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**Minutes of the Academy Committee Meeting held on
Wednesday 25th January 2023
at 4.30pm via MS Teams**

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

In attendance:

Mrs Lucy Spacey	LSp	Executive Principal	Via Ms Teams
Mr Jon Chapman	JCh	Principal WPA	
Mrs Sarah Kahler	SKa	Principal SBPA	
Mr Jake Lang	JL	Governor Candidate: Observer	
Mrs Emma Paine	EP	Governance Professional (Clerk)	

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

Item No	Item	Action/ by who/when
SBPA/WPA/ 029/22/23	Apologies for absence Apologies for absence were received and agreed from Mr Reed and Mr Pullin. The Executive Principal joined the meeting via MS Teams.	
SBPA/WPA/ 030/22/23	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. Academy Committee governors confirmed that the declarations given at the beginning of the academic year were correct. <i>The meeting was taken out of order at this stage.</i>	
SBPA/WPA/ 038/22/23	Governor Candidate Election Mr Lang Mr Lang was asked to leave the room. Mr Lang left the meeting at 4.40pm.	

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	<p>The Chair explained that Mr Lang had complied with requests and references had been signed off. The Chair asked if the Academy Committee governors were in agreement with the election of Mr Lang.</p> <p>It was resolved that Mr Lang would be appointed to the Academy Committee as an Appointed Governor for a four year term of office.</p> <p>Mr Lang returned to the meeting at 4.43pm.</p> <p>The Chair welcomed Mr Lang to the Academy Committee.</p>	
<p>SBPA/WPA/ 031/22/23</p>	<p>Training</p> <p>Local response following central training</p> <ul style="list-style-type: none"> • Data Privacy Link Governor Training <p>Mr Stokes confirmed the Data Privacy Link Governor training had been attended with good feedback on the session being provided.</p> <ul style="list-style-type: none"> • SEND (Special Educational Needs and Disabilities) <p>Mr Stokes confirmed the SEN (Special Educational Needs and Disabilities) training would be reviewed.</p> <p>The Chair highlighted information presented at the training session regarding communications with parents. The Chair acknowledged there were good communications in place with Academy staff and liaison with families. In addition, parental engagement is put in place at events where governors are in attendance. The Executive Principal reported good communications with parents was in place at both academies. Details of the Trust wide perspective regarding communications expected from parents of SEND pupils was provided. It was reported a Trust review was taking place.</p> <p>Mrs Kahler reported communications with parents take place, with a review on effectiveness being put in place. Discussion took place around how this was articulated at the Academy prior to the current SENCo (Special Educational Needs Co-ordinator) being in post. The Chair suggested an action plan to resolve any issues should be put in place. The Executive Principal explained the training would have assumed an understanding of the context regarding communication would have been around the group being discussed during the session.</p> <p>The Chair suggested the training was focused around mainstream and should include Special schools due to higher levels of SEND students. The Executive Principal explained this would be feedback to the Trust.</p>	<p>KS/Govs 23/03/23</p> <p>LSp</p>

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	<ul style="list-style-type: none"> • Governor Conference <p>The Chair reported attendance at the Governor conference with the support of the Vice Chair. The Chair explained the Vice Chair had completed an activity linking with the self-evaluation completed. The activity had been circulated with the Academy Committee for information purposes. The Chair suggested there was little change since the beginning of the academic year.</p>	23/03/23
SBPA/WPA/ 032/22/23	<p>Minutes of the meeting dated 28th November 2022</p> <p>The minutes of the meeting, having previously been received were agreed by the Chair and Senior leaders and subsequently signed by the chair.</p>	
SBPA/WPA/ 033/22/23	<p>WPA Admissions Panel Decision</p> <p>The Principal explained the process had taken place via email regarding in year admissions which would take a year group over PAN (Published Admission Numbers). The Principal reported there was capacity in the academy due to the lower pupil numbers in neighbouring year groups. Information had been shared with Admission Panel governors regarding the admissions requested and group numbers, which would move to 61. Admission Panel Governors had agreed the admission via email.</p> <p>Mr Stokes explained the Governance Professional had provided advice to the panel regarding email correspondence. Mr Stokes suggested future meetings should take place via MS Teams where possible, to ensure a full discussion can take place.</p> <p>The Principals both provided information around the use of the Admissions Portal and sensitive timescales for governors to agree any in year admissions within the allocated time scales.</p>	
SBPA/WPA/ 034/22/23	<p>Matters arising:</p> <p>017/22/23: K Stokes to complete DOI (Declaration of Interest) due to links with PTA</p> <p>The Chair acknowledged the situation had been resolved with Mr Stokes confirming there was no link with the PTA (Parent Teacher Association) Committee at SBPA. No further action was required.</p> <p>018/22/23: Chair to forward Equalities training material for circulation forwarded</p> <p>The Chair acknowledged information had been shared for governor review.</p> <p>018/22/23: Governors to review NGA Equalities webinar</p> <p>The Governance Professional explained information had previously been circulated with governors. Mr Stokes explained a review of the session would take place. The Chair urged</p>	KS/Govs 23/03/23

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	<p>governors to review the webinar. Additional information had been circulated with governors at the request of the Chair.</p> <p>020/22/23: Mrs Spacey to seek clarity on content of governor bios</p> <p>The Executive Principal explained this would be reviewed again and reported back to the Committee. The Executive Principal had suggested information was too professional and may discourage potential parent governor candidates from applying if the bios were reviewed.</p> <p>020/22/23: Link to 'Become a Governor' part of Academy website to be put into Academy newsletters</p> <p>Mrs Kahler suggested there were issues in attaching contact information to the document forwarded due to the PDF format. The Governance Professional explained issues had been identified at WPA. The Governance Professional explained how this had been implemented in the WPA newsletter to resolve any issues with contact details. Mr Chapman suggested SBPA office staff should make contact to ensure information could be shared and added to the Academy newsletter. Mrs Kahler suggested there had been some interest for the parent governor vacancy. Further information was awaited.</p> <p>021/22/23: AIR (Academy Improvement Review) Report to be circulated</p> <p>The Chair acknowledged the document had been circulated and would be discussed later in the meeting.</p> <p>023/22/23: Link Governor appointments to be arranged</p> <p>The Chair acknowledged Leadership and Management visits had taken place. The Governance Professional advised issues identified arranging visits had been resolved to ensure visits could be arranged with staff.</p> <p>023/22/23: Quality of Education/RHSE (Relationship, Health and Sexual Education) link governor to be confirmed</p> <p>The Chair acknowledged Quality of Education was not statutory, however, would like for this area to be monitored.</p> <p>The Governance Professional suggested the Quality of Education could be monitored through information provided for Academy Committee meetings and discussions and challenge taking place during the Academy Committee meeting. Mrs Spacey was in agreement that information regarding quality of education was provided through the ERM document and monitoring at Academy Committee meetings could take place. The Chair acknowledged RHSE information was provided in information available at Academy Committee meetings.</p>	LSp Actioned
SBPA/WPA/ 035/22/23	<p>Principals report</p> <p>SBPA (Samuel Barlow Primary Academy)</p> <p>The Chair invited questions.</p> <ul style="list-style-type: none"> Attendance and Behaviour 	

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	<p>It was acknowledged attendance was around 90%. Mrs Kahler confirmed attendance was improving and an upward trend identified. The Chair praised the reduction in pupils accessing reduced timetables. Mrs Kahler explained steps were being put in place to increase hours in mainstream for pupils accessing reduced timetables. Discussions took place around any pupils that were unable to benefit from this due to needs and support required. It was reported steps had been put in place with external agencies to ensure additional support could be offered. The Chair praised the steps put in place in efforts to reduce incidents of suspension. Mrs Kahler reported culture had been embedded, with calm corridors being evidenced. Mrs Kahler explained the steps put in place to implement calm corridors. Mr Stokes acknowledged steps had been put in place that were effective. It was acknowledged steps had been put in place to resolve issues identified.</p> <p>ERM (Educational Review Meeting) Report</p> <ul style="list-style-type: none"> • AIP (Academy Improvement Plan) Objectives <p>The Chair asked what progress had been evidenced with the AIP objectives. Mrs Kahler confirmed meetings had taken place with Senior Leaders to ensure action plans were in place and which were positive. Mrs Kahler explained SEND improvements were taking place with staff. It was further reported steps are in place to support pupil applications for EHCP (Educational Health Care Plan) in addition to special school applications to support pupils needs.</p> <p>Mrs Kahler confirmed CPD (Continued Professional Development) is taking place for staff to support delivery. It was further reported it had been identified that there was less disruption on learning, with steps in place to share subject knowledge in the curriculum. A brief discussion took place around the steps put in place and good practice being identified with staff. Mrs Kahler reported implementation of 'How to do it at Samuel Barlow' would take place through assemblies, in efforts to embed high expectations.</p> <ul style="list-style-type: none"> • Confirm determined Admission Arrangements 2024/2025 <p>Mrs Kahler explained there will be a PAN (Published Admission Numbers) will be 45 from September. Discussions took place regarding the natural reduction in admissions that would be identified due to the low birth rate cycle.</p>	
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	<p>Academy Committee governors were in agreement with the information provided for Samuel Barlow Primary Academy regarding Admission Arrangements for 2024/2025.</p> <ul style="list-style-type: none"> • Ongoing Projects <p>The Chair asked whether steps regarding the second phase of the rebuilding plans was moving forward. Mrs Kahler reported steps were in place, with the rebuilding of the hall due to commence. Academy Committee governors asked whether issues identified with the gate had been resolved. Mrs Kahler confirmed steps had been put in place to resolve any access issues.</p> <ul style="list-style-type: none"> • Health and wellbeing <p>The Chair suggested links with Newark and Sherwood. Mrs Kahler confirmed links were in place and support is provided through Forest Schools. The Chair suggested links to be formed with the Community Officers in the area. Mrs Kahler acknowledged this was already known to the Academy.</p> <ul style="list-style-type: none"> • Safeguarding <p>The following discussion regarding suspensions was confidential and recorded separately.</p> <p>The Chair acknowledged the positive improvements made regarding SEND relationships.</p> <ul style="list-style-type: none"> • Category C Trips <p>Mrs Kahler explained a Category C Trip was to be agreed by the Chief Executive Team and would be shared with governors. The Governance Professional advised if the trip required a decision from governors an extraordinary meeting would be required. Mrs Kahler acknowledged this would be available for the next meeting and asked for this to be added to the next meeting agenda.</p> <p>Principals Report – Wainwright Primary Academy</p> <ul style="list-style-type: none"> • AIR Report <p>Mr Chapman explained the AIR Report had been circulated. The Chair acknowledged there was some fluctuation identified in the report, in addition to levels of positivity. The Chair acknowledged there had been some negativity relating to EAL (English as Additional Language) pupils and asked for further clarity around this. Mr Chapman explained the comments were in respect of pupils understanding of English history. Mr Chapman reported steps had been put in place to support those pupils with regular articulation through the curriculum y to support learning of British history for pupils. Mr Chapman explained the</p>	<p>Clerk Actioned</p>
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	<p>quality assurance taking place and ongoing CPD for staff and subject leaders to identify areas requiring further improvement. Mr Chapman explained the AIR process had been positive with good support provided from the Trust.</p> <p>Mr Chapman acknowledged clear action points were identified to support improvement moving forward.</p> <p>The Executive Principal explained the concern regarding EAL which was linked to British history and what was being taught from the curriculum. The Executive Principal reported the process and procedures that had taken place which had identified some articulation and knowledge gaps. It was further reported pupils involved were supported by their books and questioning had taken place to measure what was being taught, learnt and remembered. It was further explained practice takes place with pupils to ensure everyday retrieval is taking place and books used as an aide memoire. A brief example of how this is implemented took place to ensure context and understanding of the process for the benefit of the Academy Committee.</p> <p>The Chair was in agreement that the AIR had provided positive feedback.</p> <p>ERM – Wainwright Primary Academy</p> <ul style="list-style-type: none"> • Attendance and Behaviour <p>The Chair acknowledged attendance was good. Mr Chapman explained attendance had improved and was higher than national average. Mr Chapman explained the difficulties being experienced with attendance, and steps put in place with families and school community in respect of the expectations regarding attendance.</p> <ul style="list-style-type: none"> • AIP Objectives <p>Objective 1</p> <p>Mr Chapman explained around the objective of oracy and communication. CPD was taking place for staff through the offer of the Voice 21 support. Academy Committee governors were guided to the information displayed in the classroom in respect of oracy protocols. Steps were in place to support improvement of vocabulary. Mr Chapman confirmed a meeting was in place with Voice 21 to visit the Academy and arrange an action plan to be implemented. Mr Chapman confirmed the plan would be shared with governors.</p> <p>Objective 2</p>	<p>JC 23/03/23</p>
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	<p>Mr Chapman reported all subject leaders had a clear understanding of all subjects. Steps were being put in place to empower leaders. It was reported the Vice Principal was providing support to ensure a continuation of development, in addition to support received from the Executive Principal. Steps had been put in place to support staff confidence and knowledge to support the articulation of a deep dive.</p> <p>Objective 3</p> <p>Mr Chapman confirmed scaffolding was appropriately put in place to reflect culture. It was further reported Launch Pad was used to support phonics in the Foundation Stage. Steps had been put in place for pupils in nursery to ensure facilitation of talking and building confidence for pupils, which was on track.</p> <ul style="list-style-type: none"> • Safeguarding Discussions around pupil safeguarding were confidential and recorded separately. • Targets The Chair acknowledged targets were good. Mr Chapman confirmed targets set were aspirational. Additional support was being provided by the Vice Principal to support staff in respect of data. It was reported two School Education Tutors have been appointed through the National tutoring funding. The Chair asked whether Pupil Premium funding was being used. Mr Chapman explained catchup funding was supporting this. A brief discussion took place around pupils and funding being used. • Occupational Therapy Placements The Staff governor explained Occupational Therapy placements have been achieved and would take place three times per year. It was reported a placement for the Spring Term had not been allocated. The Staff governor explained it was currently unknown how this would be facilitated. It was acknowledged that the collaboration would be beneficial to all parties involved. <p>Risk - Strike impact</p> <p>Mrs Kahler provided context around strike action requirements, and which could cause impact on staffing levels on days strike action was being taken. Mrs Kahler suggested the areas impact was likely to be shown. It was reported a plan was being put in place in line with the Trust.</p>	
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	<p>Academy Committee governors asked for further clarity around strike action taken by staff. Mrs Kahler clarified staff did not have to provide information as to whether they would be absent until the day of the strike action.</p> <p>Academy Committee governors asked whether this would affect attendance figures. Mrs Kahler explained the procedure and guidance on codes to be used.</p> <p>Mr Chapman explained disruption may be caused, with advice from unions being followed. It was thought disruption would be caused for younger pupils. Plans were in place and subject to approval from Trustees.</p> <p>Mr Stokes acknowledged correspondence parents had received communications regarding strike action and plans in place.</p> <p>Academy Committee governors asked whether steps were in place to support online learning for pupils as a result of strike action. Mr Chapman reported steps are being put in place to support online learning.</p> <p>Mr Lang asked if strikes were due to take place on the 1st February 2023. It was reported steps are being put in place to mitigate any changes due to strike action. Details of further strike days were provided.</p> <p>Consultation on changes to timings of school day (SBPA) Mrs Kahler explained the consultation had not been forwarded to parents and due to Government changes, this would not be going forward at this stage.</p> <p>Mr Chapman confirmed a consultation process had taken place with parents. Support was being received from Trust solicitors with a response being awaited. Mr Chapman reported the school day was to be extended by twenty minutes. The Chair asked if this bought hours in line to 32.5 hours per week. This was confirmed by Mr Chapman.</p> <p>Determined Admission Arrangements for 2024/25 The Executive Principal acknowledged Admission Arrangements remain unchanged for both academies. Academy Committee governors were satisfied with the information provided and that no changes were to be consulted upon. Academy Committee governors ratified the Admission Arrangements for 2024/25 for both Academies.</p>	
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	<ul style="list-style-type: none"> • Trust Policy Approval Academy Committee governors acknowledged the changes made to the Anti bullying, Behaviour, Suspension & Exclusion, Online Safety and Level of Authority Policies made by the Trust and agreed by Trustees. • Local Policy Appendix Academy Committee governors were in agreement with the changes made to Early Years, and attendance policy appendix. Academy Committee governors were satisfied with the information contained in the appendix and ratified the listed policy appendix for both academies. • Admissions The Chair asked if there were 78 admission places from September 2023. This was confirmed by Mrs Kahler. Category C Trip – Samuel Barlow Primary Academy Mrs Kahler explained a category C trip had been agreed by the Chief Education Team. Information had been shared with Academy Committee Governors. Academy Committee governors asked whether risk assessments were in place. This was confirmed by Mrs Kahler. Academy Committee governors asked whether the trip was inclusive for all pupils. This was confirmed by Mrs Kahler. The Governance Professional asked whether poverty proving had been considered. Mrs Kahler confirmed Pupil Premium and other funding had been considered to ensure there were no pupils being excluded from taking part. Academy Committee governors were in agreement with the category C trip taking place 	
SBPA/WPA/ 036/22/23	<p>Review of governor action plan from self-evaluation</p> <p>The Chair asked whether additional funding for pupils with an EHCP was received. The Staff governor explained this is not received for pupils in mainstream.</p> <p>The Executive Principal provided clarity around the finance question on the document the area and confirmed this would be changed for the next self evaluation to be completed locally.</p> <p>The Executive Principal explained Trustees would review the budget at Trustee level. Clarity around monitoring of spending in areas of Pupil Premium and SEND (Special Educational Needs)</p>	

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	<p>was required by local governors and to ensure value for money was being achieved in those groups.</p> <p>Mrs Kahler confirmed an update would be provided and was planned to be shared with governors in the summer term.</p> <p>The Executive Principal explained information is shared during the academic year through different reporting lines such as the Pupil Premium Report. It was explained that information had been provided generally through information provided for the meeting regarding outcomes and attainment without a review of spending taking place. It was further explained evidence was being provided on how funding was being spent and deployed through roles and responsibilities of staff. Academy Committee governors would continue to be updated regarding how funding is allocated in those areas for review.</p> <p>Mrs Kahler confirmed regular finance meetings take place with the Trust Finance Department to ensure allocated funding is taking place in line with budgets and money being spent is specific and being well spent in line with guidance.</p> <p>The Chair asked whether there was an update on the committee being full. The Governance Professional explained the committee was full at five governors with considerations for the vacancies for two parent governors to take place. It was confirmed with the addition of the new governor, there were currently six governors on the Academy Committee.</p>	
SBPA/WPA/ 037/22/23	<p>Link Governor Reports</p> <p>The Chair confirmed a Leadership and Management visit had taken place with Mr Chapman which had been circulated. The Chair confirmed there were no actions to raise as a result of the report.</p> <p>Academy Committee governors asked how the situation with STREP A currently was. Mrs Kahler explained this had now subsided. Mr Chapman suggested impact had been seen prior to the Christmas break and explained the situation had now subsided.</p> <p>The Chair explained an information sheet had been shared with the Health and Safety governor which should be completed at each visit.</p> <p>Academy Committee governors asked whether questions circulated regarding educational visits were to be asked. The Governance Professional advised questions set by the Trust are</p>	

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	<p>to be asked by governors when being discussed at a Local Academy Committee meeting and prior to agreement.</p> <p>The Chair requested Link Areas should be added to the next meeting agenda for discussion.</p>	Clerk Actioned
SBPA/WPA/039/22/23	<p>How has the Academy Committee held senior leaders to account</p> <p>Academy Committee governors had challenged senior leaders around the ERM Report in respect of attendance, targets, AIR audit and strategic plans to be put in place to mitigate risks around strike action to be taken.</p>	
SBPA/WPA/040/22/23	<p>How have VMV (Vision, Mission and Values) of Trust/Equality been upheld</p> <p>The Chair acknowledged the vision, mission and values were embedded through following the agenda.</p> <p>There had been on Equality Act implications.</p>	
SBPA/WPA/041/22/23	<p>Termly Report to Trustees</p> <p>Discussions took place around areas to be celebrated which included the attendance figures, positive comments made in the ERM documents for both academies in addition to the election of a new academy committee governor.</p> <p>Academy Committee governors required further information on the plan being put in place with the Trust regarding strike action.</p>	
SBPA/WPA/043/22/23	<p>Determination of confidentiality of business Equality Act consideration</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 confidential information had been discussed within agenda item 035/22/23 which should remain confidential to Academy Committee governors and attendees of the meeting. 	
SBPA/WPA/044/22/23	<p>Date and time of next meeting</p> <p>Wednesday 22nd March 2023</p> <p>Training: 4.30pm</p> <p>Main Meeting: 5.00pm - 6.30pm</p> <p>Academy Committee governors agreed that the next meeting should take place via MS Teams.</p> <p>The Chair suggested a training session should be provided. Mr Chapman confirmed training could be provided by the Vice Principal regarding how data was being used to drive interventions and improvement.</p>	

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	<p>Discussions took place around attendance of middle leaders to support development for those completing the NPQH. It was requested that Mrs Travill and Ms Gledhill attended Academy Committee meetings for the remainder of the academic year for development purposes. Academy Committee governors were in agreement with this.</p> <p>The Chair requested governors reviewed documentation prior to Academy Committee meetings taking place to ensure challenge could be provided from all governors.</p> <p>The Chair asked whether Mrs Travill and Ms Gledhill could be permitted to join future Leadership and Management Link Visit meetings to support their development. This was confirmed by Mr Chapman and Mrs Kahler.</p>	<p>Govs 20/03/23</p>
	<p>The meeting closed at 6.05pm</p> <p>Signed: P Edwards (chair) Date: 22nd March 2023</p>	