

**Minutes of Tuxford Primary Academy Committee  
meeting held on 14 July 2025  
at 1pm at the academy**

| <b>Name</b>               | <b>Initials</b> | <b>Role</b>        | <b>A = absence</b> |
|---------------------------|-----------------|--------------------|--------------------|
| Mrs Susan Jackson (chair) | SJ              | Appointed governor |                    |
| Mrs Elizabeth Rew         | ER              | Appointed governor |                    |
| Mr Tom White (vice chair) | TW              | Appointed governor |                    |
| Mr James Murray           | JM              | Appointed governor | A                  |
| Mrs Nikki Gubb            | NG              | Appointed governor | A                  |

In attendance:

| <b>Staff name</b>    | <b>Initials</b> | <b>Role</b>             |   |
|----------------------|-----------------|-------------------------|---|
| Mrs Tracey Blacknell | TB              | Principal               |   |
| Mrs Deborah Lawrence | DL              | Acting Principal        |   |
| Mr Gareth Letton     | GL              | Executive Principal     | A |
| Mrs Serena Baines    | SB              | Governance Professional |   |
| Quorum required      | 3               |                         | 3 |

| <b>Item No</b>    | <b>Item</b>  | <b>Action/<br/>by<br/>who/when</b> |
|-------------------|--|------------------------------------|
| <b>AC/83/2425</b> | <b>Welcome</b><br>Introductions were made and the chair welcomed everyone to the meeting.  |                                    |
| <b>AC/84/2425</b> | <b>Apologies for absence</b><br>Apologies for absence were received and agreed from Mr Letton and Mrs Gubb due to work commitments. There were no apologies received from Mr Murray.   |                                    |
| <b>AC/85/2425</b> | <b>Declaration of interest and any changes to be advised</b><br>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.  |                                    |
| <b>AC/86/2425</b> | <b>Minutes of the meeting held on 19 May 2025</b><br>The minutes of the meeting, having previously been received were nominated for approval by Mr White and second by Mrs S Jackson. The minutes were signed as a true record by the chair. |                                    |
| <b>AC/87/2425</b> | <b>Matters arising</b><br><b>AC/67/2425</b><br>Governor action plan incomplete SJ/DL/SB<br>See agenda item AC/90/2425<br>Item now complete<br><br>Mrs Blacknell joined the meeting at 13:14  |                                    |

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|                   | <p><b>AC/68/2425</b><br/>Trust training remainder of year<br/>SB to email all governors as a reminder<br/>Item now complete</p> <p><b>AC/69/2425</b><br/>The GP had sent a series of reminders to Mr Murray to complete the statutory mandatory governor training.<br/>To be an agenda item September 2025<br/><b>Action:</b> GP to remind Mr Murray of the mandatory governor training requirement</p> <p><b>AC/70/2425</b><br/>SEND report<br/>The GP had circulated to all governors prior to the meeting.<br/>Item now complete</p> <p><b>DLAC/75/2425</b><br/>Mr White Governor link visit update<br/>Mr White agreed to visit the academy on 18 July to observe the Colour run.<br/><b>Action:</b> Mr White to complete a governor link visit report for the September 2025 meeting.</p> <p><b>AC/76/2425</b><br/>Review Governance Action plan 23/24<br/>See agenda item AC/90/2425</p> <p><b>AC/76/2425</b><br/><b>Skills Audit to be completed (email 04.06.25 before 13.06.25) to inform Action plan 2025/26</b><br/>See agenda item AC/90/2425</p> | <p>GP<br/>22/09/25</p> <p>TW<br/>22/09/25</p> |
| <b>AC/88/2425</b> | <p><b>Local response following Trust training 16 June 2025</b><br/>School Admissions Code<br/>The chair and vice chair of the LAC confirmed they had both watched the presentation and found it informative.</p>  |   |
| <b>AC/89/2425</b> | <p><b>LAC membership update</b><br/>The GP informed governors Mr Mason had resigned from the role of appointed governor with effect from 13 June 2025. Mr Mason was thanked for his support and commitment to the Academy over the last two years.</p>  |   |
| <b>AC/90/2425</b> | <p><b>Review of governance action plan 2024/25 and governance self-review.</b><br/>The Chair, Acting Principal and GP had previously met to discuss, and agree the governance self-review and action plan for 2025/26.<br/>The documents had been circulated and received by all governors in advance of the meeting.<br/><br/>Governors unanimously approved the Self review and action plan for 2025/26 with Mr White nominating and Mrs Rew second.<br/><br/><b>Action:</b> GP to submit to Head of Governance<br/><br/>A governor stated following the Trustee &amp; Governor conference they had begun to create a personal self-review document, which may be a useful</p>  | GP  |

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|                   | <p>tool for the LAC to aid the action plan for 2025/26. The chair welcomed the document.</p> <p><b>Action:</b> Mrs Rew to share with all governors prior to September 2025 meeting.</p>   | ER<br>22/09/25 |
| <b>AC/91/2425</b> | <p><b>Local training established from governance action plan 2025/26 from self-evaluation and skills audits completed which focuses on priority improvements.</b></p> <p>Following a discussion governors established and agreed the desired local training for the LAC committee during the academic year 2025/26:</p> <ul style="list-style-type: none"> <li>▪ Curriculum</li> <li>▪ Voice 21, how it is embedded within the academy</li> <li>▪ EDI</li> <li>▪ Induction and community links</li> </ul>   |                |
| <b>AC/92/2425</b> | <p><b>Governance housekeeping for 2025/26</b></p> <p>Appoint committee chair and vice-chair for 2025/26 w.e.f autumn term meeting</p> <p>The GP had recently requested nominations from LAC committee members to take the role of chair of governors for 2025/26.</p> <p>One nomination was received by Mrs Susan Jackson. Mrs Jackson was asked to leave the room at 13:40. Mrs Jackson re-entered the room at 13:42. Governors unanimously agreed to vote Mrs Jackson to the role of Chair of Governors for the year 2025/26.</p> <p>Mr White had been elected as vice chair of governors on 19 May 2025, taking up the role with immediate effect and for the academic year 2025/26</p>  |                |
| <b>AC/93/2425</b> | <p><b>Outcome of External Governance Review</b></p> <p>The Chair shared with the LAC some key points from the EGR. The chair reminded governors the information was available for governors to access on Share point following the publication of presentation from the Trustee &amp; Governor conference of 12 June 2025.</p> <p>The full report to be available following the Trust Board review.</p>   |                |
| <b>AC/94/2425</b> | <p><b>Principal's report</b></p> <p>The principal's report had been circulated and received prior to the meeting.</p>   |                |
| <b>AC/95/2425</b> | <p><b>Safeguarding - Compliance &amp; culture update</b></p> <p>Safeguarding (template) updates since May 2025</p> <p>The Acting principal stated the SCR is all up to date. With nothing to report in terms of HR. Two racist language incidents had occurred in and out of school and were being dealt with appropriately.</p> <p><b>AIP for 2025/26</b></p> <ol style="list-style-type: none"> <li>1. Children communicating effectively</li> <li>2. Voice 21</li> <li>3. Oracy</li> <li>4. Needs to be truly embedded for next year.</li> </ol> <p><b>Extra-curricular activities</b></p> <p>All children have had increased access to extra-curricular or curriculum enhancing events and activities and the willingness to 'give it a go' from more reticent participants has been observed. Children can confidently share their learning experiences with their parents/carers. Resilience in</p> |                |

many children is growing and will continue to be a target and expectation for the children.

The principal stated TPA will continue to engage with sporting events at TA with all classes attending at least one. There has been an increased number of after school clubs aiding the development of leadership roles/responsibilities for children.

### **SATs result 2025**

The acting principal was delighted to share with governors the SATs 2025 results for TPA confirming they were the highest combined in the Trust.

The children were to be commended Y6 tackled SATs papers with maturity and enthusiasm. Arriving each day for breakfast and then relaxed by singing and dancing with their classmates. On Thursday they celebrated with games and afternoon tea.

Governors thanked the staff for their support and engagement with the children during this time.

**A governor asked** the MTC tables test for children with FSM is this to do with the lack of availability of timetable and access to IT. The acting principal replied the academy hold a multiplication club within the school which has helped enormously.

### **Behaviour**

There had been 3 suspensions year to date relating to 2 children

Achievement behaviours are new for this year. The positive achievement behaviours are visible to parents through the Weduc app. There have been teething issues and these are being resolved.

**A governor asked** what is in place to stop the fixed term suspensions. The acting principal replied, strategies have been put in place and shared across the school.

### **Attendance**

Above average

It was noted Nora Virus and Chicken pox had caused a significant number of absences.

### **SEND**

**A governor asked** what APDR represent. The acting principal replied The '**Assess, Plan, Do, Review**' cycle is a good way for schools to plan special educational needs (SEN) support. It is also called the 'graduated approach. Building a picture and profile for children with SEND needs.

**A governor stated** the SEND dashboard is a very useful tool.

### **Personal Development**

Transition to new classes has taken place and transition events have been attended by Y6 including additional transition for those who would benefit from additional time and links to Tuxford Academy.

Other opportunities this term have included Year 2 visit to Sherwood Pines, whole school engagement in National Numeracy Day, Year 4/5 Bassetlaw Museum (pilgrims and their journey to the new world), Year 6 national Civil War centre, Rounders and cricket festival at TA, Athletics festival at TA, Retford Swimming -an assembly about water safety.

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|--------------|---|--------------|-----------|------|------------|------|------------|-------|-------------|--|
|              | <p>The academy continue the commitment to engage in sporting activities at TA and ROA this term. Cooking club now has regular attenders.</p> <p><b>Sports premium</b><br/>The acting principal reported on the sport premium and the grants attached to this subject. Further reporting on CPD, Internal Sports and External sports, opportunities, impacts and sustainability details.<br/>Premier Education, external providers have been working with teachers to deliver PE sessions.<br/>Following a brief discussion The Chair approved the application for the continuation of grants.<br/><b>Action:</b> Principal to submit application online.</p> <p><b>Stakeholder engagement</b><br/>Overall job satisfaction has improved since previous survey.<br/>The chair read out a paragraph from the EPs comments echoing his words on behalf of the governors. stating:<br/>This has been a challenging year for Tuxford in many ways, but the successes that have been seen are many – not least the super end of KS2 results that are hot off the press as I write. There is much to celebrate and much to develop even further in the coming year. I am delighted that Mrs Blacknell is now well enough to return to the academy to build upon and continue this success. I would like to thank Mrs Lawrence for her excellent work in keeping the ship on a straight course and wish her every success for a long, healthy and happy retirement.<br/>Thank you, Mrs Lawrence, and well done TPA!</p> | P            |           |      |            |      |            |       |             |  |
| AC/96/2425   | <p><b>Staffing Update</b><br/>This item was deemed to be confidential and will appear in a separate set of confidential minutes.</p>  |              |           |      |            |      |            |       |             |  |
| AC/97/2425   | <p><b>Link Governor visits</b><br/><b>Link Governor Roles and Responsibilities</b></p> <p>The Chair had previously spoken with governor colleagues and after a short discussion it was agreed for the following governors to take on the following areas with immediate effect:</p> <table><tr><td>Safeguarding</td><td>Mrs E Rew</td></tr><tr><td>SEND</td><td>Mr T White</td></tr><tr><td>GDPR</td><td>Mrs N Gubb</td></tr><tr><td>H &amp; S</td><td>Mr J Murray</td></tr></table> <p>The chair confirmed she would be presenting the ‘governor community award’ on behalf of the governors at the end of year assembly.</p>  | Safeguarding | Mrs E Rew | SEND | Mr T White | GDPR | Mrs N Gubb | H & S | Mr J Murray |  |
| Safeguarding | Mrs E Rew   |              |           |      |            |      |            |       |             |  |
| SEND         | Mr T White  |              |           |      |            |      |            |       |             |  |
| GDPR         | Mrs N Gubb  |              |           |      |            |      |            |       |             |  |
| H & S        | Mr J Murray   |              |           |      |            |      |            |       |             |  |
| AC/98/2425   | <p><b>Policy Approval</b><br/>The following Policies have been approved:<br/>Standards and Outcomes Committee:</p> <ul style="list-style-type: none"><li>• Suspensions and Exclusions of Pupils (annual)</li><li>• Special Educational Needs and Disabilities (annual)</li></ul> <p>Summary . <a href="#">Governance Portal - Summary of policies for S&amp;O April 25.pdf</a><br/><a href="#">- All Documents</a><br/>Finance and Resources Committee:</p>   |              |           |      |            |      |            |       |             |  |

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|--------------------|---|--------------------|
|                    | <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• Capability Policy</li> <li>• Grievance Policy</li> </ul> <p>Summary <a href="#">Governance Portal - Summary of policies for F&amp;R April 25.pdf - All Documents</a></p>  |                    |
| <b>AC/99/2425</b>  | <p><b>Complete Annual Summary Template on the effectiveness of governance 2024/25</b></p> <p>The LAC completed the above document, to be submitted to the Head of Governance.</p> <p><b>Action:</b> GP to submit to the Head of Governance</p>  | GP<br>25/07/25     |
| <b>AC/100/2425</b> | <p><b>How has the AC held senior leaders to account?</b></p> <p>Discussion about staffing, Fixed Term suspensions, SATs</p>   |                    |
| <b>AC/101/2425</b> | <p><b>Determination of confidentiality of business, Equalities Act and Nolan Principles</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> <li>- That agenda items AC/96/2425 should remain confidential to attendees.</li> <li>- Equalities Act implications were considered</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul> |                    |
| <b>AC/102/2425</b> | <p><b>Deborah Lawrence retirement</b></p> <p>On behalf of the Local Academy Committee, the Chair presented Mrs Lawrence with a card and an arrangement of flowers to show their appreciation for the excellent work she had undertaken leading and supporting the school community over the last year. The committee wished Mrs Lawrence a long, healthy and happy retirement.</p>  |                    |
| <b>AC/103/2425</b> | <p><b>Date and time of next meeting</b><br/> <b>Monday 22 September 2025 1:00 pm</b><br/> The meeting closed at 15:10</p>   | <b>All to note</b> |
|                    | <p>Signed: <i>S Jackson</i> (chair) Date 24 September 2025</p> <p>Approved by LAC 24 September 2025</p>   |                    |