

**Minutes of the Academy Committee meeting held on Thursday 24<sup>th</sup> September 2020  
at 4.00pm to 7.00pm via MS Teams**

<b>Governor name</b>	<b>Initials</b>	<b>Governor category</b>	A = absence
Mrs Abigail Hawkins	AH	Appointed Governor	
Mr Mike Keeton	MK	Appointed Governor	
Mr Pete Edwards	PE	Appointed Governor	
Mr Andy Pullin	AP	Appointed Governor	
Mr Rachel Broughton	RB	Appointed Governor	A
Mrs Donna Bennett	DB	Staff Governor	A

In attendance:

<b>Staff name</b>	<b>Initials</b>	<b>Role</b>	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Alison Elway	AE	Head of Governance	
Mrs Sarah Kahler	SK	Principal SBPA	
Mr Jon Chapman	JC	Principal WPA	
Mrs Jennifer Oliver	JO	Parent Governor Candidate	
Mrs Maryanne Mason	MM	Parent Governor Candidate	
Mrs Lisa Meakin	LM	Appointed Governor Candidate	A
Mrs Emma Paine	EP	Clerk and Advisor	

<b>Item No</b>	<b>Item</b>	<b>Action (as recorded on the agenda) Action by who/when if appropriate</b>
	<p><b>‘Scheme of Delegation’ Training provided by Mrs A Elway</b> Mrs Elway (Head of Governance) advised Academy Committee governors of the Scheme of Delegation document previously circulated. It was explained all schools hold a Scheme of Delegation document. The document previously circulated provides information regarding the delegated responsibilities and duties for Executive Leaders, Trustees and Academy Committee governors.</p> <p>Academy Committee governors were reminded of the four areas they should be adhering to in their role:-</p> <ol style="list-style-type: none"> <li>1. Have clarity of vision, ethos and strategic direction</li> <li>2. Hold executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff</li> <li>3. Oversee the financial performance of the organisation and make sure its money is well spent.</li> <li>4. Engage with stakeholders, parent/carers, staff, students, and the wider community.</li> </ol> <p>Mrs Elway guided Academy Committee governors through the document and provided information on each area for their information</p>	



	<p>purposes, which included information on Nolan Principles, Governance Handbook and Competency Framework and the Diverse Academies Handbook, which will be reviewed with new governors by the Clerk.</p> <p>Mrs Elway ensured governors were aware of their responsibilities delegated to them from Trustees as the local contact for the Academies in the Trust and to ensure those responsibilities are fulfilled. Together with the constitution of the Academy Committee Board, agenda setting and quoracy at meetings.</p> <p>Mrs Elway guided governors to information on CLFP (Curriculum Led Financial Plan) and the background regarding this. Including review that should be taking place for Pupil Premium (PP), Catch-up funding and Sports Premium.</p> <p>Academy Committee Governors were urged to complete the Code of Conduct that had been forwarded if they had not already done so in addition to the completion of the Trust Board Report.</p> <p>The training session ended at 4.30pm. Mrs A Elway left the meeting at 4.32pm.</p>	
<p>SBPA/WPA/ 01/20/21</p>	<p><b>Apologies for absence</b> Apologies for absence were received and agreed for Mrs L Meakin (personal). Apologies for absence had not been received from Mrs D Bennett, the absence was accepted after discussion with staff leaders present.</p> <p>Apologies for absence had not been received from Mrs R Broughton. It was agreed the absence was not accepted and the Academy Committee would take action to remove Mrs Broughton from the Academy Committee due to absence of more than a six month period with reasonable contact being attempted.</p>	<p>EP ASAP</p>
<p>SBPA/WPA/ 02/20/21</p>	<p><b>Declaration of interest and any changes to be advised</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. The Chair confirmed a declaration of interest had been recorded in respect of her work with United Learning and Djanogly Trust</p>	
<p>SBPA/WPA/ 03/20/21</p>	<p><b>Minutes of the meeting dated 6<sup>th</sup> February 2020</b> The minutes of the meeting, having previously been received and ratified by email, were agreed and would be electronically signed by the chair.</p>	
<p>SBPA/WPA/ 04/20/21</p>	<p><b>Matters arising</b> <b>AC/046/19/20: Absences Mrs R Broughton</b> The Clerk advised various attempts had been made to contact Mrs Broughton. Correspondence had been forwarded to Mrs Broughton regarding her absences on more than one occasion. Apologies had not been accepted by Academy Committee governors over a six month period. It was therefore agreed, Mrs Broughton's term of office would be withdrawn with immediate effect. The Clerk advised she necessary procedures would be put in place.</p>	<p>EP ASAP</p>



	<p><b>AC/050/035/19/20: Curriculum link (Actioned)</b> The Clerk advised Mrs Broughton was contacted regarding the link with no response received. Arrangement of the new Link Governance areas would override this.</p> <p><b>AC/052/19/20: Data Dashboard feedback (Actioned)</b> The Clerk had forwarded an email to Academy Committee governors providing feedback from the Data team.</p> <p><b>AC/059/19/20: Link Visit Arrangements (Agenda Item)</b> The Chair reminded Mrs Kahler that a safeguarding link visit was to be arranged.</p>	SK/AH ASAP
SBPA/WPA/ 05/20/21	<p><b>Safeguarding</b> Information was provided by Mr Chapman (Principal for Wainwright Primary Academy) regarding the Academy Safeguarding leads and Designated safeguarding leads. Information was provided to Academy Committee governors in respect of the amount of pupils on a Child Protection Plan, in addition to the situation with Looked After Children and procedures in place throughout the Covid-19 pandemic lockdown period. It was advised staff members had received Bereavement Training to provide support to pupils requiring this. Academy Committee governors were reassured by Mr Chapman that pupils receiving support were being managed.</p> <p>Mrs Kahler (Principal for Samuel Barlow Primary Academy) ensured Academy Committee governors were aware of the Family Support Advisor in the Academy. Information regarding the amount of pupils on a Child Protection Plan was also provided. Academy Committee governors were reassured referrals were being made to MASH (Multi-Agency Support Hub), in addition reporting on other cases.</p> <p><b>Admissions Policy (Arrangements) for 2022/2023</b> Academy Committee governors had been provided with the Wainwright Primary Academy Admission Policy (Arrangements) for 2022/2023 in advance of the meeting for review. Mr Chapman advised governors of the current situation. A full discussion took place regarding admissions and the current situation on pupil numbers. Mr Chapman advised no changes were to be made to the Admission Policy (Arrangements) 2022/2023. It was therefore resolved the Admissions Policy for 2022/2023 was agreed by Academy Committee governors.</p> <p>Mrs Kahler explained there was currently a waiting list for Early Years at Samuel Barlow Primary Academy. It was confirmed the Local Authority had been contacted regarding a way forward. Mrs Spacey confirmed there were no final plans in place for the Admission Policy (Arrangements) for 2022/2023 at Samuel Barlow Primary. Changes were being considered by the Trustees. The Clerk was requested to provide information regarding the consultation period. The Clerk advised full discussion was to take place if consultation was required response by email was not acceptable.</p>	AC/SK/LSp



It was requested the Admission Policy (Arrangements) 2022/2023 would be discussed fully at the meeting 9<sup>th</sup> December 2020.

09/12/2020

**Academy Improvement Plan 2019/2020**

Academy Committee governors had received a summary of the Wainwright Primary Academy, completed document. No questions were raised regarding the document by Academy Committee governors.

Academy Committee governors were requested to forward any questions for response by the Principal.

AC  
09/12/2020

Mrs Kahler explained the document used in Academic Year 2019/2020 differed from the current format. If there were any questions regarding the document Academy Committee governors should forward these for response by the Principal.

AC  
09/12/2020

**Draft Academy Improvement Plan 2020/2021 and to establish links for governors**

Academy Committee governors had received a copy of the document and were guided to the highlighted summary areas at the beginning of the document.

Mr Chapman reported focus would be in respect of:-

1. Improving the quality of education for phonic and reading due to high levels of EAL (English as Additional Language) pupils.
2. Early Years pupils in addition to addressing pupils capable of greater depth.
3. Curriculum – Science, RE and subject leadership
4. Community links, PD, RE, SMCS (Social Moral, Cultural and Spiritual)

The Clerk advised links should be arranged relating to these areas.

Mrs Kahler advised Academy Committee governors of the recommended actions in the ERM (Educational Review Meetings) document. Governors were informed discussions had taken place with the National Leader of Education and due to this support, improvements had been made in the Maths area. Funding had been received in the faculty. Support for the English faculty was being received from the Trust and the Future Leaders Programme to drive improvement.

Mr M Keeton joined the meeting at 4.57pm.

Mrs Kahler advised governors of the main focus in the Academy Improvement Plan would be:-

1. Reading and expected progress. Gaps for disadvantaged pupils.
2. Data planning tailored to the needs of pupils.
3. Quality of teaching in the curriculum
4. Science and RE

**Mr Keeton asked** whether the priorities are different due to Covid-19. Mrs Kahler confirmed catch-up was incorporated through the recovery support and blended learning being accessed. Academy Committee



governors were advised of a Covid-19 Recovery Plan, this was placed alongside the AIP (Academy Improvement Plan).

**Mrs Hawkins asked** if the document was reviewed on a half termly time line. Mrs Kahler confirmed this.

**Mr Edwards asked** whether extra support has been identified and is being provided for disadvantaged pupils.

Mrs Kahler explained statistics had been reviewed to identify pupils requiring additional support and to ensure this was taken into consideration.

**Mrs Hawkins asked** if Service Premium pupils are included in the disadvantaged area. Mrs Kahler confirmed this and explained there had been an increase in admissions of those pupils.

#### **SATS Result data**

Mr Chapman advised Academy Committee governors pupils were not required to take the standard paper and therefore a teacher assessment was submitted as advised by the DfE (Department for Education) during the Covid-19 pandemic in respect of SATS data.

Information was provided regarding continued improvements being made. At Wainwright Primary Academy there had been an increase of 4.3% for attainment. It was acknowledged by Mr Chapman, this is below the Local Authority and National Average, however significant improvement was shown. It was confirmed gaps had been identified with steps being put in place to reduce these gaps.

Mr Chapman explained a reading scheme was used in the Academy, which had provided good impact. It was reported phonics screening would be provided for pupils in autumn term 2. This would identify information on pupil progress and lockdown impact. Mr Chapman explained a platform was being used to ensure tracking of EAL (English as Additional Language) pupils.

Improvement had been evidenced in maths at Wainwright Primary Academy, with the maths programme now aligned to Samuel Barlow Primary Academy. It was confirmed progress is being tracked in progress of value added.

**Mr Keeton asked** what time frame the teacher assessment was taken from and submitted for SATS. Mr Chapman confirmed data was submitted for pupils at their achievement point prior to the lockdown period.

**Mr Keeton asked** whether it was thought pupils were meeting expected prior to the lockdown period. Mr Chapman explained resilience and good attitudes to learning had been witnessed for pupils returning to school. Assessment is continuing to identify the impact lockdown had on pupils through a support package in place.

Mrs Kahler informed Academy Committee governors further review of AIP (Academy Improvement Plan) for Samuel Barlow Primary was



taking place. It was established, targets would be focussed on. Data was discussed with governors.

**Mr Pullin asked** what are the priorities and what is going to take place to comply with the Trust and other professionals in school.

Mrs Spacey explained steps were being put in place to ensure adequate testing could take place for understanding of pupil achievement. It was confirmed steps were in place to work on those focuses.

**Mr Edwards asked** whether Pupil Progress meetings will take place in groups of pupils or individually.

Mrs Kahler confirmed this would take place through Pupil Voice in addition to being built into the pupil calendar to track pupil progress.

**Mr Edwards asked** whether this was all about pupils. Mrs Kahler provided full explanation regarding forums and the changes implemented after two terms for all.

**Mr Edwards asked** what mechanisms were being put in place to ensure pupils retain achievement after a six month period of home schooling due to school closure. Mrs Kahler explained recovery packages were in place to identify gaps in addition to current data being used for informed planning.

#### **Risk Assessments/Risk Register**

The document had been circulated with Academy Committee governors.

Mrs Kahler explained no changes had been made to the Risk Assessment. There had been an issue with lunchtime breaks for lunchtime staff; steps had been put in place to address the issue.

It was confirmed there had been no positive Covid-19 cases recorded in either of the Academies.

#### **Educational Review Meetings summary report**

It was confirmed this would be discussed further later in the meeting.

The numbering of the agenda was changed at this point and continued with a power point presentation by Mrs Kahler on the Impact Project for Future Leaders.

#### **Impact Project for Future Leaders**

Academy Committee governors were in agreement to the presentation being recorded for the purposes of Mrs Kahler's project guidance.

Mrs Kahler informed governors of focuses in the Academy Improvement Plan, through a power point presentation. Academy Committee governors were urged to ask questions during the presentation with background information the aim of the plan to support improvement of pupil progress and attainment.

Information was provided in the presentation regarding statistics.



**Mr Keeton asked** whether different challenges for pupils would take time to show. What is in place to provide greater context on results. Mrs Kahler explained pupils and staff are ready for learning and progression.

**Mr Edwards acknowledged** the changes and support the Academy has in place for pupils and in addition the effects the pandemic has created.

**Mr Pullin asked** whether schools in deprived areas had received a reduction in catch-up funding.

Mrs Spacey explained the Trust had provided guidance to the Academies in the Trust on effective spending of funding to ensure impact for all pupils/students.

Review of SATS data was provided in the power point presentation. Differences in pupil starting points for Early Years/Foundation Stage was shared. It was acknowledged focus would be on literacy and maths together with other key areas. Information was provided on the EXATT Early Excellence programme being used to support phonics and languages.

Mrs Kahler acknowledged there was a dip in KS1 results which was cohort specific. Mrs Kahler confirmed steps were in place for the future of those pupils.

Mrs Kahler explained there was improved progress in KS2. Steps were in place to address issues identified, in respect of narrowing gaps and improving tracking to ensure consistency.

The recording ended.

SBPA/WPA/  
07/20/21

**Governor Elections and Resignations for agreement  
Chair of Governors**

The Chair advised her term of office was ending in April 2021 and this would leave a vacancy at that time. Consideration to the post was to be taken by governors in preparation. Mrs Hawkins agreed she was happy to remain as Chair until April 2021. Academy Committee governors agreed that Mrs Hawkins should remain in post until April 2021.

**Vice Chair of Governors**

The Chair advised the term of office for the Vice Chair was due in February 2021. It was confirmed Mr Keeton was happy to remain in the role until such date. Governors were in agreement for Mr Keeton to remain in the role until such date. Mr Keeton advised he would not be willing to undertake the Chair role at that date.

The Chair advised Academy Committee governors there was a Succession Planning module available on Learning Link and urged governors to complete the module to ensure full knowledge in readiness for the Chair succession plan process to begin.

AC  
09/12/2020



	<p><b>Resignations Received/Absences</b>  <b>Mrs R Broughton</b>  Discussions and agreement had taken place in item AC/04/20/21.</p> <p><b>Election of Parent Governors</b>  <b>Parent Governors: Mrs M Mason/Mrs J Oliver</b>  The Chair requested Mrs Mason and Mrs Oliver leave the meeting and they would be invited to join after a decision had been agreed.</p> <p>Mrs Mason and Mrs Oliver left the meeting at 5.44pm.</p> <p>Discussion took place regarding background of Mrs Mason and Mrs Oliver. The Clerk confirmed mandatory checks had taken place satisfactorily.</p> <p><b>It was resolved</b> that Mrs M Mason and Mrs J Oliver would be elected as parent governors of the Academy Committee joint board for a four year term of office.</p> <p><b>Appointed Governors: Mrs L Meakin</b>  The Clerk advised Mrs Meakin was absent from the meeting. It was confirmed election could continue. The Clerk confirmed mandatory checks had taken place satisfactorily. Training had also been attended by Mrs Meakin.</p> <p><b>It was resolved</b> that Mrs Meakin was to be elected to the Academy Committee board as an appointed governor for a four year term of office.</p> <p>The Clerk would arrange for induction procedures to take place.</p>	<p>EP 09/12/2020</p>
<p>SBPA/WPA/ 06/20/21</p>	<p><b>Educational Review Meeting Summary</b>  <b>Mrs Hawkins explained</b> it was difficult for responses to be made on the document when this was the first document of the year.</p> <p><b>Academy Committee governors confirmed</b> they were satisfied with the succinct document, which was useful and easily understandable. No specific questions were raised at the meeting in respect of the Wainwright Primary Academy document. The form was to be completed and returned to the Executive Leadership Team by Mr Chapman.</p> <p><b>Mr Pullin acknowledged</b> the clear links shown between the current data and the Academy Improvement Plan.</p> <p>Mr Chapman clarified the term 'pupil stamina' for the benefit of the governor candidates.</p> <p>Mrs Kahler provided information regarding Self Evaluation, Child Protection Plan, Special Educational Needs reports and pupil attendance. Additional updates were provided on the building project taking place. Governors were informed of staff illness and support being provided by the Trust to ensure adequate staffing is in place.</p>	<p>JC 29/09/2020</p>





Mrs Oliver and Mrs Mason returned to the meeting at 5.48pm and were welcomed to the Academy Committee board.

**Mr Keeton asked** how often the Educational Review Meeting document was to be reviewed. Mrs Kahler confirmed this was on a half termly basis. **Mr Keeton explained** the document was useful in the event of Ofsted Inspection taking place, showing clear information with data linking with the Academy Improvement Plan for both Academies.

**Mr Edwards asked** in respect of work life balance for staff whether this was the same at Wainwright Primary Academy. This was confirmed.

Mrs Kahler was to complete the document and return this to the Executive Leadership Team.

Mr Keeton left the meeting at 6.00pm.

In respect of the power point presentation by Mrs Kahler, **Mrs Oliver asked** where staff time would be allocated for the additional expectations of staff. Mrs Kahler confirmed this is allocated to staff through PPA (Pupil Planning Allocation) time and will form part of what staff are undertaking with a focus on pupil learning. To support staff wellbeing, steps were in place for teamwork, with solutions taking place through discussions in an open forum for staff, which is now in place.

**Mr Pullin asked** Mrs Kahler how she has improved as a leader through the process and the process shown in the presentation. Mrs Kahler confirmed a focused approach in respect of pupil data to further support staff and pupils by sharing information required.

**Renovation and building work update for SBPA**

Mrs Kahler advised the project had been managed to ensure no impact was made on teaching and learning in the autumn term. Further completion of the renovations made will take place in October half term. It had been requested to move forward to the final project plan with investment from the Trust to complete the project.

**Mr Pullin asked** when visits could take place to the Academy, as governor visits had been restricted. **The Chair confirmed** to governors the Trust had advised governors were not allowed on site and any meetings due to take place should be completed through MS Teams, including any link visits.

SK  
29/09/2020

SBPA/WPA/  
08/20/21

**Link Governor areas for discussion and agreement to link with the AIP**

**Educational Visits – Mr A Pullin**

The Clerk would arrange for Mr Pullin to receive Educational Visits training. The Clerk advised that the courses provided by the County Council had been cancelled in this respect due to the pandemic. The Clerk would provide further information.

Clerk  
ASAP



	<p>Educational Visits – Mr A Pullin  H&amp;S/GDPR - Mr P Edwards  Complaints/Whistleblowing – Mr M Keeton  Safeguarding/SEN/PP/Leadership &amp; Management – Mrs A Hawkins  Admissions panel (to be arranged when requested)  Curriculum (Phonics and reading)-Mrs J Oliver and Mrs M Mason  Community Links (AIP 4)– Mrs L Meakin</p> <p>The Clerk would email the Links to governors for the benefit of those that were absent. Confirmation would be provided at the next meeting.</p> <p>It was agreed by Academy Committee governors the constitution of the board would be discussed at the next meeting.</p> <p>Mrs Spacey asked when marketing for new governors had taken place. The Clerk advised this was prior to the summer break on various governance recruitment platforms. Information is constantly available on the Academy and Trust websites. The Clerk acknowledged further marketing could take place if required.</p> <p>Mr Edwards suggested he was able to support the Safeguarding and SEN link area if required in April.</p>	<p>AC 09/12/2020</p> <p>AC 09/12/2020</p>
<p>SBPA/WPA/ 09/20/21</p>	<p><b>Policy Document ratification</b>  The Chair advised Academy Committee governors of the updates made to Policy documents provided by the Trust.</p> <p>Academy Committee governors were in agreement with the Policy appendix documents previously circulated.</p> <p>The Clerk advised the Educational Visits appendix would be signed electronically by Mr Pullin and Mrs Hawkins and returned to the Academy.</p> <p>In addition, Mrs Hawkins was to sign and return the H&amp;S Policy appendix for both academies.</p> <p>Academy Committee governors were in agreement of the Policy appendix provided. <b>Mr Pullin informed</b> Mrs Kahler there were inconsistencies in the Health and Safety Policy document. Mrs Kahler confirmed this would be reviewed and forwarded.</p>	<p>AP/AH 16/10/2020</p> <p>AH 16/10/2020</p> <p>SK 01/10/2020</p>
<p>SBPA/WPA/ 010/20/21</p>	<p><b>Academy Committee governors team improvement plan/Training plan for agreement</b>  The Chair advised information had been provided regarding the Scheme of Delegation. Training would be provided by the Trust a week before meetings are due to take place. This should then be discussed in meetings.</p> <p>It was to be clarified whether this would be in addition to a training session prior to the Academy Committee meeting. The Clerk would confirm this.</p>	



Diverse Academies



**Wainwright Primary Academy**

Working Together, Perseverance, Achievement



**Samuel Barlow**  
Primary Academy

	<p>It was established governors should be provided with Link Governor visit training for the benefit of new governors.</p> <p>The Clerk had provided Academy Committee governors with a Team Improvement Plan, which was available for review on share point.</p>	
SBPA/WPA/011/20/21	<p><b>Governance Update Document</b></p> <p>It was confirmed there were no events taking place in school due to the current Covid-19 situation. Academy Committee governors were informed of events taking place in school by Principals of each Academy.</p>	
SBPA/WPA/012/20/21	<p><b>Consider information to be advised to Trustees and complete the report</b></p> <p>Consideration was made to the Committee Report which was completed and returned to the Head of Governance.</p>	EP ASAP
SBPA/WPA/013/20/21	<p>Date and time of next meeting:</p> <p>Wednesday 9<sup>th</sup> December 2020: Training: 4.00pm – 4.30pm Main Agenda: 4.30pm-6.00pm</p> <p>Thursday 4<sup>th</sup> February 2020: Training: 4.00pm – 4.30pm Main Agenda: 4.30pm – 6.00pm</p> <p>Wednesday 31<sup>st</sup> March 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm-6.00pm</p> <p>Thursday 13<sup>th</sup> May 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm-6.00pm</p> <p>Thursday 8<sup>th</sup> July 2021: Training: 4.00pm-4.30pm Main Agenda: 4.30pm – 6.00pm</p>	
SBPA/WPA/015/20/21	<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> <ul style="list-style-type: none"> <li>- That no confidential information had been discussed</li> <li>- There had been no Equality Act implications</li> <li>- Attendees were content that all decisions made adhere to the seven Nolan principles.</li> </ul>	
	<p>The meeting closed at 6.56pm</p> <p>Signed.....A Hawkins.....(chair) Date: 10/02/2021</p>	