

**Minutes of the Academy Committee Meeting held on
Wednesday 24th May 2023
at 4.30pm at Wainwright Primary Academy**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	R
Mr Thomas Reid	TR	Vice 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	
Mr Jake Lang	JL	Appointed AC governor	
Vacancy x 2		Parent AC governor	

In attendance:

Mrs Lucy Spacey	LSp	Executive Principal	
Mr Jon Chapman	JCh	Principal WPA	
Mrs Sarah Kahler	SKa	Principal SBPA	Left at 5.00pm
Mrs Rachel Travill	RT	Assistant Principal SBPA	A
Mrs Claire Gledhill	CG	Assistant Principal WPA	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Mrs Alison Tate	AT	Governor Candidate	

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

Item No	Item	Action/ by who/when
SBPA/WPA/ 056/22/23	Welcome and apologies for absence The Vice Chair welcomed everyone to the meeting and introduced Mrs Tate to the attendees at the meeting. Mrs Travill had presented apologies which were accepted.	
	The Meeting was taken out of order at this stage due to Mrs Kahler leaving the meeting early.	
SBPA/WPA/ 063/22/23	Principals Report Samuel Barlow Primary Academy (SBPA) The Vice Chair acknowledged information had been circulated and reviewed by governors. Safeguarding	

	<p>The discussion regarding safeguarding support offered for pupils was confidential and recorded separately.</p> <p>The Executive Principal left at 4.40pm.</p> <p>Mrs Kahler reported staff had visited Woodland Nurture which was a location used for Forest Schools for the delivery of home educated pupils and different groups. Mrs Kahler reported staff CPD (Continued Professional Development) had taken place at the location.</p> <p>The Executive Principal returned to the meeting at 4.45pm.</p> <p>Category C Trips Mrs Kahler confirmed trips had previously been approved by the Local Academy Committee. It was explained that trips to Hagg Farm, Camp Redwood and Mablethorpe would be taking place during the summer term.</p> <p>Health and Safety Mrs Kahler reported site works had begun at the academy which had caused impact on the academy parking which was a risk. An update on to the current progress of the works was provided. Mrs Kahler reported areas to support parking had been offered linking to the local community and which were now in place for staff and visitors, in efforts to prevent issues arising in the locality of the Academy during the works taking place. The Vice Chair asked whether there had been changes to where the academy can be entered.</p> <p>Mrs Kahler reported this had been changed, CCTV and buzzers had been installed on the gate linking to the new entrance area where the office is now based.</p> <p>Risk Report The discussion regarding staffing, pupil admission figures and funding was confidential and recorded separately.</p> <p>Mrs Kahler left the meeting at 5.00pm.</p>	
<p>SBPA/WPA/ 057/22/23</p>	<p>Resignation acknowledgement The Vice Chair informed Academy Committee governors that Mr Edwards had stepped down from the role. It was confirmed Mr Edwards was to focus efforts in the Chairing role at Redgate Primary Academy/Yeoman Park Academy joint local Academy Committee. Academy Committee governors acknowledged the resignation. Academy Committee governors thanked Mr Edwards for the work and commitment he had offered during his time as Chair on the local Academy Committee.</p>	
<p>SBPA/WPA/ 058/22/23</p>	<p>Governor Election Chair of Governors Election – Mr T Reid</p>	

	<p>The Vice Chair explained that he would be willing to take the role of Chair for the remainder of the summer term. Mr Reid explained this was due to work commitments in the Trust. Mr Reid confirmed he would remain on the local Academy Committee as an appointed governor from September 2023 dependent on work commitments.</p> <p>The Vice Chair and Governance Professional encouraged governors to consider the role of the Chair/Vice Chair role in readiness for September 2023.</p> <p>The Vice Chair left the meeting at 5.06pm.</p> <p>Academy Committee governors resolved that Mr Reid would be appointed as Chair to the Local Academy Committee for the summer term.</p> <p>Mr Reid returned to the meeting at 5.07pm.</p> <p>Vice Chair of Governors</p> <p>The Chair explained discussions had taken place with Mr Stokes regarding the Vice Chair role. Mr Stokes explained currently he did not have the capacity due to work and family commitments.</p>	
<p>SBPA/WPA/ 059/22/23</p>	<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>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.</p>	
<p>SBPA/WPA/ 060/22/23</p>	<p>Training</p> <p>The Chair advised Trust training was due to take place regarding Quality of Education and Keeping Children Safe in Education in June. Academy Committee governors were encouraged to attend the training sessions. It was acknowledged that careers link governor training had taken place, which was focused for secondary academy governors in the Trust.</p> <p>The Chair reminded Academy Committee governors of the Governance and Leadership Conference taking place on the 5th July 2023 at Brackenhurst Campus. Information had been circulated regarding the agenda of the meeting. Academy Committee governors were asked to provide numbers of who could attend the conference. The Chair and Staff governor they would be attending the conference. The Governance Professional confirmed information would be provided to the Trust.</p> <p>Academy Committee governors were advised that mandatory training would require updating for September 2023 and further details would be forwarded at the end of the academic year.</p>	

<p>SBPA/WPA/ 061/22/23</p>	<p>Minutes of the meeting dated 22nd March 2023 The minutes of the meeting, having previously been received were agreed by the chair.</p>	
<p>SBPA/WPA/ 062/22/23</p>	<p>Matters arising</p> <p>046/22/23: Issues with Declaration of Interest The Governance Professional confirmed this had been actioned by Mr Lang.</p> <p>048/22/23: EDI (Equality Diversity and Inclusion) Training review The Governance Professional explained the previous Chair had requested this was reviewed by academy committee governors. Mr Stokes confirmed he had attended the training. The current Chair was satisfied.</p> <p>050/22/23: Governor Bio to be completed and photograph provided The Governance Professional confirmed this has been completed by Mr Lang and forwarded to marketing to be added to the academy websites.</p> <p>052/22/23: Update on DfE(Department for Education) response The Executive Principal confirmed this has been actioned.</p> <p>052/22/23: SEN(Special Educational Needs) Parent survey summary The Chair acknowledged this had been circulated with outcomes being good. Mr Chapman explained this had also been carried out at Wainwright Primary Academy with details being made available for review at the July meeting.</p> <p>052/22/23: Business Continuity Plan review The plan had been circulated with academy committee governors.</p> <p>053/22/23: Review of Health & Safety Link area The Chair acknowledged Mr Lang was shadowing Mr Stokes at Health and Safety link visits to support Mr Lang’s development in the area and as part of the induction process.</p> <p>Mr Stokes confirmed governors formed part of the Health and Safety Committee at Samuel Barlow Primary Academy and suggested this would be beneficial at Wainwright Primary Academy. Mr Chapman explained this could be actioned. A link visit meeting was to be arranged at Wainwright Primary Academy.</p> <p>053/22/23: Parent governor interest details to be provided to Clerk</p>	<p>JC 12/07/23</p> <p>KS/JL 12/07/23</p>

	<p>Mr Chapman explained discussions had taken place with a potential parent who may be interested in the vacancy. Mr Chapman confirmed details would be passed on if there were further developments.</p> <p>Academy Committee governors asked whether local business forums are approached. The Governance Professional explained links were in place with Mansfield and Ashfield 2020 Group, in addition to links being formed by the Governance Professional with Sherwood Observatory. It was further reported additional advertisements are placed on various advertising platforms. Mr Chapman asked whether governor vacancies could be added to LinkedIn. The Governance Professional confirmed she had requested this with the Head of Governance and steps were being put in place by the Trust. Mr Chapman acknowledged this.</p> <p>Mrs Tate was asked how communication regarding the vacancy had been heard. Mrs Tate explained an email communication had been received through Nottingham Trent University.</p>	
<p>SBPA/WPA/0 63/22/23</p>	<p>Principals Report Wainwright Primary Academy</p> <p>The Chair acknowledged information had been circulated.</p> <p>Mr Chapman explained steps in place to continue to provide responses to the RSC (Regional Schools Commissioner) due to the academy being classed as a coasting school due to previous Ofsted outcomes. The Executive Principal explained updates are provided on steps put in place from the previous Ofsted Inspection in 2019 and in line with the Academy Improvement Plan which is reviewed termly.</p> <p>Academy Committee governors asked whether previous outcomes were considered. The Executive Principal explained when an academy is rebrokered, this is renewed. A brief discussion took place regarding how a school was classed as coasting to ensure clarity.</p> <p>Mr Chapman explained the document offers a clear idea of the improvements achieved since the inspection in 2019.</p> <p>Academy Committee governors asked whether the SEF (Self Evaluation Form) will continue to be used. The Executive Principal confirmed this continues to be used and is updated regularly. Academy committee governors asked whether any feedback is offered from the RSC. The Executive Principal explained regular meetings take place with the RSC and CEO (Chief Executive Officer) and verbal feedback may be offered at those meetings.</p>	

	<p>SATS (Statutory Assessment Tests) Update Academy Committee governors asked whether there had been any issues arising with SATS.</p> <p>Mr Chapman explained parents had been contacted regarding any pupils unable to sit the SATS and the reasons for this. Mr Chapman confirmed a copy of the letter would be shared with the Chair. Mr Chapman confirmed previously parents have been informed of the steps in place to support pupils unable to sit the SATS.</p> <p>The Chair acknowledged a visit had taken place at SBPA during a SATS sitting. The Chair acknowledged the complexity of the papers witnessed during the visit would be challenging for pupils. The Executive Principal acknowledged pupils had been supported throughout the academic year to build knowledge to support completion of the SATS and pupil outcomes.</p> <p>Academy Committee governors were concerned at the difficulties pupils may have experienced when completing the SATS tests and which could impact outcomes for pupils.</p> <p>Equality, Diversity and Inclusion (EDI) The Executive Principal explained the steps being put in place across the Trust regarding EDI (Equality, Diversity and Inclusion). It was further reported that a true understanding of the area filtrates through all areas of the academy and curriculum. The Executive Principal reported development is taking place across the whole organisation in a structured and meaningful way with a dedicated consultant in the field. Details of the Executive Leader leading on the area across the Trust was provided. It was further reported that a staff lead for EDI will be put in place in each academy across the Trust. The Executive Principal explained governance is included and further information will be offered at the Governance and Leadership conference.</p> <p>Equality, Diversity and Inclusion (MS Form) The Chair reported the requirements by the DfE (Department for Education) relating to data to be collected relating to EDI. As a result an MS form had been created for completion by governors to support feedback by the Trust.</p>	<p>JC Actioned</p> <p>Govs 05/06/23</p>
<p>SBPA/WPA/0 64/22/23</p>	<p>Governance Housekeeping Review 2022/23 Governance self-audit and Action plan</p> <p>The Chair reported discussions had taken place with Mrs Kahler and the Governance Professional. Academy committee governors were in agreement with the improvements made to the document. The Chair explained the comments and areas highlighted as requiring review</p>	

	would formulate an Action Plan for 2023/2024. Academy committee governors were acknowledged this.	
SBPA/WPA/065/22/23	<p>Link Governor Areas</p> <p>The Chair acknowledged a review of the link governor areas would take place in the new academic year due to changes with the committee. Academy committee governors acknowledged safeguarding had been completed by the previous Chair, Mr Edwards for the summer term. Academy committee governors acknowledged visits were due to take place relating to SEND (Special Educational Needs and Disabilities), Health and Safety at WPA and also Pupil Premium at SBPA. Link reports would be made available for the July meeting. Mr Pullin acknowledged a report had been submitted for WPA, however this was late for the academy committee meeting.</p> <p>Mr Pullin reported he had attended the Samuel Barlow 100th Anniversary event which had been a positive event for the academy.</p>	TR/KS/JL/AP 12/07/23
SBPA/WPA/066/22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Challenge had taken place around the RSC, change in Ofsted outcome, safeguarding and staffing.</p>	
SBPA/WPA/067/22/23	<p>How have VMV (Vision, Mission and Values) of Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied the vision, mission and values had been upheld throughout discussions and through items on the agenda. Academy committee governors were satisfied that equality had been upheld throughout the meeting.</p>	
SBPA/WPA/068/22/23	<p>Consider information to be advised to the Trust Board and complete the report</p> <p>Discussions took place with Academy Committee governors and areas for celebration. It was agreed that areas for celebration were; the success of events with the local community, rigour and aspirational nature for pupils sitting SATS, works taking place on site at SBPA.</p>	
SBPA/WPA/069/22/23	<p>Determination of confidentiality of business</p> <p>Equality Act consideration</p> <p>Academy Committee 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 061/22/23 should remain confidential to attendees at this meeting, until the end of the academic year. - There had been no Equality Act implications 	
SBPA/WPA/070/22/23	<p>Agreement of 2023/2024 meeting dates</p> <p>Academy Committee governors were in agreement with the dates for the local academy committee meetings 2023/2024. The Chair acknowledged these could be circulated.</p>	

	<p>Date and time of next meeting Wednesday 12th July 2023 Main Meeting: 4.30pm - 6.00pm Academy Committee governors were in agreement that the meeting was to take place at Wainwright Primary Academy due to sitework taking place at Samuel Barlow Academy.</p>	
	<p>The meeting closed at 5.50pm Signed: T Reid (chair) Date: Agreed at the LAC meeting 12th July 2023</p>	