

We empower. We respect. We care.

**Samuel Barlow Primary and Wainwright Primary Academy
Minutes of the Academy Committee meeting
held on Wednesday 30th March 2022
at 4.30pm at Wainwright Primary Academy**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mr Andy Pullin	AP	Appointed AC governor	A
Mrs Donna Bennett	DB	Staff AC Governor	
Mr Kevin Stokes	KS	Appointed AC governor	
Mrs Irena Dubowski	ID	Appointed AC governor	
Mr Louis Donald	LD	Appointed AC governor	Absent
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	A
Mrs Sarah Kahler	SK	Principal SBPA	
Mr Jon Chapman	JC	Principal WPA	
Miss Emma Stringfellow	ES	Year Teacher	Left at 4.55pm
Mrs Emma Paine	EP	Clerk and Advisor	
Quorum required	3	Governors present	4

Governor support, questions and challenge: Responses

Item number	Item	Action/ by who/when
SBPA/WPA/ 045/21/22 (1)	Welcome and apologies for absence Apologies for absence were received and agreed from Mrs Spacey due to work commitments and Mr Pullin due to health issues. Mr Donald was absent from the meeting with apologies not being presented. The absence was accepted.	

We empower. We respect. We care.

<p>SBPA/WPA/ 046/21/22 (2)</p>	<p>Declaration of interest and any changes to be advised 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>SBPA/WPA/ 047/21/22 (3)</p>	<p>Wainwright Primary Academy Curriculum Training presented by Miss E Stringfellow (Curriculum Lead & Year 6 Teacher) Introductions were made for the benefit of Miss Stringfellow. Miss Stringfellow projected the Curriculum hexagon for Academy Committee governors benefit. This would be forwarded to Academy Committee governors. Miss Stringfellow reported the importance of the values and cultural diversity of the community. This has been considered in the curriculum intent to ensure pupils are supported and cultures celebrated.</p> <p>Miss Stringfellow provided information on how the curriculum had been implemented and the changes put in place to create a curriculum to fit around the community and support pupils learning and achievement.</p> <p>It had been recognised it was important for pupils to receive experience opportunities and life skills. A brief explanation on the back ground of the community context of which the Academy is part of was provided.</p> <p>It was reported vocabulary organisers are used. Information was provided in respect of reciprocal reading and parts of the curriculum that this is used in, additional to English.</p> <p>There is use of widget online which is an online resource available to support EAL (English as Additional Language) pupils. Miss Stringfellow acknowledged the high level of disadvantaged, SEND (Special Educational Needs and Disabilities) pupils in addition to EAL pupils.</p> <p>It was reported retrieval practice methods are used to interpret and embed learning. This supports learning progression for pupils. A brief explanation of the practice taking place was provided.</p> <p>Miss Stringfellow explained how English and maths were threaded into all aspects of the curriculum.</p>	

We empower. We respect. We care.

	<p>Information regarding the reading spine and curriculum was provided, in addition to assessment that takes place to monitor progress and identify any gaps.</p> <p>The Chair asked whether a loss of learning was still being shown for pupils. Miss Stringfellow explained the difficulties experienced in teaching some areas of the curriculum online and explained that generally a loss of learning for some pupils could be identified. Miss Stringfellow confirmed a recovery curriculum was in place to support pupils identified with loss of learning. Mr Chapman explained issues with mental health are being identified, whilst academia was now balanced. Mrs Bennett reported there was evidence of improvement in learning.</p> <p>Miss Stringfellow explained the steps put in place with pupils to ensure confidence in learning.</p> <p>Mr Chapman confirmed steps had been put in place to ensure information regarding the curriculum was in the Academy Staff Handbook to ensure new staff are aware of the expectations around the curriculum. Miss Stringfellow explained this was part of the long term plans for the Academy.</p> <p>The Chair suggested the information simplified the AIP (Academy Improvement Plan).</p>	
<p>SBPA/WPA/ 048/21/22 (4)</p>	<p>Safeguarding/SEND LAC Safeguarding Checklist</p> <p>Documentation had been received from both Academies. Governors had reviewed the information provided. No questions were asked.</p> <p>SEND Report</p> <p>SEND Reports had been received from both Academies which governors had reviewed. Mrs Kahler confirmed there would be a gap for the SENco at SBPA (Samuel Barlow Primary Academy) and this was to be supported by Trust staff until September 2022. A review of the succession plan will be taking place. Governors provided their gratitude for the support that Mrs Shiels had provided during the time at the Academy.</p> <p>Mr Chapman confirmed a review with Mrs Bennett of the SEN (Special Educational Needs), DfE (Department for Education) Project had taken place with positive feedback on progress being provided from the project lead.</p> <p>Mrs Bennett asked whether a SEND link governor would be put in place. The Chair confirmed this would be discussed in the meeting.</p>	

We empower. We respect. We care.

	<p>Safeguarding Link Report</p> <p>The Chair confirmed a safeguarding link visit had taken place, with a review of My Concern taking place. It was confirmed Leadership and Management Link visits due to take place at Samuel Barlow Primary Academy had been rearranged due to impact with staffing absence.</p> <p>The Chair confirmed a Leadership and Management link visit had taken place at Wainwright Primary Academy.</p> <p>The Chair explained SCR (Single Central Register) checks will continue to take place on a termly basis rather than half termly.</p> <p>Link Governor Areas for Review The Chair explained due to Mr Donalds application to become a Trustee and Mr Karim's resignation, gaps in link governor areas had been created.</p> <p>It was agreed the following link areas would take place:-</p> <table border="1" data-bbox="451 1020 1214 1226"> <tr> <td>Safeguarding/PP/SEND</td> <td>Mr Edwards</td> </tr> <tr> <td>H&S/Site/Complaints & Whistleblowing/GDPR/ Parental & Stakeholder Engagement</td> <td>Mr Stokes</td> </tr> <tr> <td>Quality of Education/RHSE</td> <td>Mrs Dubowski</td> </tr> </table> <p>Mr Stokes asked for clarification on the role. The Governance Professional confirmed information would be forwarded to support the role.</p> <p>The Chair requested the updated Link Schedules were provided. The Governance Professional confirmed information would be forwarded to Principals for staff information prior to sharing with governors.</p>	Safeguarding/PP/SEND	Mr Edwards	H&S/Site/Complaints & Whistleblowing/GDPR/ Parental & Stakeholder Engagement	Mr Stokes	Quality of Education/RHSE	Mrs Dubowski	<p>Clerk 25/05/22</p> <p>Clerk 25/05/22</p>
Safeguarding/PP/SEND	Mr Edwards							
H&S/Site/Complaints & Whistleblowing/GDPR/ Parental & Stakeholder Engagement	Mr Stokes							
Quality of Education/RHSE	Mrs Dubowski							
<p>SBPA/WPA/049/21/22 (5)</p>	<p>Local Response following Central Training:- How Effective is Quality of Education</p> <p>It was confirmed Mrs Dubowski had attended the training session provided by the Trust. Mr Edwards confirmed he had reviewed the training for both Primary and Secondary Academies. Mr Stokes confirmed he would review the Primary and Special School training provided. Mrs Dubowski confirmed the training was good. Curriculum training had taken place for Samuel Barlow Primary at the February meeting with Wainwright Primary curriculum taking place at this meeting.</p>	<p>KS 25/05/22</p>						

We empower. We respect. We care.

	<p>Link governor training The Governance Professional advised Safeguarding and SEND training for link governors had taken place in February. Mr Edwards confirmed he had been in attendance for the safeguarding session and confirmed the session was good.</p> <p>Governor training attendances/record The Governance Professional confirmed training information was available in governor share point.</p> <p>Chair/Trustees Meeting feedback The Chair explained he had not been in attendance at the meeting. However, could confirm discussions had taken place regarding agenda's and changes that would be made to ensure this was a good fit for the academies. It was also reported governors were to provide a bio to be uploaded to the Academy websites. Governors were in agreement with their photograph being added to the website. The Chair confirmed the next Chairs/Trustees meeting was to take place on the 27th June 2022.</p>	
<p>SBPA/WPA/ 050/21/22 (6)</p>	<p>Election of Vice Chair The Chair explained Mr Donald had previously put his name forward for the role. Mr Donald had now persued a role as a Trustee which was to be acknowledged at the Trustees Meeting taking place on 30th March 2022. The Chair asked governors to consider the role of Vice Chair in readiness for the new Academic Year.</p> <p>Mrs Kahler left the meeting at 5.30pm</p>	<p>Govs 13/07/22</p>
<p>SBPA/WPA/ 051/21/22 (7)</p>	<p>Minutes of the meeting dated 26th January 2022 The minutes of the meeting, having previously been received were agreed and signed by the Chair, electronically.</p> <p>Mrs Kahler returned to the meeting at 5.35pm</p> <p>Admissions Panel Meeting Mrs Kahler provided information on the decision made by Trustees for the PAN (Pupil Admission Numbers) to be raised to 45 in 2023. It was reported the Academy are working towards that figure when considering any in year admissions. Mrs Kahler confirmed an Admission Panel Meeting had taken place with Academy Committee governors in respect of four in year admissions. It was reported as an outcome of the meeting four places were offered to pupils. Mrs Kahler confirmed two places had been accepted out of the four offered a place.</p>	

We empower. We respect. We care.

	<p>Mrs Kahler explained the criteria regarding in year admissions and the requirement of a panel meetings to take place. Academy Committee Governors requested clarity on the process. The Governance Professional confirmed this would be provided.</p> <p>Mrs Kahler explained agreement by email for a further pupil admission had been forwarded to governors without response from Mr Donald. The Governance Professional advised this should be forwarded to one other Academy Committee governor to ensure this was agreed satisfactorily by email. Mrs Kahler confirmed the information would be forwarded to Mr Pullin in the absence of Mr Donald.</p> <p>Academy Committee governors raised concern that the Local Authority had not presented additional information to consider the admissions. Mr Stokes asked whether SEN (Special Educational Needs) affected the placement. Mrs Kahler confirmed a Fair Access Panel could take place if a pupil was difficult to place.</p>	<p>Clerk 25/05/22</p> <p>SK ASAP</p>
<p>SBPA/WPA/ 052/21/22 (8)</p>	<p>Matters Arising 029/21/22-031/21/22 & 037/21/22 - 039/21/22 Actioned 031/21/22: Feedback of Trust support for parent governor advertisement at Chair/Trustee meeting by Chair Discussion would take place later in the meeting. Mr Stokes suggested posters were applied in the Academies to promote the parent governor vacancies. Mrs Kahler suggested this would be for marketing to promote.</p> <p>Mrs Kahler asked whether contact had been made with a potential governor. The Governance Professional confirmed this had taken place and supporting information had been requested which was currently awaited to support contact from the Chair.</p> <p>039/21/22: Consideration of objective links for the Academies and governors from AIP objectives The Chair suggested a link for curriculum should be put in place linking with the AIP objectives and would be reviewed with the AIP for the next Academic Year. 042/21/22: Acknowledge response from Trustees The response from Trustees was acknowledged by the Chair.</p>	<p>Govs/ SK/JC 13/07/22</p>
<p>SBPA/WPA/ 053/21/22 (9)</p>	<p>Policy Ratification Academy Committee governors ratified the policy appendix for both Academies in respect of the below documents.</p> <ul style="list-style-type: none"> Supporting students with medical conditions(SBPA) 	

We empower. We respect. We care.

	<ul style="list-style-type: none"> • Special Educational Needs and Disabilities(WPA) • Provider Access (SBPA) • Mental Health and Wellbeing(SBPA/WPA) • Single Equality (WPA) • Accessibility (SBPA/WPA) • Extended Services (WPA) <p>It was confirmed the Covid-19 appendix were no longer required.</p> <ul style="list-style-type: none"> • Covid-19 Safeguarding • Covid-19 Behaviour 	
<p>SBPA/WPA/ 054/21/22 (10)</p>	<p>Academy Information/Updates</p> <p>Risk Register Report</p> <p>Mr Chapman confirmed after a review by the Trust risk scoring would change due to a reduction in mitigation. Governors confirmed their agreement to the changes after explanation had been provided.</p> <p>Mrs Bennett asked for explanation of the scoring system used on the Risk register. Mr Chapman provided a brief explanation of this.</p> <p>Mrs Kahler reported an additional risk for behaviour had been identified and provided governors with an explanation. The Chair acknowledged the exclusions that had taken place at the Academy. Mrs Kahler confirmed exclusion took place if there was violent or abusive behaviour towards others. Mr Stokes asked whether racism incidents had lowered. Mrs Kahler confirmed this was now embedded in the curriculum. It was reported a lower number of incidents had been evidenced.</p> <p>Academy Committee governors were in agreement with the risks to be added to the Risk Register.</p> <p>Health & Safety Statement (WPA)</p> <p>The Chair confirmed signature of the document.</p> <p>Health & Safety Audit (SBPA/WPA)</p> <p>Mrs Kahler confirmed an Audit had taken place identifying areas requiring action to be put in place at SBPA. An update on the areas requiring action. Mrs Kahler confirmed steps were being put in place with the Site Manager regarding the issues identified. Mrs Kahler explained an emergency lockdown procedure was required with issues with the telephone system preventing the action. Steps were in place with the IT Department to provide support. Mr Chapman confirmed the use</p>	

We empower. We respect. We care.

	<p>of Alexa was effectively used for emergency lockdown at Wainwright Primary Academy.</p> <p>Mr Stokes asked whether a committee had been formed with staff. Mrs Kahler explained three staff members form part of the Health and Safety Committee. Staff members are being encouraged to join.</p> <p>Ofsted Report SBPA Mrs Kahler confirmed the outcome of the Ofsted Visit had resulted in good in all areas. Mrs Kahler explained safeguarding and care for families was a strength of the Academy. Further information could be found in the Ofsted Inspection available on the Academy website. The Chair expressed gratitude for the work carried out by governors, staff and pupils to support the outcome received.</p> <p>Mr Stokes asked whether the visit was unexpected. Mrs Kahler explained it was, work completed with staff had changed the culture to support the outcome. Mr Stokes asked whether a banner would be available to promote the outcome. Mrs Kahler confirmed marketing in the local press had taken place to celebrate the outcome achieved as a result of the inspection.</p> <p>Mrs Kahler expressed gratitude to Academy and Trust staff for the support and work provided in achieving the Ofsted inspection outcome.</p> <p>AIR Report WPA Mr Chapman confirmed the report was good and explained the steps put in place during the visit by the Trust leaders. Mr Chapman explained areas identified as being set too low which would be addressed. It was reported from the outcome of the visit that the Academy was beyond compliant. The Chair praised the Academy for the positive report received.</p> <p>Category C Visits (WPA) Mr Chapman explained a visit to Castleton had been planned for Year 6 pupils after SATS had taken place. It was reported no water or climbing activities were to take place. The Chair asked whether Risk Assessments had taken place. Mr Chapman explained the procedures that have taken place and new requirements for Risk Assessments. Academy Committee governors agreed the trip should take place. The Chair was to sign the document off.</p>	<p>PE ASAP</p>
--	---	---------------------------

We empower. We respect. We care.

<p>SBPA/055/21/22 (11)</p>	<p>Management Accounts – February Academy Committee governors confirmed receipt of the Management Accounts.</p> <p>The Chair reported the Executive Principal had been requested to provide further information on CLFP (Classroom Led Financial Plan). The Chair requested the Executive Principal provides further information at the May meeting.</p>	<p>LS 25/05/22</p>
<p>SBPA/WPA/056/21/22 (12)</p>	<p>Chair Meeting relating to Parent Governor Recruitment The Chair explained the Governance Professional had arranged a meeting for Chair’s of the Mansfield Academies in the Trust to discuss parent governor recruitment issues identified. Notes for the meeting had been shared with Academy Committee governors. The Chair requested Governor Bio’s should be completed by Academy Committee governors and applied to the website. Academy Committee governors were in agreement with completing this. The Chair suggested governors should be invited to attend events with parents to ensure awareness of governors. Governors recommended posters are applied to notice boards in each Academy in an area accessible for parents. Mr Chapman explained parents evenings at both Academies had now been completed. Mr Chapman confirmed the Queens Jubilee event was taking place at each Academy. Governors had confirmed attendance at the event for pupils.</p> <p>A brief discussion in respect of good attendance at the recent parents evenings that had taken place at Samuel Barlow Academy.</p> <p>Mr Chapman reported new signage had been applied to the Academy building. Governors were satisfied with the signage.</p> <p>The Chair requested Academy Committee governors to arrange Link Visit meetings for the summer term.</p>	<p>Govs 25/05/22</p> <p>JC/SK 25/05/22</p> <p>Govs 25/05/22</p>
<p>SBPA/WPA/057/21/22 (13)</p>	<p>Complete Report to Trustees for return to Head of Governance The Committee Report was completed by Academy Committee governors and subsequently returned to the Head of Governance.</p>	
<p>SBPA/WPA/058/21/22 (14)</p>	<p>Determination of confidentiality of business</p> <p>Equality Act consideration</p>	

We empower. We respect. We care.

	<p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That no confidential information had been discussed • There had been no Equality Act implications 	
<p>SBPA/WPA/ 059/21/22 (15)</p>	<p>Date and time of next meeting Wednesday 25th May 2022: Main Agenda: 4.30pm – 6.30pm Academy Committee governors agreed that the meeting would take place via MS Teams</p>	
	<p>The meeting concluded at 6.23pm</p> <p>Signed: ...P Edwards.....(Chair)</p> <p>Date: 26th May 2022 (electronically after AC meeting)</p>	

AGREED