

**Minutes of the Tuxford Academy Committee meeting
held on Monday, 28 March 2022
at 5pm via Microsoft Teams**

Governor name	Initials	Governor category	A = absence
Mr R Charnock	RC	Parent	A
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Lancaster (Chair of Governors)	RL	Appointed	
Mr C Parsons	CP	Parent	
Rev. G Price	GP	Appointed	A
Miss M Tivey	MT	Staff	
Mr R Twelvetees (Vice Chair)	RT	Appointed	
Mr P Kelly	PK	Appointed	A
vacancy 2 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
Miss A Leatham-Pugh	ALP	Assistant Principal
Mrs D Hollingsworth	DH	Interested governor observing

Item No	Item	Action/ by who/ when
AC/51/2122	The Chair welcomed all to the meeting and in particular Mrs D Hollingsworth who was observing as very interested in returning to the committee as an Academy Committee member.	
AC/52/2122	Apologies for absence Apologies were received and accepted from Mr P Kelly due to a previous commitment and Rev G Price and Mr R Charnock due to illness.	
AC/53/2122	Agenda item was taken out of order, due to a presentation delivered by Ms Leatham-Pugh. Local response following central training 16 March 2022 <ul style="list-style-type: none"> How effective is the quality of Education/Curriculum in Academies (secondary) – Danielle Addison <ul style="list-style-type: none"> <i>How is the curriculum embedded in the academy?</i> Ms Addison had previously delivered the training to Academy Committee members at their meeting on 24 January 2022. Following a discussion, it was agreed Senior Leaders provide appropriate challenge with all students and staff displaying real pride in their work.	
AC/ 54/2122	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	Clerk
AC/55/2122	Ethos, Behaviour and Attendance (A Leatham-Pugh) – 30 Mins (slides) Behaviour & Attendance update inc. P/Ec, FTEs, persistent absence and alternative provision in place (no. of days/pupils)	

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	<p>Ms Leatham-Pugh delivered a presentation on Ethos, Behaviour and Attendance.</p> <p>Ms Leatham-Pugh stated the Academy had seen a change in student behaviour since the return after the pandemic. Ethos, Behaviour and Attendance had been the foci for the Inset day on 21 February 2022 to which governors had been invited to attend.</p> <p>Ms Leatham-Pugh stated alternative provision for students is delivered at the Focus Centre which has seen significant demand in need with 29 students accessing the provision however, numbers can be very fluid.</p> <p>In addition, students have access to alternative provision delivered at the Diverse Education Centre providing access to outreach workers. Students from Tuxford Academy, Retford Oaks Academy, Elizabethan Academy and local Primary Academies who work in partnership at the provision. Ms Leatham-Pugh stated due to the increase in demand it is harder to allocate alternative provision for students due to the massive increase in financial cost. The funding available may not be sufficient to support the students the Academy wish to.</p> <p>Senior Leaders at the Academy carry out quality assurance for alternative provision every 30 days as directed by Patrick Knight, Strategic Development Lead in Safeguarding.</p> <p>Mr Parsons asked if there were any other data points which could be addressed in terms of incidents for repeat offenders prior to suspension. Ms Leatham-Pugh replied students have interventions invoked prior to receiving suspension. In addition, interventions are demonstrated for all FTE for 6 plus days. Ms Leatham-Pugh stated the academy pride themselves on their interventions, alongside the use of the focus centre and other means of alternative provision.</p> <p>Mr Twelvetreets asked if there is evidence repeat offenders are remorseful. Ms Leatham-Pugh replied, the Academy work with parents to provide education during the suspension period, the work expectation still remains. Ms Leatham-Pugh continued following a student's suspension the student will receive a return to school meeting as restorative practice between the student, parents and representatives from the Academy. Ms Leatham-Pugh stated it is vital the Academy have a good relationship with parents in order for them to understand the severity of the exclusion.</p> <p>Mr Lancaster asked how the data for suspensions relate to pre-pandemic suspensions. Ms Leatham-Pugh replied for the East Midlands in 2018 suspensions were 10% at Tuxford Academy and 11% nationally.</p> <p>Ms Leatham-Pugh continued there are frustrations in the software system currently being used. SIMs is very clunky and not user friendly which has proved a massive barrier to staff using it. PARs the software previously used was a very quick tool to input rewards and sanctions.</p> <p>Ms Tivey confirmed staff were also using a Dashboard which proved positive, however the development of the dashboard has ceased as it was deemed not fit for purpose.</p>	

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	<p>Mr Vernon stated there is an ongoing issue which needs to be resolved. The company who support SIMs (EES) formally known as Capita. By their own admission have not sufficiently invested in the software.</p> <p>Mr Vernon continued the Academy are keen to resolve the interface for staff recording rewards and sanctions, it must be as easy and simple as possible. Mr Vernon stated it is continuously an agenda item at executive meetings.</p> <p>Mr Lancaster stated our concerns must be fed back to Trustees as it will ultimately be having an extra impact on staff.</p> <p>Attendance</p> <p>Ms Leatham-Pugh stated according to Fisher Family Trust FFT the Academy is currently at 95% with a national figure of 91.2%. Covid has had a massive impact on persistent absence. If a student has missed 8 days in a school year, they are categorised as being in the PA bracket.</p> <p>Mr Parsons stated from the attendance data presented each metric is getting progressively lower. Mr Parsons asked what opportunities exist to identify patterns of behaviours in early years to prevent the Year 10 peak. Ms Leatham-Pugh replied it is about early intervention. How does the academy incorporate supportive strategies? They are present as part of the 'rhythm of the week' and behaviour activities, how to make the right choices. Students who are raising their head a little above the parapet are educated via the Behaviour for Learning BfL team.</p> <p>Staff absence due to covid has had an impact on behaviour and attendance due to lack of consistency. The Academy are trying to ensure supply staff are familiar with the ethos and expectations of the school.</p> <p>Mr Hardy stated the data suggested after Christmas 2021 Tuxford Academy suffered the most impact from Covid-19 around 51%. Mr Hardy continued the Academy is currently suffering a further peak which will have an impact directly and/or indirectly.</p> <p>Ms Leatham-Pugh stated on the FFT weekly tracker the Academy's attendance was nearly 80% which reflected the large covid spike.</p> <p>Mr Vernon stated the guidance around isolation days has impacted on the data which has not been reflected ie, 14/10 or 5 days.</p>	
AC/56/2122	<p>Covid-19 Update including progress with curriculum recovery plan</p> <p>Mr Hardy stated since the meeting of 24 January 2022 the Academy were aware of two types of funding:</p> <ul style="list-style-type: none"> ▪ <u>Recovery</u> – less restrictions on how the monies are spent ▪ <u>Student led tutoring</u> – very specific, the academy claim the money based on hours. The Academy have appointed to English and Maths for student led tutoring who will support year 11 prior to their examinations. The funding will be circa £22,000. For every £1 spent the Academy are required to input 25% of funding. <p>Eighteen students have been identified in year 11 for support with Maths. After the examinations the support opportunity will be offered to year 9 students.</p> <p>Mr Lancaster paid tribute to the staff and gave sincere thanks to the Academy for ensuring the school remained open during the pandemic and for going the extra mile in providing support to the students.</p>	

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	<p>Mr Hardy stated the staff have found it very difficult, currently 22 staff were absent from school predominantly teaching staff. Emergency supply staff were sought. Association courses were cancelled to enable staff to provide the cover required. Mr Hardy wished to echo Mr Lancaster's gratitude stating each and every member of staff had been fantastic, they are very tired, and the pace is becoming unsustainable.</p> <p>Mr Hardy asked Ms Leatham-Pugh to report on the recent survey regarding 'peer on peer abuse'. The survey was not anonymous enabling students to be identified if they required help and support.</p> <p>Ms Leatham-Pugh confirmed student voice had been held to raise awareness with KS3 and KS4 whereby students spoke about how safe they felt. KS4 students were more confident in reporting any incidents.</p> <p>A Trust survey had been circulated for completion; the Academy are currently waiting for results to be published.</p> <p>Action: Mr Hardy to circulate data once received.</p> <p>Ms Leatham-Pugh confirmed, in addition assemblies on 'peer on peer' have been delivered confirming what is acceptable, what is not and how incidents can be reported.</p> <p>The Chair thanked Ms Leatham-Pugh for a very thorough presentation. Ms Leatham-Pugh left the meeting at 17:57</p>	OH
AC/57/2122	<p>Minutes of the meeting dated 24 January 2022</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the Chair as a true record.</p> <p>Action: Chair to sign, scan and send an electronic copy to the Clerk</p>	
AC/58/2122	<p>Matters arising from 24 January 2022</p> <p>AC/27/2122</p> <p>Cat C Trips</p> <p>Rev. Price to furnish Clerk and Principal on where/how to apply for support from charities.</p> <p>Students and parents have now been signposted as to where/how to apply for support.</p> <p>Mrs Clare Donlan-Harrison to sign off all planned trips for the academic year including a Walesby trip for 12 July 2022.</p> <p>Item now complete</p> <p>AC/42/2122</p> <ul style="list-style-type: none"> ▪ UCAS update- application deadline 26 January 2022 <p>Mr Hardy confirmed 85 UCAS applications out of a possible 104 had been submitted, approximately 83.82%. Very strong figure in line with previous years. Sadly 12 applications were unconditional despite the Universities holding a verbal agreement not to make unconditional offers. Mr Hardy continued unconditional offers demotivate students which is not beneficial for morale.</p> <ul style="list-style-type: none"> ▪ Support for students in examinations <p>Mr Hardy confirmed students had recently undergone mock examinations in preparation for the summer examinations, providing them with the experience and expectations of real examinations. Mr Hardy stated the qualifications have had a reduced amount of content.</p>	

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	<p>Students have received tips for preparation and the wellbeing element for examinations in college and tutor time. In addition, parent/student meetings have been offered to students who are underachieving.</p> <p>Mr Hardy stated a parents evening is planned after Easter with a year 13 support team available for parents to visit the academy and talk through any issues.</p> <p>Ms Tivey confirmed her position as a year 12 tutor, once year 13 examinations have concluded their examinations the commencement of preparation for year 12 will invoke. The revision skills as the cohort have also not experienced public examinations.</p> <p>Item now complete.</p> <p>AC/42/2122 Safeguarding visit 2 February 2022 foci mental health alongside peer-on-peer abuse. Please see agenda item AC/60/2122 9(2,3)</p>	
AC/59/2122	<p>Administration Skills Audit The Clerk to arrange a meeting with Mr Twelvetrees to analyse the skills audit and identify the gaps. Action: Clerk to contact Mr Twelvetrees</p> <p>Governor vacancies</p> <ul style="list-style-type: none"> ▪ Doreen Hollingsworth <p>Mrs Hollingsworth had expressed an interest in returning to the governing body as an appointed governor. Mrs Hollingsworth left the meeting at 18:03 whilst voting took place. Mrs Hollingsworth returned to the meeting at 18:06. A unanimous decision was taken to appoint Mrs Hollingsworth to become an appointed academy committee governor for a period of four years with effect from 28 March 2022 to 27 March 2026.</p> <p>The Chair gave a very warm welcome to Mrs Hollingsworth expressing her skills, knowledge and attributes will be a huge asset to the governing body.</p> <ul style="list-style-type: none"> ▪ Claire Donlan- Harrison (TOO expires 29.04.2022) <p>The Clerk reported Mrs Claire Donlan-Harrison's term of office was due to expire on 29 April 2022. Mrs Donlan-Harrison had expressed a wish to continue in the role as appointed academy committee governor for a further four years.</p> <p>Mrs Donlan-Harrison left the meeting at 18:08 whilst voting took place. Mrs Donlan-Harrison returned to the meeting at 18.10. A unanimous decision was taken to appoint Mrs Donlan-Harrison for a further term of office of four years with effect from 28 March 2022 to 27 March 2026.</p> <p>The Chair expressed how pleased he was Mrs Donlan-Harrison had decided to continue in the role to share her skills, expertise and attributes.</p>	Clerk
	<i>Holding executive leaders to account for the educational performance of the organisation and its pupil</i>	

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AC/60/2122 1	<p>How are the VMV being embedded into the Academy</p> <p>Mr Hardy stated Tuxford Academy do not take tokenistic actions for VMV they are embed in everything they do ie the curriculum intent is embedded in the language and communication between school, parents and stakeholders. It is palpable on a day- to -day basis.</p> <p>However, the Academy are erecting display boards with a footer incorporating the DA logo alongside the Tuxford Academy logo.</p> <p>The Chair suggested with governor's approval, when future link governor visits take place to include a question regarding what evidence has been seen of the VMV being embedd into the visit. This was met with approval and will be incorporated in any future visits.</p> <p>Mr Parsons suggested an annual award be presented to the student who makes it aspirational in recognising the values all aspire to.</p> <p>The Chair confirmed it was an excellent idea and would welcome the award being introduced to future award ceremonies.</p> <p>Action: Mr Hardy to arrange.</p>	<p>All</p> <p>OH</p>
2	<p>Safeguarding:</p> <p>Governors had seen the safeguarding checklist previously circulated. After a brief discussion it was confirmed the Chair and Mr Twelvetrees to sign off the document on behalf of the committee in their capacity as safeguarding link governors.</p> <p>Action: Mr Lancaster and Mr Twelvetrees to sign and furnish the Clerk with a copy.</p>	RL/RT
2a	<p>Compliance: – to include Single Central Record (SCR) safer recruitment, policy, Keeping Children Safe (KCSIE)</p> <p>The Chair confirmed he and Mr Twelvetrees had undertaken a safeguarding visit on 1st, 2nd 4th February 2022</p> <p>The purpose of the visit to:</p> <ul style="list-style-type: none"> • Review action agreed in the Autumn term visit • Spring term monitoring of the SCR • Monitoring the operation of 'Confidential (C)' files to ensure their compliance with statutory policy and guidance • Review progress made in addressing peer on peer abuse alongside mental health and well being <p>The Chair confirmed all areas of safeguarding were compliant and he wished to bring to the committee's attention the excellent work the school is undertaking in providing the opportunity for students to drop into a session for 'Pride of Tuxford. A Safe space to explore and express your identity a forum to discuss LGBT+ topics.</p>	
2b	<p>Culture: to include peer on peer, sexual harassment and violence, mental health, bullying and racism, online safety</p> <p>Incorporated in link governor visit as reported in 2a.</p>	
3	<p>Identified academy risks (risk report)</p> <p>inc. education, Health & safety, staff and pupil well-being, GDPR complaints</p>	

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	<ul style="list-style-type: none"> Approval of initial risk report Governors approved the initial risk report electronically by 28 January 2022 Approval second risk report (author Principal) (template and a report generated from GRConOne) Mr Hardy drew governors' attention to the second risk report previously circulated. A brief discussion took place regarding the risks and the scoring. Governors approved the second risk report. 	
4	<p>Outcomes of recent staff, student and parent surveys – Key Headlines governors had received data previously circulated Mr Hardy drew governor's attention to key headlines for the following surveys.</p> <p>Parent In general, very positive, some parents were unsure where the curriculum is displayed. Mr Hardy confirmed the curriculum intent is accessible on the school website. The Academy had made contact with the parents concerned signposting them to the curriculum area on the school website providing them with explanations and answering any questions they had.</p> <p>Ms Tivey asked if parents had recently been reminded about the information available on the school website. Mr Hardy replied the Academy distribute messages termly ie Autumn, Spring, Summer stating the topics which are to be covered in the curriculum.</p> <p>Mr Parsons stated it is very difficult to achieve the correct balance. On occasions parents are bombarded with Weduc messages which may not be applicable to you. But on a broader point it is interesting to read when all surveys are complete. Mr Parsons asked if there is an opportunity to provide more in- depth listening forums with teachers, students and parents. This would enable governors to understand the frustration and anxiety parents are experiencing. Mr Hardy replied the aim is to enable governors to piggy-back on items in school. Eg Rev. Price with staff wellbeing sessions to be scheduled in the summer term. Governors could drop into student forums to obtain a feel for exactly what students are saying and what they would like the school to improve on.</p> <p>The Chair asked if the planned dates of meetings could be circulated to all governors. Action: Mr Hardy to schedule and circulate</p> <p>The Chair stated Mr Charnock had agreed with Ms Addison to chair the parents' forum group, providing an opportunity for governors to be represented. Ms Tivey asked if Post 16 student representatives could join the Academy Committee meetings in the future. The Chair and Mr Hardy agreed this was an excellent idea to recommence once again and it was agreed Mr Hardy to arrange. Action: Mr Hardy to arrange Post 16 student representation.</p>	<p>OH</p> <p>OH</p>

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	<p>Staff</p> <p>Mr Hardy stated the biggest outcome from the survey was staff are not quite as confident in dealing with current student behaviour as opposed to pre pandemic. Students are displaying behaviours which are more challenging knocking staff confidence, this is not only an issue locally but nationwide. Often the behaviours are linked to out of school which are brought inside impacting on lessons which is often beyond the teacher threshold. Mr Hardy continued staff training is being undertaken to ensure consistency of the behaviour policy is followed alongside the sharing of best practice.</p>	
5	<p>Update from Chair/Principal meetings</p> <p>The Chair asked for questions from the notes of the Chair/Principal meeting which had previously been circulated to governors. There were no questions.</p> <p>The Chair requested governors furnish him with any questions they would like to raise at the next 1:1 meeting Chair/Principal meeting.</p> <p>Action: All</p>	All
AC/61/2122	<p>Link governor visit updates/reports</p> <p>Copies of link governor reports had previously been circulated to governors:</p> <ul style="list-style-type: none"> ▪ Safeguarding – see agenda item AC/60/2122 ▪ Induction – Mr P Kelly ▪ Curriculum Teaching & Learning – Mr P Kelly ▪ Inset Day 21 February 2022 – Mr R Twelvetrees & Mr P Kelly <p>Mr Twelvetrees stated the Inset day was very constructive and exhibited how the VMV are driven in the academy.</p> <p>Future visits planned</p> <ul style="list-style-type: none"> ▪ Identified student voice ▪ SEND/Safeguarding visits ▪ Post 16 visits ▪ QA Teaching and Learning visits ▪ H & S visit 	
AC/62/2122	<p>Governor Action Plan</p> <p>A copy of the governor action plan had previously been circulated to governors. The Chair confirmed the calendar of visits requires further development. The Chair requested convening a governor meeting to reflect on what governors are doing well, how to move forward and how to continue building good relationships. The Chair requested volunteers contact him to move this forward.</p> <p>Action: All</p>	All
AC/63/2122	<p>Any academy specific items including policy appendix ratification, audits and any Cat C trip approval.</p> <p>The following policies were approved at Audit and Risk committee on 9 February 2022. Three were presented with summary of changes these have been loaded into files. hashtag identifies:</p> <ul style="list-style-type: none"> • Mental Health and Wellbeing principles# • Accessibility Policy# 	

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	<ul style="list-style-type: none"> • Covid 19 appendix to Safeguarding and Child Protection Policy# • Risk Policy • Risk management operational guidance • Risk Management Policy Statement <p>Academy Committee governors were advised of the changes on 23 February 2022.</p> <p>Governors approved the Walesby Trip on 12 July 2022 following Mrs Donlan-Harrison's confirmation to approve and sign off.</p>	
	<i>Overseeing the financial performance of the organisation and making sure its money is well spent</i>	
AC/64/2122	<p>February Management Accounts</p> <p>A copy of the February Management of Accounts had previously been circulated to governors.</p> <p>Mr Hardy confirmed the budget is as expected with regard to staffing expenditure. However, overbudget with spend on agency staff who are scarce at the moment.</p> <p>Mrs Donlan- Harrison asked if the cost of supply staff increased dramatically or is it a steady increase. Mr Hardy replied the cost is in line with previous years. However, when long term supply staff are engaged to cover long term absences ie maternity cover, the cost of supply staff is £230 per day. The expectation on the supply staff is to manage the class better, plan, mark and attend parent evenings. The cost of supply staff can range between £100 - £230 per day. Mr Hardy added the teaching staff budget is under budget as two members of staff are on maternity leave.</p> <p>Mr Parsons stated he was surprised how low the ICT (£38,000) and staff development (£17,000) spend states. Mr Hardy replied, a significant amount of staff development funding comes from the Trust. However, Tuxford Academy spend more on continued professional development compared to other schools within the Trust. In terms of ICT £60,000 capital fund is spent on IT essentially purchasing ICT equipment.</p>	
AC/65/2122	<p>Forecast 1</p> <p>Mr Hardy confirmed forecast one is due after Christmas. With the whole year spend broken down into two forecasts and one actual.</p>	
AC/66/2122	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions and challenge ▪ Supportively challenged leaders through link governor visits ▪ Ofsted Planning group ▪ Data challenge 	
AC/67/2122	<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/Trust MVV</p>	

Item No	Item	Action/ by who/ when
AC/68/2122	Complete report to Trustees (if applicable) <ul style="list-style-type: none"> ▪ Concerns about the changes to behaviour data recording from PARS last year which requires either a speedy resolution or a commercial alternative to support staff in their recording of rewards and sanctions in an efficient manner. ▪ The Academy Committee intend to reinstate student representation at ACMs, which proved a positive feature pre the pandemic. 	Chair
AC/69/2122	Date and time of next meeting: 6 June 2022 at 5:00 pm The meeting finished at 19:09	