

**Minutes of the Academy Committee meeting held on  
Wednesday 13<sup>th</sup> October 2021  
at 4.30pm at Samuel Barlow Primary Academy**

| <b>Governor name</b> | <b>Initials</b> | <b>Governor category</b>   | A = absence |
|----------------------|-----------------|----------------------------|-------------|
| Mr Peter Edwards     | PE              | Chair of Academy Committee |             |
| Mrs Abigail Hawkins  | AH              | Appointed AC governor      | A           |
| Mr Andy Pullin       | AP              | Appointed AC governor      | A           |
| Mrs Jennifer Oliver  | JO              | Parent AC governor         | A           |
| Mrs Donna Bennett    | DB              | Staff AC Governor          | A           |
| Mr Kevin Stokes      | KS              | Appointed AC governor      |             |
| Mrs Irena Dubowski   | ID              | Appointed AC governor      |             |
| Vacancy              |                 | Appointed AC governor      |             |
| Vacancy              |                 | Appointed AC governor      |             |
| Vacancy              |                 | Appointed AC governor      |             |
| Vacancy              |                 | Appointed AC governor      |             |
| Vacancy              |                 | Parent AC governor         |             |

In attendance:

| <b>Staff name</b> | <b>Initials</b> | <b>Role</b>                         |  |
|-------------------|-----------------|-------------------------------------|--|
| 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                   |  |
| Mr Louis Donald   | LD              | Observer: Governor Candidate        |  |
| Mr Dale Karim     | DK              | Observer: Parent Governor Candidate |  |

| <b>Item No</b>            | <b>Item</b>  | <b>Action/<br/>by who/when</b>     |
|---------------------------|--|------------------------------------|
| <b>SBPA/WPA/001/21/22</b> | <b>Apologies for absence</b><br>Apologies for absence were received and agreed from Mrs Hawkins due to personal reasons and Mrs Bennett due to personal reasons and Mr Pullin due to personal reasons.<br>Mrs Oliver had not provided apologies. The absence was not accepted. A letter was to be provided and Mrs Kahler would contact Mrs Oliver in the playground. The Clerk advised numerous phone calls and attempts by email had been made to contact Mrs Oliver, without success. | <b>SK<br/>ASAP<br/>EP<br/>ASAP</b> |
| <b>SBPA/WPA/002/21/22</b> | <b>Governance Strategy and Scheme of Delegation/Terms of Reference 2021/2022 (including Vision Mission and Values)</b><br>The Executive Principal explained the Vision, Mission and Values are reflected in the Self Evaluation document. Steps have taken place to ensure the Trust values are reflected locally at both Academies and with strands to the Local Academies Vision, Mission and Values.  |                                    |

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|                                  | <p>The Executive Principal explained the steps taken by the Trust to encompass the interpretation of the Mission, Vision and Values in each Academy and linking with the Trusts overarching principles.</p> <p>The Executive Principal explained the delegated responsibilities for each four areas of governance and to ensure Academy Committee governors were clear on the delegated responsibilities governors were responsible for locally, those of Trustees and the Chief Executive Officer.</p> <p>Academy Committee governors responsibility is to ensure information is being provided and in line with the delegated responsibilities and Mission, Vision and Values and to challenge the information being provided at local level. Academy Committee governors should be ensuring the following linked to the delegated responsibilities-</p> <ol style="list-style-type: none"> <li>1. Supporting leaders to ensure quality of education is being achieved and ensure safeguarding is strong.</li> <li>2. To ensure financial funds are deployed appropriately and that SEN (Special Educational Needs) Strategy, PP (Pupil Premium) Strategy, Sports Premium and other allocated funding are being spent well at a local level.</li> <li>3. Ensuring stakeholders are engaged and to ensure this is being challenged. Senior and Executive leaders are being held to account on a regular basis and challenged to form questioning.</li> </ol> <p>Mrs Spacey guided Academy Committee governors to review the Role and Responsibilities document, which provided further detail for Academy Committee governors.</p> <p><b>The Chair suggested</b> steps were in place to produce an updated Trust Strategic Plan which would be shared with Academy Committee governors in due course.</p> <p><b>Mr Stokes asked</b> whether this differed in the Academies. Mrs Kahler confirmed there were strands of the overarching values in each Academy. Each Academy had their own values. The visions for both Academies fit with the vision of the Trust.</p> <p>The meeting was taken out of order at this stage.</p> |  |
| <p><b>SBPA/WPA/005/21/22</b></p> | <p><b>Acknowledgement/Confirmation of Chair 2021/2022</b></p> <p>The Clerk explained it had been agreed by Trustees at the meeting on the 3<sup>rd</sup> September 2021, that Mr Edwards was elected as Chair of the Academy Committee in place of Mrs Hawkins. The Clerk explained the reason for Mrs Hawkins current break, which had been made known to governors through email after appointment of the Chair, had been made by Trustees. Mrs Hawkins was expected to return in January 2022.</p> <p><b>Chair/Vice Chair meeting feedback</b></p> <p><b>The Chair reported</b> a meeting had been attended for Chair's and Vice Chairs with the Trustees. It was confirmed a presentation had</p>  |  |

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|                                  | <p>been provided by the Chief Executive Officer on the delegated levels of responsibility and information around the flexibility of agendas being set and to be focussed for each academy in the Trust. <b>The Chair confirmed</b> the meetings would be taking place during the Academic year and reporting would be provided in Academy Committee meetings for the benefit of governors at local level. <b>The Chair confirmed</b> Mrs Weeks of Redgate Primary/Yeoman Park Academy joint Committee would be forming part of the Trust Agenda Setting Committee to put forward the views of Academy Committee governors.</p>  |   |
| <p><b>SBPA/WPA/006/21/22</b></p> | <p><b>Election of Governor Candidates</b><br/>         Mr Donald and Mr Karim left the meeting at 4.45pm. <b>The Chair explained</b> a meeting had taken place with both candidates. All mandatory checks had been completed. <b>The Chair recommended</b> the candidates would be a good fit for the committee.<br/> <b>Mr L Donald</b><br/>         It was agreed that Mr L Donald would be appointed to the Academy Committee as an Appointed Academy Committee governor for a four year term of office.<br/> <b>Mr D Karim</b><br/>         The Clerk explained due to Mr Karim being the only parent applicant for the post it was up to the Academy Committee to appoint Mr Karim.<br/>         It was agreed that Mr D Karim would be appointed to the committee for a four year term of office.<br/>         The Clerk confirmed The Chair, had confirmed he would be mentor for the new governors. The Induction process had been completed by the Clerk for both governors.<br/><br/>         Mr Donald and Mr Karim returned to the meeting at 4.48pm.<br/><br/> <b>The Chair urged</b> Mr Donald and Mr Karim to complete the Skills Audit to contribute to the skills of the Academy Committee and to discover whether there were any skills gaps. The Clerk confirmed a further link would be forwarded for completion.</p> | <p><b>LD/DK</b><br/><b>01/12/2021</b></p> |
| <p><b>SBPA/WPA/004/21/22</b></p> | <p><b>Declaration of interest and any changes to be advised</b><br/> <b>The Chair asked</b> whether all Academy Committee governors had completed the Declaration of Interest and Code of Conduct. The Clerk advised Mrs Oliver and Mrs Hawkins had not completed or returned these. <b>The Chair acknowledged</b> difficulties surrounding this for both governors due to issues already known to the Academy Committee.<br/>         There were no declarations of interest, either direct or indirect, for any items of business on the agenda.<br/>         The chair asked if anyone had any declarations to update. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct.</p>   | <p><b>JO/AH</b><br/><b>ASAP</b></p>       |
| <p><b>SBPA/WPA/007/21/22</b></p> | <p><b>Minutes of the meeting dated 8<sup>th</sup> July 2021</b><br/>         The minutes of the meeting, having previously been received were agreed and electronically signed by the chair.</p>  |   |

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| <p><b>SBPA/WPA/008/21/22</b></p> | <p><b>Matters arising</b><br/> <b>110/20/21: Academy/Trust Vision refresher</b><br/>         Actioned in Item 002/21/22.<br/> <b>113/20/21: GDPR Audit Summary</b><br/> <b>The Chair acknowledged</b> both audits, which evidenced positive and strong procedures in place for both academies.</p>   |  |
| <p><b>SBPA/WPA/009/21/22</b></p> | <p><b>Educational Review Meeting Report</b><br/> <b>Safeguarding culture and compliance including online safety</b><br/>         Mrs Kahler explained difficulties being experienced at Samuel Barlow Primary Academy in respect of racist language from pupils. Mrs Kahler confirmed steps were in place to address the situation educationally and in the community from an anti-racist view. If incidents were identified procedure would be followed and dealt with at an educational level in addition to communications taking place with families. Staff and parents were provided with literature and guided to online facilities to support this. Support from the Tech Team is also being provided and has also formed part of the curriculum.</p> |  |
| <p><b>SBPA/WPA/012/21/22</b></p> | <p><b>Targets 2022</b><br/> <b>The Chair asked</b> how large the gap between the Academy and Nottinghamshire was.<br/>         Mrs Kahler confirmed gaps had been identified with interventions being put in place. The Executive Principal confirmed Samuel Barlow Academy was closer to local average than National Average due to the context of the Academy and the area. It was confirmed impact had been caused by the Covid-19 lockdowns. It was further reported a rigorous curriculum was in place to ensure recovery could take place through the recovery curriculum. Mrs Kahler explained this had been beneficial for pupils to reintegrate into Academy life.</p>  |  |
| <p><b>SBPA/WPA/014/21/22</b></p> | <p><b>Behaviour and Attendance (including exclusion)</b><br/> <b>The Chair asked</b> what challenges had been experienced by the Academies. Mrs Kahler explained rigorous procedures are in place to issue fixed notice penalties for those families identified as persistent absentees. Discussions were in place with families to identify any issues that the Academy can support to put in place preventative measures. Pupils receive breakfast as part of the Magic Breakfast Scheme to support pupils learning.</p>   |  |
| <p><b>SBPA/WPA/013/21/22</b></p> | <p><b>SEND - Statutory Compliance</b><br/> <b>The Chair acknowledged</b> work had been supported by the Trust strategic lead Mr Knight.<br/><br/>         The following discussion was confidential and recorded separately.</p>   |  |
| <p><b>SBPA/WPA/011/21/22</b></p> | <p><b>Presentation of Academy Improvement Plan for 2021/2022 &amp; Self Evaluation Form 2021/2022</b><br/> <b>The Chair acknowledged</b> that the Self Evaluation Report and Academy Improvement Plan for Samuel Barlow Primary Academy was not available. Mrs Kahler confirmed review of the document was taking place. Discussions with the Executive Principal were in place to review the document and ensure the journey of the</p>   |  |

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|   | <p>Academy was reflected fully. Mrs Kahler confirmed the document was a live document. It was further reported quality assurance was taking place. The Executive Principal confirmed the previous Ofsted Report was being used to ensure a precise reflection of the journey the Academy was taking and which could be evidenced through the Self Evaluation Report and in readiness for the Academy Improvement Review due to take place. This was to ensure the main points of improvement were being tracked. It was confirmed the Self Evaluation and Academy Improvement Plan would be available at the meeting on the 1<sup>st</sup> December.</p> <p><b>The Chair asked</b> whether financial information was to be discussed at the meeting. The Clerk advised this was to be discussed at the December meeting as part of the agenda. End of Academic Year Management Accounts had been shared to ensure governors were aware of the information that had been forwarded.</p> <p><b>Mr Donald asked</b> if data was collated on the ground and that sat behind the data provided to Academy Committee governors and forming part of the Educational Review Meeting Report. The Executive Principal explained the procedures and process that took place to analyse data and produce the information for Academy Committee governors in the Educational Review Meeting Report. Mrs Kahler explained more in depth data could be reviewed as part of governor Link Visits with staff.</p> <p><b>The Chair explained</b> the referral delays for accessing services external to the Academy and the impact this is putting on schools and Academies to deal with various issues and amount of data being collated on the ground.</p> | <p><b>SK</b><br/><b>01/12/2021</b></p> |
| <p><b>SBPA/WPA/009 to 018/21/22</b></p> | <p><b>Educational Review Meeting Report for Wainwright Primary Academy</b></p> <p><b>The Chair acknowledged</b> the previous actions completed. Mr Chapman explained the rag rating of the actions and the importance of reviewing oracy. Mr Chapman acknowledged the development of phonics required to ensure standards could be raised.</p> <p>Mr Chapman confirmed attendance was currently 95.66% with EAL (English as Additional Language) pupils removed from the data. Mr Chapman explained the issues and challenges experienced by the Academies in respect of pupil tracking for those families living in the family country of origin and a child on roll at the Academy. It was explained this caused issues with on roll figures and persistent absentee rates. Mr Chapman explained discussions had taken place with the Local Authority and it was confirmed these issues were countrywide. Fines would be issued by the Local Authority for families identified.</p> <p>Mr Chapman explained the Self Evaluation Report was a live document and reflected the journey the Academy had taken since the 2019 Ofsted inspection took place. Issues had been identified due to the impact of the Covid-19 remote learning, for English as Additional Language pupils. Oracy is a high priority to ensure gaps</p>   |  |

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|                                  | <p>are closed. <b>The Chair asked</b> whether there had been an increase in mental health for pupils. Mr Chapman confirmed support was being provided by the Trust. It was further reported that one staff member was undertaking Counselling training in addition to the Bereavement Counselling training staff members had undertaken to support pupils further. ELSA (Emotional Literacy Support) is used in addition to Forest Schools to provide further support for mental health issues. Mr Chapman confirmed two staff members were mental health first aid trained.</p> <p><b>Mr Donald asked</b> whether secondary trauma training had been completed as suggested by the Department for Education and whether the funding has been claimed by the Academies. Mrs Kahler and Mr Chapman confirmed this had been applied for and training had been completed.</p> <p>The Executive Principal confirmed mental health and wellbeing is supported by the Trust. It was reported it was part of the governors role to challenge in these areas.</p> <p><b>The Chair asked</b> whether Class Dojo continued to be used to support English as Additional Language families. Mr Chapman confirmed transition to WEDUC would be taking place. Issues had been identified with the selection of languages required. Steps had been put in place to ensure the languages required were added to WEDUC to support the multilingual pupils and families. <b>The Chair asked</b> whether any platforms were used to support visually impaired families and pupils. <b>The Chair suggested</b> use of a platform 'JAWS' and is recognised by My Sight. Mr Chapman asked whether this was over and above the functionality of smart phones. <b>The Chair confirmed</b> this. The Principal confirmed this would be investigated.</p> <p>Academy Committee governors had reviewed the Special Educational Needs and Pupil Premium strategies and were in agreement with the information contained therein.</p> |                          |
| <p><b>SBPA/WPA/016/21/22</b></p> | <p><b>Admissions - local appendix approval Including 21/22, 22/23 and 23/24</b></p> <p>The Executive Principal explained there was to be an overarching Trust Policy for the Admissions Appendix. The Clerk advised the appendix should be agreed at this meeting. Additions relating to Looked After Children had been added to the Appendix for both Academies in respect of the 21/22 and 22/23 appendix and were agreed by Academy Committee governors.</p> <p><b>The Chair confirmed</b> review of the Wainwright Primary Academy local Admission Arrangement appendix for 2023/2024. Academy committee governors were in agreement with the document provided. Mrs Kahler had not provided the appendix for 2023/2024 for Samuel Barlow Primary Academy. This would be agreed by email with a retrospective minute to be made at the next meeting.</p>   | <p><b>SK/AC ASAP</b></p> |
| <p><b>SBPA/WPA/017/21/22</b></p> | <p><b>Category C Trip approval/discussion and advising of any 2022/23 trips</b></p>  |                          |

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|   | <p>Mr Chapman and Mrs Kahler advised a residential trip is required to take place for both academies in June 2022. The Clerk requested documentation to support the discussion to take place with Academy Committee governors at the December meeting. The Clerk would advise what information was required to support governors decisions.</p>  | <p><b>SK/JC/EP</b><br/><b>01/12/2021</b></p>                |               |                      |                |   |            |                  |              |  |              |                    |             |  |
|   | <p><b>Questions for response from Mr Pullin</b><br/>It was agreed that the questions raised by Mr Pullin would be replied to by email.</p> <p>The following discussion was confidential and recorded separately.</p>   | <p><b>SK/JC</b><br/><b>ASAP</b></p>                         |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| <p><b>SBPA/WPA/019/21/22</b></p>                            | <p><b>PE/Sports Premium Impact for Primaries and including catch up funding</b><br/>Mrs Kahler confirmed information had been provided in respect of the funding and spending during the last academic year. It was confirmed information for the current academic year would be available at the meeting on the 1<sup>st</sup> December 2021.</p>   | <p><b>SK/JC</b><br/><b>01/12/2021</b></p>                   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| <p><b>SBPA/WPA/020/21/22</b></p>                            | <p><b>Policy Ratification</b><br/>The following conversation was confidential and recorded separately.</p> <p>Policy Appendix provided were ratified by Academy Committee governors. The Chair confirmed he would sign documentation required such as the Educational Visits Appendix for both Academies.</p>  |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| <p><b>SBPA/WPA/021/21/22</b></p>                            | <p><b>Link Governor Areas for Agreement</b><br/><b>The Chair raised concern</b> that the IOSH course had been requested by the Business Manager at Wainwright Primary Academy as a result of the Nottinghamshire County Council audit that had taken place. Mr Chapman confirmed he would query the issue with Executive Leadership. The Clerk confirmed this would also be raised with the Head of Governance.</p> <p>Link areas were agreed with Academy Committee governors as below:-</p> <table border="1" data-bbox="399 1489 1264 1848"> <tr> <td>Safeguarding/Leadership &amp; Management/Wellbeing and workload</td> <td>Peter Edwards</td> </tr> <tr> <td>Quality of Education</td> <td>Irena Dubowski</td> </tr> <tr> <td>Stakeholder/Parental Engagement/students/visitors</td> <td>Dale Karim</td> </tr> <tr> <td>SEND/PP/LAC/RHSE</td> <td>Louis Donald</td> </tr> <tr> <td>Health &amp; Safety/Complaints &amp; Whistleblowing/GDPR</td> <td>Kevin Stokes</td> </tr> <tr> <td>Educational Visits</td> <td>Andy Pullin</td> </tr> </table> <p>It was confirmed a Link Visit schedule would be forwarded by the Clerk that includes staff information to ensure links can be formed with staff.</p> | Safeguarding/Leadership & Management/Wellbeing and workload | Peter Edwards | Quality of Education | Irena Dubowski | Stakeholder/Parental Engagement/students/visitors | Dale Karim | SEND/PP/LAC/RHSE | Louis Donald | Health & Safety/Complaints & Whistleblowing/GDPR | Kevin Stokes | Educational Visits | Andy Pullin | <p><b>JC/EP/PE</b><br/><b>01/12/2021</b></p> |
| Safeguarding/Leadership & Management/Wellbeing and workload | Peter Edwards  |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| Quality of Education  | Irena Dubowski   |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| Stakeholder/Parental Engagement/students/visitors           | Dale Karim   |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| SEND/PP/LAC/RHSE  | Louis Donald   |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| Health & Safety/Complaints & Whistleblowing/GDPR            | Kevin Stokes   |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |
| Educational Visits  | Andy Pullin  |   |               |                      |                |   |            |                  |              |  |              |                    |             |  |

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|                                  | <p>Newer Academy committee governors asked for support with the link visits. The Clerk advised there was a guide to Link Visits available for review. In addition arrangement of shadowing a link visit could be arranged to support new governors. The Clerk would put steps in place.</p> <p><b>The Chair explained</b> questions should be asked in respect of the link area being monitored. It was suggested a succession plan would be put in place once governors are settled in areas and require development in different areas.</p> <p>The Clerk advised Mr Edwards (Chair) had agreed to mentor Mr Donald and Mr Karim and information relating to this would be forwarded to all parties by the Clerk.</p> |  |
| <p><b>SBPA/WPA/022/21/22</b></p> | <p><b>Governor recruitment/advertisement</b><br/>The Clerk advised advertisement is taking place to enable the committee to reach a constitution of twelve due to there being a joint committee in place.</p>  |  |
| <p><b>SBPA/WPA/023/21/22</b></p> | <p><b>Consider information to be advised to the Trust Board and complete the report</b><br/>The Report was completed with events for celebration and returned to the Head of Governance by the Clerk.</p>  |  |
| <p><b>SBPA/WPA/024/21/22</b></p> | <p><b>Determination of confidentiality of business<br/>Equality Act consideration<br/>Nolan Principles</b><br/>Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> <li>• That items discussed within agenda item 013/21/22 and additional questions asked by email should remain confidential to attendees at this meeting indefinitely</li> <li>• There had been no Equality Act implications</li> </ul>  |  |
| <p><b>SBPA/WPA/025/21/22</b></p> | <p><b>Date and time of next meeting</b><br/>Discussion took place to establish whether the meeting should take place at Wainwright Primary Academy. It was agreed that the next meeting would take place through MS Teams to ensure all Academy Committee governors could attend.</p> <p>The Clerk advised a tour of the Academy should be arranged for governors by Mr Chapman. This would be confirmed when safe for governors to visit.</p> <p>Wednesday 1<sup>st</sup> December 2021:<br/>Main Agenda: 4.30pm – 6.30pm via MS Teams</p>  |  |
|                                  | <p>The meeting closed at 6.40pm.</p> <p>Signed: P Edwards..(chair)<br/>Date 07 12 2021 (electronically signed after AC meeting on 1/12/2021)</p>   |  |