

**Minutes of the Tuxford Academy Committee meeting
held on Monday 21 November 2022
at 5pm**

Venue: Training Room – Tuxford Academy

Governor name	Initials	Governor category	A = absence
Mr R Lancaster (Chair of Governors)	RL	Appointed	
Mr P Kelly (Vice Chair of Governors)	PK	Appointed	
Mr R Twelvetrees	RT	Appointed	
Rev. Greg Price	RGP	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Parent	
Mr C Parsons	CP	Parent	
Mrs L Lee	LL	Appointed	
Miss M Tivey	MT	Staff	
Mrs D Hollingsworth	DH	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	Governance Professional
Ms D Addison	DA	Vice Principal
Miss I Davies Mr R Whitworth		Year 13 Student Representatives

Item No	Item	Action/ by who/ when
AC/22/2223	<p>Welcome</p> <p>The Chair welcomed all to the meeting and in particular Ivana Davies and Roman Whitworth, Year 13 Student Representatives. All delegates around the table introduced themselves.</p> <p>The Chair also welcomed Ms Addison, Vice Principal who would be delivering a presentation on Curriculum implementation and impact with a focus on adaptations and link visits to English and Science</p>	
AC/23/2223	<p>Apologies for absence</p> <p>There were no apologies for absence, However, Mr Charnock joined the meeting at 17:14 due to work commitments.</p>	
AC/24/2223	<p>Declaration of interest (summary to be inc. in AC report)</p> <p>Declarations of Interest for 2022.23 had been completed by governors, it was confirmed there were no changes. Declarations of Interest are published on the Academy website.</p>	
AC/25/2223	<p>Presentation:</p> <ul style="list-style-type: none"> Curriculum implementation and impact with a focus on adaptations and link visits to English and Science – 25 mins <p>Ms Addison highlighted key points from the presentation.</p>	

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	<p>Curriculum Aims The Academy curriculum aims for all students to be:</p> <ul style="list-style-type: none"> • Self-confident individuals • Independent learners • Enriched young people <p>A particular strength of the curriculum is the Intent with a broad and balanced high-quality offer.</p> <p>Ms Tivey asked do the parents access the curriculum intent via the website? Ms Addison confirmed via the website, in addition to Weduc.</p> <p>Mr Kelly asked in terms of slide 5 'world sequenced journey' how well are subjects crossed. Ms Addison confirmed subjects are cross curriculum and will be the next stage of learning. Cross curricular links via stem subjects, same strategies are being used. In addition, subject lead meetings take place providing an opportunity to collaborate and work on curriculum dialogue.</p> <p>Rev Price asked how does the curriculum link with skills knowledge. Are we training students for jobs in the future. Ms Addison replied the academy provide an extensive social science offer ie, health and social care, psychology.</p> <p>Mr Charnock stated there is a trending skills shortage in health and social care alongside peripheral skills around the subjects. Ie machine learning artificial and ethical intelligence. Mr Charnock offered to obtain data regarding the subject and to share with governors.</p> <p>Action: Agenda item 23 January 2023</p> <p>Mr Kelly to look at the area following his Post 16 link visit and report back to governors.</p> <p>Action: Agenda item 23 January 2023</p> <p>Ms Addison continued an area of development is around implementation, with a need to further impact on student learning in the classroom.</p> <p>Ms Addison stated the curriculum is created collaboratively.</p> <p>Mrs Hollingsworth asked if students had input into the creation of the curriculum. Ms Addison confirmed student input came via tutors and student voice.</p> <p>The Chair asked Ivana and Roman if this was applicable to themselves. Roman replied personally he prefers the style of learning as it builds character. Providing students with a good attitude to learning. Ivana stated the smaller class sizes are beneficial and students have an input into homework.</p> <p>Mr Charnock asked in terms of the key stage 3 and 4 students is classroom discipline instilled from the onset.</p>	<p>RC</p> <p>PK</p>

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	<p>Ms Addison confirmed between September and October half term the academy focus on positives as opposed to negatives within the school. The climate for learning in the classroom is very strong. By making it explicit students comply as a routine, ie stand behind chairs at the end of the lesson before waiting to be dismissed, ensure uniform is correct as leaving classroom.</p> <p>Ms Tivey echoed the statement from her own classroom practice. Expectations are instilled into students within their first six weeks to aid safety for all.</p> <p>The Chair confirmed there will be an opportunity to explore behaviour and attendance further in the next meeting as it is an agenda item.</p> <p>Mr Parsons asked how the academy measure attainment and success Ms Addison replied through learning walks, expectations, impact, student behaviour. Within the classrooms are charts displaying percentages of rewards and sanctions. In addition, the student and staff voice are showcasing positive trends in comparison to last year.</p> <p>Rev Price asked if the academy have strategies in place for reading with the primaries. Mr Hardy replied the academy is working at re-establishing relationships. Currently looking at core events to invite primaries into school to build on working together. Mr Hardy stated it also provides leadership opportunities for Tuxford Academy students.</p> <p>Ms Addison stated Post 16 homework is not set on Weduc, promoting independence and a good example of ensuring the curriculum is working towards being more refined.</p> <p>Mr Parsons stated it will be good to reflect upon when looking at behaviours in the meeting on 23 January 2023.</p> <p>Ms Tivey stated Weduc is very good for setting homework, parents are very proactive in supporting students. Ms Tivey asked how we engage students to be more proactive than passive in the future. Ms Addison replied to the setting of homework on Weduc was a response to parents following Covid when work was set on TEAMS.</p> <p>Mr Hardy stated all students have a log into Weduc to manage their homework.</p>	
AC/26/2223	<p>Local response following central training:</p> <ul style="list-style-type: none"> ▪ 4 October 2022 – SEND Link governor training update (DH/RT) Mrs Hollingsworth stated the training reinforced Tuxford operate good practice. ▪ 12 October 2022 – Safeguarding Link governor training update (RL/RT) The Chair stated the training reinforced Tuxford operate good practice. 	

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	<ul style="list-style-type: none"> 13 October 2022 – Behaviour & Attendance including Inclusion (inc Alternative Provision) update Chair confirmed Behaviour and Attendance will be an agenda item on 23 January 2023. 1 November 2022 – Trustee & Governor Training Quality Assurance – statutory measures. (RT) (RL) Chair confirmed benchmarking around Progress 8, was discussed. It was encouraging Tuxford Academy are sharing best practice from the immersion group. 	GP
AC/27/2223	<p>Link Governor visits and reports</p> <p>Link governor visit reports had previously been circulated to all governors.</p> <ul style="list-style-type: none"> <u>Year 6 Open evening – 29 September 2022</u> Mrs Lee stated the visit was very positive, nice to experience for the first time. Mrs Lee stated moving forward presentations could be improved by including SEND. <u>Safeguarding</u> Chair, Mr Twelvetreets, Mrs Hollingsworth and Mrs Lee stated the visit was very positive. Providing an opportunity to speak with four students ranging from year 7 – 11. The Chair stated the student's attitude was excellent and they confirmed they are listened to in school and feel safe. Governors also spoke to four teachers, who confirmed they felt safe within the school environment. <p>Mrs Hollingsworth stated the succession planning around safeguarding responsibility in the academy has been seamless, with strong evidence it has been a success.</p> <ul style="list-style-type: none"> <u>Outcomes of the Trustee visit – 3 November 2022</u> A selection of Trustees visited the Academy on 3 November 2022. Providing an opportunity for Mr Kelly (vice chair) to meet with them. Mr Vernon confirmed the feedback from Trustees was very admirable. Good to meet Trustees to share and celebrate some of our success and some of our frustrations. Very positive atmosphere to be able to showcase the school in operation. <u>Review of post 16 examinations</u> Mr Kelly visited the school one of two planned visits. Looking at performance expectations. Mr Kelly stated they were better than expected all within context following Covid. In comparison to 2019 improvement in AB% very little difference between boys and girls. Mr Kelly confirmed he observed strong departments, stating the process of how the school operates to produce target grades was good and instructive. 	

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	<ul style="list-style-type: none"> ▪ <u>Send – 17 November 2022 – RL</u> Chair confirmed he was very impressed with the succession planning for SENDco which had recently taken place. SEND review had taken place by Sally Truseller lead for SEND over the Trust. Benchmark in place. 'Adaptation by stealth' with SEND students being supported to achieve expected progress. Chair stated he was extremely positive about the visit. And very confident of where Special needs sits within the Academy. ▪ <u>31 October 2022 – Inset PK</u> Mr Kelly joined the Academy INSET - Establishing high expectations and was extremely impressed with the content. ▪ <u>7 November 2022 – CP visit</u> Mr Parsons confirmed he had received a warm welcome upon a recent visit with colleagues working collaboratively. <p><u>Planned visits are review of</u></p> <ul style="list-style-type: none"> ▪ Year 11 examinations ▪ Business Studies ▪ Staff Wellbeing ▪ Curriculum 	
AC/28/2223	<p>Minutes of the last meeting 26 September 2022</p> <p>The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record. The minutes to be signed and scanned by the Chair as a true record.</p>	Chair
AC/29/2223	<p>Matters arising:</p> <p>AC/04/2223 – Principal's report</p> <p>2022/23 Trip calendar and review any Cat C trips</p> <p>Action:</p> <ul style="list-style-type: none"> ▪ Evaluation box to be incorporated SH to send out evaluation request follow up as a reminder Item now complete ▪ Data requested regarding pupils unable to attend trips re rational quality access and inclusion. Item deferred to January 2023 Action: Agenda item 23 January 2023 ▪ Sanitizer stock update Mr Hardy confirmed there was no government funding for sanitizer. The school community to continue to use the washing facilities in the toilets. Item now complete. 	OH

14

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	<p>Compliance: to inc. Single Central Record (SCR). Safer recruitment, policy Keeping Children Safe in Education (KCSIE)</p> <p>The template had previously been circulated to governors. Rev Price stated it would be helpful to have more content ie when, what, how. instead of single word answers Mr Charnock asked if 'version' could be included in the footer of the document for easy reference. Action: Principal to take back to author of the document and feedback on 23 January 2023.</p>	OH
c	<p>Culture: to inc child on child, sexual harassment and violence, mental health bullying and racism, online safety Mr Parsons asked how the Academy were addressing 'child on child' under social media i.e. on line bullying. Mr Hardy replied, the biggest challenge from my concern data indicates mental health. The school have a counsellor, mental health team and outside agencies who are supporting with these issues.</p> <p>The Chair asked the students present how they and colleagues felt regarding the level of support offered to them for health and wellbeing? Ivana confirmed there was a lot of pressure, however, students were supported by very thoughtful teachers.</p> <p>Roman confirmed students would quite like a quiet area, as there is a significant noise level in the library. In addition, further support is required in the use of 'my concern' and online bullying. Mr Hardy replied the school have a well being team who triage all cases.</p> <p>Ms Tivey stated pastoral tutors deliver child on child education within tutor time in addition to other wellbeing subjects.</p> <p>Rev Price will visit the school in a pastoral role to carry out a follow up visit from a previous support wellbeing meeting. Action: Rev Price to feedback to Principal and Chair of Governors</p>	RP
d	<p>Risk register The Principal presented upon the risk register in terms of the grading structure of the 5 identified risks.</p> <ul style="list-style-type: none"> • Structure/ Succession planning – Staff leadership & expertise being lost by Sept 2022 and the consequences for school leadership and staffing structures • Quality of Academic Education Outcomes for pupils • Finance/P16 numbers Funding 	

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	<ul style="list-style-type: none"> Quality of academy Ethos Reputational Impact Teacher shortage Recruitment and Retention <p>Mr Parsons stated for the size of the organisation he would have expected more risks. Mr Hardy responded within each risk there are issues which the academy deal with which affect the risk rating in particular areas. Moving forward will look at risk register in more detail at Executive leader meeting.</p> <p>Mr Charnock suggested carrying out a deep dive into each risk. The Chair confirmed the item would be addressed in the Post 16 planning/visit meeting.</p>	
e	<p>Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 (on website)</p> <p>Mr Hardy confirmed the strategy to be submitted in December, currently in process of reviewing and changing.</p> <p>Chair suggested governors would benefit from a governor visit to gain a better understanding.</p> <p>Action – to be scheduled in January 2023</p>	RL/DH
AC/33/2223	<p>Any academic specifics items including policy appendix ratification breaches/SARs/FOIA/Police requests) complaints, claims (no's/overview) audits & any CAT C trip review</p> <p>The Standards and Outcomes Committee approved the following policies:</p> <ul style="list-style-type: none"> Induction Policy for Early Careers Teachers* Safeguarding Policy (approved for recommendation for board ratification) Attendance Policy SEND Policy (approved for recommendation for board ratification) <p>The Finance and Resource's Committee approved the following policies</p> <ul style="list-style-type: none"> Managing People Policy* Staff Grievances Policy* Safer Recruitment Policy* Disciplinary Policy * Pay and Reward Policy* Whistleblowing policy updated <p>* Denotes summary of changes</p> <p>Governors were previously notified of the approved policies on 27 September 2022</p> <p>The Diverse Academies Trust Board approved the following policies after recommendations from Standards and Outcomes.</p> <ul style="list-style-type: none"> Safeguarding Policy SEND Policy <p>Governors were previously notified of the approved policies on 1 November 2022.</p>	
AC/34/2223	<p>Outcomes of the Parent Support Group meeting held on 11 October 2022</p> <p>Mr Charnock stated in general the PSG meeting was incredibly positive, progress has been made regarding communication from the first meeting.</p>	

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	<p>PSG acknowledged what strategies have been put in place to overcome double entry eg. putting things on Weduc.</p> <p>Mr Charnock stated the PSG raised a concern regarding accessibility to school uniform.</p> <p>Action: Mr Hardy to make further enquiries in readiness for the next PSG meeting scheduled for 8 February 2023 17:30 – 19:00 hrs</p> <p>Mr Charnock confirmed the group meet once per term with a specific topic for each meeting.</p>	
AC/35/2223	<p>Diverse Academies response to students affected by increased cost of living</p> <ul style="list-style-type: none"> Food Hub Rev Price has emergency supply at vicarage re vouchers Ms Addison stated staff are also being affected by the increased cost of living. <p>Action to create a plan, to be discussed at next Executive Leader meeting and brought back to meeting 23 January 2023.</p> <p>Action: Agenda item 23 January 2023</p>	GP
AC/36/2223	<p>Receive any audits/reviews</p> <p>Governors had previously received a copy of the report.</p> <p>SEND</p>	
AC/37/2223	<p>How has the AC held senior leaders to account?</p> <p>How have governors held the school leaders to account?</p> <ul style="list-style-type: none"> Questions on presentations Questions on reports Trip evaluation and cost of living impact Governor link visits 	
AC/38/2223	<p>How have VMV of Trust/Equality been upheld</p> <ul style="list-style-type: none"> Modelling though conversation, challenge around equality, diversity, cost of living Visits proforma requests evidence. 	
AC/39/2223	<p>Report to Trustees</p> <p>Governors noted progress in the development of the curriculum from intent to implementation through collaborative learning.</p> <p>The breadth of the curriculum is vital in delivering the curriculum aims and is supported by governors.</p> <p>Support for effective communication of the curriculum to address feedback from parents/carers was noted.</p> <p>The capacity of the academy to have virtually all lessons taught by subject specialists is a strength.</p> <p>Governors are interested in contributing to the future design of the post 16 offer considering future work force requirements and the phasing out of BTEC.</p>	

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	<p>Learning by sharing good practice across and beyond the academy is contributing to improvements in teaching and learning</p> <p>Governor visits have confirmed the positive leadership of Safeguarding and SEND following the departure of a highly experienced colleague who remains in an advisory capacity.</p> <p>Visits have confirmed the positive climate and culture for learning as a strength.</p> <p>Governors and senior leaders valued the recent Trustee visit</p> <p>The two post 16 students who are now going be regular attendees and felt able to comment on how they are being supported and suggest improvements for leaders consider.</p>	
AC/40/2223	<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>Governors were satisfied any decision had been made observing the Nolan Principles</p>	
AC/41/2223	<p>Rev. G Price</p> <p>The Chair thanked Rev Price for his dedicated service and un-reserved support to the community of Tuxford Academy. Rev Price joined the governing body in 2015 and became Chair of the committee during a period of great uncertainty and change.</p> <p>Rev Price thanked all the governors for their best wishes and confirmed he will still be supporting the Academy in a pastoral role.</p>	
AC/42/2223	<p>Date of next meeting: Monday, 23 January 2023 at 5:00 pm</p> <p>The meeting closed at 19:15</p>	