Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy Joint Local Academy Committee Autumn 1 meeting Held on Wednesday 16 September at Samuel Barlow 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
Carly Ripley	CR	Principal - WPA	A
Jon Chapman	JC	Principal - SBPA	
Nicola Benson	LP	Head of Governance / Clerk to Governors	
Simon Gardener	SG	*Appointed governor applicant*	
Quorum required	3	**Governors present**	3

Action Record

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / Carried forward / Incomplete
SBPA/WPA/ 37/2526	Summer 1	CR / JC to share dates for H&S meetings	JC / CR	01/07/2026		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	EF has expressed an interest in the vice chair role	complete

SBPA/WPA/43/2526	Summer 2	NB to ensure that Kevin has been removed from the register system access.	NB	08/07/2026		complete
SBPA/WPA/45/2526	Summer 2	NB to add assignment of link roles to the September meeting agenda.	NB	08/07/2026		complete
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		complete
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	Governors have received a safeguarding update from Patrick Knight for review	closed
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	PE has shared contacts with JC and will share with CR at next visit to WPA.	Carried forward
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		complete
SBPA/WPA/47/2526	Summer 2	NB/PE to produce annual report to trustees	NB/PE	08/07/2026		complete
SBPA/WPA/01/2627	Autumn 1	NB to make contact with ET and EPB regarding non attendance at the meeting.	NB	30/09/2026	Following the meeting, NB received an email from ET sending apologies. The email was sent prior to the meeting start time but had not been picked up.	NEW
SBPA/WPA/03/2627	Autumn 1	Change meeting invitations for remainder of the year.	NB	30/09/2026		NEW
SBPA/WPA/05/2627	Autumn 1	EF is struggling to access emails via her devices. NB to check with IT how governors can access everything.	NB	30/09/2026		NEW
SBPA/WPA/05/2627	Autumn 1	NB will discuss with IT and request that PD staff email is used in the group governor address.	NB	30/09/2026		NEW
SBPA/WPA/06/2627	Autumn 1	Add Active Spelling update as an agenda item to the January meeting draft agenda	NB	30/09/2026		NEW
SBPA/WPA/07/2627	Autumn 1	Watch the Safeguarding KCSIE update video from PK and let NB know when they had viewed it.	ALL GOVERNORS	30/09/2026		NEW
SBPA/WPA/08/2627	Autumn 1	NB will put together a contacts sheet with details of the relevant staff members for each link governor to contact to schedule visits	NB	30/09/2026		NEW

Notes of meeting:
Bold blue text = academy committee governor check and challenge
Bold 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/ 01/2627	**Welcome, apologies and introductions** PE welcomed everyone to the meeting **There were apologies from DB and CR and these were accepted.** No apologies had been received from ET or EPB and NB agreed to follow up with them. [ACTION] The meeting began with an introduction to the Diverse Academies Trust – 5 year strategy – short film.	NB 30/09/2026
SBPA/WPA/ 02/2627	**Declarations of Interest** There were no declarations in relation to any items on the agenda or changes to declarations made. NB reminded all governors to compete the declaration of interest forms for 2026-2027.	
SBPA/WPA/ 03/2627	**Governance Housekeeping** <u>Vote on appointment of Simon Gardener</u> SG was asked to leave the meeting to allow the committee to vote on his appointment. **The committee voted unanimously to appoint SG with effect from 16.09.26 for a 4-year term of office subject to DBS.** <u>Appoint committee vice-chair for 2026/27</u> EF expressed her interest in becoming vice chair, there were no other nominations during the meeting or submitted prior to the meeting. **The committee voted unanimously to appoint EF as vice chair** <u>Confirm/appoint to link governor roles 2026/27</u> LINK roles were discussed and the following appointments were agreed: **Safeguarding (including behaviour and attendance) and GDPR – EF (PE will hand this over)** **SEND – Focus on the role to expand to Inclusion which covers SEND, PP, FSM, Disadvantage – ET** **Careers – not needed in primary settings** **Leadership and Management – PE**	

	H&S – To include food standards and allergens - SG **Quality of Education and curriculum – DB** **Stakeholder engagement – EPB** <u>Confirm meeting start times for 2026/27</u> It was acknowledged that responses had not been received from ET and EPB, however all remaining committee members agreed to change the meeting times for 2026-27 to 2pm start. NB will change meeting invitations for remainder of the year. **[ACTION]**	NB 30/09/2026
SBPA/WPA/ 04/2627	**Notes of last meeting and update action log** The Action Log was discussed and updates provided for all outstanding actions (see above). **Minutes were agreed.** PE told the committee that he is doing some work across Ashfield and Mansfield around inclusion and physical activity in sport. The work involves offering CPD to teachers around an inclusion activity programme and a boccia leaders' course. There is funding available and PE has approached project leaders suggesting he run 5 or 6 courses. It will require buy-in from schools offering teachers to come along. If this gets traction, PE will offer it to our primaries. New sports partnerships / special Olympics work is ongoing with an event anticipated on 5 December which both SBPA and WPA will be invited to attend.	
SBPA/WPA/ 05/2627	**Governance Professionals Report** All governors were reminded to complete the code of conduct and declaration of interest forms by 30 September 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. NB reminded all governors to access the learning plan via National College and complete the annual mandatory training requirements. Training should be complete by the end of September 2026. NB confirmed the dates for the LINK governor termly training sessions on Teams and the proposed date for the chairs, vice chairs and trustees meeting of 14 October.	

	EF is struggling to access emails via her devices [**ACTION**] NB to check with IT how governors can access everything. PD wondered how he can access his governor email through his staff outlook. [**ACTION**] NB will discuss with IT and request that PD staff email is used in the group governor address.	NB 30/09/2026 NB 30/09/2026
SBPA/WPA/ 06/2627	**Governor Training and Development** In-depth review of summer series exam results **SBPA** SBPA Outcomes Data JC shared the analysis of the data on screen, starting with early years. The overall picture is positive with gains made and upward trends in all areas. ***Q: Do you expect that the upward trend will continue to improve with the work that has been put in place?*** A: Yes, we are working very hard with our reception teachers to have a relentless focus. An example of this being that all children write every day for their age and stage. ***Q: What proportion of children at reception are school ready?*** A: About 4% of our children are school ready when they arrive into reception, we have 25 children in reception and might be full by Easter. ***Q: What are the basic skills that these children are missing?*** A: It is the early foundation skills such as potty training, speech and language, socialising etc. many reception age children haven't had the 2-year check and haven't been to playgroups and toddler groups so entering the classroom can be a shock. ***Q: Do you know if there are local children's centres and if they are well utilised?*** A: We are trying to tap into local resources as much as possible, and we understand that more community services may be coming. The Phonics results were shared, and JC told the LAC that he is pleased with the retake success in year 2. This improvement is a result of sticking tight to the structure and being relentless with Read Write Inc, interventions now start in September rather than later in the school year. More staff have been trained on this, not just those that need deliver it for their class, but it now flows through the school so that all staff can support those children revisiting it.	

	SBPA have adopted the writing toolkit which focuses on transcription, dictation, handwriting and forming sentences properly. This has been a conscious step back before contextualising the learning. This will take time to embed but will lead to better outcomes in the future. SBPA are implementing Active Spelling, several schools in Lincolnshire have seen huge gains with this. ***Q: Could we include an update on the progress of this as part of our January training agenda?*** [ACTION] NB to add to draft agenda for January meeting. **WPA** PD shared a printed copy of the outcomes for WPA – WPA Outcomes Data In summary SEND outcomes were low, boys underperformed girls particularly in literacy-related areas, there are attainment gaps for disadvantaged pupils, most notably in EYFS and KS2, weaknesses in maths fluency at KS2 and MTC. The key theme across the school is that attainment gaps established in the early years are not being closed quickly enough as pupils move through the stages. An area for improvement identified is to work on parental engagement for the vulnerable and disadvantaged groups. ***Q: How do you engage with families before they arrive into early years?*** A: We hold discovery days and transition events at the academy, we no longer go out to children at home. ***Q: What about children with SEND?*** A: In many cases, families don't mention any needs as part of the application process and needs aren't apparent until the children arrive. This is often the case with EAL children. ***Q: Do you link with the local family hubs and children's centres etc?*** A: Yes, the local authority are working closely with the academy to streamline the links and roles across organisations. Phonics improved with a significant jump as a result of improved consistency in teaching and moving children up as soon as they are ready. Outcomes are below national expectations and SEND underperformed. ***Q: Why do the summer born children generally perform below others?*** A: there is a significant difference in the stage of emotional and academic development in early years for a child born in the autumn term as opposed to those in late summer as they are considerably older. ***Q: You have indicated that all primaries work together to share good practice, how much cross working is there?***	NB 30/09/2026

	A: all maths leads get together and have working groups to ensure good practice and this is very effective and further groups are being developed. ***Q: You have identified that boys performed better in maths, both EAL and white British boys, what about BME in terms, is there a difference as it seems to align in other areas?*** A: It's the same for this too. Maths has always performed better at wainwright in the vulnerable groups as you don't have to read or write in English to be good at maths and this is demonstrated in this data. PE thanked both for sharing the data and acknowledged that the drive is still there to continue to progress and improve. PE expressed hi thanks to CR for preparing the data and ensuring that it was shared in her absence and for all her hard work at Wainwright.	
SBPA/WPA/ 07/2627	**Governor Training and Development** Safeguarding Update - KCSiE Safeguarding webinar and local response **It was agreed that all governors would watch the video from PK and let NB know when they had viewed it. [ACTION]**	All Govs 30.09.2026
SBPA/WPA/ 08/2627	**Agree link visits for next term in relation to training held** Now link roles for governors have been identified, NB will put together a contacts sheet with details of the relevant staff members for each link governor to contact to schedule visits. **[ACTION]** **All governors agreed to complete at least 1 link visit each term and PE would like all governors to do a learning walk every half term.**	NB 30/09/2026
SBPA/WPA/ 09/2627	**Feedback to Trustees** Both academies are moving in the right direction even though the principals and trust know that there is more to be done. Governors expressed thanks to principals and staff for the work that they have put in to get there. Organisation structural changes have been positively received.	
SBPA/WPA/ 10/2627	**Consideration of Equality Implications** Governors were mindful of equality implications throughout all agenda items, discussions, scrutiny and decision-making during the meeting. In reviewing reports and receiving updates from academy leaders, governors considered how matters presented may impact different groups and were satisfied that due regard had been given to the	

	requirements of the Equality Act 2010. Governor challenge and questioning reflected an awareness of equality considerations and the importance of promoting fairness, inclusion and equal opportunity. The Chair reminded governors that consideration of equality implications is a core aspect of their governance role and should be embedded in all discussions, decisions, monitoring activities and Link Governor visits. Governors acknowledged their collective responsibility to ensure that equality considerations remain at the forefront of their work throughout the academic year.	
SBPA/WPA/ 11/2627	**Determination of Confidentiality** **Governors determined that there were no confidential discussions.**	
SBPA/WPA/ 12/2627	**Date and time of next meeting:** Business meeting: Wednesday 11th November 2026 at **2pm** at Wainwright The meeting closed at 15:47	

Signed by Chair: P Edwards MBE	**Date: 23.09.2026**