

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 15 May 2023
 at 5pm at the academy**

| Governor name | Initials | Governor category | A = absence |
|---|-----------------|--------------------------|-------------|
| Mr R Lancaster (Chair of Governors) | RL | Appointed | A |
| Mr P Kelly (Vice Chair of Governors) | PK | Appointed | |
| Mr R Twelvetrees | RT | Appointed | A |
| Mrs C Donlan-Harrison | CDH | Appointed | A |
| Mr R Charnock | RC | Parent | |
| Mr C Parsons | CP | Appointed | |
| Mrs L Lee | LL | Appointed | |
| Mrs D Hollingsworth | DH | Appointed | A |
| Ms M Griffiths | MG | Parent | |
| vacant | | Staff | |

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 A Leathem-Pugh | ALP | Vice Principal | |
| Miss I Davies | | Year 13 Student | A |
| Mr R Whitworth | | Representatives | |
| | | | |
| <i>Quorum required</i> | <i>number</i> | 5 | <i>Governors present</i> 5 |

| Item No | Item | Action/ by who/ when |
|-------------------|--|-------------------------------------|
| AC/82/2223 | <p>Apologies for absence</p> <p>Apologies were received and accepted from Mr Lancaster and Mr Twelvetrees due to holidays, Mrs Hollingsworth and Ms Davies due to personal circumstances and Mrs Baines due to illness.</p> <p>Mr Kelly chaired the meeting in the absence of the chair of governors.</p> <p>Retrospective apologies were received from Mrs Donlan-Harrison due to work commitments. Governors had approved her absence within the meeting.</p> | |
| AC/83/2223 | <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/84/2223 | <p>Training:</p> <p>Local response following central training; Careers Link Governor</p> | |

| Item No | Item | Action/ by who/ when |
|---------|--|----------------------|
| b) | <p>Health and Safety H&S, staff and pupil wellbeing, data protection (including breaches/SARs/FOIA/Police requests), complaints, claims (numbers/overview),</p> <p>Mr Hardy advised that the annual Sports Safe survey is being undertaken on all sports equipment to ensure it continues to comply with guidelines and recommendations. As a PFI school, other suppliers use the equipment, but this is something that falls to the academy to do.</p> <p>Pupil and staff wellbeing</p> <p>An advert has been placed for a full time Welfare Officer as this currently falls to teaching staff to do, and whilst they have had mental health and wellbeing training, a dedicated role will be able to give it more focus. Governors asked if staff and students were aware of the support that is available and who to go to. Mr Hardy advised that he will make it more explicit to both groups as the existing member of staff who had taken a lead on this is leaving the academy.</p> <p>Recruitment</p> <p>6 staff are due to go on maternity leave in the new academic year and there are a couple of retirements. The last day for staff to hand their resignation in to start a new job in the autumn term is 31 May and due to the shortage of teachers applying for roles, the academy may not be fully staffed in September. In response to a question regarding contingency plans, Mr Hardy advised that part time or retiring staff may be able to help until Christmas otherwise the curriculum will need to be adapted around the vacancies. There may be issues in English, Maths and Science.</p> <p>Mr Hardy was asked if an ex-governor was still facilitating pastoral care meetings. He advised that the last one had been held in December and he would try and arrange another meeting before the end of term as staff feedback showed that these meetings were valuable</p> | OH |
| c) | <p>Risk report</p> <p>The report had previously been received. Mr Hardy advised that the risks on the report had recently been reviewed following the Ofsted visit and a couple were being recommended to governors to be removed. The risks in the risk register now focus on leadership and management (structure and succession planning), operational/resources at P16 and recruitment and retention (teacher's and support staff)</p> <ul style="list-style-type: none"> - Post 16: <p>Mr Hardy advised that the extensive subject offer is expensive, and the academy needs high student numbers for it to be viable. It's on the risk register due to the potential consequences this might have. In response to a question, Mr Hardy advised that numbers of returning students are not known until results day and staff always discuss options with the students whose destinations are not known to staff. The downside of not knowing until August is that it has a knock-on effect on staffing and lagged funding. Mr Vernon advised that access to other local external providers and colleges</p> | |

| Item No | Item | Action/ by who/ when |
|------------|--|----------------------|
| | <p>who are able to offer different subjects is changing the nature of the sixth form provision and the viability of these is causing uncertainty nationally.</p> <ul style="list-style-type: none"> - Leadership and Management <p>Succession planning is being reviewed as members of staff move towards retirement. This risk includes the issue with recruitment as already discussed and the importance of retaining staff.</p> <p>Mr Hardy advised that he would like to add the building from a health and safety point of view and the facilities management handling of this to the risk register.</p> <p>Mr Parsons suggested that the number of risks reported on the register is unusually low for the size of the organisation, staff and students and he further suggested that the risks that have been identified as being outside of the academy's influence should be escalated to the Trust risk register. Mr Vernon advised that the risk registers across the Trust have recently undergone a full review and as a consequence they have been slimmed down. Governors suggested that, in their experience, there should be some thematic headings with risks underneath if applicable. A list of issues should be held and reviewed regularly to track whether these need to be escalated onto the risk register.</p> <p>Ms Griffiths suggested that each agenda should ask if there are any risks that have been identified during discussions that should be added to the risk register.</p> <p>Mr Vernon advised that 'operational issues' are discussed at leadership team meetings; it is only the high level 'risks' that are on the risk register that governors need to be aware of from a strategic review point of view.</p> <p>Governors suggested that if the risk register is highlighting significant risks, then perhaps governors should undertake a deep dive into each and this will be suggested to the chair for consideration so that governors can understand what the risks are and also confirm the scoring is appropriate.</p> | RL |
| d) | <p>Audit reports</p> <ul style="list-style-type: none"> - Contingency and Business Continuity Audit <p>Mr Hardy advised that all academies had received an external audit and most of the issues identified were for the Trust to resolve, with a few for the academy to address.</p> | |
| AC/88/2223 | <p>Governor Link Reports/Link Areas (previously received)</p> <ul style="list-style-type: none"> • Suspensions and Exclusions Review – Mr Charnock <p>Mr Charnock's report had previously been received. It had been the focus of a visit due to the number of notifications of suspensions being received. However, despite a lot of suspensions, there had only been 1 permanent exclusion this academic year. The majority of suspensions given had been to years 7 & 8 as the two year groups that had started the academy since lockdown and expectations about acceptable behaviour had been implemented. During the visit, a sample check was made of documentation and in all cases the correct procedure had been followed. A</p> | |

| Item No | Item | Action/ by who/ when |
|---------|--|---|
| | <p>recommendation of the report was that all paperwork supplied for governor panel meetings was reviewed to ensure consistency.</p> <ul style="list-style-type: none"> • Student Voice – Mr Lancaster Deferred to next term • Equality Diversity and Inclusion – Ms Griffiths Ms Griffith’s report had previously been received following her first visit to the academy as a governor on 27 March. She had been made to feel very welcome, however the topic of the visit had been Equality, Diversity and Inclusion but it had focussed on global awareness, RE and curriculum changes, rather than the EDI 9 protected characteristics and how the academy was embedding these. She had not met the EDI lead and she would have liked to meet some students. She would have liked to hear more about the Rainbow Flag Awards and the extra-curricular activities around EDI and the pastoral support and wellbeing for students around the protected characteristics. During the visit, she was advised that issues raised by students are added to MyConcern and these are followed up by form tutors. She would like to gain assurance that tutors have the right skills to do this and wondered if there needs to be investment into training for everyone around the protected characteristics. She would also like to know how the academy hears from students and parents around these. She is hoping that the above will be covered in her next visit. <p>Mr Charnock suggested that this could be a topic at the Parent Steering Group in the new academic year. Mr Vernon advised that the Trust is exploring EDI in depth and is working with an external provider to develop a policy and action plan with training for staff embedding it into our core vision and values. EDI is to be a session at the forthcoming Leadership and Governor Conference.</p> <ul style="list-style-type: none"> • Elective Home Education (EHE), Children Missing in Education (CME) Off Rolling and Alternative Provision (EP) – Mrs Hollingsworth Deferred to the next meeting. • Chair of Governor’s Spring Term Report including the music evening and Oxbridge Evening feedback The chair’s report had included information about the successful music and Oxbridge evening that he had attended. The report has been uploaded to the governance page on the academy website. <p>Planned visits this term:</p> <ul style="list-style-type: none"> - Safeguarding including Single Central Register – DH/RL - SEND – DH/RL - Student Voice – DH/RL/RT - H&S – RT - Equality, Diversity and Inclusion follow up - MG <p>Governors were thanked for their continued support with link governor visits.</p> <p>A confidential discussion took place about the appropriate process of how recommendations made in response to a complaint investigation are followed up.</p> | <p>RL 03.07.23</p> <p>DL 03.07.23</p> |

| Item No | Item | Action/ by who/ when |
|--|--|----------------------------|
| AC/89/2223 | <p>Diversity questionnaire</p> <p>The clerk advised that the DfE was encouraging all governing bodies to publish diversity data. An MS Form which is voluntary to complete, is to be issued to collate this information. In order to not be able to identify an individual from the responses, the results will be collated as a Trust and a link placed on each academy's website to the report.</p> | |
| Mr Whitworth was thanked for his attendance and he left the meeting at 6.20pm | | |
| AC/90/2223 | <p>Leadership and Governance Conference Wednesday 5 July 2023</p> <p>Following previous notification, Mr Vernon highlighted the content of the conference which is to be held at Brackenhurst Agricultural College and an indicative number of attendees was requested. Initial indications from attendees at the meeting were that Mr Charnock and Mr Kelly could attend and Ms Griffiths may be able to attend in the afternoon. Others were checking work commitments and were asked to advise aelway@diverse-ac.org.uk if they are able to attend.</p> | ALL |
| AC/91/2223 | <p>Ofsted update</p> <p>Governors were given a copy of the draft Ofsted letter to review which is due to be published on 22 May. Mr Hardy and Mr Vernon advised the number of inspectors and days that they were at the academy and outlined the schedule during the visit. The commitment from all staff to ensure the inspection went well was exceptional and several staff and departments were praised.</p> <p>Governors were reminded that no school in the East Midlands has retained their outstanding status under the new inspection framework and the communication around this has been discussed at length. It has been agreed that the end of term letter will embed Ofsted's report with quotes from Mr Cotton, Mr Vernon and Mr Hardy and will include information on how the framework and grading has changed.</p> <p>Mr Vernon was asked if the communication would address the two points that have been raised as areas for development and governors were advised that these wouldn't be specifically highlighted in the initial communication but will be linked into the Academy Improvement Plan for next year. Mr Parsons suggested that it was important to address these with parents even if parents are advised that the behaviour policy will be being reviewed.</p> <p>Upon reading the short letter, parent governors highlighted the first line and advised that if children are learning and they feel safe whilst at school, then that is what they would wish for.</p> <p>All copies were handed back to Mr Hardy.</p> | |

| Item No | Item | Action/ by who/ when |
|------------|---|----------------------------|
| AC/92/2223 | Agenda for Autumn term meeting Emergency Plan and follow up to management responses on the Contingency and Business Continuity Planning audit report. | RL |
| AC/93/2223 | How have governors held the school leaders to account? <ul style="list-style-type: none"> ▪ Questions on Ofsted report ▪ Questions on risk register ▪ Through governor link visits ▪ Triangulation, leaders, staff, and students ▪ Scrutiny of documents | |
| AC/94/2223 | How have VMV of Trust/Equality been upheld <ul style="list-style-type: none"> • In the meeting • Discussion regarding Equality Diversity and Inclusion and how any developments and training will align to our vision and values | |
| AC/95/2223 | Report to Trustees <ul style="list-style-type: none"> • Risk register had been reviewed and risks discussed. Governors were surprised with how few risks were recorded. • Contingency and Business Continuity Plan audit. Governors noted that Trust actions are needed to enable recommendations for the academy to be fully implemented • The draft Ofsted letter was reviewed. Whilst governors accept the national reduction of outstanding Ofsted grades being given, they praised the outstanding engagement and teamwork by staff during the inspection and the measures they went to ensure it was as successful as possible. Parent governors commended the academy for the first lines of the report which state that children enjoyed attending the academy and they felt safe at school, advising that as a parent those would be their main priorities. Governors will work with the academy to ensure that the report is conveyed and received positively by parents. | |
| AC/96/2223 | Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: That discussions within AC/88/2223 should remain confidential There had been no Equality Act implications but there had been a discussion regarding this. Governors were satisfied any decision had been made observing the Nolan Principles | |
| AC/97/2223 | Dates of Trust Training - 5:30 – 6:30 pm <ul style="list-style-type: none"> ▪ Safeguarding ▪ Data Protection link governor meeting ▪ Leadership and Governor Conference 5 July 2023 08.30am - | |
| AC/98/2223 | Date of next meeting: | |

| Item No | Item | Action/ by who/ when |
|---------|--|----------------------------|
| | <p>Annual informal meeting – Monday 12 June 2023 5.30pm -7.00pm at the academy (to include Governor Action Plan and Self-Evaluation)</p> <p>Main Meeting: 3 July 2023 5.00pm-6.30pm – draft AIP for 2023/24 to be presented</p> <p>The meeting closed at 6.59pm</p> <hr/> <p>Signed: Chair of Governors</p> <p>Print Name: Date:</p> | <p>ALL</p> <p>DV/OH</p> |