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**Minutes of the Academy Committee Meeting held on
Wednesday 23rd November 2022
at 4.30pm at Samuel Barlow Primary Academy**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mr Thomas Reid	TR	Vice Chair of Academy Committee	
Mr Kevin Stokes	KS	Appointed AC governor	
Mrs Donna Bennett	DB	Appointed Staff AC governor	A
Mr Andy Pullin	AP	Appointed AC governor	
Mr Thomas Reid	TR	Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Appointed AC governor	
Vacancy		Parent AC governor	
Vacancy		Parent AC governor	

In attendance:

Mrs Lucy Spacey	LSp	Executive Principal	Left at 5.17pm
Mr Jon Chapman	JCh	Principal WPA	
Mrs Sarah Kahler	SKa	Principal SBPA	
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Mr Jake Lang	JL	Governor Candidate (Observer)	
Quorum required	3	Governors present	4

Governor concerns, challenge and support: Responses are provided next to the highlighted area.

Item No	Item	Action/ by who/when
SBPA/WPA/ 016/22/23	Welcome and Apologies for absence Apologies for absence were received and agreed from Mrs Bennett. Introductions were made for the benefit of Mr Lang who was observing the meeting.	
SBPA/WPA/ 017/22/23	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. The chair asked if anyone had any declarations to update. Trustees confirmed that the declarations given at the beginning	

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	of the academic year were correct. Mr Stokes reported that a declaration of interest with the PTA (Parent Teacher Association) for Samuel Barlow Primary. The Governance Professional advised the interest should be recorded on the Governors and Trustees Declaration of Interest register for 2022/2023.	KS ASAP
SBPA/WPA/ 018/22/23	<p>Training</p> <p>Local response following central training</p> <p>It was reported Data and Outcomes and Quality Assurance training sessions had been provided by the Trust. The Chair explained information provided in the sessions that had been attended. Academy Committee governors were requested to review the sessions if these had not been attended.</p> <p>The Executive Principal asked whether the IDSR had been forwarded. The Chair confirmed this had been received from both Academies.</p> <p>The Chair reported the Trust were in agreement that a safeguarding refresher training session would take place locally at the start of the academic year for the benefit of Academy Committee governors. The Executive Principal asked whether this would be of benefit to other governors in the Trust. The Chair confirmed this would be beneficial. Discussions took place regarding the link governor specific safeguarding training that had been attended by the Chair.</p> <p>The Chair explained a review of Equalities act training would be beneficial for Academy Committee governors due to questions raised in an Ofsted Inspection regarding the protected characteristics. The Chair explained some training material had been prepared which would be forwarded to the Governance Professional for circulation with governors.</p> <p>Academy Committee governors were asked to review the National Governance Association webinar on the Equalities act.</p>	<p>PE ASAP</p> <p>Govs 25/01/23</p>
SBPA/WPA/ 019/22/23	<p>Minutes of the meeting dated 28th September 2022</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair, Principal and Executive Principal.</p>	
SBPA/WPA/ 020/22/23	<p>Matters arising</p> <p>004/22/23: Governors to review the Trust safeguarding training linking to</p>	

	<p>The Vice Chair confirmed a review of the safeguarding training provided by the trust had taken place. It was confirmed that all governors had reviewed the safeguarding training session.</p> <p>006/22/23: Clarity on Governor Bio content before adding to websites The Executive Principal confirmed this would be reviewed with the Trust relating to consistency with governor bio information being provided.</p> <p>007/22/23: Advertisement for new governors to be placed on screen in SBPA reception area. It was confirmed this was displayed in the reception area by way of printed information. Mrs Kahler clarified there was no screen available in the reception area at SBPA. Mr Chapman confirmed there was a screen available at WPA and this would be reviewed. Discussions took place around the audience for the information being presented and whether this would be of benefit.</p> <p>007/22/23: Induction and recruitment review The Executive Principal confirmed this has been reviewed by the Governance Team and it has been acknowledged that information will be staggered out for new governors. The introduction of a buddy is also being reviewed. The Chair acknowledged a social media presentation by a Trust Executive Leader available on Twitter had been reviewed and it was suggested this should be shared with the wider community.</p> <p>Mrs Kahler suggested up dated information was required to support governor attendances at events the Academies. The Governance Professional confirmed information was being forwarded from the Trust.</p> <p>The Executive Principal confirmed advertisements were out with Governors for Schools and Inspiring Governance. The Chair asked whether advertisement was available locally. The Governance Professional confirmed there were advertisements with Mansfield and Ashfield 2020 Group, contact with local Rotary groups and other groups had been made without response.</p> <p>Academy Committee governors suggested a link to the 'Become a Governor' area of the Academies websites could be made available in the academy newsletter for the benefit of parents and in efforts to promote the role in the local community.</p>	<p>LSp 25/01/23</p> <p>SK/JC ASAP</p>
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<p>SBPA/WPA/ 021/22/23</p>	<p>Principals report/Educational Review Meeting Report (ERM)</p> <p>The Executive Principal explained a letter had been received from the Department of Education for WPA. The Executive Principal explained the criteria changes for coasting schools introduced by the Department for Education and actions that would be taken regarding this. It was reported that if a school was previously provided with a judgement of Requires Improvement. The Executive Principal confirmed a letter had been received reporting the school was now a potential coasting school. It was confirmed by the Executive Principal that steps had been put in place by the Trust with a response and information relating to the improvements made since the last inspection of Wainwright Primary Academy. The Executive Principal would circulate the response letter to the Governance Professional for Academy Committee governor review. The Executive Principal assured Academy Committee governors the letter was not a concern and another Academy in the Trust had received a similar letter. The Executive Principal explained improvement in specific areas have been identified.</p> <p>The Chair confirmed attendance at the recent PDP (Personal Development Plan) meeting for the Executive Principal. It was reported that the primary strategic plan was discussed and areas of focus for improvement relating to primary academies and quality assurance. The Chair recommended as a result a link governor for Quality of Education would be beneficial. The Chair confirmed this would be discussed later in the meeting.</p> <p>WPA ERM</p> <p>The Chair acknowledged both academies are similar regarding metrics v targets. Mr Chapman (Academy Principal for WPA) confirmed attendance is above national average. The Principal reported attendance had been reviewed and is currently sitting at 95%. The Chair praised attendance figures that were above national average for the Academy.</p> <p>The Principal confirmed there were some issues with persistent absenteeism and an explanation of the issues arising for pupils identified was discussed. It was confirmed persistent absenteeism includes white British and EAL (English as Additional Language) (English as an Additional Language) pupils. The Principal confirmed steps were being put in place in efforts to reduce persistent absenteeism. Academy Committee governors asked what record attendance was. The Principal explained data which had skewed figures. Discussions took place regarding this.</p>	<p>LSp/Clerk Actioned</p>
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	<p>The Principal confirmed the AIP (Academy Improvement Plan) had been discussed previously. It was confirmed by the Principal that steps have been put in place regarding issues identified in the ERM report.</p> <p>The Principal confirmed the AIR (Academy Improvement Review) had taken place. It was further reported that a review had taken place with the Trust English lead, regarding Read Write Inc and phonics. The report will be forwarded once this is available.</p> <p>The Chair confirmed he was satisfied with the information and improvements being shown.</p> <p>The Principal reported steps were in place since links with DELTA academies. Discussions took place regarding tracking data and staff identifying gaps for interventions. It was reported regular meetings for each year group were in place in addition to testing. The Vice Chair asked whether the full process had been completed. The Principal confirmed the stage achieved due to this being staggered. The Principal reported a review of question level analysis and intervention was to take place.</p> <p>The Principal reported there had been requests from other Trusts to provide support. The Executive Principal confirmed this would be reviewed. Discussions regarding charges for hosting and whether this was beneficial for pupils and adequate staff resources were available. Academy Committee governors suggested this could be for profit making and acknowledged the restrictions around this. The Executive Principal acknowledged approach could be shared, however, the approach could not be for profit making purposes. Discussions around how costs could be recovered and resources filled took place.</p> <p>The Principal confirmed recruitment of a staff member who was supporting EAL pupils and social issues that may occur for some of these pupils. It was further reported this had provided invaluable support for the Academy with links being strengthened.</p> <p>Safeguarding The following discussion regarding safeguarding was confidential and recorded separately.</p> <p>The Chair acknowledged the reduction in admission figures for the transient community. The Chair raised concern with the admission figures and impact that may be identified in respect of funding due to the reducing admissions. The Principal</p>	<p>JC 25/01/22</p>
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	<p>confirmed steps were in place with the marketing department in efforts to increase admission numbers. The Principal explained issues arising with other schools in close proximity to the Academy. Academy Committee governors asked how many other schools were in close proximity to the Academy. The Principal confirmed there were five other schools within walking distance to the Academy.</p> <p>Quality of Education Academy Committee governors asked whether there were separate focus groups. The Principal confirmed there were no separate focus groups and reported the use of the Notts data dashboard and FFT (Fischer Family Trust). The Principal explained this may be cohort specific and is a focus for Year 1 teachers.</p> <p>The Chair asked how far below national average KS2 (Key Stage 2) were. The Principal confirmed the academy were working towards 65%. It was further reported reading is a whole school focus. The Principal explained issues identified with comprehension, fluency and reading speed which was discussed in data meetings and a focus for KS1 (Key Stage 1). The Principal reported steps were in place to support reading in the home environment with phonics workshops being made available for parents.</p> <p>The Executive Principal left the meeting at 5.17pm.</p> <p>The Chair asked whether the request from other schools had come from them or the Trust. The Principal confirmed it was directly from the schools.</p> <p>The Chair asked what missing data was. The Principal explained a review of data for key pupils was to take place. Discussions took place regarding the differences in curriculum for EYS (Early Years) and Year 1. The Principal confirmed steps were being put in place to ensure pupils coming into year 1 were assessed and to ensure realistic targets were being met.</p> <p>The Principal explained a review of tutoring is taking place. The Principal explained funding received and the appointment of a tutor to work in the Academy from January to May for identified groups requiring interventions.</p> <p>SBPA (Samuel Barlow Primary Academy) Mrs Kahler (Academy Principal for SBPA) confirmed attendance was at 91.38%. The Vice Chair asked whether attendance had</p>	
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	<p>been identified as good in the last academic year. The Principal explained this. The Vice Chair asked whether attendance was lower than at this point in the last academic year. The Principal confirmed this and explained there was a high level absence due to seasonal bugs and C-19 currently.</p> <p>The Chair acknowledged the figures were less than 2% below national average figures.</p> <p>Academy Committee governors asked whether the figures included part time pupils. The Principal explained difficulties experienced with the new dashboard being used and in respect of removing groups from the data. Academy Committee governors asked whether it is for those pupils accessing morning or afternoon sessions. The Principal explained the reasons for the use of part time timetables being accessed by pupils who are at risk of permanent exclusion or have anxiety related issues.</p> <p>The Principal confirmed changes with attendance figures had been identified due to issues with term time holidays being taken. The Principal confirmed steps were in place with parents and communications taking place through WEDUC regarding attendance. Steps were also in place regarding parent meetings with the family support worker. The Principal confirmed steps were in place to ensure procedures were being followed regarding monitoring and documenting reasons for absence and communications with families. The Chair asked whether absence forms were completed by families. The Principal confirmed this was requested and reported penalty notices are issued.</p> <p>Academy Committee governors suggested it was the discretion of the Academy to decide whether the absence is allowed. Brief discussions took place regarding this.</p> <p>The Principal reported steps had been put in place with the family support worker who forms part of the inclusion team. It was confirmed steps had taken place to ensure quality teaching staff were supporting in the Academy. Additional staffing was in place in the school office which was beneficial.</p> <p>The Chair asked whether steps were in place for parents requiring additional reassurances. The Principal reported parents identified were working with the SENCo (Special Educational Needs Co-ordinator). It was reported a parent forum had been held. Steps had been put in place to support EHCP (Educational Health Care Plans) for identified students. Discussions regarding the outcomes of this took place. It was</p>	
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	<p>reported positive links with the PTA had taken place with an improved atmosphere being evidenced.</p> <p>The Principal reported the Academy values are aligned with respect and being respectful. The Chair asked if there is reference to the Trust vision, mission, and values, linked to the academy values. The Principal confirmed these were the same. The Chair suggested this should be mentioned in the ERM. The Principal explained this is being embedded this term through empowering and inspiring staff and pupils.</p> <p>Information regarding the maths mastery and subject knowledge training available for the Principal was reported. A review of the role was taking place. The Principal reported Forest School training was taking place. The Chair suggested links with the Forestry Commission at Sherwood Pines could provide further support with the Community Officer. The Principal confirmed links had been formed with the Forestry Commission. Information regarding the collaboration with another school in the Nottingham area to support connecting to the wider world was explained by the Principal.</p> <p>Complaints The Principal confirmed there had been a reduction in concerns received and no formal complaints had been received. Academy Committee governors asked how a review of complaints is being undertaken. The Principal confirmed it was part of the Trust review.</p> <p>The Principal reported a drop in admission numbers had been identified. Steps were in place with the marketing department and regarding public perceptions of the Academy in efforts to improve admissions figures. The Principal confirmed some visits had taken place. It was further reported there will be a celebration day to celebrate the Academy's 100 year anniversary on the 1st February 2023. Steps were in place for a media campaign to support this.</p> <p>Outcomes The Principal reported the review of the curriculum had identified considerations were required in respect of pupils by cohort and context. It was reported phonics targets were low due to impact from the C-19 pandemic. The Principal confirmed the correct trajectory was being followed. Academy Committee governors asked what tracking data was predicting. The Principal confirmed the figures to be met by the end of the term. It was further reported development days had been</p>	
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	<p>implemented to ensure all staff were on target with training. The Principal reported Launchpad is being introduced to literacy to support early pupils learning in addition to Read Write Inc being implemented in efforts to close gaps.</p> <p>Academy Committee governors suggested communications and links formed with local playgroups may be beneficial. The Principal explained this would be reviewed and steps put in place.</p> <p>The Principal confirmed progress was disappointing. Discussions regarding remarking and best results took place.</p> <p>Academy Committee governors asked whether any pupils came on roll after year 5. The Principal confirmed a few had been identified. It was further reported that 50% had not attended the Academy Nursery and not all were home grown pupils. The Chair acknowledged figures were broadly in line with national average. The Chair acknowledged the steps put in place regarding reading should show improvements.</p> <p>The Vice Chair asked how data was tracked. The Principal reported issues with the dashboard and recording. Academy Committee governors asked whether the Trust dashboard had been unsuccessful. Mr Chapman explained steps taken to track manually. The Vice Chair asked whether reporting was through SIMS. This was confirmed.</p> <p>The Principal acknowledged improvement with outcomes in the parents survey had been identified.</p> <p>Mr Chapman and Mrs Kahler confirmed the NCC (Nottinghamshire County Council) NCSP SiE had been returned to the Local Authority after this had been signed off by the Chair of Academy Committee at a recent visit.</p> <p>Policy Appendix Academy Committee governors confirmed they were in agreement with the policy appendix provided for both Academies.</p> <p>Category C Trips Mrs Kahler had provided information for review by Academy Committee governors regarding a category C trip taking place to Hagg Farm. Academy Committee governors confirmed there were in agreement with the trip taking place.</p> <p>IDSr (Inspection Data Summary Report)</p>	
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	It was confirmed the IDSR had been circulated for both Academies. The Chair invited questions from governors. There were no questions asked.	
SBPA/WPA 022/22/23	In year Admission Meetings outcome (WPA) The Principal explained email correspondence had taken place with Admission panel governors via email regarding discussion for the admission of two year 4 pupils. Admissions Panel governors were in agreement to the admissions taking place. The Principal confirmed both pupils have been admitted to year 4.	
SBPA/WPA/ 023/22/23	<p>Link Governor Areas Link Visits The Chair confirmed link reports had been submitted for governor review and were available in the governor share point area, in respect of safeguarding and leadership and management.</p> <p>The Chair requested Academy Committee governors to arrange link visit meetings with staff. Mr Stokes confirmed this was to be arranged.</p> <p>The Vice Chair asked for details of who the staff link for SEND (Special Educational Needs & Disabilities) was. The Principal confirmed this was available on the Link Governor Schedule in the governor share point area.</p> <p>Review of Link Areas Discussions took place regarding link areas for Mr Pullin.</p> <p>It was agreed that Mr Pullin would take safeguarding and Pupil Premium.</p> <p>The Chair suggested a link governor was required to support quality of education and there was a vacancy for RHSE (Relationships, Health, and Sexual Education) which would be reviewed at the meeting in January.</p>	<p>TR/AP/KS ASAP</p> <p>Govs 25/01/23</p>
SBPA/WPA/ 024/22/23	<p>How has the Academy Committee held senior leaders to account Academy Committee governors had challenged senior leaders in respect of:-</p> <ul style="list-style-type: none"> - Attendance figures - Data figures and interventions in place - Support being provided to families - Governor recruitment strategies - Low levels of admissions 	

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SBPA/WPA/ 025/22/23	How have VMV of Trust/Equality been upheld Embedded through following the agenda and Trust strategy. There were no equalities act implications.	
SBPA/WPA/ 026/22/23	Completion of the Termly Report to Trustees The Report was completed by Academy Committee governors and subsequently returned to the Head of Governance.	
SBPA/WPA/ 027/22/23	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> - That confidential information had been discussed within agenda item 021/22/23 is confidential and should remain confidential to the attendees of the meeting. 	
SBPA/WPA/ 028/22/23	Date and time of next meeting Wednesday 25 th January 2023 would take place face to face at Wainwright Primary Academy Main Meeting: 4.30pm - 6.30pm	
	The meeting closed at 6.00pm Signed: P Edwards (chair) Date: 25 th January 2023 as agreed at the LAC meeting	