

**Minutes of the Tuxford Academy Committee meeting
held on Monday, 17 May 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	
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
Ms D Addison		Curriculum Team

	Item	Action by who/when
AC/62/2021 1	<p>Rev. Price welcomed Danielle Addison to the meeting and invited her to provide governors with an update on Teacher Assessment Grades (TAGs).</p> <p>Danielle informed the meeting the students have suffered both social and learning losses during the Covid 19 pandemic. Including the experience of sitting for GCSE and 'A' Level examinations.</p> <p>The current Year 12 students who missed taking their examinations do not feel they have ownership of their results which is causing a crisis amongst their cohort. Ms Addison continued whilst the overall guidelines for the TAGs have been determined by the JCQ, at Tuxford Academy staff are ensuring students are served well by means of maximising learning times using robust QA systems to ensure grades are moderated fairly. Ms Addison stated teaching staff are working incredibly hard to ensure students are not let down by working extra hours in the evenings and weekends undertaking tasks which paid examiners would normally complete. The TAGs are required to be with the exam board by 18 June 2021. The assessments will form a basket of evidence based on a demonstrative assessment. Training for staff has been provided to ensure all understand the process in terms of a Twilight session, faculties are working with teams and each subject lead has met with SLT at least twice to check the basket evidence.</p>	Chair



	<p>Ms Addison confirmed robust QA is taking place both internally and externally. Ms Addison confirmed the Centre policy has been received at Ofqual for approval, the deadline has now passed therefore the Policy has met with approval. Ms Addison continued student work is anonymized, staff have had to declare any interests and a paper trail has been evidenced. Further QA will take place from the examination board after 18 June 2021 deadline. Ms Addison stated following the circulation of paper information and a video link, parents and students were fully aware of the process including the appeals procedure. Ms Addison expressed her thanks to middle leaders who have added a huge input into the TAGs.</p> <p>Rev Price asked if the academy had received any feedback from the students and parents following the video link? Ms Addison replied approximately 100 individuals accessed the link and the academy had received only a handful of individual questions.</p> <p>Mr Lancaster stated he was amazed at the additional amount of work put in by the staff of the Academy and asked if the examination boards were intending to pay schools a rebate for the process, they are not undertaking this year? The Principal replied every exam board is a charity therefore they are legally bound to return any unspent monies to schools. Mr Lancaster further asked how has the school approached the TAGs with the SEN students? Ms Addison replied prior to the Easter holidays students were provided with scribes, extra time, readers etc. If a student did not receive the additional support for whatever reason a narrative can be included within the grades.</p> <p>Rev. Price thanked Ms Addison who left the meeting at 17:16</p>	
<p>AC/63/2021</p> <p>2</p>	<p>Update following central training: Trust and Governor training 5 May 2021</p> <ul style="list-style-type: none"> - Secondary- RSE & Health Education & Careers – Paul Simpson - Primary – Early Years, R&HE <p>Mr Lancaster and Mr Twelvetrees attended the Trust training on 5 May 2021.</p> <p>Mr Lancaster asked</p> <ol style="list-style-type: none"> 1) How are all aspects of RSE and Health Education mapped across the curriculum? 2) What is in place to minimise the risk of self-harm and encourage acceptance and understanding of LGBT/Trans students? <p>The Principal responded there is not an explicit covering in the curriculum. RSE and Health Education is delivered to Year 10 students in non-core RE lessons. Documentation will be shared</p>	



	<p>with stakeholders on how the academy deliverers the subject and the intent is, for publication on the website in June 2021 following clarification surrounding esafety.</p> <p>Mr Twelvetrees asked a number of questions regarding CEIAG The Principal would like to invite Kerri Griffiths, Assistant Principal to the meeting on 5 July to explain to governors how the items are embedded in the Academy. The independent careers adviser is currently on long term sickness absence. In her absence Mr Griffiths is carrying out individual pathway interviews with students and Paul Simpson is providing individual advice and his expertise to students also.</p> <p>Action: Clerk to invite Kerri Griffiths to the meeting on 5 July 2021</p>	Clerk
AC/64/2021 3	<p>Apologies for absence Mr Denley gave his late apologies due to work commitments. With the intent to join the meeting via telephone when safe to do so.</p>	
AC/65/2021 4	<p>Declaration of interest and notification of any changes to declaration made. Mr Lancaster and Ms Donlan-Harrison declared an interest with regard to agenda item 11 AC/72/2021.</p>	Chair
AC/66/2021 5	<p>Governor Admin Membership:</p> <ul style="list-style-type: none"> ▪ Parent vacancy The Clerk confirmed following governor nominations 3 applications had been received. The intent is to carry out an electronic ballot over the coming weeks. ▪ Staff vacancy The Clerk confirmed following staff governor nominations only 1 expression of interest was received. Therefore, Ms Maxine Tivey was re-elected to the role of staff governor with a term of office for four years effective from 4 May 2021 – 3 May 2025. <p>On behalf of the Academy Committee Rev. Price congratulated Ms Tivey upon her successful re-election.</p>	Clerk
AC/67/2021 6	<p>Election of Chair of Governors to commence August 2021 (nominations to be received by the Clerk by Monday, 10 May 2021) Following nominations for the role of Chair of Governors, Mr Rob Lancaster was duly appointed and will succeed Rev Price with effect from 1 August 2021. Rev. Price congratulated Mr Lancaster on behalf of the Academy Committee governors.</p>	
AC/68/2021 7	<p>Minutes of the AC meeting dated 29 March 2021 The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p>	Chair



<p>AC/69/2021</p> <p>8</p>	<p>Matters arising <i>AC/36/2021/ AC/54/1920</i></p> <p>DBS application pre- 2002 - Mr Vernon to speak with the DSL at the Academy and the Clerk to complete the report to Trustees expressing their concerns.</p> <p><u>The Board responded</u> <i>DBS – Board have referred to Mr D Cotton who will provide a response via Executive Principal.</i></p> <p>Mr Vernon confirmed the DBS application for the member of staff will be applied for. Action: Mr Vernon and Mr Hardy to liaise with HR.</p> <p>The Safeguarding link governor stated the DSL does need access to Mosaic, the computer software system used by social care.</p> <p><u>The Board responded</u> <i>Alison Elway will communicate with the DSL that there are no issues from GDPR perspective and other academies have successfully accessed the system.</i></p> <p>Mr Vernon requested a 48 hour lag time for him and/or the Principal to answer governor questions and/or seek clarification if unable to answer at the meeting. Prior to the AC report being completed and sent to the Trust Board.</p> <p>Rev. Price stated the process suggested was much more reasonable and confirmed all governors were content with taking this approach in the future.</p> <p><i>AC/46/2021</i></p> <ul style="list-style-type: none"> ▪ Preparation for Ofsted ▪ Personal Development and how this links to the new Ofsted Framework <p>Appoint 2/3 Governors for an external scrutiny panel.</p> <p>Mr Lancaster stated the remit of the panel is to meet in July 2021 and work with Mr Vernon, Mr Hardy and members of SLT on a script in preparation for future Ofsted visits. Mr Lancaster requested any interested parties to make their expressions of interest to the Clerk and himself prior to 28 May 2021.</p> <p>Mr Vernon stated schools judged as outstanding will be subjected to Ofsted inspections with effect from September 2021. Those schools inspected pre 2013 of which Tuxford is one will most likely be high on the list. With all schools being inspected by 2024.</p> <p><i>AC/54/2021 - Integrated Risk Management - Health & Safety, staff & pupil well-being, GDPR</i></p>	<p>Chair</p> <p>DV/OH</p> <p>All</p>
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Laptops being brought into school and being powered by the school's IT system may be a risk for the future.

The Board responded

IRM- H&S: thank you for bringing this to our attention this is being referred to Head of Estates.

AC/54/2021 Determined admission arrangements (if any) & approval of policy to be forwarded to LA. 2022/23

- It was agreed the Principal would inform the Local Authority of the determined admission arrangements.
This item is complete
- It was agreed Mr Vernon and Mr Hardy to schedule a meeting with the Head Teacher and Chair of Governors from the primary school who requested to be a formal feeder school for Tuxford Academy

Mr Vernon and Mr Hardy had met with the Chair of Governors from the Primary school. The findings will be discussed later in the agenda.

AC/54/2021 Mr Lancaster asked how the Academy can save for the larger projects ie. SEMH (**Social, Emotional and Mental Health**) if monies are absorbed by the Trust if not spent at the end of each financial year.

The Board responded

*Projects to be planned and referred to finance team to be able to be accommodated and prioritised in budget setting process.
Projects can also be referred to and detailed in feedback forms to ensure Trustees aware of projects being referred to finance team.*

AC/55/2021 Local Appendix

- Accessibility Policy and Objectives – Feb 21
- Mental Health and Wellbeing Principles – Mar 21

Academy Committee governors accepted the local appendices. The Clerk to advise Marketing to update on the school website. This item is now complete.

AC/56/2021

Mrs Hollingsworth appointment to AC governor at Retford Oaks
The Clerk to ask Mrs Hollingsworth to complete a new Declaration of Interest form to advise of her voluntary work on both committees.
This item is now complete.



	<i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i>	
	<i>ERM report to include</i>	OH
AC/70/2021	<p>Safeguarding; culture & compliance</p> <p>Mr Parsons asked are there any lessons from the recent national safeguarding/sexual harassment concerns? Mr Hardy responded and confirmed lessons were learnt. The Academy is now delivering some global awareness lessons. As a consequence of Covid-19 some students have become more insular. Health assemblies regarding role modelling and podcasts tackling emergency threats have been listened to. Mr Hardy confirmed as a positive the Academy have been able to widely share their curriculum with parents, which will continue.</p> <p>Risk Management – Risk Register Audit, Health & Safety, staff & pupil well-being GDPR.</p> <p>Mr Lancaster asked what steps need to be taken to address the issues identified by the Risk Audit, by whom and by when? Mr Hardy responded the Trust are reviewing their process, there have been a number of questions asked primarily around the software which is being used. Mr Hardy confirmed since the findings of the audit he has met regularly with Sam Hall, Risk Administrator to review the scores with every element being checked. The high risks are primarily around admission numbers, finance, Ofsted and staffing. Mrs Hall is meeting on a 1:1 basis with Rachel Harvey, Senior Business Leader, Academy Operations. Mr Hardy confirmed he is much more confident with the Risk Register moving forward.</p> <p>Mr Lancaster stated the report is not an easy read and asked in addition to the training governors received in November 2020 how can the AC ensure it meets its obligations? Mr Vernon responded the software used is GRC one. As an Academy we need to mitigate the risks the software is recording as it is not a driving tool. We must continue to communicate and identify what the risks are between the Trust, SLT and governance. Mr Vernon confirmed the report for Tuxford is not isolated, apart from two all other academies audits have been very similar.</p> <p>AIP</p> <p>Mrs Hollingsworth asked what plans does the academy have to structure for September? And will this involve catch up work? Mr Hardy responded Rachel Vause Head of MfL is focussing on year 10 to ensure they are not forgotten. Meetings have taken place with Head of Colleges and Faculties, primarily to look at internal assessments previously called Mocks. Looking at what study skills and preparation is required for examinations.</p>	

	<p>Mr Lancaster asked what was the issue which delayed the start of 'my tutor' and how is it being addressed? Tuxford are the only school within the Trust to have bought into the programme with a Foci on year 10 pupil premium students who did not engage during lockdown. Mr Hardy continued the delay was due to a GDPR issue which has now been resolved.</p> <p>Mr Twelvetrees asked what the Pixl programme entails? Mr Hardy replied it is an external company schools can buy into. providing classroom strategies and resources. Schools choose which element they wish to support their own school.</p> <p>Mr Hardy stated the lockdowns over the previous 15 months have broken certain aspects of the academy working as effectively as it previously did. The academy must recreate some of the structures to ensure they are fit for purpose. I.e, staffing, SLT, pastoral teams. Mr Hardy confirmed the great strengths within the curriculum leads. Stating the leads will be stronger as a result of the pandemic and additional work undertaken which will prepare them well for further for future Ofsted visits.</p> <p>Mrs Hollingsworth asked Attendance years 9,11 and 13 are lower than the other years. Although it is appreciated these are above the national average do these years need additional support and encouragement? Mr Hardy responded year 9's attendance is the result of individual students. Year 11 and 13 are related to lockdown and engagement with the TAG process.</p> <p>Mr Hardy took the committee governors through the ERM relating to the following, there were no questions.</p> <p>PP Strategy Impact SEND Strategy Impact Post Lockdown update including catch up plan</p>	
AC/71/2021 10	Admissions 2021/22 Academic Year Mr Lancaster asked for expressions of interest from governors to be a member of the Admissions panel alongside Mr Twelvetrees and Ms Tivey. Expressions of interest to be sent to the Clerk before Friday, 21 May 2021.	All
AC/72/2021 11	Application to become feeder primary school (update) This item was deemed to be confidential and will appear in separate confidential minutes.	DV/JH
AC/73/2021 13	Link governor visits updates/reports The Clerk made a recommendation of appointing two additional link governor roles: <ul style="list-style-type: none"> ▪ Stakeholder Effectiveness 	



	<ul style="list-style-type: none"> ▪ GDPR After a discussion it was agreed Mr Parsons to take on the governor link for Stakeholder Effectiveness and Mrs Hollingsworth for GDPR. ▪ Focus Centre visit 22 April 2021 Mr Lancaster and Mrs Hollingsworth conducted a virtual link governor meeting with Pauline Hicks, Centre Manager and Kerry Nichols, AP Inclusion. In summary Mr Lancaster reported, the Centre is well led. All staff know the students very well and are having a positive impact on their learning. Mrs Hollingsworth stated how impressive the progress was from the previous visit. Safeguarding has improved, notably with the appointment of a new teacher. Action: It was agreed Mr Lancaster and Mrs Hollingsworth to convene a further meeting with Mrs Nichol and the Principal to work through the aspects and questions of the visit. <p>Mrs Hollingsworth suggested the report be made available to partner schools ie Retford Oaks and the Elizabethan Academy. It was decided Mrs Nichol to deploy the correct method of releasing the report to partner schools. Action: Mr Hardy to speak with Mrs Nichol</p>	<p>RL/DH</p> <p>OH</p>
	Engagement with stakeholders, parent/carers, staff and students and the wider community	
AC/74/2021 14	<p>Staff, pupils, parent survey evaluations – if applicable</p> <p>Mr Hardy stated it was difficult to analyse the data from the Trust report following the Staff Health and wellbeing survey. However, there were specific comments from staff who were working independently and the school is now supporting them. It is pertinent to record the survey was carried out the day before the school reopened after lockdown.</p>	
AC/75/2021 15	<p>Any other business</p> <ul style="list-style-type: none"> ▪ Safety risk of car park <p>This item was deemed confidential and will appear in separate confidential minutes.</p>	
AC/76/2021 16	<p>How has the AC held senior leaders to account?</p> <p>Questions challenge re risk register and ERM Report - robust discussion around feeder primary application Ofsted – adoption of governor committee Trust approach re Risk Register – car park Training RSE etc how it will be embedded in the Academy</p>	



AC/77/2021 17	Determination of Confidentiality Four agenda items were deemed to be confidential and will appear in separate confidential minutes. Equalities Act consideration RSE Training and Global awareness, assemblies were considered under the Equalities Act 2010 Nolan Principles Attendees agreed all decisions had been made according to the 7	Chair
AC/78/2021 18	Complete report to trustees The Clerk to complete the report to trustees advising of Rev. Prices' decision to stand down from the role of Chair of Governors from the 31 July 2021 and the election of Mr Rob Lancaster to the role of Chair with effect from 1 August 2021.	Clerk
AC/79/2021 19	Date and time of next meeting: Monday 5 July 2021 at 5pm via Microsoft Teams	Chair