

**Minutes of the Tuxford Academy Committee meeting
held on
Monday 10 March 2025
5:00 pm in the training room
Tuxford 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	A
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	RC	Appointed	A
Mrs L Lee	LL	Appointed	A
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	
Mrs R Henderson	RH	Appointed	
Mrs N Troman-Green	NTG	Parent	
1 x Vacancy parent			

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 A Leatham-Pugh	ALP	Vice Principal
Sebastian Franzreb	SF	P16 Student Rep.
Mrs L Dolben		(external review governance)
Quorum number required	5	Governor's present
		6

Item No	Item	Action by who/when
AC/57/24/25	<p>Welcome</p> <p>The Chair welcomed all to the meeting and in particular Mrs Lesley Dolben (via TEAMS) from CST who are carrying out an External Review of Governance for the Trust.</p> <p>Mrs Henderson and Mr Newman also joined the meeting via TEAMS</p> <p>The Chair tabled a copy of Tuxford Governors Equalities/Nolan/Trust mission, vision and values as an aide-memoir to ensure all governors adhered to it.</p>	
AC/58/24/25	<p>Apologies for absence</p> <p>Apologies were given and accepted from Mr Kelly due to an annual Trip, Mr Charnock due to work commitments and Mrs Lee due to illness.</p>	
AC/59/24/25	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
AC/60/24/25	<p>Academy Presentation</p> <p>SEND & PP update</p> <p>Anna Leatham-Pugh/Jon Hardy</p> <p>The principal outlined to governors the key areas of the presentation, the four areas of SEND</p>	

Item No	Item	Action by who/when
	<p><i>Communication and interaction: Children and young people with speech, language, and communication needs.</i></p> <ol style="list-style-type: none"> <i>1. Cognition and learning: Children who learn at a slower pace or have Specific Learning Difficulties</i> <i>2. Social, emotional and health difficulties</i> <i>3. Sensory and/or physical needs</i> <p>All students who are identified with SEND have a learning plan registered at https://edukeyapp.com/account/login</p> <p>The principal confirmed the academy's vision: Strong Starts 'All teachers and students deserve classrooms that have a positive, orderly and efficient culture that respects the primary importance of academic learning'. With strong starts being steps to success.</p> <ol style="list-style-type: none"> 1. Do now 2. Meet and greet 3. Door to do Now 4. Register 5. Review Now <p>The principal confirmed the academy has adopted and implemented the five strong starts since the February 2025 Inset day, and it is very pleasing they are already having an impact.</p> <p>The principal confirmed 214 students are SEND at Tuxford Academy 28 students have Education Health Care Plans (EHCPs) The greatest SEND area of need at the Academy is Social, emotional and health difficulties. This often presents itself at school with students being withdraw, disruptive, hyperactive and confrontational.</p> <p>A governor asked what happens to students that are unable to carry out the 'do now' activity. The academy replied there will be an alternative ie maths problem solving activity. Teachers will observe the student learning plan and adjust accordingly the seating plan within the classroom, in order to promote student to student support.</p> <p>A governor stated some children were starting to feel pressure, with a build-up of homework etc. Since half term their approach to school life has improved. This may be down to the human connection, building relationships with the meet and greet which has enhanced learning. Positive interaction between teacher and student is evident.</p> <p>The principal stated the positive behaviour management in school was palpable and felt immediately after implementation.</p> <p>The principal stated all students take Star Reader exam termly – Triaged by DGG. One literacy intervention is a 6-week programme using fresh start.</p> <p>Action: Principal to provide DATA for the meeting 12 May 2025</p> <p>Attendance The vice principal outlined to governors the key areas of the presentation The academy are:</p>	OH 12.05.25

Item No	Item	Action by who/when
	<p>Developing a culture where everyday counts</p> <ul style="list-style-type: none"> ▪ First day calling ▪ OAA & AWOL ▪ Tutors monitoring and celebrating attendance ▪ Attendance support meetings ▪ Attendance contracts ▪ Fixed penalty notices ▪ Enforcements <p>The academy operates an out and about rota, with staff mopping up corridors etc, getting students into lessons. The vice principal delivered comparable data for attendance between autumn term and spring term 23/24 and 24/25</p> <p>A governor asked is there a typical reason why school is not where it wants to be. The vice principal replied several students access online learning regarding SEND needs. There is a new coding system for attendance and the academy is unable to code present if the student is not actually in school despite online learning.</p> <p>A governor further asked are there any anomalies. The vice principal stated outliers are included in where we are at, currently looking at what we can break down for individual students. How do we encourage them back into the building.</p> <p>The executive principal stated year 11 attendance has fallen, with a sharp spike prior to February half term with a massive dip. The data suggests this was due to Norovirus. The EP confirmed the academy can now access the DfE dashboard. There is a link to the DfE attendance webinar governors have previously received as per item 12 on the agenda. The EP stated overall attendance is improving, however, work still needs to be done.</p> <p>A governor stated it had been noted nationally student attendance is declining as many parents work from home.</p> <p>A governor asked if there were schools the academy could visit regarding attendance to observe their strategies. Possibly those ranked 1,2 or 3 nationally. The principal replied this is something the academy can investigate.</p> <p>Action: principal to investigate and update governors on 12 May 2025.</p>	OH 12.05.25
AC/61/24/25	<p>Governance report (by GP & CoG)</p> <p>The GP report had been circulated and received by governors prior to the meeting. The GP highlighted the:</p> <ul style="list-style-type: none"> ▪ External review of governance (CST) ▪ Building confidence in reviewing suspension and exclusions 10 February 2025 – now on share point ▪ Trustee and Governor conference 12 June 2025 3:30 – 7:00 pm at Diverse Education Centre <p>There were no questions</p>	
AC/62/24/25	<p>Minutes of the last meeting 27 January 2025</p> <p>The minutes of the meeting, having previously been received were proposed as a true record by Mrs Donlan-Harrison and seconded by Mr Lancaster. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the Chair of Governors.</p>	

Item No	Item	Action by who/when
AC/63/24/25	<p>Matters arising AC/56/23/24 Update and proposal PFG PFG Report - 15.10.24 RC.docx (sharepoint.com) Update on digital safeguarding. Deferred from 27.01.25 Action: Defer to 12 May 2025 contact RC to send brief report on February meeting. AC/29/24/25 Admissions 2026/27 local Academy appendix (update) EP update following board meeting 29.01.25</p> <p>Executive Principal stated he was pleased to inform governors, Trustees had agreed 'staff with children' will remain at criteria 4 and will remain unchanged in the admissions policy.</p> <p>AC/47/24/25 Governor Action plan update</p> <ul style="list-style-type: none"> Governors with lead responsibility have accepted their role. Peter. Richard will be in touch to speak with you how you move forward with it. Action: schedule teams meeting to talk through in advance of next meeting. Local training established from governance self-evaluation and focus on priority aspect of school improvement <p>AC/51/24/25 Parent Governor recruitment update GP informed governors a recruitment process will commence in March to hopefully fill the vacancy. Action: GP to update at May meeting.</p>	<p>RC 12.05.2025</p> <p>RL/PK 12.05.25</p> <p>GP 12.05.25</p>
AC/64/24/25 a	<p>ERM – Education Review Meeting The report was circulated and received by governors prior to the meeting. Executive Principal highlighted key areas from the document <u>Things to celebrate</u></p> <ul style="list-style-type: none"> Feedback from the recent INSET day which focused on a strong start to lessons has been excellent. Early reality checking has shown that staff have embraced the idea and working to integrate the strategy. An example of successful extra –curricular is the newly introduced motorbike maintenance club. This is regularly attended by 20 students with 30% being female which is encouraging to see. The mock results were encouraging and there is momentum and drive to ensure that the students get the best possible results in the summer. <p>A governor asked what the maintenance club is. The principal replied a member of staff loves his bike and has set up a club after school. The Academy have bought a bike which needs attention. Students and some staff try and fix the bike at the after-school club. At the end of the project, a garage in Leicester has agreed to buy the bike and sell it for the academy. The garage will take on the liability. The principal stated the staff and students love it, the school also run an environmental and astronomical after school club.</p>	

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	The chair wished to express his thanks to the staff who put in extra time for after school clubs, including Saturday morning sessions. This again highlights the commitments to students' staff at Tuxford Academy display.	
b	<u>Attendance</u> Attendance data is showing a small improvement from last academic year although it's worth noting that the trajectory of attendance is reducing. Approximately 73% of the students at Tuxford have attendance of between 100%-90%. The attendance team including the heads of year are focusing on encouraging students to maintain and improve their attendance throughout the year, valuing every day. More focus is needed on challenging the gap between SEND and Non-SEND students which currently sits at 10.2%. This is partly down to the complex needs of some of our children and a high percentage of ARNA students. If Tuxford improves its attendance to 94.9%, this will place it in the top 10% nationally for similar schools.	
C	<u>Year 11/ Post 16 outcomes</u> The mock data is encouraging with all 'buckets' showing an improvement in APS. Intervention is taking place across many subjects and the popular Saturday morning revision sessions have started with 40 students attending the first one. There has been a big push on rewards (3500 additional rewards) with students responding well to high praise and visible presence of the leadership in lessons. A governor asked how the academy report on progress. The Executive Principal stated in the new Ofsted framework outcome/progress will be reported upon. A governor asked how confident the academy is regarding the mock results which look positive. Are they going to be maintained as the predictions. A governor further asked how confident mock results which look positive are going to be maintained as predictions. The principal replied the mock results are validated, as predictions are high this academic year.	
d	<u>Staffing update</u> Executive Principal gave an update on staffing, stating the Academy continue to be able to recruit successfully despite the current challenge in the market. This is a national issue not just within education but all public sector employees.	
e	<u>Year 6 /Post 16 predicted numbers</u> Admissions 248 with 22 on the waiting list, post 16 applications indicate the academy will have similar numbers to last year (approx 130). A governor asked SF the Post 16 president on how the P16 functions and how do students feel supported. Seb responded, support to students is strong, space is a concern particularly at lunch times. Overall leadership manage the situation well within a nice environment. The principal asked if the concern is mainly around the eating area. Seb confirmed the eating area is a concern.	
f	<u>Survey response (parents & staff)</u> Response to Surveys	

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	<p>The staff governor is meeting the principal soon to look at the staff feedback. This will include meeting staff in different roles and explore how we get more regular feedback to be shared with staff.</p> <p>A governor stated an algorithm exists which is distributed once per month, and can identify emotions etc. It could be adapted to education. Action: The governor to pass information to Principal.</p>	ETG 12.05.25
AC/65/24/25	<p>Safeguarding /Culture & Compliance</p> <p>The document had previously been circulated and received by governors. Changes from January 2025 had been highlighted in red.</p> <p>There were no questions.</p> <p>Mental health around self-harm/suicide continues to be a concern.</p> <p>No concerns/complaints at the moment</p> <p>The Vice Principal stated the academy have moved to using 'confide' within my concern. Staff can self-report low level concerns, they are more confident in doing so.</p> <p>The principal mentioned Pauls Pitstop who are working with Toms Talks who are scheduled to come into the academy to talk to students about mental health, suicide and self-harm.</p> <p>The Executive Principal confirmed the 'my app' is still a challenge, there is no change.</p> <p>Governors stated they will continue to monitor the challenges and impact of 'my academy app' on staff and students.</p>	
AC/66/24/25	<p>Governor conference – 12 June 2025. 3:30 – 7:00 pm Diverse Education Centre</p> <p>The GP encouraged all governors to attend the Trustee and Governor Conference scheduled for 12 June 2025 with guest speaker Samira Sadeghi. Samira is Director of Trust Governance at the Confederation of School Trusts. The topic for the event is <i>Navigating the Future of Governance: Adapting, Evolving, and Leading the Way</i></p>	
AC/67/24/25	<p>Governor link visit reports Visits</p> <ul style="list-style-type: none"> • Staff Wellbeing MW/RL – 12.05.25 • SEND LL/RH/RL – 12.05.25 • Safeguarding LL/RH/LL • CEIAG RC • Year 9 pathways evening – PK positively received • Year 8 Parents evening – RH – positively received, well attended, lovely atmosphere, great to be face to face. • Curriculum Twilight – Science department – PK good initiatives implied • Bring your parent to art – very good session <p>Mrs Donlan-Harrison left the meeting at 18:52 due to personal reasons</p>	

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	Planned Visits <ul style="list-style-type: none"> • SEND • Safeguarding • Personal development 	
AC/68/24/25	<ul style="list-style-type: none"> • DfE Attendance webinar <i>The Department for Education (DfE) on attendance for governors and trustees on 28 January 2025</i> The Executive Principal gave a verbal update on the new DfE attendance data. 	
AC/69/24/25	Report to Trustees The report to Trustees was discussed and submitted after the meeting. It included celebrating successes, recognising staff for providing a wide range of trips and of strategies aimed at increasing motivation and engagement.	
AC/70/24/25	How has the AC held senior leaders to account? <ul style="list-style-type: none"> ▪ Questions on presentation &ERM ▪ Governor visits ▪ Scrutiny of data ▪ Post 16 student 	
AC/71/24/25	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 were none. There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.	
AC/72/24/25	Date of next meeting: Monday, 12 th May 2025 Meeting finished at 18:56	
	Signed: Chair of Governors Print Name: Date:	