

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 18 September 2023
 at 4:30 pm 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
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Parent	
Mr C Parsons	CP	Appointed	
Mrs L Lee	LL	Appointed	
Mrs D Hollingsworth	DH	Appointed	A
Mrs M Clark (formally Griffiths)	MC	Parent	A
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	

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 A Leatham-Pugh	ALP	Vice Principal	
Mr D Stephen	DS	Assistant Principal	
Ms L Murphy		Assistant Principal	
Quorum number required	5	Governor's present	5

Item No	Item	Action/ by who/ when
AC/01/23/24	Welcome The Chair welcomed all to the meeting and in particular two new prospective governors, Mr D Newman an ex-student and Mr M Williams member of staff at the Academy.	
AC/02/23/24	Introductions Around the room introductions were made by all.	
AC/03/23/24	Apologies for absence Apologies were received and accepted from Mr P Kelly, due to family commitments, Mrs D Hollingsworth, due to illness and Mrs M Clark (formally Griffiths) due to work commitments.	
AC/04/23/24	Tribute to Roger Twelvetrees Governors were very saddened to hear of the tragic death of Roger who was pursuing his passion in racing in the Vintage Sports-Car Club meeting at Mallory Park on 26 August 2023. The Chair gave a moving tribute to Roger from his motor sport passion, excellence in engineering and the wonderful value added he gave to the school community of Tuxford Academy. He will be sorely missed. Governors were given a few minutes for individual reflection on the life of Roger and the impact he had made on the school community. Our sincere condolences go to Roger's family and friends. A governor suggested a school memorial be created for Roger to represent his passion for Engineering and Design Technology.	

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	<p>The Chair responded to the excellent idea, Roger's family to be contacted in due course for their thoughts and ideas upon a fitting memorial. Action: Chair/GP to contact Roger's family.</p>	Chair/GP
AC/05/23/24	<p>Examination results review 2023 Ms L Murphy delivered a presentation, outlining the key headlines, to governors on the examination results 2023.</p> <p>Ms Murphy confirmed the 2023 results are the first outcomes comparable to the 2019 results. Whereby in 2021/2022 grades were predicted. Recognition was given to Applied general who excelled in BTEC examinations with huge gains being made.</p> <p>A governor asked what percentage of students received a pass grade? Ms Murphy responded all students received a result.</p> <p>The Chair stated Mr Kelly are scheduled to carry out a link governor visit with Ms Murphy and Mr Stephen with governors welcome to attend.</p> <p>Ms Murphy stated Disadvantaged students outperformed advantage students in 2023.</p> <p>Ms Murphy stated:</p> <ul style="list-style-type: none"> • The government is clear that the purpose of post-16 education is to support people to move into high-skilled jobs, either directly or through progression into good quality higher education courses. The concern is that there are too many qualifications out there that don't have a clear employment pathway. • To achieve this, they want to create a 'dual landscape' to correct the 'complexity and variable quality of the current system with planned teaching effective from September 2025. • There will be two routes open to Post 16 education. • Technical <ul style="list-style-type: none"> • T Levels • Apprenticeships • Progression pathway skilled employment • Academic <ul style="list-style-type: none"> • A Levels • AAQ (alternative academic qualification) • Progression pathway further education at university <p>A discussion took place regarding the pathways and the future implications it will have upon staffing and resources. Mr Charnock expressed an interest in being the link governor identified to support with the future changes. Ms Murphy left the meeting at 17:00 pm</p>	

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	<p>GCSE Examination Result's Analysis 2023 Mr Stephen delivered a presentation regarding the GCSE examination results analysis 2023. Mr Stephen explained to governors how the analysis is produced, and the groupings involved ie: Maths, English, EBAC and open options.</p> <p>A governor asked if a breakdown is available for national ability? Mr Stephen responded it is very challenging as there is a range of high, middle and low ability ranges in comparison to grammar schools who have high ability students.</p> <p>A discussion took place, and some items were deemed to be confidential. The items will appear in a separate set of confidential minutes.</p> <p>Mr Stephen left the meeting at 17:40 pm</p>	
AC/06/23/24	<p>Safeguarding update /annual refresher – DSL – ALP Ms Leatham-Pugh delivered a safeguarding annual refresher to governors, the presentation had previously been delivered to staff on the INSET day in September 2023. The main changes were around filtering and monitoring. Ms Leatham-Pugh confirmed the Trust use SENSO software for monitoring and WatchGuard is essentially for filtering.</p> <ul style="list-style-type: none"> • Safeguarding (template covering compliance & Culture) <p>Ms Leatham-Pugh confirmed very little had changed in the safeguarding template since the meeting of 3 July 2023. There is a link governor safeguarding visit planned for 4 October 2023.</p>	
AC/07/23/24	<p>Declaration of interest Declarations of Interest for 2023/24 had been circulated to governors to complete and return before 22 September 2023. Declarations of interest will be published on the Academy website when completed.</p>	
AC/08/23/24	<p>Minutes of the last meeting 3 July 2023 The minutes of the meeting, having previously been received were proposed as a true record by Mr Parsons and second by Mr Lancaster. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
AC/09/23/24	<p>Matters arising: 068/22/23: Review of Student attendance - outcome of visit (RL/DH) deferred until next meeting RL/DH Action: to be incorporated in the safeguarding visit 2 October 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 Action: to be discussed at the executive governor meeting on 19 September 2023. AC/103/2223 Local training established from governance self-evaluation and focus on priority aspect of school improvement. Action: to be finalised at informal meeting 2 October 2023.</p>	<p>RL/DH 02.10.23</p> <p>RL/DH 19.09.23</p>

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	<p>AC/88/2223 Discussions to process for following up recommendations made during complaints investigations RL/GP Action: to seek guidelines from the Trust. GP to liaise with Head of Governance.</p> <p>AC/106/2223 safeguarding checklist – OH to ensure version/data control inserted in doc. Item now complete</p> <p>AC/106/2223 H&S inspection to be reconvened. Action: to be identified 2 October 2023</p> <p>AC/106/2223 Audit reports Prevent review.</p> <p>OH to clarify the RAG rating (current or before) benchmark clarification Action: to be discussed in Executive Governor meeting 19 September 2023.</p>	<p>RL/PK/ 19.09.23</p> <p>GP 02.10.23</p> <p>RL/PK 19.09.23</p>
<p>AC/10/23/24 a</p>	<p>AIP</p> <p>AIP – achieving Excellence through Teamwork</p> <p>A shared culture of high expectations All staff involved in consistently applying our agreed procedure & expectations.</p> <p>Shared team approaches to curriculum delivery 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 why a shared culture of high expectations only named staff. Should it not read all stakeholders? The principal responded it should relate to the whole school community and it will be amended accordingly.</p> <p>A governor asked how are the objectives measured? The principal responded there are 5 key areas focusing on staff, student, parent voice with appropriate benchmarks. The Chair confirmed the parent steering group has been established relating to objective 3 – a belonging to the school and its community.</p>	
<p>b</p>	<p>SEND –local offer, information report 2023/24, annual review 2022/23 inc. all vulnerable groups (reports for websites) The principal confirmed the information report 2023/24 is published on the website.</p> <p>A governor asked if anything exists within the report which underlines the academic achievements of SEND students in the examination results 2023? Ms Leatham-Pugh responded the variety varies too much year to year, it is too difficult to provide comparisons.</p> <p>A governor asked what should the Academy be aspiring to with regard for SEND students? Mr Vernon replied to the underlying pathways, and destinations of the students is paramount.</p>	

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c	Policies There were no updates.	
d	Key changes to building and homework. Governors took the opportunity to look at the new toilet blocks which had been installed. The principal explained the toilets were of mixed gender and are accessible from the corridor via open walls. The principal reported the feedback received from students has been very positive.	
AC/11/23/24	Governance Strategy and Scheme of Delegation/Terms of Reference 2023/24 Mr Vernon confirmed there had been no changes from 2022/23.	
AC/12/23/24	Admissions 2025/26 local appendix approval (referral to Trustees if changes proposed & if consultation required) The Academy has received a request from two rural primary schools to join the Academy feeder primaries. Following a discussion, it was decided to defer the item to a single agenda item for a future meeting. Action: Meeting to be scheduled	Chair/GP 20.11.23
AC/13/23/24	Governance Housekeeping Membership <ul style="list-style-type: none"> • <u>Appointment of David Newman</u> An expression of interest had been received to be an Appointed governor from Mr David Newman an ex-student of the Academy. Governors had received sight of Mr Newman's application and the Chair and Vice chair approved references received. Governors' agreed Mr Newman to be appointed pending satisfactory recruitment checks for a period of four years with effect from 18 September 2023 to 17 September 2027. • <u>Staff governor vacancy</u> Mr Matt Williams had expressed an interest in being appointed to staff governor. No other staff expressions had been received. It was agreed to appoint Mr Williams as staff governor for a period of four years with effect from 18 September 2023 to 17 September 2027. • <u>Mr Lancaster's re-election.</u> Mr Lancaster's term of office was due to expire on 14 November 2023. Mr Lancaster had expressed an interest in being re-elected for a further term of office. Governors had received Mr Lancaster's expression of re-election duly completed. 	

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	<p>Mrs Donlan-Harrison proposed the re-election of Mr Lancaster and Mr Parsons second. Governors unanimously agreed to appoint Mr Lancaster for a further term of office of four years with effect from 18 September 2023 to 17 September 2027.RL</p> <p>Governors were requested to complete and submit evidence of the mandatory training as listed below. Evidence to be submitted to the GP before 22 September 2023.</p> <p>Mandatory training:</p> <ul style="list-style-type: none"> • Cyber training • Code of Conduct • Declaration of Interest • KCSIE parts 1 & 2 plus update & Annual refresher 	
AC/14/23/24	<p>Local Academy Committee Activity</p> <ul style="list-style-type: none"> • <u>Staff Leavers Meeting- 17/723</u> The Chair attended the staff leavers meeting, many staff were leaving and moving on for promotion. Mr Lancaster was impressed as many staff referred to the Academy as an ‘amazing place’ to work. • <u>Staff Inset Event - 4/9/23-PK</u> Mr Kelly had attended the staff INSET day; governors had received the visit report. • <u>Summary of Visits 2022-2023</u> The Chair confirmed 46 governor link visits had taken place in 2023/24. 14 out of the 46 required dedicated staff time. The Chair confirmed the aim is to reduce discrete visits even more by observing DAT Safeguarding monitoring visits and observing a line management discussion relating to the examination results. Governors agreed to discuss the approach to visits for 2023/24 at the governor informal meeting on 2 October 2023. • <u>2023/24 Training programme-</u> Annual work programme of training/advice items at the start of each meeting to be discussed at the Governance Executive meeting 19 September 2023. • <u>Link governor responsibilities</u> Governors were asked if they were still interested in their link areas. Mr Charnock expressed a wish to work alongside Mr Kelly regarding the new 2025 Post 16 qualifications. Mrs Donlan-Harrison expressed a wish to be part of the Admissions panel. Governors were asked to advise the Chair of their interest in becoming the Health & Safety link governor. 	
AC/15/23/24	<p>Re-arranged informal governance meeting – autumn term 2 October 2023 5:30 – 7:00 pm Venue: Tuxford Academy</p>	
AC/16/23/24	<p>Annual Report to Trustees 2022-2023 Governors approved the annual report to trustees 2022/23</p>	

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AC/17/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Probing questions re exam results ▪ Challenge ▪ Future meetings lined up with AIP ▪ Visit reports 	
AC/18/23/24	<p>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</p> <p>Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved an element of agenda item AC/05/2224 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/19/23/24	<p>Complete report to Trustees Governors completed a LAC report to the Trustees.</p>	
AC/20/23/24	<p>Dates of Trust Training 2023/24- 5:30 – 6:30 pm To be confirmed.</p>	
AC/21/23/24	<p>Date of next meeting: Monday, 2 October 2023 at 5:30 pm – Informal meeting Monday, 20 November 2023 at 5:00 pm</p> <p>Meeting closed at 7:15 pm</p> <hr/> <p>Signed: <i>R Lancaster</i> Chair of Governors</p> <p>Print Name: Rob Lancaster Date: signed and agreed 20 November 2023</p>	