



**Minutes of the Academy Committee meeting held  
on Thursday 8<sup>th</sup> July 2021 at 4.00pm  
MS Teams Meeting**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs Abigail Hawkins	AH	Chair of Academy Committee	
Mr Pete Edwards	PE	Vice Chair of Academy Committee	Left at 5.35pm
Mr Andy Pullin	AP	Appointed AC governor	A
Mrs Jennifer Oliver	JO	Parent AC governor	A
Mrs Donna Bennett	DB	Staff AC governor	
Mr Kevin Stokes	KS	Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Lucy Spacey	LS	Executive Principal	A
Mrs Sarah Kahler	SK	Principal SBPA	
Mr Jon Chapman	JC	Principal WPA	
Mrs Irena Dubowski	ID	Governor Candidate	
Mrs E Paine	EP	Clerk and Advisor	

<b>Item No</b>	<b>Item</b>	<b>Action (as recorded on the agenda) Action by who/when if appropriate</b>
<b>SBPA/WPA/ 108/20/21</b>	<p><b>Welcome and Apologies for absence</b> Attendees were welcomed to the meeting and introductions were made for the benefit of Mrs Dubowski.</p> <p>Apologies for absence were received and agreed from Mr Pullin due to personal reasons.</p> <p>Apologies had not been received from Mrs Oliver. The absence was not accepted by Academy Committee governors.</p> <p>Mrs Spacey had not provided apologies for the meeting. Mr Chapman confirmed Mrs Spacey would join the meeting later due to other work commitments. Mrs Spacey did not attend the meeting.</p>	
<b>SBPA/WP/ 109/20/21</b>	<p><b>Safeguarding Culture and Compliance Update</b> The following discussion regarding issues with the site and C-19, were confidential and recorded separately.</p>	



	<p><b>Safeguarding Link Visit</b> <b>The Chair confirmed</b> link visits were to take place for both Samuel Barlow Primary and Wainwright Primary on the 19<sup>th</sup> July 2021.</p> <p><b>Safeguarding/SEN (Special Educational Needs and Disabilities) Link Training feedback</b> <b>Mr Edwards confirmed</b> attendance at both the safeguarding and SEND (Special Educational Needs and Disabilities) training session provided by the Trust for link governors. <b>Mr Edwards confirmed</b> information regarding the latest Ofsted Safeguarding review had been shared. This had been circulated by the Clerk. It was reported Trust Policy will be reviewed taking consideration of the Ofsted Safeguarding Review information. <b>The Chair explained</b> the changes for the Keeping Children Safe in Education document are available in readiness for September.</p>	<p><b>AH</b> <b>13/10/21/22</b></p>
<p><b>SBPA/WPA/</b> <b>110/20/21</b></p>	<p><b>Academy Committee Self Evaluation</b> <b>The Chair explained</b> the document had been reviewed with Senior Leaders on behalf of the Academy Committee and circulated for review prior to the meeting. Academy Committee governors were in agreement with the responses and rag rating of the document. <b>The Clerk requested</b> training to be provided in respect of Academy and Trust Mission, Vision and Values. The Clerk requested this to be provided prior to the next meeting. Mr Chapman confirmed this would take place in the training session.</p>	<p><b>LS/JC/SK</b> <b>13/10/21/22</b></p>
<p><b>SBPA/WPA/</b> <b>111/20/21</b></p>	<p><b>Declaration of interest and any changes to be advised</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Governors confirmed that the declarations given at the beginning of the academic year were correct.</p>	
<p><b>SBPA/WPA/</b> <b>112/20/21</b></p>	<p><b>Minutes of the meeting dated 13<sup>th</sup> May 2021</b> The minutes of the meeting, having previously been received were agreed by the chair.</p>	
<p><b>SBPA/WPA/</b> <b>113/20/21</b></p>	<p><b>Matters arising</b> <b>099/20/21: Link Visit Information</b> <b>Mr Stokes confirmed</b> questions had been provided for Mrs Kahler and Mr Chapman in respect of Complaints and Whistleblowing. It was confirmed further discussion would take place in item 115/20/21. <b>099/20/21: Agreement of RHSE AC governor</b> The Clerk advised new governors were due to be appointed in the October meeting. In addition, a review of Link Visit areas would also take place in October. The Clerk recommended review of this should take place at the meeting on the 13<sup>th</sup> October 2021. Academy Committee governors were in agreement with this. <b>101/20/21: Risk Register Audit SBPA</b> Mrs Kahler confirmed a successful audit had taken place with full assurance provided. It was confirmed the Risk Champion for the Academies had provided good practice to be shared with staff moving into the position in the future.</p>	



	<p><b>101/20/21: GDPR Audit Summary SBPA/WPA</b> Mrs Kahler confirmed the audit had been postponed until the 14<sup>th</sup> July 2021. Information would be shared with governors once this was available. Mr Chapman confirmed the audit had taken place at Wainwright Primary Academy with full assurance being provided. Good practice would be shared with other Academies in the Trust.</p> <p><b>104/20/21: Parent Governor Election</b> The Clerk advised one application had been received. The Clerk confirmed it was for Academy Committee governors to elect to the post due to this. <b>The Chair confirmed</b> election would take place at the meeting on the 13<sup>th</sup> October 2021. The Clerk would ensure procedures were followed for election and induction.</p> <p><b>106/20/21: Committee Report Reponse from Trustees</b> Academy Committee governors acknowledged the response from Trustees. <b>The Clerk asked</b> whether the Chair had received an appointment confirmation letter from the Trust. The Chair confirmed this had not been received on this occasion. The meeting was taken out of order at this stage due to the Vice Chair leaving the meeting early and to ensure elections could take place.</p>	<b>SK/JC ASAP</b>
<b>SBPA/WPA/ 118/20/21</b>	<p><b>Appoint of Committee Chair and Vice-Chair for 2021/2022</b> <b>The Chair reported</b> election of Chair and Vice Chair for the Academy Committee had taken place in the May meeting with acknowledgement received from the Trustees. It was agreed that Mrs Hawkins would continue in the role until September 2022. It was further agreed that Mr Edwards would continue in the role of Vice Chair until September 2022.</p>	
<b>SBPA/WPA/ 119/20/21</b>	<p><b>Governor Candidate Elections and Resignations for agreement Governor Candidate for Election – Mrs Irena Dubowski</b></p> <p>Mrs Dubowski left the meeting at 4.35pm</p> <p><b>The Chair explained</b> conversations had taken place. All necessary checks had been returned satisfactorily. Information had been circulated regarding Mrs Dubowski's background information prior to the meeting.</p> <p>It was agreed that Mrs Dubowski would be elected as an Appointed Academy Committee governor for a four year term of office.</p> <p><b>Governor Candidates for consideration</b> The Clerk advised Mr Hughes be elected at the meeting on the 13<sup>th</sup> October 2021. The Chair had previously agreed election was to take place on 13<sup>th</sup> October due to Mr Hughes work commitments.</p> <p><b>Parent Governor Candidate</b> Discussion took place at item 113/104/20/21.</p> <p><b>Appointed Governor Candidate</b> The following discussion regarding the candidate was confidential and recorded separately.</p>	



	<p><b>The Chair requested</b> the candidate was invited to the next meeting to ensure the candidate attains prior knowledge of the joint Academy Committee prior to any election and induction.</p> <p>Mrs Dubowski returned to the meeting at 4.40pm</p>	
<p><b>SBPA/WPA/114/20/21</b></p>	<p><b>Principal update</b>  <b>Integrated Risk Register including, Education Risks,</b>  The following discussion regarding risks and staffing was confidential and recorded separately.</p> <p><b>Health &amp; Safety, staff &amp; pupil well-being, GDPR,</b>  Mr Chapman confirmed a Nottinghamshire County Council Health and Safety Audit had taken place in the Academy. Mr Chapman reported the audit was successful. Praise had been provided in respect of the knowledge and expertise of Site staff, in addition to the implementation of Trust strategies.</p> <p>Mr Chapman confirmed staff and pupil wellbeing is being monitored. Discussions took place around C-19 impact and steps in place to support staff and pupils and the objectives in the Academy Improvement Plan to support this.</p> <p>Mr Chapman confirmed work was taking place with Forest Schools and Sherwood Area Partnership funding to ensure support for pupils is provided regarding Spiritual, Mental, Social and Health needs. Mr Chapman confirmed staff have been ELSA (Emotional, Literacy, Support Assistant) trained.</p> <p><b>Assessment update</b>  Mr Chapman explained provisional data had been recorded. Discussion took place around EAL (English as Additional Language) support to be provided in addition to focus on the curriculum. It is thought the focus will support delivery of quality of education and targets in respect of the national expectation at all levels.</p> <p><b>The Chair requested</b> evidence of data for review. Mr Chapman confirmed information would be available for review in the Autumn term in addition to the Academy Improvement Plan and Self Evaluation. <b>The Clerk asked</b> if this information would be available for the training session. This was confirmed by Mr Chapman and Mrs Kahler.</p> <p><b>Mr Edwards asked</b> whether any lost learning identified, had been caught up. Mr Chapman confirmed this was a priority.</p> <p>Mrs Kahler explained steps taken regarding the curriculum to ensure clear and focussed teaching can take place.</p> <p><b>Mrs Dubowski confirmed</b> governors were appreciative of the work taking place with teaching staff.</p> <p><b>The Chair asked</b> for evidence of data to be provided for review. Mrs Kahler confirmed steps were in place for data to be submitted and would subsequently be available for governor review.</p>	<p><b>SK/JC</b>  <b>13/10/21/22</b></p>



**Academy Improvement Review (SBPA)**

Mrs Kahler explained the Academy Improvement Review (AIR) had been a positive and supportive process. **Mr Edwards confirmed** he had been involved in the process on behalf of governors.

Mrs Kahler confirmed steps were being put in place for any improvements required. Discussions and additional explanation of the process that had taken place in the Academy was provided by Mrs Kahler.

Mrs Kahler further reported, positive improvements had been identified in respect of Behaviour and Attendance and Leadership and Management.

**The Chair asked** why there had been an increase with racist and aggressive behaviour identified with pupils.

Mrs Kahler confirmed this was due to discussions regarding diverse and equality topics and expectations. Restorative work was taking place with pupils, which had been supported by a visit from Mansfield Town footballers.

The following discussion regarding pupil behaviour was confidential and recorded separately.

**SBPA/WPA/  
115/20/21**

**Link Governor Visits/Reports**

**Mr Stokes confirmed** a Link Visit Report was available for review. It was confirmed there were no concerns. Discussion took place regarding the Concerns and Complaints Policy. The Clerk advised the document had been updated by the Trust.

**Mr Stokes confirmed** issues with procedure was a concern and should be embedded with staff and parents.

Mr Chapman provided information regarding any concerns received at the Academy.

**Pupil Premium/Special Educational Needs and Disabilities**

**Mr Edwards confirmed** Link Visits had taken place. There were no concerns at either Academies. **Mr Edwards was satisfied** funds were being well spent.

**Health and Safety/GDPR**

**Mr Edwards confirmed** a review was to take place in the autumn term. Mr Edwards was satisfied there were no breaches and no concerns at the last visit.

**Leadership and Management**

**The Chair confirmed** this would take place on the 19<sup>th</sup> July 2021.

**Quality of Education**

**The Chair explained** this area was for Mrs Oliver to review. No review had taken place due to lack of engagement.



<p><b>SBPA/WPA/ 116/20/21</b></p>	<p><b>Policy Ratification/Acknowledgement</b> The Clerk advised changes had been made to the Diverse Academies statutory Policies and Academy Committee governors should ensure they are aware of the documents available on the Trust website.</p> <p><b>Wainwright Primary Academy Logo</b> Mr Chapman shared information regarding the branding of Primaries within the Trust and to raise aspiration in the community.</p> <p><b>Mr Edwards asked</b> whether this would affect uniform.</p> <p>Mr Chapman explained the compatible changes to uniform for a one year period. It was confirmed this was considered as part of the poverty proofing work taking place in the Academy.</p> <p>Academy Committee governors were satisfied with the changes to be made to the logo.</p> <p>Mr Edwards left the meeting at 5.35pm</p>	
<p><b>SBPA/WPA/ 115/20/21</b></p>	<p><b>Finance Management Accounts including HR staffing report</b> Mrs Kahler explained a new format was being shared throughout the Trust. Training had been provided for governors by the Trust.</p> <p>The discussions regarding management accounts and the final budget were confidential and recorded separately.</p> <p><b>Final Budget 2021/22</b> It was confirmed Academy Committee governors were in agreement with the information provided regarding the budget.</p>	
<p><b>SBPA/WPA/ 116/20/21</b></p>	<p><b>Termly Newsletter confirmation for website</b> The Clerk confirmed Mr Edwards had completed the newsletter in his capacity as Vice Chair with quality assurance from Mrs Kahler. The Clerk confirmed the document would be uploaded to the Academies websites.</p>	
<p><b>SBPA/WPA/ 117/20/21</b></p>	<p><b>How has the Academy Committee (AC) held senior leaders to account</b> Challenge was provided in respect of finances, data information and changes to the logo and uniform for Wainwright Primary Academy.</p>	
<p><b>SBPA/WPA/ 120/20/21</b></p>	<p><b>Complete Report to Trustees</b> The Report was completed and subsequently returned to the Head of Governance.</p>	
<p><b>SBPA/WPA/ 121/20/21</b></p>	<p><b>Complete Annual Summary Template on the effectiveness of governance 2020/21</b> <b>The Chair confirmed</b> the document had been populated to support discussions. <b>The Chair asked</b> whether attendance figures for EAL (English as Additional Language) remained the same as previously reported in the Academy Committee meeting on the 13<sup>th</sup> May 2021. Mr Chapman confirmed this with further explanation being provided.</p> <p>The discussion regarding site safeguarding issues at Samuel Barlow Academy was confidential and recorded separately.</p>	



<p><b>SBPA/WPA/122/20/21</b></p>	<p><b>Determination of confidentiality of business</b>  <b>Equality Act consideration</b>  <b>Nolan Principles</b>  Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> <li>- That items discussed within agenda item 109/20/21, 114/20/21, 115/20/21, 119/20/21 and 121/20/21 should remain confidential to attendees at this meeting, indefinitely.</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
<p><b>SBPA/WPA/123/20/21</b></p>	<p><b>Agreement of meeting dates 2021/2022</b>  Discussion took place regarding the meetings and whether these should be face to face. The Clerk advised meetings were to take place remotely and face to face throughout the year. A discussion regarding meetings took place. Further clarification would take place after discussion between the Clerk and Chair. Academy Committee governors were in agreement with the meeting dates and times. The Clerk confirmed invitations would be provided.</p> <p><b>Date and time of next meeting:</b>  Wednesday 13<sup>th</sup> October 2021:  Training: 4.30pm-5.00pm  Main Agenda: 5.00pm – 6.30pm</p>	
	<p>The meeting closed at 6.05pm</p> <p>Signed: P Edwards(chair) Date: Agreed 13/10/2021 at AC Meeting</p>	