

**Minutes of the Local Academy Board meeting  
held on Monday 18<sup>th</sup> December 2017  
at 5pm at Tuxford Academy**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	<b>A = absence</b>
Mr D Chambers	DHC	Appointed	
Mrs E Chrispin	EC	Appointed	
Mrs C Donlan-Harrison	CDH	Parent	
Dr L Galbraith	LG	Associate	
Mr P Kirkland	PK	Parent	A
Mr R Lancaster	RL	Appointed	
Rev. G Price	GP	Appointed	
Mr Z Scott	ZC	Appointed	
Miss M Tivey	MT	Staff	
Mrs I Wiggins	IW	Appointed	

In Attendance:

<b>Staff Name</b>	<b>Initials</b>	<b>Role</b>	<b>A = Absence</b>
Mr D Vernon	DV	Academy Director	
Mr D Cotton	DV	Executive Principal	
Mr J Hardy	OH	Vice Principal	
Mr T Lynch	AL	Vice Principal	
Mrs E Rew	LR	Vice Principal, Teaching School	
Mr T Atherton	TA	Teacher	
Mrs J Stock	JKS	Clerk – Minute Taking	
Mr A Denley	AD	Observer	
Mrs N Davis	ND	Observer	A

Item No	Item	Action/ by who/when
LAB/010/1718	<p><b>Apologies for absence</b> Apologies for absence were received and agreed from PK and ND who had family commitments</p>	
LAB/011/1718	<p><b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
LAB/012/1718	<p><b>New Governors</b> Rev. Price recommended Mrs N Davis and Mr A Denley be appointed to the Local Academy Board. He advised that he and Mr Vernon had met with both candidates and they both offer a wealth of experience that they can bring to the board. They will have a four year term on the board.</p> <p>Governors unanimously accepted the appointments.</p> <p>5:05pm Mr Davis joins the meeting</p>	
LAB/013/1718	<p><b>Duke of Edinburgh (DofE)</b> Mr Atherton gave a presentation to governors about the Duke of Edinburgh award. He told governors that Tuxford Academy along with many of the other DALP academies has recently become a licenced centre to operate DofE. This is as a result of the Nottinghamshire LEA no longer holding a licence which we can operate through. As a result of this change, the academy will now need an award verifier, in house, but independent of the delivery of the award. The verifier will have to complete a Web based induction, attend a training course and then verify the student's awards to make sure that the activities meet the requirements of the D of E; This can be done online and should take about 10 minutes per student maximum. It is likely that most of these are concentrated between July and September 2018. Mr Atherton has 100 students who have signed up to do the award. The cost per student will be approximately £100. He has received a grant of £500 to subsidise students who would otherwise not be able to take part. He has 10 staff who are willing to give up four weekends to supervise the students on their overnight adventures, in order to gain the bronze award. <b>Rev. Price</b> said he would be very interested in becoming the verifier for the academy and a meeting is to be arranged. Governors praised Mr Atherton for undertaking the DofE as so many schools are outsourcing this activity.</p>	

	5:15pm TA left the meeting.	
<b>LAB/014/1718</b>	<b>ASP / Raise / FFT</b> Governors had received these documents prior to the meeting.  <b>Confidential Item</b>	
<b>LAB/015/1718</b>	<b>Minutes of the meeting dated Monday 11<sup>th</sup> September 2018</b> The minutes of the meeting, having previously been received were agreed and signed by the chair.	
<b>LAB/016/1718</b>	<b>Matters Arising:</b> Confidential Item LAB/007/1718 – updates to the funding formula were given at Sept F&R Rev. Price advised governors that Mrs Odabashy had resigned from her position as appointed governor at the end of her term on 5 <sup>th</sup> November. Mrs Stock has written to thank Mrs Odabashy for her valued contribution to the Local Academy Board.	
<b>LAB/017/1718</b>	<b>Safeguarding update</b> Mr Vernon advised governors a formal safeguarding review had been carried out by DALP at the academy in September 2017.  <b>Confidential Item</b>	
<b>LAB/018/1718</b>	<b>Review of Membership</b> Governors were reminded that Mr Scott's four-year term as an appointed governor expires on 9 <sup>th</sup> March 2017. He stated that he is happy to remain on the LAB until the end of this academic year. This will be an agenda item again at the LAB on 16 <sup>th</sup> July 2017.  Governors unanimously agreed to extend his term to the of the academic year.	
<b>LAB/019/1718</b>	<b>Correspondence</b> Governors had received a document covering items 10 -14 prior to the meeting. Governors receive regular updates for: <ul style="list-style-type: none"> <li>• The @cademy bulletins</li> <li>• E-newsletter</li> <li>• NGA (national governors association)</li> <li>• Invitations to school events are put into governors electronic diaries</li> </ul>	
<b>LAB/020/1718</b>	<b>Visits to the academy</b>	

	<p>Governors visit the academy regularly for meetings including admissions, assemblies, interviews, Governor Mark and complaints.</p>	
<b>LAB/021/1718</b>	<p><b>Link Governor Visit</b> Reports are completed by governors for link governor visits to the academy. These are reviewed at portfolio meetings. A summary of visited attended this year to date was provided.</p>	
<b>LAB/022/1718</b>	<p><b>Training undertaken and review training plan</b> A training plan is in place for governors, this includes Diverse Academies Learning Partnership (DALP) HR training, and DALP governor conferences. In addition, governors have access to online training provided by the National Governors Association (NGA).</p>	
<b>LAB/023/1718</b>	<p><b>Policy and any local appendices ratification</b> Governors discussed that the curriculum policy was being reviewed and a draft had been brought to the Standards and Outcomes (S&amp;O) portfolio meeting in December 17. Governors at the portfolio meeting fed back that they would like to see more spiritual, moral, social and cultural (SMSC) and global awareness in the policy. The completed policy will be presented to the S&amp;O portfolio group in January.</p>	
<b>LAB/024/1718</b>	<p><b>Key Messages from the DALP Governor Conference</b> Mrs Wiggins advised that three governors had attended the conference in November. It was well attended and there were also representatives from other multi academy trusts (MAT's) invited to the conference. A senior Her Majesty's Inspector Schools (East Midlands) responsible for academies and MAT's gave a presentation on Inspection and Governance. Mrs Stock was asked if this presentation could be made available to governors. Mrs Wiggins stressed the importance of governors understanding what is happening at the academy when Ofsted visit. Governors were reminded that it is important for as many governors as possible to be involved in the Ofsted visit and attend the feedback meeting. New governors were told that DALP conduct a full academy review (FAR) each year, following the format of an Ofsted visit. It is important governors are involved in the FAR. Excellent DALP practitioners presented other items on the agenda. Mrs Wiggins concluded by saying that DALP is regarded as a very good MAT and is performing well.</p>	<b>action</b>
<b>LAB/025/1718</b>	<p><b>Any Trips to Authorise</b> Mr Vernon advised governors that all Category C (Cat C) trips have to be authorised by governors. Trips are classed as Cat C if they are residential and or high risk. Many of these trips run annually, but authorisation must be given for each application. All trips are costed and are reviewed by the senior leadership team</p>	

(SLT) before being placed on the EVOLVE website which is linked to the local authority (LA). Governors asked about risk assessments and finances. They were told that DALP look at the level of risk and financial plan. The following trip were submitted to governors for approval;

- Burbage, GCSE geography, 8<sup>th</sup> June 18, 120 students
- Crandale, Geography A Level, 11-14 September 18, 16 students
- Holderness, GCSE geography, 15<sup>th</sup> June 18, 130 students
- London, Yr9 students, 16-18 July 18, 120 students
- Walesby Yr6 transition pupils, 6<sup>th</sup> July 18, 250 pupils
- Clumber Park Yr8 students 22<sup>nd</sup> June18, 100 – 150 students
- Carsington Water, 2 x Yr7 trips – 16-18 July 18 and 18-20 July 18, 70 students on each trip
- DofE, 4 expeditions for Bronze award:
  1. 28-29 April 18
  2. 9-10 June 18
  3. 7-8 July 18
  4. 15-16 Sept 18 100 students for each date

**All the trips were authorised by governors**, and paper work signed.

In addition to these trips, Mrs Tivey advised governors of a proposed trip for P16 Yr12 students which runs annually to a university campus. This would be a three-night trip to attend lectures, courses and support students to write their personal statements for university. Governors agreed in principle and requested the application was sent to them for formal approval asap.

POST MEETING – Tr12 trip documents received 20/12/17.

**LAB/026/1718**

**Receive completed LA safeguarding checklist**

Mrs Wiggins advised governors that she had completed the checklist in October 2017.

Governors approved the document.

Mrs Wiggins advised governors that following the resignation of Mrs Odabashy a governor would need to take on the responsibility to ensure that policies and procedures are up to date annually.

POST MEETING: The LA safeguarding checklist was sent by email to the LA on 19<sup>th</sup> December 2017

**action**

LAB/027/1718	<p><b>Ratify any changes to admissions policy</b></p> <p><b>Confidential Item</b></p> <p><b>The governors ratified the policy.</b></p>	
LAB/028/1718	<p><b>Executive Principal Update</b> Mr Cotton advised governors that GCSE and A level performance is improving across the Trust. There has been positive movement in Progress 8 results from -0.13 to +0.08. DALP currently has 14 academies; seven secondary, five primary and two special schools. There is a growth strategy in place for the Trust with clear priorities. In 2006 the academy achieved School 2 School support status. <b>Governors asked</b> for assurance that this does not affect staffing at the academy. Mr Cotton told governors that there is a balance between giving and receiving support. Tuxford academy structures were discussed the recent finance and resources meeting at the academy. The documents are available to governors on the Governor portal. Cost savings are being made at the academy. Academies are working together as cluster schools in order to complete projects and budget savings. Mr Cotton advised governors there are bidding opportunities available for projects. Successful bids come from collaboration projects, which the Trust encourage.</p>	
LAB/029/1718	<p><b>Executive Principal termly overview of AIR/KPI summary</b> Mr Cotton tabled a document at the meeting. The current number of students on Roll is 1538 KS4/4 and 285 KS5. Overall absence is 95.8% and 93.1% respectively.</p>	
LAB/030/1718	<p><b>Academy Principal academy update</b> Mr Vernon advised governors that a safeguarding audit was carried out at the academy in September 2017, A Full Academy Report (FAR) was carried out in October 2017 and the academy has just received Investors in People (IIP) platinum status. Only 0.4% of applications achieve platinum status. Any actions from the reports will be in the Academy Improvement Plan (AIP). The academy focus in January 2018 will be on Yr11 student exam preparation. On January 10<sup>th</sup> 2018, parents are invited into the academy to discuss how they can support students to prepare for GCSE exams with revision strategies. <b>Governors asked</b> if Post16 was up to capacity. Mr Vernon responded that the numbers of students is increasing and more are expected to join next year.</p>	
LAB/031/1718	<p><b>SLT update</b> Governors received a document from Mrs Rew prior to the meeting. Highlights from the document are:</p>	

- Trent Valley Teaching School Alliance (TVTSA) is now a hub for Early Excellence
- TA welcomed 15 delegates to the Outstanding facilitation Programme from as far afield as South Shields and Lichfield
- TVTSA currently has four bids awaiting approval from the Department for Education (DfE) / National College for Teaching and Leadership (NCTL)
- Membership numbers have continued to increase to nine secondary schools and 29 primary schools in 2017-18

Governors praised the teaching schools achievements.

Mr Hardy told governors that Yr11 students are currently taking mock exams. In January, every student will be interviewed to ensure they have a pathway in place. The students will see an increase from 23 hours of exams last summer to 33 hours this summer. Two new appointments have been made in KS3 (Yr7-9) to ensure focus is maintained and strategies are in place for these students.

Mr Lynch told governors that Mr Scott had made a link governor visit to the academy today looking at anti bullying policies, practice and culture. The academy has student champions for three anti-bullying initiatives;

- SMILE (student support)
- Tuxford Pride (LGBT)
- Digital Leaders (online bullying)

Reported rates of bullying remain low at the academy. Staff and anti-bullying champions work closely together to deliver awareness to the whole school population. The Childnet Digital Leaders Programme aims to empower children and young people to champion digital citizenship and digital creativity within their schools and to educate their peers, parents and teachers about staying safe online.

<p><b>LAB/032/1718</b></p>	<p><b>Portfolio Chairs' summary of meetings</b> Mrs Wiggins gave a summary of the S&amp;O meetings held this term.</p> <p>CONFIDENTIAL ITEM</p> <p>Rev. Price gave a summary of the F&amp;R meetings held this term. He told governors that he had been involved in the interviews of the new appointments for KS3 and Post 16 staff. Staff have been offered opportunities to shadow senior leaders to ensure they are prepared for interviews for their career progression.</p>	
<p><b>LAB/033/1718</b></p>	<p><b>Review Declarations of Interests and port any relevant interests to DALP Board</b> All governors have completed an electronic or paper based declaration of interest. Relevant interests will be updated on the</p>	

	academy website in due course. Regular meetings take place to ensure the Trust is compliant.	
<b>LAB/034/1718</b>	<b>GDPR update</b> Mr Vernon advised governors that there is a central team at Dalp leading the implementation of new regulations, which are due to take effect in 2018.	
<b>LAB/035/1718</b>	<b>Final DALP scheme of Delegation</b> This document is on the DALP website.	
<b>LAB/036/1718</b>	<b>Academy Specific</b> Governor Mark Mr Lancaster and Mrs Wiggins have been meeting regularly to prepare documents to apply for Governor Mark. Governor Mark is a national award. It is a kite mark, which provides external evaluation of the quality of governance in a school. It is expected that the completed application will be ready to bring to the next LAB meeting. It will then be submitted to Governor Mark.  Rev. Price reminded governors that governors have been invited to deliver assemblies across all year groups for a week in February 2018.	
<b>LAB/037/1718</b>	<b>Date and time of next meeting:</b> <b>5pm Monday 26<sup>th</sup> March 2018</b> <b>5pm Monday 16<sup>th</sup> July 2018</b>	
<b>LAB/038/1718</b>	<b>Determination of confidentiality of business and Equality Act consideration</b> Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was resolved that LAB/014/1718 and parts of LAB/017/1718, LAB/027/1718, LAB/028/1718 and LAB/032/1718 should remain confidential and there had been no Equality Act implications.	
	<b>The meeting closed at 6:55pm</b>           Signed.....(chair)           Date.....	