

**Minutes of the Tuxford Academy Committee meeting
held on Monday 7th October 2019
at 5pm – 7pm in The Hub**

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	Appointed	
Mrs D Hollingsworth	DH	Appointed	
Ms K Hopper-Peart	CHP	Parent	A
Mr R Lancaster Vice Chair of Governors	RL	Appointed	
Mr C Parsons	CP	Parent	
Rev. G Price Chair of Governors	GP	Appointed	A
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
Mr E Burrage	EB	Student
Miss B Sharpe	BS	Student
Mrs J Stock	JKS	Clerk and Advisor

Item No	Item	Action/ by who/when
AC/14/19-20	Apologies for absence Apologies for absence were received and agreed from Ms Hopper-Peart and Rev. Price. Mr Lancaster Chaired the meeting in the absence of Rev. Price.	
AC/15/19-20	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 Vice 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/16/19-20	Primaries Analysis and Admissions Policy Confidential Item	
AC/17/19-20	Term of Office Mrs Stock informed governors that the term of office for Mr Lancaster as an appointed governor expires on 15/11/2019. 5:30pm Mr Lancaster left the room. Governors unanimously agreed to reappoint Mr Lancaster for a term of 4 years as an appointed governor. 5:32 Mr Lancaster returned to the meeting.	
AC/18/19-20	Minutes of the AC meeting dated Monday 9th September 2019 The minutes of this meeting, having previously been received were agreed and signed by the Vice-Chair.	
AC/19/19-20	Matters Arising: AC/10/19-20 – Code of Conduct and Declarations of Interest. These have all been signed by governors for 2019-20 AC/13/19-20 – Parental Feedback. Mr Parsons gave feedback from concerns he had receive from parents. This included transition to Y7 and Y12, PARS availability and timetables. Mr Vernon responded that timetabling is a mammoth task at the academy. The issue with bus travel and bus passes, the academy have no control over. He is also in dialogue with marketing to ensure that parents receive information.	
AC/20/19-20	Safeguarding: culture and compliance: Confidential Item	
AC/21/19-20	Risk Register including Health and Safety, staff and pupil wellbeing and GDPR: Mr Vernon informed governors that the Academy Operations Manager (AOM) leads on this area. The risk register is RAG rated. There are currently two area of concern on the register which are RED: <ol style="list-style-type: none"> 1. Unauthorised entry to premises – This concerns entry to the wider school via reception 2. Insufficient funds available - This is a funding issue and will always remain an area of concern. Governors asked how many amber areas there are – Mr Vernon replied there are 15-20.	

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	<p>Governors said that it is important that the correct processes are used to manage the risks. Mr Vernon reminded governors that the academy H&S is overseen by ENGIE. The FOCUS centre is on a separate site. Mrs Wiggins raised concerns about H&S at the focus centre around PAT testing. Mr Vernon confirmed that full testing has taken place and a structured plan is being put into place at the centre.</p> <p>Mr Vernon will arrange for the AOM to attend a meeting to answer fully any governor concerns.</p> <p>Mr Hardy informed that there are numerous wellbeing initiatives at the academy. These include: Yoga, choir and a Christmas party. Last year wellbeing twilight sessions were also held. Governors asked how wellbeing fits into the new Ofsted framework. Mr Hardy confirmed the framework includes wellbeing and staff are trained at the academy to identify staff and students who may need support. Mindfulness is part of the curriculum for students in KS3 and exam support is also in place for KS4. All Y7 students have access to “My Concern”. The academy are looking to role this out to Y8 & Y9 students. Mr Hardy informed governors that the academy are looking at the role of student and staff wellbeing and workload.</p> <p>Mr Vernon informed governors that there are regular GDPR audits and there have been no significant breaches.</p>	<p>DV Action</p>
<p>AC/22/19-20</p>	<p>Review of AIP for 2018-19 and draft 2019/20 Governors received these documents prior to the meeting on SharePoint. Mr Hardy informed governors that the 2019-20 plan is linked to the school team and teacher PIP's. Governors asked what the priorities are. Mr Hardy replied the priorities are:</p> <ol style="list-style-type: none"> 1. Disadvantaged Students. This includes Pupil Premium. The gap as not closed at the academy although it is better than national average. 2. Metacognition. - Student ability to learn and understand. Disadvantaged students find this more challenging. Mr Hardy informed governors that they academy are revisiting training with staff around the different ways that students learn and understand. Focusing for some on the visual aspect of learning. 3. Curriculum. Ensuring this is fit for purpose 4. Boys (middle ability). Governors and staff engaged in a discussion around metacognition in reading, providing opportunities, progress measures, actions around transition into Y7. Mr Hardy informed governors that there are strategies in place for all year groups. Students arrive at the academy from 34 different primaries and have studied differed topics. <p>The AIP has key strategic actions for the next year for Staff. It also fits into the faculty TIP.</p>	

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	Mr Vernon left the room at 6:09pm and returned at 6:10pm	
AC/23/19-20	Admissions Policy Approval and Consultation if required Mr Vernon informed governors that as the feeder schools were not changing there would be no change to the policy this year. Mr Vernon will submit this to the Local Authority	DV action
AC/24/19-20	Pupil Premium strategy and SEND annual Review: Mr Vernon informed governors there was nothing to report for this agenda item.	
AC/25/19-20	Capital Summery Plan 2018-19 and 2019/20: Mr Vernon informed governors that he was meeting with Mr Wilson from the Trust to determine where improvements were needed in main reception. Internal CCTV has now been updated at the academy and governors were informed that the academy would like to have external CCTV updated. Governors asked if the plan could be available to governors once finalised.	DV action
AC/26/19-20	Student performance in all Year Groups including: Pupil Premium / Y7 Catch -up / SEND PDBW and HR reports Mr Hardy informed governors that they would be informed of key priorities for these cohorts. Mr Parsons and Dr Galbraith will look at data in more detail. Governors would like high level indicators. Mr Hardy told governors that he will invite members of the leadership team to present to governors at future meetings.	
AC/27/19-20	Finance: Mr Vernon informed governors that the out-turn for 2018-19 would be available for the next meeting. The academy are in a strong financial position.	DV action
AC/28/19-20	Visits / Trips The following trips/visits were agreed and sign off by governors: <ul style="list-style-type: none"> • Duke of Edinburgh • London Residential • London Drama • Yr7 Camp • Krakow 	
AC/29/19-20	Link Visits Mr Lancaster informed governors that he, Mrs Davis, Mrs Hollingsworth and Mrs Wiggins had met regarding link visits for the academy. They had looked at off - rolling students and is this the right approach. The governors looked at a number of cases and came to the conclusion that the parents had taken this route of education for their children without any coercion or encouragement from the academy. The academy had expressed disappointment when this route had been taken by parents. There was no specific cohort of students this applied to. The academy maintain records for	

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	<p>these students and students in alternative provision. Mr Vernon stated that it is not always the best for students to be home educated and the academy staff work closely with parents who have taken this route. Governors noted that it was important that the academy continue to maintain well documented paperwork.</p> <p>The same governors also looked at PP, catch up and closing the attainment gap. They looked at the AIP and what actions were required. Mr Hardy confirmed that the attainment gap was broadly the same as last year. Governors asked what the key priorities were. Mr Hardy informed governors that assistant principals had been appointed for;</p> <ul style="list-style-type: none"> • Behaviour • Attendance • Progress • Quality of Teaching and Aspirations <p>Meetings would be taking place later in the week to ensure a clear strategy and put structure in place.</p> <p>Governors asked if there was a correlation between reward and sanctions. Mr Hardy replied that there are strategies in place, mainly for outcomes. The impact will affect some students. They need to focus on improving aspirations for students from Yr7.</p> <p>The strategy should be about the child rather than the results. Mr Lancaster informed governors that a good model for visits had been agreed.</p> <ul style="list-style-type: none"> • More than one governor can be involved • Pre discuss the meeting • Formulate the priorities • Conduct the visit • Follow up and feedback to leaders with clarity of actions. <p>Mr Vernon and Mr Lancaster agreed this was a developmental process and areas of focus would be discussed at the next meeting. Mr Denley will link with the 6th Form. He will meet with the students and get feedback from them.</p>	Action DV & RL
AC/30/19-20	<p>Academy Specific Items including Policy ratification: Mrs Wiggins and Mrs Hollingsworth have carried out a safeguarding visit, looking at the SSR. Future visits will incorporate talking to students particularly Yr7.</p>	
AC/31/19-20	<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"> • Link governor roles and the AIP • Funding Dashboard • Trips, Admissions and H&S 	
AC/32/19-20	<p>How have governors held school leaders to account: Thorough questioning around;</p> <ul style="list-style-type: none"> • Student performance • AIP • Risk Register and H&S 	

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AC/33/19-20	<p>Date and time of next meeting: Tuesday 3rd December at 5pm in The Hub Change to December meeting day</p>	
AC/34/19-20	<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 that agenda items AC/16/19-20 and AC/20/19-20 should remain confidential to attendees. There had been no Equality Act implications Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	
	<p>The meeting closed at 7:02pm</p> <p>Signed..... (chair) Date.....</p> <p>Print.....</p>	

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AC/16/19-20	<p>Primaries Analysis and Admissions Policy Governors received this document prior to the meeting on SharePoint.</p> <p>Mr Vernon gave feedback to Governors from the analysis on Newton-on-Trent and Walesby who had requested to become dual feeder schools to Tuxford Academy from 2021-22</p> <p>The academy is already oversubscribed and there are plans to build new properties in Tuxford which will put more pressure on the academy. Most year groups at the academy are over PAN. Newton-on-Trent do not feed into any school at present.</p> <p>Governors engaged in a discussion, asking and receiving responses to the following questions:</p> <ul style="list-style-type: none"> • What benefit is there to becoming a feeder primary. – The feeder would come higher up the criteria. • Can feeder schools be removed. – The academy decides who can be feeder schools. • Is Newton-on-Trent is closer than Wheatley. – Yes – the Local Authority decide on the catchment areas. <p>If the academy is full then they run the risk of mobile classrooms to accommodate students.</p> <p>Mr Lancaster informed governors that there were three options regarding these two schools:</p> <ol style="list-style-type: none"> 1. Reject both school applications 2. Accept both school applications 3. Look at each on an individual basis. <p>Governors asked what the financial impact was on Tuxford. Mr Vernon replied that the academy are full so there is no impact. Each student brings in approximately £4k. There is however a big impact on the junior schools.</p> <p>Governors asked for the actual figures for students who would join from these two schools.</p> <p>5:24pm Mrs Davis joins the meeting</p> <p>The Governors voted unanimously to reject the requests for Walesby and Newton-on-Trent to become feeder schools. This will be reviewed by governors again in October 2020.</p>	<p>DV Dec 2019</p> <p>DV October 2020</p>
AC/20/19-20	<p>Safeguarding: culture and compliance: Mr Vernon informed governors that the academy had carried out a safeguarding audit last week and most areas received full assurance.</p>	

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	<p>The area of whistleblowing raised questions. There is a policy in place. He has referred this back to the Trust around the language used in the policy for clarity. He is confident that all staff know who to report back to. The Single Central Record had one gap in employment and one reference not added to the record. Mr Vernon concluded this was a very positive review.</p>	
	<p>Signed..... (chair) Date.....</p> <p>Print.....</p>	

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