

**Minutes of the Academy Committee meeting  
held on Wednesday 1<sup>st</sup> December 2021  
at 4.30pm via MS Teams**

<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	
Mrs Jennifer Oliver	JO	Parent AC governor	A
Mrs Donna Bennett	DB	Staff AC Governor	
Mr Kevin Stokes	KS	Appointed AC governor	
Mrs Irena Dubowski	ID	Appointed AC governor	
Mr Louis Donald	LD	Appointed AC governor	
Mr Dale Karim	DK	Appointed Parent AC governor	Joined 4.50pm
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed 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	

<b>Item No</b>	<b>Item</b>	<b>Action/ by who/when</b>
<b>SBPA/WPA/ 026/21/22</b>	<p><b>Apologies for absence</b> The Clerk advised Mr Karim was experiencing technical difficulties and would join the meeting when able.</p> <p>Apologies for absence were received and agreed from Mrs Hawkins due to personal reasons.</p> <p>Apologies had not been received from Mrs Oliver. The Clerk advised Mrs Oliver had been absent without apologies for the previous three meetings, without any contact or safeguarding training requirements completed. Mrs Kahler explained a</p>	

	<p>discussion that had taken place with Mrs Oliver. Mrs Oliver verbally confirmed her resignation from the Academy Committee to Mrs Kahler. Discussion took place regarding the discussion that took place.</p> <p>It was resolved Academy Committee governors would accept the resignation. Steps would be put in place by the Clerk in respect of the resignation accepted.</p> <p>Mr Karim joined the meeting at 4.50pm.</p>	
<p><b>SBPA/WPA/027/21/22</b></p>	<p><b>Training in local context</b>  <b>Primary Attainment in EYFS</b>  <b>The Chair confirmed</b> training had taken place with the Trust. Governors who were unable to attend the session were requested to review the training available in governor share point.  <b>SEND Link governor Training</b>  <b>The Chair confirmed</b> attendance at the training session. <b>The Chair shared</b> the document provided in the training session 'Role of a SEN governor'. The Clerk added a link to the guide to the meeting chat. The Clerk advised the documents were available for review/access in governor share point. <b>Mr Karim asked</b> who was responsible for preparing the document. <b>The Chair confirmed</b> this was the Trust.  <b>The Chair asked</b> whether BSquared was used by all the Academies in the Trust or specific to the special schools. Mrs Bennett confirmed all Academies in the Trust have received funding for use of the programme.</p>	
<p><b>SBPA/WPA/028/21/22</b></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. Mr Donald reported that a declaration of interest to a change in his employment had taken place. The Clerk confirmed this was recorded in the Declaration of Interest submitted by Mr Donald after election on the 13<sup>th</sup> October 2021.</p>	
<p><b>SBPA/WPA/029/21/22</b></p>	<p><b>Minutes of the meeting dated 13<sup>th</sup> October 2021</b>  The minutes of the meeting, having previously been received were agreed and signed by the chair (electronically).</p>	
<p><b>SBPA/WPA/030/21/22</b></p>	<p><b>Matters Arising:</b>  <b>006/21/22: Skills Audit completion</b>  <b>The Chair explained</b> a review of the skills audit was taking place later in the meeting.  <b>003/21/22: MS Form for safeguarding</b>  Mrs Bennett explained this had been completed. The Clerk confirmed this.</p>	

**016/21/22: SBPA Admission Appendix agreement by governors**

Mrs Kahler explained changes to Pupil Admission Numbers were required to increase to 45. The Appendix document had been forwarded to Trustees for review and agreement. The Clerk asked whether the document would be available for the next meeting. Mrs Kahler confirmed this. **The Chair asked** for this to go to the next meeting. The Chair requested the Appendix to be agreed by email if this was available prior to the next meeting.

**017/21/22: Cat C Trips Ratification**

Mr Chapman explained a trip was due to take place with Wainwright Primary Academy pupils. Documentation had been circulated prior to the Academy Committee meeting. Mr Chapman reported staff would be visiting the site of the trip to undertake Risk Assessment with subsequent procedure and process being followed. **The Chair asked** when the trip was due to take place. Mr Chapman confirmed this was due to take place in May 2022 taking into consideration SATs for year 6 pupils. Mr Chapman a review of the trip would take place in due course taking into account Covid-19 guidelines. Mrs Kahler explained steps were being put in place for a similar trip to take place at Samuel Barlow Primary Academy. **The Chair asked** what activities would be taking place. Mrs Kahler explained activities would be outdoor adventures to link with the team building element of the curriculum.

**Mrs Bennett reported** activities could be provided by outside parties which were available to take place in the grounds of both Academies to ensure pupils receive an enrichment experience in the event the trip cannot take place. Mrs Bennett reported links were available. Mr Chapman acknowledged this.

**The Chair reported** further contacts were available and would be provided to the Principals.

Further discussion on the trips being arranged would take place at the meeting on the 26<sup>th</sup> January 2021.

**020/21/22: Query with Code of Conduct**

**Mr Donald confirmed** discussions had taken place with Executive leaders. Staff involved in discussions were praised for the swift action. **Mr Donald was satisfied** with the outcome of those discussions.

**021/21/22: IOSH training query**

**The Chair explained** clarity had been received from the Head of Governance who had confirmed this was not required for link

	<p>governors at Academy Committee level due to cost and time implications. The Head of Governance had confirmed this via email with the Chair.</p> <p><b>011/21/22: SEF/AIP SBPA</b> The Clerk advised documentation had not been received and requested these to be forwarded for circulation. Mrs Kahler confirmed both documents would be forwarded for governor review. <b>Mr Karim asked</b> what would be shown on the Self Evaluation and Academy Improvement Plan. Mrs Kahler confirmed the purpose of both documents. <b>Mr Karim asked</b> why the documentation was not ready for review. Mrs Kahler confirmed the documentation was now in a position to be shared with governors.</p> <p><b>023/20/21: Committee Report/Response from Trustees</b> The Clerk advised a response had been received from Trustees and circulated. Governors acknowledged this.</p>	<p><b>SK ASAP</b></p>
<p><b>SBPA/WPA/ 031/21/22</b></p>	<p><b>Safeguarding culture and compliance, including online safety and Nottinghamshire Safeguarding in Education Audit (NCSIE)</b> <b>The Chair</b> confirmed a review of the Safeguarding Audit and Single Central Register had taken place with a Link Visit Report circulated. <b>The Chair confirmed</b> documentation had been duly signed for both Academies. Mr Chapman confirmed this would be returned to the Local Authority prior to the December deadline. The Clerk advised Audit documentation had not been received relating to Samuel Barlow Primary Academy and requested this to be forwarded. Mrs Kahler confirmed this would be forwarded for governor review prior to returning to the Local Authority.</p> <p>Mr Chapman and Mrs Kahler reported the situation with case load in both Academies. <b>Mr Pullin asked</b> whether there were any cases requiring a response from the Local Authority at either of the Academies. Mrs Kahler confirmed steps were in place with the Local Authority and challenged when required. Mrs Kahler explained a document had been put in place to document any referrals and steps taken to support this. Mr Chapman confirmed the same procedure had taken place at Wainwright Primary Academy. <b>Mr Donald praised</b> Mr Chapman and Mrs Kahler for the work carried out to create the document. <b>Mr Donald asked</b> whether any incidents had occurred and whether adequate support had been provided by the Trust and the Local Authority. <b>The Chair explained</b> information was</p>	<p><b>SK ASAP</b></p>

	<p>available in the Safeguarding Link Visit Report circulated, to support this.</p> <p>Mrs Kahler provided a breakdown of the information contained in the document and how steps had been put in place to implement safeguarding with pupils in the curriculum.</p> <p>Mrs Kahler further explained the steps in place and the use of 'PANTosaurus' and 'the pant rules' being revisited with the older pupils. <b>Mr Donald praised</b> the strong work that was taking place with the NSPCC (National Society for Prevention of Cruelty to Children) information available to support safeguarding for pupils in the curriculum.</p> <p><b>Mr Karim asked</b> whether there had been a reduction in cases. Mrs Kahler explained the impact would be evidenced in further weeks. <b>Mr Donald explained</b> it was difficult to show impact and hard to measure what impact was taking place through the work completed by pupils. Mrs Kahler explained steps were in place to address this.</p> <p><b>Mr Donald confirmed</b> a (Special Educational Needs &amp; Pupil Premium (SEN/PP) link visit would be arranged in due course. A discussion took place around pupil articulation, understanding and action of what they had learnt regarding safeguarding in the curriculum.</p> <p><b>Mr Karim asked</b> when the next pupil voice was due to take place. Mrs Spacey explained the triangulation in place with student leaders and through the School Counsel. <b>Mr Karim asked</b> when the next pupil voice meeting would be taking place and praised the triangulation work taking place in both academies. Mrs Kahler explained this took place once per term.</p> <p><b>Mr Donald praised</b> Mr Chapman and Mrs Kahler for the positive steps taken with pupils and safeguarding.</p> <p>Mr Chapman confirmed similar resources are used and a similar approach is taken at Wainwright Primary Academy.</p>	
<p><b>SBPA/WPA/ 032/21/22</b></p>	<p><b>Quality of Education update</b></p> <p>Mr Chapman reported triangulation was in place in respect of the curriculum, pupil voice and learning. Steps were in place for staff training to support outcomes with the curriculum. Protocols and procedures were in place and being followed to work towards the trajectory in place for further training of middle leaders. <b>Mr Karim reported</b> a link visit had taken place regarding stakeholder and pupil engagement and in terms of quality of education, the findings had shown evidence of British Values and a buddying system in place for new EAL (English as Additional Language) pupils. <b>Mr Karim commended</b> Mr Chapman for the justification of language and support provided for those pupils and the use of Latin in the curriculum, with an</p>	<p><b>DK 26/01/2022</b></p>

	<p>evidence-based approach. <b>Mr Karim also reported</b> the positive steps in place relating to technology being used to implement this for pupils.</p> <p><b>Mrs Dubowski confirmed</b> visits had taken place at both Academies in respect of Quality of Education. <b>Mrs Dubowski commended</b> both Principals on steps in place to support pupils with literacy and maths. The introduction of Latin into the curriculum was commended. Mr Chapman confirmed review of the curriculum had taken place to ensure steps were in place for the commencement of face-to-face learning and the impact caused by Covid-19 lockdowns for pupils, considering the specific needs and life experiences of pupils during those lockdown periods. Rigorous monitoring systems are in place with the continuation of platforms used to support the curriculum.</p>	
<p><b>SBPA/WPA/033/21/22</b></p>	<p><b>SEND &amp; PP Strategy/Review</b> Mr Chapman confirmed a review of the documentation had taken place at the previous meeting. A further review of practice had taken place.</p> <p>Mrs Kahler confirmed training had taken place for Pupil Premium Leads with the documents being reviewed.</p> <p><b>Mrs Bennett reported</b> voluntary SEND (Special Educational Needs and Disabilities) reviews had taken place by the Trust. Mrs Bennett confirmed her participation with Ashfield and Mansfield SEND (Special Educational Needs and Disabilities) Project. <b>The Chair explained</b> a new SEN (Special Educational Needs) policy appendix requires putting in place locally.</p>	
<p><b>SBPA/WPA/034/21/22</b></p>	<p><b>Ofsted key elements of funding &amp; planned spending for 2021/2022</b> Mrs Spacey explained in respect of the catch-up funding process, a review was taking place on tutoring provision and impact. Steps were in place to review the situation.</p> <p><b>Mr Karim asked</b> when an evidence-based approach would be phased in. Mrs Spacey confirmed steps were in place with the Trust's Central Team and this was expected after the Christmas break. <b>Mr Karim offered</b> support in the area. Mrs Spacey acknowledged this and confirmed this would be reported back to Executive Leadership. An overview would be provided for the January meeting.</p> <p><b>October Funding Information</b> <b>The Chair acknowledged</b> the information received. <b>The Chair gave</b> governors the opportunity to challenge senior leaders. No questions were raised.</p>	<p><b>LS</b> <b>26/01/2021</b></p>
<p><b>SBPA/WPA/035/21/22</b></p>	<p>Mr Chapman highlighted the risks shown in documentation provided. Mr Chapman reported specific risks with the Academy Improvement Plan had been identified with steps being put in place to resolve issues identified.</p>	

	<p>Mrs Kahler explained discussions had taken place in respect of the Risk Register linking to the Academy Improvement Plan. <b>The Chair confirmed</b> attendance at the review meeting and explained he would be in attendance at a similar meeting to take place at Wainwright Primary Academy. <b>The Chair suggested</b> Risk Register information should be available for review at the January meeting.</p> <p>Mrs Kahler highlighted the major risks for the Academy. Supporting information was available. <b>The Chair asked</b> who primarily contributed to the Risk Register. Mrs Kahler confirmed this was herself. <b>Mr Karim asked</b> what strategies were in place to resolve the risks highlighted. Mrs Kahler explained the steps in place for supply staff. It was reported steps had been put in place with the supply staff member to ensure consistency and support to implement current staff in place. <b>Mr Karim asked</b> whether the Academy were advertising for additional staff due to issues highlighted. Mrs Kahler confirmed steps were in place for recruitment of a Teaching Assistant. <b>Mr Karim asked</b> whether agency staff were part of the interventions put in place. Mrs Kahler assured governors the current supply staff member was a consistent and supportive part of the staff compliment. <b>Mr Karim asked</b> for the narrative on the Academy premises. Mrs Kahler explained identified risks highlighted as a concern would be reviewed, as works had been completed to resolve any issues with the site. Mrs Kahler confirmed monitoring is taking place with the site currently to ensure no issues resume. Any works that had been planned were completed.</p>	<p><b>AC</b> <b>26/01/2021</b></p>
<p><b>SBPA/WPA/036/21/22</b></p>	<p><b>Effectiveness of Governance and review of self evaluation/Action Plan</b></p> <p><b>The Chair asked</b> whether governors had reviewed the document circulated. The Clerk advised the document had been created with the Chair and both Principals to reflect the results of the Self Audit and ensure progression in areas highlighted through the Academic year. <b>The Chair explained</b> a review of the document was required. The Clerk advised a review was due at the next meeting and advised a review of the document should take place at the next agenda setting meeting to ensure any changes identified on the document could be shared with governors at the next Academy Committee meeting.</p> <p><b>Mr Donald asked</b> for the position on governor recruitment. The Clerk advised there was now a parent governor vacancy with steps being put in place for advertisement after the Christmas break. The Clerk reported the use of Inspiring Governance and Governors for Schools in efforts to recruit to the outstanding vacancies. It was further reported advertisements regarding 'becoming a governor' are available on the Academy and Trust websites. The Clerk encouraged governors to inform friends</p>	<p><b>Clerk</b> <b>04/01/2022</b></p>

	<p>and family members who may be interested in the role to make contact.</p> <p><b>Mr Donald asked</b> for clarity on the term of office of the Chair. The Clerk clarified the term of office of the Chair and an Academy Committee governor. <b>The Chair confirmed</b> he would be remaining in post for the foreseeable future.</p> <p><b>The Chair explained</b> the holistic approach to be taken in respect of succession planning and governor link roles on the committee and reported discussions that had taken place with the Head of Governance and the Clerk to support this movement.</p> <p><b>Contribution from governors for feedback at Chair/Vice Chairs Meeting by Chair</b> This was not discussed and would be requested by email.</p> <p><b>Link Governor Visits</b> <b>The Chair confirmed</b> safeguarding link visits had taken place at both Academies, which were positive with evidence of excellent practice around safeguarding. A link report was awaited by the Chair from Mr Chapman for review, before circulating. <b>The Clerk asked</b> whether the Single Central Register had been reviewed. <b>The Chair confirmed</b> this. <b>The Chair confirmed</b> a Leadership and Management meeting would be arranged with the Executive Principal and Principals.</p> <p><b>Mr Stokes and Mrs Dubowski confirmed</b> visits had taken place and Link Visit Reports would be available at the next meeting.</p>	<p><b>ID/KS 26/01/22</b></p>
<p><b>SBPA/WPA/ 037/21/22</b></p>	<p><b>Admission Arrangements 2023/2024 – SBPA</b> The Clerk advised this had been discussed in matters arising.</p>	
<p><b>SBPA/WPA/ 038/21/22</b></p>	<p><b>Category C Trips for discussion/approval</b> The Clerk advised this had been discussed in matters arising.</p>	
<p><b>SBPA/WPA/ 039/21/22</b></p>	<p><b>Policy Approval</b> <b>H&amp;S Local Policy, Educational Visits</b> <b>The Clerk</b> advised Mr Chapman had provided policy appendix documents for review and acknowledgment. The Clerk advised that Mrs Kahler had confirmed all policy appendix at the meeting on the 13<sup>th</sup> October 2021, which reflected the changes made at Trust level. Governors were satisfied with this. Governors agreed the documents provided by Mr Chapman for Wainwright Primary Academy.</p> <p><b>Mr Karim asked</b> how the Trust and Academy Policy documents worked together. Mrs Spacey explained the Trust Policies were an overarching document. Local appendices were specific to the Academies. Mrs Spacey confirmed steps were being put in</p>	

	<p>place in respect of a Special Educational Needs (SEN) Policy document. This would be available for governors in due course.</p>	
<p><b>SBPA/WPA/ 038/21/22</b></p>	<p><b>Pupil/staff, parents, and community</b> Mr Chapman confirmed a parent survey had taken place reflecting questions asked in the Ofsted parent view survey. Mr Chapman reported the outcome had reflected the strong curriculum offer in place with further improvements to be implemented. Steps were being put in place to ensure an overview of the curriculum was shared with parents, in addition to providing parents with an information sheet on a termly basis, to provide further information. <b>Mr Karim suggested</b> a site for Mr Chapman to review to provide inspiration on how this could be shared with parents.</p> <p>Mrs Kahler reported a similar survey had been shared with parents with a low response rate. A review was taking place with steps being put in place to address this and change the procedure for undertaking surveys with parents.</p> <p>Mrs Kahler explained recruitment to the Academy Parent Teacher Association (PTA - Friends of Samuel Barlow) had taken place. It was further reported support from the PTA (Parent Teacher Association) will take place in respect of the curriculum and sharing of information with the wider community.</p> <p>Mrs Kahler explained a Staff Survey had also been completed with Samuel Barlow Primary staff. Responses were positive and reflective of the changes made to the culture of the Academy.</p> <p>Mr Chapman also reported steps were in place to recommence the Parent Teacher Association (Friends of Wainwright).</p> <p>It was reported full conduct is carried out with participants of the group at both Academies.</p> <p><b>The Chair suggested</b> a curriculum link lead would be beneficial to add to the link areas. The Clerk advised this should be added to the January meeting for further discussion.</p> <p><b>Mr Karim asked</b> about Science and the crossing of boundaries with older pupils and how anatomy could be introduced into the curriculum. Mrs Spacey advised Mr Karim to discuss this further with Mrs Kahler.</p>	<p><b>AC 26/01/2022</b></p>
<p><b>SBPA/WPA/ 039/21/22</b></p>	<p><b>Complete Report to Trustees for return to Head of Governance</b> The report was completed and agreed by governors regarding celebratory items and subsequently returned to the Head of Governance.</p>	

<b>SBPA/WPA/ 040/21/22</b>	<b>Determination of confidentiality of business Equality Act consideration Nolan Principles</b> Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> <li>- That no confidential information had been discussed</li> <li>- There had been no Equality Act implications</li> </ul>	
<b>SBPA/WPA/ 041/21/22</b>	<b>Date and time of next meeting</b> Date and time of next meeting: Wednesday 26 <sup>th</sup> January 2022: Main Agenda: 4.30pm – 6.30pm  <b>The Chair requested</b> the meeting was to take place at Wainwright Primary Academy. Mr Chapman confirmed this was acceptable and would ensure steps were in place for the meeting. It was confirmed, the meeting would take place via MS Teams if required due to Covid-19 impact.  <b>The Chair thanked</b> governors for the contributions made during the meeting and wished all attendees ‘Seasons Greetings’.	
	The meeting closed at 6.28pm  Signed: P Edwards..(chair) Date: 26 <sup>th</sup> January 2022 (electronically after AC meeting)	