

**Minutes of the Tuxford Primary Academy Committee meeting  
held on Wednesday, 19 March 2025  
at 1:00 pm  
Tuxford Primary Academy**

Membership	Initials	Governor category	Absence
Mrs S Jackson (chair)	SJ	Appointed Governor	
Mr R Mason	RM	Appointed Governor	
Mr T White	TW	Appointed Governor	
Mrs E Rew	EW	Appointed Governor	
Mr J Murray	JM	Appointed Governor	A
Mrs N Gubb	NG	Appointed Governor	

**In attendance:**

Staff name	Initials	Role	
Mrs T Blacknell	TB	Principal	A
Mr G Letton	GL	Executive Principal	
Mrs D Lawrence	DL	Assistant Principal	
Mrs S Baines	SB	Governance Professional	
Mr D Schwarz	DS	Chair of Board & Trustee	

Quorum numbers	3	Governor's present	5

Item No	Item	Action/ by who/when
AC/47/24/25	<b>Welcome</b> The chair welcomed all to the meeting and introductions around the table were made. Mr Schwarz stated he was attending the LAC meeting to update on recent committee and Board discussion. The purpose of the Trustee attending was to strengthen the relationship between the Trust Board and Local Academy Committees.	
AC/48/24/25	<b>Apologies for absence</b> Mr Murray was absent but no apologies were received.	
AC/49/24/25	<b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/50/24/25	<b>Minutes of the last meeting 29 January 2025</b> The minutes of the meeting, having previously been circulated and received. The minutes were proposed as a true record by Mr White and seconded by Mrs Jackson. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.	
AC/51/24/25	<b>Matters arising:</b> <b>AC/18/24/25</b>	

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	<p>Update from Governance Professional re governor colleague non-attendance</p> <p>The Governance Professional confirmed Mrs Bulley had resigned from the role of appointed governor with effect from 3 March 2025 due to personal reasons. Mrs Bulley was thanked for her continued support and challenge during her period of office, In particular in the role as safeguarding link governor. The Chair of Governors confirmed the academy had sent flowers to Mrs Bulley in as a token of their appreciation.</p>	
	<p><b>AC/39/24/25</b></p> <p>The new governors who were unable to attend a visit to the academy in January were provided with the opportunity to do so on Tuesday, 11 March 2025.</p>	
<b>AC/52/24/25</b>	<p><b>GP Report and LAC membership update</b></p> <p>Governors had previously received a copy of the governance professional report. Items relating to mandatory training were noted and will be reviewed and undertaken by the relative governors.</p> <p>The GP drew governors' attention to key elements of the report.</p> <ul style="list-style-type: none"> <li>▪ <u>Resignation of Mrs N Bulley</u> Covered in matters arising.</li> <li>▪ <u>Mrs S Jackson Term of Office expiration 11 May 2025</u></li> </ul> <p>Mrs Jackson's term of office is due to expire on 11 May 2025. Mrs Jackson has expressed a wish to continue as an appointed governor for a further term of office. Governors had previously received a copy of Mrs Jackson's expression of interest. Mrs Jackson left the room at 1:05 and returned at 1:06 pm. Governors unanimously voted for Mrs Jackson to continue for a further term of office ie four years, with effect from 19 March 2025 to 18 March 2029.</p> <ul style="list-style-type: none"> <li>▪ <u>Role of vice chair of governors</u></li> </ul> <p>The GP drew governors' attention to the vacant role of vice chair for the committee. It was agreed governors to consider the post and expressions of interest were invited to be submitted before 6 May 2025.</p>	
<b>AC/53/24/25</b>	<p><b>Trustee Item</b></p> <p>David Schwarz, Chair of Board and Trustee delivered a brief introduction and update on recent Committee and Board discussion. The purpose of the Trustee attending was to strengthen the relationship between the Trust Board and the LACs. A discussion took place regarding the desire to attract a diverse representation on Local academy committees to symbolise the communities our schools thrive within. Mr Schwarz stated all schools within the Trust are different, but the values exist via a common thread running through them which pull the schools together. All the schools live the values, but they are presented in different ways.</p>	

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AC/54/24/25 a	<p><b>ERM</b> The ERM, dated March 2025 was tabled at the meeting. Mr Letton drew governors' attention to key elements of the document.</p> <p><b>Attendance</b> <b>A governor asked</b> in terms of Persistent absence does the academy observe if the PA is a family trait. The EP replied not always it is a two-way free flowing conversation. The EP confirmed the academy does recognise similarities in attendance within families. <b>A governor asked</b> is monitoring undertaken at Trust level. The EP confirmed monitoring does take place at Trust level. With attendance being a standard agenda item at Executive Leadership Team who meet biennial. <b>A governor asked</b> in terms of national data how does Tuxford Primary academy compare to schools within the Trust. The EP confirmed very favourably, with secondary academies now have data plotted against characteristically attendance data. <b>A governor asked</b> what specific interventions are working to address PA. The EP replied openness and honesty, which are the key to building and maintaining good relationships. With a readiness to tackle attendance issues in a supportive manner. The majority of parents appreciate the approach. <b>A governor asked</b> how do the '5rs' tie in with pupil homelife. ie improving attendance like a philosophy. The EP replied the children recognise the '5rs' and are able to understand and demonstrate them later in school life.</p> <p><b>Voice 21</b>  <ul style="list-style-type: none"> <li>Voice 21 – ensure strategic clarity of intended impact and how evaluation of this</li> </ul> The EP confirmed the strategy is being used in the academy and is going well. The oracy lead and principal attending CPD and this is being cascaded in the academy over the coming weeks. Children are increasingly aware of sentence starters in their talk. Visual prompts and discussions guides are now in the environment and work will continue to ensure that the principles become more fully embedded</p> <p><b>Number sense</b> The EP confirmed the academy is seeing a real success with the project. A project around maths between TA and TPA helping both sides to understand the year 7 maths knowledge. It is proving to be useful for both schools.</p>	

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	<p><b>Staffing</b> The EP updated governors on the staffing structure for 2025/26. This was deemed confidential and will appear in a separate set of confidential minutes.</p> <p><b>Risk Register</b> Risk - exception reporting- based on academy risk register and 4 areas trust risk (Attendance, Outcomes, Safeguarding and SEND)</p> <p>Trust risk areas were highlighted within the text of the report. Plans are in place to mitigate the risk caused by staffing changes in the coming terms</p> <p><b>Action:</b> to be an agenda item 19 May 2025</p>	GP 19.05.25
<b>b</b>	<p>▪ <b>Safeguarding Culture/Compliance</b> The principal outlined the changes highlighted in red to the safeguarding Culture and compliance document since 29 January 2025</p>	
<b>AC/55/24/25</b>	<p><b>Monitor your school Attendance</b> The EP explained schools are now able to monitor their school attendance via the DfE and the schools Management Information System (MIS) The data is specific to the school and monitors year 1 to 6 attendance from the beginning of the academic year 2024.25 up to 18 February 2025. The EP stated that overall school attendance is 95% with the national average at 94.8%. Overall attendance is 95%, which is 0.2% greater than the national average. Persistent absence is 11.2% with national average 14.1% Persistent absence is 11.2%, which is 2.9% less than the national average.</p>	
<b>AC/56/24/25</b>	<p><b>Link governor visits</b></p> <ul style="list-style-type: none"> <li>▪ <u>Tuxford Windmill - 13.01.25</u> verbal report previously received; written report now received.</li> <li>▪ <u>Share the Learning class visit Y1</u> verbal report previously received; written report now received.</li> <li>▪ <u>SEND -22.01.25 RM</u> Verbal update, the work undertaken at the academy is very impressive.</li> <li>▪ <u>Y1 TPA visit 13.03.25 - TW</u> Multi school sports event Children very excited, represented the school very well <b>Action:</b> GP to contact TA regarding the uniform policy for students wearing jewellery at the events. Perceived as a H &amp; S issue.</li> <li>▪ <u>Swimming – SJ</u> Pupils made very good progress, more confident in the water The way they supported each other was commendable</li> </ul>	GP 19.05.25

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	<ul style="list-style-type: none"> <li>Health &amp; Safety visit – SJ</li> </ul> <p>After a discussion it was agreed the principal to update the LAC on recent DBS applications.  <b>Action:</b> Principal update  <b>Planned</b>          To be scheduled with the principal</p>	DL 19.05.25
AC/57/24/25	<p><b>Approval of Cat C Trip</b></p> <p>Governors were asked to approve a Cat C Trip the 2025/26 Year 6 residential trip to Caythorpe PGL activity centre for three days 6<sup>th</sup> to 8<sup>th</sup> October 2025. The principal confirmed there are 12 activities included within the cost of the trip.</p> <p><b>A governor asked</b> what the costing is per head. The principal confirmed £117.35 per person. With 24 out of 37 children signing up for the proposed trip.</p> <p><b>A governor asked</b> and the principal confirmed staff accompanying the trip will lead evening activities.</p> <p><b>A governor asked</b> what provision will be in place for those children who do not attend. <b>A governor further asked</b> will the cost be fixed if only 24 children attend. The principal confirmed, the children will attend normal class, and the transport is the biggest cost, and it should remain the same.</p> <p>After a brief discussion, Governors unanimously approved the trip to go ahead.</p>	
AC/58/24/25	<p><b>Governor action plan update</b></p> <p>Chair of governors and Principal to update the governor action plan at their 1:1 meeting and bring back to the May meeting.  <b>Action:</b> CoG and Principal - 19 May 2025</p>	SJ/DL
AC/59/24/25	<p><b>Trustee/complete report to Trustees</b></p> <ul style="list-style-type: none"> <li>David Schwarz thanked for his visit – very useful in building and maintaining relationships</li> <li>Celebrating improvements in Attendance</li> <li>Success of maternity cover posts</li> <li>Plans in place for staffing structure for new academic year.</li> <li>Year 1 good ambassadors for the school</li> <li>Oversubscribed</li> </ul>	
AC/60/24/25	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>Questions on ERM/attendance, targets, safeguarding</li> <li>Scrutiny of data</li> </ul>	

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	<ul style="list-style-type: none"> <li>Trip costings and educational purpose</li> </ul>	
AC/61/24/25	<p><b>Confidentiality/Equalities Act/Nolan Principles/Trust VMV 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. Governors agreed item <b>AC/54/24/25 staffing</b> to remain confidential and will appear in a separate set of confidential minutes.</p> <p>There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p> <p>Governors spent time considering equalities within the academy setting.</p>	
AC/62/24/25	<p><b>Date and time of next meeting:</b> Monday, 19 May 2025 1:00 – 3:00 pm</p> <p>The meeting closed at 15:01</p>	
	<p>Signed <i>S Jackson</i> (chair) Date 19 March 2025</p> <p>Print Susan Jackson</p> <p>Signed on behalf of and for LAC</p>	