

**Minutes of the Tuxford Academy Committee meeting
 held on Monday 15 July 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	Via Teams
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Parent	
Mrs L Lee	LL	Appointed	A
Mrs M Clark	MC	Parent	
Mr D Newman	DN	Appointed	A
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	
Ms N Ashton	NA	Assistant 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/89/23/24	Welcome The Chair welcomed all to the meeting.	
AC/90/23/24	Apologies for absence Apologies were received and accepted from Mrs Lee and Mr Newman due to personal circumstances. Mrs Baines joined the meeting at 17:15 due to personal circumstances.	
AC/91/23/24	Trust Training KCSIE – P Knight Local response following Trust training <input type="checkbox"/> <u>Safeguarding - Keeping Children Safe in Education June 2024</u> <u>To be viewed in advance or at 4:30 pm on 15 July 2024</u> <u>Keeping children safe in education 2024 (publishing.service.gov.uk)</u> P25-55 Governors present signed to confirm they had undertaken both of the above mandatory safeguarding training requests. Alongside, Mr Kelly and Mrs Lee who had confirmed via email. Mr Newman to confirm he has undertaken the training prior to the next academy committee meeting on 9 September 2024.	DN 09.09.24

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Item No	Item	Action by who/when
AC/92/23/24	<p>Academy Presentation</p> <p>The principal and Ms Ashton, Assistant Principal delivered a presentation on Student Personal Development Including EDI & AIP. A copy of the presentation will be circulated to governors after the meeting.</p> <p>The vision is</p> <p><i>To grow and celebrate every student's character to equip them to contribute fully to society and pursue their ambitions.</i></p> <p><i>Through the establishment of:</i></p> <ul style="list-style-type: none"> - An ethos team to lead personal development - A well-sequenced academic and pastoral curriculum - The Tuxford Academy Ethos <p><i>Award celebrating character development</i></p> <p>A governor asked how the Tuxford Academy ethos award operates and how is the tracking monitored. The principal replied class charts will be removed from September 2024 and Weduc will be the mechanism used for tracking across the Trust.</p> <p>A governor further asked will the academy take school trips into consideration and how accessible are they for students to access with regard to finances. The principal replied a piece of work is in progress regarding trips and awards, some students may gain more via school events. The principal confirmed there are internal and external opportunities for students to undertake.</p> <p>A governor asked do opportunities internally and externally carry equal weighting. Ms Ashton replied this is currently under review and the Team will decide in due course. The ways to achieve the character strands are divided into 4:</p> <ul style="list-style-type: none"> ▪ Conscientiousness ▪ Open mindedness ▪ Resilience ▪ Engaging with others <p>Ms Ashton stated the team feel the current hours are achievable ie: Bronze 20, Silver 25, Gold 30 hours.</p> <p>A governor stated students must be able to qualify for the hours without a cost being attached. The principal replied it is all about engagement, it is irrelevant where students undertake the hours be it internal or external.</p> <p>Ms Ashton stated the system will be slightly more challenging for KS4 criteria with an ownership on leadership rather than participation. In addition, the main information strands will come via form time, i.e. what does it mean and look like. It will be linked to CEIAG and careers.</p> <p>A governor asked is the communication part of the shared team's approach. The principal replied to moving tutor time is creating the opportunity for a slightly different approach, ensuring it is tangible.</p>	

*James 9/9/24*⁴⁵

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	<p>Diversity & equality Ms Asthon took governors through what is currently on offer for the students and what is being explored for the future.</p> <p>A governor asked you stated My concern suggests there is an increase in racism reports, has the diversity population changed. The principal replied, the community has seen an increase in the diversity population and students are more aware. Mr Vernon stated it is more about the appropriateness of language and culture. It is about challenging students and the education of adults too.</p> <p>Ms Ashton stated the academy have responsive steps. Staff have put together an educational plan where students have the opportunity to reflect and to learn what the context of the meaning of racism means etc.</p> <p>A governor stated this has become more difficult in the last 6 months, eg guidelines on appropriate use of language have been stripped from some social media platforms.</p> <p>A discussion took place regarding what more the academy needs to do. The academy currently involves students with the themes coming through. Mr Vernon stated this is proving to be very positive.</p> <p>The chair thanked Ms Ashton for the very informative presentation. Ms Ashton left the meeting at 18:06</p>	
AC/93/23/24	<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.</p>	
AC/94/23/24	<p>Minutes of the last meeting 13 May 2024 The minutes of the meeting, having previously been received were proposed as a true record by Mr Charnock and seconded by Mr Williams. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the Chair of Governors.</p>	
AC/95/23/24	<p>Matters arising: AC/75/23/24 Governor request visit to Focus centre The chair confirmed a link governor visit to the Focus centre had taken place. However, several governors had requested a visit too. The chair requested governors make direct contact with the Focus centre manager to enable this.</p> <p>AC/56/23/24 Review purpose of PSG Governors had previously received a copy of the report Mr Charnock confirmed in essence the proposal is the cohort is chaired by an Academy Governor committee member and to expand the number of participants to representatives from each year group ie years 7,8,9,10,11 and post 16 this will enable full representation from the whole academy. Mr Charnock stated key themes are vital. The group would be renamed to</p>	

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	<p>the Parent feedback group (PFG). Mr Charnock proposed to set up the cohort and then succession planning to take place for a new chair to inject new life, ideally a parent governor. Mr Charnock confirmed the PFG to meet half termly and feedback to the Local Academy Committee.</p> <p>Mr Charnock asked if any committee members had any objections to the proposal. A governor stated it was a very good starting point, with a need to ensure diverse representation across the academy.</p> <p>A discussion took place regarding the possibility of considering a hybrid method of conducting the meetings. There were concerns the meeting could create an extra layer, if personal items were discussed.</p> <p>All governors agreed to the formation of a parent feedback group with Mr Charnock and the vice principal creating a remit.</p> <p>Action: Mr Charnock to update the LAC on 9 September 2024</p> <p>AC/24/23/24 Shared team approaches to curriculum delivery - RC Mr Charnock confirmed the papers regarding the above had been circulated and received by governors prior to the meeting. Mr Charnock gave a verbal update with actions for the LAC to consider: <i>Is the ACM happy that this is measured purely qualitatively, or should there be a quantitatively measure of success?</i></p> <p>Following a discussion, it was agreed the Shared Team Approach to continue to be measured qualitatively.</p> <p>AC/62/23/24 Equality of access to school trips Item deferred due 9 September 2024</p> <p>AC/80/23/24 Pride Week / Diversity ambassadors Update/feedback on events The principal stated it was a wonderful event and the atmosphere was very positive. The academy were involved in core college time creating wall art exhibited at the front of the school. The diversity ambassadors were absolute super stars delivering assemblies to the whole of the school alongside assisting to organise the event.</p>	<p>RC 09.09.2024</p> <p>OH/CDH 09.07.24</p>
AC/96/23/24	<p>Governor Link Visits reports Completed</p> <p>Governors had completed the following link governor visits and the reports had previously been circulated. Governors provided a verbal update to committee members.</p> <p><u>Completed:</u></p> <ul style="list-style-type: none"> ▪ <u>Attendance strategies</u> 15.07.24 - Chair met with Ms A Leatham-Pugh on 15 July 2024 report will be available for 9 September 2024 LAC meeting. ▪ <u>Anti-Bullying</u> 24.06.24 Excellent session very interactive This session also highlighted the The Diana Award and its keen focus on anti-bullying. 	<p>09.09.24 RL</p>

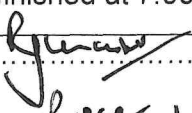
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	<ul style="list-style-type: none"> ▪ <u>LGBTQ+24.06.24</u> This session was led by Miss Wilkins and provided lots of statical data to demonstrate that the understanding and awareness of the LGBTQ+ still requires action to get positive inclusion and visibility throughout society. The academy has achieved many things within its student community, particular note should be made of the Rainbow Flag Award this academic year. However external influences on students are still difficult for the school to counter. It was stated that the best way to combat these external influences were through consistent messaging in line with the academy's stance. Mr Charnock stated he had met with a group of four students and would like to make a special mention to Charlotte a P16 student whom displayed excellent leadership skills with positive humour. ▪ <u>Focus Centre 17.06.24</u> The staff who work at the Focus Centre are highly skilled. Student feedback is extremely positive from students who have attended most recently and those who have been attending more regularly. ▪ <u>SEND Learning Walk 03.06.24</u> Excellent visit The chair gave thanks to governors who have given their time to make a significant amount of link governor visits to the academy throughout the academic year. 	
AC/97/23/24	<ul style="list-style-type: none"> ▪ Update from Informal committee meeting 17 June 2024 Governors had carried out a self-evaluation on performance during 2023/24 and had arrived at a realistic assessment. A draft action plan had been constructed for 2024/25. The self-evaluation and action plan had been re-circulated prior to the meeting for approval. Action: Governors unanimously agreed the governor self-evaluation 2023/24 and the action plan for 2024/25. 	
AC/98/23/24	<p>ERM The ERM had been circulated and received by governors prior to the meeting. Mr Vernon highlighted key areas from the document: The attendance data was taken up until the May half term, confirming there had been a slight increase in student attendance. Mr Vernon stated Anxiety Related Non-Attend (ARNA) students had made an impact upon the attendance data following covid. Overall attendance is 91.8% with a national dip being seen in Year 8.</p> <p>A governor asked why a dip in year 8 attendance. Mr Vernon replied it is seen around curriculum base with all sorts of hypotheses as to why. Identical data for Year 8 is evident in all the DAT Academies. Mr Vernon stated the attendance percentage at Tuxford Academy is the highest</p>	

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	<p>across the Trust, highlighting the significant good work from the attendance team.</p> <p>Mr Vernon stated the academy has further developed this year, creating a stronger foundation, particularly around the work with Tom Sherrington.</p> <p>A governor asked how well the transition week was received this year. The principal replied it was a very good week, with year 6 students receiving a sense of belonging which helps to alleviate any anxieties prior to their commencement September.</p>	
AC/99/23/24	<p>Appt committee chair & vice chair wef autumn term 2024</p> <p>A nomination was received and circulated to governors prior to the meeting from Mr Rob Lancaster who expressed a wish to continue as Chair of Governors for 2024/25</p> <p>Mr Lancaster left the meeting at 18:40 and returned at 18:45 Mr Charnock proposed Mr Lancaster and Mrs Clark second. Mr Lancaster was unanimously elected to continue in the role of Chair for a further year. Mr Lancaster duly accepted the role of Chair of Governors for the academic year 2024/25.</p> <p>Appointment of Vice Chair 2024/25</p> <p>A nomination was received and circulated to governors prior to the meeting from Mr Peter Kelly who expressed a wish to continue as Vice Chair for 2024/25. Mr Kelly left the meeting at 18:45 and returned at 18:50 Mr Charnock proposed and Mrs Clark second. Mr Kelly was unanimously elected as Vice Chair for the academic year 2023/24 Mr Kelly duly accepted the role of Vice Chair of Governors for the academic year 2024/25.</p> <p>Action: Clerk to notify Head of Governance and Trustees of appointment Item now complete.</p>	GP 26.07.24
AC/100/23/24	<p>Governance Housekeeping 2024/25</p> <ul style="list-style-type: none"> <u>Appointed governor vacancy</u> The chair informed the meeting an expression of interest for an appointed academy governor had been received from Mrs R Henderson. The Chair had met with Mrs Henderson on an informal basis to provide further information on the role. Mrs Henderson had confirmed her interest to pursue the role and was invited to observe the Local Academy meeting on 9th September 2024. Action: GP to invite Mrs Henderson <u>Parent to appointed governor</u> A discussion took place regarding Mr Charnock's term of office as a parent governor which is due to expire 22 June 2025. It was proposed Mr Charnock to move to become an appointed governor with immediate effect for a further term of office. 	GP 09.09.24

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	<p>It was unanimously agreed Mr Charnock to become an appointed governor for four years with effect from 15 July 2024 to 14 July 2028.</p> <ul style="list-style-type: none"> ▪ <u>Parent vacancy</u> It was decided to advertise for a parent vacancy in September 2024. ▪ <u>ACM dates and timings 2024/25</u> A discussion took place regarding the proposal of holding LAC meetings on an alternative basis at 6:30 am to 8:30 am in the mornings. It was decided to explore this further at the next academy committee meeting. Action: agenda item 9 September 2024 	GP 09.09.24
AC/101/23/24	<p>Report to Trustees</p> <ul style="list-style-type: none"> • The presentation on the rationale vision, and planning for improved student personal development by Nikki Ashton is an exciting development • The shared team approach to curriculum delivery is having a positive impact. • The Pride week and role of diversity and anti-bullying ambassadors is a strength • Staff meetings observed by a governor involving post 16 and other students • The FOCUS Centre has effective support, leadership and staffing 	
AC/102/23/24	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions on presentations ▪ Governor visits ▪ Scrutiny of data and information 	
AC/103/23/24	<p>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. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p>	
AC/104/23/24	<p>Date of next meeting: Monday, 9 September 2024 at 5:00 pm</p> <p>Meeting finished at 7:00 pm</p> <p>Signed:  Chair of Governors</p> <p>Print Name: <u>ROBERT LANCASTER</u> Date: <u>9/9/24</u></p>	

