



**Minutes of the Academy Committee meeting held on the 4<sup>th</sup> December 2019**  
**At 4.30pm at Samuel Barlow Primary Academy**  
**A separate record of the training meeting is available.**

Governor name	Initials	Governor category	A = absence
Abigail Hawkins	AH	Chair of Committee	
Andy Pullin	AP	Vice Chair of Committee	
Mike Keeton	MK	Appointed Governor	
Alex Edwards	AE	Appointed Governor	
Rachel Broughton	RB	Appointed Governor	A
Donna Bennett	DB	Staff Governor	A

In attendance:

Staff name	Initials	Role	
Lucy Spacey	LS	Senior Principal	
Jon Chapman	JC	Principal WPA	
Sarah Kahler	SK	Acting Principal SBPA	
Joanna Crooks	JC	Teacher SBPA	
Claire Gledhill	CG	Senior leader SBPA/WPA	
Louise Bennett	LB	SENco SBPA	
Emma Stringfellow	ES	Teacher WPA	
Pete Edwards	PE	Governor Candidate	
Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action/ by who/when
AC/027/19/20	<b>Apologies for absence</b> Apologies for absence were received and agreed from Mrs Rachel Broughton: Ongoing Illness Mrs Donna Bennett: Illness	
AC/028/19/20	<b>Declaration of interest</b> 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. Governors confirmed that the declarations given at the beginning of the academic year were correct. The Clerk explained that as a governor candidate Mr P Edwards had now completed and returned a Declaration of Interest document.	
AC/029/19/20	<b>Send/PP/Sports Premium update</b> Summary information had been circulated for each area. Miss C Gledhill updated briefly for WPA (Wainwright Primary Academy). <ul style="list-style-type: none"> <li>A decline in KS2. A gap at EYFS and end of KS1 and end of KS2. This is a focus for this academic year.</li> </ul>	



- Gaps are reduced for FSM (Free School Meals) pupils.
- On a three year trend the gap has significantly reduced for PP (Pupil Premium) pupils.
- Improvements have been made for PP and non PP pupils
- Steps are in place to ensure the gap is narrowed in EYS (Early Years) in a timely manner.
- Funding and staffing are above ratio in both schools.
- There is a focus on language and reading in addition to number and writing. Training is being provided for staff.

**Governor Challenge: Mr Keeton asked where the staff are coming from.** Miss Gledhill confirmed there was deployment of staff to the correct areas.

**Mr Keeton also asked how the spending was taking place.**

Miss Gledhill and Mrs Kahler explained this was around staffing costs. Explanation around the allocation of the budget within the plan was provided by Mrs Spacey.

Mrs Kahler provided a summary for SBPA the following was taking place: -

- Knowledge of data was being developed through the TLIF project for development of leaders. Key stage leaders will work around the outcomes of the pupils.
- Development of teaching and learning across the academies and quality first teaching levels will be tracked throughout the year.
- Support in KS1 to ensure basics are focussed on. Funding is being allocated on reading in Year 1 and Year 2.
- Meetings with staff around vulnerable children is taking place.
- Reading interventions are taking place.
- An aspirations project is taking place. Funding will be linked to partnership work with Nottingham University.
- Work is taking place on Persistent Absenteeism.

**Governor Challenge: Mrs Edwards asked how much focus was taking place on listening skills in EYS.**

Miss Gledhill explained development of staff around this took place last year. This year there is a focus on reading, writing and maths. It was confirmed this was driven through the AIP. The Senior Principal explained there were issues with staffing and cover. Impact is shown when there is consistency in these areas.

Miss Gledhill assured governors there had been positive outcomes from Ofsted regarding the PP feedback.

Governors were advised Mrs Thornton (Senior Executive Leader for Diverse Academies) is now a PP reviewer for the Trust. This is to ensure there is a quality provision to support the Academy.

**Governor Challenge: Mrs Hawkins (Chair) asked why have the school adopted a one-year plan when the DfE guide is for a three-year plan.** Mrs Spacey confirmed there had not previously been a plan in place. It was further explained a one-year plan is relevant currently to ensure school improvement is achieved with focus and



adequate impact. Mrs Kahler further explained steps are being put in place to move towards a three year plan.

**Governor Challenge: Mr Keeton asked are there items that school have not budgeted for that require attention.** Miss Gledhill provided explanation around the budgets. Mrs Kahler explained the training and budgeting arrangements. It was explained spending is provided in areas where it is important to deliver quality first education. This has changed to ensure money is best spent in the academy than previously.

It was reported the Academy is part of Trent Valley Teaching and Teaching School with is an invaluable resource.

**Governor Challenge: Mr Edwards asked whether parents visit to support reading in school.** This was confirmed by Mrs Kahler.

A summary of Sports Premium was provided by Mrs J Crooks for SBPA.

- It was confirmed last year there was a focus on PE and sport. Specialist staff from Retford Oaks provided support for CPD activities to ensure PE skills for staff were developed within the school to promote competitive sport, healthy lifestyle etc.
- Work had taken place on developing pupil wellbeing and activities took place for pupils.
- Throughout the institute there is a joined up approach to development this academic year.
- There is an issue with PE equipment. Applications have been made for funding to provide a trim trail. The Senior Principal confirmed funding will be allocated for a trim trail in due course. This will alleviate equipment issues.
- Healthy lifestyles are a focus in the area. The Senior Principal confirmed the intent is embedded with the local community.
- Links are being built with Mansfield Rugby Club and other out of school clubs to ensure guidance with families is provided.

**Governor Support: Mr Edwards asked whether staff had spoken to various groups. Mr Edwards will provide staff members at both academies with information relating to this in an effort to provide further funding in the community.**

It was explained SBPA achieved the Silver Games Mark was last year. In addition, a pupil has been nominated for the junior sports person of the year.

It was confirmed a pupil from WPA in Year 3 would also be undertaking this for gymnastics.

Mrs J Crooks left the meeting 17:05.

A summary was provided on SEN funding for SBPA by Mrs L Bennett.

- Funding was shown and it was explained this should be spent on adult hours as support for SEN (Special Educational Needs) pupils.
- Support is provided for a full hour with learning bases. Information was provided to governor regarding procedures for lunch times and exercise in this area.

Actioned  
PEdwards  
4/12/19



- Boxhall interventions are provided for pupils. Academic interventions are in place with adequate support being provided.
- Bases have now been established for pupils to ensure the academic support is being provided with a maximum of 12 pupils.
- SALT intervention is taking place.

**Governor Support: Mr Pullin explained when visiting the school differences are evident in these areas.**

**Governor Challenge: Mr Edwards asked what is the percentage of EHCP (Educational Health Curriculum Plan) pupils and non EHCP pupils.** Mrs Bennett confirmed there are some in process, and some are historic.

**Governor Challenge: Mr Edwards asked whether the funding was different for those pupils.** The Senior Principal confirmed this was not the case. The Chair provided a separate explanation for governor around the funding.

- Mrs Spacey explained identification and adequate provision for historic pupils were being put in place.
- Mrs L Bennett has acquired her SENco Certification. Praise was provided by Mrs Kahler and the governors for the achievement.

**Governor Challenge: Mrs Edwards asked how those pupils experienced the sixty minutes of activity.** It was explained they go out when able and less chaotic for those pupils.

Mrs L Bennett left the meeting at 17:10.

A Summary was provided by Miss E Stringfellow regarding Sports Premium for WPA.

- The focus was engaging all pupils in physical activity and using special equipment different to in class to support with behaviour.
- Retford Oaks were supporting midday staff with CPD (continued Professional Development) in an effort to ensure behaviour remains low level.
- Funding is used to enable staff to attain CPD from this allocation.
- Mansfield Town Stags visit once a week to teach and support in class in addition.
- Visits for PP pupils had taken place to the Nottingham Forest Football Ground. This was to support wellbeing.
- Premier Sport visit school for free.
- Funding is used for top up swimming and pupils in Year 6 to ensure all pupils achieve a 25m standard for swimming.
- There is clear improvement in PE. Tracking in the area for pupils, takes place to ensure areas for further improvement are known.

Mrs Kahler explained there was an emphasis for SBPA is in EYS and reading and communication similarly to WPA. An emphasis on



	<p>leaders and teacher understanding in this area is taking place. Funding is allocated in the area and enhancing provision for pupils. Miss Gledhill and Mrs Stringfellow left at 17:20.</p> <p><b>Governor Guidance: The Chair asked for teaching staff to provide a summary only when providing information in future to ensure governor questioning can take place sufficiently.</b> Mrs Spacey would provide the staff members with feedback.</p>	<p><b>LSp</b> <b>06/02/19</b></p>
AC/030/19/20	<p><b>Governor Candidate Election</b> Mr Peter Edwards Mr Edwards left the room at 17:22. Discussions took place around the appointment. Governors agreed that Mr Edwards would be appointed to the governing board for a term of four years. Mr Edwards returned to the meeting at 17:23. Governors welcomed Mr Edwards to the Local Academy Committee.</p>	
AC/031/19/20	<p><b>Minutes of the meeting dated 10<sup>th</sup> October 2019</b> The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
AC/032/19/20	<p><b>Matters arising</b> <b>AC/015/1920: Governor Absences - Reminder sent to Miss Stokes</b> Governors had not previously accepted the absences. Subsequently Miss Stokes had forwarded a resignation. <b>AC/017/1920: Appointment of Vice Chair (Actioned)</b> Governors confirmed Mr Pullin should be appointed as Vice Chair at the previous meeting. <b>The Chair confirmed she would be contacting the Vice Chair regarding the role in due course.</b> <b>AC/018/1920: Progress Data (Both Academies)</b> This had been circulated by the Clerk. <b>AC/019/1920: PP Document</b> This had been circulated by the Clerk. <b>AC/019/1920: Link Visit Reports from Chair</b> The Chair confirmed these had been circulated by the Clerk for review. <b>AC/020/1920: SEND/PP/Sports Premium Update (Agenda Item)</b> An update had been provided in item AC/029/19/20.</p>	<p><b>AH</b> <b>20/12/19</b></p>
AC/033/19/20	<p><b>Principals Report to include:</b> <b>Safeguarding; culture &amp; compliance inc, safeguarding audit to LA</b> It was confirmed the LA (Local Authority) Checklist Audit had been signed off at the previous meeting by the Chair for both Academies. <b>Governor Challenge: The Chair asked whether the LA had provided confirmation of this being returned.</b> The Senior Principal confirmed acknowledgments are not forwarded by the Local Authority. Mrs Kahler confirmed the audit had been returned for SBPA for the deadline. Mr Chapman confirmed the Audit had been returned for WPA for the deadline. <b>Risk Register inc. Health &amp; Safety, staff &amp; pupil well-being, GDPR</b></p>	



	<p>Mrs Kahler explained there was a concern regarding the printer at SBPA which is being actioned. Mr Chapman confirmed there were no issues at WPA.</p> <p>It was confirmed the following discussion relating to staff grading scales and performance reviews were confidential and therefore recorded separately.</p>	<p>Confidential Minutes</p>														
<p>AC/034/19/20</p>	<p><b>Approval of AIP 19/20</b></p> <p>Both Principals confirmed some ongoing items have been changed. Governors had reviewed the documents which had been circulated and were in agreement to approve the AIP documents for both Academies.</p>															
<p>AC/035/19/20</p>	<p><b>Link Governor Areas for ratification linked to AIP (including new governors)</b></p> <p>It was agreed that governors would take the following areas for link visits to be established with staff in both Academies.</p> <table border="1" data-bbox="376 757 1276 1137"> <tr> <td>Mrs A Hawkins</td> <td>Safeguarding/PP/SEN/CLA/safer recruitment</td> </tr> <tr> <td>Mr A Pullin</td> <td>Educational Visits</td> </tr> <tr> <td>Mrs A Edwards</td> <td>Complaints Quality of Education/EYS</td> </tr> <tr> <td>Mr M Keeton</td> <td>Quality of Education - English</td> </tr> <tr> <td>Mrs R Broughton/TBC</td> <td>Curriculum</td> </tr> <tr> <td>TBC</td> <td>PDBA</td> </tr> <tr> <td>Mr P Edwards</td> <td>Health &amp; Safety/GDPR Quality of Education - Maths</td> </tr> </table> <p>The Clerk advised that Health and Safety/GDPR visits in both academies are required as soon as possible and prior to the end of the school term if possible. <b>Mr Edwards confirmed he would arrange this.</b></p> <p>The Clerk would contact Mrs Broughton in her absence to ensure she is happy with the allocation for a link visit.</p>	Mrs A Hawkins	Safeguarding/PP/SEN/CLA/safer recruitment	Mr A Pullin	Educational Visits	Mrs A Edwards	Complaints Quality of Education/EYS	Mr M Keeton	Quality of Education - English	Mrs R Broughton/TBC	Curriculum	TBC	PDBA	Mr P Edwards	Health & Safety/GDPR Quality of Education - Maths	<p>PEd 20/12/19</p> <p>Actioned Clerk 05/12/19</p>
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<p>AC/036/19/20</p>	<p><b>Data Dashboard Review to include: - Student performance - YRS 1/2/6</b></p> <p>Mrs Kahler confirmed Year 1 are being assessed this week. Information was shown through the data dashboard for year 2. Governors were provided with explanation regarding their SAS scores. (Standardised score against a standardised test). Information was shown where pupils were working in greater depth and those on track and working towards targets. It was confirmed there were a high level of SEN (Special Educational Needs) pupils in the cohort.</p> <p><b>Governor Challenge: Mr Edwards asked when the validated data was due to be released.</b> It was confirmed by the Senior Principal and Chair this was the 6<sup>th</sup> December 2019.</p> <p><b>Governor Challenge: Mr Keeton asked whether uploading of information took place with FFT (Fischer Family Trust).</b> The Principal confirmed this was accessed.</p> <p><b>Governor Challenge: The Chair asked whether governors would be acquiring a FFT login for the primary academies.</b></p>															



The Clerk advised this would be available through the data dashboard and therefore this would not be required individually.

**Governor Concern: Governors were concerned they had not received access as this platform was useful in governor tracking of progress. Governors wished to ensure this was necessary at Primary level. Issues with updates on the data dashboard prohibited up to date information being produced.** The Clerk advised governors that the Data Team had confirmed the dashboard would be working fully after the Christmas break. The Clerk further advised governors to review the data dashboard on a regular basis as regular updates are made. **The Clerk would raise the issue with the Head of Governance.**

#### **HR report**

Mr Chapman explained there were some days lost to illness and seasonal bugs. Mr Chapman was concerned that the data had not been updated.

**Governor Challenge: Mrs Edwards asked when the information is updated.** Mrs Spacey explained the process for updating school data with the data team. It was established the information is not being updated in a timely manner to ensure this can be reviewed sufficiently at governor committee meetings.

**Governor Concern: Governors are concerned adequate challenge cannot take place due to errors within the data provided on the dashboard.** Principals confirmed they would continue to provide the necessary information in paper form until the situation had been resolved.

#### **Finance to include Cash Flow and Management Accounts - September/October**

It was confirmed by Mrs Spacey there was a concern regarding finance at SBPA. Steps are being put in place to ensure planning of finances is adequately made with clarity of the needs of the school.

**Governor Challenge Mr Keeton asked for information on the practicalities around the budgeting structure for schools.** The procedure of the budget and allocation process was explained by the Senior Principal to ensure money was well spent.

**Governor Challenge: Mr Edwards asked whether funding is received in addition to the maintenance budget.** This was confirmed by Mrs Spacey.

**Governor Challenge: Mr Pullin asked whether Office managers control the budgets.** Mrs Spacey confirmed this is controlled by at Central Office for Diverse Academies. It was further explained Mrs Spacey as Senior Principal ensures budgeting is allocated to the correct areas and is accountable.

**Governor Challenge: Mr Keeton asked whether there was now a clear line for the budget.** This was confirmed by the Senior Principal. Discussion took place around the budget situation at SBPA and the spending currently being undertaken. It was confirmed there are emergency areas for spending to ensure resourcing was provided efficiently.

**Governor Challenge: Mr Keeton asked whether budgets are provided for each school by the Principals, is the system better to ensure nothing is missed and well spent?**

**Actioned  
Clerk  
05/12/19**



	<p>Explanation around the area of budget and control was provided by the Senior Principal. It was confirmed Principals working with budget have capital funding which is provided by the Trust. Moving forward the budget setting process will be more rigorous. The Chair supported the Senior Principal with explanation of the processes and procedures in place.</p>	
<p><b>AC/037/19/20</b></p>	<p><b>Policy Appendix Ratification from previous meeting for SBPA: -</b></p> <ul style="list-style-type: none"> <li>- <b>Relationship and Sex Education</b></li> <li>- <b>Accessibility</b></li> <li>- <b>Provider Access</b></li> <li>- <b>Safeguarding</b></li> <li>- <b>Behaviour</b></li> <li>- <b>Accessibility</b></li> <li>- <b>Anti-bullying</b></li> <li>- <b>Attendance</b></li> <li>- <b>Educational Visits (non statutory)</b></li> <li>- <b>Special Educational Needs &amp; Disabilities</b></li> <li>- <b>Single Equality</b></li> <li>- <b>Health &amp; Safety</b></li> </ul> <p><b>WPA – Educational Visits signature to document</b></p> <p>The Clerk advised that the document had been forwarded to Mr Pullin for signature and return. <b>Mr Pullin would action this and return to the Clerk.</b></p> <ul style="list-style-type: none"> <li>- <b>Health and Safety Local Appendix</b></li> </ul> <p>Governors were in agreement that all local appendix provided were adequate with no issues arising with any of the documents. The Clerk advised governors that updates to Statutory documents had been made and they were to ensure awareness of these on the DA website.</p>	<p><b>Actioned</b> <b>APu</b> <b>11/12/19</b></p>
<p><b>AC/038/19/20</b></p>	<p><b>Resignation</b></p> <p><b>L Stokes</b></p> <p>The Chair advised a resignation had been received as Miss Stokes could no longer make the commitment in her role due to family commitments. The Resignation was accepted by governors. The Clerk confirmed procedure had been followed and a gift forwarded from governors for her commitment during her term of office.</p> <p><b>E Longmate</b></p> <p>The Chair advised a resignation has been received and Mrs Longmate could no longer continue with her commitment as governor due to work commitments. The Clerk confirmed procedure had been followed and a gift was being forwarded to Mrs Longmate for her commitment during her term of office.</p> <p>The Clerk advised there were now two Parent Governor vacancies. The Clerk would be arranging for this to advertised after the Christmas break at both academies.</p>	<p><b>Actioned</b> <b>EP</b> <b>06/02/20</b></p>
<p><b>AC/039/19/20</b></p>	<p><b>Quality of education and curriculum (update from Principals and training at next meeting required)</b></p> <p>Mr Chapman provided an update to confirm Principals throughout the Trust have been aligning with the Ofsted Framework. It was confirmed they are now clear on creating an Academy intent which aligns to the values of each school with a long term plan provided with the Trust to build a long term plan.</p>	





	<p>As a shared leadership team this is being reviewed to the context of each school.</p> <p><b>Governor Support: Mr Pullin confirmed he had witnessed this at Thrumpton Primary Academy.</b></p> <p>The Clerk advised curriculum training was required at the next meeting. <b>Mr Chapman confirmed he would provide this for governors.</b> An hour long session will be provided to ensure the Governor Self Evaluation can also be completed.</p>	<p><b>JC</b> <b>06/02/20</b></p>
<b>AC/040/19/20</b>	<p><b>Leadership and Management Update</b></p> <p>The Chair explained information had been received from the Senior Leadership Team in the Trust to update the following by the Trust: -</p> <ul style="list-style-type: none"> <li>- It is to be signed off by Trustees that AIR reports have replaced FAR reports.</li> <li>- All educational strategies will be discussed at SDG (Senior Delegation Group). Work is being undertaken around process and strategy for dissemination to pupil level. Discussion took place around principles that are in place.</li> <li>- Preparation was underway for of an Ofsted MAT review in 2020. Documents will be provided for governors with workshops and meeting discussion to take place.</li> <li>- An external review of governance has taken place for the Trust.</li> <li>- A new process has been proposed.</li> <li>- A 2021/22 calendar has been forwarded for Senior Principal reporting. This will be available after the Christmas break.</li> <li>- Flexible working policy and an alcohol and Drug Policy should be reviewed by governors on the Diverse Academies website.</li> </ul>	
<b>AC/041/19/20</b>	<p><b>What has been discussed to impact on outcomes for students?</b></p> <p>Discussions had taken place around Pupil Premium, Sport Premium, SEN, staffing and budgets.</p>	
<b>AC/042/19/20</b>	<p><b>How have governors held the school leaders to account?</b></p> <p>Questioning around SEN allocation, EHCP, outside clubs and funding to support the academies has also taken place.</p>	
<b>AC/043/19/20</b>	<p><b>Determination of confidentiality of business</b></p> <p><b>Equality Act consideration</b></p> <p><b>Nolan Principles</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <p>That items discussed within agenda item AC/033/19/20 should remain confidential to all present at this meeting. Indefinitely due to the nature of the subject recorded.</p> <p>There had been no Equality Act implications</p> <p>Attendees were content that all decisions made adhere to the seven Nolan principles.</p>	
<b>AC/044/19/20</b>	<p><b>Completion of Trustees Report</b></p> <p>The Trustees Report was completed and returned to the Head of Governors by the Clerk.</p>	<p><b>Actioned Clerk</b> <b>11/12/19</b></p>
<b>AC/045/19/20</b>	<p><b>Date and time of next meeting</b></p> <p>Thursday 6<sup>th</sup> February 2020: Training 4.00pm</p>	



	<p>Thursday 26<sup>th</sup> March 2020: Main Meeting 5.00pm – 6.30pm Training 4.00pm</p> <p>Thursday 14<sup>th</sup> May 2020: Main Meeting 4.30pm – 6.00pm Training 4.00pm</p> <p>Wednesday 8<sup>th</sup> July 2020: Main Meeting 4.30pm – 6.00pm Training 4.00pm Main Meeting 4.30pm – 6.00pm</p> <p>Training dates by the Trust: 16<sup>th</sup> January 2020: Exclusions training session – 5.30pm-8.00pm HQ The Clerk advised there was to be a change in the way exclusions took place in the Trust. All governors were advised to attend the session and governors should advise the clerk if they wish to attend.</p>	
	<p>The meeting closed at 18:36</p> <p>Signed.....A Hawkins.....(chair) Date...06 02 2020.....</p>	
	<p>The seven Nolan Principles are outlined below:</p> <ol style="list-style-type: none"> <li>1. <b>Selflessness</b> – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.</li> <li>2. <b>Integrity</b> – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.</li> <li>3. <b>Objectivity</b> – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</li> <li>4. <b>Accountability</b> – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</li> <li>5. <b>Openness</b> – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.</li> <li>6. <b>Honesty</b> – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.</li> <li>7. <b>Leadership</b> – Holders of public office should promote and support these principles by leadership and example</li> </ol>	