

**Summary of discussions of the Local Academy Committee meeting**  
**Tuxford Primary Academy**  
**ACM (2)**  
**held on Monday, 10 November 2025**  
**1:00 pm – 3:00 pm**

Membership	Initials	Governor	Absence
Mrs S Jackson (chair)	SJ	Appointed	
Mr T White (vice chair)	TW	Appointed	TEAMs
Mrs E Rew	ER	Appointed	
Mrs N Gubb	NG	Appointed	A

In Attendance	Initials	Position	Absence
Mr G Letton	GL	Executive Principal	A
Mrs T Blacknell	TB	Principal	
Mrs S Baines	SB	Governance Professional	
Mrs V Read	VR	Assistant Principal	

<b>Quorum required</b>	<b>3</b>	Governor's present	<b>3</b>
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**Outstanding Actions Log**

<b>C</b>	= Complete	<b>CF</b>	=Carried forward	<b>I</b>	= Incomplete (carried forward more than once)
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Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / carried forward
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**Q = Question from Governors**

**A = Answer from senior leaders**

Agenda item	Key points / Summary	Action Required	Initial/ Timeline
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<b>AC/14/2526</b>	<b>Apologies for absence</b> Apologies for absence were received from Mr Letton due to work commitments.		
<b>AC/15/2526</b>	<b>Local Academy Committee membership</b> Mrs N Gubb had resigned from the role of appointed governor with effect from 4 November 2025. Mrs Gubb has been appointed as a governor to another academy within the Trust. Mrs Gubb was thanked for her support during her time as a governor at Tuxford Primary Academy.		
<b>AC/16/2526</b>	<b>Declarations of Interest</b> Governors were reminded of Statutory mandatory training deadline 25/26. There were no direct interests on the agenda		
<b>AC/17/2526</b>	<b>Vision Mission Values (VMV)</b> The November LAC meeting is an opportunity for governor training, with a deep dive into key areas that directly impact student outcomes, and which will enable all governors to have a thorough understanding of each subject. The principal stated the agenda will focus on: ERMs: September 2025 November 2025		
<b>AC/18/2526</b>	<b>Minutes of the meeting 24 September 2025 and Action log</b> The action log was approved by governors as a true record of the meeting. The Chair signed the action log.		

<b>AC/19/2526</b>	<p><b>SEND</b></p> <ul style="list-style-type: none"> <li>▪ Exploring the local offer for Nottinghamshire</li> <li>▪ Reviewing the 2024/25 SEND outcomes:</li> <li>▪ Evaluating the SEND information report and planning for 2025/26</li> <li>▪ Understanding the impact of funding on pupil outcomes</li> </ul> <p>Mr White left the meeting at 13:15</p>		
<b>AC/20/2526</b>	<p><b>Pupil Premium</b></p> <p>Evaluating the 2024/25 strategy and its impact</p> <p>Reviewing the 2025/26 strategy</p> <p><b>Primary Only: sports premium</b></p> <p>Assessing the effectiveness of funding</p> <p>Reviewing the current plan and its outcomes</p>		
<b>AC/21/2526</b>	<p><b>ERM Autumn term 2 September 2025</b></p> <p>The principal took governors through the ERM for September 2025</p> <p><b>Attendance</b></p> <p><b>Q:</b> There is a drop off in attendance, is this down to illness.</p> <p><b>A:</b> It mainly reflects long weekends away</p>		
<b>AC/22/2526</b>	<p><b>ERM November 2025</b></p> <p><b>Attendance</b></p> <p><b>Q:</b> Do parents send their children to school if they really should be at home due to illness.</p>		

	<p><b>A:</b> A small amount due, however, we have recently provided parents/carers with the NHS advice regarding time off etc for various illnesses, this is work in progress.</p> <p><b>Reception Children Identified by SEND</b></p> <p><b>Q:</b> Is there a case where some children move off the SEND register?</p> <p><b>A:</b> Yes, there is. This can happen when children close the gap and demonstrate self-management.</p> <p><b>Q:</b> How do you identify SEND?</p> <p><b>A:</b> Through a planned review cycle. The TRUST has introduced new coding which indicates a monitoring period rather than SEND status. During this time, the school observes, runs tests, or seeks external assistance to assess how the child copes. Based on this, the decision is made whether the child moves onto the register or not.</p> <p><b>Attendance</b></p> <p><b>Q:</b> Attendance – if a family has slipped under 90%, do they get recognition when attendance improves?</p> <p><b>A:</b> Yes, improvements are recognised. Achievements are celebrated verbally with both the child and the adult.</p> <p><b>Q:</b> Do you still use Read Write Inc?</p> <p><b>A:</b> Yes, it starts in Reception and is completed in Year 1.</p> <p>Mr White re-entered the meeting at 13:30 pm</p> <p><b>PP Strategy</b></p> <p><b>Q:</b> How do schools perform in getting families to sign up for free school meals?</p>		
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	<p><b>A:</b> Much better these days, with staff having private conversations to encourage sign-ups.</p> <p><b>Q:</b> Funding is down; is this due to a decrease in the number of children?</p> <p><b>A:</b> Yes, it is a downsizing year. The Year 6 cohort change affected the numbers.</p> <p><b>Q:</b> Does this pose any concerns regarding the budget?</p> <p><b>A:</b> All parts of funding are a cause for concern. We need to be mindful and explore alternative ways to use funding effectively.</p> <p><b>Q:</b> How far can they achieve success with PP (Pupil Premium) children?</p> <p><b>A:</b> Currently reviewing Fisher Family Trust strategies to support achievement for PP children.</p> <p><b>Q:</b> Is the success criteria set over three years?</p> <p><b>A:</b> Yes, it was always written as a three-year plan.</p> <p><b>Q:</b> What is planned for the two inset days?</p> <p><b>27<sup>th</sup> and 28 November 2025</b></p> <p><b>A:27th:</b></p> <ul style="list-style-type: none"> <li>• Collaborative day (Trust Day).</li> <li>• Primaries and specials focus mainly on early years and phonics, with new wider priorities.</li> <li>• KS1: Curriculum transition.</li> <li>• New English curriculum and its development.</li> <li>• KS2: Writing in the morning, focusing on transition skills and the DfE framework for writing (released July 2025).</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Maths reasoning in the afternoon.</li> <li>• Other bespoke training, e.g., conflict resolution.</li> <li>• Admin staff joining at Samuel Barlow.</li> <li>• <b>28th:</b></li> <li>• In-academy collaborative day.</li> <li>• Staff to review and plan next steps.</li> <li>• Develop a plan for Tuxford.</li> </ul> <p><b>Sports Funding</b></p> <p><b>Q:</b> Is there anything we can do to nudge parents to encourage children to swim?</p> <p><b>A:</b> Swimming opportunities are limited by distance (either Newark or Retford). Funding can be used to top up swimming experiences but not solely for learning to swim. Other uses include CPD for teachers.</p> <p><b>Q:</b> Has staff confidence in delivering inclusive PE lessons improved?</p> <p><b>A:</b> Yes, staff confidence has grown, creating a more welcoming and enthusiastic sporting environment. This was recognised externally, with Tuxford Primary Academy achieving the Gold Sports Mark at the end of the last academic year.</p> <p><b>Q:</b> Is inter-school competition in a town significant?</p> <p><b>A:</b> Yes, but we are limited due to the high cost of transport.</p> <p><b>Q:</b> Are there enough sporting opportunities offered from TA?</p> <p><b>A:</b> Yes, more activities have been happening at the big school,</p>		
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	<p>which collaborates well with primaries. However, more could be done to support disadvantaged children.</p> <p><b>Q:</b> Do you have a buddy system where Year 5/6 children work with early years children?</p> <p><b>A:</b> Not yet, but it is considered invaluable as it provides positive role models.</p> <p><b>Q:</b> Is the sports premium a one-year plan?</p> <p><b>A:</b> Yes, it was confirmed as a one-year plan.</p> <p><b>SEND ERM</b></p> <p><b>Q:</b> Do Teaching Assistants teach the most challenging children while teachers teach the rest? Are we getting the balance right?</p> <p><b>A:</b> Work needs to be done on SEND development.</p> <ul style="list-style-type: none"> <li>• Priority: Ensure children receive the right support and provision.</li> <li>• Targets must be SMART and accurate.</li> </ul> <p><b>Nurture Room Usage</b></p> <p><b>Q:</b> What do we think about the Nurture Room—who goes in and why?</p> <p><b>A:</b> Acknowledged that many views exist and changes need to happen quickly.</p> <ul style="list-style-type: none"> <li>• Primary focus: Ensure it is right for the children who need it.</li> <li>• Current approach: Tuxford Primary Academy is committed to inclusive education.</li> </ul>		
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	<ul style="list-style-type: none"> <li>Nurture Room provides tailored support where mainstream inclusion isn't appropriate.</li> <li>This term: Usage is being refined to integrate with wider provision, not as a standalone solution.</li> </ul>		
<b>AC/23/2526</b>	<b>LA Safeguarding Audit</b> The principal stated the LA safeguarding audit had recently arrived in school. The principal confirmed her DSL refresher training is booked for 18 <sup>th</sup> November 2025 with an additional DSL completing theirs in December.	To be completed and shared with Mrs Jackson and Mrs Rew prior to submission to the LA	TB Dec 25
<b>AC/24/2526</b>	<b>Link governor visits</b> <ul style="list-style-type: none"> <li>Mrs Rew verbally updated the committee on her visit re: Safeguarding 3 November 2025</li> <li>Mr White met with Ms H Crampton, new SENDco for the Academy on 4 November 2025 and gave a verbal update: Mrs Crampton was very open and transparent about the school and the ideas which she wished to implement in the future. There was good interaction with children in the nurture room, settling calm and relaxed atmosphere. Children were engaged and on task positively which was echoed throughout the school</li> </ul>	ER to present full written report for January 2026	ER Jan 26
<b>AC/25/2526</b>	<b>Update governance action plan</b> Ongoing		
<b>AC/26/2526</b>	<b>Complete Report to Trustees</b>		



	<p>Boiler needs replacing governors were concerned about repeats of lost learning which occurred in January 2025 after the Christmas break.</p> <p>The principal had stated the replacement of the boiler was not scheduled to be undertaken imminently.</p>		
<b>AC/27/2526</b>	<p><b>How have VMV of Trust/Equality been upheld</b></p> <p>It was agreed that the VMV of the Trust &amp; Equality has been upheld.</p>		
<b>AC/28/2526</b>	<p><b>Determine Confidentiality</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>- Any confidential items discussed have been recorded separately.</li> </ul> <p>There had been no Equality Act implications</p>		
<b>AC/29/2526</b>	<p><b>Date of the next meeting</b></p> <p><b>Monday, 12 January 2025 at 1:00 pm</b></p> <p><b>Meeting finished at 15:13</b></p>		
<p><b>Signed by Chair S Jackson</b> <b>Approved by Local Academy Committee and chair for circulation</b></p>		<p><b>Date 12 January 2026</b></p>	