

**Minutes of the Local Academy Committee Meeting
held on the 20th March 2024 at 5.00pm
Via MS Teams**

Name	Title	A=Apologies
Mr Peter Edwards (Chair)	Appointed Academy Committee governor	
Mr Kevin Stokes (Vice Chair)	Appointed Academy Committee governor	
Mr Andy Pullin	Appointed Academy Committee governor	A
Mrs Alison Tate	Appointed Academy Committee governor	A
Mrs Donna Bennett	Appointed Staff Academy Committee governor	
Mrs Emma Taylor	Appointed Academy Committee governor	
Vacancy x 2	Academy Committee parent governor	

In attendance:-

Mr Gareth Letton	Executive Principal	
Mr Jon Chapman	Principal – Wainwright Primary Academy	
Mrs Sarah Kahler	Principal – Samuel Barlow Primary Academy	A
Mrs Emma Paine	Governance Professional	
Quorum: 3	Governors Present:	4

Item No	Item	Action/ by who/when
SBPA/WPA /040/23/24	<p>Welcome and Introductions Mrs Elujoba (Parent Governor Candidate/observer) The Chair confirmed Mrs Elujoba was not present at the meeting as her application had been withdrawn. Brief discussions took place regarding the reasons offered.</p> <p>Apologies for absence Apologies for absence were received and agreed from Mrs Tate due to personal reasons. A leave of absence had been requested by Mrs Tate until the July meeting. Discussions took place regarding this. The absence was agreed by Academy Committee governors and it was hoped this would support Mrs Tate further on her return.</p> <p>Apologies had also been received from Mr Pullin and Mrs Kahler due to work commitments. The apologies were agreed.</p>	
SBPA/WPA /041/23/24	<p>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.</p>	

	<p>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. Mrs Bennett confirmed there is a family link to staff at Hillocks Primary Academy.</p> <p>The Governance Professional asked whether the Declaration of Interest had been updated to reflect this and offer an update to the register. Mrs Bennet requested a link to the document was provided.</p>	<p>DB/GP ASAP</p>
<p>SBPA/WPA /042/23/24</p>	<p>Trust Training – Effectively Monitoring Quality of Education and local context</p> <p>Governors acknowledged the training had been received prior to the meeting and confirmed a review of the training had taken place.</p> <p>Governors explained the training had been comprehensive, easily understandable and in depth. Examples had been offered by the Chief Education Officer during the session which had been beneficial for governors.</p> <p>The Governance Professional asked whether there were any questions governors wished to ask in the local context.</p> <p>Governors acknowledged there were no questions.</p> <p>Governor Training Record/Link governor training</p> <p>The Chair acknowledged a review of the Trust safeguarding link training had taken place. The Chair acknowledged that the session was lengthy and in depth with information being offered regarding governor roles and responsibilities to safeguarding, filtering and monitoring, transgender, governor statutory duties, LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex & ASexual) and Equalities Act. Details of Trust wide plans were offered from the Trustees Standards & Outcomes meeting.</p> <p>The Executive Principal explained SENSO was not being used currently due to technical issues. Steps were being put in place to resolve issues arising. It was confirmed SENSO continued to be used in the secondary settings and the reasons for this.</p> <p>The Executive Principal explained changes to the Equality Act 2010 were expected.</p> <p>The Chair confirmed SEND Link training was due to take place on the 26th March 2024 via MS Teams. Mrs Taylor confirmed she had received the invitation.</p>	

	<p>The Governance Professional advised Mrs Taylor should have received a Trust Induction Session invitation for attendance. Mrs Taylor confirmed this had been received.</p> <p>Mrs Taylor confirmed a link visit meeting had been arranged for the 27th March 2024 at SBPA. The Chair acknowledged he was unavailable to support at this meeting.</p> <p>The Chair acknowledged the Chair/Trustee meeting due to take place on the 5th March 2024 had been cancelled and subsequently there was no feedback to be offered.</p>	
<p>SBPA/WPA /043/23/24</p>	<p>Minutes of the meeting dated 22nd January 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>SBPA/WPA /044/23/24</p>	<p>Matters arising Outstanding</p> <p>029 & 031/23/24: EDI training to be completed Mrs Taylor was yet to complete the modules.</p> <p>032/23/24: Parent Survey results SBPA The Chair confirmed a review of the results had taken place. The Chair noted the percentages of the responses offered by parents.</p> <p>The Chair asked whether steps were being put in place to improve parental engagement with the academy. The Executive Principal acknowledged there was improvement shown since the Ofsted Questionnaire results had been received, however acknowledged further improvements were required.</p> <p>Governors asked whether a workshop would be offered for parental attendance regarding SEND (Special Educational Needs and Disabilities). The Executive Principal confirmed steps were being put in place with the Assistant SENCo to ensure parents are provided with a clear understanding of responsibility and who to contact to resolve any issues arising.</p> <p>032/23/24: LAC Response from Autumn Term ERM; concern raised by CoG to be reported back to Trust The Executive Principal acknowledged this had taken place. The Executive Principal offered apologies and confirmed this administrative.</p> <p>033/23/24: Contact with potential parents for the parent governor vacancy was to take place where appropriate</p>	<p>ET 22/05/24</p>

	<p>The Chair acknowledged further work was required by both academies regarding this.</p> <p>The Vice Chair asked if there had been any further activity with TES applications received. The Governance Professional confirmed no further contact had been received.</p> <p>The Chair confirmed further matters arising had been actioned and would not be reviewed further.</p>	
<p>SBPA/WPA/ 045/23/24</p>	<p>ERM (Educational Review Meeting) Report</p> <p>The Chair acknowledge receipt of the documents for both schools.</p> <p>ERM SPBA</p> <p>The Chair acknowledged an improvement in attendance had been identified since 2022/2023 data. The Executive Principal explained the steps in place with staff regarding absence and how this was being challenged with parents in a supportive way.</p> <p>The Chair acknowledged the actions that were in place in the ERM document.</p> <p>The Chair acknowledged the complaint received. The Executive Principal explained resolution had been achieved. Brief discussion took place regarding any further steps that may be required.</p> <p>Governors praised the strengths in maths identified.</p> <p>The Executive Principal reported Mrs Kahler was the Maths Lead and Lead for the Maths Hub.</p> <p>Governors acknowledged the responses received from parents regarding the parent survey and positive comments made.</p> <p>Governors asked whether there was an offer of an after school club in place. The Executive Principal explained the reasons for the club being withdrawn due to financial viability. It was confirmed that Breakfast Club remained in place which is currently under review, along with all of the wraparound care in all of the primary academies.</p> <p>Governors acknowledged and understood the issues arising and were satisfied with the reasons for the withdrawal of the afterschool club.</p> <p>The Executive Principal explained that there remained a drive for the Ofsted 'Good' rating to remain in place with steps put in place in support of this.</p> <p>Governors acknowledged ECT (Early Career Teachers) were in place and being supported by staff.</p>	

	<p>The Executive Principal explained the Ofsted changes to the framework since the last inspection and steps would continue to be put in place to ensure the academy can move forward.</p> <p>The Chair asked that staff were thanked for the support and continued work and commitment they are providing.</p> <ul style="list-style-type: none"> • Audits – SBPA AIR (Academy Improvement Review) <p>The Chair acknowledged the overall ‘Good’ outcome of the AIR and asked whether work in place would continue. The Chair acknowledged governance was good with governors remaining supportive and a critical friend.</p> <p>Governors congratulated the academy staff and pupils for continuing with the good work in place.</p> <p>The Executive Principal explained discussions had taken place with Executive Leaders to ensure a focus remains on attendance. Steps were being put in place to refine the curriculum and to ensure this remains aligned to the needs of the local community. The Executive Principal confirmed the strategies would remain in place until summer 2025.</p> <p>The Chair acknowledge CPD (Continued Professional Development) for staff continued to take place. The Executive Principal explained staff were being proactive in offering additional support for newer staff.</p> <p>Governors acknowledged there had been a reduction in Pupil Premium (PP) pupils at the academy, however, pupils needs had increased.</p> <p>Governors asked how this can be addressed.</p> <p>The Executive Principal explained changes to pupil admissions with a reduction in PP pupils attending the academy. Discussions took place around the complexity of needs that were being identified for those pupils accessing PP.</p> <p>Educational Review Meeting Report - WPA</p> <p>The Chair acknowledged that attendance remained in line with national average figures. The Principal acknowledged that the target was 94%.</p> <p>Governors praised the addition of a Family Support Advisor (FSA) who will offer additional support for the Principal and families can be offered.</p> <p>The Principal explained the Trust wide approach and support to be offered to families and to continue to support attendance figures and</p>	<p>GL/SK ASAP</p>
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	<p>an improved understanding of the context and reasons for absence.</p> <p>The Chair asked whether the support of the FSA would reduce persistent absence figures.</p> <p>The Principal confirmed this would be reduced overall through the support offered. Discussions took place regarding the process and focus for this.</p> <p>The Principal explained that the Ofsted Inspection offered an improvement point of the curriculum. The Principal reported the development to the curriculum that had taken place to ensure consistency and the focus on weaker subjects that was in place.</p> <ul style="list-style-type: none"> • Autumn Term Review of AIP(Academy Improvement Plan) <p>The Chair acknowledged the positive targets in place and praised the CPD that was being completed by staff and additional work taking place.</p> <p>The Chair asked whether there were any new teaching staff. The Principal confirmed staff that have been recruited and explained CPD will become a driver for QA (Quality Assurance). The Principal explained staff had gone above and beyond in the support being offered.</p> <p>The Chair acknowledged the team culture and ethos identified in the academy.</p> <p>The Chair asked what DfE (Department for Education) NLE funding was.</p> <p>The Principal confirmed the academy were offering the latest experiences to ensure progress can continue. Specific targeting or ICT (Information and Communications Technology) and DT (Design and Technology) topics had taken place. The Principal explained funding had been received from the Horticultural Society Greener Spaces to support transformation of part of the academy site and develop an area of the site into an allotment for pupils to learn how to grow produce which would then be used by kitchen staff in preparing school meals being provided.</p> <p>Governors praised the initiative put in place and funding secured.</p> <p>The Chair praised the positive attitudes and supportive culture identified in the academy.</p>	
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	<p>The Principal acknowledged the staff survey would take place in the summer term.</p> <ul style="list-style-type: none"> • Safeguarding (Checklist) Compliance/Culture The Chair acknowledged receipt of the checklist for both academies. The Chair acknowledged there was nothing of concern. • Risk Register Governors acknowledged a review of the Risk Registers for both academies had taken place. <p>The Chair acknowledged the risk around funding at WPA as a result of impact from the low birth rate cycle. The Principal confirmed steps were in place to mitigate any issues.</p> <ul style="list-style-type: none"> • Staff & pupil well-being The Staff governor provided details of staff training taking place. In addition, there were workshops being provided for parents to attend regarding anxiety support for pupils and SEND, in the summer term. It was further reported in addition, Wellbeing Wednesday takes place in the academy on a weekly basis. <p>Governors acknowledged there had been a dip in attainment in maths and asked for the reasons for this. The Principal explained this was due to the timing of the tests. Brief discussions took place regarding this. The Principal explained there was an improved outcome in the data as a result of the most recent testing.</p> <p>Governors raised concern at the high levels of testing that takes place for pupils. The Executive Principal explained KS1 tests have now been removed by the government which has offered an opportunity to review when and how testing takes place. Steps were being put in place regarding a way forward across the primary academies in the Trust.</p> <p>The Chair asked when the WPA AIR would be taking place. The Principal confirmed this would be in the summer term.</p> <ul style="list-style-type: none"> • Category C trips/review The Chair asked whether there were any Category C trips for review. The Principal confirmed there were no new trips to be agreed at WPA. The Executive Principal confirmed there were no new trips to be agreed at SBPA. • Exclusions and suspensions data 	
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	<p>The Chair acknowledged information offered regarding suspensions and exclusions and suggested there were no concerns.</p> <p>Trust Policy Updates: Governors acknowledged the updates that had been made with the Trust Policies highlighted below:-</p> <ul style="list-style-type: none"> • GDPR, • Retention guidelines • Whistleblowing • Relationship and Sex Education Policy • Provider Access Policy • Supporting students with medical conditions policy • Early Careers Teachers policy • Levels of Authority • Reserve and Investment Policy • Filtering and Monitoring (See Trust Document) • Privacy Notice (Governance Newsletter) <p>Local Policy Appendix Governors acknowledged there were no local policy appendix for review.</p>	
<p>SBPA/WPA/ 046/23/24</p>	<p>Governance Housekeeping The Vice Chair confirmed link visits had taken place in respect of Health and Safety, Data Privacy, Complaints and Whistleblowing and stakeholder engagement with no concerns raised. The Vice Chair confirmed dates had been arranged for the summer term.</p> <p>Mrs Taylor confirmed a link visit had been arranged for SEND at SBPA. The Chair confirmed he would support with this. A meeting was to be arranged at WPA with Mrs Bennett. The Executive Principal suggested what was understood at one academy could be tested at the other academy.</p> <p>Mrs Taylor suggested additional training was required. The Governance Professional asked whether this was regarding SEND or Link Governor Visits. The Chair confirmed with Mrs Taylor dates for the SEND link governor training session which had been received. Discussions took place regarding a link visit with support of the Chair.</p> <p>The Chair explained a review of the Skills Audit would be taking place in line with the Governance Action Plan with the Governance Professional prior to the May meeting. The Chair asked for the process. The Governance Professional advised of the process that</p>	<p>ET/DB 22/05/24</p>

	would take place in completing the Governance Action Plan in preparation for the completion of the Governor Self Audit and updated Action Plan to be prepared for the new academic year 2024/2025.	
SBPA/WPA/048/23/24	<p>How have the Academy Committee held senior leaders to account</p> <p>Governors had challenged senior and executive leaders in respect of:-</p> <ul style="list-style-type: none"> • Attendance • Outcomes in maths • Parent Survey results • Pupil Premium figures 	
SBPA/WPA/049/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld</p> <p>Discussions regarding Equality, Diversity and Inclusion had taken place in line with the Trust Vision, Mission and Values.</p>	
SBPA/WPA/050/23/24	<p>Consider information to be advised to the Trust Board and complete the report</p> <p>Academy Committee governors completed the Committee Report with information to be returned to the Head of Governance.</p> <p>Governors offered information regarding:-</p> <ul style="list-style-type: none"> - Praise for staff support offered and continued CPD taking place. - DfE funding received to support greener spaces and support improvements to the outside space at WPA. - Good levels of attendance identified. 	
SBPA/WPA/051/23/24	<p>Determination of confidentiality of business</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 no confidential information had been discussed. 	
SBPA/WPA/052/23/24	<p>Date and time of next meeting</p> <p>Monday 22nd May 2024</p> <p>Training: 4.30pm</p> <p>Training regarding the curriculum was to be provided by both Principals.</p> <p>Main Meeting at 5.00pm</p>	
	<p>The meeting closed at 6.30pm</p> <p>Signed: K Stokes (Vice chair)</p> <p>Date: 22nd May 2024 agreed at LAC Meeting</p>	