

**Minutes of the Tuxford Academy Committee meeting  
held on Monday 9 September 2024  
5:00 pm at the academy**

Governor name	Initials	Governor category	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	Appointed	
Mrs L Lee	LL	Appointed	
Mrs M Clark	MC	Parent	A
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	A
1 x Vacancy appointed governor			
1 x Vacancy parent			

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	
Mr D Stephen	DS	Assistant Principal	
Mrs R Henderson	RH	Observing	
Quorum number required	5	Governor's present	6

Item No	Item	Action by who/when
AC/01/24/25	<b>Welcome</b> The Chair welcomed all to the meeting.	
AC/02/24/25	<b>Apologies for absence</b> Apologies were received from Mr Williams due to personal circumstances and Mr Vernon and Mrs Clark due to work commitments.	
AC/03/24/25	<b>Declarations of interest</b> <ul style="list-style-type: none"> <li>• Declarations of Interest (annual summary to be inc. in report)</li> <li>• Code of Conduct 24/25</li> </ul> Annual declarations of interest, code of conduct and annual cyber training were circulated and requests for all to be confirmed and completed by 1 October 2024. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	<b>GP Action</b>
AC/04/24/25	<b>Minutes of the last meeting 15 July 2024</b> The minutes of the meeting, having previously been received were proposed as a true record by Mr Charnock and seconded by . The minutes were unanimously approved and accepted as a true record. The minutes were signed by the Chair of Governors.	
AC/05/24/25	<b>Matters arising</b> <b>AC/91/23/24</b> Trust Training <ul style="list-style-type: none"> <li>▪ Safeguarding KCSIE P Knight</li> </ul>	

*G. Lister* 11/11/24

Item No	Item	Action by who/when
	<p>▪ KCSIE p25 -55</p> <p>Mr Newman to confirm completion of the statutory safeguarding training. Item now complete</p> <p><b>AC/56/23/24</b></p> <p>Update on purpose of PSG</p> <p>Mr Charnock to liaise with, Miss Addison and marketing to advertise the new plan for the PSG. Mr Charnock reiterated the need for a new governor to chair the PSG going forward.</p> <p><b>AC/62/23/24</b></p> <p>Equality of access to school trips</p> <p>The principal reported the academy have a cohort of 19% who are eligible for pupil premium.</p> <p>Following a discussion, it was agreed the academy to further advertise the opportunity for families from the surrounding Tuxford villages to apply for any contribution towards the cost of trips from a local charity associated with the church</p> <p><b>AC/96/23/24</b></p> <p>Governor link visit 15.07.24</p> <p><u>Attendance strategies</u></p> <p>The chair stated Ms Leatham-Pugh has an excellent understanding of attendance, the plans, challenges, success and how to address the issues. A governor asked if the academy impose fines to parents for non-attendance. Ms Leatham-Pugh confirmed the academy does impose fines taken on a case-by-case basis.</p> <p><b>AC/100/23/24</b></p> <p>ACM meeting arrangements 2024/25</p> <p>Following a discussion, it was agreed to continue with the AC meetings on a Monday evening.</p> <p>Item now complete</p>	RC
<b>AC/06/24/25</b>	<p><b>Training/ presentations across all 6 ACMs - link to three AIP priorities 2024/2025 &amp; include Trust mandatory training:</b></p> <p>A draft programme of Trust mandatory training and staff presentations to governors was received and approved by governors.</p>	
<b>AC/07/24/25</b>	<p><b>Examination results 2024</b></p> <p>The agenda item was taken out of order</p> <p>The principal and Mr Stephens delivered a presentation to governors on GCSE and A level results.</p> <p><u>A governor asked</u> for the academy to explain the attainment number analysis and its meaning. The principal replied most students take 9 subjects the analysis takes the best English of two results, best maths, one best of three Ebac ie geography, history, triple science. Then the best three of what is left. If a student does not take 3 Ebac subjects and receive a zero this is when the academy refers to 'filling our buckets'</p> <p><u>A governor asked</u> for the academy to explain the average pupil score over their attainment. The principal replied in 2022/23 the average student scored 4.3/4 this year 2023/24 the average student scored 5. The progress 8 score is slightly below national average with the girls performing</p>	



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	<p>better than boys. The principal continued the progress is purely taken on a raw score, no environment issues ie deprivation are taken into account. In addition, the progress for high ability students has always been positive not negative, the students did not make as much progress in 2023/24 as expected.</p> <p>The principal continued areas of strength are Humanities and English. With a focus on areas for development being Science and Maths.</p> <p>A discussion took place regarding option subjects and outliers, students not in school. The academy is vulnerable as the year group was under pan. Ms Leatham- Pugh stated we want to give students the academy the best choice. Albeit sometimes it may be perceived there is too much choice in the GCSE options. The academy have a three year plan with the aim to address choices, working with Year 9 to ensure the academy provide students with good guidance to ensure they make the best choices.</p> <p><u>A governor asked</u> at what point are careers discussed and subject matter with students. Mr Stephens replied currently in Year 11 careers fairs are offered to students within the first academic term. <u>A governor further asked</u> is this too late should year 9 and year 10 be targeted when choosing their options. Mr Stephens replied the pastoral team have conversation regarding GCSE choices throughout years 7, 8 and 9.</p> <p><u>A governor asked</u> how many tracking points are carried out in student GCSE years. Mr Stephens replied the academy use pupil progress from mock results, it is a continuous tracking mechanism over all subjects. The academy now has a live tracking system for all students.</p> <p><u>A governor asked</u> when the academy make predictions how accurate are they. Mr Stephens replied very accurate, there was a slight variation in subjects this year but the data prediction was very good. Mr Stephens continued there are 3 assessment points throughout the year and subject variation is present. As a headline the academy are very accurate being aware the open bucket was the weak area. Ms Leatham-Pugh stated the academy boast a significant number of trained examiners which is very positive.</p> <p><u>A governor asked</u> the academy overachieved on the pass rate in comparison to the national average. How many GCSE pass grades did the average student achieve. Mr Stephens replied 71% of students achieved 5 GCSE or above</p> <p><b>A Level results – Mr Hardy</b> Attainment rose in all areas except for applied general which was slightly down. The principal confirmed 50% of students achieved at least an A in one of their subjects, the academy is very pleased with the results. The principal confirmed girls outperformed boys and disadvantaged students did not perform as well as the rest of the cohort, due to smaller numbers.</p>	

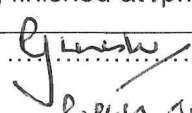
*Guaranteed 11/11/24*

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	<p>The principal confirmed the subjects with areas of strength and the subjects with areas for development. A discussion took place regarding all subjects with the principal confirming subjects with areas for development will be addressed via line management support.</p> <p>The principal confirmed fewer students had made University applications, due to financial constraints. Many students are not always going to use their chosen degree, data has shown often choosing alternative pathways.</p> <p><u>A governor asked</u> if the academy predictions were accurate. The principal replied, the academy had predicted slightly lower than the students achieved.</p> <p>A discussion took place regarding retakes, ie Year 14. <u>A governor asked</u> how the retakes are funded. The principal replied the decision is made on what outcome is best for the student.</p> <p>The chair thanked Mr Stephens and the principal for their presentations.</p> <p>Mr Stephens left the meeting at 18:30</p>	
AC/08/24/25	<p><b>Principals report</b></p> <p>The principals report had previously been circulated and received by all governors.</p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>▪ Culture/compliance</li> </ul> <p>A discussion took place regarding the safeguarding update and changes which had been made following the KCSIE update. Logged concerns on 'my concern' have risen, which is positive as staff have recorded the actions and support provided to students. The largest concerns logged are as in previous years, Mental Health, anxiety and low mood. All concerns logged are triaged and referred to MASH and other external agencies when required.</p> <p>A governor asked what the waiting times is for a referral to MASH and CAMHS. Ms Leatham-Pugh responded MASH is instant and CAMHS is 8 – 12 weeks dependent upon the severity.</p> <p><b>Admissions update</b></p> <p>The principal confirmed 254 students had commenced in year 7 September 2024. Stating this year had seen a big drop in expected numbers due to a drop nationally.</p> <p>A discussion took place regarding a bus the school provides to service the Ollerton area with parents paying for bus passes. The academy has carried out a significant amount of work during the summer holidays. The bus is now oversubscribed which may have had an effect on some students not returning.</p>	
AC/09/24/25	<p><b>Governance Housekeeping 2024/25</b></p> <ul style="list-style-type: none"> <li>▪ <u>Appointed governor vacancy</u></li> </ul>	



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	<p>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 9<sup>th</sup> September 2024.</p> <p>Mrs Henderson had completed an application form which had been circulated and received by governors. Requesting comments to be submitted to the Governance Professional prior to 6 September. The GP confirmed no feedback had been received.</p> <p>Mrs Henderson provided the meeting with a resume of the skills, knowledge and experience she could bring to the committee. Mrs Henderson confirmed she was very interested in the role of appointed governor</p> <p>Mrs Henderson left the room at 18:55 and returned at 19:00 whilst voting took place.</p> <p>The chair confirmed it was a unanimous vote to appoint Mrs Henderson, subject to statutory pre appointment checks to appointed governor at Tuxford Academy for period of four years, with effect from 9 September 2024 to 8 September 2028.</p> <ul style="list-style-type: none"> <li>▪ <u>Parent vacancy</u> It was decided to advertise for a parent vacancy in Autumn term 2024</li> <li>▪ <u>Post 16 representatives</u> Jon to organise for next meeting, chair or vice chair to speak to post 16 students before next meeting.</li> </ul> <p>Governor asked is it worthwhile rotating the representatives to provide board room experience. Chair very good idea.</p> <p>Action – Jon to organise</p>	GP
AC/10/24/25	Annual governor report to trustees July 2024 (for Information)	
	Governor Link visits See Richards activity plan	
AC/11/24/25	Report to Trustees	
AC/12/24/25	How has the AC held senior leaders to account? <ul style="list-style-type: none"> <li>▪ Questions</li> <li>▪ Scrutiny of data and information</li> </ul>	

*General 11/11/24*

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	<ul style="list-style-type: none"> <li>Outcomes of executive governor meeting with Dave and Jon</li> </ul>	
AC/13/24/25	<p><b>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</b></p> <p><b>Determination of confidentiality of business/</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential.</p> <p>There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p>	
AC/14/24/25	<p><b>Date of next meeting:</b></p> <p>Monday, 11 November 2024 at 5:00 pm</p> <p>Meeting finished at 7pm</p>	
	<p>Signed:  Chair of Governors</p> <p>Print Name: <u>ROBEN JAMES LANCASTER</u> Date: <u>11/11/24</u></p>	