

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy
Joint Local Academy Committee Summer 2 meeting
Held on Wednesday 1st July at Wainwright Primary Academy**

Membership	Initials	Governor category	Absence
Pete Edwards MBE (Chair of Governors)	PE	Appointed AC governor	
Emma Taylor	ET	Appointed AC governor	A
Donna Bennett	DB	Appointed AC governor	A
Paul Dowse	PD	Staff governor	
Elle Fearn	EF	Appointed AC governor	
Eleanor Pearce-Brown	EPB	Appointed parent governor	A

In attendance	Initials	Position	Absence
Gareth Letton	GL	Executive Principal	A
Carly Ripley	CR	Principal - WPA	
Jon Chapman	JC	Principal - SBPA	
Nicola Benson	LP	Head of Governance / Clerk to Governors	
Simon Gardener	SG	<i>Appointed governor applicant</i>	A
Quorum required	2	Governors present	2

Action Record

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / Carried forward / Incomplete
SBPA/WPA/14/2526	Autumn 2	CoG to raise at Trust level that 'additional' funding streams (e.g. PP) are vulnerable and should be added to academy and Trust risk registers and plans to mitigate likelihood and impact of loss of this funding be put in place	PE	21/1/2026	Discussed at trustees / chairs meeting and at CoG AIR meeting. Discussion continues but action is complete	Complete

SBPA/WPA/ 37/2526	Summer 1	JC and CR to send the SEF to NB, NB to share with the LAC.	JC / CR / NB	01/07/2026	SBPA – shared. WPA SEF is being revised to reflect the new Ofsted framework and will be shared at the September meeting.	Complete
SBPA/WPA/ 37/2526	Summer 1	NB to feed back to that a glossary for LAC to accompany the ERM reports would be welcomed	NB	01/07/2026	NB Fed back to J Hathaway who agreed to build into the new style ERM format – awaiting revised formats	Complete
SBPA/WPA/ 37/2526	Summer 1	NB to discuss the safeguarding checklist with PK and the data team to ensure that reports are streamlined.	NB	01/07/2026	NB discussed with PK who informed that 'The LAC safeguarding checklist is intended as exception reporting, so no requirement to duplicate info.' PK agreed to look at the different headings and slim it down if possible.	Complete
SBPA/WPA/ 37/2526	Summer 1	CR / JC to share dates for H&S meetings	JC / CR	01/07/2026	Carried forward	CF
SBPA/WPA/ 37/2526	Summer 1	JC / CR to produce a summary of the positive things from this calendar year and some horizon scanning for next year to aid governor action planning for 26-27.	JC / CR	01/07/2026	Covered by the agenda item 6.	Complete
SBPA/WPA/ 43/2526	Summer 2	NB to send a request to the rest of the LAC to consider the vice chair role for appointment in September.	NB	08/07/2026		NEW
SBPA/WPA/ 43/2526	Summer 2	NB to ensure that Kevin has been removed from the register system access.	NB	08/07/2026		NEW
SBPA/WPA/ 45/2526	Summer 2	NB to add assignment of link roles to the September meeting agenda.	NB	08/07/2026		NEW
SBPA/WPA/ 45/2526	Summer 2	NB to send out a separate request to all attendees for start times at 2pm for future meetings.	NB	08/07/2026		NEW
SBPA/WPA/ 46/2526	Summer 2	CR to Invite EF (Safeguarding Link Governor) to the staff safeguarding briefing at the start of the 2026-27 year.	CR	01/09/2026		NEW

SBPA/WPA/ 46/2526	Summer 2	CR/JC/PE to share contacts and facilitate online introductions to with potential sources of charity / grants etc.	CR/JC/PE	08/07/2026		NEW
SBPA/WPA/ 46/2526	Summer 2	PE to forward dates for the local church tabletop sales for JC to use it as an enterprise project for students	PE	08/07/2026		NEW
SBPA/WPA/ 47/2526	Summer 2	NB/PE to produce annual report to trustees	NB/PE	08/07/2026		NEW

Notes of meeting:

Blue text = academy committee governor check and challenge

Green text = academy committee governor decision-making / approval

Q= Question from governors

A=Answer from senior leaders

Agenda item	Key points /summary of discussion	Action
SBPA/WPA/ 41/2526	Welcome, apologies and introductions PE welcomed everyone to the meeting There were apologies from GL, DB, ET and EPB, all were accepted. It was confirmed that the meeting was quorate with 2 of the current 4 appointed governors present.	
SBPA/WPA/ 42/2526	Declarations of Interest There were no declarations in relation to any items on the agenda or changes to declarations made. The declaration of interest forms for 2026-2027 have been shared for completion.	
SBPA/WPA/ 43/2526	Vote on appointment of new governors NB shared that applications had been received and references returned for EF and EPB. PE shared that he and NB had met with EPB on 23.06.26 via teams and PE recommended that she be approved to join the committee as an appointed parent governor. EF was asked to leave the room to allow the committee to vote on her appointment. The committee voted unanimously to appoint EF and EPB with effect from 01.07.26 for a 4 year term of office subject to DBS.	

	It was agreed that the committee would vote on the appointment of Simon Gardener when we return in September given that application and references had not yet been completed. Vote on Chair of Governors 2026-2028 NB shared that DB had informed her of her intention to second PE continuing as chair of governors when she had sent apologies. The committee voted unanimously to appoint PE for a 2 year term as chair of governors. ACTION NB to send a request to the rest of the LAC to consider the vice chair role for appointment in September. ACTION NB to ensure that Kevin has been removed from the register system access.	NB 08/07/2026 NB 08/07/2026
SBPA/WPA/44/2526	Notes of last meeting and update action log Minutes were agreed. The Action Log was discussed and updates provided for all outstanding actions (see above). SBPA/WPA/14/2526 <i>Q: what is happening about Sports premium funding?</i> A: Schools will receive a third of the usual annual funding and then it will cease. The White paper reform may have an impact on PP funding moving forwards. It was agreed that the AP was time expired now however consideration for funding for pupils with SEND will continue to be a key focus for the committee.	
SBPA/WPA/45/2526	Governance Report All governors were reminded to complete the code of conduct and declaration of interest forms by 22 July 2026. Principals were reminded to complete the declaration of interests' form. The skills audit and action plan were discussed and it was agreed that PE and NB would complete the self-evaluation early in the autumn term of 2026 to allow for newly appointed governors to inform forward planning. It was agreed that the new Link Visit report template and guidance produced by RC will be added to the agenda for September to enable a wider discussion around link governor roles, expectations and best practice will additional focus on DfE guidance around uniform, food standards in schools and mobile phones in schools. LINK roles were discussed and tentatively assigned for a formal decision at the September LAC	

	LINK Roles Safeguarding (including behaviour and attendance) and GDPR – EF to pick up from PE SEND – ET to continue but to expand the focus to Inclusion which covers SEND, PP, FSM, Disadvantage – ET Careers – not needed in primary settings Leadership and Management – PE H&S – PE Quality of Education and curriculum – DB Stakeholder engagement – EPB ACTION NB to add assignment of link roles to the September meeting agenda. ACTION NB to send out a separate request to all attendees for start times at 2pm for future meetings.	NB 08/07/2026 NB 08/07/2026
SBPA/WPA/ 46/2526	Governor Training and Development 2025-26 Summary Review and looking forward to 2026-27 WPA CR provided a reflection on the year to date, focusing on the many positive developments at WPA. Culture, Ethos and Community Although the previous academic year was challenging, and there was potential for similar difficulties this year, the strength of the school community has been a key success. Strong links have been maintained and developed with the choir, sports organisations and the church, helping to foster a positive and supportive school culture. Relationships across the school community have continued to strengthen, including those between staff teams, parents and the wider school community. Teachers and support staff have worked hard to develop their skills and confidence in working with parents, with leaders providing ongoing guidance and support. The reintroduction of the Mini Police programme has been a positive addition to school life, supporting important discussions with pupils and helping to reinforce key messages. Leadership and Trust Support The leadership team continues to be a significant strength of the school. Leaders work collaboratively, openly challenging and questioning one another where appropriate, while maintaining a united and supportive approach for all staff, including teachers, teaching assistants and midday supervisors. The school has also benefited from strong support from the Trust, particularly through work with STG, most notably in the area of English.	

	Safeguarding Safeguarding remains a key priority for the school. Significant work has been undertaken to ensure that all staff have a clear understanding of their safeguarding roles and responsibilities. Communication and the consistent dissemination of safeguarding messages remain an area for further development, as not all staff are always able to attend meetings. The school recognises the need to strengthen wider communication processes to ensure key messages reach all staff effectively. ACTION CR – Invite EF (Safeguarding Link Governor) to the staff safeguarding briefing at the start of the 2026-27 year. Behaviour PD, as Behaviour Lead, has driven the implementation of research-based behaviour management procedures. Staff have a clear understanding of expectations relating to behaviour management, reporting and recording processes, and have taken pride in consistently applying the approach through the support they provide to pupils. While there is still work to do to fully embed the approach across the school, there are clear signs that the cultural shift in understanding and practice is beginning to have a positive impact. Inclusion Inclusion meetings are now supported by much clearer agendas and a sharper focus on the needs of individual pupils, ensuring discussions remain pupil-centred and outcome-focused. From September, PD will take on the role of SENCO and will be reviewing and developing the SEND provision moving forward. Q: Will PD be carrying out the SENCO role full-time? A: Paul will be the full-time SENCO; however, he will continue teaching in the mornings and undertake SENCO responsibilities during the afternoons. E Stringfellow will take over as Pupil Premium Champion. Her role will focus on reviewing and strengthening provision for the school's most vulnerable pupils. The aim is to ensure that, if the school is meeting the needs of its most vulnerable children effectively, it will be meeting the needs of all pupils. There has been a significant focus this year on the early identification of SEND needs. Whilst SEND figures may not yet fully reflect need, the school is working towards ensuring that appropriate support is identified and put in place as early as possible. Curriculum English outcomes are not yet where leaders would like them to be. However, significant investment has been made in resources and staff support to strengthen teaching and learning. Staff now have access to improved resources, tools and guidance, alongside support from the Trust to drive further improvement.	CR 01/09/2026
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	Attendance Attendance continues to improve, supported by strong systems and processes. The new Family Support Advisor has successfully built on the work of their predecessor, ensuring continuity and maintaining positive progress in this area. Leaders acknowledged that there is still work to do in ensuring that all staff fully believe in and embrace the principle that all children can achieve when the right systems and processes are in place. Q: During my visit next week, would it be possible to listen to some children read? A: Yes, this can be arranged as part of the visit. Q: Are staff buying into the new tools and approaches that have been introduced? A: Yes SBPA JC provided a reflection on the year to date, focusing on the many positive developments at SBPA Ofsted The school was pleased to have undergone its Ofsted inspection last term, which provided an opportunity to celebrate the progress that has been made across the school. Inspectors recognised a number of strengths and acknowledged the significant work undertaken by leaders and staff. JC noted that the inspection validated the school's improvement journey and confirmed that the school is moving in the right direction. Behaviour and Inclusion The school has seen an increase in attendance and a reduction in incidents of extreme behaviour. Significant effort has been invested in developing stable and consistent systems and structures, particularly in relation to supporting and responding to pupils who become dysregulated. Ofsted acknowledged that the school serves a number of pupils who present with challenging behaviours due to their individual circumstances and backgrounds. Inspectors were reassured by the school's ability to demonstrate a consistent and appropriate approach to behaviour management across the setting. Community and Parental Engagement The sense of community within the school continues to strengthen. Positive relationships with families have been a key focus, and the Parent Teacher Association (PTA) has gone from strength to strength throughout the year. The PTA has raised just under £4,000, which was viewed as a strong indication of the confidence and support that families have in the school. Parents are engaged with the school's vision, communicate effectively with leaders and staff, and are supportive of the school's direction of travel. JC noted that this is an achievement of which the school should be particularly proud. Inspectors also recognised the positive culture of the school, noting within the Ofsted report that pupils are well cared for and that the school provides a calm and supportive environment.	
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	Thrive to Survive - Inclusion, SEMH & Behaviour Support in Schools The Thrive Approach The school continues to invest in the Thrive to Survive programme. Although the programme represents a significant financial commitment, leaders consider it to be a highly effective use of resources due to the consistency it provides and the contribution it makes towards sustaining and embedding improvements across the school. Curriculum and Teaching As with WPA, the school's focus remains on achieving greater consistency in teaching and learning. Leaders highlighted that the necessary tools, systems and structures are now in place; the priority is ensuring that these become fully embedded in everyday practice. Ofsted inspectors were open and honest in their feedback, recognising that there has been limited time for many of the recent developments to become fully established. However, inspectors acknowledged the clear direction of travel and recognised that SBPA is on the right path towards sustained improvement. <i>Q: Have you received SATs results yet?</i> A: SATs results will be received next week and headline data will be shared with governors. Initial data shows that we are currently on track for improvements year on year. Particularly in the phonics data indicators. There was a discussion around the difficulties that both schools face in terms of acquiring funding to help support them to offer extracurricular activities and enrichment opportunities for their pupils. Provision such as Block Play, Young Voices, transport for participation in sporting events and local matches are all things tat school budgets struggle to stretch to. PE shared that he has some local contacts that offer charitable donations that JC and CR may be able to tap into. ACTION CR/JC/PE: share contacts and facilitate online introductions to progress this approach. <i>Q: Are there other schools within the trust with a minibus that you could have the use of?</i> A: The special school does have transport but it is utilised for most of the time by them. Governors suggested that it might be worth contacting the day centre system as their buses are in use during the day but they might be able to support with after school events? Governors suggested that schools might investigate community funding from local supermarkets and businesses to support with community events.	CR/JC/PE 08/07/2026
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	ACTION PE: to forward dates for the local church tabletop sales for JC to use it as an enterprise project for students PE thanked JC and CR and their teams on behalf of all of the LAC for all their hard work, dedication and support that they have given to all the students and the community.	PE 08/07/2026
SBPA/WPA/ 47/2526	Complete Report to Trustees It was agreed that NB and PE would prepare the report to trustees taking the positive feedback from both academies' review of 25-26 and the personnel changes within the LAC as the key messages to report. ACTION NB/PE: Produce report to trustees	NB/PE 08/07/26
SBPA/WPA/ 48/2526	Determination of Confidentiality Governors determined that there were no confidential discussions.	
SBPA/WPA/ 40/2526	Date and time of next meeting: Strategy/development meeting: Wednesday 16th September 2026 at <i>Time to be Confirmed</i> at Samuel Barlow The meeting closed at 16.31	

Signed by Chair: P Edwards MBE	Date: 02/07/2026
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