

Summary of discussions of the Local Academy Committee meeting held on
Monday, 10 November 2025
4:00 pm
Tuxford Academy

Membership	Initials	Governor category	Absence	In Attendance	Initials	Position	Absence
Mr R Lancaster (Chair)	RL	Appointed		Mr D Vernon	DV	Executive Principal	
Mr P Kelly (Vice)	PK	Appointed		Mr J Hardy	OH	Principal	
Mrs C Harrison	CH	Appointed		Mrs S Baines	SB	Governance	
				Ms A Leatham-Pugh	ALP	Professional Vice Principal	
				Mr S Thompson	ST	SENDco	A
Mr R Charnock	RC	Appointed	A				
Mr M Williams	MW	Staff					
Mr D Newmann	DN	Appointed	A				
Mrs R Henderson	RH	Appointed					
Mrs N Troman Green	NTG	Parent					
Mrs H Gray	HG	Parent	A				
Vacancy appointed x 1							
Quorum required	6						
Present	6						
Rose Clifford & Elliott Curt		P16 Reps					
Outstanding items from the last meeting							

C = Complete
 CF =Carried forward
 I = Incomplete (carried forward more than once)

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / carried forward
AC/01526/2	Aut 1	Governor Statutory Training		10.11.25		PK/RC/CH to complete ASAP
AC/94/2425	Sum 2	Leadership Structure	OH	12.01.26	c/f	New Ofsted framework to be available for next meeting
AC/94/2425	Sum 2	Safeguarding link governors to review rates of attendance spring term 26	RL/BH	12.01.26	c/f	
	Sum 2	Approve Governor Action plan	All	10.11.25	c/f	Approved 10.11.25

Q = Question from Governors

A = Answer from senior leaders

Agenda item	Key points/Summary	Action Required	Responsible person Timeline
AC/16/25/26	Welcome Introductions were made with Rose and Elliott the P16 representatives being warmly welcomed to the meeting.		
AC/17/25/26	Apologies for absence Hanadi Gray due to illness Richard Charnock due to work commitments David Newman due to work commitments Mr Thompson due to personal reasons		
AC/18/25/26	Declarations of Interest Governors were reminded of Statutory mandatory training deadline for 25/26. There were no declarations of interest made for any item on the agenda.	PK, RC, CDH to complete training before 19.12.25	PK, RC, CDH 19.12.25

<p>AC/19/25/26</p>	<p>SEND offer/PP update J Hardy The principal outlined the four areas of SEND:</p> <ul style="list-style-type: none"> ▪ Cognition and learning ▪ Communication and Interaction ▪ Social, Emotional mental health ▪ Physical and Sensory <p>Funding Q: How does the Academy receive funding for SEND students in terms of the budget? A: There is no specific funding for SEND. Funding is provided for disadvantaged and looked-after children. Some students receive funding through bids. Q: Are we maximizing the funding needed? A: If a child has an EHCP (Education Health and Care Plan), Nottinghamshire is the only authority that does not automatically receive funding. Students from other authorities (e.g., Lincolnshire) arrive with funding. Funding is graduated depending on need.</p> <p>EHCP Process Q: How do you obtain an EHCP? A: Requires 10 weeks of monitoring to determine need. It is not immediate.</p> <p>Tracking & Data Q: How do we track progress from Year 7 to Year 11? A: All students receive the same monitoring and tracking diet. Q: Do SEND students have an IEP (Individualised Education Programme), and is this evaluated? A: Yes. They must have 3 contact points per year. Q: Is the data available for parents to see? A: No. It feeds into the learning plan and is discussed with parents.</p> <p>Exam Access Q: What exam access arrangements are available? A: Applications can be made for support such as rest breaks, extra time, or a reader. JCQ (Joint Council for Qualifications) must be notified with evidence. Resources are more often than not at full capacity.</p>		
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	<p>Parent Relationships Q: How are working relationships with parents managed? A: Positive relationships are encouraged. EHCP students receive 2 contacts per term. LAC (Looked After Children) students have half-termly meetings. Additional engagement includes tutor meetings, presentations, and coffee mornings.</p> <p>Trips & Inclusion Q: Do all children have the opportunity to attend trips? What is the % take-up for SEND students? A: All students have the opportunity to attend trips. The percentage of SEND students engaging with trips is difficult to obtain as many systems need to synchronise. Q: Some SEND students were unable to attend the Whitby trip. A: Residentials are offered for Years 7,8.9 and are kept as affordable and local as possible.</p> <p>Transition Q: What does the academy look and feel like for Year 6 students during transition week? A: Extended transition is provided. Students meet relevant staff. Outreach workers may visit primary schools to support students Q: What does the academy look and feel like in the first few weeks of Year 7? A: Experiences vary depending on the student’s background. Single students from primary schools receive an additional transition day. Transition now lasts 3 days. However, Primary schools are always invited to events throughout the year.</p> <p>Staffing Q: Is there a Deputy SENDCo A: The principal confirmed the academy have a Deputy SENDco in the absence of Mr Thompson.</p> <p>Safeguarding Ms A Leatham-Pugh Training Q: How are staff trained and monitored CPD, how is it ensured to be relevant and done by the right people. A: All staff attended the safeguarding briefing which was delivered on the first day of the academic year. which covered the updates to KCSIE. KCSIE 2025 and our RAG rated Prevent self-assessment have been shared with staff via My Concern and staff have signed to say they have read and</p>		
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understood these. In addition, staff have completed the following online modules via National College

- Prevent update
- FGM update
- Cyber security training for all school staff
- Preventing sexual harassment

There are currently 7 members of staff who are DSL trained and 12 members of staff who are safer recruitment trained. These are all recorded via the SCR. The SCR is checked at least once a term with HR to ensure compliance.

Q: What is your procedure if you are unable/struggle to make contact, to refer a urgent referral to MASH for same day action.

A: The DSL will ring 999 if they feel the child is at so much risk.

Q: What is the safeguarding data telling us?

A: All concerns are logged via My Concern and then they are categorized.

There have been several concerns reported this academic year. The categories which are the highest relate to anxiety, attendance, emotional health, welfare and suspensions. Numerous support strategies and referrals have been made to support these students. The PD curriculum focuses heavily on well-being so we can support and signpost students.

Multi Agency Referrals

Q: What numbers are under social care/protection/children in need.

	Number of students
Looked After Children	18
Child in Need	5
Child Protection	4

Agency referrals	Number of referrals made 25-26	Number of referrals made 24-25
CAMHS	6	21
CGL	1	3

Counselling/School Counsellor	13	35
Early Help	3	32
Elective Home Education	6	27 (2 declined)
Health Families Team	4	8
MASH	6	18
MHST	13	88
Personalised Care Team (Retford)		5
Prevent		3
Women's Aid		4
Youth Justice	1	4

Q: What is the success rate

A: External Agency Support – Summary

- Academy works closely with external agencies to support students/families.
- MHST: Early intervention for low-level wellbeing needs (anxiety, low mood, emotions, sleep).
- CAMHS: Referral for complex mental health needs.
- MASH: Referrals made for safeguarding concerns.

Attendance and Safeguarding

Q: Is the Academy making a link between poor attendance/high absence and additional risk In safeguarding.

A: Missing education can signal safeguarding risks; regular attendance is a protective factor.

- Persistent Absence (PA): 10%+ of school days missed.
- Severe Absenteeism (SA): 50%+ of school days missed.
- Interventions logged via MAA; significant concerns recorded in My Concern with actions (e.g. EHAF, outreach support).

	Year 7-11
PA (7 sessions)	255 students
SA (34 sessions)	34 students

Alternative Provision (AP)

Q: Who, why is it safe

A: A team meet bi-weekly to ensure the students are on the right path. Conversations also take place with parents etc.

- Parents play a key role in planning placements.
- AP supports students to overcome barriers, reintegrate into mainstream, or move to post-16 destinations.
- Focus Centre not used for Tuxford students, but on LA approved list (1 student from Suthers).
- AP providers: annual QA visits, safeguarding checks/training assured.
- Attendance reported; non-attendance followed up. Students visited to assess engagement/progress.
- Current AP use: 16 students (all on SEND register, K Code).
- Only 1 student fully enrolled in a single AP (Kings Interhigh).
- Additional funding granted/applied for many students.

Year	Number of students
7	1
8	2
9	4
10	2
11	7
Total	16

	<p>Providers used this academic year so far are</p> <ul style="list-style-type: none"> • APE • EdClass • First Class Hub (Ollerton) • First Class Online tutoring • Health Related Education Team (HRET) • Kings Interhigh • Pollyteach • REAL Adventure (recently commissioned) • REAL Construction • REAL Mechanics • REAL Music <p>Monitoring (SENSO) Q: Has the monitoring system prevented something happening? Prevention of idealization/self-harm A: Students are more aware that we have a monitoring system as this is discussed in computing lessons. We have not had a notification that has led to us identifying a concern such as idealisation or self-harm. The word gun was detected, but once investigating the student has been searching for a Gundam which is a Japanese military science fiction media franchise. Therefore, SENSO is also being used for classroom management.</p> <p>Low Level Concerns Q: What are the types and numbers of low-level concern referrals A: Last academic year 31 concerns were logged. Q: Are there any positive handling incidents and are staff Mapa trained? A: Staff need to be trained in MAPA particularly at the focus centre. Ms Leatham-Pugh confirmed some staff are trained in de-escalation.</p> <p>Curriculum Q: Which areas of curriculum need a razor-sharp focus A: The academy is having a big push on progressive masculinity. The Principal, Executive Principal and Vice Principal have attended training sessions, it is more about thinking masculinity some words can be toxic. Q: Is there a possibility to host a workshop A: Progressive Masculinity training delivered; revisited in safeguarding training. Support staff to receive further training at Diverse Academies Inset day in November to develop strategic approach.</p>		
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	Trust student voice survey week commencing 17 Nov to inform support/resources. Ongoing use of My Concern data to guide interventions (e.g. sleep hygiene, exam stress workshops).	It was agreed P16 students to liaise with ALP to create a survey for them to liaise with student voice.	ALP 17.11.25
AC/20/25/26	Safeguarding (inc. LA Safeguarding Audit) Safeguarding was covered within the earlier presentation. It was confirmed the Chair of Governors to meet with ALP on Friday, 14 November 2025 to go through the LA safeguarding audit.		AP/RL 14.11.25
AC/21/25/26	Attendance Attendance was covered within the earlier presentation on safeguarding		
AC/22/25/26	Minutes of the last meeting 15 October 2025 The minutes of the last meeting were unanimously agreed as a true record		
AC/23/25/26	Admissions Policy The item was deemed as confidential and will appear under a separate set of confidential minutes.		
AC/24/25/26	Link Governor visits Governors had previously received copies of the reports. Verbal updates were provided at the meeting <ul style="list-style-type: none"> ▪ Behaviour & Suspensions ▪ Personal Development ▪ Alumini/Community Engagement ▪ Climate Walk with Principal Planned visits SEND/Safeguarding 14.11.25	RC (defer to January 26) NTG/RL DN RL RH/HG/RL	RC 12.01.26
AC/25/25/26	Governor Action Plan (new grid) Mrs Troman Green and Mr Kelly had revised a template to aid evaluation of our work at the end of the academic year. A separate familiarisation meeting will be held with all governors led by the vice chair and governor who produced the spreadsheet Governors approved the Governor Action Plan for 2025/26		NTG/PK 12.01.26
AC/26/25/26	Governor Annual Review meetings The chair & vice chair to continue with 1:1 meeting this year. It has been made clear these are voluntary.		

AC/27/25/26	How has the committee held senior leaders to account <ul style="list-style-type: none"> • Questions on SEND/PP/Safeguarding/Attendance • Questions on Admissions policy 		
AC/28/25/26	How have VMV of the Trust/Equality/Nolan Principles been upheld It was agreed that the VMV of the Trust & Equality has been upheld		
AC/29/25/26	Determination of Confidentiality/Equalities Act Consideration Determine Confidentiality Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved: <ul style="list-style-type: none"> ▪ AC/23/25/26 Admissions Policy was deemed confidential and will be recorded separately ▪ There had been no Equality Act implications. 		
AC/30/25/26	Date and time of next meeting Meeting finished at :18.55 pm	12 January 2026 - 5:00 pm	
	Signed by Chair Approved as true record and for circulation: <i>R Lancaster</i>	Date: 12 January 2026	