

**Minutes of the Local Academy Board meeting
held on Wednesday 27th February 2019
at 5pm at Tuxford Academy**

Governor name	Initials	Governor category	A = absence
Mrs S Cruz-Rodriguez	SCR	Appointed	A
Mrs N Davis	ND	Appointed	
Mr A Denley	AD	Appointed	A
Mrs C Donlan-Harrison	CDH	Appointed	
Dr L Galbraith	LG	Associate	
Mrs D Hollingsworth	DH	Appointed	A
Mr C Parsons	CP	Parent	
Ms K Hopper-Peart	KHP	Parent	A
Mr R Lancaster	RL	Appointed	
Rev. G Price (Chair)	GP	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	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	
Mrs J Stock	JKS	Clerk – Minute Taking	

Item No	Item	Action/ by who/when
LAB/033/18189	<p>Apologies for absence Apologies for absence were received and agreed from Mr Denley and Mrs Cruz-Rodriguez, who had work commitments, Mrs Hollingsworth who had family commitments. Mrs Hopper-Peart and Rev. Price were absent from the meeting.</p> <p>In Rev. Price's absence Mrs Wiggins took over as chair of this meeting.</p>	
LAB/034/1819	<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/035/1819	<p>Introduction of New Governors Mr Parsons was welcomed to the meeting as the new parent governor.</p>	
LAB/036/1819	<p>Child Protection Update Ms Nichol delivered a presentation to governors. The main changes to note from the Keeping Children Safe in Education 2018 are:</p> <ul style="list-style-type: none"> • Contextual safeguarding • County Lines • Peer on Peer abuse <p>All governors have completed their safeguarding training for 2018-19.</p>	
LAB/037/1819	<p>Receive / ratify the local safeguarding checklist from the Standards and Outcomes meeting. Mrs Wiggins advised governors that she had completed the checklist with Ms Nichol in December 2018 and this had been sent to the local authority before 17th December 2018 deadline, by email. Mrs Wiggins also advised governors that she had completed a Safeguarding visit with Ms Nichol and was accompanied by Mr Denley. During this visit staff were interviewed regarding the whistleblowing policy. Safeguarding at the academy is outstanding.</p> <p>Ms Nichol left the meeting at 5:14pm</p>	
LAB/038/1819	<p>RAISE / ASP training Mr Hardy delivered Analyse School Performance (ASP) training to governors. This was an interactive training session to gauge governor understanding of what ASP is, how it is used and the strengths and areas of development for Tuxford Academy. In answer to questions raised by governors, Mr Hardy, Mr Vernon and Mr Lynch advised governors that the quality of a school is not just based on progress data and there was a high number of middle ability boys in this cohort. Overall they were pleased with the data based on the cohort of students.</p>	

	Confidential item	
LAB/039/1819	Minutes of the meeting dated Monday 12th November having previously been received were agreed and signed by the chair.	
LAB/040/1819	<p>Matters Arising:- LAB/014/1819 – Confidential Item – All present at the meeting thanked Mrs Wiggins and Mr Lancaster for the hard work over the last two years that had gone into getting this application ready to submit. LAB/016/1819 – GDPR – discussed in agenda LAB/017/1819 – Electronic Voting – Governors asked for this to be put on another agenda LAB/023/1819 – Admissions – discussed in agenda LAB/025/1819 – Trips – discussed in agenda LAB/027/1819 – P16 survey – Mr Lynch informed governors that study passes are used for rewards, Mr Simpson (Post 16 for the trust) is coming into the academy to speak with students, There will be a survey carried out at the end of April Staff meet up with presidents regularly; discussions are: dress code, Wi-Fi. Air conditioning. LAB/030/1819 – Timetable update – the current system does not allow the amendment of times on the document. Confidential Item LAB/026/1819 – This was circulated to all governors following the last meeting.</p>	
LAB/041/1819	<p>Receive any comments and ratify any changes to Admissions policy Governors received this document prior to the meeting. The document had been updated following the consultation process and requires ratification from the governors.</p> <p>Confidential Item</p> <p>Governors agreed to changes in the document following consultation.</p> <p>Post Meeting: The document was submitted by Mr Baker on 28/2/19</p>	
LAB/042/1819	<p>GDPR Governors were informed that an audit had been carried out by the trust at Tuxford Academy.</p> <p>Confidential Item</p>	
LAB/043/1819	<p>Review of membership Mrs Stock advised governors that the term of Rev. Price as an appointed governor expires on 1st March 2019. Mrs Wiggins nominated and Mr Lancaster seconded the reappointment.</p> <p>In his absence, all governors present unanimously agreed to the re-appointment of Rev. Price.</p>	
LAB/044/1819	<p>Correspondence Governors received this document prior to the meeting. Mrs Stock reminded governors that their Governor diaries are populated with events at the academy.</p>	

LAB/045/1819	<p>Visits to the academy Governors received this document prior to the meeting. Mr Lancaster advised governors that he had carried out a visit to the Focus Centre. His report had been previously circulated to governors. Ms Nichol is to be invited to the next meeting to update governors.</p> <p>Confidential Item</p>	JKS 04/3/19
LAB/046/1819	<p>Training undertaken and review training Governors received this information prior to the meeting.</p>	
LAB/047/1819	<p>Policy/local appendices ratification Governors received this information prior to the meeting. Mrs Stock reminded governors that Supporting Students with Medical Conditions Policy was updated by Diverse Academies Learning Partnership (DALP) in December 2018. Any local appendices would need approval by the board. Mr Vernon confirmed there was no local appendices.</p>	
LAB/048/1819	<p>Any trips to authorise Governors were presented with two day trips requiring authorisation at the meeting. Mr Vernon advised these trips have run successfully previously.</p> <ul style="list-style-type: none"> • Yr8 Clumber Park • Yr9 Markeaton Park <p>Governors asked for clarification all risk assessments had been done. This was confirmed.</p> <p>Governors approved both trips and paperwork was signed.</p>	
LAB/049/1819	<p>Executive Principal Update (key Trust messages)</p> <p>Confidential Item</p> <p>Relationships have been strengthened between Nottinghamshire and Lincolnshire Local Authorities. A number of strategies are being developed for Curriculum and Teaching & Learning. Diverse Academies Institute is going from strength to strength and over 1000 staff attended a Diverse Academy Institute conference on Monday 25th February at Tuxford Academy. Feedback from the conference was positive. Governors asked what the focus of the day was. Mr Cotton replied it was Multi Academy Trust (MAT) culture, leadership and “it begins with us”</p> <p>6:30pm Dr Galbraith left the meeting</p>	
LAB/050/1819	<p>Principal termly overview of the AIP, KPI summary and any additional update Mr Vernon informed governors that a year 11 exam information evening was held last term. 162 students attended with their parents. Staff created stands based around revision techniques and examples of how to support your child with revision were demonstrated in the hall.</p>	

	<p>Feedback from the evening was positive. Year 12 were invited to attend an awards evening. This was a great event with many students who had left the academy came back to share their stories of how they are getting on in employment and further education. A Post 16 open evening has been held at the academy and recruitment is looking good for September. A wellbeing week was held at the end of last term, which students were involved in. 23 trips were arranged for students at the academy in the autumn term. The academy has been successful in achieving a Gold award in the National Citizen Service.</p> <p>Confidential Item</p>	
LAB/051/1819	<p>Review of Full Academy Review (FAR) carried out in October 2018</p> <p>Governors received this document prior to the meeting.</p> <p>Key strengths are:</p> <ul style="list-style-type: none"> • All areas are outstanding • Commitment to high quality teaching through continual personal development (CPD) • Pupil conduct is outstanding and expectations high • Students feel safe • There is a commitment to wellbeing at the academy <p>There were no questions from governors.</p>	
LAB/052/1819	<p>Portfolio chairs' referral of any items for LAB/Board approval</p> <p>There were no referrals for board approval that have not been covered in agenda items at this meeting.</p> <p>Governors discussed exclusions at the academy. There has been an increase in fixed term exclusions this academic year. Mr Vernon confirmed there have not been any permanent exclusions.</p>	
LAB/053/1819	<p>Any Academy Specific Issues including academy specific policies, DALP appendices and review of any updated DALP statutory policies as appropriate.</p> <p>Governors received a document prior to the meeting.</p> <p>Mr Lancaster is attending the Chair of Governor course offered by the National Governors Association (NGA), which is fully funded by the NGA. Governors engaged in a discussion about how they can support Mr Lancaster with projects which are required to complete the course.</p> <p>Mrs Wiggins informed governors she is conducting another Health and Safety visit to the academy on Tuesday 5th March with Mr Denley.</p> <p>6:50pm – Mr Vernon, Mr Hardy, Mr Cotton and Mr Lynch left the meeting.</p>	
LAB/054/1819	<p>Governor Self Evaluation</p> <p>This was completed by governors and will form part of the training plan for 2019-20</p>	
LAB/055/1819	<p>Date and time of next meeting</p> <p>Monday 17th June 2019</p>	
LAB/056/1819	<p>Determination of confidentiality of business</p> <p>Equality Act consideration</p> <p>Nolan Principles</p>	

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