



**Minutes of the Academy Committee meeting held
On Thursday 13th May 2021 at 4.00pm
MS Teams Meeting**

Governor name	Initials	Governor category	A = absence
Abigail Hawkins	AH	Chair of Academy Committee	
Pete Edwards	PE	Vice Chair/ Appointed AC governor	
Andy Pullin	AP	Appointed AC governor	A
Jennifer Oliver	JO	Parent AC governor	A
Donna Bennett	DB	Staff Governor	
Kevin Stokes	KS	Appointed AC governor	
Steven Hughes	SH	AC governor candidate	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal	
Mrs Sarah Kahler	SK	Principal SBPA	
Mr Jon Chapman	JC	Principal WPA	
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action (as recorded on the agenda) Action by who/when if appropriate
SBPA/WPA/ 091/20/21	<p>Welcome and Apologies for absence Mr Hughes was welcomed to the meeting and introductions took place.</p> <p>Apologies for absence were received from Mr A Pullin and agreed. Apologies for absence were received from Mrs J Oliver and these were not accepted.</p>	
SBPA/WPA/ 092/20/21	<p>Election of Chair of Academy Committee Abigail Hawkins Mrs Hawkins left the meeting at 4.17pm</p> <p>Academy Committee governors agreed that Mrs Hawkins should be appointed as Academy Committee Chair for a two year period until 12th May 2023.</p> <p>Mrs Hawkins returned to the meeting at 4.20pm</p>	



	Mr Edwards (Vice Chair) welcomed Mrs Hawkins as Chair of Academy Committee for a further two year term of office.	
SBPA/WPA/ 093/20/21	Safeguarding Culture and Compliance Update The discussion in respect of safeguarding cases and staff wellbeing for Samuel Barlow Primary Academy and Wainwright Primary Academy was confidential and therefore recorded separately.	
SBPA/WPA/ 094/20/21	<p>Update following central training: Primary – Early Years and Foundation Stage and Relationships, Health and Sexual Education</p> <p>Mr Chapman gave a brief overview of the training that had been provided by the Trust and being followed locally in both Academies.</p> <p>Mr Edwards asked how the Academies could show progression if the Department for Education was not releasing data. Mrs Spacey explained how the data would be kept. It was reported the data would not be released for benchmarking purposes.</p> <p>Mr Chapman confirmed four areas of progression had been identified out of those areas identified as expected.</p> <p>Mr Edwards explained there was one area lagging and asked for an explanation on what interventions will be added.</p> <p>Mr Chapman explained steps in place for pupil support.</p> <p>Mrs Spacey acknowledged the commitment shown by Mr Edwards to use training to ensure improvement with governors. Explanation around triangulation and articulation for governors was provided by Mrs Spacey. Further explanation regarding review of Early learning goals for evaluation and scrutiny, to support key evaluations by governors was provided.</p> <p>Mr Edwards asked whether there were any traveller pupils attending either of the Academies. Mr Chapman confirmed there was impact with EAL (English as Additional Language) pupils at Wainwright Primary Academy. Mr Chapman provided explanation of the impact this created.</p> <p>Mr Chapman provided a brief overview of what was taking place in respect of Relationships, Health and Sexual Education for primary pupils and to ensure Academy Committee governors were clear on the differences and what had been advised to be taught in schools. Mr Chapman confirmed consultation was available on both Academies websites.</p> <p>Mr Edwards confirmed his attendance at the Health and Safety Link Visit training provided by the Trust. Content feedback had been provided to the Head of Governance, which was subsequently discussed. The Head of Governance had provided clarity regarding the training for Academy Committee governors.</p>	
SBPA/WPA/ 095/20/21	Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
SBPA/WPA/ 096/20/21	Minutes of the meeting dated 31st March 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair.	



<p>SBPA/WPA/ 097/20/21</p>	<p>Matters arising 081/20/21: Remote Education Audit Mrs Spacey confirmed collated responses had been provided for the benefit of the Trustees. 084/20/21: Risk Register Audit Summary This would be discussed further later in the meeting. 089/20/21: Response from Trustees Committee Reporting Academy Committee governors acknowledged the responses received from the Trustees from the Committee Report previously submitted.</p>	
<p>SBPA/WPA/ 098/20/21</p>	<p>ERM report : Metric Targets Mr Chapman explained for Wainwright Primary Academy the metric targets shown in the Educational Review Meeting document. The Chair asked why there had been a change in the rating for the Quality of Education in the document. Mr Chapman explained steps in place in respect of the new curriculum and consideration of the bespoke needs of the Academy and geographical area. Mr Edwards asked the reason for attendance showing below the national average. Mr Chapman explained the issues being experienced for EAL (English as Additional Language) pupils/families on roll, caused by the covid-19 pandemic. Mrs Spacey added clarity to the reason behind the change of rating decided at the review. Integrated Risk Management Risk Register inc. education risks, Health & Safety, staff & pupil well-being, GDPR, fire log/accident log Mr Chapman confirmed the GDPR audit had been postponed to later in the summer term. Academy Committee governors had received a copy of the Risk Register matrix. Admissions next Academic Year The Chair asked around admission numbers for September. Mr Chapman confirmed numbers were positive, with 38 out of 60 places being offered as first choice. Mr Edwards asked whether more acceptances could be received. Mr Chapman confirmed this was unknown at this stage. Mrs Spacey confirmed a paid social campaign would be taking place to promote places for the future. Mr Edwards asked if the low numbers would impact on the budget. Mr Chapman confirmed funding is lagged and will impact the year after admission. Mr Edwards asked if this had been highlighted on the Risk Register. Mr Chapman confirmed this. The Chair asked how the low number classes will be divided. Mr Chapman confirmed how classes will be divided. Academy Improvement Plan evaluation Mr Chapman confirmed steps were in place to work towards targets. It was reported there is a focus on the recovery curriculum.</p>	



Pupil Premium/SEND strategy update

Mr Chapman explained work had taken place on poverty proofing. A pupil survey had been completed. Mr Chapman acknowledged the focus is to recover any lost learning and ensure quality first teaching is provided to support this.

The Chair asked when the new Pupil Premium framework for reporting would be used. Mr Chapman confirmed this would take place in September.

Sports Premium (PE plan) update

Mr Chapman confirmed funds were for PE provision and to link with the community, and a facility that was supported by Nottingham Forest Football Club. Mr Chapman reported spending had utilised purchase of equipment. Plans were being put in place for the next Academic Year.

Quality of Education update

Mr Chapman confirmed there was an increase in attainment. Work had taken place in efforts to catch-up online with phonics. Catch-up funding had supported in providing a platform for pupils/families at home and school. Support staff had received additional training to support the use of the interactive package offered to support phonic improvement.

The Chair asked why the rating was showing average progress for Samuel Barlow Primary Academy. Mrs Kahler confirmed there was a recovery curriculum in place to ensure consistent delivery of pathways in place.

The Chair asked why the Educational Review Meeting Report for Samuel Barlow Primary Academy, had been given a RI (Requires Improvement) rating. Mrs Kahler reported the Academy is showing improvement since the recent Academy Improvement Review (AIR) had taken place.

Mr Edwards asked why attendance was 95% at Samuel Barlow Primary Academy.

Mrs Kahler explained this was an improvement on previous attendance figures. Figures were due to some issues being experienced by some pupils with reasons known to the Academy. Mrs Spacey explained the figures were higher than national average.

Admissions next academic year

Mrs Kahler confirmed 40 places had been offered. **The Chair explained** it was known there had been problems identified with the Local Authority Admissions portal. This may be causing delays in acceptance of places. Mrs Spacey recommended to the Principal's this information should be shared with parents.

Pupil Premium/SEND Strategy Update

Mrs Kahler explained steps had been put in place to ensure bids were submitted. Staff had received additional training to ensure full



understanding of the processes required to obtain funding. Mrs Kahler further confirmed Special Educational Needs support had been a priority during the lockdown periods.

Appraisal

Mrs Kahler confirmed steps had been put in place for staff members with any gaps being filled. Training had been provided to midday staff to ensure consistencies.

Mrs Kahler confirmed NELI (Nuffield Early Learning Intervention) is being used as part of the catch-up. Further support is being provided by Sherwood Area Partnership throughout the Academy.

Mrs Kahler confirmed the AIR (Academy Improvement Review) had taken place with Senior Leaders. It was reported outcomes were positive. **Mr Edwards confirmed** he had represented Academy Committee governors during the review. **Mr Edwards provided** information on the discussions and questions that took place during the review for the benefit of Academy Committee governors.

Mrs Kahler acknowledged phonics was a concern. Mrs Kahler reported bespoke remote provision had been provided during the pandemic. Steps were in place to achieve outcomes. Information was provided regarding targeted groups to ensure outcomes were achieved. Mrs Kahler reported the area was a focus for leaders.

The Chair asked when assessment data was last collected. Mrs Kahler confirmed the time scales with the next data collection point being before the half term break.

The Chair asked what was in place to ensure the previous figure of 74% can be achieved. Mrs Kahler confirmed targeted interventions were in place in efforts to close gaps caused due to the Covid-19 pandemic.

Mr Edwards asked whether punctuality was recorded. Mrs Kahler confirmed the processes in place and to include consequences for lack of attendance/punctuality, such as penalty and warning notices and the processes that take place for those pupils with outside agency involvement.

**SBPA/WPA/
099/20/21**

Link Governor Visits
Mr Edwards confirmed visits were to be arranged. The Clerk confirmed an updated Schedule was available. This would be emailed to governors again, for clarity.

The Clerk asked whether Mr Stokes should arrange a meeting in respect of Complaints/Whistleblowing. Mr Stokes was to provide questions to the Principal's to ensure information was available for governor monitoring. Feedback could be provided at the next meeting.

The Chair acknowledged visits were to be arranged.

**KS
08/07/2021**



	<p>Link Governor Areas for confirmation Relationships Health and Sexual Education The Chair asked for this to be added to the next meeting agenda.</p>	<p>AC 08/07/2021</p>
<p>SBPA/WPA/100/20/21</p>	<p>Policy Acknowledgement: The Clerk advised governors to ensure they were aware of the updates made to the Trust Policy available on the website in respect of the Privacy Notice for Staff, photography and videography statutory policy.</p>	
<p>SBPA/WPA/101/20/21</p>	<p>Audit Results Risk Register Audit Mr Chapman confirmed Wainwright Primary Academy had received full assurance as a result of the audit. Information had been shared with governors previously. Mrs Kahler confirmed the Risk Register Audit Summary report would be available for review at the next meeting. GDPR Audit Mr Chapman confirmed the GDPR audit had been postponed Mrs Kahler confirmed the GDPR audit would be taking place in June at Samuel Barlow Primary Academy. H&S Audit Mrs Kahler confirmed the audit was also be taking place in June 2021 for Samuel Barlow Primary Academy.</p>	<p>SK 08/07/2021</p>
<p>SBPA/WPA/102/20/21</p>	<p>Correspondence sent/received The Chair asked whether all governors were receiving correspondence. The Chair explained issues with Department for Education updates and Ofqual guidance being received. Academy Committee governors confirmed they were receiving updates. The Clerk confirmed Mrs Bennett had prepared the termly newsletter for parents/staff on behalf of governors. This was available on both Academies websites. The Clerk advised governors to ensure they were aware of the Academies newsletters available on both academies websites for information purposes.</p>	
<p>SBPA/WPA/103/20/21</p>	<p>Governor Elections and Resignations for agreement The Chair explained Mr Hughes would be elected at the September meeting, as he was unable to attend the meeting on the 8th July 2021. Discussion took place with Mr Hughes on background information to support his application. The Clerk would ensure steps were put in place to facilitate induction and election at the September meeting. Academy Committee governors had received some supporting information relating to two further applicants for the appointed Academy Committee governor positions. Discussions took place round the skills base. The Clerk was requested to put steps in place to ensure induction and election of one of the applicants. <i>Post Meeting Note: The Chair discussed one of the applicants with the Clerk separately and further steps were to be put in place as a result of the discussion.</i></p>	
<p>SBPA/WPA/104/20/21</p>	<p>AC Team Improvement Plan agreement from training session prior to the meeting</p>	



	<p>Governor Recruitment The Academy Committee were happy with the steps in place to support governor recruitment. The Clerk advised there had been some interest in the parent governor role and therefore a full election would be required to ensure guidance was followed in the election process of parent governors. The Clerk would ensure an election take place prior to the next meeting with a view to parent governor election.</p>	EP 08/07/2021
SBPA/WPA/ 105/20/21	<p>How has the Academy Committee (AC) held senior leaders to account Governors had challenged senior leaders in respect of :-</p> <ul style="list-style-type: none"> • Safeguarding • Staff mental health and wellbeing • Phonics data • Admission numbers and budget risk • Attendance figures 	
SBPA/WPA 106/20/21	<p>Consider information to be advised to Trustees and complete the report The Committee Report was subsequently completed and return to the Head of Governance by the clerk and highlighted the positive areas in both academies.</p>	
SBPA/WPA/ 107/20/21	<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 items discussed within agenda item 093/20/21 should remain confidential to the attendees at this meeting, indefinitely - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
SBPA/WPA/ 108/20/21	<p>Date and time of next meeting: The Clerk advised draft meeting dates had been provided. These would be agreed at the next meeting.</p> <p>The Clerk asked for feedback on meeting preferences for the next academic year. It was confirmed by Academy Committee governors that a blended approach was required.</p> <p>The date and time of the next meeting was acknowledged. Thursday 8th July 2021: Self Evaluation Training: 4.00pm-4.30pm - Main Agenda: 4.30pm – 6.00pm</p>	
	<p>The meeting closed at 6.05pm</p> <p>Signed A Hawkins.(Chair) Date: Agreed at AC Meeting 08 07 2021</p>	