

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 13 May 2024
 5:00 pm at the academy**

Governor name	Initials	Governor category	A = absence
Mr R Lancaster (Chair of Governors)	RL	Appointed	A
Mr P Kelly (Vice Chair of Governors)	PK	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	A
Mr R Charnock	RC	Parent	A
Mrs L Lee	LL	Appointed	
Mrs M Clark	MC	Parent	
Mr D Newman	DN	Appointed	Via Teams
Mr M Williams	MW	Staff	
2 x 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 S Thompson	ST	SENDco	
Ms A Leatham-Pugh	AL	Vice Principal	
Dan Kay	DK	Post 16 Representative	A
Eddie Williams	EW	Post 16 Representative	A
Quorum number required			
	5	Governor's present	5

Item No	Item	Action by who/when
AC/73/23/24	Welcome The Vice Chair welcomed all to the meeting.	
AC/74/23/24	Apologies for absence Apologies were received and accepted from Mr Lancaster (chair) due to a prior commitment. Mr Charnock due to family commitment. Mrs Donlan Harrison due to work commitment.	
AC/75/23/24	Academy Presentation: delivered by Mr Thompson SENDco, Mr Hardy & Ms Leatham-Pugh <ul style="list-style-type: none"> SEND /Equity, Diversity, and Inclusion <p>Mr Thompson opened the presentation and highlighted the key areas to governors 'SEND in a nutshell'.</p> <p>Mr Thompson outlined the SEND offer:</p> <ul style="list-style-type: none"> SEND in the classroom- Pupil profiles / passports. Empowering TA's Inclusiveness Impact – destinations <p><u>Challenges</u></p> <ul style="list-style-type: none"> Funding Challenges – parents/agencies 	

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	<p>Mr Thompson continued to explain the SEND support in the classroom and how the HELM group operate within the academy. HELM (helping everyone learn more) is a small group of students with complex SEND who are taught at Tuxford Academy, however not all students with complex SEND needs follow this curriculum only those identified for the HELM.</p> <p><u>Why is reading a priority – Mr Hardy</u> The principal stated how imperative it is for children to be able to read. Students need to have a reading age of 14 to assist them in taking examinations. Students who struggle with reading at primary school are targeted too. The academy has developed a reading strategy and a reading team to support this priority. These focus on the following areas:</p> <p>assessment and intervention</p> <ul style="list-style-type: none"> ▪ Star reader tests taken 3 times per year. ▪ The reading ages of students are shared with all teachers via Class Charts ▪ If assessments show that some students need more support, small groups of students are withdrawn to follow 'Fresh Start'. <p>teaching reading in English</p> <ul style="list-style-type: none"> ▪ Students regularly read within English lessons. ▪ teachers use reciprocal reading strategies to develop students' confidence. ▪ At key stage 3, homework is centred around reading new texts. <p>teaching reading across the curriculum</p> <ul style="list-style-type: none"> ▪ All our teachers are 'teachers of reading'. ▪ They use reciprocal reading strategies from our 'reading toolkit'. <p>wider reading for pleasure and knowledge</p> <ul style="list-style-type: none"> ▪ Mobile library used through English lessons to encourage reading in lessons and beyond. ▪ Subject teachers promote reading by signposting students to books and articles that students can read to enhance subject curiosity. ▪ Money to develop library into new space. <p><u>Ms Leatham -Pugh presented upon Alternative Provision (AP)</u> Ms Leatham-Pugh explained alternative provision and shared with governors the AP providers list:</p> <ul style="list-style-type: none"> • Focus (annex of Tuxford) • ARNA (annex of Tuxford) • Enhanced provision (partnership funded) • EdClass • APE • PRIME8 • Academy21 • First class tutors & Hub • Do Talk Write • REAL 	

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	<ul style="list-style-type: none"> • Pollyteach • North Notts College <p>Ms Leatham-Pugh confirmed the Academy operate a 'one size does not fit all' policy. Not all providers are academic some are therapeutic, and some provide blended provision. Ms Leatham-Pugh confirmed there has been a significant rise in students accessing AP both at the academy and nationally. With a 15% increase of students accessing Anxiety Related Non-Attendance (ARNA) which operates from Diverse Academies Head Quarters and is run by enhanced intervenors. Ms Leatham-Pugh continued the centre is quality assured annually for safeguarding etc, student progress is QA once per half term.</p> <p>A governor asked if the academy feel parents are more challenging than in previous years. Mr Thompson replied, since Covid 19 parents are more forthcoming regarding student education, with more challenging requests. Parental expectations are higher it is about managing them. The picture is similar across the Trust. Mr Thompson added, there are long waiting lists for the support of outside agencies which is increasingly frustrating for all concerned.</p> <p>A governor asked how students are assigned to the HELM group. Mr Thompson replied, students are normally assigned to the group through the transition process from primary to secondary education. Ensuring the packages offered are right for each student, enabling future proofing for the students next destination.</p> <p>A governor asked if the Focus Centre was always full, and what is the average length of stay a student will be schooled there. Ms Leatham-Pugh responded it varies for individual students. More often it is for a short period of weeks, but some students have attended for a longer period, including a blended timetable. Packages are constantly being reviewed to ensure transition takes place. SLT meet every two weeks to assess each student and their planned reintegration to the Academy.</p> <p>A governor asked are there more year 11 attendees at the Focus centre. Ms Leatham-Pugh confirmed this was the case due to Covid 19 and a number of in year transfers.</p> <p>A brief discussion took place regarding transport to and from the alternative provision providers. To conclude in theory, it is the academy's responsibility to transfer students if it is the academy choice and if it is the parents' choice it is the parents responsibility.</p> <p>A governor commented it was wonderful to observe the energy in the room at the SEND coffee morning. It would be even better if the SEND coffee morning could be built into the transition week planning. Mr Thompson replied the Academy are currently looking at the coffee morning being an element of the transition week.</p> <p>A governor asked in terms of children's reading age being included on the class charts within school, is it possible for parents to have sight of this. The principal replied it is a guide as to where the student is at, to observe</p>	

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	<p>and to make progress. The principal stated parents could have sight of the reading age, however, it would need context behind it. Individual conversations would be much more beneficial to enable parents to support children at home with reading.</p> <p>The Vice chair of governors thanked Mr Thompson, Mr Hardy and Ms Leatham-Pugh for an excellent informative presentation. The vice chair of governors stated the committee would welcome a visit to the Focus centre.</p> <p>Action: Ms Leatham-Pugh to liaise with Vice Chair of governors.</p> <p>The principal proposed deferring the presentation on 'equity, diversity and inclusion' to 15 July 2024 to complement the student personal development presentation. This was agreed.</p> <p>Mr Thompson left the meeting at 18:08</p>	<p>ALP 15.07.24</p> <p>OH 15.07.24</p>
AC/76/23/24	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The vice chair asked if anyone had any declarations to update. Mrs Clark stated she had a declaration of interest to update, the governance professional to provide Mrs Clark with the necessary documentation for updating.</p>	
AC/77/23/24	<p>Minutes of the last meeting 11 March 2024</p> <p>The minutes of the meeting, having previously been received were proposed as a true record by Mr Williams and second by Mrs Clark. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the Vice chair.</p>	
AC/78/23/24	<p>Matters arising:</p> <p>AC/56/23/24</p> <p>To review the purpose of the PSG, RC</p> <p>Item deferred to 15 July 2024 due to absence of Mr Charnock</p> <p>AC/24/23/24</p> <p>Shared team approaches to curriculum delivery</p> <p>Mr Charnock to schedule a review and present at the meeting on 11 March 2024- deferred until 13 May 2024.</p> <p>Item deferred to 15 July 2024 due to absence of Mr Charnock</p> <p>AC/61/23/24</p> <p>Hold and secure process and procedure update.</p> <p>Mr Vernon gave a verbal update on the Hold and secure process and procedure.</p> <p>A bell operates under a different tone to warn of a Hold and secure. The response by staff is to observe a computer to look for an alert email. There is an incident alert system, regardless of in Hold and secure mode or if being used there is a pop up on the computer. Mr Vernon stated the national guidance on Hold and secure is changing and academies will soon see a holding and secure policy implementation.</p>	<p>RC 15.07.24</p> <p>RC 15.07.24</p>

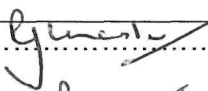
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	<p>A governor asked who has the authority to authorise pop ups? Mr Vernon replied SLT are able to send instant messages and the reception team can manually activate the bell at reception.</p> <p>A governor asked several schools have a double door entrance method. Are there any thoughts of having this system at the academy. Mr Vernon replied staff will meet the parents/visitors at the threshold and not allow them entry until a conversation has taken place. Mr Vernon stated the academy site security is much tighter.</p> <p>AC/62/23/24 Equality of access to school trips -CDH Item deferred due to absence of Mrs Donlan-Harrison</p> <p>AC/63/23/24 Principal to provide PSG with staffing statistics. Item now complete</p> <p>AC/65/23/24 Governor's action plan progress – PK Action plan on target, to be discussed fully at the informal meeting on 17 June 2024</p> <p>A discussion took place regarding the content items on the parent face book page. It was decided Mrs Lee to be an administrator to police the social media.</p>	CDH 15.07.24
AC/79/23/24	<p>Principal's report The principal's report had been circulated and received by governors in advance of the meeting.</p>	
a	<p>Safeguarding The principal presented the safeguarding grid and changes from 11 March to date were highlighted in red.</p>	
b	<p>Admissions 2024/25 The principal updated governors on the admissions for 2024/25. The academy is full for year 7 intake with a total of 248. There are several appeals pending. Mr Vernon stated there is currently a bulge in primary school aged children which is forecast to last for a further 3 years.</p>	
AC/80/23/24	<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. <u>Completed:</u></p> <ul style="list-style-type: none"> ▪ Student Voice – 11.03.24 LL Very good meeting, students were excellent ambassadors for the school. ▪ Climate walk – 15.04.24 LL Very good visit, school looked in exceptional condition. ▪ SEND update – 24.04.24 RL 	

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	<ul style="list-style-type: none"> Safeguarding update – 24.04.24 RL Pride week/Diversity Ambassadors – 24.04.24 LL/MC <p>Very good engaging session.</p> <p>A governor asked if the academy had any plans to replace current lanyards with those that represent the rainbow award. A discussion took place regarding the lanyards and the flying of a rainbow flag at the entrance of the academy. Ms Leatham-Pugh replied there are many different flags the academy will erect to represent the balancing areas. The suggestion was noted to celebrate the rainbow award achievement throughout.</p> <p><u>Planned</u></p> <ul style="list-style-type: none"> SEND learning walk - 3 June 2024 LL/RL Attendance strategies – 17 June 2024 LL/RL Anti-Bullying staff twilight date TBC 24 June 2024 Safeguarding – 17 June 2024 	
AC/81/23/24	<p>Date and programme for informal meeting in summer term.</p> <p>The programme for the informal meeting on 17 June 2024 commencing at 5:00 pm at the academy had been circulated and received by governors in advance.</p>	
AC/82/23/24	<p>Chair of Governor – Spring term report 2024</p> <p>The chair of governor spring term report had been received by governors and uploaded onto the academy website.</p>	
AC/83/23/24	<p>Academy Trust Handbook</p> <p>Academy Trust Handbook 2023 (publishing.service.gov.uk) Governance Portal - ACM (5) 15 May 2024 - All Documents (sharepoint.com)</p> <p>The governance professional informed the committee of the introduction of an updated Academy Trust Handbook 2023 by the Education and skills funding agency.</p>	
AC/84/23/24	<p>Policy Approval</p> <p>The following policies were approved at the relevant Committees, and will be published on the Diverse Academies Trust website. Governors were notified on 27 March 2024. Changes were summarised.</p> <ul style="list-style-type: none"> Suspension and Exclusion Policy Suspensions and exclusion policy summary of changes February 24 (1).pdf Financial Procedures Manual Finance Procedures Manual summary of changes.pdf 	
AC/85/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> Questions on presentations Governor visits 	
AC/86/23/24	<p>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</p> <p>Determination of confidentiality of business</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p>	
AC/87/23/24	<p>Complete report to Trustees</p> <ul style="list-style-type: none"> The presentation by Mr Thompson, Ms Leatham-Pugh and the Principal covering SEND, Reading and Alternative Provision at Tuxford 	

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	<p>was highly informative. All is excellently managed with The Helm in particular being highly successful in helping then guiding students back into mainstream education.</p> <ul style="list-style-type: none"> ▪ The principal reported that Y7 numbers for 2024/25 are above PAN with a waiting list – the Academy is highly sought after by parents. ▪ As reported previously the committee has vacancies for two new governors. The plan for recruitment and succession are to be discussed at the informal meeting in June. ▪ Following the recent national incidents in Wales and Sheffield the Academy informed the committee that a revised method of “lockdown” was to be introduced (hopefully later this term). This will involve a bell system and staff wide email alerts. 	
AC/88/23/24	Date of next meeting: Monday, 15 July 2024 at 5:00 pm Meeting closed at 18:48	
	Signed:  Chair of Governors Print Name: Robert James Lancaster Date: 15/7/24	

