

**Minutes of the Academy Committee Meeting held on
Wednesday 12th July 2023
at 4.30pm Samuel Barlow Primary Academy**

Governor name	Initials	Governor category	A = absence
Mr Tom Reid	TR	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	A
Mr Jake Lang	JL	Appointed AC governor	
Vacancy x 2		Parent AC governor	

In attendance:

Mrs Lucy Spacey	LS	Executive Principal	
Mr Jon Chapman	JCh	Principal WPA	
Mrs Sarah Kahler	SKa	Principal SBPA	
Ms Claire Gledhill	CG	Assistant Principal WPA	A
Mrs Rachel Travill	RT	Assistant Principal SBPA	A
Mrs Alison Tate	AT	Governor Candidate/observer	
Mrs Emma Taylor	ET	Governor Candidate/observer	
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/ 071/22/23	<p>Welcome and Apologies for absence Governor Candidate</p> <p>Mrs Taylor was welcomed to the meeting. Mrs Taylor offered information regarding her background and links with Sherwood Observatory with the link being facilitated by the Governance Professional.</p> <p>Apologies for absence were received and agreed from Mr Pullin and Mr Lang and Mrs Gledhill and Mrs Travill due to work commitments.</p>	
SBPA/WPA/ 072/22/23	<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/ 073/22/23</p>	<p>Governor Election Mrs A Tate Mrs Tate left the room at 4.40pm.</p> <p>The Governance Professional reported references had been received and would require sign off by the Chair. HR had confirmed a satisfactory DBS check had been received. The Chair confirmed discussions with Mrs Tate had taken place with Mr Chapman which had been successful. The Chair reported Mrs Tate had attended the Governor and Leadership conference. The Governance Professional confirmed a brief induction had taken place with an additional meeting due to take place in the autumn term.</p> <p>Academy Committee governors were in agreement that Mrs Tate would be elected to the Local Academy Committee for a four year term of office as an appointed governor.</p> <p>Mrs Tate returned to the meeting at 4.42pm.</p> <p>The Chair welcomed Mrs Tate to the Academy Committee.</p>	<p>AT/Clerk September</p>
<p>SBPA/WPA/ 074/22/23</p>	<p>Training Local Response following Trust central training The Chair asked whether any governors had attended both the training sessions that had taken place.</p> <p>Quality of Education (13/06) The Governance Professional confirmed Mr Stokes had attended the training.</p> <p>Keeping Children Safe in Education Update (26/06) The Governance Professional confirmed Mr Stokes had attended the training. Mr Stokes confirmed both training sessions had been good. The Chair acknowledged minimal changes to the KCSIE document. All governors were required to review the update available in governor share point.</p> <p>Governor and Leadership Conference (05/07) It was acknowledged that the Chair, Staff governor and Mrs Tate had attended the conference.</p> <p>The Staff governor reported information shared during the event had been interesting.</p> <p>The Executive Principal reported the prediction around falling numbers at academies in the trust, which was thought to be an impact of the low birth rate cycle. It was further reported there was some stability at Samuel Barlow Primary based on predictions through the Local Authority. The Staff governor acknowledged information regarding this</p>	<p>Govs 15/09/23</p>

	<p>had been offered and it had been reported low birth rate cycle will continue for another two years which would continue to impact on admission numbers. The Chair acknowledged that the Department for Education (DfE) are predicting an increase will be identified in the future. The Chair raised concern around the reduction in admission figures as a result.</p> <p>Mandatory Training Update The Governance Professional reported a link from National College for Academy Committee governors to completed regarding safeguarding and GDPR training would be forwarded in the autumn term once an update has taken place on the National College site and to those governors requiring an update and any new governors.</p>	<p>Govs 15/09/23</p>
SBPA/WPA/075/22/23	<p>Minutes of the meeting dated 24th May 2023 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
SBPA/WPA/076/22/23	<p>Matters Arising: 062/23/24: SEN(Special Educational Needs) Parent Survey WPA/062/23/24: Regional Schools Commissioner document & SATS (Statutory Assessment Tests) letter to parents It was confirmed this had been actioned by Mr Chapman.</p> <p>062/22/23: Link Visit to take place H&S/WPA Mr Stokes confirmed a visit had taken place with Mr Lang shadowing and Mr Lang. A Link report would be forwarded for the autumn term meeting.</p> <p>063/22/23: Completion of EDI (Equality, Diversity and Inclusion) MS Form The Chair acknowledged this had been actioned by governors.</p> <p>065/22/23: Link Visits to be arranged, SEND (Special Educational Needs and Disabilities), PP (Pupil Premium), H&S (Health and Safety) The Chair acknowledged a SEND link visit was to be arranged at WPA prior to the end of the academic year.</p> <p>It was reported that some link visits had taken place by Mr Pullin and Link Visit reports were required to be forwarded for the autumn term meeting.</p>	<p>KS/JL 15/09/23 Actioned</p> <p>TR ASAP</p> <p>AP 15/09/23</p>
SBPA/WPA/077/22/23	<p>Principals Report – Wainwright Primary Academy (WPA) Mr Chapman reported the Local Academy Safeguarding checklist had been circulated with nothing further to add.</p>	

	<p>Discussions regarding safeguarding and curriculum were confidential and recorded separately.</p> <p>Health & Safety, staff & pupil well-being, GDPR, complaints Mr Chapman confirmed the top risks remain on the risk register that had been circulated.</p> <p>The following discussion regarding pupil wellbeing was confidential and recorded separately.</p> <p>Mr Chapman reported all Health and Safety actions were up to date and the academy remained ahead of the Health and Safety calendar.</p> <p>Mr Chapman explained Trust support has been offered in respect of any staff absence and to ensure there were no gaps.</p> <p>Mr Chapman reported there were no additional complaints or claims and any that had been received were closed.</p> <p>ERM (Educational Review Meeting) The Chair acknowledged the document had been previously circulated with the Academy Committee governors and invited questions from the committee.</p> <p>The Chair acknowledged attendance figures. Mr Chapman explained figures were in line with national figures, however, the academy was not at the same figures as pre-covid. Attendance was sitting at 93%. Mr Chapman reported this was as a result of a rise in childhood illnesses such as chickenpox, slapped cheek and others. It was further reported that a focus on academy systems and structure was in place; families were aware of attendance and absence reporting procedures. Mr Chapman explained the procedures in place at the academy with first day calling and home visits, with the academy working closely with families. Mr Chapman acknowledged that persistent absence was high compared to national average and which remains a focus.</p> <p>The following discussion regarding prolonged absence for identified groups was confidential and recorded separately.</p> <p>AIP (Academy Improvement Plan) Mr Chapman explained some objectives had a different focus, however remain the same with oracy, development of the curriculum and the Personal Development Curriculum being added.</p>	
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	<p>SATS (Standard Assessment Tests) Data Discussions took place regarding SATS which was confidential and recorded separately.</p> <p>Quality of Education Mr Chapman acknowledged there had not been any Ofsted call currently and the Trust continued to support the Academy from an internal quality assurance and also provision from an external quality assurance support. It was further reported that comprehensive deep dives had taken place throughout the academic year for various subjects that have been deemed very strong. Support has been offered by the Trust in areas identified as requiring improvement with the needs of pupils being met. Mr Chapman confirmed further information will be available in the autumn term.</p> <p>Teaching and Learning continues to be a strength with positive outcomes in behaviour and attitudes being identified.</p> <p>Mr Chapman explained pupil voice is in place which had continued to show strength and children, through the Oracy work taking place have improved at articulating their learning. It was further reported the journey would continue in the new academic year.</p> <p>Mr Chapman explained some issues with behaviour for Year 6 pupils had been identified. Strategies are being used to resolve any issues and forming part of a plan for the new academic year.</p> <p>Admissions and Staffing Mr Chapman confirmed admissions continue to fluctuate with constant in year admissions identified.</p> <p>The following discussion regarding staffing was confidential and recorded separately.</p> <p>Objectives 2023/2024 Mr Chapman explained information regarding objectives was available in the Principal report provided.</p> <p>SEND Update The discussion regarding funding and bids was confidential and recorded separately</p> <p>Principal Report – Samuel Barlow Primary Academy (SBPA)</p>	
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	<p>Mrs Kahler reported the safeguarding Local Academy Checklist was similar to WPA.</p> <p>Discussions regarding safeguarding were confidential and recorded separately.</p> <p>Health and Safety Mrs Kahler confirmed link visits were up to date with Mr Stokes and Mr Lang making link visits. Mrs Stokes acknowledged it was hoped Mr Lang would take on the link role from the autumn term.</p> <p>Discussions regarding the building work and staffing in addition to complaints were confidential and recorded separately.</p> <p>Mrs Kahler confirmed all other policies and procedures were in place.</p> <p>Discussions took place regarding ongoing issues of the use of cleaning products and solutions being found with the support of the Trust.</p> <p>AIP (Academy Improvement Review) Mrs Kahler reported the AIP evaluation will be moving forward in terms of ensuring objectives are in place for pupils.</p> <p>The following discussion regarding EHCP information was confidential and recorded separately.</p> <p>Attendance Audit Discussion regarding the Attendance Audit were confidential and recorded separately.</p> <p>Trust and Local Policy The Executive Principal advised there was a change to the Trust Concerns and Complaints Policy. It was advised updates to local policies would take place at the September meeting.</p> <p>Educational visits It was advised that updates to visits due to take place would be offered at the September meeting.</p>	<p>Principals 15/09/23</p> <p>Principals 15/09/23</p>
<p>SBPA/WPA/ 078/22/23</p>	<p>Governance housekeeping for 2023/24 Appointment of Committee Chair with effect from the autumn term The Chair explained he would not be able to continue as Chair for the new academic year. The Governance Professional advised that Mr Edwards previously of the Academy Committee had agreed to return to the committee to support this and to offer mentoring support to anyone</p>	

	<p>wishing to take the Vice Chair role. Mr Stokes suggested he was in agreement with taking the Vice Chair role for the autumn term with consideration to the Chair role moving forward.</p> <p>Academy Committee governors were in agreement to Mr Edwards re-joining the Academy Committee in his absence.</p> <p>Academy Committee governors were in agreement to Mr Edwards taking up the Chair role with effect from the autumn term for a one year term of office.</p> <p>Appointment of Vice-chair for 2023/24 with effect from the autumn term Mr Stokes expressed an interest in the role of Vice Chair and with mentoring support from Mr Edwards elected as Chair from the autumn term.</p> <p>Academy Committee governors were in agreement that Mr Stokes would be appointed as Vice Chair from the start of the autumn term.</p> <p>Skills Audit The Chair acknowledged the skills audit had been completed and data would be forwarded for review at the autumn term meeting to identify gaps in training and skills.</p> <p>Governance Summary (updated)/Governance Action Plan 2023/24 The Governance Professional advised of changes to working of the Governance Evaluation summary which did not impact the results already provided. It was further advised there had been the addition of the Equality, Diversity and Inclusion question which had been marked as Amber. Academy Committee governors agreed the changes made to the Governance Evaluation Summary and Governance Action Plan.</p> <p>1:1 meetings with Chair of Governors The Chair advised these would be actioned by Mr Edwards as Chair in the autumn term.</p> <p>Governor Termly Newsletter The Chair reported this would be completed prior to the end of the academic year based on the updates offered by Mr Chapman and Mrs Kahler. This would be forwarded to the Governance Professional as soon as possible.</p>	<p>Govs 15/09/23</p> <p>Chair/Govs 15/09/23</p> <p>TR ASAP</p>
<p>SBPA/WPA/ 079/22/23</p>	<p>Link Governor Areas Link Reports</p>	

	<p>The Chair acknowledged any visits that had taken place would be forwarded for review at the September meeting. Visits had taken place by Mr Pullin, with Link Reports to be provided. Mr Stokes confirmed Link Reports would be forwarded in due course.</p> <p>Events that governors have attended</p> <p>The Chair acknowledged governors had been into both academies to attend various events.</p>	
SBPA/WPA/080/22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors acknowledged there had been challenges to senior leaders regarding SEND provision in place and push back to be provided to the Local Authority. Attendance and the steps in place to make improvements. Strategies available due to impact of EHCP's being received.</p>	
SBPA/WPA/081/22/23	<p>How have vision, mission and values of Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied that the vision mission and values and equalities had been upheld. The Executive Principal suggested updates would be offered in the September meeting.</p>	LS 25/09/23
SBPA/WPA/082/22/23	<p>Information to be completed on the Annual Committee Report to Trustees</p> <p>Academy Committee governors completed the Annual Committee Report to Trustees.</p>	
SBPA/WPA/083/22/23	<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 no confidential information had been discussed within agenda item 077/22/23 and should remain confidential to the Academy Committee and attendees until the next academic year 	
SBPA/WPA/084/22/23	<p>Date and time of next meeting</p> <p>Wednesday 25th September 2023</p> <p>Training: 4.30pm</p> <p>Main Meeting: 5.00pm - 6.30pm</p>	
	<p>The meeting closed at 6.03pm</p> <p>Signed: P Edwards (chair) Date: Agreed at LAC 27/09/23</p>	