

**Minutes of the Local Academy Board meeting
held on Monday 12th November 2018
at 5pm at Tuxford Academy**

Governor name	Initials	Governor category	A = absence
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	
Miss M Tivey	MT	Staff	
Mrs I Wiggins (Vice Chair)	IW	Appointed	A

In Attendance:

Staff Name	Initials	Role	A = Absence
Mr D Vernon	DV	Principal	
Mr D Cotton	DC	Senior Executive Leader	
Mr J Hardy	OH	Vice Principal	
Mr Tony Lynch	AL	Vice Principal	
Ms Kerry Nichol	KMN	Assistant Principal	A
Mrs Doreen Hollingsworth	DH	Prospective Governor	
Mrs Sarah Cruz-Rodriguez	SCR	Prospective Governor	
Mr George Moncaster	GM	Post 16	
Miss Hannah Row	HR	Post 16	
Mrs J Stock	JKS	Clerk – Minute Taking	

Item No	Item	Action/ by who/when
LAB/009/18189	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Wiggins who had other governor commitments. Ms Nichol was absent from the meeting. Rev. Price welcomed Miss Roe and Mr Moncaster to the meeting.</p>	
LAB/010/1819	<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>	
LAB/011/1819	<p>Introduction of New Governors Rev. Price recommended Mrs Hollingsworth and Mrs Cruz-Rodriguez were appointed to the Local Academy Board (LAB). All governors approved the appointment. 5:02pm Mrs Hollingsworth and Mrs Cruz-Rodriguez joined the meeting. All attendees introduced themselves to the new governors. 5:03pm Mr Hardy joined the meeting</p>	
LAB/012/1819	<p>Child Protection Refresher Training Ms Nichol was not present at the meeting.</p>	
LAB/013/1819	<p>Minutes of the meeting dated Wednesday 5th September 2018 having previously been received were agreed and signed by the chair.</p>	
LAB/014/1819	<p>Matters Arising:- LAB/004/1819 – Governors ratified Mr Scott’ appointment as an associate governor from 5/9/18 to 31/08/20. Governors were also informed that Mr Scott was a finalist in the recent DALP star awards. Governors were informed the application to apply for Governor Mark was now complete and would be submitted by Mrs Stock</p>	JKS Action by 28/11
LAB/015/1819	<p>Safeguarding Confidential Item</p>	
LAB/016/1819	<p>GDPR (General Data Protection Regulations) Mr Vernon informed governors that a GDPR walk round has been completed at the academy. The academy are investigating an electronic signing in and out process to ensure compliance. Mr Vernon, Mrs Sellick and Mrs Hall meet regularly regarding GDPR. Mr Vernon and Mrs Hollingsworth (new governor) will arrange a meeting to discuss GDPR at the academy.</p>	DV Action by end of Dec 18

LAB/017/1819	<p>Review of membership Mrs Stock informed governors that the process to elect two new parent governors started on 24th October. The closing date for nominations is Friday 16th November at 10am. Nomination received to date mean that the process will move to elections. Electronic voting is not used. Governors asked if electronic voting could be used in the future. Mrs Stock will enquire if this will be possible.</p> <p>Rev. Price informed governors that his term as Chair of Governors had been ratified by the Diverse Academies Board for two years.</p>	JKS by Jan 2019
LAB/018/1819	<p>Correspondence Governors received a document prior to the meeting for agenda items LAB/018, to LAB/023 inclusive prior to the meeting. All correspondence was detailed on the document.</p>	
LAB/019/1819	<p>Visits to the academy All visit made to the academy were detailed on the document.</p>	
LAB/020/1819	<p>Link governor visits report/feedback Four Link Governor visits were carried out in the summer term and were available to view on the governor SharePoint.</p>	
LAB/021/1819	<p>Training undertaken and review training plan Mrs Stock reminded governors that training is available on Educare and NGA (National Governor Association). Mr Denley informed governors that new courses have been added to the Educare system. Mrs Stock reminded governors that any governor can now complete Safe Recruitment training which will enable them to sit on academy recruitment interviews. A Governor Conference is taking place on Wednesday 28th November. All governors are invited and should respond to the electronic invite. Rev. Price informed governors that the training plan had been updated to include training identified from the skills audit as well as mandatory training required.</p>	
LAB/022/1819	<p>Policy/local appendices ratification This is covered in LAB/023 and LAB/024.</p>	
LAB/023/1819	<p>Ratify any changes to Admission Policy from S&O Governors received this document prior to the meeting. Mr Vernon reminded governors that this policy was approved by the Standards and Outcomes Portfolio Governors. Yr7 – 11: Published Admissions Number (PAN) is 248. Oversubscription criteria has changed. All schools have been asked to put the following in at the second highest criteria;</p> <ul style="list-style-type: none"> • <i>Children who appear to the admissions panel to have been in state care outside of England and ceased to be in that state care as a result of being adopted.²</i> <p>² <i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.</i> Standards and Outcomes Governors approved a change to the following criteria;</p>	

	<ul style="list-style-type: none"> • <i>Children of staff who have been employed at Tuxford Academy for at least three full school terms and/or are recruited to fill a demonstrable skill shortage.</i> <p>Standards and Outcomes governors approved the addition of Rampton Primary and Sturton C of E Primary (voluntary aided).</p> <p>Governors asked why there is no waiting list for students outside Yr7. Mr Vernon replied that that an appeals panel sits for every other year group. Governors asked for the wording for the wording on the <i>Admission of children outside the normal age group</i> to be changed from “<i>gifted and talented</i>” to “<i>more able</i>”</p> <p>Post 16:</p> <p>Mr Vernon informed governors that he meets regularly with Mr Baker and Miss Murphy regarding Post 16. The PAN for Post 16 is 230, although it is not expected the academy will reach this number. As with the Yr7-11 admissions the academy have included the required criteria 2 and to the staff employment. Other changes are to some of the language used in the policy. Governors asked for minor changes to the document (removing HE (higher education) from academic requirements). Mr Hardy informed all present that all Yr11 students are interviewed to ensure they are on the correct pathway. A discussion took place with governors and Post 16 students around appropriate pathways, interviews for Post 16, and expected achievement.</p>	Action DV 13/11
LAB/024/1819	<p>Receive/ratify Local Authority safeguarding checklist</p> <p>Mr Vernon informed governors that this document will be completed by Ms Nichol and Mrs Wiggins. It will be submitted to the Local Authority before the December deadline.</p>	
LAB/025/1819	<p>Any trips to authorise</p> <p>Governors received documentation for trips prior to the meeting. Governors engaged in discussion around the details for each trip. Ten trips were authorised by governors at the meeting, some with conditions.</p> <p>In addition to this Miss Tivey informed governors of a trip that will require authorisation to the WW1 battlefields in 2019. This will be for Yr10 history students.</p> <p>Post meeting Mrs Stock informed the academy staff of the authorisation of ten trips on 13/11/2018</p>	Action 13/11 JKS
LAB/026/1819	<p>Executive Principal Update (key Trust messages)</p> <p>Mr Cotton informed governors that he is now the Senior Executive Lead for the norther cluster of schools (Tuxford, Tuxford Primary and Retford Oaks) within Diverse Academies. He leads on: Teaching and Learning (T&L), Curriculum, DALP Institute, Professional Development and Teaching Schools.</p> <p>Confidential Item</p> <p>Validated GCSE results should be available in January 2019. Mr Cotton advised governors he will be meeting with the Regional School Commissioner later this month to discuss all Trust school results. The trust are looking to streamline executive reports.</p>	

	<p>The Diverse Academies Learning Partnership institute will focus on staff and career development to ensure strong outcomes in all areas. There is:</p> <ul style="list-style-type: none"> • high quality provision for CPD for all staff along • leadership development and pathways • talent management and succession planning • research and development in every area of operations <p>Phase one will see CPD and leadership. Tuxford Academy have been operating in this way for many years. Underpinning this there are many delivery partners including Teaching School, PiXL and the education foundation. Initial teacher training and School to School reports are generating professionals at every academy within the Trust.</p>	
<p>LAB/027/1819</p>	<p>Principal termly overview of the AIP, KPI summary and any additional update</p> <p>Mr Vernon informed governors that the Academy Improvement Plan has been consolidated, showing achievement and actions. T&L priorities are: linear qualifications, homework, reporting to parents, middle ability boys and more able students in Yr11. Personal Development, Behaviour and Welfare (PDBW) priorities are: behaviours, split lunch and Spiritual, Moral, Social and Cultural (SMSC).</p> <p>The national youth orchestra came into school again this term and there has been excellent feedback. Open evening was a great success. BlueSky performance management is being used.</p> <p>Confidential Item</p> <p>The academy had a full academy review in October and was judged outstanding in all areas. Enrichment trips and activities are being offered to students. Mr Lynch informed governors that one of the PDBW core focuses is welfare, particularly mental health and mindfulness. Another is pastoral contribution to character. Both of these are adopted across the trust. Rev. Price confirmed that Mrs Davis is wellbeing champion for Governors.</p> <p>Mr Hardy told governors that a newsletter had gone out to Yr11 parents. Also a study skills evening is planned for the end of November for Yr11. Yr11 students have completed a mindfulness survey and this has highlighted students of concern. Sessions are being put in place for support and emotional resilience to support students with exams. Post 16 students contributed to the discussion around mental health, informing governors that students do use the school counsellor and have fed back that this has been helpful to them. Governors agreed that a survey of Post 16 students would be a good idea, along with involving the student forum. The post 16 students enquired whether some of them could receive training to help others.</p>	<p>Action AL by 30/11</p>
<p>LAB/028/1819</p>	<p>Portfolio chairs' referral of any items for LAB/Board approval</p> <p>Rev. Price confirmed that the governors should be aware of the academy finance pressures and confirmed the standards and outcomes portfolio group had gone into great depth regarding the changes to the admissions policy which was brought to the LAB today.</p>	
<p>LAB/029/1819</p>	<p>DALP Scheme of Delegation</p> <p>Rev. Price confirmed the DALP scheme of delegation was still in draft format awaiting updates later this term.</p>	

<p>LAB/030/1819</p>	<p>Academy Specific: Rev. Price reminded governors that the next Governor conference is on Wednesday 28th November 9am – 5pm. Governors are asked to respond to the Eventbrite invitation. Post 16 students were asked to speak to Miss Murphy at the academy regarding the Youth Parliament. The students also gave feedback regarding split lunches. They asked that timetables show the time as opposed to just periods, to ensure that students were arriving on time for the first lesson after the lunch break. They suggested this was done on printed timetables at the start of the academic year along with posters around the school for students to reference. Ref. Price reminded governors that there is a fully funded Chair of Governors course available to anyone who is interested in this.</p>	<p>DV action 30/11</p>
<p>LAB/031/1819</p>	<p>Date and time of next meeting Wednesday 27th February at 5pm.</p>	
<p>LAB/032/1819</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles</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"> - That all of LAB/015/1819 should remain confidential to all present at the meeting. - That part of F&R/026/1819 and F&R/027/1819 should remain confidential to all present at the meeting - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles 	
	<p>The meeting closed at 6:30pm</p> <p>Signed.....(chair)</p> <p>Date.....</p>	