



**Minutes of the Academy Committee meeting held
on Wednesday 31st March 2021 at 4.30pm
Academy Committee Meeting
Via MS Teams**

Governor name	Initials	Governor category	A = absence
Mrs Abigail Hawkins	AH	Chair of Academy Committee	
Mr Mike Keeton	MK	Vice Chair of Academy Committee	A
Mr Pete Edwards	PE	Appointed AC governor	
Mr Andy Pullin	AP	Appointed AC governor	A
Mrs Jennifer Oliver	JO	Parent AC governor	A
Mrs Maryanne Mason	MM	Parent AC governor	Resigned
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Sarah Kahler	SK	Principal SBPA	
Mr Jon Chapman	JC	Principal WPA	
Mrs Donna Bennett	DB	Staff AC governor candidate	
Mr Kevin Stokes	KS	Appointed AC governor candidate	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
SBPA/WPA/ 075/20/21	Apologies for absence Apologies for absence were received and agreed from Mr Pullin due to personal reasons and Mrs Oliver due to childcare issues. Mr Keeton had not presented any apologies. The absence was not agreed.	
SBPA/WPA/ 076/20/21	Governor Elections and Resignations for agreement Acknowledgement of Resignation M Mason The Chair advised a resignation had been received from Mrs Mason. Academy Committee governors acknowledged receipt of the	



resignation. The Clerk confirmed steps had been put in place regarding the resignation.

Termination of Office – M Keeton

The Chair explained various contacts had been made with Mr Keeton. It was understood safeguarding was a concern. The Clerk had advised this had not been updated after reminders had been forwarded. The Clerk advised there had been no contact received from Mr Keeton as a result of communications forwarded by email and by post.

It was resolved by Academy Committee governors that Mr Keeton would be removed from the Academy Committee joint board with immediate effect. The Clerk would ensure steps were put in place regarding this. Information was provided to Trustees for agreement and a retrospective minute being made at the next Trustees meeting.

Mr Stokes and Mrs Bennett were asked to leave the meeting whilst a decision could be made. Mr Stokes and Mrs Bennett left the meeting at 16.38pm.

Election of Mr Stokes

The Clerk advised all requests made regarding compliance had been met and were satisfactory. Background information had been shared with Academy Committee governors; prior agreement had been confirmed with Mr Stokes. Academy Committee governors confirmed they were satisfied necessary process had taken place. It was agreed that Mr Stokes would be elected to the joint Academy Committee as an appointed governor for a four year term of office. Confirmation was forwarded to Trustees for agreement and a retrospective minute to be made at the next Trustees meeting.

Election of Mrs D Bennett

The Clerk advised election had taken place with staff at both Academies. Mrs Bennett was the sole applicant for the Staff Governor role. It was agreed that Mrs Bennett would be elected to the joint Academy Committee as a staff governor for a four year term of office. Confirmation was forwarded to Trustees for agreement and a retrospective minute to be made at the next Trustees meeting.

Mr Stokes and Mrs Bennett returned to the meeting at 4.46pm and were welcomed to the joint Academy Committee.

Mr Edwards left the meeting at 4.47pm

Election of Vice Chair

The Chair suggested Mr Edwards had shown interest in the role and was a good candidate for the Vice Chair role.

It was agreed that Mr Edwards would be elected as Vice Chair for a two year term of office.

Confirmation was forwarded to Trustees for agreement and a retrospective minute to be made at the next Trustees meeting.



<p>SBPA/WPA/ 077/20/21</p>	<p>Mr Edwards returned to the meeting at 4.51pm.</p> <p>Safeguarding Culture and Compliance National Online Safety Accreditation Update (WPA) Mr Chapman confirmed the online safety accreditation had been received. Completion of the Remote Education Certificate was taking place. A governor was requested to complete the training.</p> <p>National Online Safety Training (SBPA) Mrs Kahler explained, a request had been made by email for the governors to complete the Remote Education Certificate. The Clerk confirmed, this had not been completed by governors after request had been made by email. It was requested a governor completed the Remote Education Certificate.</p> <p>Mr Stokes confirmed he would complete the required training on behalf of both Academies and requested information was forwarded.</p> <p><i>Post meeting note: Information was forwarded for completion of the training 31/03/2021.</i></p> <p>A safeguarding update was provided by Mrs Kahler and Mr Chapman which was confidential. The discussion was recorded separately.</p>	
<p>SBPA/WPA/ 078/20/21</p>	<p>Update following central training: Preparation for Ofsted Principals were given the opportunity to provide further relevant information. A general and very short summary was provided on the training provided.</p> <p>Academy Committee governors provided positive feedback regarding the training that had been provided by the Trust. The Clerk advised she had been involved in a recent monitoring visit. Information relative to the focus of Ofsted at a monitoring visit was provided to Academy Committee governors and the Head of Governance. Academy Committee governors asked for information to be shared. The Clerk would arrange this.</p> <p>Personal Development Academy Committee governors explained the training had been good, however they required a deeper understanding of the area as they felt there was too much to be discussed in the time frame allocated for the session. Additional in depth training was requested.</p> <p>Safeguarding/SEND Link Visit Mr Edwards confirmed attendance and provided positive feedback. Mr Edwards mentioned various additional safeguarding training suggested. The Clerk advised additional safeguarding and SEN (Special Educational Needs) training should only be completed if there was a governor link to the specific area. The Clerk advised Mr Stokes training pertinent to a new governor would be beneficial at this stage. Mr Stokes acknowledged this.</p> <p>SEND (Special Educational Needs and Disabilities) Advisory Group</p>	



	<p>Mr Edwards confirmed attendance at the National Governance Association Advisory group and provided feedback on the issues discussed at the group. Mr Edwards requested a discussion with Mrs Elway (Head of Governance) regarding SEND (Special Educational Needs and Disabilities)</p> <p><i>Post Meeting Note: A meeting was to be arranged after the Easter break.</i></p>	
SBPA/WPA/079/20/21	<p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>Mrs Hawkins reported a change to the declaration of interest in respect of employment links. Mr Edwards reported a change in the declaration of interest in respect of educational links. It was confirmed the changes had been recorded on the Declaration of Interest register as advised by the Clerk.</p>	
SBPA/WPA/080/20/21	<p>Minutes of the meeting dated 4th February 2021</p> <p>The minutes of the meeting, having previously been received were agreed and signed electronically by the chair.</p>	
SBPA/WPA/081/20/21	<p>Matters arising</p> <p>060/20/21: Update on absence/compliance of Mr Keeton Resolution had been provided in SBPA/WPA/076/20/21</p> <p>064/20/21: Safeguarding Reports The Chair confirmed these had been completed and uploaded to share point for governor review.</p> <p>065/20/21: Confirmation of Staff and appointed governor appointments from Trustees Election had taken place in SBPA/WPA/076/20/21</p> <p>065/20/21: Vice Chair Election Election had taken place in SBPA/WPA/076/20/21</p> <p>068/20/21: Agreement of Termly Newsletter governor The Clerk advised a request had been made to Mrs Oliver. No response had been received. Mrs Bennett confirmed steps would be made to complete the newsletter and requested information. Mr Chapman asked for information of the process of the document. The Clerk provided information on the process and procedure. <i>Post Meeting note: Information was forwarded to Mrs Bennett.</i></p> <p>069/20/21: Safeguarding link visit arrangement The Chair confirmed the meetings had taken place with reports provided and circulated.</p> <p>071/20/21: Skills Audit Report The Clerk advised the Skills Audit had been completed and was due for discussion later in the meeting.</p> <p>072/20/21: Response from Trustees Report The Clerk advised of the response received from Trustees which was acknowledged by Academy Committee governors.</p>	
SBPA/WPA/082/20/21	<p>Report from Principals</p> <p>Confirmation of Admission policy</p> <p>Mr Chapman confirmed the Admission Policy for Wainwright Primary Academy had been returned to the Local Authority. Mrs Kahler</p>	



confirmed the Admission Policy for Samuel Barlow Primary Academy had been returned to the Local Authority.

Re-opening Plans

Mr Chapman confirmed some changes had been made to the one way system on pupils return to the Academy. Steps had been put in place to resolve issues identified. Steps are in place to identify any gaps in learning. Work was taking place through the strategic curriculum and to provide support to pupils moving into the next year group.

Mr Chapman reported positive feedback had been received from parents regarding the remote learning provision provided for pupils during the lockdown period.

Mrs Kahler confirmed some changes had been made to the one way system on pupils return to the Academy. Steps had been put in place to resolve issues identified.

Mrs Kahler reported a 30 day behaviour challenge had taken place with pupils to ensure behaviour expectations were met.

Laptops received from Community

Mr Chapman confirmed five laptops had been received from Mr Jordan as part of the Mansfield and Ashfield 2020 group. Mr Chapman provided thanks to Mr Jordan for the contributions made. Contributions had also been received from the Department of Education, with a total of 80 devices being loaned out to families during the lockdown period.

Mrs Kahler confirmed there had also been a contribution of laptops from the Mansfield and Ashfield 2020 group at Samuel Barlow Primary Academy.

Remote Education Audit Update

Mrs Spacey confirmed a copy of the Audit would be provided to Academy Committee governors.

Discussion took place regarding the audit that had taken place and any issues identified. It was confirmed work had taken place to resolve issues identified in the Academies. Information was provided regarding teaching staff deployment due to higher numbers of vulnerable and key worker pupils attending school as a result of changes made by the Department of Education.

Mrs Spacey confirmed pupils had received a broad and balanced curriculum with some enrichment activities taking place remotely. Provision had been provided for SEN (Special Educational Needs) pupils. Mental health and wellbeing of pupils and staff was monitored.

Mr Edwards asked whether there were any staff or pupils who had not returned to the Academy due to Covid-19 anxieties.

Mrs Spacey explained steps put in place with staff. Return to school evaluation had taken place. Brief discussion took place around pupils with EAL (English as an Additional Language) background and issues arising. **Mrs Bennett explained** pupils that had been affected by this would have to apply for a school place.

Mr Stokes suggested it was an issue in the area. Mrs Spacey explained the demographics of the area to provide a clearer

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13/05/2021



	<p>understanding regarding the high percentage of EAL (English as an Additional Language) families.</p>							
<p>SBPA/WPA/083/20/21</p>	<p>Management Accounts An update was provided on the management accounts that had been presented with discussions on staff structure and budgets. The discussion was confidential and recorded separately.</p>							
<p>SBPA/WPA/084/20/21</p>	<p>Statutory Policy Appendix Ratification The Chair confirmed consideration of the Health and Statement had taken place for Wainwright Primary Academy. The document had been agreed by Mr Edwards as Health and Safety Link governor and duly signed by the Chair. Academy Committee governors confirmed they were in agreement with the information provided. <i>Post Meeting Note: The signed document was returned to the Business Manager.</i> The Chair advised of updates being made to the Diverse Academies Trust statutory policies. The Clerk advised these were available on the Diverse Academies website for review.</p>							
<p>SBPA/WPA/085/20/21</p>	<p>Audit Results summary Health and Safety Audit Update (WPA) Mr Chapman explained it was a Nottinghamshire County Council audit taking place, which had been postponed by the Local Authority. Further information would be forwarded when available. Mr Edwards asked whether he will be required to be involved with the Audit. Mr Chapman confirmed information would be provided if involvement were required. Risk Register Audit Summary Report Update Mr Chapman confirmed the result given by the Trust as a result of the audit was full assurance. It had been recognised by the Trust, the Risk Champion for both Academies had shown exemplary practice and this was to be shared with other Academies in the Trust. The Chair explained information had been shared in respect of the Risk Register from both academies. Mr Chapman confirmed risks relating to covid-19 were the main high risks. Academy Committee governors were provided with the opportunity to ask any questions. No questions were asked. Mrs Kahler confirmed the audit would take place in April for Samuel Barlow Primary Academy. Information would be provided when available.</p>	<p>JC 13/05/2021</p> <p>SK 13/05/2021</p>						
<p>SBPA/WPA/086/20/21</p>	<p>Link Governor Areas and Visits update Link Governor Areas for confirmation with new governors The Clerk advised there was an issue with a staff member named on the Link Schedule. Mrs Spacey confirmed information current staff information relating to this. The Clerk would ensure the Link governor Schedule was updated. It was agreed that Link areas would take place as follows: -</p> <table border="1"> <tr> <td>Complaints and Whistleblowing</td> <td>Kevin Stokes</td> </tr> <tr> <td>Community Links</td> <td>Pete Edwards</td> </tr> <tr> <td>RSE/PD</td> <td>To be confirmed at next meeting</td> </tr> </table>	Complaints and Whistleblowing	Kevin Stokes	Community Links	Pete Edwards	RSE/PD	To be confirmed at next meeting	<p>AC 13/05/2021</p>
Complaints and Whistleblowing	Kevin Stokes							
Community Links	Pete Edwards							
RSE/PD	To be confirmed at next meeting							



	<p>Safeguarding Visit during lockdown The Chair confirmed visits had taken place with no concerns. It was confirmed the Link Visits had been circulated.</p>	
<p>SBPA/WPA/087/20/21</p>	<p>AC Team Improvement Plan Academy Committee governor Induction/mentor Brief discussion took place regarding the mentor available for Mr Stokes. Brief discussion took place regarding this and after due consideration it was agreed that Mr Edwards would be mentor to Mr Stokes for a one year period. The Clerk would ensure contact was established.</p> <p>Skills Audit The Clerk advised the audit had been completed with a rag rated document provided showing details of gaps identified. It was confirmed the Clerk would provide additional information to support Academy Committee governors and the gaps identified.</p> <p>Mrs Spacey left the meeting at 5.54pm. Mrs Kahler left the meeting at 5.57pm.</p>	
<p>SBPA/WPA/088/20/21</p>	<p>How has the Academy Committee (AC) held senior leaders to account Challenge had been provided to senior leaders on health and wellbeing, finances, safeguarding culture and compliance.</p>	
<p>SBPA/WPA/089/20/21</p>	<p>Committee Report to Trustees Completion of the form took place with acknowledgement for the successful wider reopening of the Academies and good practice shared by the Risk Champion. The form was returned to the Head of Governance.</p>	
<p>SBPA/WPA/090/20/21</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That items discussed within agenda item SBPA/WPA/077/20/21 and SBPA/WPA/082/20/21 should remain confidential to attendees at this meeting, indefinitely. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>SBPA/WPA/091/20/21</p>	<p>Date and time of next meeting: Thursday 13th May 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm-6.00pm</p>	
	<p>The meeting closed at 6.16pm Signed.....A Hawkins.....(chair) Date...31/03/2021</p>	