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**Minutes of the Academy Committee Meeting held on
Wednesday 22nd March 2023
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Peter 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	Joined 4.48pm
Mr Thomas Reid	TR	Appointed AC governor	
Mr Jake Lang	JL	Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	

In attendance:

Mrs Lucy Spacey	LSp	Executive Principal	
Mr Jon Chapman	JCh	Principal WPA	
Mrs Sarah Kahler	SKa	Principal SBPA	
Ms Claire Gledhill	CG	Vice Principal WPA	
Mrs Rachel Travill	RT	Vice Principal SBPA	
Mrs Emma Paine	EP	Governance Professional (Clerk)	

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

Item No	Item	Action/ by who/when
SBPA/WPA/ 045/22/23	Apologies for absence There were no apologies for absence to be agreed.	
SBPA/WPA/ 046/22/23	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 reported that a declaration of interest for Mr Pullin regarding tutoring at Samuel Barlow Primary Academy had been recorded on the register.	

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	<p>The Governance Professional advised the Declaration of Interest completed by Mr Lang had not updated on the register after completion. It was reported a review with the IT department would be put in place to ensure issues are resolved.</p>	<p>Clerk 24/05/23</p>
<p>SBPA/WPA/ 047/22/23</p>	<p>Training Local response following central training</p> <p>Stakeholder Engagement Mr Stokes reported attendance at the training and explained the session provided had been positive with clear information on where and why stakeholder engagement is required.</p> <p>Safeguarding Link Governor Training The Chair acknowledged review of the training. It was reported the content of the session had been good and information around the role and how support is offered for the DSL (Designated Safeguarding Lead) . Mr Lang confirmed this had been reviewed.</p> <p>SEND Link governor Training The Chair confirmed the session had been reviewed. It was reported good information had been shared linking with the changes being implemented by the government.</p> <p>The Vice Chair confirmed a review of the session had taken place with in depth information shared around changes. It was reported, strategic plans were in place for both academies. The Vice Chair suggested information regarding the SEN review that had taken place at Samuel Barlow Academy (SBPA) would be reviewed at the next Link visit meeting.</p> <p>The Chair explained information regarding government updates received from NGA (National Governance Association) had been circulated by the Governance Professional for governor review.</p> <p>Equality, Diversity and Inclusion The Chair reported good comprehensive training had been provided by a consultant who is supporting the Trust to further develop the area over a two year period. The Chair requested governors reviewed the session. The Chair requested in addition, this was reviewed during link governor meetings in respect of staff updates.</p> <p>Mr Stokes reported attendance at the session and reported the training had been comprehensive. Discussions took place regarding attracting a diverse range of governors and the difficulties in recruiting governors in deprived areas.</p>	

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	<p>Governor Awareness Day The Governance Professional reported the purpose of the Governor Awareness Day that could be accessed online. Information had been circulated by email to support governor access. Details regarding the content of the sessions offered were provided. The Governance Professional encouraged governors to review the sessions.</p> <p>Leadership & Governance Conference Discussions took place regarding the Leadership and Governor conference due to take place in July. Academy Committee governors suggested the opportunity for sessions being recorded for access by others if unable to attend. Training on Scheme of Delegation and Local Academy Committee governor responsibilities may be beneficial.</p> <p>Training to be reviewed by Vice Chair The Chair requested that the Vice Chair review training sessions regarding; Succession Planning and The Chair's role. The Chair requested that all governors reviewed the Succession Planning module if not already reviewed.</p>	<p>Govs 24/05/23</p> <p>TR 24/05/23</p> <p>Govs 24/05/23</p>
<p>SBPA/WPA/ 048/22/23</p>	<p>Minutes of the meeting dated 25th January 2023 The minutes of the meeting, having previously been received were agreed by the Principals and Chair and subsequently signed by the chair.</p>	
<p>SBPA/WPA/ 049/22/23</p>	<p>Admissions Panel Update – SBPA & WPA Mr Chapman confirmed there had been no further Admission Panels held at the Academy.</p> <p>Mrs Kahler reported a panel had taken place at the Academy. It was acknowledged the admission had been refused due to the year group being over PAN (Published Admission Numbers). Academy Committee governors asked whether there had been any appeals of the decision. Mrs Kahler confirmed no appeals had been received.</p>	
<p>SBPA/WPA/ 050/22/23</p>	<p>Matters arising 031/22/23: Governors to review Trust SEND training Academy Committee governors acknowledged training had been reviewed. 031/22/23: Feedback to Trust on content of SEND training The Executive Principal confirmed this had been actioned. 034/22/23: NGA Equalities Act webinar for review</p>	

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	<p>The Chair asked whether the training was compulsory for governors to review. The Governance Professional advised this was recommended, however was not mandatory training. Mr Stokes confirmed modules 1-4 had been reviewed.</p> <p>034/22/23: Clarity around content of Governor Bio's The Executive Principal confirmed this had been clarified and reported back to the Academy Committee. The Chair requested Mr Lang complete the Governor Bio and provide a photograph to add to this.</p> <p>035/22/23: Category C Visits The Chair acknowledged this would be discussed later in the meeting.</p> <p>035/22/23: Voice 21 Action Plan Mr Chapman explained the oracy action plan had been shared with Academy committee governors. The plan in place was praised by Academy Committee governors.</p> <p>The Staff governor asked whether this would be actioned at SBPA. Mrs Kahler explained this had been reviewed for the future.</p> <p>038/22/23: Link Governor Areas The Chair acknowledged a discussion would take place later in the meeting.</p> <p>044/22/23: Governors to review paperwork prior to Local Academy Committee meetings to support challenge The Chair acknowledged questions had been provided by the Staff governor. The Executive Principal acknowledged this is beneficial to the efficiency of the meeting. The Chair encouraged Academy Committee governors to continue to prepare questions prior to the Local academy committee meeting to support this.</p>	<p>JL 24/05/23</p> <p>Govs 24/05/23</p>
<p>SBPA/WPA/ 051/22/23</p>	<p>RSL (Raising Standards Lead)/Data Local Training - presented by Ms Claire Gledhill Information was projected onto the screen for the benefit of Academy Committee governors.</p> <p>Ms Gledhill explained which staff members at both academies were RSL (Raising Standards Lead).</p> <p>A description of what takes place to identify gaps in data was provided. It was reported;</p> <ul style="list-style-type: none"> Steps were put in place at the beginning of the academic year with teaching staff regarding data and target setting which is informed by pupil information known to the academy and to support the target setting process. 	

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- Examples were shared regarding resources offered through the Pixl system and the Trust calendar to support with driving improvement.
- A description of codes used and to identify the level of support to be offered to pupils.
- Data input and analysis takes place to identify gaps across the curriculum and any areas of weakness identified. Steps are put in place with the inclusion team to support SEND (Special Educational Needs and Disabilities) and PP (Pupil Premium) pupils through the use of BSquared.
- Staff CPD (Continued Professional Development) and coaching is in place to support delivery.

The Vice Chair asked whether there was a view to sharing with parents. Ms Gledhill explained data is shared with parents at parents evening and other meetings required by parents. It was reported both academies offer an open door policy to support communication links with parents/carers.

The Chair praised the comprehensive information shared.

Ms Gledhill invited governors to review a progress meeting.

Mrs Kahler acknowledged the same process is used at Samuel Barlow academy.

The Vice Chair acknowledged the good presentation offered.

Mrs Travill explained resources were available to support pupils with homework during school holidays and discussions regarding pupil progress can be supported. The Staff governor explained steps put in place for parents wishing to review data at drop-in meetings.

The Executive Principal explained Pixl is a Trust wide initiative. It was reported that the use of data supports identification of trends across the academies in addition to supporting CPD deployment for staff. It was acknowledged it would be inappropriate for the use of Pixl in the special academies with the use of BSquared in place at those academies. It was explained further that the special academy Principals attend training from the Trust, offered to all Academy Principals.

<p>SBPA/WPA/ 052/22/23</p>	<p>ERM (Educational Review Meeting) Report/Principals Report WPA (Wainwright Primary Academy) AIP (Academy Improvement Plan)</p>	
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The Chair asked if the document would be updated. Mr Chapman explained a review of development will take place at the end of the term with steps being put in place in the summer term to update the plan and any gaps identified would be addressed. **The Chair was hopeful** improvements would be evidenced.

ERM – Attendance

The Chair acknowledged there had been a drop in attendance and asked for the reasons for this. Mr Chapman explained attendance issues arising due to seasonal bugs; covid and strep A that had affected attendance figures. It was reported attendance figures were above national average currently. It was reported steps were in place regarding persistent absence to ensure figures were broadly in line. Mr Chapman explained the systems in place with families and in line with the County Attendance Framework. **The Chair asked** what the reduction in persistent absence figures were. Mr Chapman confirmed there was a reduction by 16%.

The Chair asked where the academy was regarding the Ofsted rating shared on the ERM report. Mr Chapman explained, it was believed the academy overall was at the same rating as the SEF (Self Evaluation Form).

The Chair acknowledged progress identified with the AIP objectives. Mr Chapman reported a review of the objectives had taken place with senior leaders. It was reported some objectives may continue beyond the academic year and will feature again.

The Chair asked whether a response had been received from the DfE (Department for Education) as a result of a previous communication. The Executive Principal explained a brief update in respect of the information provided in the ERM will follow. This will be reported back at the May Academy Committee meeting.

The discussion regarding staffing was confidential and recorded separately.

The Staff governor asked whether the current attendance figures at WPA would be accepted by Ofsted with explanation. Mr Chapman acknowledge strategies and robust systems were in place to support improvement of attendance figures. The Executive Principal explained robust systems and procedures were in place at the academy and with families in efforts to achieve further

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24/05/23

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	<p>improvements towards attendance figures evidenced prior to the covid-19 pandemic.</p> <p>The discussion regarding staff support and deployment was confidential and recorded separately.</p> <p>The Staff governor acknowledged high levels of good quality training provided by the Trust, available for all staff.</p> <p>The Chair asked for clarity on the ratings in the Risk Management Policy. Mr Chapman reported the Risk Register is reviewed each term to ensure mitigation of risks are reduced. It was explained that there had been the addition of strike action to the register in efforts to mitigate risks regarding safe attendance for pupils.</p> <p>Mr Chapman explained the links in place with the DELTA trust and support in place with Nottingham Trent University in respect of placements.</p> <p>ERM/Principals Report SBPA (Samuel Barlow Primary) The Chair acknowledged attendance was where it was expected and asked what was in place to improve figures.</p> <p>Mrs Kahler explained interventions had been put in place for pupils in efforts to improve attendance and reduce persistent absence. It was acknowledged the figures require improvement and robust systems are in place.</p> <p>The discussion regarding behaviour and fixed period suspension was confidential and recorded separately.</p> <p>The Vice Chair reported at a recent link visit there had been a SEN focus and establishment of an inclusion team was due to be put in place. The Vice Chair asked what the delays to implementing the team being put in place were. Mrs Kahler explained steps were in place and an inclusion team would be in place for September 2023. It was reported there was a Trust wide initiative in place. The Executive Principal reported the initiative was being led by the Executive Leadership Team and steps were in place to ensure progression.</p> <p>Academy Committee governors praised the academy for the effective use of the Calm Corridors initiative. Academy Committee</p>	
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	<p>governors asked whether this would continue into break times. Mrs Kahler reported continual review takes place in addition to reviews of breaktimes taking place. Mrs Kahler explained nurture support and communications with families was also in place.</p> <p>Academy Committee governors acknowledged family service work was in place and supported by the Trust lead for Safeguarding and Behaviour. Mrs Kahler acknowledged steps had been put in place to offer support for families in removing barriers through support with early help, reduced timetables and food share support. Mrs Kahler reported staff recruitment was required in the family support team. Brief discussion took place regarding the staff placement required.</p> <p>Academy Committee governors asked why there was less vigour with phonics provision. Mrs Kahler explained this has been impacted by staff absence. Mrs Kahler reassured Academy Committee governors that robust systems were in place with reasonable adjustments made. It was reported absence had been impacted by seasonal illness; tonsillitis and sickness bugs.</p> <p>The Staff governor asked for clarification on the parent questionnaire that had been circulated. Mrs Kahler explained a summary would be available for the next Local Academy Committee meeting in May.</p> <p>The Chair asked for further clarity around the fixed period suspension comment. The discussion was confidential and recorded separately.</p> <p>The Chair asked for information regarding progress against targets. Mrs Kahler explained a work group was in place and links with other schools external to the Trust were in place and positive. It was reported a mastery work group remained in place.</p> <p>Mrs Kahler explained a Business Continuation Plan audit had taken place and would be available for review at the next Local Academy Committee meeting in May.</p> <p>The Chair asked for clarity on the safeguarding checklist and areas highlighted in red. Mrs Kahler explained the reason for the areas in red and as a prompt guide. This was acknowledged by the Chair.</p> <p>Category C Trip (SBPA) - Mablethorpe</p>	<p>SK 24/05/23</p> <p>SK 24/05/23</p>
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	<p>The Chair asked whether the trip was inclusive to all groups of pupils. Mrs Kahler confirmed this and provided details of support offered to pupils in receipt of FSM (free school meals) and information regarding voluntary contributions.</p> <p>The Staff governor asked whether a plan was put in place in the event of inclement weather. Mrs Kahler explained plans were in place and would be changed accordingly to fit with any issues arising with weather.</p> <p>Academy Committee governors were in agreement with the trip taking place and were satisfied with the information provided.</p> <p>Trust Policy Updates The Governance Professional advised of the updates made to Trust policies and that were available on the Trust website.</p> <p>Admission Policy Appendix The Chair acknowledged a review of the admissions policy appendix had taken place. The Chair asked whether there had been any improvement on admission numbers for 2023/2024 at WPA. Mr Chapman reported numbers of applications made and difficulties being experienced with the new Local Authority system in place. Mr Chapman reported nursery was full and some pupils were accessing the 30 hour provision. Mr Chapman confirmed the positive marketing campaign would continue to promote the academy.</p> <p>The Chair asked for information regarding admissions at SBPA. Mrs Kahler explained early indications were suggesting the need for two classes from September. Steps were being put in place to prepare for this. Nursery figures were provided for information.</p> <p>Local Policy The Governance Professional advised no local updates had been provided and acknowledged the Academy Principals for both academies had suggested there would not be updates at this stage.</p>	
<p>SBPA/WPA/ 053/22/23</p>	<p>Link Governor Reports Review of Link Governor Areas The Chair explained due to changes in employment, Mr Pullin was unable to remain as link governor for safeguarding. The Chair</p>	

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	<p>confirmed this would be completed by himself and he would monitor safeguarding for both academies.</p> <p>The Chair asked what the mandatory roles were. The Governance Professional advised of the areas that required link governors and asked if governors were satisfied that Mr Pullin should continue with the Pupil Premium link role due to changes in employment and any conflict this may cause. The Chair was satisfied there was no conflict and Mr Pullin should remain in the PP link governor role.</p> <p>The Governance Professional suggested a link area was required for Mr Lang to support and reported a Mr Lang's background employment history to support this.</p> <p>Academy Committee governors requested this should be considered by Mr Lang and Mr Stokes (current Health and Safety Link governor) and would be agreed at the Local Academy Committee meeting in May.</p> <p>Academy Committee governors were in agreement with the changes to the safeguarding link governor role.</p> <p>Link Reports & Actions from governor link visit reports The Chair reported link visits had been completed for SEND, Safeguarding, Leadership and Management and Pupil Premium. The Vice Chair acknowledged a link visit meeting for SEN was to be arranged at Wainwright Primary Academy.</p> <p>Governor attendances at academy events The Chair acknowledged visits to parents evening had taken place by Academy Committee governors. It was suggested a governor desk was made available for parents to visit at the next parents evening events.</p> <p>Governor Recruitment The Chair acknowledged vacancies for parent governors remained available after initial discussions with a parent governor had shown interest in the role. Mr Chapman suggested interest had been shown by a parent from WPA. Mr Chapman reported details would be forwarded to the Governance Professional to ensure contact can be established.</p> <p>Feedback from Trustees meeting The Chair acknowledged a meeting had taken place with a Trustee. It was reported discussions had taken place regarding</p>	<p>JL/KS 24/05/23</p>
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	communication and feedback would be provided by the Trust once all visits had been completed.	JC 24/05/23
SBPA/WPA/ 054/22/23	How has the Academy Committee held senior leaders to account Academy Committee governors acknowledged challenge on how the academies are moving forward and challenge of the ERM report.	
SBPA/WPA/ 055/22/23	How have Vision Mission and Values of Trust/Equality been upheld Review of the ERM report had taken place with the agenda being followed. Academy Committee governors were satisfied that Equality had been upheld.	
SBPA/WPA/ 056/22/23	Complete Termly Report to Trustees Discussion took place around areas to be celebrated. The document was completed and subsequently returned to the Head of Governance for review by Trustees. The Response from the Trustees from the January meeting was acknowledged.	
SBPA/WPA/ 057/22/23	Determination of confidentiality of business Equality Act consideration Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That items discussed within agenda item 052/22/23 should remain confidential to attendees of the meeting until the end of the academic year - There had been no Equality Act implications 	
SBPA/WPA/ 058/22/23	Date and time of next meeting Wednesday 24 th May 2023 Main Meeting: 4.30pm - 6.00pm Academy Committee governors acknowledged the meeting would take place face to face at Samuel Barlow Primary Academy.	
	The meeting closed at 6.30pm Signed: T Reid (chair) Date: Agreed at LAC meeting 24/05/23	