

**Minutes of the Tuxford Primary Academy Committee meeting
held on Wednesday, 29 January 2025
at 1:00 pm**

Tuxford Primary Academy

Membership	Initials	Governor category	Absence
Mrs S Jackson (chair)	SJ	Appointed Governor	
Mrs N Bulley	NB	Appointed Governor	A
Mr R Mason	RM	Appointed Governor	A
Mr T White	TW	Appointed Governor	

In attendance:

Staff name	Initials	Role	
Mrs T Blacknell	TB	Principal	A
Mr G Letton	GL	Executive Principal	
Ms D Lawrence	DL	Assistant Principal	
Mrs A Elway	AE	Head of Governance	
Mrs S Baines	SB	Governance Professional	
Mrs E Rew		Observer	
Mr J Murray		Observer	
Ms N Gubb		Observer	

<i>Quorum numbers</i>	2	<i>Governor's present</i>	2

Item No	Item	Action/ by who/when
AC/30/24/25	<p>Welcome</p> <p>The chair welcomed all to the meeting and introductions around the table were made.</p> <p>Mrs Elway stated was attending all Local Academy committee meetings within the Trust during the Spring Term as a Quality Assurance exercise.</p> <p>Mrs Rew, Mr Murray and Ms Gubb attended as observers following their expression of interest in becoming a governor at the academy.</p>	
AC/31/24/25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Mr Mason and Mrs Blacknell due to illness and Mrs Bulley due to work commitments.</p>	
AC/32/24/25	<p>Declaration of interest</p> <ul style="list-style-type: none"> • Declarations of Interest (annual summary to be inc. in report) • Code of Conduct 24/25 • Cyber training <p>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. Governors who had not completed the above were urged to do so as soon as possible to ensure compliance.</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	

Item No	Item	Action/ by who/when
AC/33/24/25	<p>Governance Strategy and Scheme of Delegation/Terms of Reference 2023/24 – review AC remits</p> <p>A governor stated on page 7, the document refers to Education Funding Agency which is now known as Education and Skills Funding Agency.</p> <p>Action: Head of Governance to amend accordingly</p>	HoG
AC/34/24/25	<p>Minutes of the last meeting 11 November 2024</p> <p>The minutes of the meeting, having previously been circulated and received. Mr White stated he had not previously met with Mrs Jackson, Chair of Governors as stated in the minutes. He had only met with Mrs Lawrence. The minutes were amended accordingly and were proposed as a true record by Mr White and second by Mrs Jackson. The minutes were unanimously approved and accepted as a true record. The minutes were signed by the chair.</p>	
AC/35/24/25	<p>Matters arising:</p> <p>AC/17/24/25</p> <p>Recruitment MDS update – DL</p> <p>The principal stated the members of the team remain the same, the academy is in a recruitment drive for MDS.</p> <p>A governor asked how the academy is covering the gap. The principal replied by staff members. A governor further asked if recruitment for MDS is difficult. The principal stated it is extremely hard to recruit in the demographic area. A governor asked if it is predominantly parents who fill this role. The principal replied not necessarily, there are a mixture of parents and non-parents within the team. The executive principal stated the academy is utilising the strengths within the school to cover the gap, ie additional hours for TAs etc. The executive principal assured governors there is adequate supervision for the children at lunchtime.</p> <p>AC/18/24/25</p> <p>The GP updated the committee with the non-completion of statutory training and non- attendance for a colleague.</p> <p>A discussion took place regarding the above, it was agreed the Chair to speak with the colleague regarding continuation and update at the meeting on 19 March 2025</p> <p>Action: CoG to speak with governor colleague feedback 19 March 2025</p>	CoG 19.03.25
AC/36/24/25	<p>GP report to LAC</p> <p>Governors had previously received a copy of the governance professional report. Items relating to mandatory training were noted and will be reviewed. The governance professional stated there was an additional training session available for governors to attend via Teams on 11 February 2025 5:30 - 7:00 pm</p>	

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	<p><i>'Building confidence in reviewing suspensions and exclusions.'</i> The GP encouraged all governors to attend the session.</p> <p>Action: Governors required to confirm attendance with GP to be recorded in the central log.</p>	All
AC/37/24/25 a	<p>ERM</p> <p>The ERM, dated December 2024 was tabled at the meeting.</p> <p>Mr Letton drew governors' attention to key elements of the document.</p> <ul style="list-style-type: none"> ▪ <u>R,W,Ma and phonics</u> Attainment was lower than 24/25. The academy is addressing this element and working hard to improve on this area. ▪ <u>Attendance</u> The improvement to the robust challenging on poor attendance is proving to be successful. Attendance is currently tracking above the national measure and above the academy's own 2024 data. There is a 0.9% improvement in attendance overall. Persistent absence has reduced by 4% year to date. Severe absence has reduced to nil. ▪ The academy now routinely denies holiday applications within term time. The redesigned letters have created some negative feedback from parents. This requires sensitive but determined action. A governor asked how many holiday applications the academy receives per year. Further asking is there a particular time of the year. The EP replied there are a significant number throughout the year, but no particular time of the year has been identified. ▪ <u>Extra-curricular activities</u> A governor asked how many extra-curricular activities were on offer to pupils. The principal replied the academy is further investigating after school activities. Looking at external offers for delivery alongside the financial implications. External providers operate a wider range of activities offering something for everyone. A governor asked what the uptake is like on extra-curricular activities. The principal replied all activities offered spaces are filled. The academy can not always judge the take up of activity if they come with an additional cost. The EP stated Maths and English catch up is often an after-school club. The EP further stated the academy rely on the good will of teaching staff. As a teacher requirement is to concentrate on teaching and learning in the classroom. A governor asked how the offer at Tuxford Academy differs from other schools within the Trust. The EP stated it is variable; leadership are not allowed to insist staff run extra-curricular activities. ▪ <u>Child in Need</u> A governor asked what defines a child in need. The principal replied, when social services are working with the family. Child Protection is in essence coparenting with the local authority. A looked after child is in 	

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	<p>the care of the state and removed from their family. A discussion took place surrounding the elements of the parent concerns. A governor asked for the definition of parental concerns. The principal stated any concern is logged on the school software system 'my concern'. A governor asked if this includes both parent and child concerns. The EP confirmed it did include when parents inform of each other. The EP continued the school needs to be very mindful of the language pupils bring into the academy reminding them of what is acceptable and what is not.</p> <ul style="list-style-type: none"> ▪ Leadership A governor stated they fully endorse the CEO comments with regard to Mrs Lawrence doing a very good job under some challenging circumstances. A governor asked if the EP and Principal were receiving the support required from the Trust. The EP stated support was being received from the Trust. Confirming they need to look forward for 'firsts' as an acting principal to ensure tasks are carried out efficiently and effectively. ▪ Staff absence A governor asked how the academy manages long term sickness. The EP replied it does not happen very often, thankfully, the academy has been in a fortunate position. The EP confirmed Mrs Lawrence was a co-Principal at Bracken Lane previously so has been able to step up quickly. However, it is increasing difficult to cover teachers, the academy is in a fortunate position as they have highly skilled TA's who can be deployed, but every absence has a knock on effect. ▪ LAC comment The academy committee appreciate the additional support to the academy from the EP and Rebecca Hurley, Thorsby Vale Principal Designate going forward. Improvement in attendance is to be commended and to continue as a focus. Governors are supportive of the zero tolerance on applications to holiday in school time aligning with the consistent approach of the Trust. 	
b	<ul style="list-style-type: none"> ▪ Safeguarding Culture/Compliance The principal confirmed there had been no changes to the safeguarding Culture and compliance document since 11 November 2024. 	
c	<ul style="list-style-type: none"> ▪ Cat C trips/review The principal stated the academy would like to offer two Cat C trips pending governor approval. <u>Year 4 Residential – one night at Sherwood Forest, March</u> Year 4 Residential 1-night Sherwood Forest – March 2025. 	

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	<p>The principal outlined the cost to pupils for the trip Following a discussion governors approved the trip.</p> <p><u>Bike ability</u></p> <p>The principal stated the context around the proposed trip. Confirming there was no financial implication to parents for the trip. Following a discussion governors approved the trip</p>	
AC/38/24/25	<p>LA safeguarding Audit to be approved prior to submission to LA December 2024</p> <p>The LA safeguarding audit was completed and signed off by Mrs Lawrence Acting Principal, Mrs Jackson, Chair of Governors and Mr Mason, Deputy Safeguarding governor. The form was submitted to Chery Stollery, Safeguarding Children in Education Officer, Education Access, Standards and Safeguarding, Children and Families Service on 29 November 2024. Governors approved the LA safeguarding Audit retrospectively.</p>	
AC/39/24/25	<p>Governor appointment</p> <p>Update from parent governor elections</p> <ul style="list-style-type: none"> Parent governor elections – advertised open window for nominations 7th to 15th November 2024 No nominations were received. Appointed governor interest Liz Rew, James Murray and Nikki Gubb had expressed an interest in becoming appointed governors at TPA Following their observations of the meeting all confirmed they still possessed a valid interest in the role of appointed governor. <p>Mrs Jackson and Mr White left the room at 2:30 pm and returned at 2:32 pm. Both governors unanimously agreed to appoint Liz Rew, James Murray and Nikki Gubb to the role of appointed governors for a period of 4 years with effect from 29 January 2025 to 28 January 2029 pending satisfactory recruitment checks. All three individuals accepted the role of appointed governor on the terms above. Action: GP to schedule visit to the academy for new governors</p>	
AC/40/24/25	<p>Governor action plan update</p> <p>Chair of governors and Principal to update the governor action plan at their 1:1 meeting and bring back to the March meeting. Action: CoG and Principal - 19 March 2025</p>	GP
AC/41/24/25	<p>Governor visits</p> <ul style="list-style-type: none"> <u>Carols around the tree</u> - verbal update SJ Very successful, well attended The school choir gave a wonderful performance <u>Xmas disco</u> – verbal update SJ 	CoG/P 19.03.25

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	<p>Both well attended supported with parent helpers Positive quality events</p> <ul style="list-style-type: none"> ▪ <u>Safeguarding audit</u> – RM Action: Deferred to March 25 ▪ <u>Health & Safety audit</u> 27.01.25 SJ Action: Deferred to March 25 <p>Planned visits</p> <ul style="list-style-type: none"> • Swimming sports premium-SJ GDPR - SJ 	<p>RM 19.03.25</p> <p>SJ 19.03.25</p>
AC/42/24/25	<p>The following Trust policies have been approved, governors were notified on 26 November 2024 and will appear on the Trust website.</p> <p>Finance and Resources Committee</p> <ul style="list-style-type: none"> • Premises Management – Go live Dec 24 <p>Audit and Risk</p> <ul style="list-style-type: none"> • Health and Safety Policy – Go live Jan 25 <p>Standards and Outcomes</p> <ul style="list-style-type: none"> • Provider access policy – Go live Jan 25 • RSE policy – Go Live Jan 25 <p>No substantive changes re-approval not required</p>	
AC/43/24/25	<p>Trustee/complete report to Trustees</p> <ul style="list-style-type: none"> ▪ Governors are pleased with the good work Mrs Lawrence is delivering under some challenging circumstances. ▪ Governors are pleased the Trust are offering support to the academy from EP and Mrs Hurley. ▪ Governors are pleased with the attendance strategy regarding non authorisation of holiday applications during term time. This adds to consistency across the Trust. ▪ Governors were concerned about the lost day of learning, first day return in January 2025 due to issues with the boiler. 	
AC/44/24/25	<p>How has the AC held senior leaders to account?</p> <ul style="list-style-type: none"> ▪ Questions on ERM/attendance, targets, safeguarding ▪ Scrutiny of data 	
AC/45/24/25	<p>Confidentiality/Equalities Act/Nolan Principles/Trust VMV been upheld.</p> <p>Determination of confidentiality of business</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. There were none.</p> <p>There had been no Equality Act implications and governors were satisfied any decision had been made observing the Nolan Principles.</p> <p>Governors spent time considering equalities within the academy setting.</p>	

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AC/46/24/25	<p>Date and time of next meeting: Wednesday, 19 March 2025 1:00 – 3:00 pm</p> <p>The meeting closed at 15:07</p>	
	<p>Signed..... (chair) Date. 19.3.25</p> <p>Print. S JACKSON</p>	