

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 23 January 2023
 at 5pm
 Via TEAMS**

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	
Mrs C Donlan-Harrison	CDH	Appointed	A
Mr R Charnock	RC	Parent	
Mr C Parsons	CP	Appointed	
Mrs L Lee	LL	Appointed	
Miss M Tivey	MT	Staff	
Mrs D Hollingsworth	DH	Appointed	
1 x parent governor vacancy			

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
Mr C Longmore	CL	Assistant Principal
Ms S Aisthorpe	SA	Assistant Principal
Ms A Leatham-Pugh	ALP	Vice Principal
Miss I Davies		Year 13 Student Representatives
Mr R Whitworth		
Quorum required	number 5	Governors present 8

Item No	Item	Action/ by who/ when
AC/43/2223	Welcome The Chair opened and welcomed all to the meeting. Mr C Longmore, Assistant Principal for Behaviour and Ms A Leatham-Pugh Vice Principal were present to deliver presentations on Behaviour and Attendance.	
AC/44/2223	Apologies for absence Apologies were received and accepted from Ms S Aisthorpe due to illness and Mrs C Donlan-Harrison due to technical and connection issues.	
AC/45/2223	Declaration of interest (summary to be inc. in AC report) 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.	
AC/46/2223	Presentation Behaviour and attendance/PD update incl P/EX,FPEs, persistent absence and alternative provision in place (number of days/pupils) -	

gmsw 13/3/23

Item No	Item	Action/ by who/ when
	<p>Prior to the presentation taking place, Ivana Davies was invited to share elements of her experience at Tuxford Academy.</p> <p>Ivana stated she had applied to attend a high school in the area but chose Tuxford Academy as she felt it had a positive climate and provided a safe environment for learning to take place.</p> <p>Ivana continued members of staff make you feel it is ok to make a mistake as individuals we learn and grow from them. Subject leaders listen to student feedback and if able try to implement change. In addition, student response is very admirable at the Academy.</p> <p>The Chair thanked Ivana for her comments and wished her continued success at the Academy.</p> <p>Mr Longmore took governors through a presentation on Behaviour highlighting the key points.</p> <p>Behaviour</p> <ul style="list-style-type: none"> ▪ 'Star of the lesson' has recently been implemented with positivity being celebrated daily, acknowledging good class work, attitude, participation. Ensuring consistency during lesson time with the issue of 'value vouchers'. ▪ Ms Leatham-Pugh stated suspensions and exclusions have increased at the Academy in line with a national increase because of the pandemic. The DfE predicted a possible increase of 25%, during the Autumn term the Academy experienced an increase of 15% on suspensions. The Data suggests in Autumn term 21/22 there were 30 suspensions opposed to 65 in Autumn term 22/23. Ms Leatham-Pugh confirmed there has been an increase in suspensions, however the period of the suspension has lessened. ▪ Ms Leatham-Pugh confirmed a criterion is used for suspensions and exclusions to maintain consistency. With decisions being made by a team based on evidence never by one individual. All suspensions are recorded on 'my concern' to enable tracking. ▪ Ms Leatham-Pugh confirmed upon a students return from a suspension the student is placed on report to enable monitoring of behaviour attitude etc with support being put in place on an individual basis. ▪ Suspensions for Year 9 females often peak in association with social media aspects which may have bubbled outside of school then brought into school. The Academy are educating students in this area including the appropriate use of social media. ▪ In terms of a comparison within the DA Trust the percentage of suspension at Tuxford Academy in 21/22 was at the lowest and to date 22/23 second lowest. ▪ There is a significant demand since the pandemic for alternative provision, which is quality assured every 30 days. ▪ Ms Leatham – Pugh confirmed Mrs Nicoll is scheduled to carry out a deep dive into Exclusions at the Academy extending an invitation for governors to attend. It was decided Mr Charnock would accompany Mrs Nicoll on the deep dive and report back to a future ACM. 	

Gina

13/3/23

Item No	Item	Action/ by who/ when
	<p>Ms Leatham-Pugh took governors through a presentation on Attendance highlighting key points.</p> <p>Attendance</p> <ul style="list-style-type: none"> Attendance has taken a significant dip nationally. Tuxford Academy is having a significant drive on Attendance. An attendance officer has recently been appointed. However, attendance in the Academy is everyone's responsibility. Staff have received CPD to support strategies in student behaviour and attendance. The Academy's short term and long-term vision was shared with governors. <p>Mr Charnock asked, the staff survey recently carried out indicates there were 64 responses. How many surveys were distributed? Ms Leatham-Pugh replied the survey was circulated to all staff with the same being returned.</p> <p>Mr Charnock observed the rise in Fixed Term Exclusions to 65 in the autumn term 2022/23 opposed to 30 in 2021/22. The number of days lost has not risen to the same amount ie 78.5 in 2021, 101 in 2022. Suggesting more students were excluded but for a shorter period of time. Ms Leatham-Pugh replied and confirmed the academy aspire to consistency with a zero-tolerance policy.</p> <p>Mr Charnock stated the parent steering group would be very interested in looking at the presentations delivered on Behaviour and Attendance. The messages will really resonate with parents as they have a responsibility to support their students. The next PSG is scheduled for 7 February 2023 5:30 pm - 7:00 pm.</p> <p>Action: Ms Leatham-Pugh to liaise with Mr Charnock regarding presentations.</p> <p>Mr Parsons thanked the academy for the excellent work taking place in this area which is very challenging. In addition, Mr Parsons recognised the improvements made in the positives and issuing of rewards.</p> <p>A lengthy discussion took place regarding concerns in challenging behaviour and the strategies used in tackling such.</p> <p>Ms Leatham-Pugh stated the support provided for a student following a suspension is paramount in encouraging them to make the right choices.</p> <p>Mr Longmore confirmed a letter, taken from DfE guidelines is scheduled to be circulated to parents/carers with advice on being vigil and taking more responsibility regarding social media and incidents which occur outside of school hours.</p>	<p>RC</p> <p>RC/ALP</p>

Y. Leatham 13/3/23

Item No	Item	Action/ by who/ when
	<p>Miss Tivey stated some staff members have asked for CPD on how to manage challenging behaviour to enable staff to be more empowered. Ms Leatham-Pugh replied to the request for staff training has been acknowledged. Student assemblies are scheduled over the coming weeks to reconfirm to students' expectations, habits, and routines. Outlining consistency from all staff in taking the right actions as a team will work towards changing behaviour.</p> <p>The Chair thanked Mr Longmore and Ms Leatham-Pugh for their work, energy and commitment in the area. Mr Longmore left the meeting at 18:14</p>	
AC/47/2223	<p>Local response following central training:</p> <ul style="list-style-type: none"> 10 November 2022 – Data Protection Link/Governor/Trustee Mr Twelvetrees and Mrs Hollingsworth attended the training. 30 November 2022 – Trustee & Chair/Vice Chair of Governor Conference Mrs Hollingsworth attended the conference stating she was very impressed with many of the suggestions. ie. Governors joining other Local Academy committees to share best practice. 5 January 2023 – SEND The Chair confirmed he had observed the recording of the training. Stating it was an excellent session and urged fellow colleagues to watch. The foci was on student voice with a clear graduated response to SEND. Mrs Hollingsworth to join a group to produce a handbook on SEND for prospective parent/carers. 	
AC/48/2223	<p>Link Governor visits and reports Link governor visit reports had previously been circulated to all governors.</p> <ul style="list-style-type: none"> Post 16 visit 05.12.22 - PK. Mr Kelly and Mr Charnock had carried out the visit very interesting and informative. KS4 visit 15.12.22 – PK. KS3 Parents/Carers Coffee morning – LL Mrs Lee stated the coffee morning was excellent and commented on how good it was to see the volume of people present. Post 16 Open evening- RT. Mr Twelvetrees stated the time spent on all round students is exemplary with the Post 16 offer being excellent. Roman Whitworth mirrored Mr Twelvetrees comments echoing the foci on independence. Christmas Concert -RL KS3 Production of Robin Hood – RL/LL Mr Lancaster confirmed both productions were excellent and acknowledged the incredible hard work of staff and the immense talent of 	

Given 13/3/23

Item No	Item	Action/ by who/ when
	<p>the students. Mr Lancaster outlined the importance of the Arts departments in developing all rounded students at the Academy.</p> <ul style="list-style-type: none"> ▪ Staff Well Being -GP <ul style="list-style-type: none"> ○ Student behaviour key element ○ Staff were very positive with steps to ensure consistency. ○ Calm cultural feel around the school ○ It was noted external issues from home coming into school were putting pressures on staff to teach their lessons as they wish to. ○ Very positive events after school ○ The principal confirmed there is an approach from the staff of 'we said' 'you did' which will be driven by the staff not senior leaders. ▪ Pupil Premium – 15.01.23 RL/ DH ▪ SEND parent/carers visit 17.11.22 – DH & LL <p>Mrs Hollingsworth confirmed the session was well attended. Very informative confirming parents were very appreciative.</p> <p>Planned link governor visits:</p> <ul style="list-style-type: none"> ▪ HELM - RT ▪ FOCUS – DH ▪ Enhanced Provision at Retford-DH ▪ Equality & Diversity -LL ▪ Safeguarding – DH/RT/RL ▪ Departmental reviews – PK ▪ Behaviour & Attendance – RL+ RW ▪ Curriculum – PK 	
AC/49/2223	<p>Minutes of the last meeting 21 November 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>	
AC/50/2223	<p>Matters arising:</p> <p>AC/25/2223 - Trending skills shortage in health and social care/peripheral skills around the subjects. Mr Charnock to share data. Deferred to the meeting on 13 March 2023</p> <p>AC/29/2223 – Trip data access/inclusion -OH</p> <ul style="list-style-type: none"> ▪ Year 10 data taken. ▪ 76 % attended a trip either residential or Alton Tower trip. ▪ 48% of Pupil Premium accessed this. ▪ Conclusion the Academy needs to raise aspirations for PP to encourage students to further engage. ▪ Financial support is available, a percentage of the trip can be supported predominantly for the travel expense. ▪ Moving forward the team to start looking at a benchmark and track students to ascertain what the barriers are. <p>Item now complete.</p> <p>AC/31/2223 - NCC Self Safeguarding in Education Audit confirmation of submission date to NCC.</p>	RC

gms 13/2/23

Item No	Item	Action/ by who/ when
	<p>Principal confirmed document submitted to Cheryl Stollery, NCC 20 December 2022. Item now complete.</p> <p>AC/31/2223 -Tuxford termly Safeguarding Report – ALP Previously circulated to governors Item now complete.</p> <p>AC/32/2223 – Safeguarding template – v to be inserted. – OH Version to be inserted in document. Item now complete.</p> <p>AC/32/2223 – Staff Health & Wellbeing update GP to feed back to P & Chair Covered in agenda item AC/48/2223 governor link visits. Item now complete.</p> <p>AC/32/2223 Pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 (on website) – OH To be deferred until 13 March 2023</p> <p>AC/35/2223 Diverse Academies response to increased cost of living To be deferred until 13 March 2023.</p>	<p>Chair</p> <p>OH</p>
AC/51/2223	<p>Administration:</p> <ul style="list-style-type: none"> Parent Governor vacancy update <p>The Governance Professional confirmed the vacancy had been advertised with the closing date for applications 9:00 am Monday, 23 January 2023. Three applications received; therefore, a ballot will take place, with effect from 1 February until 4:00 pm on February 2023. Successful candidate to be informed on 22 February 2023</p> <p>Action: successful candidate to be invited to ACM 13 March 2023</p>	GP
AC/52/2223	Principals report to include:	
a	<p>ERM/ARM report if available</p> <p>The Chair confirmed a meeting between the Chair, Vice Chair, Principal and Executive Principal is held monthly to look at priorities and challenge to support leadership. This includes the ERM if available. Headlines are then shared with the governing body previously circulated.</p> <p>The ERM headlines had previously been circulated to governors.</p> <p>There were no questions.</p>	
b	<p>Safeguarding</p> <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.</p> <p>The principal reported the wellbeing and mental health of students remain high. Which in turn is having an impact upon staff. Both are being monitored through 'my concern' and staff health and wellbeing visits.</p> <p>Mr Twelvetreets stated he had carried out a check of the SCR and all elements were compliant.</p>	

gum-kw 13/3/23

Item No	Item	Action/ by who/ when
c	<p>Culture: to inc child on child, sexual harassment and violence, mental health bullying and racism, online safety</p> <p>The principal reported.</p> <p>Following a recent survey regarding online safety:</p> <ul style="list-style-type: none"> 93% students feel safe online and know where to report any issues. 92% students are confident in reporting issues. Which is a testament to staff students are confident in reporting issues direct with staff. The Academy continue to embed 'my concern'. All staff training on safeguarding is complete and contextualised. 	
d	<p>Summary of staff, student, parents/carers surveys undertaken in autumn term 2022</p> <p>Governors had received data from the staff and parent, student survey circulated prior to the meeting. Both were very positive.</p> <p>Mr Charnock asked if the parent Facebook page could have an indicator to the school website for information.</p> <p>Action: Mr Parsons to arrange with administrator</p>	CP
e	<p>Health & Safety, staff & pupil wellbeing, Data Protection, (breaches/SARs/FOIA/Police requests), claims</p> <ul style="list-style-type: none"> GDPR breaches 0 Sars 1 FOIA – 1 	
f	<p>Confirm determined admission arrangements & approval of local appendix.</p> <p>(Approved 26.09.22 at ACM published on school website)</p> <p>https://www.tuxford-ac.org.uk/wp-content/uploads/sites/4/2023/01/Admissions-policy-2024-25-academy-appendix_TA.pdf</p>	
h	<p>In year admissions – all year groups</p> <ul style="list-style-type: none"> The principal confirmed a summary had been circulated to governors in advance of the meeting. There has been a huge increase in student movement to different schools predominantly due to parents/carers moving around the country for job opportunities etc. Tuxford Academy is sought after due to its rating. The principal confirmed a significant number of applications for year 7 entry had been received 588 in total. A discussion took place regarding the 'bulges in year groups' with the Local Authority having the wider placed figures. The risks surrounding entrance were discussed, if the LA were to increase the PAN, they will fund placements for 5 years. <p>Mr Hardy and Ms Leatham-Pugh left the meeting at 19:05 as the school was due to close.</p>	
AC/53/2223	<p>Any academic specifics items including policy appendix ratification audits and Cat C trip review.</p> <p>Governors were previously notified on 13 December 2022 the following policies had been approved by Trustees on 23 November 2022.</p> <p>The Standards and Outcomes Committee approved the following Policies:</p> <ul style="list-style-type: none"> Anti-bullying 	

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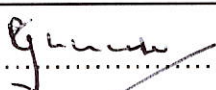
13/3/23

Item No	Item	Action/ by who/ when
	<ul style="list-style-type: none"> • Behaviour • Suspension and Exclusion • Online Safety Policy <p>Summary of changes were identified.</p> <p>The Finance and Resources committee approved:</p> <ul style="list-style-type: none"> • Level of Authority policy <p>No summary of changes was provided</p>	
AC/54/2223	<p>Trip approval</p> <ul style="list-style-type: none"> ▪ London Year 9 - 18th to 20th July 2023 ▪ Isle of Wight Year 8 -9th to 12th July 2023 <p>Governors asked what the educational value was for the Isle of wight trip? Mr Vernon replied it creates experiences and fosters good relationships between staff and students which are invaluable. Some students will never have been on a residential trip before which promotes social skills and independence. Mr Vernon continued it is fundamental to creating ethos and character building.</p> <p>Ms Tivey stated it is important to develop staff and student relationships.</p> <p>Roman Whitworth stated in his experience the year 9 London trip, developed independence in a safe way.</p> <p>Ivana Davies stated she had recently undertaken field work for geography. Confirming it was an excellent experience and strengthened relationships between students and staff. Fostering further connections and a wish for students to further excel.</p> <p>Mr Charnock made an observation; in terms of post 16 visits, they are more able to self-learn when required. Mr Charnock asked is it a true observation many Post 16 students are asked to accompany trips. Mr Vernon responded the trips are based in the summer term when year 13 and year 11 have left. The Academy tries to encourage as many relevant Years group tutors as possible ,to accompany the trips to build and foster good relationships.</p> <ul style="list-style-type: none"> ▪ Governors were satisfied with the information provided at the meeting and the documents previously circulated. Governors were happy to approve both trips. 	
AC/55/2223	<p>Approval Local appendix Safeguarding/Child Protection</p> <p>Retrospectively – 2 December 2022</p> <p>https://www.tuxford-ac.org.uk/wp-content/uploads/sites/4/2021/03/Safeguarding-and-child-protection-academy-appendix.pdf</p> <p>Additional local appendices – governor previously sent link 2 December 2022</p>	

R. J. M. 13/3/23

Item No	Item	Action/ by who/ when
	https://www.tuxford-ac.org.uk/our-academy/school-policies/ SEND report to parents/carers – September 22 – RL confirmation website compliance https://www.tuxford-ac.org.uk/wp-content/uploads/sites/4/2022/11/SEND-Report-2022-2023.pdf Governors were happy to approve the local appendices as identified above.	
AC/56/2223	School Inspection Data Summary report – IDSR Mr Vernon confirmed the IDSR is a dashboard produced by the DfE annually. Covering benchmarking, financial data and retention data. Due to turbulence the data does not provide like for like and advises of very little.	
AC/57/2223	Review of governor action plan from self-evaluation Item to be deferred to 13 March 2023 Action: Agenda item	GP
AC/58/2223	How have governors held the school leaders to account? <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Questions on reports ▪ Trip evaluation and educational value ▪ Governor link visits ▪ Executive governors' group ▪ Triangulation, leaders, staff, and students ▪ Scrutiny of documents 	
AC/59/2223	How have VMV of Trust/Equality been upheld <ul style="list-style-type: none"> • In the meeting • Presentation on behaviour, challenged and supported as academy seeks to improve behaviour 	
AC/60/2223	Report to Trustees <ul style="list-style-type: none"> ▪ The Academy is driving improvements in Behaviour, Culture and Ethos through highly committed leaders. Evidence from the recent staff survey reflects a determination of staff to continue to build positive relationships with students and maintain high expectations. ▪ The overall ratio of rewards to sanctions of 13:1 is above target and a strength. ▪ Leaders are open, transparent and have clear plans in place to further improve behaviour and attendance in partnership with students, staff, parents/ carers and outside agencies. ▪ Staff are provided with ongoing training to support their roles and expectations in creating a positive climate for learning. ▪ Student, staff and parent/ carers surveys are broadly positive about the climate for learning at Tuxford. 	

Y. L. 13/3/23

Item No	Item	Action/ by who/ when
	<ul style="list-style-type: none"> Governors will participate in a review of the use of suspensions. At the same time governors will use the parent support group as part of an overall strategy to further improve behaviour and attendance. Governors recognise the value of a huge number of after school activities, performances and residential trips at the end of the academic year. We salute the staff who give up their time to make these happen. Governors note the priorities identified through the AIR. Governors are impressed with those areas visited since the last ACM and will continue to undertake a range of visits to ensure statutory and priority areas are being provided with quality. This is our most effective means of providing supportive challenge to Academy Leaders. 	
AC/61/2223	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. Governors were satisfied any decision had been made observing the Nolan Principles	
AC/62/2223	. Dates of Trust Training and governor attendance - 5:30 – 6:30 pm <ul style="list-style-type: none"> Stakeholder Engagement – 2 February 2023 Safeguarding link governor – 20 February 2023 Diversity & Quality for all – 2 March 2023 SEND – 7 March 2023 Ms Tivey also invited governors to attend the Oxbridge evening 15 March 2023 6:15 – 7:15 pm.	
AC/63/2223	Date of next meeting: Monday, 13 March 2023 at 5:00 pm The meeting closed at 19:30 Signed:  Chair of Governors Print Name: <u>ROBERT LANCASTER</u> Date: <u>13/3/23</u>	