

**Minutes of the Academy Committee meeting
held on Wednesday 26th January 2021
at 4.30pm via MS Teams**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mr Andy Pullin	AP	Appointed AC governor	
Mrs Donna Bennett	DB	Staff AC Governor	A
Mr Kevin Stokes	KS	Appointed AC governor	
Mrs Irena Dubowski	ID	Appointed AC governor	
Mr Louis Donald	LD	Appointed AC governor	Left 6.20pm
Mr Dale Karim	DK	Appointed Parent AC governor	R
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 Joanna Crook	JC	Year 5 Teacher	Left 4.53pm
Mrs Emma Paine	EP	Clerk and Advisor	

Item No	Item	Action/ by who/when
SBPA/WPA/ 026/21/22	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Bennett due to illness.</p> <p>The Chair confirmed Mr Karim had presented a resignation. The Governance professional confirmed Mr Karim had presented a resignation during the Ofsted Inspection. The Governance Professional reported discussions had taken place with Mr Karim regarding the reasons for his resignation. This</p>	

	<p>was confirmed with the Academy Committee governors. The Governance professional confirmed steps had been put in place for a resignation acknowledgement letter and exit questionnaire to be forwarded to Mr Karim for return. Process and procedure had taken place to ensure account access had been removed, in addition to other actions required.</p> <p>Mrs Spacey clarified the process of the initial contact made by the Governance Professional with governors in respect of the Ofsted Inspection, as a scoping exercise and subsequently secured with governors, once further information had been received from the Ofsted Inspection and a clear route for the inspection made known.</p> <p>Academy Committee governors were in agreement to accept Mr Karim's resignation gave thanks to Mr Karim for his time.</p>	
<p>SBPA/WPA/ 027/21/22</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. Trustees confirmed that the declarations given at the beginning of the academic year were correct.</p>	
<p>SBPA/WPA/ 028/21/22</p>	<p>Local training established from governance self-evaluation and focus on priority aspect of school improvement</p> <p>Curriculum Training by J Crook</p> <p>Mrs Crook circulated a Statement of Intent for governors to review. This was displayed on the screen for the benefit of governors during the brief training session.</p> <p>Mrs Crook explained the curriculum offer and intent at Samuel Barlow Primary. It was reported the broad and balanced offer had been developed around the Trust vision, mission and values. The vision for this was to support students to develop and highlighted the following:-</p> <ul style="list-style-type: none"> • Empowerment, knowledge and skills are supported to ensure pupils can leave the academy able to confidently progress further. • Support is provided by the staff team in implementing the changes to the curriculum to ensure monitoring, progress and documentation, alongside the use of rigorous systems in place to build future leaders and integrate in the curriculum intent and ensure pupils can confidently progress further when they leave the Academy. • To ensure pupils have rich experiences and make the most that is offered to them. The Academy ensure these opportunities are made available to pupils to enable them to be aspirational and receive enrichment in a cultural capital. 	

	<ul style="list-style-type: none"> • Nurturing and facilitating pupils to support their future life goals. • School improvement to ensure there is a ‘no ceiling’ approach. • Ensure support for pupils in oracy, which had been identified through data impact reports. Support for further development for pupils, linking with the reading spine. <p>Mr Donald reported the power of the curriculum was noted during the inspection and how this had been embraced by staff, pupils and the community. Mrs Crook confirmed the curriculum was ambitious, aspirational and bespoke to the Academy. Research, together with steps being put in place to ensure a curriculum with strong links was formed. Mrs Kahler reported Mrs Crook had led the changes to the curriculum offer with all staff in addition to the ongoing enthusiasm for the project moving forward. The Chair asked how this had been presented to staff and how they had been encouraged to support the changes. Mrs Crook confirmed this had been presented to staff and was evidenced daily in Academy life. It was reported collaborative working had taken place with staff, pupils and parents being included at all stages and through the open and collaborative culture of the Academy. This was linked with the Academy vision and values ‘together we are stronger, together we achieve.’</p> <p>Mrs Spacey and Mrs Kahler thanked Mrs Crook for providing support in implementing the curriculum and during the inspection process.</p> <p>Mrs Crook left the meeting at 4.53pm.</p>	
<p>SBPA/WPA/ 029/21/22</p>	<p>Local Response following Central Training:- Ofsted update and School Evaluation</p> <p>Mrs Spacey explained a draft report of the inspection had been received by Samuel Barlow Academy (SBPA).</p> <p>The following discussion was considered confidential and recorded separately.</p> <p>Mrs Kahler wished to thank staff at the Academy for their commitment and hard work over the past few years in efforts to make improvements.</p> <p>The Chair wished to thank the team for the hard work that has taken place over the past few years to support improvements being made in the Academy.</p>	

	<p>Risk Appetite</p> <p>Risks had not been circulated for Samuel Barlow Academy prior to the meeting for the benefit of governors. Mrs Kahler shared risk information with governors.</p> <p>Mrs Kahler explained the first risk in respect of quality first teaching. It was reported there were a high level of SEND (Special Educational Needs and Disabilities) pupils in the Academy (26%). Issues with the SEND process had been identified. The Chair highlighted difficulties with Local Authority involvement, which would delay time scales desired for the Academy and for pupils with an EHCP (Educational Health Care Plan). This was due to issues with delays to process with the Local Authority. The Chair suggested anything that involved contact with Children’s Services was recommended to be added to the risk register in that area. Mrs Kahler confirmed this would be added to the Risk register in the appropriate area.</p> <p>The second risk identified was language and communication. Mrs Kahler explained it was still unknown the full impact Covid-19 had on pupils mental health and wellbeing and social skills. It was reported there is a strong focus on reading and phonics to meet the needs of the pupils. The Chair asked whether there is still a gap around lost learning. Mrs Kahler suggested the full impact of Covid-19 is still unknown. Resources are being directed accordingly.</p> <p>The third risk was staffing and succession planning. Strong recruitment and retention was in place. Mrs Kahler highlighted difficulties with staffing due to the current issues surrounding PAN (Pupil Admission Numbers) and ensuring adequate support is being provided to those pupils with SEND (Special Educational Needs and Disabilities). The Chair suggested risks and issues should be narrated correctly. The Chair also suggested the SEND (Special Educational Needs and Disabilities), could be added as an additional risk. The Chair asked whether the risks linked with the Academy Improvement Plan. This was confirmed by Mrs Kahler.</p> <p>Mr Pullin confirmed review of the Risk Appetite training provided by the Trust, had taken place. Mr Pullin suggested some of the risks shown have been confused with issues. Mr Pullin further suggested the risk should be outlined and explanation of the issue causing the risk should be outlined on the document. Mrs Kahler explained there had been some confusion when discussions with staff had taken place during completion of the document. Mrs Kahler confirmed she would</p>	
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	<p>Academy Committee governors were in agreement with the risks highlighted for Wainwright Primary Academy and the scoring provided subject to any issues with rag rating being updated by Mr Chapman.</p> <p>Governor Training Attendances (GDPR/SEND/Risk Identification) Mr Donald confirmed attendance at both training sessions and confirmed these were clear and understandable. Mr Stokes confirmed the training was to the point, clear and well delivered. Governor training record for review Mr Pullin confirmed he had reviewed training and would confirm the dates of this to the Governance Professional. Mrs Dubowski confirmed she had attended SEND Link governor training. The Governance Professional explained if Academy Committee governors review Trust led training, they should ensure the Governance Professional is informed to facilitate the training record to be updated. Chair/Vice Chair feedback The Chair confirmed the meeting had been re-arranged to the 2nd March 2022. The Chair confirmed he was unable to attend the session due to prior engagements. Steps would be put in place to ensure feedback can be obtained and provided for Academy Committee governors.</p>	<p>AP 30/03/22</p> <p>PE 30/03/22</p>
<p>SBPA/WPA/ 030/21/22</p>	<p>Minutes of the meeting dated 13th October 2021 The minutes of the meeting, having previously been received were agreed and signed by the chair (electronically).</p>	
<p>SBPA/WPA/ 031/21/22</p>	<p>Matters Arising: 030/21/22: SBPA SEF (Self Evaluation Form)/AIP (Academy Improvement Plan) to be provided Mrs Kahler confirmed both documents had been provided for Academy Committee governors. The Chair asked whether a summary of the main objectives would be provided. Mrs Kahler confirmed the document had been updated and this would be forwarded to governors for review.</p> <p>Mr Donald asked whether information received as a result of the recent Ofsted Inspection would be reflected in the AIP (Academy Improvement Plan) and SEF (Self Evaluation Form) documents and any actions being planned. Mr Donald asked whether the documents would be cross-referenced with each other. What were the plans for the AIP (Academy Improvement Plan) now and how would these be addressed? Mrs Kahler confirmed steps were being put in place for a review of the SEF (Self Evaluation Form) and AIP (Academy Improvement Plan) documents and to ensure triangulation was taking place.</p>	<p>SK 30/03/22</p>

	<p>031/21/22:SBPA NCSIE (Nottinghamshire County Safeguarding in Education) Audit Mrs Kahler confirmed the document had been provided to Academy Committee governors and reviewed with the safeguarding link governor. It was reported the document had been returned to the Local Authority prior to the December deadline.</p> <p>Mr Chapman also confirmed the NCSIE document for Wainwright Primary Academy had been returned to the Local Authority prior to the December deadline.</p> <p>034/21/22: Catch-up funding review update Mrs Spacey explained catch up funding was being used in 1:1 tuition for pupils and identified from data for the Year 6 cohort.. Before and after school interventions were being provided for pupils. It was reported, further investment in Read, Write, Inc was taking place for early reading and phonics. Steps were in place to ensure particular curriculum areas identified were a focus using Pixl and to ensure commitments for teaching were further built upon.</p> <p>The Chair asked whether funding would be received for a further year or whether the payment was a one off. Mrs Spacey explained it was unknown as to whether the funding would continue and explained the Government were aware of the continual impact caused due to Covid-19.</p> <p>035/21/22: Review of updated Risk Register and changes Review of the identified risks had taken place in item SBPA/WPA/029/21/22.</p> <p>036/21/22:Parent Governor Advertisement Mr Donald explained there was a lack of parent governors. What is taking place to address this? The Governance Professional confirmed discussion had taken place with the Chair. It had been decided further discussion would take place at the meeting on the 30th March 2022. Mr Donald suggested broader marketing should take place with further engagement with parents. The Chair explained there is a countrywide shortage of governors Mr Donald suggested Trust support should be provided to promote the vacancies. The Chair suggested information would be forwarded for discussion at the Chair/Vice Chair meeting due to take place on the 2nd March 2022.</p>	<p>PE 02/03/22</p>
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	<p>Mr Pullin suggested governors should be available to speak with parents. Suggestion of a coffee morning should be made available.</p> <p>The Chair asked whether there were groups available for parents to attend at either of the Academies. Mr Chapman confirmed a group is established at Wainwright Primary Academy, which has been impacted by the Covid-19 restrictions.</p> <p>The Governance Professional asked whether Mrs Dubowski would be happy to support the Chair in attending sessions with parents and in recruiting parent governors. Mrs Dubowski confirmed this.</p> <p>036/21/22: Link Visit Reports</p> <p>The Chair confirmed Link visit reports had been provided and reviewed. The Chair thanked governors for their time and information provided in the Link Reports. The Chair thanked staff for their time in completing Link visits with Academy Committee governors. Mr Stokes reported the link visits were good experiences. The following Link Visit discussion highlighting issues for resolution were confidential and recorded separately.</p> <p>038/21/22: Curriculum Link Area to be discussed</p> <p>This was to be discussed later in the meeting.</p>	
<p>SBPA/WPA/ 032/21/22</p>	<p>Safeguarding culture and compliance including online safety</p> <p>Mr Chapman and Mrs Kahler confirmed there were no significant issues arising in either Academy.</p>	
<p>SBPA/WPA/ 033/21/22</p>	<p>Determination of Admission Arrangements 23/24 SBPA</p> <p>Mrs Kahler explained the changes requested to the PAN (Pupil Admission Numbers) at Samuel Barlow Academy to 45 alongside other proposals to ensure these were in line with the Trust. Mrs Kahler confirmed a response was awaited from Trustees. The Governance Professional confirmed there was a consultation out with the Trust and information was available in the link provided. Governors were in agreement with the local appendix available for Samuel Barlow Academy and Wainwright Primary Academy and the Trust overarching Policy.</p>	
<p>SBPA/WPA/ 034/21/22</p>	<p>Professional Development update and impact report</p> <p>Mrs Spacey explained the Educational Review Meeting had not taken place due to the impact of the Samuel Barlow Academy Ofsted Inspection. It was confirmed, further information would be available for the meeting due on the 30th March 2022 as the Academy Improvement Review meeting would be taking place for Wainwright Academy on the 2nd February and further feedback would be provided for governors.</p>	

	It was confirmed the AIP (Academy Improvement Plan) and SEF (Self Evaluation Form) would be revised to reflect changes made.	
SBPA/WPA/035/21/22	<p>In-year admissions – all year groups</p> <p>The Governance professional asked whether an Admissions Panel would be required to be formed with governors as the PAN (Pupil Admission Numbers) for SBPA was being reached. Mrs Kahler confirmed Year 1 applications were currently at 40 with any in year admissions being accommodated due to the class arrangements currently in place. Mrs Kahler explained SEND (Special Educational Needs and Disabilities) pupils were currently at 26% which required a high level of staff support to ensure needs of those pupils were being adequately met. It was explained any admissions were being reviewed taking into account the high level staff support required for those SEND (Special Educational Needs and Disabilities) pupils.</p>	
SBPA/WPA/036/21/22	<p>December Management Accounts /Forecast 1</p> <p>Discussions around funding and spend in the Academies was confidential and reported separately.</p> <p>The Chair suggested due to large percentages of SEND (Special Educational Needs and Disabilities) and EAL (English as an additional language) pupils in the academies, governors should ensure monitoring of funding and spend takes place.</p>	
SBPA/WPA/037/21/22	<p>Policy Ratification</p> <p>Policy appendix had been provided for ratification from Mr Chapman. Governors were in agreement with the changes made and satisfied with the documents provided to be updated in line with the changes made to the Trust Policy documents.</p> <p>Mrs Kahler confirmed documentation would be reviewed and provided for email agreement prior to the meeting on the 30th March 2022. Updates were to be provided in respect of; appendix for Supporting students with medical conditions, Special Educational Needs and Disabilities and Provider Access.</p> <p>The Governance Professional confirmed updates had been made by the Trust, requiring updates to Academy Appendix linking with the updated Trust Policy. Governors were to ensure they had reviewed the Policy changes available on the Trust website, in respect of the policy appendix and in addition to changes to Career Guidance and the Financial Procedures Manual.</p>	SK/AC ASAP
SBPA/WPA/038/21/22	<p>Admission Arrangements</p> <p>Sufficient discussion had taken place in SBPA/WPA/030/21/22.</p>	
SBPA/WPA/039/21/22	<p>Audits</p> <p>AIR WPA</p>	

	<p>Mr Chapman explained the Audit was due to take place on the 2nd February 2022. The Chair confirmed an appointment was arranged for governor attendance. Mr Chapman confirmed the audit would be forwarded in readiness for the meeting on the 30th March 2022 for governor review.</p> <p>The Chair explained some areas were known along with the school objectives. Information relating to why what who how was required to support governors. The Chair suggested a link area, linking with the Academy AIP objectives should be considered by governors and ratified at the meeting on 30th March 2022. Governors were asked to consider the areas in preparation for the next meeting.</p> <p>Ofsted Inspection Report SBPA Mrs Spacey advised the draft report was currently being reviewed and would be available for governors at the meeting on the 30th March 2022.</p>	<p>AC 30/03/2022</p> <p>LS/SK 30/03/2022</p>
<p>SBPA/WPA/040/21/22</p>	<p>Category C Visits Mrs Kahler confirmed trips were being reviewed and residential trips would not be taking place with Samuel Barlow Academy due to cost implications for families in the community. Discussions were taking place to provide an in house residential and trip to Sherwood Pines, which would be memorable for pupils and lower in costs. The Chair provided a contact for the Visitor Centre to arrange a visit for the Academy.</p> <p>Mr Chapman confirmed steps were being put in place to review the Risk Assessments for the Category C trip proposed and information to be forwarded to parents.</p>	
<p>SBPA/WPA/041/21/22</p>	<p>Review of governor Action Plan from Self Evaluation Skills Audit completion by all The Chair explained a link to curriculum had been suggested at the last meeting. However, consideration would now be taken to the objectives of the AIP. A change would be made to the Governance Action Plan to reflect this. The Governance Professional confirmed this would be completed. The Chair suggested the Governance Action Plan had been amended with the Governance Professional and would be reviewed throughout the year at agenda setting meetings. The Governance Professional confirmed all new governors had now completed the Skills Audit. Mr Karim was due to complete this, however, had subsequently resigned from his role.</p> <p>Consideration for Vice Chair vacancy The Governance Professional advised there should be a Vice Chair after clarity had been provided from the the Head of Governance and guidance provided in the Governance Strategy. The Chair suggested governors should express their</p>	

	<p>interest in the role with the Governance Professional for election at the meeting on the 30th March 2022. The Chair requested this to be agreed at the start of the next meeting.</p> <p>Mr Donald left the meeting at 6.20pm.</p>	
SBPA/WPA/042/21/22	<p>Complete Report to Trustees for return to Head of Governance</p> <p>The Governance Professional completed the Report in the presence of Academy Committee governors with items to celebrate and to confirm agreement of the identified risks. The Report was subsequently returned to the Head of Governance.</p>	
SBPA/WPA/043/21/22	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles</p> <p>Academy Committee 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 items 029/21/22, 031/21/22 and 036/21/22 should remain confidential to attendees at this meeting, indefinitely. - There had been no Equality Act implications 	
SBPA/WPA/044/21/22	<p>Date and time of next meeting</p> <p>Date and time of next meeting: Wednesday 30th March 2022: Main Agenda: 4.30pm – 6.30pm</p> <p>The Governance Professional suggested meetings could now take place face to face. It was agreed that the next meeting would take place at Wainwright Primary Academy; Mr Chapman would ensure steps were put in place in the Academy.</p> <p>The Chair thanked staff and the leadership team for the support provided during the recent Ofsted inspection.</p>	
	<p>The meeting closed at 6.28pm</p> <p>Signed.....P Edwards.....(chair) Date 31.03.22 (electronically after AC meeting)</p>	