

**Minutes of the Local Academy Board meeting
held on Monday 26th March 2018
at 5pm at Tuxford Academy**

Governor name	Initials	Governor category	A = absence
Mr David Chambers	DHC	Appointed	A
Mrs Ellie Chrispin	EC	Appointed	A
Mrs N Davis	ND	Appointed	
Mr A Denley	AD	Appointed	
Mrs Claire Donlan-Harrison	CDH	Parent	
Dr Lyn Galbraith	LG	Associate	
Mr Philip Kirkland	PK	Parent	A
Mr Robert Lancaster	RL	Appointed	
Rev. Greg Price (Chair)	GP	Appointed	
Mr Zac Scott	ZC	Appointed	A
Miss Maxine Tivey	MT	Staff	
Mrs Ingrid Wiggins (Vice Chair)	IW	Appointed	

In Attendance:

Staff Name	Initials	Role	A = Absence
Mrs Debbie Clinton	DLC	Deputy CEO	
Mr D Cotton	DV	Executive Principal	
Mr D Vernon	DV	Academy Director	
Mr J Hardy	OH	Vice Principal	
Mr T Lynch	AL	Vice Principal	
Mrs E Rew	LR	Vice Principal, Teaching School	
Mrs J Stock	JKS	Clerk – Minute Taking	

Miss H Roe	HR	Post 16 Student (Observer)	
Mr G Moncaster	GM	Post 16 Student (Observer)	

Item No	Item	Action/ by who/when
	On-line Self Evaluation Governors present completed a self-evaluation survey. The results were collated by the clerk and submitted to DALP (Diverse Academies Learning Partnership). The results will be used to develop a training plan for the governors.	
LAB/039/1718	Apologies for absence Apologies for absence were received and agreed from Mr Scott, work commitments and Ms Chrispin, family commitments. No apologies were received from Mr Chambers or Mr Kirkland.	
LAB/040/1718	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
LAB/041/1718	Minutes of the meeting dated Monday 11th September 2018 The minutes of the meeting, having previously been received were agreed and signed by the chair.	
LAB/042/1718	Matters Arising: LAB/024/1718 Documents from Governor conference Nov 2017. The presentations from this conference were sent to governors by email. LAB/026/1718 Governor nomination required to oversee policies at the academy LAB/014/1718 Analyse School Performance (ASP) – dashboard emailed to governors following December 17 LAB LAB/27/1718 Changes to admissions policy - actioned	Agenda item at July LAB
LAB/043/1718	Safeguarding update CONFIDENTIAL ITEM	
LAB/044/1718	Change to the school day CONFIDENTIAL ITEM	
LAB/045/1718	Review of Membership	

	<p>Rev. Price informed governors that Mr Kirkland had not attended any meetings since September 2017. Mr Chambers had not attended any meetings since December 2017. Rev. Price informed governors that a letter will be sent to them both.</p>	Action May 18
LAB/046/1718	<p>Correspondence Governors received a document prior to the meeting, detailing all correspondence received. Governors were reminded about the Conference being held at Kelham Hall for governors on Wednesday 25th April 2018.</p>	
LAB/047/1718	<p>Visits to the academy Governors received a document prior to the meeting. Mrs Wiggins informed governors that she had been in the academy today to meet with staff regarding Health and Safety. A further meeting has been arranged. Rev. Price reminded governors that he and some other governors had presented to students at assemblies in February this year. The presentation covered governor responsibilities. Mrs Wiggins commented that feedback from the students was good. Mr Vernon also informed governors that Mr Lowe (finance manager) had also been to a student forum to discuss finance with them too.</p>	
LAB/048/1718	<p>Link Governor Visit – reports and feedback overview Governors received a document prior to the meeting. Governors were reminded that link governor visits are presented to the Standards and Outcomes (S&O) portfolio group and discussed in detail. Rev. Price asked governors if the format of these visits is effective and whether they have the time to carry these out effectively. Mr Lancaster responded that is possible if you are retired or have a flexible working pattern. Other governors agreed that one visit per term is difficult to achieve if you are working. Mrs Clinton informed governors that the frequency of visits was being discussed at Trust level. The comments made by Tuxford Academy (TA) governors is common across other LAB's (Local Academy Board's) within the trust. Mrs Wiggins recently attended a Chair of Local Academy Board (CLAB) meeting where this was discussed. It was suggested that visits should be arranged to look at faculty strengths or weaknesses. Mrs Clinton confirmed that the academy needs challenge from the governors.</p>	
LAB/049/1718	<p>Training undertaken and review training plan Governors received a document prior to the meeting. Rev. Price confirmed he had successfully completed a 1-year Chair of Governors course through the National Governors Association (NGA). In addition, he has agreed to an additional role as a Duke of Edinburgh Independent Award Verifier to</p>	

	enable the 100+ students at this academy to enrol, he has had to complete two E Learning and one half day course to qualify.	
LAB/50/1718	<p>Policy and any local appendices ratification Governors received a document prior to the meeting. Governors are required to approve the SEX, Relationship and Education Policy appendix for the academy.</p> <p>CONFIDENTIAL ITEM</p>	
LAB/051/1718	<p>Receive any comments from Admissions consultation</p> <p>CONFIDENTIAL ITEM</p>	
LAB/052/1718	<p>Any Trips to Authorise There were no trips to authorise.</p>	
LAB/053/1718	<p>Executive Principal Update</p> <p>Mr Cotton reminded governors that Tuxford Academy, Retford Oaks and Tuxford Primary Academy (TA, RO and TPA) work together in a northern cluster and he is the Executive Head over it. He meets regularly with the Principals of the academies along with managers of Marketing, Human Resources (HR) and Finance and the cluster academy manager. They discuss the capacity available in the cluster as well as best practice. He informed the Chair and Vice Chair of governors that they would be received a survey to complete by Monday 23rd April around this subject.</p> <p>CONFIDENTIAL ITEM</p>	
LAB/054/1718	<p>Executive Principal termly overview of AIR / KPI (Academy Improvement Report / Key Performance Indicators) summary Governors received this document prior to the meeting. Mr Vernon informed governors that the format of the present KPI document is under review. Governors asked why the document doesn't compare TA to other outstanding academies. Mrs Clinton informed governors that it is not possible to obtain the data just for outstanding academies. Mr Cotton informed governors that 89% of schools are now rated good or better by Ofsted.</p>	
LAB/055/1718	<p>Academy Principal academy update Mr Vernon informed governors that the academy have seen an increased number of social media related issues from students who are posting on these sites when they are out of school, during evenings and over weekends. The academy is then having to deal with friction in school particularly between girls in Yr9. Notts Police came into the academy to speak to all Yr9 students. In the evening they delivered a session to parents</p>	

	<p>around increasing awareness of the problems created through social media and what actions can be taken to protect their children. One governor attended the presentation during the day who informed governors that the presentation was well received by the students and received positive feedback.</p> <p>Over 50 students attended a trip to NYC over half term and the academy has received many positive emails from parents.</p> <p>During the recent snow fall, staff were staff going above and beyond, proactively tweeting and posting work for students to keep them busy at home. Mr Vernon also informed governors that he had received a number of very positive emails from residents in the community recognising the community spirit of TA students including; keeping roads clear during the worst of the snow and providing refreshments for motorists stranded on the A1 after an accident involving multiple vehicles.</p> <p>6:45pm Mr Moncaster left the meeting</p>	
<p>LAB/056/1718</p>	<p>SLT update</p> <p>Governors received a document prior to the meeting. Reports from Mr Hardy and Mr Lynch were available in the document and have been delivered to the S&O portfolio team. Mrs Rew reported to governors on TVTSA (Trent Valley Teaching School Alliance).</p> <p>CONFIDENTIAL</p> <p>Mrs Rew confirmed that Tuxford was successful in the round two bid for SSIF. The round three bid will focus on Key Stage 3 reading, aiming to improve outcomes for all but with particular emphasis on disadvantaged and SEN students.</p> <p>6:50pm Miss Roe left the meeting</p>	
<p>LAB/057/1718</p>	<p>Portfolio Chairs' summary of meetings</p> <p>Mrs Wiggins gave an overview of the S&O meetings. This included staffing, areas of concern and weakness, Focus Centre and Link Governor reports.</p> <p>6:51 Mrs Clinton leaves the meeting 6:52pm Miss Roe returns to the meeting</p> <p>Mrs Wiggins confirmed that Mr Stocks (Estates Manager) has met with the local council and any areas of concern have been discussed and resolved.</p> <p>Rev. Price gave an overview of the F&R (Finance and Resources) meetings. Including CLFP (curriculum lead financial planning), Budgets, Trips and staffing updates..</p>	

LAB/058/1718	<p>GDPR update (General Data Protection Regulation) Governors had received documents prior to the meeting. He informed governors that all staff will attend face to face training sessions on the new GDPR which comes into place in May 2018. These will be held in April. All staff also have an online test to complete.</p> <p>6:55pm Mrs Clinton returns to the meeting</p> <p>Mrs Stock informed governors that they would be set up on Educare and would complete GDPR training before the new regulation comes into place. All governors are requested to forward their certificate to Mrs Stock.</p>	Action asap
LAB/059/1718	<p>Academy Specific: <u>CLAB Feedback:</u> Governors had received a document prior to the meeting.</p> <p>CONFIDENTIAL</p> <p><u>Governor Mark:</u> Mrs Wiggins and Mr Lancaster informed governors that this is nearing completion. They are looking at impact statements and once the preliminary file is complete this will be reviewed by Mr Vernon and Rev. Price. Governors will then be involved in the Governor Mark visit.</p>	
LAB/060/1718	<p>Date and time of next meeting: 5pm Monday 16th July 2018 Rev. Price thanked Miss Roe, Mr Moncaster and Mrs Clinton for attending this meeting.</p>	
LAB/061/1718	<p>Determination of confidentiality of business and Equality Act consideration 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/43/1718, LAB/044/1718, LAB/051/1718 should remain confidential and parts of LAB/050/1718, LAB/053/1718, LAB/056/1718 and LAB/059/1718 should remain confidential and there had been no Equality Act implications.</p>	
	<p>The meeting closed at 7pm</p> <p>Signed.....(chair) Date.....</p>	