

**Minutes of the Tuxford Academy Committee meeting
held on Monday 24 January 2022
at 5pm via Microsoft Teams**

Governor name	Initials	Governor category	A = absence
Mr R Charnock	RC	Parent	
Mrs C Donlan-Harrison	CDH	Appointed	
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	
vacancy 3 x appointed governors			

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	DA	Vice Principal Curriculum
Mr P Kelly	PK	Interested governor observing

Item No	Item	Action/ by who/ when
AC/34/2122	The Chair welcomed all to the meeting and asked for introductions for the purpose of Mr Peter Kelly who was observing the meeting as a prospective interested governor.	
AC/35/2122	Apologies for absence There were no apologies, however, Ms Tivey and Mr Hardy arrived later due to a prior meeting in school.	
AC/36/2122	<p>Local response following central training 17 January 2022</p> <p>Risk Identification</p> <ul style="list-style-type: none"> ▪ How is Risk embedded in the Academy? <p>The training was attended by Mr Lancaster, Mr Twelvetrees, Rev. Price, Mr Parsons and Mr Charnock.</p> <p>After a brief discussion it was decided the Chair, Vice Chair, Executive Principal and Principal will meet to review the identified risks and scoring at a separate meeting. The results will be presented before governors at the next meeting on 28 March 2022. The Chair requested any questions from governors regarding risk to be sent to him before 31 January 2022.</p> <p>Action: Chair to schedule meeting Action: Agenda item for 28 March 2022</p> <p>Statutory measures for Secondary Assessment</p> <ul style="list-style-type: none"> - <i>How is assessment embedded in the academy?</i> (To be deferred until January 2022) 	Chair Clerk

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	<p>The Chair confirmed the item would be addressed following a proposed link governor quality of education visit and would be shared with governors at the meeting on 28 March 2022.</p> <p>Action: Link governor to schedule Quality of Education visit</p> <p>Action: Agenda item 28 March 2022</p>	RC/CP Clerk
AC/37/2122	<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>	Clerk
AC/38/2122	<p>Curriculum Intent and Design presentation (40 mins) – Miss D Addison The Chair welcomed Danielle Addison to the meeting This item was taken out of order – to Item 2 On school website https://www.tuxford-ac.org.uk/curriculum/curriculum-overview/. Miss Addison delivered an interactive presentation on the Curriculum Intent and Design, stating everything the Academy does contributes to student learning.</p> <p>Our curriculum aims are for all students to be:</p> <p>Self-confident individuals who care for others and demonstrate strength of character</p> <p>Independent learners with the breadth and depth of knowledge to be empowered in the pursuit of their future pathways</p> <p>Enriched young people who benefit from a range of experiences that improve their lives now and in the future.</p> <p>Miss Addison confirmed student voice is a major element in shaping the Academy’s curriculum intent. Miss Addison asked governors what they thought should be in the curriculum as part of the consultation with all stakeholders. Governors were asked to contact Miss Addison with any further suggestions.</p> <p>Mr Charnock asked how do we know the curriculum is broad, balanced and inclusive of all learners? Miss Addison stated all students take part in a full breadth of curriculum with no interventions, with the exception of helm students who have personalised access.</p> <p>Mr Charnock further asked is it more about the curriculum intent and making this clear to all stakeholders. It is not always those students who have challenges to their style of learning. Are there challenges to the gifted and talented students? Miss Addison confirmed the challenges for this cohort of students are there as the curriculum is broad ranging and substantive with a strong emphasis on personal development.</p> <p>Mr Hardy joined the meeting at 17:15</p> <p>Miss Addison asked how do we know our curriculum is effective? Governors were separated into three breakout rooms and were asked to summarise in their opinion the key points from the presentation. The findings were:</p> <ol style="list-style-type: none"> 1. Outcomes are demonstrated via progression in terms of Careers Education, Information, Advice and Guidance - CEIAG, destination data 	All

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	<p>and the benefits of the Duke of Edinburgh awards with a strong focus on impact.</p> <p>2. There is a strong focus on student feedback and satisfaction through undergoing studies and as students join the school. Measuring future pathways and success.</p> <p>3. Measures are in place regarding individual needs and pathways beyond school.</p> <p>Miss Tivey joined the meeting at 17:30</p> <p>Rev. Price asked how does the Academy communicate the learning journey sequencing and progress ladders to parents and students to ensure understanding? Miss Addison replied in years 7,8 and 9 the topics students will be covering are shared with parents at the beginning of the academic year. In years 10 and 11 the information is shared via pathways, and the Academy website is also very user friendly.</p> <p>Rev. Price further asked do parents and students understand the curriculum intent? And how do we know? Miss Addison replied via a drip feed effect rather than one large presentation. Miss Tivey stated in Humanities the learning journey is visible at the front of every student exercise book for them to refer to. Staff also refer to it regularly ie. at the start of a new topic. Rev. Price stated that was very welcoming to hear as not all parents have access to the Academy website. Miss Addison stated in addition to the above, regular conversations and dialogues take place with parents and carers.</p> <p>Miss Addison drew governors' attention to slide 15 of the presentation, entitled an example of a curriculum conversation with the Head of English. An example of how leaders are improving on having curriculum conversations that are inquisitive, probing and challenging.</p> <p>There were no further questions as Miss Addison had enabled dialogue throughout the presentation. The Chair confirmed there will be further questions as governors engage in link governor visits regarding the quality of education.</p> <p>The Chair thanked Miss Addison for a very helpful and informative presentation stating the clarity and simplicity was excellent. The Chair stated as conversations are being held with subject leaders it would be very helpful if governors could attend a sample of them.</p> <p>Miss Addison left the meeting at 17:50</p>	
AC/39/2122	<p>Administration</p> <ul style="list-style-type: none"> ▪ Skills Audit The Clerk confirmed some members have completed the skills audit however some are identifying as anonymous. Action: The Clerk to identify which anonymous audits refer to Tuxford governors and encourage governors to complete if not already done so. ▪ Membership – Recruitment – Peter Kelly 	Clerk

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	<p>Mr Kelly introduced himself and provided a synopsis to the committee. The Clerk confirmed Peter's application and synopsis had previously been circulated to all governors requesting any objections be made before 17 January 2022.</p> <p>Mr Kelly left the meeting at 18:00 After a brief discussion it was agreed unanimously Mr Kelly's skills, knowledge and experience will add great value to the Academy Committee.</p> <p>Mr Kelly returned to the meeting at 18:05 Mr Kelly was unanimously voted on to the Academy Committee for a period of four years with effect from 24 January 2022 to 23 January 2026.</p> <ul style="list-style-type: none"> ▪ NGA – governing board guide to Ofsted Inspections https://bit.ly/3oMZW84 <p>Clerk urged governors to read and digest the NGA governing board guide to Ofsted Inspections</p>	All
AC/40/2122	<p>Minutes of the meeting dated 29 November 2021 The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record. Action: Chair to sign, scan and send an electronic copy to the Clerk Greg proposed as a true record Roger second.</p>	Chair
AC/41/2122	<p>Matters arising from 29 November 2021 AC/21/2122 Have considerations regarding the safeguarding audit of 7 July 2021 been included in the risk register? The Chair stated any considerations will be addressed in the meeting to be scheduled regarding the risk register.</p> <p>AC/21/2122 Mrs Nichol to provide governors with sub-categories Sub-categories had been distributed to all governors Mr Lancaster and Mrs Nichol to approve sign and submit the Local Authority Safeguarding Audit. Chair confirmed the Local Authority Safeguarding Audit was signed and submitted to the LA on 30 November 2021. Item now complete</p> <p>AC/23/2122 Minutes of the meeting dated 4 October 2021 Chair to sign, scan and email copy to Clerk Item now complete</p> <p>AC/75/2122 Car Park Mr Hardy to update governors on 24 January 2022 Mr Hardy confirmed the Academy is still liaising with the LA and Highways agency. On behalf of the Academy Mr Stocks will provide updates as new information arises. Mr Hardy confirmed the car park is included in the risk register and will be addressed under accepted risk. Item now complete</p>	

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	<p>AC/25/2122 Mr Hardy to liaise with representative from Tuxford Academy to contact Mr Charnock regarding work experience link with Seven Trent Water Authority. Mr Charnock confirmed contact has been made, with a meeting to be scheduled within the next two weeks. Item now complete</p> <p>AC/26/2122 Professional Apprenticeships Mr Hardy, Mr Charnock, Mr Twelvetrees to schedule a meeting. Mr Charnock confirmed contact has been made, with a meeting to be scheduled within the next two weeks. Mr Hardy stated Mr K Griffiths is very keen to progress on the item. Miss Tivey stated professional apprenticeships had previously been addressed and she had made contact with key local companies. Unfortunately, the pandemic then hit. Miss Tivey confirmed she will be liaising with Mr Griffiths regarding this item. Item now complete</p> <p>AC/27/2122 Cat C Trip approval Visit approval Academy to supply further information for the proposed trips to Anglesey and London before approval by governors Mr Hardy presented a list of proposed trips with the intention of moving forward all intended Cat C trips will be presented to governors at the beginning of each academic year for governor approval. The Chair stated this was an excellent idea. Rev. Price asked if the Academy had mitigated the risks for the London trip following the terrorist attack on London bridge two years ago? Mr Hardy confirmed all mitigated risks were in place.</p> <p>Mr Parsons asked the trips focussed on character building are the numbers based on historical data or interest? Mr Hardy stated the numbers are based on a maximum planned number, under normal circumstances the interest is less. Mr Parsons further asked in the interest of equality to see sight of the school data for subsidising the trips. Mr Hardy replied, monies from Pupil Premium are used to support families for character building trips. In addition, parents are provided with an extension deadline for monies to be paid. Mr Hardy further stated some families do not necessarily ask for help, and work is being undertaken to reach out further to families.</p> <p>Following a discussion regarding inflation, finances and trips. Rev. Price stated he is the Chair of three charities, which are limited to where individuals live, whereby financial support may be applied for to support students with books monies towards a computer, for those going on vocational, Further Education or University routes. A simple letter asking for support for any of the above is required. The Academy will be able to signpost parents/carers to which Trust they should apply to. Mr Hardy stated he will make it more explicit to parents in terms of the offer of support from the charities and the mechanisms as where support can be requested from.</p>	

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	<p>Action: Rev. Price to furnish Clerk and Mr Hardy with instructions on how and where to apply for support from charities</p> <p>Mrs Clare Donlan-Harrison, link governor for educational visits stated she was in favour of the new approach it was a very good strategy moving forward. It was agreed that she would contact Mr Hardy to organise sign off of all the trips planned for the academic year.</p>	<p>GP</p> <p>CDH OH</p>
	<p><i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i></p>	
<p>AC/42/2122 1</p>	<p>1. Covid 19 Update Mr Hardy stated there were 31 students in the week ending 21 January 2022 who were absent with Covid related issues, slight increase since Christmas. Due to the reduced number of Isolation day's it is harder to plan for.</p> <p>Mr Vernon had undertaken some work on looking at overall figures, 51% of students have had some covid related absence which is significantly high. Tuxford Academy has been highly infected in comparison with other schools within the Trust. There have been 32% of teaching staff affected and 3% teaching support. This does not include administration staff as the focus initially was on front line support. Mr Vernon stated the percentages can be categorised if required.</p> <p>Mr Hardy stated there are not only Covid related absences but additional absences too. The impact of losing Mr A Hardy has been tremendous to the life of the school with a significant impact upon the Science team. There are 5 members of staff on early maternity leave as a consequence of Covid -19. These absences have additional impact on the quality of education.</p> <p>Rev. Price stated the numbers reflect what is happening in the area. Mr Parsons stated it is linked to the school wellbeing visit Rev. Price has recently undertaken. Mr Parsons stated he is very worried regarding the mental health of Year 13 students. They did not go through the GCSE process and have not had a continuous education for their 'A' Levels. The prospect of external assessment is providing students with high levels of stress and anxiety. Mr Parsons asked is the Academy doing everything in their power to support Year 13 before their final assessments. Mr Hardy responded there is no one size fits all and the Academy is doing everything they can to provide Year 13 with the support they need.</p> <p>Mr Vernon stated since middle of December to date there had been a huge momentum to ensure we achieve maximum progress for our students. Confirming it is highly likely exams will take place as we move into a reduction of restrictions regarding Covid 19.</p> <p>Mr Parsons stated Wednesday, 26 January 2022 is the last day for UCAS applications. A request for the data and trend to be looked at after this date. Action: Agenda item 28 March 2022</p>	<p>Clerk</p>

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2	<p>2. Safeguarding Culture and compliance NCC & NSCP safeguarding children in education: Annual Self-audit tool 2021/22 Mrs Nichol and Mr Lancaster to approve, sign and submit above document Mr Lancaster confirmed the audit was signed and submitted to the LA on 30 November 2021.</p> <p>Mr Lancaster stated that the termly report produced by the DSL, circulated for this meeting reported that mental health continues to be a significant concern. Priorities for development refer to the software 'my concern' to be embedded with students. Mr Lancaster and Mr Twelvetrees will be carrying out a Safeguarding visit on 2 February 2022 with the foci being mental health alongside peer-on-peer abuse. The report will be available for the meeting on 28 March 2022.</p>	Chair/ Vice Chair
3	<p>3. Academy Improvement Review (AIR) Mr Hardy confirmed a copy of the AIR had been uploaded onto Share Point. A response will be incorporated in the recent Education Review meeting (ERM), will be discussed with the Chair and Vice Chair and reported back to governors on 28 March 2022.</p> <p>Mr Vernon stated the purpose of the AIR is on development, sharing strengths of each area with a fresh set of eyes. Mr Vernon and Mr Hardy chose the areas to have a focus upon. Mr Hardy stated staff are aware of the focus, it is not about being observed but supported. Miss Tivey stated she agreed with this, confirming the shift was the right shift looking at student learning and what progress is being made in the books rather than looking at teacher teaching.</p>	Clerk Chair/ Vice Chair
	Effectiveness of governance and review of self-evaluation/action plan	
AC/43/2122	<p>Outcomes Ofsted Planning group meeting 20 January 2022 Mr Charnock stated the meeting was extremely informative and thanked attendees for their insight and experience. The outcomes of the meeting will be used to assist governor visits to look at the quality of education including the curriculum.</p>	
AC/44/2122	<p>Link governor visit updates/reports</p> <ul style="list-style-type: none"> ▪ Rev. Price – Staff Wellbeing – 16 December 2021 Rev. Price collaborated with Mr Hardy to listen to what staff were thinking and feeling. Rev. Price noticed the fatigue and feelings of stress staff were exhibiting. Rev. Price provided a small token of biscuits and goodies on behalf of the governors as a treat prior to the Christmas break. <p>Rev. Price met with 10 members of staff with Mr Hardy joining at the end of the meeting. In order for staff to air their concerns without the pressure of the Principal being present. It was noted a number of staff went above and beyond when they were allocated lessons to cover long term absences.</p>	

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	<p>Rev. Price continued Mr Hardy's death has had a massive impact on the staff, which has taken its toll.</p> <p>Rev. Price is offering individual weekly sessions for staff to be able to access to support their wellbeing. A non-school, exclusive and confidential email will be set up for staff to use.</p> <p>Mr Charnock asked if the funding to supply the goodies for staff was sustainable? Rev. Price confirmed the monies came from one of his many charities, confirming he will liaise with Mr Hardy regarding the sustainability.</p> <p>Miss Tivey stated it was nice to feel appreciated, by the governors for the recognition staff are doing their best under the current climate. It was appreciated as a one off which makes it special.</p> <ul style="list-style-type: none"> ▪ Chair – Calendar of Visits <p>Mr Lancaster confirmed governors have the opportunity to attend the staff INSET day on 21 February 2022. Governors to advise Mr Lancaster if interested who will liaise with Mr Hardy regarding logistics.</p> <p>In addition, as Covid 19 measures begin to relax there will be further opportunities for governors to 'piggy-back' meetings which do not take up any more staff time and enables governors to undertake their monitoring duties.</p> <p>Action: Chair to put a plan together</p>	Chair
AC/45/2122	<p>Any Academic specific items including policy appendix ratification, audits and any Cat C Trip approval.</p> <p>The Clerk advised governors of the following policy approval for the purpose of information.</p> <p>The following policies were approved at the Trust Board Meeting on 8 December 2021. Governors were notified of the changes on 6 January 2022.</p> <ul style="list-style-type: none"> • Staff Induction Policy • Safeguarding and Child Protection Policy* • Health and Safety Policy Statement* • Admissions Policy <p style="padding-left: 40px;">those with * have summary of changes provided, and are attached to the files.</p> <p>The S&O committee approved the following policies at their S&O meeting on 12/01/2022: Governors were notified of the changes on 18 January 2022</p> <ul style="list-style-type: none"> • Medical Conditions Policy • Provider Access Policy • Special Educational Needs and Disabilities Policy <p>Policy summary of changes have been uploaded to files, Spring Term Policy folder, see link below</p> <p>https://bit.ly/3nDVKYP</p>	Clerk

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	<i>Overseeing the financial performance of the organisation and making sure its money is well spent</i>	
AC/46/2122	<p>December Management Accounts The documents had been previously circulated. Mrs Donlan-Harrison asked about the significant amount of money being spent on supply staff. Furter asking, if there are any contingencies for it will it increase month on month? Mr Vernon responded it is a national issue. The Trust are looking at allocating monies for supply cover over a financial year. 82% of allocated annual funds for supply was spent in Term 1. The Association of School and College Leaders (ASCL) and other educational groups are lobbying the government for extra money to fund this purpose.</p>	
AC/47/2122	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions and challenge ▪ Equality regarding trips and curriculum presentation ▪ Link governor visits ▪ Ofsted Planning group ▪ Data enquiry regarding UCAS applications 	
AC/48/2122	<p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: There had been no confidentiality implications. There had been no Equality Act Implications, the committee observed Mr Parsons comments regarding equality around funding for character building trips. Attendees were content that all decisions made adhere to the seven Nolan principles/Trust MVV</p>	
AC/49/2122	<p>Complete report to Trustees (if applicable) Report was completed and submitted to Head of Governance 1 February 2022</p>	Chair
AC/50/2122	<p>Date and time of next meeting: 28 March 2022 at 5:00 pm Items for next agenda</p> <ul style="list-style-type: none"> ▪ Assessment ▪ Personal development and attendance – presentations ▪ How does the Academy MVV fit with the Trust MVV ▪ UCAS data following submission 26.01.2022 ▪ How is TA supporting students regarding examinations? <p>The meeting finished at 19.06</p>	