

**Minutes of the Tuxford Academy Committee meeting**  
**held on**  
**Monday 12 May 2025**  
**5:00 pm in the training room**  
**Tuxford Academy**

Governor name	Initials	Governor category	A = absence
Mr R Lancaster ( <b>Chair of Governors</b> )	RL	Appointed	A
Mr P Kelly ( <b>Vice Chair of Governors</b> )	PK	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	A
Mr R Charnock (chair)	RC	Appointed	
Mrs L Lee	LL	Appointed	
Mr D Newman	DN	Appointed	
Mr M Williams	MW	Staff	
Mrs R Henderson	RH	Appointed	
Mrs N Troman-Green	NTG	Parent	
Mrs H Gray	HG	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 D Addison	DA	Vice Principal	
Sebastian Franzreb	SF	P16 Student Rep.	A
Quorum number required	5	Governor's present	8

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<b>AC/73/24/25</b>	<b>Welcome</b> In the absence of Mr Lancaster, Mr Charnock kindly agreed to Chair the meeting. The Chair welcomed all to the meeting and in particular Mrs Hanadi Gray who had recently been appointed as a parent governor for four years with effect from 1 April 2025.	
<b>AC/74/24/25</b>	<b>Apologies for absence</b> Apologies were given and accepted from Mr Lancaster due to personal circumstances and Mrs Donlan-Harrison due to sickness. No apologies were received from Mr Franzreb, albeit examination period.	
<b>AC/75/24/25</b>	<b>Declaration of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda. Mrs Lee joined the meeting at 17:08	
<b>AC/76/24/25</b>	<b>Academy Presentation</b> Ms Addison delivered a presentation on Personal Development – Inc EDI & CEIAG and requested questions to be raised during the presentation. Ms Addison stated the academy vision is to: <i>'To grow and celebrate every student's character to equip them to contribute fully to society and pursue their ambitions.'</i> <b>A governor asked</b> the academy has recently moved tutor time to the beginning of the day. Have the academy noticed a decline in	

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	<p>behaviour/attendance in the last lesson of the day. Ms Addison replied it had not been noticeable. However, the more challenging lesson during the day is the one prior to lunch period. <b>A governor further asked</b> has this changed since the length of the lunch time has been reduced to 30 minutes. Ms Addison confirmed there had been no change since the introduction of the new timings of the lunch period.</p> <p><b>A governor stated</b> if the busses are late students are missing an element of the first lesson ie tutor time, rather than their academic lessons. Which can be less stressful for the students.</p> <p><b>A governor asked</b> if there was an opportunity for students who have missed items covered in earlier years, ie Year 7 within tutor time to be revisited in later years. Ms Addison confirmed there are opportunities for missed items to be covered, colleagues are focussing on covering the gaps.</p> <p><b>A governor asked</b> in terms of global awareness, this was previously taught by teachers with like for like timetables. How do you now maintain a natural playing field. Ms Addison replied it will always be a challenge; however, the medium-term plans are strong. The principal stated the academy endeavour to ensure there is a strong curriculum to support the tutor period, breading a culture of every lesson matters. <b>A governor further asked</b> if the academy had a head of global awareness. The principal replied yes in KS3 with a colleague leading the RE element in KS4. Personal development is pivotal in the academy striving to always build confidence in students. The chair thanked Ms Addison for the very informative presentation.</p>	
<b>AC/77/24/25</b>	<p><b>Local response following Trust training</b>          SEND 26.03.25          A governor attended the above training and delivered a verbal overview. It was noted vulnerable groups at another school meet periodically and share best practice.</p>	
<b>AC/78/24/25</b>	<p><b>Minutes of the last meeting 10 March 2025</b>          The minutes of the meeting, having previously been received were proposed as a true record by Mrs Henderson and seconded by Mrs Troman-Green. The minutes were unanimously approved and accepted as a true record. The minutes were signed by Mr Charnock Acting Chair of Governors.</p>	
<b>AC/79/24/25</b>	<p><b>Matters arising</b>  <b>AC/60/24/25</b>          One literacy intervention is a 6-week fresh start programme.  <b>Action:</b> Principal to provide DATA for the meeting 12 May 2025          The principal stated the fresh start programme is a high-end literacy intervention. Confirming between Jan and May in 2024, 47 students benefitted from the Fresh Start Programme, delivered by Dawn Gauntley. On average they gained 10 months progress in their reading in 6 weeks. To date there are 26 students this year averaging a gain of 8 months.</p> <p>The programme also offers a step-up element which is proving to be very positive.</p>	

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	<p><b>Action:</b> principal to investigate and update governors on 12 May 2025. Regarding possible visits to observe strategies in schools for improving attendance ranked 1/2/3 nationally</p> <p>The principal stated it is the wrong time in the academic calendar to visit other schools due to examinations taking place. This is something which can be looked at after the summer period, but it needs to be looked at contextually.</p> <p><b>A governor asked</b> had time frames been finalised for the visits. A governor responded a timeframe was not agreed only the visits should take place. After a short discussion it was agreed the principal to provide a progress report for the LAC meeting on 14 July 2025.</p> <p><b>Action:</b> progress report – 14 July 2025</p> <p><b>AC/56/23/24</b>        Update and proposal PFG <a href="#">PFG Report - 15.10.24 RC.docx (sharepoint.com)</a>        Update on digital safeguarding.  <b>Action:</b> Defer to 12 May 2025 contact RC to send brief report on February meeting.</p> <p>A governor gave a verbal update on the PFG, two meetings had been held, topics covered were anti-bullying and Diana award. The meetings were well received two actions for the next meeting with regard to tutor groups.</p> <p>The contract to be looked at as the remit of the group to move from steering group to focus group.</p> <p>At the most recent meeting AI and cyber security were spoken about, how it is used in the academy and what safeguarding measures have been put in place.</p> <p>The next meeting is scheduled for Tuesday, 20 May 2025 agenda item two-way focus group.</p> <p><b>AC/47/24/25</b>  <b>Governor Action plan update</b>        Governors with lead responsibility have accepted their role.  <b>Action:</b> PL/RC to contact lead update 12 May 2025        A governor stated the action plan will be discussed at the informal meeting on Monday, 16 June 2025.</p> <p><b>AC/51/24/25</b>        Parent Governor recruitment update        Following Parent governor nominations in March 2025. Mrs Hanadi Gray was appointed for a term of four years with effect from 1 April 2025. The Local Academy committee now has a full complement.</p> <p><b>AC/64/24/25</b>        EP to update re algorithm surveys</p>	OH

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	<p>The EP thanked the governor for the algorithm survey contact which has now been passed to HR. The Intention is to introduce a pulse survey with 2 quick questions on a weekly basis.</p> <p><b>A governor asked</b> would the response from staff be typical if the survey was not confidential. The EP confirmed the staff governor will play a crucial part if there are some essential questions which need answering.</p> <p><b>A governor asked</b> if the academy gave staff feedback. The EP confirmed this does takes place once every two weeks.</p>	
<b>AC/80/24/25</b> <b>a</b>	<p><b>Principal's report</b></p> <p>The principal's report had been circulated and received by all governors prior to the meeting.</p> <p>The principal highlighted key areas of the report.</p>	
<b>b</b>	<p><u>Year 11 Predictions</u></p> <p>Y11 predictions strong for this year group. The academy is hopeful for good examination results, however, there is no progress data for the cohort.</p>	
<b>C</b>	<p><b>Behaviour</b></p> <p>The principal stated Year 7 had brought with them small cohorts of students who are quite challenging. The staff are working with students to address their behaviour.</p>	
<b>d</b>	<p><u>Standards &amp; Outcomes Trustee visit update</u></p> <p>Trustees from the S&amp;O committee made a visit to the academy on 1 May 2025 between 10:00 – 12:30 pm</p> <p>The visit was very positive.</p>	
<b>AC/81/24/25</b>	<p><b>Safeguarding /Culture &amp; Compliance</b></p> <p>The document had previously been circulated and received by governors. Changes from March 2025 had been highlighted in red.</p> <p>There were no questions.</p>	
<b>AC/82/24/25</b>	<p><b>Policy Approval</b></p> <p>Trustees met and approved the following policies on 31 March 2025. Updated polices will be published on the DA website.</p> <p><b>Finance and Resources Committee</b></p> <p>Expenses and benefits</p> <p>Charging and remissions</p> <p><b>Standards and Outcomes</b></p> <p>Supporting students with medical conditions</p> <p>Behaviour policy</p> <p><b>Board</b></p> <p>Levels of Authority</p>	

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	Governor allowances	
AC/83/24/25	<b>Governance report (by GP &amp; CoG)</b> The GP report had been circulated and received by governors prior to the meeting. There were no questions	
AC/84/24/25	<b>Governor conference – 12 June 2025. 3:30 – 7:00 pm Diverse Education Centre</b> 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>	
AC/85/24/25	<b>Governor link visit reports</b> <b>Visits</b> Reports had been circulated and received by governors prior to the meeting. Governors gave a brief verbal overview <ul style="list-style-type: none"> <li>• <u>SEND -BH</u>                An element which came out of student voice was the academy have significantly less TA's for send students as opposed to other schools. The EP replied the allowance for TA's is highly related to high level needs funding. The academy is currently undertaking some work around benchmarking spend to establish if the academy can free up more funding. Which then will be established where and how it needs to be spent. The EP continued children with EHCP (Education Health Care Plan) do not come with funding. The EP stated the academy will endeavour to do their best to meet the needs of all the children. It must be noted the academy focus on adapted teaching, supporting learning. The HELM is also an environment to support children with additional needs.</li> <li>• <u>Safeguarding – BH</u>                A discussion took place regarding hold and secure procedure.  <b>Action</b> – agenda item update 14 July 2025</li> <li>• <u>Staff wellbeing – 7 March 2025</u>                The Foci was on 4 areas and governors met with panels of staff at different levels               <ul style="list-style-type: none"> <li>▪ Working environment</li> <li>▪ Workload pressures</li> <li>▪ What is working well</li> <li>▪ What better if</li> </ul> <b>Action:</b> update on staff wellbeing agenda 14 July 2025</li> <li>• <b>Planned visits</b></li> <li>• Personal development</li> </ul>	DV/OH

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	<ul style="list-style-type: none"> <li>Safeguarding</li> <li>P16 &amp; CEIAG</li> </ul>	
<b>AC/86/24/25</b>	<b>Date of informal meeting</b> <b>Governor Self-Evaluation &amp; Action plan 2025/26</b> <b>Monday, 16 June 2025 – 5:00 – 7:00 pm</b>	
<b>AC/87/24/25</b>	<b>Report to Trustees</b> The report to Trustees was discussed and submitted after the meeting.	
<b>AC/88/24/25</b>	<b>How has the AC held senior leaders to account?</b> <ul style="list-style-type: none"> <li>Questions on presentation</li> <li>Questions on Principal report</li> <li>Governor visits</li> </ul>	
<b>AC/89/24/25</b>	<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.	
<b>AC/90/24/25</b>	<b>Date of next meeting:</b> Monday, 14 July 2025 Meeting finished at 18:36	
	Signed: <i>R Lancaster</i> Chair of Governors  Print Name: R LANCASTER Date: 14 July 2025  Approved by chair for circulation Approved by LAC committee meeting 14 July 2025	