

**Minutes of the Tuxford Academy Committee meeting
held on Monday, 7 December 2020
at 5pm via Microsoft Teams**

Governor name	Initials	Governor category	A = absence
Mr A Denley	AD	Appointed	A
Mrs C Donlan-Harrison	CDH	Appointed	
Dr L Galbraith	LG	Appointed	A
Mrs D Hollingsworth	DH	Appointed	
Mr R Lancaster (Vice Chair)	RL	Appointed	
Mr C Parsons	CP	Parent	
Rev. G Price (Chair of Governors)	GP	Appointed	
Miss M Tivey	MT	Staff	
Mr R Twelvetrees	RT	Appointed	
Vacancy		Parent	

In attendance: [staff or other invited persons]

Staff name	Initials	Role
Mr D Vernon	DV	Executive Principal
Mr J Hardy	OH	Principal
Mrs S Baines	SB	Clerk and Advisor
Mr Tegerdine	JT	Assistant Principal Strategic Lead Teaching & Learning Diverse Academies Trust
Ms Addison		A

	Item	Action/ by who/ when
AC/14/2021	<p>Update following central training:</p> <ul style="list-style-type: none"> SEND/PP Premium evaluation and plan following central training <p>Integrated Risk Management - Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR</p> <p>The Trust Governor Training on Pupil Premium and SEND Strategy on 25 November 2020 was attended by. Reverend Price, Rob Lancaster, Doreen Hollingsworth and Roger Twelvetrees.</p> <p>Rev. Price stated the training was very well planned and greatly received. The Risk management item is a standard item on the agenda and reiterated to governors how important it is as to how governors monitor the Risk management. It is paramount governors ask key people a series of questions.</p> <p>Mr Lancaster asked in terms of monitoring is it best practice for one person to have responsibility to look at it in more detail or is it more conducive to monitor collaboratively.</p> <p>Rev. Price stated this is to be deferred until after COVID-19 whereby any gaps will be identified. In the meantime as link governors we do not want to put any extra pressures on the academy at the moment.</p>	

	Item	Action/ by who/ when
	<p>Following a discussion, it was agreed Mr Hardy would act as a conduit between link governors and staff members within the academy. In addition, staff with responsibilities may be asked to present at future governor meetings.</p> <p>It was agreed Mr Lancaster would create group questions and liaise with Mr Hardy accordingly.</p>	
AC/15/2021	<p>Update from Mr Tegerdine and Ms Addison on the curriculum update and to include SEND and PP</p> <p>Rev Price welcomed Mr Tegerdine to the meeting and accepted Ms Addison apologies. Clerk to invite Ms Addison to the meeting 1 February 2021.</p> <p>Mr Tegerdine delivered a presentation and provided the committee with an update on the curriculum and how Teaching and Learning is being delivered in the Academy during these unprecedented times</p> <p>The key points made were:</p> <p>Mr Tegerdine stated when the Academy went into lockdown due to Covid-19 there was no remote learning provision in place. Work was set for students using the software in school PARs (Providing Academic and Relational Support) all students apart from children of Key Workers were not attending school.</p> <p>Mr Tegerdine continued, very quickly the Academy began to use the software package Teams. A working party across the academy was borne to work in collaboration and share best practice with colleagues from East Leake Academy to train and embed how the software works. It is a useful platform for both students and staff to engage with. Staff were provided with training of 2/3 minute clips on how to set assignments, to engage with students and how to create virtual meetings.</p> <p>Mr Tegerdine confirmed colleagues did a 'superb job' in transitioning to the new way of working, having previously never experienced remote teaching. Initially lessons were not live due to the protocol around safeguarding. Live lessons were trialled in late April with a cohort of Post 16 students. Mr Tegerdine confirmed the working party reported there were huge positives alongside many issues. However, rapid developments in the software was taking place, with the Academy pushing to use live lessons as much as possible.</p> <p>Mr Tegerdine stated during the summer and early September the working party developed key scenarios as to what may happen if multiple year groups were absent and if a significant number of teachers were isolating. Contingency plans were implemented at this point, but it proved hard to cover every element.</p> <p>All school laptops were loaned out to students who required them as 5% of students had no access to IT equipment and 4% had shared access only</p>	<p>JT/DA</p> <p>Clerk</p>

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	<p>one device per household. However, the return of the laptops had proved very difficult.</p> <p>Mr Tegerdine confirmed the Academy had received a supply of laptops from the Government albeit they were very low in quality. The Academy has struggled with obtaining hardware, prices were inflated during lockdown. However, this has now eased a little. An attempt to source graphic tablets has been made whereby live lessons, or part of a lesson can be recorded.</p> <p>Mr Tegerdine confirmed the current foci is on continuous improvement. The Academy has tweaked their software and are working very hard across the Trust with tools for the SEND students i.e. tools for language translation. Mr Tegerdine stated there are huge opportunities for the software for working beyond the COVID-19 barriers.</p> <p>The Department for Education (DfE) gave an update on 3 September 2020. Schools need to look at adjusting their contingency plans regarding hours per day for core teaching. For secondary this is currently a minimum of four hours per day.</p> <p>The Academy is monitoring student engagement via Insight, which displays when students have been on- line and when work has been turned in. The weekly feedback indicates the majority of students are engaged.</p> <p>In conclusion Mr Tegerdine confirmed each faculty had its own contingency plan for self-isolating.</p> <p>Rev. Price asked what impact the extra work and pressure was having on the staff of the academy. Mr Tegerdine responded the extra work- load pressure on staff is constantly at the fore front of their minds. The Leadership team are in dialogue with union representatives, and the extra pressure on staff was a significant reason why live lessons did not commence from the beginning of lockdown. The Academy requested staff did not have their cameras switched on during live lessons due to any potential safeguarding issues.</p> <p>Mr Lancaster asked what impact remote learning is having on SEND students? Mr Tegerdine responded without doubt it is having an impact. The Academy is working very closely with the SENDco for the Trust and the students themselves on further training.</p> <p>Mr Lancaster stated he could source a supply of laptops, via a charitable system which would be donated to the Academy and could be used by students who are experiencing difficulties in accessing IT or sharing equipment.</p> <p>Rev Price confirmed he was open to using some of the community fund if necessary for the supply of laptops, PAT testing etc.</p> <p>Mr Tegerdine thanked Rev Price and Mr Lancaster for their offers and asked if he could make further enquiries within school and return to the subject in the near future.</p>	

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	<p>Mr Vernon confirmed the academy can work towards specific numbers. However, often families may not have access to broadband an audit can take place to look at all the specifics. Legally the Academy is required to look at the assets as to where equipment has come from, and what the risks are.</p> <p>Mr Hardy confirmed the disadvantaged students who have been isolating have currently been supplied with equipment. However, this will need to be addressed beyond COVID-19 with regard to children unable to access the technology in a normal school year.</p> <p>Miss Tivey confirmed it has been very difficult as students who were willing to engage with online work were unable to do so due to the shared access to equipment. Often access was available very late in the evenings for some students.</p> <p>Miss Tivey asked what the academy is doing to try and help those students in this situation who do not have access to the required technology. Mr Hardy responded when students are isolating the Academy makes contact with those who do not have access to technology.</p> <p>The new government guidance states most students have access to facilities, but it does not necessarily mean they access them. The Academy has significant evidence of the students who did not access on-line learning in the first lockdown. The evidence indicates to a high proportion of boys not engaging in lockdown material. However, a significant amount of work has now been undertaken on how to bridge the gap.</p> <p>Mr Tegerdine confirmed the barriers have included a lack of hardware and lack of attitude in the home environment. However, the Academy has now received 50 free sim cards (data) from Vodaphone which will provide students with a good kick start.</p> <p>Mr Tegerdine stated following the Ofsted review the curriculum has been adjusted to suit and Ms Addison will provide governors with an update at the next meeting on 1 February 2021.</p> <p>There were no further questions and Mr Tegerdine left the meeting at 17:38</p>	
AC/16/2021	<p>Apologies for absence Apologies for absence were received and approved from Lyn Galbraith due to unforeseen family circumstances.</p> <p>There were no apologies received from Mr Denley.</p>	Chair
AC/17/2021	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	Chair
AC/18/2021	<p>Governor Admin Code of conduct & declaration of interest KCSIE 2020 part 2</p>	Clerk

	Item	Action/ by who/ when
	<p>Equality & Diversity All governors were reminded to complete the above documents and provide confirmation to the Clerk before 17 December 2020.</p>	
AC/19/2021	<p>Minutes of the AC meeting dated 21 September 2020 The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p>	
AC/20/2021	<p>Matters arising</p> <p>AC/04/2021 – To note the dates for future meetings was distributed to the committee on 22nd September The Clerk to circulate the dates for the academy committee meetings for 2020/21</p> <p>AC/54/1920 – To note Mrs Hollingsworth’s report was distributed to the committee on 7th October Mrs Hollingsworth voiced her concern regarding her report as safeguarding link governor to the committee dated 23 September 2020 it states: <i>“There is one member of staff with no DBS check as this person was employed pre 2002 and therefore does not need a DBS check”</i></p> <p>Mr Lancaster asked if the member of staff should now be asked to complete an Enhanced DBS check? It was agreed the Clerk would make enquiries with the Head of Governance and Human Resources and bring back to the meeting on 1 February 2021.</p> <p>Mr Lancaster asked if it would be an advantage to students to have a Designated Safeguarding Lead for each year group? Mr Hardy responded, in his opinion he felt if the safeguarding team became too wide it could lead to difficulties if too many people were involved. Mr Hardy continued the current model is much tighter and robust. Succession planning is currently taking place with four members of staff undergoing training and shadowing of the Designated Safeguarding Lead (DSL). Mr Hardy continued not every member of the safeguarding team has access to the full information. It is about having the right lead to ensure all the information is in ‘one spot’.</p> <p>Mr Parsons asked how the organisation demonstrates its duty of care towards the DSL. Mr Vernon responded a triage of the safeguarding situation takes place with the DSL ‘picking up’ the most serious of cases. Mr Vernon is confident of the level of networking which takes place within the rest of the team and the deployment of cases to the wider team.</p> <p>AC/07/2021</p> <ul style="list-style-type: none"> • The FFT data has been distributed to the committee prior to the meeting The Clerk circulated the data to governors prior to the meeting • Update on risk register plus the process for Track & Trace To be discussed under AC/22/2021 	<p>Clerk</p> <p>Clerk</p>

	Item	Action/ by who/ when
	AC/08/2021 – To note Mr Parsons visit has been rescheduled for after the current lockdown has been lifted.	
	<i>Have clarity of vision, ethos and strategic direction</i>	
AC/21/2021	<p>New Trust vision / mission statement</p> <p>Mr Vernon presented upon the New Trust vision/mission statement stating the Trust worked on how we can create a vision for Diverse Academies which people can remember. The proposed statement is: Our Vision To inspire, to raise aspiration, to create brighter tomorrows. Our Mission We nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we make a difference in our diverse communities, and in the lives of those who learn with us and work with us. Our Values We empower We respect We care</p> <p>Mr Lancaster asked does the mission include reference to children and young people as individuals? Mr Vernon responded absolutely both children and staff alike. Raising aspirations is pertinent to all individuals. The Trust development plan is being created and supported by the policy through appraisal performance management. With a Foci on the personal development of staff and putting an infrastructure in place for all staff.</p> <p>Rev Price thanked Mr Vernon on behalf of governors for the presentation. All governors were extremely happy with the proposed statement.</p>	DV
	<i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i>	
AC/22/2021	<p>Report from Principal: ERM to include Mr Hardy provided context behind the ERM document. Every half term Mr Vernon, Ms Addison, Mr Holmes and himself meet to produce the ERM. A summary had previously been distributed to governors.</p> <p>Mr Lancaster asked what is the rising cost of cover staff for staff absence during the Covid-19 unprecedented times? How is it being addressed and what is the scale of the impact? Mr Hardy responded there was very little cost in the first half term, less than in previous years. The Academy is trying not to bring external individuals into school due to COVID-19. As Nottinghamshire went into Tier 3 cases increased. Therefore, there has been a significant rise in cover costs in the last 3 to 4 weeks of this half term. Mr Hardy continued, on one particular day 23 members of staff were absent. The cover cost does not fit into a category as the Academy are not in receipt of monies to cover the cost it will be deducted from the Trust budgets.</p>	OH

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	<p>Mr Vernon stated the Academy budgets £25,000 per year for cover costs. It needs to be acknowledged when cover requirements accelerate the Academy use the senior leadership team which adds greater pressure to them as individuals but reduces cover costs. However, if there are further waves of COVID-19 the Academy may overspend within the cover budget.</p> <p>Rev Price asked if money had been saved on other areas i.e. Trips being unable to go ahead as planned. Mr Vernon responded money comes in and goes out. Over a year the Academy can fore-cast and it can be managed with extra intervention. However, it is very difficult to predict under the current circumstances.</p> <p>Mr Hardy stated a cover supervisor had recently resigned which had not helped the situation. However, recruitment has taken place with the successful candidate being employed from January 2021. Mr Hardy reported the Academy has not experienced difficulties in sourcing supply staff into the Academy as they feel supported if there are any issues in the classroom.</p> <p>Safeguarding; culture & compliance inc. approval safeguarding audit to LA Mrs Hollingsworth to meet over Teams with the Designated Safeguarding Lead on 9 December 2020 to complete the safeguarding audit and submit to the Local Authority. The Clerk to receive a copy of the audit once submitted to the Local Authority.</p> <p>COVID bridging plan including use of additional intervention funding Mr Hardy explained the government gave schools additional intervention funding for students to catch up. Ofsted looked at this key area during their remote inspection on 17 November 2020. Mr Hardy confirmed Tuxford have a detailed plan he confirmed he would share with governors at the meeting on 1 February 2020. Clerk to place as an agenda item for 1 February 2020</p> <p>Catchup funding. Mr Hardy stated there is a National tutor programme which the Academy buys into online tutoring. The Academy identifies the students and the topic. An external representative comes into the Academy to work on the topics with the students. The Academy has recently purchased 60 units to the value of £3,000 to support 60 students. The Academy will evaluate the success of the programme and in addition will look at other providers predominantly around core subjects. The Academy is looking at wellbeing, and are employing a member of staff as a well-being champion.</p> <p>Software packages are also being used as a mentoring tool. Currently used with Science and to be rolled out to include English and Maths. Mr Hardy to write a plan and to share with governors when published on the website.</p>	Clerk

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	<p>The Academy is using a mentoring software package called Tassimo, currently in use with science with a view to being rolled out with English and Maths.</p> <p>Targets 2021 Mr Hardy explained it had been a difficult year to undertake target setting. however, he had focussed on the key headlines. Mr Hardy continued he had not set the targets as in the previous year but will maintain reporting on progress as detailed in the top bar.</p> <p>Mr Vernon confirmed the Academy had undergone a remote visit from Ofsted on 17 November 2020. In the format of a six- hour telephone conversation with a focus on four agenda items: Safeguarding, Attendance, Behaviour, Curriculum recovery and remote learning. Mr Hardy has received a letter from Ofsted responding to the remote visit. The Clerk to distribute to governors and place on share point.</p> <p>Mr Lancaster asked if the letter had been shared with parents. Mr Hardy confirmed it had been circulated to parents and staff on 7 December 2020.</p> <p>Quality of education update Governors had been updated regarding the quality of education through Mr Tegerdine’ s presentation at the commencement of the meeting.</p> <p>Ofsted update Governors had been updated regarding the remote Ofsted visit on 17 November 2020 by Mr Vernon and Mr Hardy.</p> <p>In year admissions (Autumn term entry and planned Spring) Mr Hardy confirmed admissions had dropped slightly below PAN in Year 7. One planned admission had gone elsewhere and two did not turn up. Year 7 constitutes to 248 students with a further admission in January 2021. The Academy is now above PAN in all year groups. The number of applications was 496 slightly up on last year, but slightly below on the year before where there were over 500. It is encouraging 296 applications were first choice, which is higher than two years ago.</p> <p>Link governor visit updates/reports Mr Lancaster had previously circulated current areas of responsibility in terms of link governance. There are some gaps due to the resignation of Ms Hopper-Peart. However, due to the current restrictions in visiting the Academy it had been suggested to address any questions in terms of link duties via the Academy committee meeting. Mr Hardy agreed to be the conduit between link governor and member of staff for the foreseeable future. With a view to organising Team virtual meetings in due course.</p> <p>Approval of AIP for 2020/21 Governors approved the AIP for 2020/21 at the meeting, which had previously been circulated and discussed at the meeting on 21 September 2020.</p>	

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	<p>.Any academy specific items including policy appendix ratification & any audit results</p> <p>Other policy updates (Charging and remissions, Pay and reward, Capability, Staff grievance, Concerns and complaints, Anti-bullying, Exclusion) Policy updates from the Trust had previously been circulated to all governors for their digestion.</p>	
	<p><i>Engagement with stakeholders, parent/carers, staff and students and the wider community</i></p>	
AC/23/2021	<p>Staff inc. staff wellbeing / pupil / parent survey evaluation and actions & governor stakeholder involvement</p> <p>Mr Hardy confirmed the Academy had carried out a staff wellbeing survey. The headlines from the survey are:</p> <p>Positives</p> <p>100 staff completed the survey with 63% coverage 96% feel clear about the expectations of their job role since returning to school at the start of September 94% feel motivated and keen to fulfil their role 93% feel that they have someone to share their worries or concerns with in school 87% feel that their thoughts and concerns have been listened to</p> <p>Concerns</p> <p>32% do not feel confident that they will be safe while at school 25% do not feel happy about the classroom/space they are working in with students</p> <p>Mr Hardy stated the concerns have been investigated with faculties and these issues are down as much to the timing of the survey going out (just when the country went into lockdown and an increase in Bassetlaw infection rate). Some staff are anxious but think we have done everything we can.</p> <p>Miss Tivey stated it was a national concern, teachers often experienced teaching for 6 full periods per day, plus having a tutor group of 35 students. This equates to a lot of contact with a vast amount of students, reminding teachers and staff how vulnerable you are as an adult and the anxieties do not go away.</p> <p>Mr Hardy confirmed overall he was very pleased with the results of the survey.</p>	
	<p><i>Overseeing the financial performance of the organisation and making sure its money is well spent</i></p>	
AC/24/2021	<p>Finance: Management Accounts -September/October inc HR staffing report</p> <p>Governors had received a copy of the management accounts which had previously been circulated.</p>	

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	<p>Items under HR Staffing were deemed to be confidential and will appear under confidential minutes.</p> <p>Rev Price confirmed he had signed off two more students who had achieved the Duke of Edinburgh bronze award.</p> <p>Mr Hardy confirmed the students studying for Duke of Edinburgh awards are unable to participate in any trips at the moment. However, the Academy is making every effort to source a way of sorting their experiences on- line.</p>	
AC/25/2021	<p>What has been discussed to impact on outcomes for students?</p> <ul style="list-style-type: none"> • Outcomes • Health and safety • COVID updates / policies • Teaching and learning • Risk assessment • Link Governance 	
AC/26/2021	<p>How have governors held the school leaders to account?</p> <p>Questions and answer Challenge Unpicking points clarification Asking for presentation documents and Ofsted response letter to be put on share point</p>	
AC/27/2021	<p>Complete report to trustees There were none</p>	
AC/28/2021	<p>Date and time of next meeting: Monday 1 February 2021 at 5pm via Microsoft Teams</p>	
AC/29/2021	<p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved the item under staffing HR should remain confidential. There had been no Equality Act implications</p> <p>Attendees were content that all decisions made adhere to the seven Nolan principles.</p> <p>The meeting closed at 7:00 pm</p>	