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**Minutes of the Academy Committee Meeting held on
Wednesday 25th May 2022
at 5.00pm Via MS Teams**

| Governor name | Initials | Governor category | A = absence |
|----------------------|-----------------|-----------------------------|-------------|
| Mr Pete Edwards | PE | Chair of Academy Committee | |
| Mr Kevin Stokes | KS | Appointed AC governor | |
| Mrs Donna Bennett | DB | Appointed Staff AC governor | |
| Mr Andy Pullin | AP | Appointed AC governor | |
| Mrs Irena Dubowski | ID | Appointed AC governor | A |
| Vacancy | | Appointed AC governor | |
| Vacancy | | Appointed AC governor | |
| Vacancy | | Appointed AC governor | |
| Vacancy | | Parent 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 Emma Paine | EP | Governance Professional (Clerk) | |
| Mr Thomas Reid | TR | Governor Candidate (observer) | |
| Quorum required | 3 | Governors Present | 4 |

Governor concerns, challenge and support: Responses are provided next to the highlighted area.

| Item No | Item | Action/ by who/ when |
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| SBPA/ WPA/056/ 21/22 | Welcome and Apologies for absence Mr Reid was welcomed to the meeting. The Chair welcomed everyone to the meeting. The Clerk advised. Apologies for absence had been received from Mrs Dubowski due to a prior commitment. | |
| SBPA/ WPA/057/ 21/22 | 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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct. | |
| SBPA/ WPA/058/ | Central Training update locally | |

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| <p>21/22</p> | <p>A discussion took place regarding the LGBTQ training that had taken place. Mrs Spacey reassured governors where work had taken place in the curriculum guidelines were being followed. and Mrs Kahler confirmed that the Academy were working towards the guidelines.</p> <p>Mr Chapman explained pupils are using the correct pronouns associated with LGBTQ+ and steps put in place to address any issues identified.</p> <p>The Chair confirmed the training session had been reviewed and was concerned that the correct language and terminologies were being used in the session. The Chair provided details of support that could be received from Nottinghamshire County Council. The Executive Principal ascertained the concerns highlighted by the Chair. It was confirmed details would be passed on to colleagues in the Trust to work with the Chair to ensure the correct terminologies were being used.</p> <p>The Chair explained the safeguarding link training had been reviewed and sexual harassment training had been completed. The Chair was concerned the Trust were being reactive rather than proactive in their approach to some training requested. The Executive Principal acknowledged this.</p> <p>The Chair explained some governors had completed the Cyber training requested. It was reported some of the content of the training had been completed by governors in the GDPR (General Data Privacy Regulations) training completed at the start of the academic year by all governors.</p> <p>The Chair highlighted a concern that a high amount of training may be harmful in the retention of Academy Committee governors. The Executive Principal explained this would be reported back to the Trust.</p> <p>Mrs Bennett confirmed the training had been completed and confirmed the training was beneficial.</p> <p>Mr Stokes confirmed LGBTQ+ training had been completed which was good.</p> <p>The Executive Principal acknowledged training may be repetitive due to the amount of training governors had previously completed. It was reported Academy Committee governors should be using the key points and knowledge and as governors guide and complete</p> | <p>Govs 30/06/22</p> |
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| | <p>training pertinent to the committees.</p> <p>The Chair praised the training that was provided by the Trust.</p> <p>The Chair explained governors had been requested to complete Governor Bio's. Governors were requested to complete and return the document to the Governance Professional by the end of June 2022 and prior to the next Academy Committee meeting to ensure this can be made available on the Academy websites in readiness for the next academic year.</p> <p>Mr Stokes had been unable to locate the information in governor share point. The Governance Professional confirmed a link would be forwarded again for completion.</p> | Clerk ASAP |
| SBPA/WPA/059/21/22 | <p>Minutes of the meeting dated 30th March 2022</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair, electronically.</p> | |
| SBPA/WPA/060/21/22 | <p>Matters Arising:</p> <p>048/21/22: Link Governor Schedule/Stakeholder Engagement Information</p> <p>The Chair explained the document could not be located in governor share point and requested this to be forwarded. Mr Stokes confirmed information had been forwarded by the Governance Professional in respect of the Stakeholder engagement link.</p> <p>049/21/22: Governors to consider Vice Chair role</p> <p>The Chair asked whether anyone would consider taking the Vice Chair role on to support Mr Edwards. Academy Committee governors did not come forward for the role. The Chair requested this was added to the next agenda for a decision to be made.</p> <p>050&051/21/22: SBPA Admissions Confirmation/agreement by governors</p> <p>Mrs Kahler explained email confirmation had been received from Academy Committee governors forming part of the Admissions panel to confirm the pupils would be admitted to the Academy.</p> <p>053/21/22: EV (Educational Visits) form signature</p> <p>The Chair confirmed the document had been duly signed and returned to Mr Chapman.</p> <p>054/21/22: Information on CLFP (Curriculum Led Financial Plan)</p> <p>The Chair confirmed a meeting was taking place with Mr Chapman and Mrs Kahler regarding this on the 13th June 2022. Mrs Spacey would attend to provide feedback at that meeting. The Executive Principal provided information on the CLFP for the benefit of</p> | <p>Govs 04/07/22</p> <p>PE/JC ASAP</p> |

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| | <p>governors. It was acknowledged full information would be provided at the next meeting when budgets were available.</p> <p>056/21/22: Governor arrangement of summer term link visits The Chair requested Academy Committee governors should ensure visits have been completed prior to the meeting on the 13th July 2022.</p> <p>057/20/21: Committee Report Response from Trustees The Chair reported a Committee Report had not been returned by Trustees. The Governance Professional confirmed this would be followed up with the Clerk to Trustees and forwarded when received.</p> <p>The Chair confirmed a Chair/Vice Chair of governors meeting with Trustees was taking place on the 29th June 2022 that would be attended.</p> | <p>Govs 13/07/22</p> <p>Clerk ASAP</p> |
| <p>SBPA/ WPA/061/ 21/22</p> | <p>Principals Update: It was agreed Mr Chapman would cover all the information available for Wainwright Primary Academy.</p> <p>Mr Chapman confirmed the Local Academy Committee safeguarding report had been circulated with governors. It was confirmed the document evidences compliance linking with the Keeping Children Safe in Education guidance, the overarching principles, and high priorities.</p> <p>It was confirmed work had taken place with pupils in respect to domestic violence and Academy staff were satisfied it was successfully threaded through the curriculum. It was confirmed the Single Central Register had been audited by the HR (Human Resources) Department and DSL (Designated Safeguarding Lead). It was further reported Mr Knight (Trust Safeguarding Lead) had supported with self-referral for staff and sits within the Single Central Register.</p> <p>It was reported updates to systems had taken place to support RHSE (relationships, Health and Sexual Education) and to align with mental health and PSCO (Police Community Support Officer) work that had been taking place regarding data and online safety.</p> <p>Trips and Visits Visits to the Galleries of Justice had taken place in respect of knife crime in addition to visits being made by the Police team to provide pupils with an improved understanding of the Police to build positive relationships.</p> <p>Various visits with pupils had taken place to Young Voices, Castleton and Yorkshire Wildlife Park.</p> | |

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| | <p>Mr Chapman explained the Jubilee had been focused on in the Academy with various activities taking place for parents and governors to take part in with pupils and staff.</p> <p>It was confirmed steps were in place to deal with any complaints being received.</p> <p>Risk Register Mr Chapman confirmed a risk identified on the register was in a position to be mitigated. Governors were asked whether they were in agreement with the change of risk from amber to green. Academy Committee governors were in agreement.</p> <p>Health & Safety Audit Mr Chapman confirmed a strong outcome had been received as a result of the audit. Any areas identified were being addressed.</p> <p>Educational Visits Audit Mr Chapman confirmed the report was awaited. Feedback received was positive. The Audit would be made available for Academy Committee governors.</p> <p>Principals Update Samuel Barlow Primary Academy Mrs Kahler provided information for Samuel Barlow Primary Academy.</p> <p>The Local Academy Safeguarding Checklist had been circulated.</p> <p>Mrs Kahler confirmed this was up to date. Designated Safeguarding Leads had been training and integrated into the team at the Academy to ensure the level of service remained unchanged.</p> <p>It was confirmed the self-referral system was also in place for staff.</p> <p>Mrs Kahler confirmed support was being provided by the Trust and external agencies for students in respect of issues identified for some pupils.</p> <p>It was confirmed a rebranding of behavior standards has taken place and had been received positively by staff and pupils throughout the school.</p> <p>It was reported by Mrs Kahler Wellbeing Wednesday continues. Families are being guided to ensure reporting of any issues is reported to the correct places and how external agencies can be contacted.</p> <p>It was reported a number of concerns had been received and were being dealt with effectively.</p> <p>Risk Register</p> | <p>JC 13/07/22</p> |
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| | <p>It was confirmed this remains the same.</p> <p>Trips and Visits Mrs Kahler reported support for trips and visits was being provided by the Charity Minor to Major.</p> <p>Training had been provided for staff by Forest Schools, which would continue throughout the year. It was reported this supported the mental health for pupils with complex needs.</p> <p>Various visits had taken place for pupils and attending the Young Voices choir. Steps were being put in place to ensure a larger number of pupils can attend as long as the event continues to run.</p> <p>A whole school family event is taking part at the Academy in addition to a stone painting competition linking with a community event.</p> <p>Steps have been put in place for leavers transition to secondary school and including a Church service.</p> <p>It was confirmed workshops had taken place with families.</p> <p>Educational Visits Audit Mrs Kahler confirmed positive feedback had been received as a result of the audit.</p> <p>Mrs Bennet asked what workshops had been provided for families. Mrs Kahler confirmed numerous workshops had taken place. Mrs Bennett asked whether the workshops had been considered at Wainwright Primary Academy. Mrs Kahler confirmed information would be shared. Mrs Bennett suggested it would be beneficial for the Forest Schools leader to link with the lead in the Academy at Wainwright Primary Academy. Information would be forwarded.</p> <p>Category C Visit Information was provided regarding the residential trip to take place. Governors were in agreement with the trip taking place. The Chair confirmed the form would be signed off.</p> <p>The Chair praised staff for the work that had taken place.</p> <p>Link Visit Reports Mr Stokes confirmed visits had taken place and asked for Health and Safety and GDPR.</p> <p>Discussions regarding areas identified as part of the monitoring visit were confidential and recorded separately.</p> | <p>SK/JC/ DB 13/07/22</p> <p>PE/SK ASAP</p> |
| <p>SBPA/ WPA/062/ 21/22</p> | <p>Policy Appendix The Chair acknowledged the changes in the Trust policy in respect Financial Manual, LGPS, Photography and videography.</p> <p>No local policy appendix were required to be ratified.</p> | |

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| SBPA/ WPA/063/ 21/22 | Audits Health and Safety and Educational Visits Audits were reviewed in agenda item 061/21/22. | |
| SBPA/ WPA/064/ 21/22 | April Management Accounts The following discussions relating to National Insurance increases and staffing were confidential and recorded separately. Update re budget setting for 2022/23 The Chair asked whether there were any budgets available for 2022/23. The Executive Principal confirmed budgets were being agreed by the Trustees and would be available for review at the meeting on the 13 th July 2022. | |
| SBPA/ WPA/065/ 21/22 | 2021/22 Governance self-audit action plan update/ 2022/23 self-evaluation The Chair reported meetings with the two Principals had taken place to agree the 2022/23 self-evaluation. It had been identified that the Educational Review Meetings had been out of line with Academy Committee meetings which was concerning. The Executive Principal assured Academy Committee governors this was being reviewed. The Chair asked whether there would be any data for review. The Executive Principal confirmed it would be unpublished data that was available. Information from SATS and whole academy assessments would be available. The Chair raised concern regarding the level of training being requested by governors. The Executive Principal explained the approach being taken in other academies in the Trust. The Executive Principal confirmed this would be reported back to the Trust. The Chair suggested some of the Trust training was focussed for secondary academies and suggested governors are only invited to training relevant for primaries. It was confirmed this would be raised by the Chair at the Chair/Vice Chair and Trustees meeting taking place on the 29 th June 2022. The Chair requested a Governance Action Plan was prepared by the Governance Professional and to be discussed with the Principals. | Clerk 13/07/22 |
| SBPA/WP A/066/ 21/22 | Governor Candidate Election Mr Reid was transferred to a meeting room at 6.15pm. Academy Committee governors considered whether Mr Reid would be a good fit for the committee. It was unanimously agreed that Mr Reid would be elected to the Academy Committee as an appointed governor for a four year term of office. Mr Reid returned to the meeting at 6.19pm | |

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| | Mr Reid was welcomed to the Academy Committee by the Chair. | |
| SBPA/ WPA/067/ 21/22 | Complete Report to Trustees for return to Head of Governance The report was completed to reflect celebrations in the Academy and subsequently forwarded to the Head of Governance for review by Trustees. | |
| SBPA/ WPA/068/ 21/22 | Determination of confidentiality of business Equality Act consideration Governors considered whether anything discussed during the meeting should be deemed confidential. It was Resolved: <ul style="list-style-type: none"> - That agenda items 061/21/22 and 064/21/22 were deemed confidential to attendees of the meeting. - There had been no Equality Act implications. | |
| SBPA/ WPA/069/ 21/22 | Date and time of next meeting: Wednesday 13th July 2022: 4.30pm-6.00pm It was agreed the meeting would take place face to face at Samuel Barlow Academy. Mr Pullin confirmed he was able to attend face to face meetings. The Chair asked whether the Academies were at PAN (Pupil Admission Numbers). Pupil Admission numbers were confirmed by Mr Chapman and Mrs Kahler. The Chair thanked Mr Chapman and Mrs Kahler. | |
| | The meeting concluded at 6.26pm Signed:....P Edwards.....(Chair) Date:....Electronically 13/07/2022 | |