

**Minutes of the Tuxford Academy Committee meeting  
held on  
Monday 11 November 2024  
5:00 pm at the Academy in the Hub**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	<b>A = absence</b>
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	A
Mr R Charnock	RC	Appointed	A
Mrs L Lee	LL	Appointed	Via Teams
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	
Mrs R Henderson	RH	Appointed	
2 x Vacancy parent			

In attendance: [staff or other invited persons]

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mr D Vernon	DV	Executive Principal	
Mr J Hardy	OH	Principal	
Mr J Rolph	JR	Trustee DA	
Mrs S Baines	SB	Governance Professional	
Mr C Longmore	CL	Assistant Principal	
Ms A Leatham-Pugh	ALP	Vice Principal	
Sebastian Franzreb	SF	P16 Student Rep.	
Quorum number required	5	Governor's present	6

<b>Item No</b>	<b>Item</b>	<b>Action by who/when</b>
<b>AC/15/24/25</b>	<b>Welcome</b> The Chair welcomed all to the meeting and all delegates introduced themselves.	
<b>AC/16/24/25</b>	<b>Apologies for absence</b> Apologies were received and accepted from Mrs C Donlan Harrison, due to illness and Mr R Charnock due to a previous engagement.	
<b>AC/17/24/25</b>	<b>Declaration 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> <li>• Cyber training</li> </ul> All governors confirmed mandatory training had been undertaken. There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
<b>AC/18/24/25</b>	<b>Behaviour presentation</b> Mr Longmore and Ms Leatham-Pugh delivered a presentation to governors on Behaviour. <b>A governor asked</b> if any anecdotal issues regarding violence after school had presented itself. Mr Longmore confirmed the Academy had not been alerted or were aware of any issues in the community. Mr Longmore stated the Academy had seen a significant decrease in social media issues. <b>A governor asked</b> if the Academy had received any feedback from parents or carers regarding the early finish to the end of the school day. Mr Longmore replied no negative feedback had been received by the	

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	<p>Academy. Ms Leatham-Pugh stated the school are working with a few school busses as they are arriving up to 10 minutes later than the end of the school day. Ms Leatham-Pugh stated the astroturf is available for students to use during this time, however, this will be a concern during the winter months. Ms Leatham-Pugh stated the Academy are looking at opening the hall to accommodate the students affected. The Academy are working with the bus companies and Nottinghamshire County Council to try and resolve the issue.</p> <p><b>A governor asked</b> if there were more activities on offer to students after school and if there was a greater take up. Mr Longmore confirmed the take up of activities had risen. However, there is only one service bus running out of Tuxford early evening. Traditionally the Academy has experienced issues enabling students to travel home after extra-curricular activities due to the lack of public transport.</p> <p><b>A governor asked</b> staff and student colleagues present how changing the timings of the school day had impact upon them. The consensus due to the shortening of lunch time provides less opportunity for social interaction with lunchtime often feeling rushed. In addition, the impact upon clubs had proven to be difficult to organise/schedule.</p> <p>Mr Vernon stated physical altercations had significantly reduced, since the changing of the school day.</p> <p><b>A governor asked</b> what the rationale was for changing the time of form time from the end of the day to the beginning. Mr Longmore stated form time is now much more focussed and has a vital impetus to starting the school day productively. In addition, the five pastoral leads are proving to be very beneficial developing positive relationships with students. <b>A governor asked</b> how the Academy knows it is working well. Mr Longmore replied uniform has vastly improved, phone calls are being made home and issues are being nipped in the bud.</p> <p>Mr Longmore stated the Academy had introduced My Academy app replacing class charts. Staff have embraced the app; it is being used effectively staff are rewarding and challenging students with the technology. The principal confirmed the app presents its challenges. stating Ms Leatham-Pugh works tirelessly with the head of MIS for the Trust to ensure the app is fit for purpose for Tuxford Academy students and staff.</p> <p><b>A governor asked</b> what the intended benefit of the app at an Academy level is and what have we learnt around future roll outs from the Trust. Mr Vernon replied the rationale is consistency, there were multiple systems used presenting different results across the piste. <b>A governor stated</b> the roll out had caused a little anxiety amongst staff, the impact on staff health and wellbeing needs to be considered in the future regarding the 'how and when'.</p> <p>The chair thanked Mr Longmore for the open and transparent presentation.</p>	

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	Governors noted following a student voice visit, students had replicated many of the behaviour slides presented, proving to be very positive and demonstrated triangulation. Mr Longmore left the meeting at 18:05	
<b>AC/19/24/25</b>	<b>Central Trust training – Ofsted visits and gradings – CT</b> Governors had received a copy of the recording on 4 November 2024 and were requested to watch the recording prior to the meeting in order to ask questions of senior leaders at the meeting. Possible questions were noted for future reference.	
<b>AC/20/24/25</b>	<b>Minutes of the last meeting 9 September 2024</b> The minutes of the meeting, having previously been received were proposed as a true record by Mr Kelly and second by Mr Newman. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the Chair of Governors.	
<b>AC/21/24/25</b>	<b>Matters arising</b> <b>AC/56/23/24</b> Update and proposal PSG <b>Action:</b> deferred until 27 January 2025	RC 27.01.25
<b>AC/22/24/25</b>	<b>Trustee item</b> John Rolph, Trustee and Chair of Finance and Resources delivered a brief introduction and update on recent Committee and Board discussion. The purpose of the Trustee attending was to strengthen the relationship between the Trust Board and the LACs.	
<b>AC/23/24/25</b>	<b>GP report to LAC</b> The report was circulated and received by governors prior to the meeting There were no questions	
<b>AC/24/24/25</b>	<b>Principals report</b> The report was circulated and received by governors prior to the meeting	
<b>a</b>	<u>Safeguarding</u> ▪ Culture/compliance Ms Leatham-Pugh confirmed SENSO is the software used in the Academy, a web content filter which blocks students from harmful or inappropriate content online. The Academy has been working with SENSO regarding the filtering of language for post 16 students who are studying criminology.	
<b>b</b>	▪ <u>AIP Priorities</u> There were no questions	
<b>c</b>	▪ <u>Attendance</u> The principal wished to highlight and celebrate student attendance. It is above national average and other academies within the Trust, despite the Academy only recently appointing an attendance officer.	
<b>d</b>	▪ <u>Staffing update</u> There were no questions	
<b>AC/25/24/25</b>	<b>Draft Scheme of Delegation</b> A draft copy of the scheme of delegation was circulated to all governors on 5 November 2024. Comments to be received by the Governance Professional before 21 November 2024.	
<b>AC/26/24/25</b>	<b>LA safeguarding Audit to be approved prior to submission to LA December 2024</b>	

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	<p>Safeguarding link governors to meet with Ms A Leatham-Pugh DSL prior to LA submission. Approval to be sought retrospectively at LAC meeting on 27 January 2025.</p> <p><b>Action:</b> Agenda Item to be deferred until 27 January 2025</p>	GP 27.01.25
AC/27/24/25	<p><b>Update on changes to school day &amp; introduction of 'My Academy App.'</b></p> <p>The agenda item was covered during the Behaviour presentation by Mr Longmore and the Principal. Agenda item <b>AC/18/24/25</b></p>	
AC/28/24/25	<p><b>Budget summary 2024/25- S Lowe to provide to Principals</b></p> <p>After a discussion it was agreed the budget summary to be an agenda item at the executive meeting to enable deeper questioning. The chair to extend the invitation to all governors wishing to attend.</p> <p><b>Action:</b> Chair to invite governor colleagues</p>	RL
AC/29/24/25	<p><b>Admissions 2026/27 local Academy appendix (update)</b></p> <p>The Trust have proposed the oversubscription order for year 7 and year 12 change for the Tuxford Academy to align with other secondary academies within the organisation.</p> <p>The Academy are changing their catchment area by the addition of South Musham and Kelham.</p> <p>Some governors raised concerns about the impact of the movement from criteria 4 to 8 for the admission of children of staff members. Also, the potential impact of the adopting a waiting list. Governors were invited to respond to the DAT consultation'</p> <ul style="list-style-type: none"> <li>▪ A discussion took place regarding the Waiting list in the policy. Senior leaders have scheduled a meeting with the Local Authority and will update LAC in January 2025</li> <li>▪ The consultation process for the Admissions policy 2026/27 will commence on 11 November 2024 for 6 weeks. To be agreed at the end of January 2025</li> </ul>	DL/OH 27.01.25
AC/30/24/25	<p><b>Governor appointment</b></p> <ul style="list-style-type: none"> <li>▪ Parent governor vacancies x 2</li> </ul> <p>The governance professional advised the committee a parent governor nomination process had been advertised with an open window of 7<sup>th</sup> to 15<sup>th</sup> November 2024. All applications to be submitted to the GP before 9:00 am on Monday, 18 November 2024.</p> <p><b>Action:</b> GP to update governors on 27 January 2025</p>	GP 27.01.25
AC/31/24/25	<p><b>Governor visits – action plan</b></p> <p>The chair updated the committee on annual governor review meetings with a proposed schedule of individuals to lead on them. An Action plan template designed by a governor was shared amongst colleagues to use if they so wished.</p> <p>Governors had received a copy in advance of the meeting confirming link governor areas of responsibility for 2025/26. All governors were content with their areas of responsibility.</p>	
AC/32/24/25 a)	<p><b>Governor link visit reports</b></p> <p>Link governor visit reports had been circulated prior to the meeting. Governors gave a verbal update.</p> <ul style="list-style-type: none"> <li>▪ <u>Year 7 parent evening</u> – RL</li> </ul>	

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	<p>Amazing positive event, including parent/carers handbook. Governors to run a stall at event 2025/26</p> <ul style="list-style-type: none"> <li>▪ <u>Open evening</u> – LL Good turnout, very well organised. Great staff students were a credit to the school, great ambassadors. Even better if SEND to be included within Principal presentation</li> <li>▪ <u>Safeguarding – RL/LL/BH</u> – student voice and culture very positive. Actions look at vulnerable students to ensure fairness across the piste.</li> <li>▪ <u>Lunch time visit – PK/RL</u> – timings do appear to work due to the vast majority of students either do not attempt to get food or only access the facilities briefly for a snack and go. The Post 16 student confirmed this was his experience when younger. It was agreed to a further review in February or March.</li> <li>▪ <u>GCSE review – PK/RL</u> – strategies due to be implanted to improve results. Surrounding choices etc to increase the results Principal stated the Academy had appointed a staff member to focus on year 9 and liaise with students on their choices ensuring they are on the best possible individual pathway.</li> <li>▪ <u>Bring your parent to an art class – RH</u> Excellent very well attended</li> </ul> <p><b>A governor asked</b> what the process is, if the Academy have concerns regarding safeguarding for a student who is educated at home. Ms Leatham-Pugh replied and explained the process to follow, including the context behind the application to educate at home. Ms Leatham-Pugh liaises with the parents regarding their application, exploring the rationale for the application. The Local Authority contact the Academy, and assessments are carried out in the home. While the application process is ongoing, the student remains on roll. If the Academy has any concerns they are raised with the Local Authority/MASH and referrals may be made. The student remains the academies responsibility until the Local Authority off role. This period may be from two weeks to one month. Ms Leatham-Pugh advised governors of how many applications were currently in the process of educating at home.</p>	
b)	<p><b>Planned visits</b></p> <ul style="list-style-type: none"> <li>▪ Staff wellbeing – MW</li> <li>▪ Post 16 – RC</li> <li>▪ SEND – RL/LL/BH</li> <li>▪ How can we improve outcomes by improving retrieval – PK</li> </ul>	
AC/33/24/25	<p><b>Governor Admissions Panel</b> The chair stated two governors sit on the admissions panel, a staff member is required to join them. <b>Action:</b> Principal to recruit and update governors 27 January 2025</p>	OH 27.01.2025
AC/34/24/25	<p><b>Report to Trustees</b> The report to Trustees was discussed and submitted after the meeting.</p>	
AC/35/24/25	<p><b>How has the AC held senior leaders to account?</b></p> <ul style="list-style-type: none"> <li>▪ Questions on presentation</li> <li>▪ Scrutiny data and information</li> <li>▪ Questions on safeguarding including students EAH</li> </ul>	

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AC/36/24/25	<b>Confidentiality/Equalities Act/Nolan Principles/Trust MVV been upheld.</b> <b>Determination of confidentiality of business/</b> Governors considered whether anything discussed during the meeting should be deemed as confidential. There were none. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.	
AC/37/24/25	<b>Date of next meeting:</b> Monday, 27 January 2025 at 5:00 pm  Meeting finished at 19:08 pm	
	<b>Signed: <i>Approved by committee and signed by Chair of Governors</i></b>  <b>Print Name: Rob Lancaster      Date: 27 January 2025</b>	