

**Minutes of the Local Academy Board meeting
held on Monday 16th July 2018
at 5pm at Tuxford Academy**

Governor name	Initials	Governor category	A = absence
Mrs E Chrispin	EC	Appointed	
Mrs N Davis	ND	Appointed	
Mr A Denley	AD	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Dr L Galbraith	LG	Associate	
Mr R Lancaster	RL	Appointed	
Rev. G Price (Chair)	GP	Appointed	
Mr Z Scott	ZC	Appointed	A
Miss M Tivey	MT	Staff	
Mrs I Wiggins (Vice Chair)	IW	Appointed	

In Attendance:

Staff Name	Initials	Role	A = Absence
Mr D Vernon	DV	Academy Director	
Mr D Cotton	DV	Executive Principal	
Mrs J Stock	JKS	Clerk – Minute Taking	

Item No	Item	Action/ by who/when
LAB/062/1718	Apologies for absence Apologies for absence were received and agreed from Mr Scott who had work commitments.	

<p>LAB/064/1718</p>	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda. And there are no changes to declarations made at the start of the year.</p> <p>All governors have completed signed the declaration for 2018-19 with the exception of one governor, who completed it online after the meeting.</p>	
<p>LAB/065/1718</p>	<p>Minutes of the meeting dated 26th March having previously been received were agreed and signed by the chair.</p>	
<p>LAB/066/1718</p>	<p>Matters Arising:- LAB/042/1718 – Governor required to oversee Policies. Rev. Price informed governors that policies are now overseen by Diverse Academies Learning Partnership (DALP).</p>	
<p>LAB/067/1718</p>	<p>Review of Membership Rev. Price informed governors that the nominations for two parent governor vacancies at the academy would be sent to all parents, including new Yr7 parents in September 18 following an error on the original ballot form. Governors engaged in a discussion around the role of a parent governor. Rev. Price told governors he had received a resignation from Mr Scott. He thanked Mr Scott for his dedication to students and the Local Academy Board (LAB) over his term as an appointed governor. Rev. Price will contact Mr Scott to see if he would consider being an associate governor as the board do not want to lose his exceptional skills. It was agreed that Rev. Price would look at the skills required of the new governor. Existing governors will be advised of the skill set required and Mrs Stock will look to then recruit. Governors unanimously ratified the appointment of Mrs Donlan-Harrison as an appointed governor until 29/04/2022. Governors confirmed they were happy to remain in their existing Portfolio groups. Mrs Stock told governors she had uploaded the new Link governor template for 2018-19 to the governor SharePoint. Seven areas will be mandatory for Link governor visits and seven will be optional. Governors asked Mr Vernon if the school can contact the governors rather than the other way around.</p> <p>Governors were reminded the term of Rev. Price as chair of governor's ends in November 2018. Mrs Wiggins proposed and Mr Lancaster seconded the new term of office for Rev. Price.</p> <p>Rev. Price left the room at 5:37pm</p>	<p>September 2018</p> <p>Sept 18</p>

	<p>Governors voted on the proposal and agreed unanimously for Rev. Price to take up a new 2 year term as chair of Governors.</p> <p>Rev. Price re-joined the meeting at 5:39pm Mrs stock to inform DALP.</p>	17/07/18
LAB/068/1718	<p>Correspondence Governors received a document prior to the meeting for this agenda item. A number of governors attended the recent production of Les Miserable at the academy. Mrs Stock to send a letter of congratulations to the staff involved in this production. Mrs Davis attended school sports day. She informed governors that it was very well organised.</p> <p>Confidential Item</p>	July 18
LAB/069/1718	<p>Visits to the academy Governors received a document prior to the meeting detailing visits made by governors.</p>	
LAB/070/1718	<p>Link Governor Visit – reports and feedback overview Governors received a document prior to the meeting detailing details of the visits made to the academy. Reports are available on the Governor SharePoint.</p>	
LAB/071/1718	<p>Training undertaken and review training plan Governors received a document prior to the meeting for this agenda item. Rev. Price informed governors that the training plan will be based on the results of the self-evaluation completed by Governors at the LAB in March 2018.</p>	
LAB/072/1718	<p>Code of conduct Governors received a document prior to the meeting for this agenda item. All governors have signed this for 2018-19.</p>	
LAB/073/1718	<p>Declarations of Interest Governors received a document prior to the meeting for this agenda item. All governors have now completed this online document with the exception of one governor who will sign in September.</p>	Sept 18
LAB/074/1718	<p>Policy and any local appendices ratification Governors received a copy of the Uniform Policy prior to the meeting. Mr Vernon informed governors that there had been minor amendments to the policy, including, changes to the colour of socks, optional items that can be purchased, wording around sanctions and piercings.</p> <p>This was approved by governors.</p>	

LAB/075/1718	<p>Safeguarding update</p> <p>Confidential Item</p>	
LAB/076/1718	<p>GDPR update (general data protection regulation, enforced on 28/5/18) Mr Vernon informed governors that the academy should have undertaken a GDPR audit recently, This has been delayed until September 2018</p> <p>Agenda taken out of order</p>	
LAB/077/1718	<p>Any Trips to Authorise Governors were required to ratify three trips from the summer term to Markeaton Park, Mablethorpe and Skegness.</p> <p>These were approved by all present.</p> <p>Mr Vernon informed governors that he will arrange to meet with Mrs Bonser regarding the trip authorisation process as the process is quite time-consuming. He confirmed there are no trips to authorise for the first term of 2018-19. Mrs Stock was asked to ask for this to be an agenda item on the CLAB (Chairs of Local Academy Board) meetings.</p>	Actioned 17/7/18
LAB/078/1718	<p>Academy Principal academy update Mr Vernon informed governors of some notable achievements at the academy.</p> <ul style="list-style-type: none"> • Over 300 students attended Saturday study sessions in readiness for the summer exams. Feedback from students was that this was a great help. • 100 students completed their Duke of Edinburgh this year • The academy ran 15 trips this half term with over 1800 students taking part <p>Governors asked if this impacted on the staff workload. Mr Vernon replied that some trips are over night or arrive back late at night and this does have an impact on their family time. It is important that staff goodwill is protected. Governors asked if there is anything they can do to support staff. Mr Vernon advised that he has sent out letter of recognition to staff. Parents and Governors can volunteer their time to support activities and should contact the academy or Mrs Stock if they would like to help in the future. Governors said this was something they were happy to do.</p> <p>5:46pm Mr Cotton joins the meeting</p> <p>Mr Vernon thanked four governors who had attended the academy over the two week split lunch trial and given feedback. Feedback was also received from students, teachers and parents. Four</p>	

	<p>parents had contacted him and he had had telephone conversations with them. Noise was raised as an issue when windows were open. Teaching time in the afternoon was also raised as an issue and the timetable has been adjusted to take this into consideration. The school day will end at 3:15pm. All bus companies have been advised and can accommodate this.</p>	
LAB/079/1718	<p>DALP MAT facts and figures Governors received this document prior to the meeting. Mr Cotton asked if governors had any questions around the document. Rev. Price said it was good that the document had been produced and asked if this will go onto the website. Mr Cotton confirmed it would.</p>	Action
LAB/080/1718	<p>Executive Principal Update (any Trust messages) Mr Cotton informed governors that the Cluster group of schools is planning for 2018-19. Mrs Clinton is leaving the Trust on 1st August 2018. Admissions across the Trust have increased. KS2 results are looking strong across the Trust. Tuxford Primary Academy has also received a section 8 Ofsted visit and the judgement was Good. DALP will submit a balanced budget this year and is in a strong position. They are working with the local authority on bus routes in order to save money.</p> <p>Confidential Item</p>	
LAB/081/1718	<p>Executive Principal termly overview of AIR/KPI summary</p> <p>Confidential Item</p> <p>Mr Cotton informed governors that there is still turbulence around exams with the new grading system for most subjects this year. Last year predictions were in line with results and this year's results are expected to be good.</p>	
LAB/082/1718	<p>SLT update This was not covered in detail at this meeting as it is part of the Standards and Outcomes portfolio meeting.</p>	
LAB/083/1718	<p>Portfolio Chairs' summary of meetings Mrs Wiggins gave feedback from the Standards and Outcomes portfolio meetings. There were no items for LAB approval</p> <p>Confidential Item</p> <p>Rev. Price gave feedback from the Finances and Resources portfolio meetings. There were no items for LAB approval.</p> <p>Confidential item</p>	

<p>LAB/084/1718</p>	<p>Academy Specific Mr Lancaster informed those present that had attended the most recent CLAB meeting. It was well attended and cluster groups was discussed for future meetings. Rev. Price thanked Mr Lancaster and Mrs Wiggins for all the work they had put into a Governor Mark application. This is ready to be submitted to the assessor. Governors were asked to view the document in their SharePoint portal and give feedback to Mr Lancaster and Mrs Wiggins. Mrs Stock will inform DALP that the academy are ready to submit the application.</p>	<p>Actioned 17/7/18</p>
<p>LAB/085/1718</p>	<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/075/1718 and sections of LAB/068/1718, LAB/080/1718, LAB/081/1718 and LAB/083/1718 should be confidential and there had been no Equality Act implications.</p>	
<p>LAB/086/1718</p>	<p>Date and time of next meeting Wednesday 5th September at 5pm Rev. Price informed governors that he is unable to attend this meeting. Mrs Wiggins will chair the meeting in his absence.</p>	
	<p>The meeting closed at 6:25pm</p> <p>Signed.....(chair)</p> <p>Date.....</p>	