

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 3 July 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	
Mr R Twelvetrees	RT	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	A
Mr R Charnock	RC	Parent	A
Mr C Parsons	CP	Appointed	
Mrs L Lee	LL	Appointed	A
Mrs D Hollingsworth	DH	Appointed	
Ms M Griffiths	MG	Parent	A
vacant		Staff	

In attendance: [staff or other invited persons]

Staff name	Initials	Role	
Mr D Vernon	DV	Executive Principal	A
Mr J Hardy	OH	Principal	
Mrs S Baines	SB	Governance Professional	
Ms D Addison	DA	Vice Principal	
Miss I Davies		Year 13 Student	A
Mr R Whitworth		Representatives	
Quorum required		number	5
		Governor's present	5

Item No	Item	Action/ by who/ when
AC/99/2223	<p>Apologies for absence</p> <p>Apologies were received and accepted from Mrs Claire Donlan-Harrison and Ms Martina Griffiths due to holiday commitments. Mr Dave Vernon due to previous engagement. Mrs Lyndsey Lee due to illness</p> <p>Apologies were received and accepted retrospectively from Mr Richard Charnock due to personal reasons.</p>	
AC/100/2223	<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/101/2223	<p>Training:</p> <p>Local response following central training:</p> <ul style="list-style-type: none"> ▪ Career Link governor meeting – 10.05.2023 – RT ▪ Focus on the eight Gatsby Benchmarks of Good Career Guidance. There is a current drive on apprenticeship as an alternative to university. 	

R. Vernon 15/9/23

Item No	Item	Action/ by who/ when
	<ul style="list-style-type: none"> ▪ Mr Twelvetrees to make termly contact with careers lead in academy, to report back to governors as per Gatsby benchmark guidance. ▪ The Principal confirmed Mrs Johnson and Mr Griffiths will be careers leads from September 2023 ▪ The Principal confirmed the Careers development programme is published on the Academy website. ▪ Safeguarding Link Governor meeting 12.06.2023 RW/DH Mrs Hollingsworth confirmed the session was very well received, with elements covered on low level concerns. <p>Recordings and presentations from all training sessions can be accessed at Governor Training Events and questions</p>	RT 18.09.23
AC/102/2223	<p>Governor Link Reports/Link Areas (previously received)</p> <ul style="list-style-type: none"> ▪ Hull University – 22.06.23 PK Mr Kelly very good visit, extremely well organised by the university and the students were a credit to the Academy. ▪ Leadership/Governance Conference – 05.07.2023 (deferred to meeting 18 September 2023) ▪ Elective home education visit – DH <ul style="list-style-type: none"> ▪ Students are now identified as children absent from education. ▪ 9 students are currently on a reduced timetable all tracked; students are very supportive. ▪ 2 managed moves very successful in 2022/23 ▪ 33 students left the Academy during the year for various reasons, one due to the cost of travel. Mrs Hollingsworth stated Ms Leatham-Pugh and her team are a credit to the Academy, acknowledging their extra input is 'second to none'. • Student Voice – RL/DH <ul style="list-style-type: none"> ▪ Recent two visits have been a great opportunity for college captains to illicit honest feedback. The reward system was discussed and how improvements can be made. Heads of college are looking at a response. ▪ Very impressed with positive student contributions, regarding charity fund raising etc. Students are very mindful of community activities. ▪ Moving forward governors expressed a wish to observe student conferences considering works regarding new toilet area. The principal stated there is a challenge of removing barriers to capital improvements which requires the Trust support. ▪ Safeguarding visit – RL/LL – 29.06.23 <ul style="list-style-type: none"> ▪ SCR – check satisfactory and complete. ▪ Filter in place to prevent students from accessing inappropriate material. ▪ Students use TEAMS regulated by IT ▪ Mentoring scheme – 30 students from year 11/12 participating. 	

General 18/9/23

Item No	Item	Action/ by who/ when
	<ul style="list-style-type: none"> ▪ Governors met with 4 students from year 7/8 and 9. Who stated from a scale of 1-5 if they felt safe in school. Students confirmed they felt safe and would rank at scale 4. ▪ Several students stated they felt unsafe on the bus travelling to and from the academy when no teachers are available. Re Vaping etc. ▪ In addition, students confirmed they felt unsafe using toilets as vaping takes place in this area. The principal responded, several students sight vaping as if it is a constant but it is not. There is a perception certain groups of students will vape in the toilets. Resulting in students not using the toilet facilities during breaks alternatively asking to be released from lessons. The principal confirmed the Academy will strive to ensure the new toilet plans are invoked as soon as possible. ▪ A governor stated from a government point of view, vaping is the new asbestos. Is the school responsible for the actions. In addition, who is legally responsible/accountable for behaviour on the school busses. <p>Mrs Baines left the meeting at 17:30 due to a declaration of interest. Mrs Baines re entered the meeting at 17:40</p> <ul style="list-style-type: none"> ▪ The principal confirmed a presentation to all year groups is scheduled for September 2023. The Academy's role is to educate students on the dangers of vaping. The academy has looked at vaper detectors, however they are extremely expensive. ▪ Mr Twelvetrees confirmed all reports of vaping on Academy premises are followed up. ▪ Mr Twelvetrees confirmed the accommodation in the cafeteria is satisfactory, however, there is insufficient places to sit at during breaktimes. ▪ Three staff members were spoken to unanimously, all said they felt supported by SLT especially The Principal and Vice Principal who are very much 'in touch' with the staff. ▪ Mrs Hollingsworth suggested year 7 students could be educated earlier regarding the use and purpose of 'my concern'. 	
AC/103/2223	<p>Local training established from governance self-evaluation and focus on priority aspect of school improvement.</p> <p>The data from the governor skills audit has recently been published. However, the item was deferred until the next meeting to enable a full analysis.</p> <p>Action: Agenda item 18 September 2023</p>	GP 18.09.23
AC/104/2223	<p>Minutes of the last meeting 15 May 2023</p> <p>The minutes of the meeting, having previously been received were unanimously approved and accepted as a true record. The minutes were signed by the vice chair.</p>	

G. G. G. 18/9/23

Item No	Item	Action/ by who/ when
AC/105/2223	<p>Matters arising:</p> <p>068/22/23: Review of Student attendance - outcome of visit (RL/DH) deferred until next meeting RL/DH</p> <p>069/22/23: Update from meeting re vaping support for students and student attendance (OH)</p> <p>AC/87/2223 RL Governors deep dives risk register areas. To be accommodated following discussion at executive leadership meeting.</p> <p>AC/88/2223 – Elective Home Education (EHE), Children Missing in Education (CME) Off Rolling and Alternative Provision (EP) – Mrs Hollingsworth Discussed at agenda item AC/102/2223</p> <p>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/OH Deferred to autumn term.</p> <p>AC/98/2223: 3 July 2023 5.00pm-6.30pm – draft AIP for 2023/24 to be presented – Principal report. Discussed at agenda item AC/106/2223</p> <p>AC/88/2223 Discussions to process for following up recommendations made during complaints investigations – DV/OH/RL/PK Discussed at executive leadership group.</p> <ul style="list-style-type: none"> ▪ Governors expressed a wish to track all recommendations to reduce future complaints. ▪ Governors would like sight of anonymised governor complaint investigations to share best practice. Including how to feed back to parents/carers. ▪ How do we manage expectations from parents/careers as to what governor investigating <p>Action: Template to be shared amongst governors once finalised</p> <p>A governor stated the vaping policy is incorporated within the behaviour policy. Further asking Should zero tolerance towards vaping be introduced into the Trust and Academy behaviour policy. Action: The Principal to seek clarification from the Trust and feed back to governors.</p>	<p>RL/DH 18.09.23</p> <p>OH 18.09.23</p> <p>RL/OH 18.09.23</p> <p>RL/GP</p> <p>OH 18.09.23</p>
AC/106/2223	<p>Principal's update:</p>	
a)	<p>The principal delivered a presentation on the AIP objectives for 2023/24</p> <p style="text-align: center;">AIP – achieving Excellence through Teamwork A shared culture of high expectations</p> <p style="text-align: center;">All staff involved in consistently applying our agreed procedure & expectations.</p> <p style="text-align: center;">Shared team approaches to curriculum delivery</p>	

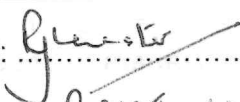
Genish 18/9/23

Item No	Item	Action/ by who/ when
	<p>Collaborative faculty/subject/pastoral teams approach e.g., curriculum implementation questioning, assessment, routines.</p> <p>A belonging to the school and its community Students, staff, parents & wider community are actively involved in the life of the academy.</p> <p>A governor asked how is behaviour tracked? The principal replied behaviour dovetails with A shared culture of high expectations. Governor further asked is there a risk as it is worded, it could lead down the path of rewarding good behaviour and not tackling poor behaviour. The principal replied it relates to consistency of reward behaviour.</p> <p>A Post 16 student stated the idea of a shared culture is positive and asked how exactly the academy reinforce the culture of high expectations ie ambition amongst students. The principal replied aspirational endeavour originates from all three objectives and will be pressed from each subject area.</p> <p>The student further stated there is insufficient interest in Unifrog as a platform. It could be further explored within the academy. Ie. used to host golden weekdays, events to showcase the community area with outside speakers etc.</p> <p>Ms Addison replied, a staff member currently encourages parents/carers to engage in the Year 7 fayre to share their experiences of the community.</p> <p>A governor asked if there was any scope to build on extra school activities. The principal replied, currently Matilda is showcasing, and other shows are still operating. In terms of Duke of Edinburgh, the academy has to fund a significant amount with the expectation of the student paying approximately £150 per head. Secondly it is difficult in the current climate to gather staff interest to deliver.</p>	
b)	<p>ERM/ARM reports if available Governors had previously had sight of the ERM. At the end of the summer term 11 teachers and 2 support staff will be leaving the academy. In addition to the 5 leavers during the year. In general individuals are either retiring or are in receipt of promotion.</p> <p>A governor asked do boundaries exist to recruit on a full-time basis. The principal replied there is a teacher shortage which in turn provides limitations. The principal confirmed the academy will be fully staffed for September 2023 but not in January 2024 due to the number of staff on maternity leave.</p> <p>A governor asked if the Academy could meet and deliver the curriculum requirements. The principal confirmed the academy could deliver the curriculum from September 2023. However, it will have to be adapted for January 2024 onwards.</p>	

General 18/9/27

Item No	Item	Action/ by who/ when
	<p>A governor asked if the academy have planned for the staff who wish to retire. The principal replied the academy have and it was noted the mass exodus has peaked.</p> <p>The challenge of a high number of staff leaving, pregnancies and possible requests for flexible working over the next academic year are noted and were included on the ERM response to the Trust from the Local Academy Committee.</p>	
c)	<p>Safeguarding including LAC Checklist (Culture and Compliance) The Chair asked for date and version to be included in future checklists The safeguarding checklist was noted by and accepted by governors with no further questions. Action: Principal to ensure date/version updated</p>	OH 18.09.23
d)	<p>Health and Safety H&S, staff and pupil wellbeing, data protection (including breaches/SARs/FOIA/Police requests), complaints, claims (numbers/overview), Mr Twelvetrees stated a Health and Safety inspection had been planned for Thursday, 6 July 2023, however it had to be reconvened. Action: RT to reconvene H&S inspection.</p>	RT 18.09.23
e)	<p>Staffing structure/ updates 2023/24 Senior Leadership Staffing structure 2023/24 The principal presented upon the SLT staffing structure for 2023/24</p>	
f)	<p>Audit reports Prevent review. Governors had sight of the prevent review previously circulated. Governors noted the academy is compliant and the actions to be addressed. A governor asked if the amber score is current or before, further asking for benchmark clarification? Action: The Principal to clarify the RAG rating and bring back to the meeting on 18 September 2023.</p>	OH 18.09.23
AC/107/2223	<p>Update from PSG Meeting May 2023 Attendance at the meeting was low, only 4 parents were represented. Ms Addison confirmed the meeting looked at the parent handbook to share with Year 7 September 2023. As an aide-memoire for welcome operations. Materials regarding age appropriateness were shared. Parents asked if subject offer could be communicated to parents more effectively. Eg. PE for parents to encourage students to attend sessions rather than learning about clubs once commenced. Action: Mr Parsons offered to share the communication on the Tuxford Academy parents Facebook page.</p>	CP 18.09.23
AC/108/2223	<p>Governance housekeeping 2023/24 Appointment of Chair 2023/24 A nomination was received and circulated to governors prior to the meeting from Mr Rob Lancaster who expressed a wish to continue as Chair for 2023/24</p>	

Quish 18/9/23

Item No	Item	Action/ by who/ when
	<p>The positive impact of the post 16 representatives attending the Academy. Committee meetings. A letter of commendation will be sent to both students. The importance of preparing for the upcoming 'Matilda' production was celebrated because of the positive climate generated and focus on teamwork which benefits so many students. Governors supported the three AIP priorities for 2023-2024 and the rationale underpinning these. Governors require feedback from the previous report to Trustees in May so that they can understand better why there are so few risks on the register. Concern has been expressed about the challenge of removing barriers to accelerate an important capital project of upgrading the toilets for which DAT support is requested. Clarification is required to who is legally responsible for student behaviour on school transport. Clarification is required as to whether the Vaping policy at DAT and Academy level requires updating in light of the growing risks identified in national research. Whilst the Academy will be fully staffed in September, the numbers who will be on maternity leave by January 2024 will present a challenge to the existing curriculum model.</p> <p>The response received from Trustees following the AC meeting in May was acknowledged.</p>	
AC/116/2223	<p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: discussions within AC/106/2223 e 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</p>	
AC/117/2223	<p>Dates of Trust Training 2023/24- 5:30 – 6:30 pm To be confirmed.</p>	
AC/118/2223	<p>Date of next meeting: Monday, 18 September 2023 at 4:30 pm to include Examination results. The meeting closed at 19:00</p> <p>Signed:  Chair of Governors Print Name: ROBERT LANCASTER Date: 18/9/23</p>	

Item No	Item	Action/ by who/ when
	<p>Mr Lancaster left the meeting at 18:40 and returned at 18:45 Mr Parsons proposed Mr Lancaster and Mr Twelvetrees second. Mr Lancaster was unanimously elected to continue in the role of Chair for a further year.</p> <p>Appointment of Vice Chair 2023/24 A nomination was received and circulated to governors prior to the meeting from Mr Peter Kelly who expressed a wish to continue as Vice Chair for 2023/24 with a view to becoming Chair in the future as succession planning takes place. Mr Kelly left the meeting at 18:45 and returned at 18:50 Mrs Hollingsworth proposed and Mr Twelvetrees second. Mr Kelly was unanimously elected as Vice Chair for the academic year 2023/24 Action: Clerk to notify Head of Governance and Trustees of appointment Item now complete.</p> <ul style="list-style-type: none"> • Staff governor update Action: To be readvertised Autumn term 2023 • Dates for ACM meetings 2023/24 <ul style="list-style-type: none"> ○ 18 September 2023 to include Examination Results – commence at 4:30 pm <p>A governor requested meetings be conducted virtually as opposed to face to face, at least once per term. Action: Chair/Vice/GP to schedule</p>	<p>GP</p> <p>GP</p> <p>Chair</p>
AC/109/2223	<p>Complete annual summary template on the effectiveness of governance 2022/23. Chair and Vice chair had previously met to rag rate the document before presentation to governors for approval on 3 July 2023. Governors were happy to approve in principle the rag rating for 2022/23</p>	ALL
AC/110/2223	<p>Complete 2023/24 Governance Self Audit Action plan This item to be discussed and approved at the additional governor self-evaluation meeting scheduled for 2 October 2023 at the Academy.</p>	
AC/111/2223	<p>Re-arranged informal governance meeting – autumn term. 2 October 2023 17:30 – 19:00</p>	
AC/112/2223	<p>Agenda for Autumn term meeting Emergency Plan and follow up to management responses on the Contingency and Business Continuity Planning audit report.</p>	RL
AC/113/2223	<p>How have governors held the school leaders to account?</p> <ul style="list-style-type: none"> ▪ Through governor link visits ▪ Triangulation, leaders, staff, and students ▪ Scrutiny of documents 	
AC/114/2223	<p>How have VMV of Trust/Equality been upheld</p> <ul style="list-style-type: none"> • In the meeting • Discussion regarding Equity Diversity and Inclusion and how any developments and training will align to our vision and values. 	
AC/115/2223	<p>Report to Trustees Governors noted the positive impact on students of the four college Leaders in supporting students to organise charity events.</p>	

Y. L. 18/9/23