

**Minutes of the Tuxford Academy Committee meeting  
 held on Monday 20 November 2023  
 at 5:00 pm at the academy**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mr R Lancaster ( <b>Chair of Governors</b> )	RL	Appointed	
Mr P Kelly ( <b>Vice Chair of Governors</b> )	PK	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Parent	
Mrs L Lee	LL	Appointed	
Mrs D Hollingsworth	DH	Appointed	A
Mrs M Clark (formally Griffiths)	MC	Parent	
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	
Vacancy appointed governor			

In attendance: [staff or other invited persons]

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mr D Vernon	DV	Executive Principal	
Mr J Hardy	OH	Principal	
Mrs S Baines	SB	Governance Professional	
Ms D Addison	DA	Vice Principal	
Ms N Ashton	NA	Assistant principal	
Quorum number required	5	Governor's present	8

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/ when</b>
<b>AC/22/23/24</b>	<b>Welcome</b> The Chair welcomed all to the meeting.	
<b>AC/23/23/24</b>	<b>Apologies for absence</b> Apologies were received and accepted from Mrs D Hollingsworth due to illness.	
<b>AC/24/23/24</b>	<p><b>Presentation</b></p> <p><b>Shared team approaches to curriculum delivery</b></p> <p>Ms D Addison and Ms N Ashton delivered a presentation on the above subject stating it is vital to have a team approach to achieve excellence. Excellence through teamwork is achieved through:</p> <p align="center">Quality, consistency continuity, efficiency professional development, support, sense of belonging</p> <p>The Academy is schedule to work with Tom Sherrington on Walkthrus an acclaimed author leading on Teaching and Learning. Teams collaborate to implement improvements in classroom pedagogy (JPD)</p> <ul style="list-style-type: none"> <li>▪ Cold calling with 5 steps:</li> <li>▪ Ask the class the question.</li> <li>▪ Give thinking time.</li> <li>▪ Select someone to respond.</li> <li>▪ Respond to the answers.</li> <li>▪ Select another student and respond again.</li> </ul> <p>Tom Sherrington will start to work with faculties delivering 3 sessions through the year commencing on 11 December 2023 to work with middle leaders ultimately creating a twilight session for colleagues.</p>	

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	<p>JPD is a joint practice development currently used at the Academy, The JPD project provides opportunities for all teachers to collaborate and learn with colleagues.</p> <p>Ms Ashton continued the Academy use IRIS a piece of software whereby lessons can be filmed, and create snapshots to share with others, enabling colleagues to reflect on practice. A great method for sharing best practice, capturing, sharing, and embedding.</p> <p>Ms Ashton asked how governors would like to be involved. Ie Leadership Team line management, coaching, joint QA, whole school QA.</p> <p><b>A governor asked</b> how the new process would be measured and what its success rate would look like? <b>A governor further asked</b> what is the buy in already from staff is there any resistance? Ms Ashton replied staff have displayed a positive outlook from any resistance. However, the academy has tried to ensure lessons have been learnt from experience. The shared theme is embedded and linked into the academy improvement plan. Ms Addison commented having a team approach is a winner, looking at foci and exploring methods, particularly with consistency. The theme is currently at an exploration stage, best practice stage will be evident later in the year.</p> <p><b>A governor asked</b> will a change in GCSE grades be visible. Ms Addison replied and confirmed a visible change will be evident in the long term. Ms Addison continued the Academy are scheduled to look at markers for consistency in April 2024.</p> <p><b>A governor asked</b> within the presentation it was stated working in a classroom can be lonely. Do staff feel the shared team approach is helping them? And how does this fit with teacher development. Ms Ashton responded each teacher owns a Personal development plan (PDP) with their own goals linked in with team improvement plans. Through individuals having coaching conversations they decide what may be an appropriate pathway for their professional development. <b>A governor further asked</b> how it dovetails into the PDP. The principal responded it feeds into the team improvement plan which aligns with objective 1 and 2 of the Academy Improvement plan (AIP) which in turn feeds into individual development plans. The principal confirmed the Academy is making 'excellence through teamwork' more specific, working in teams supports collaboration.</p> <p><b>A governor stated</b> and volunteered to carry out a deep dive into the shared team approach to curriculum with effect from April 2024. <b>Action:</b> RC</p> <p><b>A governor asked</b> if the shared team approach had been baselined. Ms Addison confirmed it had with various foci. The Executive Principal stated staff self- assess themselves. <b>A governor further asked</b> to what extent is the self-assessment voluntary. Ms Ashton responded the Academy are looking at the set up of tutorials over the next few months and are due to meet with a representative from IRIS. <b>A governor further asked</b> if staff have embraced it or has/is becoming an issue. Ms Ashton replied 'drop ins' are very snappy with duration being 15 mins, enabling time to deliver</p>	<p>RC 04.24</p>

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	<p>key points. Additional opportunities are being looked at during the school day.</p> <p>The Chair thanked Ms Addison and Ms Asthon for their presentation and time. Ms Ashton left the meeting at 17:35</p>	
<b>AC/25/23/24</b>	<p><b>Declaration of interest</b> Declarations of Interest for 2023/24 had been circulated to governors to complete and return. Declarations of interest will be published on the Academy website when completed.</p>	
<b>AC/26/23/24</b>	<p><b>Minutes of the last meeting 18 September 2023</b> The minutes of the meeting, having previously been received were proposed as a true record by Mr Charnock and second by Mr Kelly. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
<b>AC/27/23/24</b>	<p><b>Matters arising:</b> <b>AC/09/23/24</b> <i>068/22/23:</i> Review of Student attendance - outcome of visit (RL/DH) deferred until next meeting. <b>Action:</b> to be incorporated in the safeguarding visit 2 October 2023 It was agreed the review of student attendance will be addressed in the January 2024 meeting alongside Attendance and behaviour. Item now complete</p>	
<b>AC/28/23/24</b> <b>a</b>	<p><b>Principal's report</b> The principal's report had been circulated to all governors prior to the meeting. The principal drew governors' attention to key points: The safeguarding checklist had been updated with highlights in red. The principal confirmed the Designated Safeguarding Lead (DSL) had confirmed there are currently two key areas which have escalated since half term ie self-harm and domestic violence. <b>A governor asked</b> what age group the students are experiencing self-harm and domestic violence. The principal responded and confirmed all year groups with a spike of harming as a group rather than individually. The principal stated it was an escalation of mental health.</p>	
<b>b</b>	<p><b>AIP</b></p> <p style="text-align: center;">Fostering a positive culture of high expectations Beyond Classroom Within Classroom</p> <p style="text-align: center;">Further developing adaptive teaching strategies Appropriate challenge Adaptations for SEND</p> <p style="text-align: center;">Improve community involvement in the academy Parent engagement Student-community involvement</p> <p>The principal reiterated the objectives of the AIP</p>	

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	<p><b>A governor asked</b> if governors could see the plan behind the AIP to fulfil constructive challenge. The principal confirmed the plan is a working document but will be available for governors to peruse. <b>A governor further asked</b> if governors could have sight of the 'ideas' behind the AIP when the Academy next draw up the document. The principal confirmed he would share the key phrases behind the work streams with governors.</p> <p><b>Action:</b> Principal to share AIP with governors.</p>	OH 01.12.23
c	<p><b>Outcomes targets</b></p> <p>The principal confirmed outcome of targets sits under objective 2 of the AIP. The principal continued to explain the key areas the academy is currently working on to raise student outcomes. The academy are rationalising data to help students become more accountable.</p> <p><b>A governor asked</b> what the plan is for students due to the change in vocational examinations and the removal of BTECs. The principal replied the BTECs will remain for this year, it is about raising this year's outcomes beyond this the academy will be exploring what is right for students and staff. The principal continued the ERM will be fed back to governors on 22 January 2024 when the target process will be discussed.</p>	
d	<p><b>Pupil Premium statement 2</b></p> <p>The principal confirmed the pupil premium statement 2 is currently being updated. The deadline for all schools to complete the pupil premium strategy is the end of November 2024. The principal confirmed the PP strategy remains the same with 6 key areas.</p> <p>The pupil premium statement is a three-year strategy which is currently being updated for the December 2023 deadline. The strategy focusses on 6 key areas:</p> <ul style="list-style-type: none"> <li>▪ <b>literacy and reading skills</b></li> <li>▪ <b>rates of progress</b></li> <li>▪ <b>motivation and aspiration</b></li> <li>▪ <b>environment and belonging to community</b></li> <li>▪ <b>attendance</b></li> <li>▪ <b>modelling in teaching &amp; learning</b></li> </ul> <p><b>A governor asked</b>, how do the academy measure the impact, on an annual basis, and how do we know it is working. The principal replied via key metrics, attendance, currently the gap is 0.5 which is consistent nationally in addition to the destination data. <b>A governor further asked</b> if there are any areas the academy had previously invested in which they do not now. The principal replied to Poverty Proofing, predominantly around teachers and staff understanding what the challenges are, more of a reflective process.</p>	
e	<p><b>Trips calendar cat c</b></p> <p>The principal explained for the purpose of the new governors the process of the evolve system which enables cat c trips to be approved and signed off. The principal confirmed the academy aim to schedule residential trips</p>	

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	for years 7/8/9 for educational purposes and to develop team building and relationships. Trips for year 10/11 are for educational purposes. <b>A governor suggested</b> the governor responsible for EDI plan a visit to check on the equality of trips in the spring term. <b>Action:</b> EDI governor to schedule date for the spring term.	LL/MC 31.12.23
<b>AC/29/23/24</b>	<b>NCC LA Safeguarding annual checklist submission before 21.12.23</b> For the new governors, the principal explained the above document. An annual safeguarding checklist to be completed by each academy/school and returned to the LA before 21 December 2023. The safeguarding governor and DSL are required to complete, sign and submit the form. It was agreed the safeguarding governor to contact the DSL within school to schedule a date for the checklist to be approved, signed and submitted to the LA before 21 December 2023. The Safeguarding checklist to be approved retrospectively at the next ACm on 22 January 2024. <b>Action:</b> NCC LA Safeguarding annual checklist approval. GP to include as an agenda item 22 January 2024.	RL 20.12.23  GP 22.01.24
<b>AC/30/23/24</b>	<b>Admissions 2025/26 local appendix approval (referral to Trustees if changes proposed &amp; if consultation required)</b> GP declared an interest in the agenda item. The item was declared confidential and will appear in separate minutes.	
<b>AC/31/23/24</b>	<b>Link governor visits and reports</b> <ul style="list-style-type: none"> <li>▪ <u>Staff wellbeing – 2 October 2023</u>              MC gave a verbal report with lots of positives on the staff wellbeing. MC confirmed the report will remain in draft until all the information requested from the academy has been submitted.  <b>Action:</b> OH, to submit data requested.</li> <li>▪ <u>Safeguarding- 9 October 2023</u>              Safeguarding, Alternative Provision, Pastoral Support.              RL&amp;LL              LL gave a verbal update on the visit, whereby governors Tag teamed on Patrick knights visit with ALP.</li> <li>▪ <u>Open Evening September verbal update</u>              MC/LL              Gave a verbal update on the visit, confirming it was a lovely experience, staff so enthusiastic about their departments. Students very proud of the academy. Both governors confirmed it was wonderful to observe the Tuxford ethos.</li> </ul> <u>Future Planned visits:</u> <ul style="list-style-type: none"> <li>▪ SEND</li> <li>• Curriculum</li> </ul>	OH 05.12.23
<b>AC/32/23/24</b>	<b>Governance Housekeeping</b> Mandatory training: <ul style="list-style-type: none"> <li>▪ Cyber training</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Declaration of Interest</li> <li>▪ KCSIE update &amp; Annual refresher.</li> <li>▪ Safeguarding &amp; GDPR training- Govs identified.</li> </ul> <p>The GP identified three governors who had items of mandatory training outstanding. GP requested all training be completed and certificates completed before 27 November 2023 as a last resort.</p> <ul style="list-style-type: none"> <li>▪ Outcome of Governance Informal meeting 2 October 2023 including Governance Self Evaluation and action plan. (8 November 23)</li> </ul> <p>The Chair confirmed areas of the self-evaluation form had been re rag rated. After a brief discussion governors accepted and approved the self-evaluation form for 2023. It was agreed Mr Charnock and Mr Kelly to compile an action plan before 31 December 2023 to present at the ACm on 22 January 2024. <b>Action:</b> RC to present action plan 22 January 2024.</p> <ul style="list-style-type: none"> <li>▪ <u>Governor Self review process 1:1</u> Going well</li> <li>▪ <u>Parent support group update</u> Mr Charnock and Ms Addison gave a verbal update on the recent PSG.</li> <li>▪ Parents requested clarity on post 16 gradings and expectations, to be taken back to February meeting. <b>Action:</b> OH, to provide</li> <li>▪ Lunches – Insufficient choice and quantity <b>Action:</b> Mr Charnock and Mrs Clark to observe a lunchtime. Date to be scheduled with the principal.</li> <li>▪ Car Park at school exit time remains an issue.</li> <li>▪ <u>Post 16 representation Academy Committee – update</u> <b>Action:</b> OH, to source for January 2024</li> <li>▪ Receive any policies/appendix. The following policies were approved at Finance and Resources Committee GPs were informed on 10 October 2023. There are no changes only dates. <ul style="list-style-type: none"> <li>○ Managing People (formerly capability policy and procedure)</li> <li>○ Pay and Reward</li> <li>○ Safer Recruitment</li> <li>○ Disciplinary Policy</li> <li>○ Staff Grievance</li> </ul> </li> <li>▪ <u>Resignation of Chris Parsons – 04.11.2023</u> The Chair stated it was with deep sadness Mr Parsons had resigned from the role of governor. He will be sorely missed. It was decided the academy to write to Mr Parsons to thank and acknowledge him for his support and dedication over the last few years.</li> </ul>	<p>All</p> <p>RC&amp;PK 22.01.24</p> <p>OH/RC/MC 31.12.23</p> <p>RC/MG/OH 20.01.24</p> <p>OH 22.01.24</p> <p>DV</p>



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	<p><b>Action:</b> DV to write to Mr Parsons</p> <p>Mr Newman left the meeting at 19:12</p>	
AC/33/23/24	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>▪ Questions on presentations</li> <li>▪ Reports</li> <li>▪ Trip</li> <li>▪ Triangulation</li> <li>▪ Scrutiny of documents</li> <li>▪ Questions AIP</li> </ul>	
AC/34/23/24	<p><b>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</b></p> <p><b>Determination of confidentiality of business</b> Governors considered whether anything discussed during the meeting should be deemed as confidential. It was deemed agenda item <b>AC/30/23/24</b> was confidential and will be minute under a separate confidential item. 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/35/23/24	<p><b>Complete report to Trustees</b> Governors completed a LAC report to the Trustees.</p>	
AC/36/23/24	<p><b>Date of next meeting:</b> Monday, 22 January 2024 at 5:00 pm Meeting closed at 19:13</p> <hr/> <p>Signed: <i>Rob Lancaster Chair of Governors</i> Date: 22 January 2024 Approved and circulated by Chair and Principal</p>	