

Minutes of the Tuxford Academy Committee meeting
held on
Monday 27 January 2025
5:00 pm at the Academy in the Hub

Governor name	Initials	Governor category	A = absence
Mr R Lancaster (Chair of Governors)	RL	Appointed	
Mr P Kelly (Vice Chair of Governors)	PK	Appointed	
Mrs C Donlan-Harrison	CDH	Appointed	
Mr R Charnock	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	
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 N Ashton	NA	Assistant Principal	
Ms D Addison	DA	Vice Principal	
Sebastian Franzreb	SF	P16 Student Rep.	
Mrs A Elway	AE	Head of Governance	
Quorum number required	5	Governor's present	9

Item No	Item	Action who/when
AC/38/24/25	Welcome The Chair welcomed all to the meeting and all delegates introduced themselves. Mrs Elway stated she has been attending all Local Academy committee meetings within the Trust during the Spring Term. Mrs Nicola Troman-Green and Sebastian Franzreb gave a synopsis of the skills and experience they can bring to the committee. 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.	
AC/39/24/25	Apologies for absence There were no apologies for absence with Mr Charnock arriving at 17:27	
AC/40/24/25	Declaration of interest <ul style="list-style-type: none"> Declarations of Interest (annual summary to be inc. in report) Code of Conduct 24/25 Cyber training There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
AC/41/24/25	Teaching & Learning presentation Ms Ashton and Ms Addison delivered a presentation to governors on Teaching & Learning	

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Item No	Item	Action b who/when
	<p><u>AIP: Raise student learning through developing retrieval practice</u> Ms Addison stated:</p> <p style="text-align: center;">Student outcomes are key What can our students know/do <i>Raise student learning through developing retrieval practice</i> What type of person do our students become? <i>Strengthen our culture through effective tutor time & character</i> What do our students achieve and go on to do? <i>Empower student preparation through progress tracking & CEIAG</i></p> <p>A governor asked how retrieval practice fits in with other themes. Does it feel like a change of focus each time or does it dovetail. A governor further asked how have faculties responded to the retrieval practice. Ms Ashton responded everything can be related to retrieval, demonstrating how much an individual can remember. Ms Ashton confirmed faculties have welcomed and responded very well to the retrieval practice. Stating faculties are very keen to work on the procedure as it provides autonomy giving the freedom on how to apply in their area. In addition, students are recognising the strategies.</p> <p>Sebastian stated retrieval practice has been welcomed by students especially as they move towards exam season.</p> <p>Ms Aston stated staff teams are working on the aspect, and students are recognising the prevalence with revision. Confirming the practice is as important with KS3 students it is relevant throughout their educational journey.</p> <p>A governor asked how the retrieval practice operates in Music. Mr Williams confirmed the practice is successful eg by the use of a keyboard.</p> <p>A governor stated the practice is very interesting to see especially from a SEND element. It is very good to see everyone can benefit from it. Ms Ashton stated it is especially beneficial for SEND students as it provides confidence with the ability to 'have a go' with everyone having the chance to recap.</p> <p>A governor asked in terms of maths mixed ability classes, were they previously set. Ms Addison confirmed previously maths classes were set. It is very much the normal nationally to set in year 7. Not directly linked to retrieval, however the main impact is on the student's mindset.</p> <p>The principal stated mixed sets has improved engagement from a teaching and learning focus. Allowing staff to focus on this element more effectively as a team.</p> <p>A governor asked if it is a bespoke approach to reflect where each faculty is. Ms Ashton confirmed it was, with a goal of selecting elements more relevant to them. Faculties have been more specific with what they are working on based on their priorities. A member of staff representing each faculty meet periodically to discuss and review.</p> <p>A governor asked if the academy had looked at anything outside of their methodology which will improve students learning. ie Duolingo a knowledge</p>	

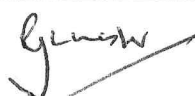
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	<p>centred tool which helps teachers, students and other individuals to learn another language. Ms Ashton replied a lot of subjects have various apps and software which are trialled. Alongside this the academy is running twilight sessions on using Artificial Intelligence and how this can be beneficial initially for teachers with where staff are with their knowledge. The Trust are exploring an AI policy as it becomes an integrated part of daily life.</p> <p>The chair thanked Ms Addison and Ms Ashton for their very informative presentation. Ms Ashton left the letting at 17:41</p>	
AC/42/24/25	<p>Minutes of the last meeting 11 November 2024</p> <p>The minutes of the meeting, having previously been received were proposed as a true record by Mrs Henderson 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.</p>	
AC/43/24/25	<p>Matters arising AC/56/23/24Sa</p> <p>Update and proposal PFG <u>PFG Report - 15.10.24 RC.docx (sharepoint.com)</u></p> <p>The PFG report had been received by governors prior to the meeting. Mr Charnock stated the next PFG meeting is scheduled for 11 February 2025. Mr Charnock stated at the previous meeting parents had requested an update on digital safeguarding.</p> <p>Action: it was agreed Mr Charnock to liaise with the principal and feedback.</p> <p>AC/28/24/25 Budget summary 2024/25- S Lowe to provide to Principals. A governor asked if it may be helpful for governors to see how the global budget is received and proportioned in the academy. Mr Vernon and Mrs Elway both stated within the scheme of delegation the Local Academy Committee meeting remit lays with challenge on SEND and pupil premium only. Therefore, it would not be appropriate for governors to see the global budget.</p> <p>Mrs Elway stated Trustees set the Scheme of Delegation having overall responsibility for the budget. The SoD is circulated for consultation providing an opportunity for governors to comment.</p> <p>AC/29/24/25 Admissions 2026/27 local Academy appendix (update) Mrs Elway confirmed the admissions 2026/27 local Academy appendix is due to go before the Trust board on Wednesday, 29 January 2025 for approval. The proposal for Tuxford Academy is for criteria 4 to remain as criteria 4 ie Children of school staff instead of moving to criteria 8 as in the proposal.</p> <p>Action: Mr Vernon to update governors on 10 March 2025 meeting</p> <p>AC/33/24/25 Governor Admissions Panel – staff appointment & update The principal confirmed the admission criteria has changed but will be reviewed for next year.</p>	<p>RC 10.03.20;</p> <p>DV 10.03.25</p>

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	<p>The academy is required to work through a waiting list, therefore an admissions panel is not routine. However, the academy does need a school admission panel, but their power is limited. The principal stated the panel will meet on an ad hoc basis and Mr Stevens will liaise with a member of staff to sit on the panel when required.</p> <p>Mrs Elway stated a governor training session regarding admissions panel is to be scheduled in the near future, currently waiting for a date to be confirmed.</p>	
AC/44/24/25	<p>Governance report (by GP & CoG) GP report to LAC</p> <p>The report was circulated and received by governors prior to the meeting. The governance professional highlighted an additional training session on 11 February 2025 5:30 – 7:00 pm via Teams on Building Confidence in Reviewing Suspensions and Exclusions.</p> <p>There were no questions. https://dalp.sharepoint.com/:w:/r/governors/_layouts/15/Doc.aspx?sourcedoc={917BF7D7-DAD0-4FA7-9466-7C6CB80899BA}&file=PFG Report - 15.10.24 RC.docx&action=default&mobileredirect=true</p>	
AC/45/24/25 a	<p>ERM – Education Review Meeting</p> <p>The report was circulated and received by governors prior to the meeting.</p> <p>A governor asked the ERM mentions staff rotas to support on corridors. Does this relate to how the academy deal with truancy. Mr Vernon replied staff do routinely walk the corridors to check if students are truanting. The academy are looking at digital data links with sims, the management information system to ensure the system syncs with technology. Some changes have recently been made and the system is working consistently. A discussion took place regarding the small percentage of students who truant daily including the percentage who may not be on the school site. A further discussion took place regarding attendance and the positive impact the 12 days of Christmas had taken on attendance.</p> <p>A governor stated it was very pleasing to see 'things to celebrate' on the ERM. All the items stated run through the veins of the academy, reconfirming Tuxford Academy is a special place to be associated with.</p>	
b	<p>Safeguarding /Culture & Compliance</p> <p>The document had previously been circulated and received by governors. Changes from November 2024 had been highlighted in red. There were no questions.</p>	
C	<p>Outcome of Academy Improvement Review</p> <p>The principal stated the academy continue to develop leadership, there is a challenge to move from QA to reality checking. The leadership team are looking at how improvements can be made to the cycle.</p> <p>A governor asked how much leadership CPD is focused on how to lead a team. The principal stated in 23/24 Tom Sherrington and John Tomsett further supported the development of retrieval techniques from students in lessons. This was initially focussed on middle leaders.</p>	
d	<p>My Academy App update</p> <p>The chair stated regular meetings between senior leaders and the Trust data team take place to improve the App to address the challenges.</p>	




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	<p>Mr Vernon confirmed improvements have been made, in particular relating to SEND. However, the development is being looked at for the whole Trust ie 14 academies not just one academy.</p> <p>A governor asked has the academy seen any change in behaviour since the change of timings of the school day. The principal confirmed there had been a significant reduction in issues at lunchtime and break time. However, the weather can have an impact during the winter months as there is insufficient indoor space for students.</p>	
AC/46/24/25	<p>LA safeguarding Audit to be approved prior to submission to LA</p> <p>The LA safeguarding audit was completed and signed off by Ms Leatham-Pugh, DSL, Mr Hardy, Principal and Mr Lancaster, Chair of Governors. The form was submitted to Chery Stollery, Safeguarding Children in Education Officer, Education Access, Standards and Safeguarding, Children and Families Service on 19 December 2024.</p> <p>Mrs Elway confirmed moving forward the Trust are looking at completing one safeguarding audit as a whole. Currently liaising with the local authority. Governors approved the LA safeguarding audit retrospectively.</p>	
AC/47/24/25	<p>Governor action plan update</p> <p>Mr Kelly outlined the framework for roles as a governing group. The current issue with two or three people being allocated against the plan, did not provide any ownership in driving the process forward. Therefore, the update is to nominate a leader as per the document previously circulated and received by governors. Mr Kelly requested governors look at the document and contact himself or the chair if there were any issues.</p>	All
AC/48/24/25	<p>Governor link visit reports</p> <p>Visits</p> <p><u>Safeguarding visit - feedback on LA report /Audit notes</u> The chair gave verbal feedback on the LA report.</p> <p><u>Christmas Showcase- verbal- report RL</u> The chair stated the showcase was amazing and a credit to the academy a very talented pool of students giving their all.</p> <p><u>SEND parents meetings - verbal report RH/LL</u> Governors stated a visit to the Helm had taken place on 18 November 2024 with a number of suggested actions.</p> <p><u>Post 16 Parents Evening - verbal report RC</u> Mr Charnock unable to attend in person as was unwell. But feedback he received was very positive useful evening.</p> <p><u>Ski trip – Andora RC</u> Very informative</p>	
AC/49/24/25	<p>Planned Visits</p> <ul style="list-style-type: none"> ▪ Staff Wellbeing MW/RL 29.01.25 ▪ SEND LL/RH/RL ▪ Safeguarding LL/RH/LL ▪ CEIAG RC ▪ Post 16 – RC ▪ Bring your parent to Art 31.01.25 ▪ Curriculum Staff Inset Twilight 29.01.25 PK 	
AC/50/24/25	<p>Confirmation of proposed date of Governors Informal meeting Monday 16 June 2025 5-7pm</p>	



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Item No	Item	Action b who/when
	Governors agreed the informal meeting to be held on 16 June 2025 5-7 pm. Action: GP to email RC to book the rooms	GP
AC/51/24/25	Governor appointment Parent governor vacancies x 1 The governance professional advised the committee a parent governor nomination process had been advertised with an open window of 7 th to 15 th November 2024. All applications to be submitted to the GP before 9:00 am on Monday, 18 November 2024. The GP informed the committee only one nomination had been received from Mrs Nicola Troman-Green who was automatically elected as a parent governor to join the committee. Action: It was agreed to re-run the recruitment process for an additional parent governor after February 2025 half term.	GP
AC/52/24/25	The following Trust policies have been approved, governors were notified on 26 November 2024 and will appear on the Trust website. Finance and Resources Committee <ul style="list-style-type: none"> • Premises Management – Go live Dec 24 Audit and Risk <ul style="list-style-type: none"> • Health and Safety Policy – Go live Jan 25 Standards and Outcomes <ul style="list-style-type: none"> • Provider access policy – Go live Jan 25 • RSE policy – Go Live Jan 25 No substantive changes re-approval not required.	
AC/53/24/25	Report to Trustees The report to Trustees was discussed and submitted after the meeting.	
AC/54/24/25	How has the AC held senior leaders to account? <ul style="list-style-type: none"> ▪ Questions on presentation ▪ Questions on ERM/AIR/Safeguarding/P16/Scheme of Delegation ▪ Scrutiny of data 	
AC/55/24/25	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/56/24/25	Date of next meeting: Monday, 10 March 2025 at 5:00 pm Meeting finished at 18:41	
	Signed:  Chair of Governors Print Name: <u>ROBERT LANCASTER</u> Date: <u>10/3/25</u>	