



**Minutes of the Academy Committee meeting held
on Thursday 4th February 2021 at 4.00pm
Via MS Teams**

Governor name	Initials	Governor category	A = absence
Mrs Abigail Hawkins	AH	Chair of Academy Committee	
Mr Mike Keeton	MK	Vice Chair of Academy Committee	A
Mr Pete Edwards	PE	Appointed Academy Committee governor	
Mr Andy Pullin	AP	Appointed Academy Committee governor	
Mrs Lisa Meakin	LM	Appointed Academy Committee governor	R
Mrs Jennifer Oliver	JO	Parent Academy Committee governor	A
Mrs Maryanne Mason	MM	Parent Academy Committee governor	A
Vacancy		Appointed Academy Committee governor	
Vacancy		Appointed Academy Committee governor	
Vacancy		Appointed Academy Committee governor	
Vacancy		Appointed Academy Committee governor	
Vacancy		Staff Academy Committee governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Sarah Kahler	SK	Principal SBPA	Left 5.40pm
Mr Jon Chapman	JC	Principal WPA	
Mrs Donna Bennett	DB	Staff Governor Candidate	
Mr Kevin Stokes	KS	Appointed Governor Candidate	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
	<p>Training on the Academy Committee governor Team Improvement Plan presented by Mrs Hawkins Academy Committee governors Team Improvement Plan was discussed with Academy Committee governors. Mrs Spacey asked where this had derived from. The Clerk advised the document had been prepared in agreement with The Chair to ensure Academy Committee governors could focus on team improvement. It was confirmed the document was a working document and governors could add to the information contained therein. The Chair explained succession formed part of the plan which should remain in constant review to ensure succession was in place.</p>	



	<p>Mr Edwards confirmed support with the document presented, in particular the area regarding strategic questioning. Mr Edwards suggested the questions could derive from link areas. Discussion took place around questioning and where support on questions can be found to support governors challenge for senior leaders. The Clerk would provide further information.</p> <p>Mr Pullin asked whether new governors received induction. The Clerk confirmed procedure was followed in line with the Governor Roles and Responsibilities document prepared by the Trust. In addition, new governors were invited to attend an induction with the Clerk and a corporate induction presented by the Trust.</p> <p>Mrs Spacey asked whether a coach for new governors should be put in place. The Clerk confirmed Mrs Mason and Mrs Oliver are both in contact with Mr Edwards as their mentor. Mr Edwards had been allocated mentor for Mrs Meakin, however, no contact had been made by Mrs Meakin.</p> <p>Mr Pullin asked for Induction to be added to the Team Improvement Plan. The Clerk would circulate updates made in readiness for the meeting 31st March 2021.</p>	
<p>SBPA/WPA/060/20/21</p>	<p>Apologies for absence Apologies for absence were received and agreed from Mrs M Mason due to work commitments. The Chair advised resignation from Mrs Meakin had been received. The Clerk advised Mr Keeton had been contacted regarding attendance with no response. The absence was not accepted. The Chair requested a letter be forwarded to Mr Keeton regarding his absence and lack of engagement.</p>	<p>EP ASAP</p>
<p>SBPA/WPA/061/20/21</p>	<p>Safeguarding Culture and Compliance Mrs Kahler acknowledged the change of importance of safeguarding on the agenda. Mrs Kahler confirmed at SBPA (Samuel Barlow Primary Academy) External agency involvement was in place for identified pupils. Vulnerable pupils are in attendance at school.</p> <p>National Online Safety Certificate Mrs Kahler confirmed the Samuel Barlow Primary Academy had attained the National Online Safety in Schools Certificate with the contribution of Academy Committee governors.</p> <p>Mr Chapman confirmed at WPA (Wainwright Primary Academy), vulnerable pupils were in attendance. Numbers were rising as a result of safe and well calls being made. Doorstep visits were taking place where identified. External agency involvement was in place for identified pupils.</p> <p>National Online Safety Certificate Mr Chapman confirmed the Wainwright Primary Academy were working towards achieving the National Online Safety Certificate. Mr Edwards confirmed he would complete the training on behalf of the Academy Committee governors.</p>	
<p>SBPA/WPA/062/20/21</p>	<p>Update following central training: Data Training</p>	



	<p>The Chair asked whether the Trust were concerned for data storage and the use of Class dojo. Mrs Spacey confirmed this had been identified by the Trust and steps were being put in place to move away from Class Dojo when appropriate to do so. This could not be completed currently due to the Covid-19 lockdown and consistency in online learning and support for families.</p> <p>Mr Edwards explained he had attended the training session provided by the Trust. Mr Edwards suggested the secondary training was confusing and during the training no reference was made to special school data training. It was confirmed this would be completed separately for relevant Academy Committee governors. Mr Edwards confirmed the primary data training session was good and informative. Mr Stokes (governor candidate) confirmed he had attended the data training session and explained it was an interesting use of data.</p> <p>Mrs Spacey explained background around statistical significance and trends of data and the challenges faced with school data. Mrs Spacey confirmed it was important for governors to understand data presented.</p> <p>Mr Edwards asked whether this applied to Special Educational Needs and Pupil Premium pupils? Mrs Spacey explained the ASP/ISDR documents that are normally received when examinations have taken place are invalid due to the Covid-19 situation. Mrs Spacey assured Academy Committee governors, data will be available through data assessments taking place for pupils as advised by Department for Education/Ofqual.</p> <p>Mr Edwards asked if there was no data available, how would this affect Year 6 pupils transitioning to secondary school.</p> <p>Mrs Spacey explained procedures in place with those pupils and secondary school and assured governors adequate information was shared to aid a smooth transition process. It was confirmed further assessment would take place during the transition period by the secondary school.</p>	
<p>SBPA/WPA/063/20/21</p>	<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. Governors reported that a declaration of interest to Mr Pullin, Mrs Spacey and Mrs Paine were all linked with Hillocks Primary Academy.</p>	
<p>SBPA/WPA/064/20/21</p>	<p>Minutes of the meeting dated 9th December 2020</p> <p>The minutes of the meeting, having previously been received were agreed by the Chair with Academy Committee governors in attendance confirming their agreement with the minutes provided. The Chair confirmed authority for electronic signature to be used.</p>	
<p>SBPA/WPA/065/20/21</p>	<p>Matters arising:</p> <p>AC/039/20/21: Minutes from meeting 24/09/2020</p> <p>Minutes were agreed by the Chair with Academy Committee governors in attendance confirming their agreement with the minutes provided. The Chair confirmed authority for electronic signature to be used</p> <p>AC/041/20/21: Feedback on video format to ELT</p>	



	<p>The Clerk advised this was regarding the Vision Mission and values and the request Mr Edwards had made in respect of it being presented by video. Mrs Spacey confirmed this had taken place and provided background information on processes in place.</p> <p>Mr Edwards asked whether this would be shared on social media. Mrs Spacey confirmed best practice was shared.</p> <p>AC/042/20/21: Feedback from Staff Survey</p> <p>Mrs Kahler had provided information regarding the staff survey. It was confirmed the timing of the survey was to be reviewed. Positive feedback had been received by staff. Steps had been put in place to resolve any issues identified with staff as a result of the survey.</p> <p>Mr Pullin asked whether Mrs Kahler was confident if the survey was repeated it would show improvement?</p> <p>Mrs Kahler confirmed steps were in place to ensure a review of policy appendix was in place with staff on return to school to ensure cohesion. Mr Edwards asked whether there was a lack of understanding with staff regarding behaviours of Special Educational Needs pupils and whether staff received training in this area. Mrs Kahler confirmed training is provided. However, due to issues identified in the survey steps were in place to provide additional training with staff.</p> <p>Mr Edwards asked if autism awareness was part of the training. Mrs Kahler confirmed deeper training information was provided to ensure positive relationships with pupils and staff. It was reported the new building meets the needs of all learners.</p> <p>Mr Edwards asked whether a time out area was available for pupils. Mrs Kahler confirmed breakout areas are available in classrooms and bespoke to pupils needs.</p> <p>AC/043/20/21: Safeguarding Report</p> <p>The Chair confirmed the report would be available for the meeting on the 31st March 2021. The Chair confirmed the visits had taken place at the beginning of the Academic Year for both academies.</p> <p>AC/050/20/21: Staff election at SBPA/WPA</p> <p>Discussed in item below</p> <p>AC/050/20/21: Vice Chair election</p> <p>Discussed in item below.</p> <p>The meeting agenda was taken out of order at this stage.</p>	<p>AH 31/03/2021</p>
<p>SBPA/WPA/065/20/21</p>	<p>Governor Elections and Resignations for agreement</p> <p>The Chair advised Mrs Bennetts term of office as Staff Academy Committee governor ended on 17th January 2021. End of Term of Office Mrs D Bennett (Jan 2021). This was acknowledged by governors.</p> <p>Staff Governor Election</p> <p>The Chair explained all staff in both academies had been provided with the opportunity to apply for the vacancy. It was confirmed there had been one application from Mrs Bennett. Due to quoracy issues the election could not take place.</p> <p><i>Post meeting note: The Clerk advised the Chair a decision could be made by Trustees and this would be added to the Committee Report for appointment to be made.</i></p>	<p>EP/AC 31/03/2021</p>



	<p>Vice Chair Mr M Keeton (term of office/succession of Vice Chair)</p> <p>It was confirmed Mr Keeton's term of office as Vice Chair had ended. Some interest had been generated. A decision would be agreed at the meeting on the 31st March 2021.</p> <p>Appointed Governor candidate - Kevin Stokes</p> <p>The Chair explained meetings had taken place with Mr Stokes, the Chair, Principal and Clerk. It was confirmed all checks had taken place. Information had previously been forwarded to Academy Committee governors with Mr Stokes agreement. Due to quoracy issues the election could not take place. The Clerk advised induction would take place with Mr Stokes.</p> <p>Trustees were advised of the situation and requested to confirm their agreement to the election of Mr Stokes and Mrs Bennett.</p>	<p>AC 31/03/2021</p> <p>EP/AC 31/03/2021</p>
<p>SBPA/WPA/ 065/20/21</p>	<p>Educational Review Meeting report to include: General spring term update</p> <p>Mrs Kahler confirmed at Samuel Barlow Primary Academy (SBPA) attendance figures of pupils attending school were increasing.</p> <p>Risk including GDPR</p> <p>GDPR Information was available in the Educational Review meeting document. No questions were asked by Academy Committee governors.</p> <p>Mrs Kahler reported increases to pupil numbers attending school could cause some risks. Safe and well checks were in place for pupils. It was reported additional key worker pupils are now attending school.</p> <p>Provision for the children of critical workers and vulnerable pupils</p> <p>It was confirmed by Mrs Kahler, vulnerable pupils were attending on a part time basis with staff arrangements in place for remote learning with those pupils when learning from home.</p> <p>Remote provision was in place for all pupils. Steps were in place to ensure engagement of Special Educational Needs pupils were receiving adequate staff support.</p> <p>Quality Assurance had taken place around the remote learning provision being offered to pupils. Steps were in place to ensure live lessons were delivered to pupils regularly.</p> <p>Mrs Kahler confirmed engagement monitoring was in place in addition to door step visits with pupils who were not engaging.</p>	



Mrs Kahler reported assemblies were being shared with pupils remotely.

Staffing

Mrs Kahler confirmed steps were in place to ensure continued professional development was taking place for staff that had been identified through staff feedback.

Reward assemblies were taking place for pupils in addition to reading assemblies which provided staff with preparation time allocation.

It was further confirmed stakeholder feedback is being shared with staff and the Trust, information was available in the ERM document. Steps were in place to ensure sustained engagement was taking place. Staff had been provided with information on expectations.

Blended learning

It was confirmed by Mrs Kahler laptops had been received from the Department for Education in addition to laptop donations received through Newark and Sherwood District Council. These had been distributed to identified families.

Mrs Kahler confirmed staff wellbeing was being supported. Mrs Kahler had introduced the 'Walk around the World Challenge' which was being introduced in the Trust.

Operational matters including testing

It was confirmed by Mrs Kahler the building works were being completed during the lockdown period. Steps were in place to ensure risks were low and information was provided regarding the steps put in place to ensure this.

General spring term update Risk including GDPR

GDPR Information was available in the Educational Review meeting document. No questions were asked by Academy Committee governors. Mr Chapman confirmed risk was low.

Provision for the children of critical workers and vulnerable pupils

Mr Chapman confirmed face to face meetings were in place for vulnerable pupils. Key worker pupils were in attendance.

Steps were in place to ensure work was taking place with Special Educational Needs pupils and funding allocated. It was confirmed 94% of those pupils were in attendance in hubs. A review had taken place to ensure all pupils were receiving access to remote learning. Mr Chapman explained Information Technology (IT) had been received from the Department of Education. **The Clerk asked** how many laptops had been received. Mr Chapman confirmed ten in the



first lockdown, ten during the current lockdown with a further twenty six to be received. Allocations had been made with identified families. **The Chair asked** whether donations had been received from the Ashfield 2020 Business Group. Mr Chapman confirmed this. **The Chair provided** thanks to Mr Jordan (Academy Committee governor at Queen Elizabeth’s Academy) for arranging the donation of five laptops.

Mr Chapman confirmed the remote offer currently in place was being reviewed. It was reported, quality assurance had taken place with work packs and resource packs being provided to families to support timetabled core lessons. Mr Chapman explained consideration had been made to support pupil learning in families with more than one sibling. Information on the remote platforms used for online learning were provided. It was further confirmed engagement was being monitored in connection with the safe and well package in place. Mr Chapman confirmed an increase with Special Educational Needs pupil engagement had been achieved.

It was confirmed safeguarding is monitored with Local Authority contact if required.

Mr Chapman explained issues for EAL (English as Additional Language) pupils had been identified and steps had been put in place to resolve this. Adequate support and understanding was in place to support EAL (English as Additional Language) pupil learning. Mr Chapman explained procedures in place for those pupils and changes that had been made to provide bespoke support.

It was confirmed wellbeing support is being accessed by pupils and parental feedback received was positive.

Staffing

Mr Chapman confirmed staff wellbeing was being monitored and meetings were taking place regularly with staff.

Blended learning

Changes to be made to the Class dojo platform had been identified and would be put in place when acceptable.

Operational matters including testing

Information was available in the Educational Review meeting document.

Determined Admission Arrangements

Academy Committee governors had previously been provided with documentation regarding admission arrangements for 2022-2023 for both Samuel Barlow Primary and Wainwright Primary Academies. It had previously been confirmed no changes were being made in any way to the arrangements. Governors had confirmed they were satisfied with the information provided.



	<p>Academy Committee governors explained issues with some Policy appendix had been identified. Information would be provided by Mr Pullin with issues being identified. Mrs Bennett explained issues identified regarding the SEND document provided. Mr Chapman and Mrs Kahler confirmed steps would be put in place to resolve issues highlighted.</p> <p>Academy Committee governors were satisfied with the policy appendix provided, subject to issues identified being resolved.</p> <p>The Chair reminded governors to ensure they were aware of the updated statutory Policies available on the Diverse Academies website.</p>	
<p>SBPA/WPA/067/20/21</p>	<p>Audit Results summary DfE Health and Safety Audit The Chair was concerned the visit had been triggered by something. Mr Chapman confirmed the audit had not been triggered and assured governors audits were selected randomly by the Department for Education. Preparations for the visit were in place.</p> <p>Update on Trust Covid Audit Mrs Spacey confirmed good feedback had been provided. It was confirmed some plans in place had been changed due to the current lockdown situation.</p> <p>The Chair asked when review was taking place. Mrs Kahler confirmed steps were in place to ensure this was on the website. Mr Chapman confirmed this has been actioned. Discussion took place regarding further steps being put in place.</p> <p>Mrs Bennett suggested information was available in the Academy newsletter.</p>	
<p>SBPA/WPA/068/20/21</p>	<p>Termly Newsletter The Clerk was requested to provide information to Academy Committee governors to ensure this was considered. Confirmation would be provided at the next meeting.</p>	<p>AC 31/03/2021</p>
<p>SBPA/WPA/069/20/21</p>	<p>Link Governor Visits Educational Visits – SBPA Mr Pullin confirmed educational visits are not taking place due to the Covid-19 situation. Curriculum level work is taking place.</p> <p>Mr Pullin asked for consideration to be taken on how educational visits will be financed and to include voluntary contribution for visits that can take place in future.</p> <p>Discussion took place around funding of educational visits and cultural contribution.</p> <p>H&S Link Mr Edwards confirmed visits had taken place at both academies. It had been previously highlighted the issues surrounding cleaning contracts. Mrs Spacey confirmed cleaning contracts were under review. Mr Edwards confirmed no major concerns were raised. Mr Edwards advised paperwork for systems in place could not be reviewed remotely and would be reviewed when school visits could commence.</p>	



	<p>Safeguarding/PP/SEND The Chair confirmed visits were to be arranged during the lockdown to ensure monitoring of safeguarding continue. Mrs Kahler and Mr Chapman would arrange this with the Academy Committee Chair.</p>	AH/SK/JC ASAP
SBPA/WPA/ 070/20/21	<p>Governor Elections and Resignations for agreement Discussion took place at item SBPA/WPA/065/20/21.</p>	
SBPA/WPA/ 071/20/21	<p>AC Team Improvement Plan agreement from training session prior to the meeting Discussion took place prior to the full meeting.</p> <p>Skills Audit The Chair requested governors to complete the audit before the 26th March 2021 to ensure data was available for the meeting on the 31st March 2021. The Clerk confirmed Mr Stokes would be provided with this information once election had taken place.</p>	AH/KS/JO
SBPA/WPA/ 072/20/21	<p>How has the Academy Committee (AC) held senior leaders to account Academy Committee governors had provided challenge on policy appendix, Class dojo platform and data, Special Educational Needs pupils support, staff survey feedback and subsequent training.</p>	
SBPA/WPA/ 073/20/21	<p>Consider information to be advised to Trustees and complete the report The report was completed and returned to the Head of Governance.</p>	
SBPA/WPA/ 074/20/21	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles 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 - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
SBPA/WPA/ 075/20/21	<p>Date and time of next meeting: Wednesday 24th March 2021: Main Agenda: 4.30pm-6.00pm</p> <p>The Chair explained she would be in attendance from 4.30pm. Academy Committee governors acknowledged this. The Clerk would ensure invitations would be updated.</p> <p>Mrs Spacey asked for governor response to the ERM document. The Clerk advised the document had been received too late and governor review had taken place in the meeting, however, governors should ensure the document is reviewed and comments made and returned to the Clerk by the 10th February 2021 to ensure return of the document to Executive Leaders.</p> <p>Mr Pullin raised concern around the time frames for receiving the Educational Review Meeting document and meeting dates. Mrs Spacey confirmed the Trust were aware of the situation and steps were in place to resolve issues in readiness for the new academic year.</p>	



Diverse Academies



Wainwright Primary Academy
Working Together, Perseverance, Achievement



Samuel Barlow
Primary Academy

	<i>Post meeting note: The document was completed and returned by the Clerk.</i>	
	The meeting closed at 6.03pm Signed...A Hawkins.....(chair) Date.....31/03/2021.....	

AGREED