

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 13 March 2023
 at 5pm
 at the 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	A
Mr R Twelvetrees	RT	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Parent	
Mr C Parsons	CP	Appointed	
Mrs L Lee	LL	Appointed	A
Miss M Tivey	MT	Staff	
Mrs D Hollingsworth	DH	Appointed	
Ms M Griffiths	MG	Parent	

In attendance: [staff or other invited persons]

Staff name	Initials	Role	
Mr D Vernon	DV	Executive Principal	
Mr J Hardy	OH	Principal	
Mrs A Elway	AKE	Head of Governance	
Mrs S Baines	SB	Governance Professional	A
Ms D Addison	DA	Vice Principal	
Mr K Griffiths	KG	Vice Principal	part meeting
Miss I Davies		Year 13 Student	
Mr R Whitworth		Representatives	
<i>Quorum required</i>	<i>number</i>	5	<i>Governors present</i> 8

Item No	Item	Action/ by who/ when
AC/64/2223	<p>Welcome</p> <p>The Chair welcomed all to the meeting. Ms Martina Griffiths, the newly elected parent governor was introduced.</p> <p>Mr Griffiths and Ms Addison were present to deliver a presentation on Community Engagement</p>	
AC/65/2223	<p>Apologies for absence</p> <p>Apologies were received and accepted from Mrs Lee and Mrs Baines due to illness and Mr Kelly due to personal commitments.</p>	
AC/66/2223	<p>Declaration of interest</p> <p>Declarations of Interest for 2022/23 had been completed by governors. It was confirmed there were no changes and there were no declarations of interest for items on the agenda. Declarations of interest are published on the Academy website.</p>	
AC/67/2223	Presentation	



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	<p>Community Engagement (presentation Governors community.pptx)</p> <p>Mr Griffiths presented the engagement activity that the academy has with its students, staff, parents and community.</p> <p>Governors discussed other ways that engagement might be effective including:</p> <ul style="list-style-type: none"> - developing relationships between other academies in the Trust which might encourage sponsorship with local and national companies - reverse mentorship whereby students speak to local businesses about their lifestyle and interests to enable businesses to attract younger people into workplaces - placing adverts on social media sites used by students e.g. Tik Tok - listening to students about their experiences with equality, diversity and inclusion, BAME and LGBTQ+ and how they overcome any barriers they might have to learning or post school opportunities - alumni speaking to students of all ages - governors speaking to students to advise them of their career pathways and successes <p>It was recognised that the approach used with communities may need to differ depending on the distance that the academy is from the community it serves.</p> <p>Outcomes of Parent Support Group Meeting Mr Charnock advised that engagement with attendees is much improved from when the meetings first started, and parents are advising that communication via WeDuc is better. The last meeting had focussed on the behaviour structure and investigations are now taking place into developing communication further by using blogs and looking into ways to give parents a route to ask questions. The meetings are held termly on the Tuesday before half-term and all are welcome to attend.</p> <p>Mr Parsons advised that there are 644 members of the Facebook group with 566 people being active in the last month. From the questions being asked in the chat, it is clear that this is some parents first point of contact to ask questions rather than turning to WeDuc for the information and it could be used as another form of positive communication between the academy and parents.</p> <p>Thanks were given to Mr Griffiths and he left the meeting at 5.45pm</p>	
AQC/68/2223	<p>ERM Reports</p> <ul style="list-style-type: none"> • Autumn Term evaluation of AIP (content within ERM) • Y11/Y13 Progress against targeted outcomes (content within ERM) 	



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	<p>The chair advised that the ERM, redacted where necessary from a data protection point of view, had been uploaded to Sharepoint. He had discussed the report in depth with Mr Vernon and Mr Hardy and he summarised the key points in a report that will also be added to Sharepoint:</p> <ul style="list-style-type: none"> - Increase in parents electing for home education and students attending the HELM (Helping Everyone Learn More) The academy always discusses decisions with parents to ensure it is the right pathway - National attendance figures are 90.2% which has fallen significantly and is a government priority - Students with attendance below 90% are classed as having persistent absence, which triggers if the students have 10 days or more off. The new attendance officer has started and is working well with families to get students back into school. Conversely the more challenge given to parents sees an increase in elective home education requests. He and Mrs Hollingsworth are looking at this in-depth next week and a report will be received for the next meeting - Extensive support is being given to P16 students prior to their exams. - 17 students are not attending school which will have an impact on Progress 8 - World class basics – Miss Tivey explained that P16 students are being guided to consider their day as having 8 periods rather than 6 and that any period where they are not being taught is a study period. - There has been good progress towards the Academy Improvement Plan (AIP) priorities - Staffing remains a priority. Mr Vernon advised that Nottingham Trent University had seen a 35% reduction in teacher training applications and the Trust will have to think creatively about routes into teaching. - Improvements to toilets were due to have been carried out last year and are hopefully scheduled for the summer holidays. The planning, design and funding is all in place. The delay has been due to contractors needing a long block of time to complete the work. Following questioning, attendees were advised that the refurbishment will be open plan, with floor to ceiling walls and doors and be gender neutral. This will reduce the need for students to go into a communal enclosed space which feedback from students has suggested is intimidating and damage occurs on occasion. Ms Davies advised that the toilets are not a nice environment and consideration needs to be given during the refurbishment to the smell. Mr Hardy advised that each cubicle will be individually vented and lit but would still have common sink areas. There is a legal requirement for cubicles to have a larger space than they are currently and space is an issue, but access should be increased to avoid queues which has been a concern raised by parents and students. There will be no room for groups of students to stand chatting and CCTV will be placed around the sink area, not in the cubicle area. Governors were advised that only downstairs toilets will be refurbished due to the cost. 	<p>RL/DH 15.05.23</p>
<p>AC/69/2223</p>	<p>Training:</p> <p>Local response following central training:</p>	

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	<ul style="list-style-type: none"> ▪ Stakeholder Engagement – 2 February 2023. Mr Twelvetrees and Mr Charnock had attended. The content had been similar to the presentation given earlier this evening. ▪ Safeguarding link governor – 20 February 2023. Mrs Hollingsworth and Mr Lancaster had attended. They reported that the session was informative and the standard of training was high. It gives attendees chance to discuss external factors and Mrs Hollingsworth reported an issue she had heard of in the community regarding vaping incidents. Mr Whitworth advised that vaping was popular with students of all ages due to it being easily accessible. The open plan nature of the toilet refurbishment would stop students from congregating in the toilets to vape. Mr Charnock advised that in his experience, the academy do take action as soon as they are made aware of any incidents. Mr Hardy advised that an external speaker had been engaged to speak to students about vaping. Ms Davies said this was very important to try and put preventative measures in place before students start to vape. Student representatives urged for all students to be enabled to attend. ▪ Equality, Diversity & Inclusion – 2 March 2023. Attended by Mr Charnock, Mr Lancaster and Mr Twelvetrees and Mrs Hollingsworth had listened to the recording after the meeting. Attendees reported that the session was very good and recommended that all governors listen to the recording. EDI is a Trust focus and governors will be asked to be involved in working groups to embed the protected characteristics. ▪ SEND – 7 March 2023. Attended by Mr Lancaster and Mrs Hollingsworth where the updates to the Green Paper were discussed which include the consultation on updates to the SEND Improvement Plan <p>Recordings and presentations from all training sessions can be accessed at Governor Training Events and questions</p>	OH
AC/70/2223	<p>Link Governor visits and reports Link governor visit reports had previously been circulated to all governors.</p> <ul style="list-style-type: none"> ▪ HELM – RT Mr Twelvetrees advised that the provision is helping students stay in mainstream school and during his visit he was very impressed with how the sessions were organised so that students with a mixed range of abilities could all participate. ▪ FOCUS – DH Mrs Hollingsworth advised she was pleased to witness the inclusivity at the centre which enables students who previously wouldn't attend school to 	



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	<p>continue with their education. Staff from the academy go to the centre and recognising staff will hopefully help to ease students back into mainstream school.</p> <ul style="list-style-type: none"> ▪ Enhanced Provision at Retford-DH - Deferred ▪ Equality & Diversity -LL – Deferred ▪ Safeguarding – DH/RT/RL- Deferred ▪ ▪ INSET day on 21st February – RC/PK- verbal update Mr Charnock reported that his attendance at the INSET day had been very positive and he was pleased to see that the presentations given to staff were relevant to teacher’s knowledge base. ▪ INSET day on 6th March – RL- verbal update Mr Lancaster advised that during the day he had been facilitated by 2 maths teachers and Mr Tegerdine. The level of engagement he saw was excellent. ▪ Curriculum-Departmental reviews – PK Mr Kelly’s report had been received. Miss Addison advised that the quality assurance visits that Mr Kelly had attended are conducted with middle leaders in each department at least 3 times a year in all faculties. ▪ Behaviour/Assembly - RL- Verbal update Mr Lancaster advised that he had walked round with Mr Longmore and the visit had been very informative. <p>Oxbridge Evening MT – 15 March 2023 6:15 – 7:15 pm Miss Tivey advised that the event is for all YR11/12 students and their parents from the academy, schools in the trust and other local schools. Governors were invited to attend to hear representatives from the 2 universities speaking to students.</p> <p>Planned link governor visits:</p> <ul style="list-style-type: none"> ▪ Mr Charnock is doing a deep dive into exclusions on 17 March ▪ Mr Lancaster is attending a YR11 assembly on role models. 	<p>DH/LL/ RT/RL</p>
<p>AC/71/2223</p>	<p>Local training established from governance self-evaluation and focus on priority aspect of school improvement.</p> <p>Review of governor action plan from self-evaluation</p> <p>A review was undertaken. Item 11 (Improve community engagement and communication at a local level) is to be updated following this evening’s presentation.</p> <p>Item 12 and 13 – governors are invited to and are happy to attend staff twilight and training events when it is relevant and would be beneficial to them and staff. Likewise, to attend assemblies when their attendance would fit with the topic.</p>	



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	<p>Items 9 & 10 Governor's appreciate that their remit is not to set or review the budget, however knowledge of how the budget is set and how Curriculum Led Financial Planning (CLFP) aids staffing and lesson numbers would be useful. Mr Lancaster advised that he had spoken to Mr Schwarz (trustee) about this in a meeting before this one. Governor's acknowledged that if they do look at finance they would need to ensure that they didn't duplicate or overstep their remit.</p>	
AC/72/2223	<p>Minutes of the last meeting 23 January 2023 The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record. The minutes were signed by the Chair.</p>	
AC/73/2223	<p>Matters arising:</p> <p>AC/25/2223 - Trending skills shortage in health and social care/peripheral skills around the subjects. Mr Charnock advised that his company had looked at national recruitment and skills shortages year-on-year since 2016 across 50 areas of employment including education. The results showed that recruitment had shrunk and a quarter of all placements didn't have the skills for the role. He offered to look at employment trends for the academy so they can support students in making the curriculum relevant to what is needed in the job market.</p> <p>AC/32/2223 Questions from governors on pupil premium evaluation and evidence of impact on outcomes 2021/22 and review of strategy for 2022/23 (on website) – OH Mr Lancaster advised that he and Mrs Hollingsworth had undertaken a pupil premium (PP) visit. The questions that had been prepared in advance of the meeting had all been answered within the Pupil Premium Strategy which had been reviewed. During the visit they had also spoke to 3 students. The Pupil Premium Strategy Statement had been published on the website and governors were happy to approve this.</p> <p>AC/35/2223 Diverse Academies response to increased cost of living Mr Vernon assured governors that this was being reviewed in all spending decisions e.g. when recently renewing catering contracts for non-PFI schools. Cat C trips (residential and adventurous) are challenged to ensure value for money is achieved and if the same experience could be achieved at a more local venue. School uniform and PE kit had been reviewed to ensure it was value for money and affordable and whilst doing this the academy had worked with the student voice to modernise the PE kit and introduce breathable material for the tops. In response to a question about branding, Mr Vernon advised that whilst PE tops are branded, the leggings aren't.</p> <p>AC/51/2223 Administration:</p> <ul style="list-style-type: none"> ▪ Parent Governor vacancy update. <p>Mrs Griffiths had been appointed following parent elections.</p>	

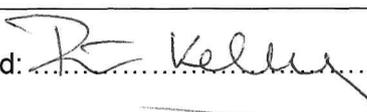
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	<p>AC/52/2223 Mr Charnock asked if the parent Facebook page could have an indicator to the school website for information. Action: Mr Parsons to arrange with administrator Mr Parsons confirmed that this had been done.</p> <p>AC/57/2223 Review of governor action plan from self-evaluation Discussed in AC/71/2223 above</p>	
AC/74/2223	Principals report to include:	
a	<p>Safeguarding Safeguarding (template)</p> <p>Compliance: to inc. Single Central Record (SCR). Safer recruitment, policy Keeping Children Safe in Education (KCSIE)</p> <p>Culture: to inc child on child, sexual harassment and violence, mental health bullying and racism, online safety (template)</p> <p>The template had been shared in advance of the meeting. The Principal reported that a culture of learning and improvement has been put in place. For example, whilst all complaints are fully investigated, the academy has put steps in place to ensure that feedback is given to the complainant so they are assured their complaint has been dealt with and any recommended actions have been addressed. Similarly with concerns raised via MyConcern to ensure that feedback is given to the person who has recorded the incident.</p> <p>Mr Whitworth enquired whether the use of MyConcern for students is effective and used regularly as in his experience, it's not popular with students. Mr Hardy advised that all staff use it, and it had been trialled at the academy to enable students to report any concerns they may have. He agreed that there needs to be greater engagement and promotion of the system with students if it is continued to be used. However, whilst this is one form of reporting, there are many other routes for concerns to be raised e.g. tutors, safeguarding leads or any adult and in a recent survey YR10 students had reported they were confident who to refer and report to.</p> <p>Mr Parsons asked if guidance was given to parents regarding concerns and complaints; the difference between these and the routes to take as many concerns are shared via the parents group on WhatsApp. Whilst the website administrators refer parents to the appropriate member of staff, if parents were aware of the correct route, issues wouldn't be publicly shared.</p>	
b	<p>Policy appendix ratification</p> <ul style="list-style-type: none"> ▪ Local appendix to Trust policies: Provider Access – previously received and approved by governors. <p>Trust overarching policies:</p>	

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	<p>The Standards and Outcomes Committee approved the following policies at the meeting on 18 January 2023:</p> <ul style="list-style-type: none"> • Supporting Students with medical conditions • Provider Access <p>The Audit and Risk Committee approved the following policies at the meeting on 01 March 2023:</p> <ul style="list-style-type: none"> ▪ Risk ▪ Equality, Diversity and Inclusion 	
AC/75/2223	<p>Leadership and Governance Conference</p> <p>Governors had been asked to save the date of the forthcoming conference which is being held on Wednesday, 5 July 2023. Consensus at the meeting was that a weekday is the best time for optimum attendance and governors were asked to email aelway@diverse-ac.org.uk if they had any suggestions for themed discussions.</p>	
AC/76/2223	<p>How have governors held the school leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Questions on reports ▪ Governor link visits ▪ Triangulation, leaders, staff, and students ▪ Scrutiny of documents 	
AC/77/2223	<p>How have VMV of Trust/Equality been upheld</p> <ul style="list-style-type: none"> • In the meeting • Presentation on Community Engagement which fits into our values to make a difference to our communities and in the lives of those who learn with us and work with us. 	
AC/78/2223	<p>Report to Trustees</p> <ul style="list-style-type: none"> • Governors wish to pay tribute to the extensive work undertaken and plans to increase community engagement across all stakeholders, having received a presentation from senior staff leading this work. This is a priority in the Governor Action Plan being led by an experienced, knowledgeable governor. • Governors are keen to use their business background and other qualifications to promote better understanding of employability requirements which will inform future curriculum design and provide even better understanding by students of what is required to succeed in future employment. • The two Post 16 students are a real asset to the governing body because they ask searching questions appropriately and offer helpful insight and suggestions in addressing current issues such as vaping. • The Safeguarding Grid is an important means of keeping up to date with any concerns and challenges being managed. In light of increasing mental health and suicidal tendencies it is reassuring that 	



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	<p>the 'Well Being Team' are actively engaging with identified cases with support from the NHS Mental Health Support Team (MHST).</p> <ul style="list-style-type: none"> • The staff are working hard to increase the use of 'MyConcern' across the academy and will revisit this with post 16 following feedback from the two post 16 representatives present. • The Post 16 students and governors support the project to modernise and improve the toilets and understand that greater student engagement will occur once it is confirmed when the project will be completed. • Governors are pleased to note the organisation of the Oxbridge Evening organised by our staff governor Maxine Tivey. They also pay tribute to the outstanding contribution made by Maxine over the past 14 years at this, her last meeting. 	
AC/79/2223	<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. Governors were satisfied any decision had been made observing the Nolan Principles</p>	
AC/80/2223	<p>Dates of Trust Training - 5:30 – 6:30 pm</p> <ul style="list-style-type: none"> ▪ 25.04.23 – Quality Assurance all phases ▪ 02.05.23 – Basic Mental Health ▪ 10.05.23 – Careers link governor meeting 	
AC/81/2223	<p>Planned Visits</p> <ul style="list-style-type: none"> • Exclusion review – RC • Elective Home Education – DH/RL • Equality, Diversity and Inclusion – RC – all welcome to attend • SCR review - RT <p>Thanks were given to Maxine Tivey for her outstanding commitment and support whilst she has been a governor.</p> <p>Thanks were also given to the student representatives. Governors agreed that their views are very valuable.</p> <p>Date of next meeting:</p> <p>Monday, 15 May 2023 at 5:00 pm</p> <p>The meeting closed at 7.03pm</p> <hr/> <p>Signed:  ^{VICE} Chair of Governors</p>	

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	Print Name: Date:	