

Summary of discussions of the Local Academy Committee meeting
Tuxford Primary Academy
ACM (3)
held on Monday, 12 January 2026
1:00 pm – 2:30 pm

Membership	Initials	Governor Category	Absence
Mrs S Jackson	SJ	Chair of Governors	
Mr T White	TW	Vice Chair of Governors	
Mrs E Rew	ER	Appointed Governor	
2 x Parent Vacancies			
1x AG vacancy			

In Attendance	Initials	Position	Absence
Mr G Letton	GL	Executive Principal	A
Mrs T Blacknell	TL	Principal	
Mrs S Baines	SB	Governance Professional	
Quorum required	2	Present	3

Outstanding Actions Log

C	= Complete	CF	=Carried forward	I	= 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
	Welcome		

AC/30/2526	Apologies for absence There were no apologies for absence.		
AC/31/2526	Declarations of Interest Governors were reminded of Statutory mandatory training deadline 25/26. There were no direct interests on the agenda		
AC/32/2526	Notes of the meeting 10 November 2025 and Action log The action log was approved by governors as a true record of the meeting. Notes were proposed by Mr White and second by Mrs Rew. The Chair signed the action log.		
AC/33/2526	Matters arising AC/23/2526 Safeguarding audit LA See agenda item AC/37/2526 AC/24/2526 Safeguarding visit 3 November 2025 See agenda item AC/40/2526		
AC/34/2526	GP report The GP report had been circulated and received by all governors prior to the meeting. There were no questions.		
AC/35/2526	Governance strategy and Scheme of Delegation LAC remit Governors watched the short video during the meeting. Updates were previously circulated to all prior to the meeting. Updates included: <ul style="list-style-type: none"> ▪ Terminology ESFA now DfE ▪ Insertion monitoring food standards and uniform policies ▪ Chair of Governors to be appointed biannually as part of succession planning and developing governor colleagues. With the limit of years being removed. ▪ Re-election of governors to complete Trust form 	Action: Video and notes to be uploaded to share point.	GP

<p>AC/36/2526</p>	<p>Principals report The principal's report was circulated and received by governors prior to the meeting:</p> <ul style="list-style-type: none"> ▪ Standards • ERM reports if available or summary of key points/actions <i>brief update</i> • P/Ex, FPS, persistent absence and alternative provision in place. • Autumn term evaluation of AIP <p>Relationships between staff and pupils are very strong. Behaviour issues have decreased with pupils taking ownership of their behaviour. Staff work well together to help children overcome their barriers. Staff are working with Bassetlaw Behaviour pathway, holding coffee mornings to help parents/carers.</p> <p>Objective 2 – Oracy (Voice 21 Programme) Q: What is the status of the Oracy (Voice 21) programme? A: Progress is not where the school expected it to be due to staffing changes and illness. A baseline of all staff has been completed by the oracy lead, allowing a clear direction for all teachers to be determined. A collaborative day with Bracken Lane & Thrumpton was very positive. Q: What are the next steps to improve Oracy? A: Teachers who missed training last year will receive support on</p>		
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	<p>modules and programme understanding. The school will continue developing the programme through the year.</p> <p>Objective 3 – Writing</p> <p>Q: What impact has staff absence had on writing?</p> <p>A: The English Lead has been on long-term sick leave, which affected writing development.</p> <p>Q: What actions have been taken to address this?</p> <p>A:</p> <ul style="list-style-type: none"> ▪ Staff received training in the DfE Writing Framework in the autumn term. ▪ A new English curriculum, written at the start of September, is now fully established. <p>Q: What is the next area of focus?</p> <p>A: Spelling and transcription will be developed further in the spring term.</p> <p>Outcomes – Early Years GLD</p> <p>Q: What does the latest GLD (Good Level of Development) report show?</p> <p>A:</p> <ul style="list-style-type: none"> • Cohort size was 20, with a large number of SEND pupils. • GLD results are slightly below national averages, which is atypical for TPA. • The report is useful for shaping priorities going forward. 		
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	<p>Attendance</p> <p>Q: How has attendance been this term?</p> <p>A:</p> <ul style="list-style-type: none"> • Attendance has been affected by autumn term viruses (coughs and colds/sickness). • Attendance is below national figures, with persistent absence (PA) higher than average. <p>Q: What actions have been taken to improve attendance?</p> <p>A:</p> <ul style="list-style-type: none"> • The Trust's inhouse tracker shows week--on---week improvement following letters and conversations with parents. • SEND pupils' attendance remains lower than other groups; national SEND attendance matches 2024/25 levels. <p>A governor commented attendance actions are now prompter and more visible on the app, creating a more structured process.</p> <p>Academy Risks</p> <p>Q: What risks have been identified?</p> <p>A:</p> <ul style="list-style-type: none"> • Succession planning, several staff nearing retirement age. • Boiler issues and need for asbestos removal in the boiler room. • Low nursery numbers remain a concern. 		
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	<p>Admissions Q: Have admission arrangements been confirmed? A: Yes—determined admission arrangements and local appendix (where relevant) have been confirmed. Q: What is the current picture for in-year admissions? A: All year groups have some in-year movement; potential additional intake in Year 3.</p> <p>Health & Safety Q: Where can governors find H&S Committee minutes? A: Minutes have been published on SharePoint for governor review.</p> <p>Trips Q: Are there any Cat C trips requiring approval? A: The PGL visit was reviewed, and governors approved it for October 2026.</p> <p>Budget Summary Q: Was the budget summary available for discussion? A: No, the optional agenda item (from S. Lowe) was not available.</p>		
<p>AC/37/2526</p>	<p>LA Safeguarding Audit Q: Has the LA Safeguarding Audit been received in school? A: Yes. The principal confirmed the audit has recently arrived in school. Q: Who has been involved in the safeguarding audit process?</p>		

	<p>A: Mrs Rew and Mrs Jackson were involved, alongside a member of the safeguarding team at school.</p> <p>Q: Has a Senior Mental Health Lead been nominated?</p> <p>A: Not yet.</p> <p>Q: Was a specific safeguarding email address discussed?</p> <p>A: Yes. It was agreed that a dedicated safeguarding email address would be beneficial.</p> <p>Q: Were parents identified for signposting to support?</p> <p>A: Yes. Parents were identified for signposting to information on domestic abuse and other safeguarding concerns.</p> <p>Q6. What is the update on monitoring school technology (iPads/laptops)?</p> <p>A:</p> <ul style="list-style-type: none"> • Senso was trialled for monitoring in primary schools but has not been adopted. <p>Q: Is Team Teach training being arranged?</p> <p>A: Yes. Team Teach training is to be scheduled.</p> <p>Q: What supervision arrangements are in place to support staff?</p> <p>A:</p> <ul style="list-style-type: none"> • The school does not currently have formal professional supervision. • The Trust safeguarding lead is available for staff to discuss concerns or issues informally. <p>Q: What is happening regarding Managing Allegations training?</p> <p>A: The Trust safeguarding lead is arranging Managing Allegations training through Browne Jacobson.</p>	<p>Action: Trust Safeguarding Lead to consult IT to identify an alternative solution if Senso is not suitable</p>	<p>PK</p>
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	<p>Q: Was working collaboratively on the audit found to be helpful? A: Yes, the Chair noted that completing the audit collaboratively was valuable and effective.</p> <p>Q: Are there concerns about the safeguarding actions listed? A governor highlighted the audit listed 56 safeguarding actions without timescales. A: The principal clarified additional actions are located in other tables of the audit. A governor stated the actions need to be consolidated or ‘pulled through’ more clearly.</p> <p>Q: How will governors know whether the Trust safeguarding lead has completed required actions? A: This had been raised previously by the Chair. The principal confirmed governors will receive assurance and updates via her.</p> <p>Governors approved the safeguarding audit retrospectively and the principal confirmed it was submitted to the LA on 15 December 2025.</p>		
<p>AC/38/2526</p>	<p>Safeguarding culture & compliance</p> <p>Q: Is there sufficient ELSA (Emotional Literacy Support Assistant) capacity within the school? A: The school currently has two trained ELSA members of staff, but there is still a need for increased capacity to meet demand.</p> <p>Q: what new wellbeing or pastoral initiatives are being developed? A: A new initiative—Drawing and Talking Therapy—is being introduced. Staff will be undertaking training, and the programme is funded by the Family of Schools.</p>	<p>Action: GP to update training on central log</p>	<p>GP</p>

	<p>Q: Will the Family of Schools expect anything further from the academy as part of this funding or initiative? A: The principal confirmed no additional expectations will be placed on the academy by the Family of Schools.</p> <p>Q: Were there any themes or patterns identified within the low level- concerns raised? A: The principal confirmed that no themes were identified; the concerns were isolated to individuals rather than systemic issues.</p> <p>Q: What types of low level- concerns were most commonly reported? A: Of the six new concerns recorded, issues related to the manner in which staff members were spoken to.</p>		
AC/39/2526	<p>Stakeholder engagement</p> <ul style="list-style-type: none"> ▪ Governors were provided with a survey outcome on intended actions and impact QA Send framework 25/26 ▪ Governors were provided with a presentation - Voice 21 Group Collaborative Day 7th January 2026 pupil voice and listening walks There were no questions. 		
AC/40/2526	<p>Link governor visits Safeguarding 3 November 2025 Mrs Rew provided a verbal report alongside the written report previously received by governors.</p> <p>Planned visits</p> <ul style="list-style-type: none"> ▪ SEND TW – TBC ▪ Young Voices – SJ ▪ Promoting the role of the governor with the pupils ER - TBC 		

AC/41/2526	Update governance action plan Ongoing		
AC/42/2526	How has the LAC held senior leaders to account Questions on: <ul style="list-style-type: none"> ▪ Oracy ▪ SEND ▪ Safeguarding 		
AC/43/2526	Complete Report to Trustees <ul style="list-style-type: none"> ▪ Voice 21 feedback ▪ Specifically visit from external providers recognised the impact of schools work 2025 – oracy champions ▪ Boiler issues remain, reassured it is on capital spend 		
AC/44/2526	How have VMV of Trust/Equality been upheld It was agreed that the VMV of the Trust & Equality has been upheld.		
AC/45/2526	Determine Confidentiality Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: <ul style="list-style-type: none"> - Any confidential items discussed have been recorded separately. There had been no Equality Act implications		
AC/46/2526	Date of the next meeting Monday, 9 March 2026 at 1:00 pm Agenda: <ul style="list-style-type: none"> ▪ Early years presentation ▪ Oracy presentation Meeting finished at 15:13	Action: Principal to invite relevant staff to LAC meeting on 9 March 2026	TB
Signed by Chair <i>Sue Jackson</i> Approved by chair for circulation		Date 9 March 2026	