	
a	<p>Attendance</p> <p>Mr Letton stated process' and procedures for monitoring attendance are tighter than ever. All working in partnership to ensure the academy have</p>	

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	the best possible attendance. Home visits are taking place to ensure pupils are safe. The academy is looking and addressing trends and patterns of pupil's non-attendance in order to provide challenge. Parents who take their children out of school for holidays in term time are being fined, currently £80 per parent, per child. Exceptional circumstances are only being sanctioned by the academy.	
b	Suspension One child had received a suspension.	
c	Areas for improvement form plan for academy improvement area. Mr Letton confirmed following the recent Ofsted visit four key areas for improvement form the basis of the academy improvement plan which is reviewed on a regular basis.	
d	SEF As a result of the new Ofsted framework, the SEF will be re-written in the autumn term	
e	<p>Analysis of outcomes Mr Letton gave a precis of subject outcomes, following a discussion.</p> <p>A governor asked Maths outcomes are not where the Academy desired. What changes are being made to address the issue. Mr Letton responded the teaching tool 'power maths' approved by the DfE is being used. However, the academy has not made the best use of it. A principal across the Trust has been seconded to restructure the curriculum to ensure pupils receive exactly what they need including assessments. Some benefits are already visible. The Acting principal confirmed 'number sense' is used across the academy. Providing children with the fluency to achieve the best results.</p> <p>A governor asked senior leaders speak about redesigning the curriculum to remove the heavy lifting from teachers. How do you ensure teachers remain engaged. Mr Letton responded it allows the removal of the 'what' not the 'how'. Allowing teachers to focus on pupil requirement taking time to adapt the curriculum to meet the needs of the children.</p> <p>A governor asked are we confident teachers wish to remove the heavy lifting. The Acting principal confirmed teachers were, stating they are aware from the curriculum what they must teach. Teachers are now able to look at how to deliver the knowledge to ensure it is engaging and fun to learn.</p> <p>A governor asked previously subject leaders delivered presentations to the Local Academy committee. Does the central approach now differ. Mr Letton replied the individual personalisation elements remain ie. Local study, PSHE in isolation of Tuxford. Mr Letton further stated the curriculum is being</p>	

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	streamlined which is vital for children's understanding. The content will not change enormously.	
AC/21/24/25	Budget summary 2024/25- S Lowe to provide to Principals A copy of the budget summary for 2024/25 had previously been circulated and received by governors the document provided governors with a small snapshot into the finance of the school. Mr Letton stated the facilities finance is high due to the age of the building.	
AC/22/24/25	LA safeguarding Audit to be approved prior to submission to LA December 2024 It was agreed the Acting Principal to schedule a TEAMs meeting with Mrs Jackson and Mr Mason to review the audit as above. Action: The audit to be an agenda item on 29 January 2025 to be approved retrospectively by governors.	DL 29.01.2025
AC/23/24/25	Admissions 2026/27 local academy appendix Changed the oversubscription criteria to align with all primaries in the Trust Consultation commences 11 November 2024 for 6 weeks Following a discussion Mrs Jackson proposed and Mr Mason second to accept the changes to the admissions 2026/27 local academy appendix.	
AC/24/24/25	Governor appointment <ul style="list-style-type: none"> Parent governor elections – advertised open window for nominations 7th to 15th November 2024 Mr Tom White had previously met with Mrs Lawrence and the Governance Professional to discuss his interest in the role of appointed governor at the academy. Mr White had also observed the meeting and subsequently reconfirmed his interest in the role. Mr White left the meeting at 14:40 and returned at 14:41 for voting to take place. Governors were happy and delighted to appoint Mr White to the role of Appointed governor for a period of four years with effect from 11 November 2024 to 10 November 2028 subject to mandatory recruitment checks. The Governance Professional stated she had received two additional expressions of interest from individuals for the role of governor. It had been agreed a meeting for the Chair of Governors and Acting Principal was scheduled to take place on Monday, 25 November 2024 and both candidates will be invited to observe the meeting on 29 January 2025.	
AC/25/24/25	Governor visits – action plan Planned Visits <ul style="list-style-type: none"> Safeguarding LA audit 1:1 meeting take place every 2 weeks between the Chair and Acting Principal Tour of the academy by two potential new governors 25 November 2024. 	

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AC/26/24/25	Trustee/complete report to Trustees <ul style="list-style-type: none"> Finance good to see, however more information is available on government websites. Delighted with two new teaching appointments to cover maternity leaves. All staff are settling well into their new roles within the academy and priorities are being addressed accordingly with the support of the Executive Principal. Increasing complex nature of some people's lives is impacting upon staff dealing with sensitive and upsetting topics 	
AC/27/24/25	How has the AC held senior leaders to account? <ul style="list-style-type: none"> Questions on ERM Scrutiny of data and information Questions around staffing Curriculum staffing wellbeing Questions on staff wellbeing and supervision support when dealing with sensitive and upsetting topics. 	
AC/28/24/25	Confidentiality/Equalities Act/Nolan Principles/Trust VMV been upheld. Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. There were none. 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/29/24/25	Date and time of next meeting: Wednesday, 29 January 2025 1:00 – 3:00 pm The meeting closed at 15:01	
	Signed: <i>Approved by committee and signed by Chair</i> Print: Sue Jackson Date: 29 January 2025	