

**Minutes of the Tuxford Academy Committee meeting
held on Monday, 1 February 2021
at 5pm via Microsoft Teams**

Governor name	Initials	Governor category	A = absence
Mr A Denley	AD	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Dr L Galbraith	LG	Appointed	
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	A
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

	Item	Action/ by who/ when
AC/30/2021	<p>Update following central training:</p> <ul style="list-style-type: none"> DATA Training and plan following central training – 27 January 2021. (what this looks like in the Academy (ASP/IDSR)) <p>The Principal confirmed there were no ASP/IDSR documentation for the current year due to Covid-19.</p> <p>Rev Price asked how the Academy is calculating the results for the last academic year. The Principal responded FFT (Fisher Family Trust) a charity focussed on providing accurate and insightful information to schools enabling students to achieve their full potential and schools to improve is primarily used to produce target grades at the end of each year. FFT provide an analysis, where subject is and groups progress against other schools in FFT. Last year the Academy submitted weekly data reports and FFT provided reports based on their predictions, where our school should be based on teacher assessment grades. It is a fair process and mirrors previous years and future grades for the students. The Principal continued the Trust is waiting for final government guidance surrounding grades and noted the government consultation process finished on Friday, 29 January 2021 the results will hopefully be released shortly.</p> <p>Rev Price asked where progress 8 is sitting. The Principal responded progress 8 is in line, however, a little higher than in previous years. The Principal confirmed the Academy produce results above the national average.</p>	

	Item	Action/ by who/ when
	<p>Rev Price further asked if the Post 16 qualification curriculum had been changed. The Principal responded the students are probably as a consequence of Covid-19 less prepared for their Post 16 qualifications as they would normally be.</p> <p>Mrs Hollingsworth asked if Broadband was proving to be an issue in the rural areas. The Principal confirmed access to the internet is an issue, and the reliability of broad band is a concern. With some students running off mobile phones, and some not having provision, the problems do still exist. However, the Academy is trying to work through the issues with students and parents.</p> <p>Mr Lancaster asked how many students are unable to access remote education due to the lack of equipment or WiFi accessibility? Further more what plans are in place to address this issue. The Principal replied every single student requesting a laptop have been provided with one, but the stock is virtually exhausted. The Academy is now down to the last one in school. Mr Lancaster stated as previously offered he has two laptops which could donated for student use. The Principal confirmed the Academy have been able to provide equipment as and when requested and stating the Academy is expecting a further supply of laptops from the government in due course. The Principal shared his concern regarding when students return to school, it may take a while for the laptops to be returned. The Principal stated WiFi 'top ups' are being provided from certain providers, again these have been distributed as and when requested.</p> <p>Rev Price asked if the quality of the laptops from the government had improved. The Principal confirmed initially the quality was quite poor, the laptops are not the highest of quality, but they have improved.</p>	
AC/31/2021	<p>Update on curriculum remote learning, student engagement and safeguarding.</p> <p>The Principal stated following a meeting with Neil Holmes, Cat Thornton (CEO's) and Dave Vernon to discuss the ERM the following points were noted.</p> <p>Remote learning Remote learning in the Academy is very positive with the CEO's being very impressed with how the Academy is delivering teaching and learning. Tuxford Academy is in a good position compared to other schools within the Trust. The Principal continued the staff have been given a rule of 50% remote lessons with every other lesson incorporating a live element. Ie. a starter, sharing screens, power point. The staff may allow a student to get on with some work then come back into the virtual classroom later. The Principal continued the learning curve on Teams has been significant. Break out rooms are being used, whiteboards, staff are trying to make the visual experience as close to face to face teaching as much as they possibly can.</p> <p>The Principal confirmed Tuxford Academy's real strength is the approach to being proactive and embracing innovation to maintain student engagement.</p>	

	Item	Action/ by who/ when
	<p>Some teachers have taken longer to adapt to the environment, however, many teachers are thriving and the innovation being used is fantastic with Teaching and Learning being really positive. In addition, the feed- back from parents has been really good.</p> <p>Mr Vernon confirmed the staff have acted as a ‘breath of fresh air’, they are constantly monitoring the student’s welfare and engagement. It is testament to staff who have embraced remote learning from the beginning of the lockdowns. Mr Vernon stated he would like to thank colleagues from Tuxford Academy and East Leake for their collaboration and sharing best practice which had been superb.</p> <p>Rev Price stated the Academy does not want to lose the expertise of staff when the pandemic is over. The Principal confirmed Mr Tegerdine and his team create a video when something new has evolved and then share the good practice across the Piste.</p> <p>The Principal confirmed the Academy had carried out a parental survey which proved very positive. However, some students were struggling with the volume of work provided and three students stated they were not receiving sufficient work. Many parents commented the amount of work given to students was too much. It was also noted many students are struggling with the amount of screen time they are experiencing. The Principal stated the Academy is looking at giving students an extra 5 minutes between lessons to enable a little rest time.</p> <p>Mr Lancaster asked how are students engaged in giving feedback and what is this telling us so far? The Principal replied, students are asking questions in lessons. In addition, the Maths faculty have carried out a student and parent survey purely about maths. This is currently being shared with other faculties. The outcome was both positive and negative. Engagement is an element the Academy is really working on, one outcome of the survey was the issuing of sanctions, the Academy were unable to see what this looked like until two weeks later. The Principal stated the Academy now have a team of people looking at engagement and attendance and how school can provide support. 127 students were disengaged which has now reduced significantly, the list of students is reviewed alternate days.</p> <p>Mr Lancaster asked if governors could observe a live lesson. The Principal replied this would not be possible as under normal circumstances governors would not observe teaching in the classroom. The Principal stated its more about trusting the senior leadership team to monitor the teaching and learning and alleviating any additional stress upon staff. Rev Price stated the request is too operational and endorsing the role of a governor is to validate school’s quality assurance of lessons.</p> <p>Dr Galbraith confirmed as a parent she was very pleased with the work her child has been provided with this year. Her child gets on well with the work, is engaged and it is of good quality. However, Dr Galbraith raised her concern regarding a lack of verbal communication with her child’s teacher and she felt this was quite poor.</p>	

	Item	Action/ by who/ when
	In particular her child is a Year 11 student and parents evening would normally have taken place. The Principal responded Year 11 parents evening was scheduled to take place after Christmas, but due to circumstances this has now been delayed pending government guidance.	
AC/32/2021	Apologies for absence Maxine Tivey was not present at the meeting and no apologies had been received. However, due to the current work- load and additional pressure upon teaching staff the Academy committee would accept Ms Tivey's apologies retrospectively.	
AC/33/2021	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/34/2021	Governor Admin Code of conduct & declaration of interest KCSIE 2020 part 2 Equality & Diversity Academy Committee Membership The Clerk requested evidence from each governor of the completion or digestion of documentation from the above mandatory training. Confirmation to be received by the Clerk by 5 February 2021.	
AC/35/2021	Minutes of the AC meeting dated 7 December 2020. The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.	
AC/36/2021	Matters arising <i>AC/04/2021</i> – Clerk to distribute dates for future ACM meetings The Clerk confirmed dates of future meetings for the academic year 2020/21 had been circulated to Academy Committee governors. <i>AC/54/1920</i> - Following Mrs Hollingsworth safeguarding report of 7 October 2020. It was highlighted a member of staff employed pre 2002 does not hold a current DBS check. The Clerk to clarify the position with HR. The Clerk stated on 16 December 2020, HR had confirmed the KCSIE 2020 guidance states staff who were employed prior to 2002 are not required to have a DBS check. These staff had a List 99 check prior to their start dates and as a Trust we do not carry out DBS checks retrospectively. With the exception if the staff member encounters a break in service of 3 months or more then an enhanced DBS check is applied for. HR confirmed Karen Bonser, Senior Business Leader and Patrick Knight, Safeguarding Lead for the Trust are fully aware of the guidelines therefore it will not be an issue in a safeguarding audit. Rev Price asked the Clerk to clarify if guidance around pre 2002 DBS checks were incorporated in the Trust's Safeguarding Children policy. The Clerk to clarify with Patrick Knight and confirm at the meeting on 29 March 2021.	Clerk

	Item	Action/ by who/ when
	<p><i>AC/22/2021 – Safeguarding approval safeguarding audit.</i> Clerk to receive a copy of the audit once submitted to the Local Authority. The Clerk confirmed she had received a completed copy of the safeguarding audit after it had been submitted to the LA.</p> <p><i>AC/22/2021 – Covid-19 Bridging plan including use of additional intervention funding.</i> Principal to share detailed plan with governors. Please see point 4 agenda item number 8.</p> <p><i>AC/22/2021 – Clerk to distribute to Academy Committee governors’ letter from Ofsted responding to the remote visit of 17 November 2020.</i> Clerk confirmed the letter had been circulated and received by all Academy Committee governors.</p>	
	<p><i> Holding executive leaders to account for the educational performance of the organisation and its pupil </i></p>	
<p>AC/37/2021</p>	<p>Report from Principal / ERM report to include:</p> <p>1. Safeguarding; culture & compliance The Principal confirmed a two- day student attendance check is carried out by staff, with every live lesson taking a register. Kerry Nichol and Leona Ashley are reviewing and producing daily lists of students who are on ‘watch’. Members of the attendance team are allocated to telephone students, with a primary focus on ensuring students are safe, well and encouraging students to engage in lessons if they are attending. The Principal confirmed ‘My Concern’ is constantly running in the background, both students and staff use this platform for any areas of concern, the process still operates as if students were attending school.</p> <p>The Principal confirmed there had been no major incidents with regard to safeguarding, culture and compliance.</p> <p>2. Integrated Risk Management - Health & Safety, staff & pupil well-being, GDPR Rev Price asked how the mental health of students is being monitored, including eye testing due to the significant amount of screen time. The Principal responded the Academy have an employee who works alongside the DSL, in their role of student wellbeing. The role incorporates delivering mindfulness training for students, and various programmes around mental health for different year groups.</p> <p>The Principal confirmed from ‘My Concern’ students are ‘triaged’ and signposted to either the wellbeing team, DSL and/or any other agencies. In addition, there is a Teams group called Wellbeing for Students to access. Incorporating resources, videos and information to support students and parents.</p> <p>The Principal continued with regard to staff wellbeing, SLT are in touch with colleagues who are not in school. Colleagues are generally in a better place</p>	

	Item	Action/ by who/ when
	<p>during the second lockdown, they have a routine and feel they are achieving better results.</p> <p>Rev Price asked if the ‘thank you’ and ‘rewards’ for staff was still taking place virtually? The Principal replied there is not a specific time for this to take place. However, the Academy is trying to celebrate achievement as and when. Confirming a member of staff had delivered a fantastic video for Year 11, the achievement was celebrated in the regular staff briefing.</p> <p>Mr Lancaster asked how staff with school aged children are managing, are their children attending school as key worker students. The Principal responded, it is dependent upon age, staff with younger children continue to access nursery provision as they wish to continue to deliver excellent lessons.</p> <p>3. Determined admission arrangements (if any) & approval of policy to be forwarded to LA. 2021/22 The Principal confirmed there had been no change. Academy Committee governors accepted the determination of admission arrangements for 2021/22</p> <p>4. Finance Management Accounts November/December 2020 including HR staffing report The Principal reported there is currently a shortfall in staffing. Partly due to a number of maternity or impending maternity leaves. Confirming monies relating to maternity leave is averaged across the whole year.</p> <p>Rev Price asked what the impact of staff cover was in November and December 2020. The Principal confirmed there was a local Covid-19 spike in November and December 2020 which caused a number of staffing issues. The whole of the Maths faculty were tracked on track and trace in the last week of the Autumn term. However, it transpired this was a result of the child of a trainee teacher who had tested positive. Mr Vernon stated staff were therefore advised not attend school during this period which resulted in a spike in cover.</p> <p>The Principal confirmed the predicted underspend as a whole was approximately £43,000.00.</p> <p>Rev Price asked if the Academy had progressed plans to make the TA Reception area more secure with the possibility of using some security barriers or glass panels. Mr Vernon replied the Capital plan is due to be presented to ELT in two weeks. However, the Academy will need to look at what isolations will look like in the future.</p> <p>Mr Lancaster asked are there any thoughts on what the Trust should do to meet additional costs of delivering remote lessons by staff.</p>	

	Item	Action/ by who/ when
	<p>The Principal responded there is significant pressure on staff being hunched over a computer all day, and the impact screen time is having on their eyes. The Principal confirmed he has asked the Trust what support there is in place for this and is currently waiting for a response. Mr Vernon stated if there are any specific issues equipment needs to be purchased to support staff well-being.</p> <p>5. Covid -19 bridging plan including use an impact of additional funding.</p> <p>Mrs Hollingsworth asked the Covid-19 catch-up premium plan refers to students who have most been impacted by Covid-19. What terms of reference is the Academy using? The Principal replied a number of students have had to self-isolate on numerous occasions. The first lockdown created a gap between students who can access work and those students who chose not to or cannot access remotely.</p> <p>Rev Price asked if the £117,000.00 additional funding is solely for Tuxford Academy? The Principal responded and confirmed it was, some of it is being used for existing staffing. Many elements of the bridging plan are the strategies to be used when the students return to school ie employment of English catch up coordinators, additional wellbeing support, the school counsellor has been employed for additional hours to deliver remote counselling for students who require it, reading intervention and national tutoring.</p> <p>Mr Twelvetrees asked if additional funding could be used for the (STEM) Science, Technology, Engineering and Maths students who have missed practical laboratory and workshop time. The Principal responded the practical elements of the subjects are difficult to replace. Faculties have visualisers but it does not replace face to face and unfortunately this may be one element which will never be replaced. Mr Vernon confirmed a significant amount of money had been signposted to schools and a percentage has been extended to look at future opportunities. However, currently the Trust is unaware of what it will look like. The Trust are initially looking at examination subjects, for reintegration back into school and are awaiting further government guidance and information.</p> <p>Mr Twelvetrees asked if it would be feasible to run evening classes to accommodate the loss of practical learning. The Principal replied the Academy is looking at running practical and applied subject catch up sessions possibly on Saturday mornings. This could possibly include STEM students but unsure currently what this will look like.</p> <p>Mr Twelvetrees raised his concern regarding Post 16 students missing the opportunity to take their GCSE examinations. Confirming they will not be equipped with the tools to address the practical elements as previous students have experienced. Mr Vernon responded the Academy will</p>	

	Item	Action/ by who/ when
	<p>investigate if there is an opportunity to commence A Level study earlier than normal. Mr Vernon to update the ACM on 29 March 2021.</p> <p>6. In-year admissions – all year groups The Principal confirmed the Academy is in dialogue with the Local Authority as admitting a student into school during these current times is difficult due to the lack of integration. The Principal continued two students have been admitted since Christmas 2020 as their parents are key workers. The Principal continued there are 7 students who have not been accepted admission, as it is very difficult for teachers and students to pick up the work during these difficult times. The Academy feel the students are best placed in their current school to maintain continuity. The Principal continued the student numbers are very strong being over PAN in all years.</p> <p>Rev Price asked if the PAN is over in all year groups, concerns will be raised shortly regarding the new housing development in Tuxford which is rapidly progressing. The first phase of development will accommodate 95 Social houses for households with children of the projected 65 house development from Ashvale Road to the Marnham Road behind the Academy. The Principal responded there will come a point where difficult decisions will have to be made, whereby the Academy is unable to accept those children in the catchment area.</p> <p>7. CLFP The Principal confirmed CLFP is enabling the Academy to plan for staffing for the next academic year. One member of staff is leaving half-way through the current academic year and another is leaving at the end of the year. Currently advertising for a Teacher of English. In addition, there are a number of maternity leaves to cover and a number are in the same department. The Principal confirmed the Academy will have a full staffing compliment in September 2021.</p>	DV
AC/38/2021	<p>Any Academy specific items including statutory policy appendix ratification & any audit results:</p> <p>The following policies were approved at the S&O committee and were available for perusal on the DA website from 19 January 2021.</p> <ul style="list-style-type: none"> ▪ Special Educational Needs and Disabilities policy ▪ Supporting students with Medical Conditions policy ▪ Provider Access Policy ▪ Covid-19 appendix to Behaviour policy 	
AC/39/2021	<p>Link governor visits updates/reports</p> <ul style="list-style-type: none"> ▪ Rob Lancaster/Doreen Hollingsworth - report Safeguarding/SEND virtual visit 11 December 2020 ▪ Chris Parsons – 14 December 2020 	

	Item	Action/ by who/ when
	<p>Mr Lancaster and Ms Hollingsworth would like to place on record their sincere appreciation to Mrs Nicholl and her team for their amazing commitment to the students with whom they work with and particularly during these challenging times.</p> <p>Mrs Hollingworth expressed her concern regarding the wellbeing of Mrs Nichol and succession planning around the demanding role she undertakes. Mr Vernon confirmed the Academy have a strong succession plan and have built a team around Mrs Nichol with an additional DSL. The Principal stated Mrs Nicol's role as DSL and SENDco is of upmost priority in the Academy, confirming every aspect of these roles are covered in succession planning.</p> <p>Mr Lancaster asked committee members to consider the role of link governor for Staff workload and wellbeing. Mr Lancaster requested governors' express their interest in writing before 5 February 2021.</p>	
<p>AC/40/2021</p>	<p>Any other business Parent Grievance - update This item was deemed to be confidential and will be minuted separately under confidential minutes.</p>	
<p>AC/41/2021</p>	<p>How have the Academy Committee governors held the school leaders to account? Academy Committee governors recognise the huge challenges that the Academy staff team are faced with and believe they are doing an amazing job providing such committed and dedicated lessons to both students on site and the majority in receipt of remote learning.</p> <p>Covid-19 Report Mr Twelvetreets asked building on the executive summary is it possible to share the percentages for the various groups (ie staff, pupils by year group) consenting to testing and the allocation of positive results, if any, to those groups. The Principal responded, currently all bar one in the hub have consented to being tested on a weekly basis. Once the mass is present in school the percentage for testing will increase significantly.</p> <p>Dr Galbraith asked if the testing was mandatory, and if the Academy were enforcing students to be tested on their return to school? The Principal replied the Academy must receive parental/carer permission to carry out tests on students. Confirming the guidance indicates when students return into school they will undergo one test then a further test 3 to 5 days later. To essentially pick up any positive cases as they come into the Academy. The Academy is unable to carry out serial testing as students will be required to self-isolate. The Principal confirmed following the Prime Minister's scheduled briefing on 22 February the Academy will need serious strategies on how to enable groups returning. Mr Vernon stated if students/staff test positive they will need to bubble and isolate as serial testing will not take place.</p> <p>Dr Galbraith asked will the students test themselves either at home or in school. The Principal responded by outlining, testing is operating daily for</p>	

	Item	Action/ by who/ when
	<p>students in the hub and staff. The participant is the person being tested, they will administer the swab on their Nose and Throat which is passed onto testers.</p> <p>Mrs Donlan-Harrison asked would the whole year need to isolate as a result of a positive test. Mr Vernon replied, the bubble would be those in close contact as before.</p> <p>Rev Price stated he was extremely pleased to be able to sign off 3 further bronze Duke of Edinburgh awards. The Principal stated the Academy are working on how they can register students for the awards next academic year.</p> <p>Focus Centre Mr Lancaster asked how the Academy was monitoring and supporting the Focus centre? The Principal responded Mrs Nichol is in constant contact with the centre. In addition, students who attend the centre attend the Academy once per week on a Friday for a test.</p> <p>Rev Priced asked for a progress update on the separate building for the Focus centre. Mr Vernon replied there are no additional grants for the learning element, however, the Academy is putting provision in place.</p> <p>In conclusion the governors have held the school leaders to account via:</p> <ul style="list-style-type: none"> ▪ Questions and answer ▪ Unpicking points clarification ▪ Link governor visits, report ▪ Regular communication 	
AC/42/2021	<p>What has been discussed to impact on outcomes for students?</p> <ul style="list-style-type: none"> • Outcomes • Health and safety • COVID-19 updates / policies • Remote learning/Teaching and Learning • Risk assessment • Link Governance 	
AC/43/2021	<p>Complete report to trustees There were none.</p>	
AC/44/2021	<p>Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> ▪ Items discussed within agenda item AC/40/2021 should remain confidential. ▪ There had been no Equality Act implications ▪ Attendees were content that all decisions made adhere to the seven Nolan principles. 	
AC/45/2021	<p>Date and time of next meeting: Monday 29 March 2021 at 5pm via Microsoft Teams The meeting closed at 18:40 pm</p>	