

**Minutes of the Tuxford Academy Committee meeting
held on Tuesday 3 December 2019
at 5pm – 7pm in The Hub**

Governor name	Initials	Governor category	A = absence
Mrs N Davis	ND	Appointed	A
Mr A Denley	AD	Appointed	A
Mrs C Donlan-Harrison	CDH	Appointed	A
Dr L Galbraith	LG	Appointed	
Mrs D Hollingsworth	DH	Appointed	
Ms K Hopper-Peart	CHP	Parent	A
Mr R Lancaster Vice Chair of Governors	RL	Appointed	A
Mr C Parsons	CP	Parent	
Rev. G Price Chair of Governors	GP	Appointed	
Miss M Tivey	MT	Teacher	
Mr R Twelvetrees	ART	Appointed	
Mrs I Wiggins	IW	Appointed	

In attendance: [staff or other invited persons]

Staff name	Initials	Role
Mr D Vernon	DV	Senior Principal
Mr J Hardy	OH	Principal
Mrs A Elway	AKE	Clerk and Advisor
Mr J Tegerdine (part of the meeting)	JT	Senior Leader
Mrs S Hall (part of the meeting)	SH	Academy Operations Manager

Item No	Item	Action/ by who/ when
AC/35/19-20	Apologies for absence Apologies for absence were received and approved from Mrs Davis and Mr Denley due to other commitments and Mr Lancaster due to holidays. Apologies were received from Mrs Donlan-Harrison and her absence was accepted. The clerk was asked to write to Mrs Hooper-Peart regarding her absence which was not accepted by governors due to the number of meetings missed.	AKE
AC/36/19-20	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	

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	The Chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.	
AC/37/19-20	<p>Presentation - Quality of Education – Jamie Tegerdine</p> <p>Mr Tegerdine had been invited to advise governors of his role within the academy, Diverse Academies Institute and TVTSA. He advised that all CPD for staff in the Trust is run through the Institute and how this links and works alongside the remit of TVTSA. His role within the academy is quality assuring the new Ofsted Framework which focuses on curriculum intent, implementation and impact to ensure this is developed and embedded in all areas. Differences that will be seen in inspections are that there will be no formal lesson observation rather than a holistic approach to how the curriculum is taught. The Academy Improvement Plan has been updated accordingly to the 5 Ofsted areas and includes deep dives into chosen faculties.</p> <p>Staff continue to select PIP objectives through Bluesky which link to the national teacher standards and which then identifies training need and informs the CPD programme. Twilight training sessions align to the Trust key themes and academy priorities led by staff. Governors questioned the cost of retaining the toolkit in hard copy and were advised that to print for all staff is cheaper than one person attending an external course.</p> <p>Mr Tegerdine demonstrated the way teachers are embedding students' learning to ensure it is developed and reinforced in order that subjects do not have to be re-taught in other years. The chair asked if there was anything the academy needed to do to improve the offer to students, with Mr Tegerdine replying that there needs to be a continuous improvement approach which aligns to the teacher standards.</p> <p>When Mr Tegerdine had shown governors the extent of his role, they enquired if he had support with work/life balance when needed. He confirmed that he will be listened to if he raises this as an issue and Mr Vernon confirmed that the leadership team had looked at removing breaktime duties etc. to try and minimize this.</p>	
AC/38/19-20	<p>Report from Principal (attached) to include:</p> <p>Performance Review to include:</p> <ul style="list-style-type: none"> - <i>Review of all staff in 2018/19 inc. recommendations for pay progression or any staff being held back</i> <p>Mr Tegerdine advised that he had received applications for 6 staff to move from M6 to UPS. As part of this he is having conversations with each of them to identify ways they can contribute to whole school development as a leadership responsibility is expected at this level. There will only be 2 staff eligible for UPS this academic year.</p> <p><i>UPS/TLR/SSR performance review; relevance/impact on outcomes; any changes?</i></p> <p>Mr Vernon advised that all additional points are now on a temporary basis which expire and will be reviewed at the end of the academic year.</p> <p><i>Review of temporary TLR/SSR points and those due to expire</i> Covered above</p>	

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	<p>Mr Tegerdine was thanked for his contribution and he left the meeting at 5.35pm.</p> <p>Mrs Hall updated governors:-</p> <p>Risk Register inc. Health & Safety, staff & pupil well-being There are 9 standard core risks on the register, 1 of which is red and as reported at the last meeting is the risk of unauthorised entry to premises via reception. This has been escalated to the Trust, Engie and Transform. Finance (raised at the last meeting) has been downgraded. Mr Parsons asked if the 9 were the totality of risks reviewed and he was advised that these were the ones that were pre-populated by the Trust and the academy can add more. Issues are tracked via a calendar and staff have training on how to record and mitigate risks. In response to a further question, Mr Vernon confirmed that there had not been a breach at reception, the issue was the openness of the space and access to the school once visitors had been signed in.</p> <p>The LA completed a H&S visit last week at the academy and Focus centre. They looked at every high risk area and whilst their report is awaited the minimal recommendations made have been easily remedied and the records kept at the academy were commended.</p> <p>GDPR Educare learning modules have been completed by all staff and reminders and updates are sent to staff. Mrs Hall advised that staff ask questions if they are unsure of anything and the spot checks undertaken by the GDPR team evidence that data privacy is taken seriously. The chair asked if the new signing in system at reception could include the reason for governors visits and the clerk will enquire about this.</p> <p>Mrs Hall was thanked for her update and she left the meeting 5.45pm</p> <p>Safeguarding; culture & compliance inc. safeguarding audit to LA Mrs Wiggins confirmed that she and Mrs Hollingsworth had completed the safeguarding checklist for the academy to return to the LA. They had also been involved in an internal Trust safeguarding audit where it had been raised that a couple of staff had not had DBS checks, however upon investigation this was a timing issue in recording the information. A recommendation was that there needed to be clarity given to staff as to the differences between 'safeguarding' and 'whistleblowing' otherwise this was a very positive audit.</p> <p>Mrs Wiggins asked, and gained confirmation that staff are working closely with parents of all the students with safeguarding issues and all are receiving support from multi agencies who have been quick to react in each case.</p> <p>Referring to the Principal's report, governors asked for confirmation that staff well-being and workload is being considered. Mr Hardy advised that it is a big focus for the academy and a TLR is being issued to drive this forward. In response to further questions he advised that it is a focus area in the AIP.</p>	<p>AKE</p> <p>OH</p>

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	<p>Governors questioned the after school training sessions whereby staff are expected to undertake an additional 30 hours twilight training to use as disaggregated days to retain a 6 week summer holiday. Mr Hardy advised that this had benefits in being able to do whole staff training on the new Ofsted framework etc. but staff who regularly undertake after school activities e.g. CEA/PE are concerned about the additional requirement. Mr Vernon advised that senior leaders will need to be mindful of this when staff are also expected to attend open evenings and parents evenings etc. Governors queried why this stance had been taken and Mr Hardy advised that Notts CC had changed their holiday pattern and shortened the summer holiday to 5 weeks with a 2 week October half term holiday. Whilst the Trust can set its own holidays it needs to align as closely as possible to Notts CC otherwise attendance will drop and Notts CC have set their dates until 2021/22. The Trust will continue to have the 2 week October half term holiday and it is likely that using disaggregated days in one week will continue. Governors asked if there had been any impact of having a 6 week holiday on parents and were advised that this won't be known until the end of this year. It was suggested that staff were asked if it is their preference to continue with this stance.</p> <p>Mr Hardy confirmed that there are a number of wellbeing initiatives for staff in the academy and work/life balance is constantly reviewed.</p> <p>Any academy specific items including:</p> <ul style="list-style-type: none"> - <i>Policy appendix ratification</i> <p>Mr Hardy advised that the appendix to the Trust behaviour policy will be uploaded shortly.</p> <ul style="list-style-type: none"> - <i>Trips approval</i> <p>There were no new trips to authorise. Mr Parsons asked if the confusion regarding the Krakow trip discussed at a previous meeting had been dealt with and Mr Vernon confirmed that it had been timing issues between booking the trip and payments being made.</p> <p><i>Link Governor Visits</i> To be discussed on the agenda.</p>	
AC/39/19-20	<p>Minutes of the AC meeting dated Monday 7 October 2019</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the Chair subject to the removal of the sentence and action point at AC/16/1920 following Mr Vernon's advise that admission numbers had been provided within the applications received at the meeting.</p>	
AC/40/19-20	<p>Matters Arising:</p> <p><i>AC/16/1920 Admission number update</i></p> <p>Provided within the Principal's report and it was noted that there have been fewer applications from Retford and Newark primary schools as the secondary schools in these areas are performing better than they had historically. Miss Tivey enquired if the lower projected numbers are a cause for concern with Mr Vernon confirming not as the academy will be over-subscribed even if it isn't from first choices.</p> <p><i>AC/21/1920 Risk Register – update re Focus Centre</i></p>	

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	<p>Reported by Mrs Hall above.</p> <p><i>AC/25/1920 Capital Summary - Finalised Capital Plan</i> To be received at the next meeting</p> <p><i>AC/27/1920 Finance – Outturn 2018/19</i> Finance information is uploaded to Sharepoint. Mr Vernon advised that the outturn is still subject to auditors’ confirmation and until confirmed, may be subject to change.</p> <p><i>AC/29/1920 Link Visits</i> A proposal for visits had been received from Mr Lancaster. The chair asked that each governor email him with their preference of link governor roles. Senior leaders advised that the original schedule had been amended slightly to correspond to key events throughout the year.</p>	<p>Agenda</p> <p>All governors</p>
AC/41/19-20	<p>Approval of AIP for 2019/20 (attached) Mr Hardy projected the AIP which is divided into the Ofsted Framework areas and has been shared with staff in a twilight session. Following this each faculty developed their TIPs and staff completed their PIPs. Ofsted’s key focus will be to ensure that staff are clear of the curriculum intent and how lessons fit with this and by what means staff adapt it to the needs of the students.</p> <p>Confidential minute</p>	
AC/42/19-20	<p>Dashboard review to include: Student performance (YRS 11 & 13) Mr Hardy projected the dashboard showing results of the recent assessment point and advised that the validated data from the summer results will not be received until January. Governors questioned senior leaders on the information and were advised that:</p> <ul style="list-style-type: none"> - previous projections have been very accurate - weakest curriculum areas are Health and Social Care and plans to address this have been summarised in the AIP and Mrs Leatham-Pugh will update governors on progress at the next meeting. - Year 13 data is recorded on VA, not progress. This year’s projections are better than last and traditionally it tends to move upwards throughout the year <p>Finance: Cash Flow Management Accounts -September/October Mr Vernon referred to the narrative given and advised that whilst there are some minor overspends there are no concerns from the finance team.</p> <p>HR report Governors reviewed absences and asked what is in place to track absences. They ascertained through questioning that the Bradford Score index is used to track absences at 250+. The academy is above the national average for sickness and senior leaders have identified and acknowledge</p>	<p>Agenda</p>

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	<p>that they need to review this. Additionally, the way training is recorded needs investigating as it looks as if it's been coded as absence.</p> <p>Rev. Price advised that the George Capps Fund which he is Chair of is being wound up and the funds divided between Tuxford Primary and this academy. He presented the school with a cheque for £21,351.39 and advised that it is to be ringfenced for the education of children who live in Tuxford. Governors thanked Rev. Price for the gratefully received donation.</p> <p>Mr Parsons advised that the action from the September results meeting regarding outliers and predications has not been addressed and he requested that this was picked up at the next meeting. Mr Hardy advised that the validated IDSR data will have been received by then and he will update at that meeting.</p> <p>Governors noted that this was Mrs Wiggins last meeting following her decision to retire from the AC. A presentation was made and she was thanked for her time, commitment and valued contribution to the governance at the academy.</p>	Agenda - OH
AC/43/19-20	<p>What has been discussed to impact on outcomes for Students: All areas of the agenda covered impact on students. Particularly;</p> <ul style="list-style-type: none"> • Overview of the AIR and the academy priorities for monitoring impact • Staff absence figures and the effect this may have on students • Health and Safety • Focus on T&L 	
AC/44/19-20	<p>How have governors held school leaders to account: Thorough questioning around;</p> <ul style="list-style-type: none"> • Well-being of staff and work/life balance • Safeguarding of students and the care given • Risk Register exploration 	
AC/45/19-20	<p>Complete report to Trustees It was agreed that there were no specific issues to raise</p>	
AC/46/19-20	<p>Date and time of next meeting: Monday 3 February 2020 at 5pm in The Hub Monday 23 March 2020 at 5pm in the Hub Monday 11 May 2020 at 5pm in the Hub Monday 6 July 2020 at 5pm in the Hub</p>	
AC/47/19-20	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: That the discussion within AC/41/19-20 should remain confidential There had been no Equality Act implications Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	

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	<p>The meeting closed at 7:05pm</p> <p>Signed..... (chair) Date.....</p>	

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