

**Minutes of the Tuxford Academy Committee meeting
held on Monday 11 March 2024
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	A
Mr R Charnock	RC	Parent	
Mrs L Lee	LL	Appointed	A
Mrs M Clark	MC	Parent	
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	A
2 x Vacancy appointed governor			

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	
Mr K Griffiths	KG	Assistant Principal	A
Dan Kay	DK	Post 16 Representative	
Eddie Williams	EW	Post 16 Representative	A
Quorum number required	5	Governor's present	5

Item No	Item	Action by who/when
AC/53/23/24	Welcome The Chair welcomed all to the meeting.	
AC/54/23/24	Apologies for absence Apologies were received and accepted from Mr M Williams, Ms L Lee, Mrs C Donlan-Harrison, Mr D Vernon, Mr K Griffiths and Mr E Williams due to illness.	
AC/55/23/24	Tribute to Doreen Hollingsworth Governors were very saddened to hear of the death of Doreen who passed away after a long illness on 5 February 2024. The Chair stated, Doreen's unfailing optimism, an ability to read between the lines, ask pertinent questions, together with an unerring focus on staff and student safety and wellbeing ensured we, as a governing body focused on what matters most in schools today. Doreen will be sorely missed, and our sincere condolences go to Doreen's family and friends.	
AC/57/23/24	Presentation Trust Training The agenda item was taking out of order and superseded Item AC/56/23/24. Effectively monitoring the Quality of Education Evaluating the quality of education - Training for governors and trustees-20240223 154627-Meeting Recording.mp4	

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	<p>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.</p> <p>A governor noted it is important to evaluate the quality of education in an informal manner via conversations. Mr Hardy confirmed conversations with students do take place in an informal manner during the day at the academy. Governors noted the suggested questions to ask students.</p> <p>A governor asked if Heads of Faculty could present to governors their subject area to enable governors to further understand how the curriculum is implemented. This was agreed and will be diarised accordingly.</p>	
AC/56/23/24	<p>Academy Presentation: Mr Hardy and Ms Addison delivered a presentation and drew governors' attention to key areas.</p> <ul style="list-style-type: none"> • A belonging to the school and its community: focussing on student leadership, parental engagement, staff engagement & CEIAG. <ul style="list-style-type: none"> ▪ Clarify student leadership opportunities. ▪ Enhance parent communication and involvement. ▪ Enhance staff belonging to academy. ▪ Continually Improve the physical school environment <p>Ms Addison stated the academy offer a plethora of opportunities for students. To which the academy is looking to bring the openings together and provide a more cohesive scheme around the current College system.</p> <p>Mr Hardy explained the current college system for the purpose of the new governors on the committee. There are currently four colleges, Ash, Beach, Oak and Willow. Prior to the pandemic the academy operated a vertical tutor system. Following the pandemic horizontal tutoring was implemented. As a consequence, to the bubbles the government stated students should operate within and the big change in government expectations within the pastoral curriculum.</p> <p>Mr Hardy continued the academy still operate with the four colleges, have a college leader, but are looking at what the colleges will look like in the future.</p> <p>A governor asked if the academy was clear why this is a key issue. Mr Hardy stated students have expressed a wish for a greater input into what and how the academy will develop in the future. The toilets were a great example of this.</p> <p>A governor asked does the academy have form representation. Mr Hardy replied, the academy is working on Immediate development of student leadership opportunities which will include form representation, feeding into school council.</p>	

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	<p>A discussion took place around student and staff leadership. Students will understand what they can have a say on and what they cannot to ensure student voice is heard properly and to facilitate moderation.</p> <p>Governors wished to acknowledge and congratulate the LGBTQ+ group on obtaining the rainbow flag award. The Rainbow Flag award is a national quality assurance framework for all schools and youth-centred organisations. Focussing on positive LGBT+ (lesbian, gay, bisexual, trans, plus other related identities), inclusion and visibility.</p> <p>Ms Addison presented upon, <i>Enhance parent communication and involvement.</i> How do we support parents to have value in school Ms Addison stated there are 5 categories of parental engagement,</p> <ul style="list-style-type: none"> ▪ Undermine ▪ Indifferent ▪ Trust ▪ Support ▪ Belong <p>The three most engaged categories being, indifferent, trust and support. with the majority falling into trust and support. Ms Addison asked governors how they feel they could support the 'shift'. Governors stated Alumni could be used to showcase different career pathways. A possibility of offering coffee morning attendance via TEAMS</p> <p>A governor asked if the marketing department could market positive publicity. Celebrating the academy achievements on social media platforms and blogs. Action: The principal to liaise with the marketing department</p> <p>A discussion took place regarding how governors can further support parental engagement. In addition to a review of the purpose of the PSG. It was decided thoughts to be brought back to the meeting on 13 May 2024. Action: Agenda item</p> <p>The principal stated the academy are continually aiming to improve the physical school environment. Trying to enable change every half term. ie.</p> <ul style="list-style-type: none"> ▪ Toilets ▪ Expressions ▪ The shows ▪ Pastoral areas ▪ Seating outside ▪ The library <p>The principal stated, to enhance staff belonging to the academy. It is not about <i>what we do</i> it is <i>how we do it</i>.</p>	<p>OH</p> <p>All GP 13.05.24</p>

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AC/58/23/24	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.	
AC/59/23/24	Minutes of the last meeting 22 January 2024 The minutes of the meeting, having previously been received were proposed as a true record Mrs Clark proposed and Mr Newman second. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.	
AC/60/23/24	Matters arising: AC/40/23/24 Principal to facilitate presentation Behaviour & Attendance to PSG 6 February 2024. Principal to share Post 16 gradings at PSG. Item now complete AC/24/23/24 Shared team approaches to curriculum delivery Mr Charnock to schedule a review and present at the meeting on 11 March 2024 Action: Item to be deferred until 13 May 2024. AC/48/23/24 The Academy committee have two vacancies for appointed governors. It was agreed to look at the skills audit and gaps at the informal meeting on 17 June 2024 Action: Agenda item 17 June 2024.	RC 13.05.24 GP 17.06.24
AC/61/23/24 a	ERM The principal took governors through the ERM which had previously been circulated to the committee. Attendance Attendance of year 11 students has steadily dropped from 91% at the start of the year to just below 89%. This is an improvement on last year and a testament to the work carried out by the team. Yr11 currently have 68 (27%) of students in PA and 14 (6%) of student in the SA category. The principal confirmed leading up to Year 11 examinations, communication between parents and school is key via Weduc, Sway informing what faculties are doing regarding revision sessions, including Saturday morning revision sessions. The academy is empowering parents with resources to support their children. The principal confirmed the academy have a relatively large number of students as outliers, accessing alternative and/or part time provision on outcomes at the end of KS4. The academy is an inclusive school, which is viewed as a strength.	
b	Lock down procedure. The principal confirmed there had recently been a fault with the bell/alarm system and the academy were waiting for the PFI contractor to rectify. This prompted a lengthy discussion regarding 'lock down' process and procedure.	

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	<p>A governor asked if the senior leaders of the academy were confident that if ever a 'lock down' procedure was invoked the students and staff would be safe. The principal confirmed and assured governors that action has been taken to ensure safe systems relating to fire alarms and alternatives to bells warning of intruders on site are in place within the control of the academy.</p> <p>Governors are concerned that it is taking too long for this issue to be resolved by the PFI contractor.</p> <p>The principal has confirmed that the CEO and Trust are ultimately responsible for the safety of staff and students at Tuxford. Governors requested this needs to be a standing agenda item until the issue is resolved.</p> <p>Action: Lock down agenda item 13 May 2024</p>	GP 13.05.24
c	<p>Safeguarding</p> <p>The principal confirmed an appendix to the safeguarding policy had been adopted by the Trust ie Filtering and Monitoring Filtering and monitoring appendix 2024 (1).pdf</p> <p>The principal presented the safeguarding grid and the changes from 22 January 2024 were highlighted ie:</p> <ul style="list-style-type: none"> ▪ Meeting with HR to check the SCR 31/01/24. ▪ From the survey, identified Year 7 & 8 students have received a wellbeing workshop, which has been delivered by MHST. ▪ Students have completed the safeguarding audit to gather student voice. ▪ Staff within the academy are Mental Health First Aid trained and we have another 3 members of staff engaging with this training this academic year. ▪ Using SENSO to monitor students' activity on school laptops. 	
d	<p><u>Response from the LAC to the ERM</u></p> <ul style="list-style-type: none"> • Governors note the challenge of having a high number of Outliers in Year 11 and its impact on KS4 outcomes. • Governors note the high level of bespoke support provided to maximise Year 11 opportunities, access to examinations and results, in light of falling attendance rates in Year 11, albeit better than last year. • A governor visit to review successful strategies to improve attendance through targeted interventions would be helpful in the summer term. • Governors note the loss of capacity to support interventions due to a high number of staff on maternity leave. • It will be useful to assess any impact of additional workload on the staff wellbeing. • Governors have been assured that action has been taken to ensure safe systems relating to fire alarms and alternatives to bells warning of intruders on site are in place within the control of the academy. 	

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	<ul style="list-style-type: none"> They are concerned that it is taking too long for this issue to be resolved by the PFI contractor. The principal has confirmed that the CEO and Trust are ultimately responsible for the safety of staff and students at Tuxford. This needs to be a standing item until the issue is resolved. 	
AC/62/23/24	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. <u>Completed:</u> <ul style="list-style-type: none"> INSET 19 February 2024 PK quality of teaching, revision, retrieving very good Safeguarding RL/LL 11.03.24- Behaviour and attendance Student voice – very good representation Equality of access to school trips To be deferred until 13 May 2024 Chair/Trustee – 5 March 2024 – PK Meeting cancelled. Year 9 Progress evening –LL Very informative Year 7 Assembly – Hate Crime 2 February 2024 – LL Outstanding DAT Strategic Leadership -David Newman/Dave Vernon Segregation of responsibilities - 22 January 2024 <ul style="list-style-type: none"> Previously circulated, very clear, demonstrating collaboration sharing best practice across the Trust. Succession planning is incredible -grow you own 	CDH 13.05.24
AC/63/23/24	PSG update 6 February 2024 Governor to visit and observe lunchtime arrangements. PSG had requested staffing statistics, governor to take back to the meeting in May. Action: Principal to provide PSG with staffing statistics	OH 13.05.24
AC/64/23/24	Date and programme for informal meeting in summer term. It was confirmed the date for the informal meeting in the summer term would be Monday, 17 June 2024 at 5:00 pm. The agenda to follow but to include: <ul style="list-style-type: none"> Governor skills audit – Two appointed governor vacancies 	
AC/65/23/24	Governor's action plan - brief progress review. Action: To be an agenda item on 13 May 2024	GP 13.05.24
AC/66/23/24	Policy Approval The following policies were approved at the relevant Committees, and will be published on the DA Trust website. Governors were notified on 30 January 2024. <u>Standards & Outcomes Committee</u> <ul style="list-style-type: none"> Relationship and Sex Education Policy 	

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	<ul style="list-style-type: none"> • Provider Access policy • Supporting students with medical conditions policy • Early Careers Teachers policy <u>Finance and Resources Committee</u> <ul style="list-style-type: none"> • Levels of Authority (recommended to Board for approval) • Reserve and Investment Policy (recommended to Board for approval) (no summary of changes provided) <u>Audit and Risk committee.</u> The Risk policy was approved at the Audit and Risk Committee 28 February 2024 (summary of changes provided)	
AC/67/23/24	Governor Skills Audit After a discussion it was agreed the skills audit gaps were around <ul style="list-style-type: none"> • SEND • H&S It was agreed to discuss the skills audit gaps further at the informal meeting on 17 June 2024.	
AC/68/23/24	Outcomes of consultation on Admissions 2025/26 The agenda item was deemed confidential and will appear in separate confidential minutes.	
AC/69/23/24	How has the AC held senior leaders to account? <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Questions regarding Lock down procedures. ▪ Governor visits ▪ Questions around attendance strategies 	
AC/70/23/24	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 item number AC/68/23/24 was confidential and will appear in separate minutes. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.	
AC/71/23/24	Complete report to Trustees <ul style="list-style-type: none"> • The presentation by the Principal and Vice Principal confirmed just how special the culture at Tuxford Academy is. Careful analysis and research are informing the action being proposed to create increased student leadership opportunities, engagement, and community belonging are positive and very exciting. • Governors will be involved in supporting this priority, reaching out to parents/carers. • Governors are very proud and delighted that thanks to the hard work, dedication and perseverance of staff and students, Tuxford has achieved the Rainbow Flag award. • Year 9 options evening was very informative and helpful in how parents/carers can assist their children in making informed subject choices. • Year 7 assembly on hate crime which was superbly delivered. • Staff Inset Day was skilfully delivered by staff and well received. 	

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	<ul style="list-style-type: none"> • Student voice session confirmed how inclusive, respectful, open and honest Tuxford students are. • Effectively monitoring the quality of education training video was observed in advance by governors. • It was a very clear presentation and the questions for governors provided will be used, especially questions to ask students, as will the suggestion to invite a Head of Faculty/ Subject to present at a future ACM. • Governors have been assured that action has been taken to ensure safe systems relating to fire alarms and alternatives to bells warning of intruders on site are in place within the control of the academy. • Governors are concerned the PFI contractor is taking too long to resolve the bell issue. • Governors are concerned that it is taking too long for the issue to be resolved with the PFI contractor. • The principal confirmed the CEO and Trust are ultimately responsible for the safety of staff and students at Tuxford Academy. This needs to be a standing item until the issue is resolved. 	
AC/72/23/24	Date of next meeting: Monday, 13 May 2024 at 5:00 pm Meeting closed at 7:00 pm	
	Signed: <i>Peter Kelly</i> Vice Chair of Governors Print Name: Peter Kelly Date: 13 May 2024	