


**Minutes of the Tuxford Academy Committee meeting
 held on Monday 22 January 2024
 at 5:00 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	
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]

Staff name	Initials	Role
Mr D Vernon	DV	Executive Principal
Mr J Hardy	OH	Principal
Mrs S Baines	SB	Governance Professional
Mr C Longmore	CL	Assistant Principal
Ms A Leatham-Pugh	ALP	Vice Principal
Dan Kay	DK	Post 16 Representative
Eddie Williams	EW	Post 16 Representative
Quorum number required	5	Governor's present
		8

Item No	Item	Action/ by who/ when
AC/37/23/24	Welcome The Chair welcomed all to the meeting.	
AC/38/23/24	Apologies for absence Apologies were received and accepted from Mrs D Hollingsworth due to illness.	
AC/39/23/24	Presentation Trust training Attendance presentation – Patrick Knight  Meeting with Patrick Knight-20231107 133157-Meeting Recording.mp4 A recorded training session had been circulated to Academy Committee members prior to the meeting for review and to establish any challenge to take place in the meeting. Academy Committee members reviewed the Trust training provided which included details of the strategic objectives.	
AC/40/23/24	Local Presentation following central training. Mr Longmore, Ms Leatham-Pugh and Mr Hardy delivered a presentation on Behaviour and Attendance within the Academy. The principal gave context to the presentation within the AIP, stating the academy possess a shared culture of high expectations including adaptations to systems and structures and the consistent implementation of them.	

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	<p><u>Behaviour</u></p> <p>Mr Longmore highlighted key elements of the presentation regarding Behaviour within the academy. Mr Longmore outlined the academy values ie: <i>Safe, Respectful, Ready</i></p> <p>Mr Longmore confirmed the consequence for Behaviour and actions of the 5-step process. <i>Reminder, warning, Sanction, Internal removal in faculty, Removal from faculty</i></p> <p>Mr Longmore advised governors the academy have 10 ambassadors who are shaping the anti-bullying ambassador journey.</p> <p>Mr Longmore advised the next step is to work towards obtaining the Rainbow Flag Award, a national quality assurance framework for primary schools, secondary schools and SEND schools. The award focuses on positive LGBT+, (lesbian, gay, bisexual, trans, plus other related identities), inclusion and visibility.</p> <p>The chair thanked Mr Longmore for his presentation and asked governors for questions.</p> <p>A governor asked in recent months the most high-profile behaviour intervention was the new toilet block. What feedback has the academy received from both students and staff. Mr Longmore replied there has been a lot of positive feedback, students are now unable to congregate in the toilets, the new toilet block has had the desired expected impact. Mr Longmore continued there is no vaping, no congregating, and more students are using the toilets as they should do. Duty points are much easier to manage and there is less damage to the toilets. The principal stated the financial spend on damage to the toilets within the first term has significantly reduced.</p> <p>A governor asked are there any other interventions which stand out, have worked well or equally have not worked out as expected. Mr Longmore replied, strategies in lesson to further address behaviour have worked well. Staff wanted consistency across the academy, and due to the constant clarity upon expectations this has now been a success. Mr Longmore continued; the strategies used to create clarity of behaviour expectations are:</p> <p>Ethos twilights & Inset days to explain approaches. Clarity through Toolkit Constant reminders through Assemblies & CCT Constant reminders through staff briefings Tom Sherrington – walkthrough approaches (Meet & Greet / signal-pause-insist)</p> <p>A governor asked is the academy convinced every student is receiving the consistency around behaviour expectation. The principal replied the leadership are currently working with staff on visible processes. ie–walkthrough approaches advised by Tom Sherrington including Meet & Greet / signal-pause-insist. The principal stated the visibility is making the process easier to QA.</p>	

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	<p>The Chair asked one of the Post 16 representatives his thoughts on behaviour within the academy. The student replied students are quite well behaved. Commenting he liked the safe, respectful but questioned if students should be more ready. Some parents are unsure as to what it actually means, is there another way of communicating to parents rather than report cards. Mr Longmore replied there is work to be done to improve communication.</p> <p>Dan Kay left the meeting at 17:30</p> <p>A governor asked whilst staff are aware of expectations how is this being shared broadly with parents. In particular regarding suspensions, at what point does the academy involve parents before or after the suspension. Mr Longmore replied it is often after the suspension. A governor further asked is there an opportunity to communicate prior to a possible suspension. Mr Longmore replied the evidence is scrutinised, followed by a waiting time, a holding phone call is then made. In extreme incidents the academy contacts the parents prior to the suspension. Ms Leatham-Pugh stated an important element of the process is the reintegration meeting, discussing strategies to be put in place to prevent a reoccurrence. The principal stated there are two reasons for a suspension, a one-off serious incident and persistent non-compliance.</p> <p><u>Attendance</u> Ms Leatham-Pugh highlighted key elements of the presentation regarding attendance. Absence in schools nationally is now at crisis point. Ms Leatham-Pugh stated Data is taken from three areas: Dfe dashboard updated every 2 weeks. FFT – Fisher Family Trust Diverse Academies Trust data Tuxford Academy is currently sitting at: Persistently absence 22.1% Severely absence 2.7% Overall attendance is 91.7% against national average 90.5% However, within the Diverse Academies Trust Tuxford Academy possess the highest attendance at 91.82% Ms Leatham-Pugh stated strategies are in place, to raise the profile for attendance with reference to every minute counts. Ms Leatham-Pugh continued the academy bought into 12 days of Christmas in December 2023 to further encourage students to attend school during the run up to Christmas. This included offering events ie. Jingle Jog, Winter Wonderland. Reward vouchers were awarded to students for attendance A governor commented they were very well received.</p> <p>A governor asked how governors can be most helpful to create a greater consistency and collaborate to improve attendance and behaviour within the academy. Ms Leatham-Pugh replied collaboration is needed to embed the consistency. Stating Governors would be welcome to visit school and speak with students to obtain their voice on the process.</p> <p>A discussion took place regarding attendance nationally both for pre and post Covid within the academy community.</p>	

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	<p>Ms Leatham- Pugh stated post covid, some students attitudes to learning were very different, several were suffering from anxiety, stating there has also been an increase in students being educated from home.</p> <p>A governor asked if the PSG could have access to an amalgamated version of the presentations delivered regarding Behaviour and Attendance. This would broadcast the message to parents and would enable reinforcement from a different direction. The principal confirmed the PSG group could have access to the presentation. Action: Principal to facilitate</p> <p><u>Cohesive pastoral structure</u> The principal outlined the new cohesive pastoral structure within the academy. The change occurred as students did not feel supported, different groups not working together, opportunity to remodel the pastoral structure due to movement of staff. The principal stated the new model provides a team approach across KS3/4/5 it will provide a benchmark for being more reactive as each year will email a direct account ie Y7@tuxford-ac.org.uk and it will focus on leadership. The principal stated the next piece of work will be focused on leadership, created through post 16 and the different layers further down the academy.</p> <p>The Chair thanked Mr Longmore, Ms Leatham-Pugh and the Principal for the informative presentations.</p> <p>Mr Longmore left the meeting at 18:00</p>	OH 06.02.24
AC/41/23/24	<p>Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
AC/42/23/24	<p>Minutes of the last meeting 20 November 2023 The minutes of the meeting, having previously been received were proposed as a true record by Mr Charnock and second by Mrs Donlan-Harrison. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
AC/43/23/24	<p>Matters arising: AC/24/23/24 RC deep dive TBC. Shared team approaches to curriculum delivery Mr Charnock to schedule a deep dive and present at the meeting on 11 March 2024 AC/28/23/24 Principal to share AIP themes. Item now complete AC/28/23/24 EDI visit regarding the equality of access to school trips to be scheduled – LL/MC Item now complete</p>	RC 11.03.2024

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	<p>AC/29/23/24 Confirmation of submission to NCC LA safeguarding annual checklist before 21.12.23- Ms Leatham-Pugh confirmed safeguarding checklist was submitted to NCC on 17 December 2023 Item now complete</p> <p>AC/31/23/24 <u>Link governor visits and reports</u> Staff wellbeing – 2 October 2023-OH to submit data requested to MC The principal confirmed the Trust did not collate the information requested at the time of the census. However, the principal confirmed for the previous 9 months a monthly report was available with the following data. Lost time for staff currently is 3.72% compared to 4.94% nationally, and Trust level 4.5% Turnover of staff currently 21% Stability currently 73.94% The principal confirmed Tuxford Academy are below in all 3 measures. A governor asked if the academy had a well being policy? The principal confirmed the policy is entitled People First and will be uploaded onto Share point for governors. Action: GP to upload to Share Point Item now complete</p> <p><u>PSG meeting</u> Following the autumn term PSG meeting, MC/RC agreed to observe lunchtime sittings. Governors confirmed substantial lunches are available with a very poor take up. Selection of foods not always available at the end of first sitting but available in second sitting. The principal confirmed he had spoken with the catering department who have recruited two new appointments to ensure any issues are flattened. The principal confirmed the PFI award NCC the catering contract, confirming if the academy propose any changes they must be made via PFI.</p> <p><u>Post 16 gradings expectations</u> The principal agreed to attend the spring term PSG meeting to explain the Post 16 gradings. Action: Principal to attend spring term PSG on 6 February 2024</p> <p><u>Post 16 representation Academy Committee</u> On behalf of the Academy committee the chair welcomed Dan Kay and Eddie Williams in their capacity of representing the Post 16 students. On behalf of the committee the chair wished them well and looked forward to working with them. The post 16 open evening was taking place on the same evening resulting in Dan and Will leaving and rejoining the meeting when able to do so.</p> <p>Eddie Williams joined the meeting at 18:15</p>	<p>GP 11.03.2024</p> <p>OH 06.02.24</p>

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AC/44/23/24 a	<p>ERM Academy committee members had received a copy of the ERM previously circulated.</p> <p>Attendance The principal stated a key focus for the ERM was attendance strategies. TA attendance is lower than pre-pandemic but currently sits just above the national average.</p>	
b	<p>Year 11 A comprehensive Yr11 plan is in place highlighting key actions throughout the year. As we return from Christmas the Yr11 plan will gain momentum to include:</p> <ul style="list-style-type: none"> • The prepare to perform evening. • Saturday morning revision sessions, • Parents evenings, • Further targeted intervention support based on the latest data. • Data and performance including attitudinal data will be reviewed regularly and plans adapted accordingly using the RTS system. • Maths and English build up programme. 	
c	<p>Safeguarding Safeguarding - exceptional reporting The principal confirmed the academy had seen a significant increase in domestic violence over the academic year. It is about supporting the students as they can be victims observing the violence. They are triaged, tutor checks in with them on a daily basis and the student can be referred to MASH Multi agency safeguarding hub if required.</p>	
d	<p>Risk Register The risk register had been circulated to governors prior to the meeting. A governor asked there has been a 75% reduction in accessing iPads when they have been decommissioned. What has been the impact on student learning and staff teaching. The principal replied the government instruct the academies on decommissioning, considering age etc. The executive principal confirmed a rolling programme to replace does exist which is Trust wide. Governors are keen to understand the DAT ICT strategy which will assist a positive response to a 75% reduction in capacity.</p> <p>A governor queried the risk surrounding recruitment and retention has increased but, in the narrative, it is predominantly due to maternity leave. The principal replied the academy currently have 10 staff on maternity leave, the timetable has changed significantly since January 2024 to accommodate this.</p>	
e	<p><u>Response from the LAC to the ERM</u></p> <ul style="list-style-type: none"> • Attendance is a clear priority and actions and their impact have been explored at LAC meeting and will be followed up through governor visit. Data has been benchmarked against not only national figures but also statistical neighbours and for different groups. 	

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	<ul style="list-style-type: none"> • Governors recognise the impact of having a relatively large number of students as outliers, accessing alternative and /or part time provision on outcomes at the end of KS4. They also recognise that Tuxford is an inclusive school, which should be seen as a strength. • Governors acknowledge efforts being made to reduce variability in group performance through targeted interventions, increased line management accountability, alongside continued high quality CPD focussed on T&L. They will be following this up through a curriculum/teaching and learning visit. • Governors recognise the efforts made through timetable revisions each term to accommodate staff changes so that students get maximum access to subject specialists and minimise any disruption to curriculum continuity. • Governors are keen to understand the DAT ICT strategy which will assist a positive response to a 75% reduction in capacity. 	
<p>AC/45/23/24</p>	<p>Policy approval. The following policies were approved at the relevant Committees, on 27 November 2023 and will be published on the Trust website. S&O:</p> <ul style="list-style-type: none"> • Anti-bullying <u>policy</u> • Attendance policy & appendix • Behaviour policy • Early Years Foundation Stage policy & appendix • Online Safety • Safeguarding and Low-Level Concerns • Suspensions and Exclusions of Pupils • Early Careers Teacher Policy <p>F&R</p> <ul style="list-style-type: none"> • Whistleblowing policy • Health and Safety Policy (recommended to Board for approval) • Reserves and Investment Policy ▪ EDI policy 	
<p>AC/46/23/24</p>	<p>Governor Visits Completed Governors had completed the following link governor visits and the reports had previously been circulated. Governors provided a verbal update to committee members.</p> <ul style="list-style-type: none"> ▪ Post 16 Open Evening - 30 November 2023 ▪ Year 11 prepare to perform. ▪ Special Education Needs & Disabilities- 27 November 2023 • Safeguarding- LA Annual Checklist- 17 December 2023 • Christmas Showcase – 18 December 2023, • Lunchtime Visit – 29 November 2023 • LGBTQ+ Coffee morning -10 January 2024 <p>Dan Kay returned to the meeting at 18:39</p>	

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	Planned visits <ul style="list-style-type: none"> • Curriculum & Examinations- follow up. • Safeguarding- Behaviour and attendance • Equality of access to school trips • 5 March 2024 – Chair/Trustee meeting 4:30 for 5:00 pm at TA 	
AC/47/23/24	Presentation of governor action plan from self-evaluation for approval Governors had previously worked on the action plan following the governor self-evaluation. Following a brief discussion, the document was approved in principle and will be forward to the Head of Governance by the GP. Action: GP to share with Head of Governance	GP
AC/48/23/24	Appointed Governor vacancy. The chair confirmed the academy committee have a vacancy for an appointed governor. Following a discussion, it was agreed to look at the current skill set of all governors and address at the meeting on 11 March 2024. Action: Agenda item	GP
AC/49/23/24	How has the AC held senior leaders to account? <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Reports ▪ Scrutiny of documents and data interrogation ▪ Visits 	
AC/50/23/24	Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld. Determination of confidentiality of business Governors considered whether anything discussed during the meeting should be deemed as confidential. It was deemed there were no confidential items. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.	
AC/51/23/24	Complete report to Trustees Clear, consistent, collaboration by staff is having a positive impact on student behaviour and attendance with commitment to embed changes introduced and further improve this area. <ul style="list-style-type: none"> • Positive Post 16 and Year 11 Prepare to Perform evening. • Amazing Christmas Show case on 18 December 2023 involving over 100 students. • Post 16 students who attend the ACM very pleased that parents' evenings have returned to be face to face. • Improved access by students and reduced damage due to the newly designed toilets. • Governors are keen to understand the DAT ICT strategy which will assist a positive response to a 75% reduction in capacity. • Governors recognise the need to encourage students to apply for post 16 applicants. • Governors recognise the efforts made through timetable revisions each term to accommodate staff changes so that students obtain 	

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	<p>maximum access to subject specialists and minimise any disruption to curriculum continuity.</p> <ul style="list-style-type: none"> Governors acknowledge efforts being made to reduce variability in group performance through targeted interventions, increased line management accountability, alongside continued high quality CPD focussed on Teaching & Learning. 	
AC/52/23/24	It was agreed by academy committee members to hold future Academy Committee meetings face to face at the academy.	
	<p>Date of next meeting: Monday, 11 March 2024 at 5:00 pm Meeting closed at 18:59</p>	
	<p>Signed: <i>Rob Lancaster, Chair of Governors</i></p> <p>Print Name: Rob Lancaster Date: 11 March 2024 Approved and circulated by Chair and Principal</p>	