

**Minutes of the Tuxford Academy Committee meeting
held on Monday 4 October 2021
at 5pm via Microsoft Teams**

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

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 No	Item	Action/ by who/ when
AC/01/2022	Mr Lancaster welcomed all to the meeting and explained agendas will take a different approach moving forward. Chairs/Vice Chairs of governors met with the Chief Executive Officer and other executive leaders on 1 September 2021. It was decided previous agendas had been too lengthy and the new format will give greater opportunity for deeper questioning and challenge of items.	
AC/02/2022	<p>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22</p> <p>Mr Vernon delivered a presentation upon the Governance Strategy and Scheme of Delegation/Terms of Reference 2021/22 outlining all layers of governance.</p> <p>Mr Vernon emphasised it is very important all governors are aware of all the contents of the document and continued to highlight the key points and pages.</p> <p>Page 3 – Diverse Academies Trust Mission, vision and values</p> <p>Page 6 – Implementation of governance and the governance structure on page 7 highlighting the different levels of governance in a MAT (ie. ACs are effectively a committee of the Trust Board).</p> <p>Pages 8 – 10 the specific difference between Trustees and Academy Committee governors' responsibilities.</p> <p>Page 21-23 Academy Committee delegated responsibilities.</p> <p>Page 36 – Updated Academy Committee Report to Trustees with a clearer steer on what should be incorporated into the report.</p>	DV

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	<p>Mr Vernon confirmed Academy Committee Governors (ACg) are responsible for the completion of delegated tasks under the four key governance priorities:</p> <ul style="list-style-type: none"> ▪ Ensuring clarity of vision, ethos and strategic direction <ul style="list-style-type: none"> ○ <i>Ensure the academy is promoting the values and core goals of the Trust and these are successfully embedded</i> ○ <i>Regularly monitor the Academy Improvement Plan, the implementation of actions and progress towards achieving these, providing assurance to the Board that identified actions will be met.</i> ○ <i>Duty of compliance to promote Accountable, Effective, Ethical Governance and in accordance with the Trust's mission, vision and values and the NOLAN principles</i> ▪ Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff <ul style="list-style-type: none"> ○ <i>Support academy leaders to drive achievement and ensure all students are receiving the quality of education that enables them to be the best they can</i> ○ <i>Ensure there is a clear and sustainable focus on enabling staff and pupils to learn and improve</i> ○ <i>Support academy leaders and give assurance to the Board that Safeguarding, Equality Act, GDPR and Health and Safety is being discharged appropriately</i> ▪ Overseeing the financial performance of the organisation and making sure its money is well spent <ul style="list-style-type: none"> ○ <i>Challenge the rational for spending within allocated budget and the intended impact and outcomes on learning</i> ○ <i>Regularly evaluate the intent, impact and value for money through the strategies for Pupil Premium, SEND, Catch-Up funding and Primary Sports funding</i> ▪ Engagement with stakeholders; parents/carers staff and students and wider community <ul style="list-style-type: none"> ○ <i>Provide the Trust Board with the views of the community and parents/carers, students and staff advising of any local issues and risks that might affect the academy/Trust.</i> <p>Mr Vernon confirmed ACg should constantly refer to the above when the key areas will be set in the Academy Improvement Plan (AIP) and high risk items which will require greater attention and care from Senior Leaders and Governors.</p> <p>Mr Vernon stated the Academy will set their own agendas as opposed to taking the lead from the Trust.</p> <p>Rev. Price asked how does the above sit with Ofsted? Mr Vernon replied very well in terms of the AIP in addition to the work the Ofsted preparation committee are working on. Mr Vernon continued Ofsted are looking for three to four key themes ie Covid recovery and the curriculum, SEND, and disadvantaged students, Peer or Peer abuse and how is the school responding.</p> <p>Mr Vernon presented upon the Diverse Academies Trust Vision, Mission and Values, (VMV) stating many case studies have taken place of CEO and</p>	

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	<p>Trust journeys. The common theme to emerge was alignment ensuring there is a positive culture within organisations.</p> <p>Mr Hardy was invited to share what the VMV mean for Tuxford Academy. Mr Hardy stated in September the senior leaders started to look at how this may be built into the culture of the school. The presentation was shared with staff and is now being used to build on reporting back to parents. Mr Hardy stated correspondence had circulated to parents/carers of Year 7 students regarding the curriculum with the intent on building the reporting into curriculum aims.</p> <p>Mr Parsons stated words are meaningless unless they are followed up. Mr Parsons asked how is the school measuring this and proving it is changing the dial? Mr Hardy responded the values spoken about do match what the school community believe in. It is an easy way to frame what the school is doing and its trajectory. Mr Parsons further asked it is more about the measuring, do the staff and students feel we all care and how is this being measured? Mr Vernon responded, the academy observes exit interviews and both soft and hard surveys.</p> <p>Mr Charnock stated reengagement is very common and an element of fun must be incorporated. Statements are often used in business for differentiation purposes.</p> <p>Mr Lancaster asked what the Academy Committee is required to do moving forward? Mr Vernon responded, awareness of the journey we have all been on, with the next step being to hold onto words, themes, and thoughts. Continually testing ourselves are we 'delivering' in line with the Vison, Mission and Values and holding senior leaders to account in line with the statements.</p> <p>Mr Lancaster stated link governor visits must be framed around the VMV including looking at the environment.</p> <p>Rev. Price stated the approach will fit very well into the wellbeing of staff and pupils as a working practice.</p> <p>Mr Parsons asked what the rationale was for moving away from the Nolan Principles? Mr Vernon replied they are lengthy and as a body we have the autonomy as to how this is addressed. Mr Vernon continued the Academy Committee could continue to use the Nolan Principles if they so wished.</p> <p>Following a discussion, it was agreed to continue to use the Nolan Principles and review in due course.</p>	
AC/03/2022	<p>Apologies for absence Apologies for absence were received and approved from Mrs Doreen Hollingsworth and Dr Lyn Galbraith.</p>	

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	<p>Mrs Hollingsworth had resigned from her role as governor due to ill health, with a view to returning at a future date. Mr Lancaster stated Mrs Hollingsworth will be greatly missed she was a very valued governor and brought a wealth of experience and knowledge to the table.</p> <p>Dr Lyn Galbraith had also resigned from her role as governor due to work and additional commitments. However, Dr Galbraith had offered to remain on the committee in the role as Associate Governor.</p> <p>Following a discussion Academy Committee governors approved pending guidance from the Head of Governance and Trust Board for Dr Lyn Galbraith to remain as an associate governor specialising in Data. It was agreed Dr Galbraith will remain on the Academy Committee pending approval on 29 November 2021.</p> <p>Action: Clerk Item to be deferred to 29 November 2021.</p> <p>It was agreed flowers to be sent to both resigning governors as a token of appreciation for their valued contributions to the Academy Committee.</p>	Clerk
AC/04/2022	<p>Local response following central training 6 September 2021</p> <ul style="list-style-type: none"> - Safeguarding - <i>How is safeguarding embed in the academy?</i> <p>Rev. Price stated there is an abundance of documents to read which need to be contextualised for Tuxford Academy.</p> <p>Mr Lancaster asked how important are the areas of the safeguarding update going to be in any future Ofsted inspection? Particularly bearing in mind Mental Health Safeguarding and Whistleblowing. Mr Hardy responded there had been confusion surrounding ‘telling on your superior’ from the media. However, the training and reinforcement of Whistleblowing policy has provided clarity.</p> <p>Mr Hardy continued staff are required to undertake training on various online modules ie The Prevent Duty, FGM, Safeguarding, GDPR from September 2021 staff are required to complete 4 additional modules which need renewing every 2 years. ie: Mental Health, Online Safety(Teaching and Non- Teaching) Sexual Violence, County Lines.</p> <p>In addition, Mrs Nicol delivered a safeguarding update from Keeping Children Safe in Education 2021 to staff on the Inset day in September 2021.</p> <p>Mr Hardy continued the Single Central Record (SCR) is inspected once per term by the safeguarding link governor.</p>	
AC/05/2022	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	

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AC/06/2022	<p>Governor Admin Administration:</p> <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Declaration of Interest ▪ Safeguarding – KCSIE 2021 ▪ Skills Audit ▪ MS Forms Safeguarding ▪ Safeguarding modules & GDPR National College <p>The Clerk explained the rationale surrounding the required mandatory safeguarding training as listed above.</p> <p>Confirmation of safeguarding training is required by each Academy Committee governor via the completion of an MS form which had been distributed by the Clerk alongside the required training links. The Clerk explained a log of Academy Committee safeguarding training for all of the Trust is kept centrally.</p> <p>The Clerk requested all training be completed as soon as possible and before 15 October 2021 to ensure compliance.</p> <p>Mr Lancaster commented the skills audit had previously been completed as a group. However, the new format via MS forms is more individual. It was agreed the Clerk to distribute the skills audit form and Mr Twelvetrees to analyse the results. Mr Lancaster offered to have one-to-one discussions with each governor on areas where they are strong and in which direction they wish to pursue with governance.</p> <p>Action: Clerk to distribute skills audit</p>	Clerk
AC/07/2022	<p>Minutes of the AC meeting dated 5 July 2021</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p>	
AC/08/2022	<p>Matters arising from 5 July 2021:</p> <p>AC/80/2021 - Mr Hardy to organise access for Mr Twelvetrees to Unifrog. Mr Hardy confirmed it will be easier for Chris Wray to meet with Mr Twelvetrees and provide the log in at a later date. Item now complete.</p> <p>AC/82/2021 – Governor access to NGA Bulletins and FTA data Parent view and community issues by attending events. Are any events planned in the next 12 months? Action: Clerk to enquire with Head of Governance and feedback to meeting on 4 October 2021. Mr Twelvetrees confirmed he is now receiving the NGA bulletins and FTA data. Mr Lancaster confirmed he and Mr Twelvetrees had been invited to some events in school. Governors are able to look at the schedule of events and engage in them if they wish to do so. Item now complete.</p>	

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	<p>AC/87/2021 - Governors external Ofsted scrutiny panel The first meeting of the OSP scheduled for Thursday, 8 July 2021 on site. Action: Chair to provide an update to the committee on 4 October 2021</p> <p>Mr Lancaster explained the panel were scheduled to meet two weeks ago but it has had to be postponed until 6 September 2021 as Mr Vernon and Mr Hardy were required to attend a national event. It was agreed to create an Ofsted Scrutiny panel folder within Ofsted folder on SP for information.</p> <p>Action: Clerk to create folder on SP.</p> <p>AC/72/2021 Catchment Area Review Action: Mr Vernon to speak with Mr Baker and the Local Authority regarding an updated report and update governors 4 October 2021. Mr Vernon confirmed he had liaised with Mr Baker who reported the Local Authority had no appetite to review the catchment areas expressing no intention of changing them. Mr Vernon added a number of free schools are appearing within the Local Authority. Following a discussion, the Academy Committee requested Mr Baker respond to the LA and to make a request for an update on the Muslim school at Eaton, Nr Retford and report back to the committee on 29 November 2021.</p> <p>Action: - Mr Vernon to speak with Mr Baker</p> <p>AC/75/2021 15 Car Park Action: Mr Vernon to approach the Local Authority and Engie regarding control measures and update governors on 4 October 2021. Mr Vernon confirmed he had received no input from either LA or Engie. Mr Hardy confirmed Mr Stocks had made a request to the LA to extend the double yellow lines on Marnham Road.</p> <p>Action: Mr Hardy to update the meeting on 29 November 2021. Action: Mr Hardy confirmed he had communicated with parents last year and again at the commencement of the new academic year regarding the dangers surrounding the car park. Mr Hardy stated the situation has been better but still was not brilliant. In addition, a number of year 7 students are being dropped off/ picked up this academic year.</p> <p>Mr Twelvetrees asked having looked at a map of the area. Would it be possible with the help from the LA to implement a back door entrance? Mr Vernon stated students used to exit the school grounds via Landa Grove much to the frustration of residents, currently very wary of putting out any information for this to be reinstated as it will very much upset the community.</p> <p>Ms Tivey stated the double yellow lines are a welcome start with the option of staff policing this. With regular communication to parents/carers to be</p>	<p>Clerk</p> <p>DV</p> <p>OH</p>

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	<p>sent out periodically as a reminder will be good practice. Mr Hardy stated if the double yellow lines are installed difficult conversations can then be had with individuals as a first step.</p> <p>Rev Price asked can the triangular land be used as drop/pick up point? Mr Vernon replied this can be explored. Mr Vernon to request Mr Stocks liaise with the LA and Engie regarding the possibility of working together on a solution.</p> <p>Action: Mr Vernon to provide an update on 29 November 2021.</p> <p>Mr Hardy confirmed the car park was included as a high risk on the risk register.</p>	
AC/09/2022	<p>Covid 19 Update Mr Hardy provided governors with a power point presentation on Covid-19 update within the Academy.</p> <p>At the start of the new academic year, Covid-19 was not very prevalent. The vast majority of students were tested as they entered the building with over 1200 tests undertaken. Parents had to consent to the tests with 60/70% of students being tested twice.</p> <p>Mr Hardy continued, positive results for both staff and students have now escalated which is having an impact on the education of students and on staff wellbeing.</p> <p>Mr Hardy stated from a student point of view the majority are experiencing mild symptoms with the exception of one or two. The Academy are required to set work on TEAMS for students as directed by the government. This is proving to have a massive impact on staff workload. A list of students who are absent due to Covid- 19 is distributed on a daily basis. Staff are mindful of this and organise work on TEAMS accordingly.</p> <p>Ms Tivey confirmed the daily workload is quite administrative heavy. However, staff are hoping there will be a more efficient system in due course. Ms Tivey asked Will there be a point where individual schools in the Trust ask students to wear masks in corridors etc to minimise further risk? Mr Hardy replied the Academy are aware of the current impact and looking at alternatives. The Academy do have a contingency plan and have spoken with public health England and sought guidance as to what point the further measures need to be installed.</p> <p>Mr Lancaster asked how the Academy is communicating with parents/carers? Mr Hardy responded the Academy are encouraging parents to carry out LFT. However, the symptoms are becoming very confusing. Students are being sent back to school prior to receiving PCR results. Mr Hardy confirmed the expectation is all schools to be vaccinated by the end of the term with the programme for Tuxford vaccinations being imminent. Mr Hardy was unable to release the day when the vaccinations are scheduled to take place.</p>	OH

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	Mr Hardy continued 53% of parents have provided consent for their child to receive the vaccination, which is not strong but above the national average.	
	<i>Holding executive leaders to account for the educational performance of the organisation and its pupils</i>	DV / OH
AC/10/2022	<p>Discussion/Review AIP and Risks 2021/22</p> <p>The Key Risks are:</p> <p>Objective 1: To ensure research informs high quality curricula, reading, and explaining and modelling.</p> <p>Objective 2: Ensuring effective pastoral care that supports students futures</p> <p>Objective 3: Re-establish high quality PD and student experiences post Covid and pastoral realignment</p> <p>Objective 4: Develop culture of improving staff/team technical and leadership skills</p> <p>Mr Hardy delivered a presentation on the AIP and Risks for 2021/22. The information had been circulated to governors prior to the meeting. Key elements were highlighted</p> <p>Mr Hardy continued a key element is to ensure the quality of education, personal development, leadership and management remain outstanding.</p> <p><u>Student Numbers</u> Student numbers are high. However, post 16 numbers have dropped as a consequence of Covid-19 to a certain extent. Mr Hardy confirmed the Academy do have challenges with regard to Post 16 students which will lead to financial challenges in 2022/23.</p> <p>Mr Vernon stated to maintain high student numbers the Academy must address sustainability. How, do we offer a broader curriculum eg not offering a certain A level we need to work in collaboration with other schools.</p> <p>Mr Twelvetrees asked about the possibility of collaborating in the longer term with a college in the geographical area? Mr Vernon responded student interviews take place to ascertain interest. However, it proved very difficult during lockdown to receive any engagement. A number of students did go elsewhere, however, they have returned as the course/environment did not meet expectations.</p> <p>Mr Vernon continued the Academy are looking at other opportunities in the curriculum to offer additional subject resits not only in English and Maths. Students are made aware there is a place at the Academy for them for 7 years not 5.</p> <p><u>Maintaining high quality staff</u> Mr Hardy confirmed the staff are fantastic at the Academy. Maintaining high quality staff is a very high priority as it leads to outstanding education for students. The Academy implements a range of strategies to mitigate this.</p>	

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	<p>Rev Price asked in terms of maintaining high quality of staff does the teaching school have links with other establishments and can we build on the model? ie having units on site linked with colleges? Mr Hardy responded the Academy do have links but nothing currently on site. Alternatives and working in collaboration with other establishments can be explored.</p> <p><u>Quality of education</u> Mr Hardy confirmed improving the quality of education continues with the curriculum recovery plan. Lockdown and student absence due to Covid 19 has meant not all aspects of the curriculum has been taught. The Academy will analyse what has been delivered and what has been missed, to try and re-sequence the curriculum accordingly. The Academy are currently looking at strategies to reduce the gap for SEND and Disadvantaged students. There has been a widening of the gap between the two groups. However, Metacognition has proven to reduce the gap.</p> <p><u>Pastoral care</u> The Academy have developed and embedded changes to the system. Climate for learning has been re-established which has been very successful. Feedback received is the majority of students are very polite and respectful of each other when senior leaders have walked around the building with the CEO and Education officers.</p> <p><u>Parental contact</u> Has improved during lock down, it is now about reviewing and further improving.</p> <p><u>Personal development</u> <u>Students</u> The Academy has been unable to offer to students due to government guidelines surrounding Covid-19.</p> <p><u>Staff</u> The focus is about individuals developing themselves. Providing opportunities and development arising from individual priorities.</p>	
AC/11/2022	<p>Admissions 2023/24 local appendix approval (referral to Trustees if changes to be made & consultation proposals if required)</p> <p>The over-subscription criteria is required to have Looked After Children and Previously Looked After Children as the 1st criteria (as per the changes made to the 2021/22 & 2022/23 policies)</p> <p>It had been decided the Trust will have an overarching Admissions policy with an additional local level appendix.</p> <p>The Clerk confirmed with the exception of the above there have been no changes to the policy.</p> <p>It was decided to defer the admission policy 2023/24 to the meeting on 29 November 2021</p>	

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AC/12/2022	<p>Any academy specific items including policy appendix ratification, audits, and Cat C trip approval</p> <ul style="list-style-type: none"> ▪ Sexual Relationships Education (SRE) ▪ Pay & Reward – updates emailed to ACg 28/09/2021 ▪ Whistleblowing – no changes ▪ Staff grievance – no changes ▪ Debt Recovery – updates emailed to ACg 28/09/2021 ▪ Online Safety - updates emailed to ACg 28.09.2021 ▪ Exclusions – updates emailed to ACg 28.09.2021 <p>Academy Committee governors noted the changes where applicable to the above policies and were happy to approve the SRE policy taking into account Mrs Hollingsworth’s suggestion.</p>	
AC/13/2022	<p>Link governor visit reports</p> <ul style="list-style-type: none"> ▪ Pupil Premium/SEND Governors requested details on the recovery plan and strategies for closing the gap for the two groups of students. It was decided to invite Mrs Nichol and Ms Leatham- Pugh to the meeting on 29 November 2021 to present the strategies. Action: Clerk to invite KN and ALP to 29 November 2021 ▪ Roles and Responsibilities Mr Lancaster tabled the updated roles and responsibilities for link governors. Advising if any named member is not comfortable with the area they are linked to, like wise have an interest in a particular area to contact himself or Mr Twelvetrees. <p>Mr Parsons stated The Academy does not want to lose some of the good work virtual learning has allowed. Mr Parsons stated he had personally found virtual parent evenings very concise a much better experience for parents. Mr Hardy replied, the format will definitely be used going forward, written reporting has been replaced with virtual meetings, not only with subject teachers but tutors too. This has provided improved engagement with parents and has reduced staff workload.</p> <p>Mr Twelvetrees stated he had attended the Year 6 open evening on 30 September 2021.He had walked around the school and commented it felt like a different world. The students and the environment were immaculate. The students were polite and calm. Mr Twelvetrees stated he was in awe of the ‘wall of excellence’ whereby students care and respect each other. He continued classroom doors were open and the presentations were brilliant. All faculties had a least one classroom with demonstrations taking place by students with staff supervising.</p>	Clerk
AC/14/2022	<p>How have governors held the school leaders to account? Mr Vernon stated this element of the agenda had been discussed at a recent Executive meeting with the consensus to remove.</p>	

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	Following a discussion, governors felt it was useful to have a criteria to follow, it was decided for the agenda item to remain, with reflection, consideration and decision to be made at a later meeting.	
AC/15/2022	<p>Determination of confidentiality of business</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <p>There had been no confidentiality implications.</p> <p>There had been no Equality Act implications</p> <p>Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	
AC/16/2022	<p>Complete report to Trustees (if applicable)</p> <p>Report to Trustees was completed by Chair of Governors' and sent to the Head of Governance on 5 October 2021</p> <ul style="list-style-type: none"> ▪ Celebrate climate in the Academy demonstrating a positive and calm climate for learning. ▪ Catch up funding SEND/Disadvantaged students 	
AC/17/2022	<p>Date and time of next meeting:</p> <p>29 November 2021 at 5:00 pm</p> <p>The meeting closed at 7:15 pm</p>	