

**Minutes of the Local Academy Committee Meeting
held on the 22nd May 2024 at 4.30pm
At Samuel Barlow Primary Academy**

Name	Title	A=Apologies
Mr Peter Edwards (Chair)	Appointed Academy Committee governor	A
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	
Mrs Emma Paine	Governance Professional	
Quorum: 3	Governors Present:	3

Item No	Item	Action/ by who/when
SBPA/WPA /054/23/24	<p>Apologies for absence Apologies for absence were received from Mr Edwards due to work commitments and Mr Pullin due to personal commitments. Academy Committee governors accepted the apologies presented.</p> <p>Mr Stokes (Vice Chair) confirmed he would be chairing the meeting in the absence of Mr Edwards.</p> <p>Apologies were also provided from Mrs Tate due to a request for a leave of absence as previously agreed.</p>	
SBPA/WPA /055/23/24	<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. 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.</p>	

	<p>Mrs Bennett acknowledged a change to the declaration of interest had been noted at the previous LAC meeting.</p>	
<p>SBPA/WPA /056/23/24</p>	<p>Training - Curriculum Overview Mrs Kahler explained a review of the curriculum had taken place across the primary academies in the Trust to ensure curriculum continues to meet the need of pupils. This had been refined and details of a mutation of the curriculum were offered. It was explained gaps in learning had changed over time.</p> <p>Governors asked what had cause the mutation. Mrs Kahler explained differences had been identified in the curriculum implemented across the primary academies which could have affected outcomes. Steps had been put in place to refine the curriculum and ensure consistency, to offer of an aspirational curriculum that meets thresholds throughout the trust.</p> <p>Mr Chapman confirmed the curriculum had been streamlined across the primary academies in the Trust and plans created for each unit in all different subjects offered. Details of what is offered to support staff delivery, to ensure pupils learning is supportive of their outcomes. It was hoped this would lead to an improved transition to secondary and ensure building blocks for learning fitted with the curriculum in the secondary phase. Details of the support of teaching staff across the Trust and to ensure plans in place for all teaching staff to offer capacity and focus on delivery and skill set. A robust process for teaching was in place and it was hoped the steps being put in place would have impact with knowledge retainment for pupils.</p> <p>Governors asked if teaching staff are assessed. Mr Chapman confirm learning walks and book looks take place.</p> <p>Mrs Kahler explained what staff will be focusing on with teaching.</p> <p>Mrs Taylor joined the meeting at 4.55pm.</p> <p>Governor Training Record The training record had been updated and circulated.</p> <p>Link Governor Training attendances - SEND/Funding impact/Careers/PP (Pupil Premium) Governors acknowledged that there had not been attendance at the training sessions.</p>	

	<p>The Executive Principal provided a brief precis of the content of the session regarding funding impact.</p> <p>Governors asked whether the funding received was working. Mr Chapman explained Mr Pullin monitored PP funding during link visits. Details regarding the national attainment for disadvantaged pupils was provided.</p> <p>Mrs Kahler explained phonics support and a family support worker support disadvantaged groups of students with fast-track tutoring offering good support.</p> <p>Governors asked what the package being used was. Mrs Kahler and Mr Chapman confirmed this was achieved through Read Write Inc and a TA (Teaching Assistant) focus.</p> <p>The Governance Professional advised that Mr Edwards (Chair) had attended the Trust training session in addition to an NCC safeguarding focus group with details being shared prior to the meeting regarding the group for information purposes.</p>	
<p>SBPA/WPA /057/23/24</p>	<p>Minutes of the meeting dated 20th March 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>SBPA/WPA /058/23/24</p>	<p>Matters Arising:</p> <p>The Governance Professional acknowledged all matters arising had been actioned and all training had been completed.</p> <p>The Vice Chair was satisfied that all matters had been actioned and required no further discussion.</p>	
<p>SBPA/WPA/ 059/23/24</p>	<p>Principals Report</p> <ul style="list-style-type: none"> • Leadership Structure <p>The Executive Principal explained the changes being put in place. It was explained that Mr Chapman would move to Samuel Barlow Primary Academy as Principal to support a promotion received by Mrs Kahler within the Trust as a Strategic Lead for Maths.</p> <p>It was reported that Mrs Henderson would be supporting with leadership at Wainwright Primary Academy alongside Mr Chapman. It was reported there had been interest in the Principal vacancy at Wainwright Primary Academy.</p>	

	<p>Mrs Kahler offered details of the opportunity taken as the Trust Strategic Lead for Maths across the primary academies in the Trust.</p> <p>Mrs Kahler explained that Mr Chapman had offered high levels of support regarding the curriculum and would be supporting the next steps in Samuel Barlow’s improvement journey.</p> <ul style="list-style-type: none"> <p>CEO Annual Report</p> <p>The Executive Principal noted that the report had been circulated with governors prior to the meeting and confirmed hard copies were available for governors if required.</p> <p>The Executive Principal explained the areas that were covered in the document including governance and Trustees, Trust priorities, improvement and the model being used by the Trust.</p> <p>The Vice Chair acknowledged the organisation was a not-for-profit organisation.</p> <p>Governors suggested additional information could be made available regarding Trustees as it had been identified there were a number of new Trustees.</p> <p>Wainwright Primary Academy</p> <ul style="list-style-type: none"> <p>Safeguarding (Checklist) Compliance/Culture</p> <p>Governors acknowledged the LAC safeguarding checklist had been received and reviewed prior to the meeting.</p> <p>Mr Chapman explained there had been increases in safeguarding cases identified and difficulties for pupils to meet thresholds in relation to external support being needed. Steps were in place at the academy to offer support with the Family Support Advisor and Designated Safeguarding Lead. It was reported there had been some changes made to MASH (Multi Agency Safeguarding Hub) staffing and procedures which had been supportive with pupils meeting thresholds.</p> <p>It was reported by Mr Chapman that data showed trends and referrals arising due to parental capacity and concerns linked to poverty driven factors. Mr Chapman confirmed support is offered at both academies by a Family support advisor.</p> <ul style="list-style-type: none"> <p>Equality Diversity and Inclusion (EDI) update – Action Plan</p> <p>The EDI action plan had been circulated prior to the LAC meeting.</p> <p>Mr Chapman reported discussions had taken place with staff around micro aggression which offered staff information on being mindful of backgrounds and protected characteristics. The information shared was a reminder to staff that people and times are changing and the use of appropriate language.</p> 	
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	<ul style="list-style-type: none"> • Risk Reports Mr Chapman confirmed there were no changes to the risks. Staffing had been added due to the changes in leadership staff being identified. • Health & Safety Mr Chapman confirmed the plan in place was being followed and was effective. Governors asked whether the Community building was to be removed. Mr Chapman confirmed this would be removed before the end of the academic year. • Staff & pupil well-being It was reported that wellbeing continues to be a concern. • Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview) Mr Chapman confirmed there was nothing to report and good procedures were in place. • Suspensions/Exclusions Mr Chapman explained there had been an increase contextually. Steps were in place to support students. • Cat C trips that have taken place Mr Chapman confirmed the Local Authority and the Trust had signed the trip off. The Vice Chair asked for details on transport during the trip. Mr Chapman explained a London Bus with commentary had been hired for the sole use of the academy pupils and staff attending. Mr Chapman offered details of a visit to Kings Mill Hospital as the winners of an art competition. Mr Chapman explained a lounge had been named after the academy as a result of winning the competition. • Engagement of staff (inc wellbeing) pupils, parents and community It was reported that the PTA (Parent Teacher Association) group, continues to offer funding support. The PTA had achieved funding to supply Year 6 hoodies and a trip to the pantomime through fundraising activities. Mr Chapman confirmed a donation from a local business had funded a Young Voices visit. Governors praised the generosity of donations received. Governors thanked the PTA for the fundraising activities. <p>The Vice Chair asked what defined poverty. The Executive Principal explained income thresholds and benefits that could be received which prompt FSM (Free School Meals).</p> <p>Samuel Barlow Primary Academy</p>	
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	<ul style="list-style-type: none"> <p>• Safeguarding (Checklist) Compliance/Culture</p> <p>Mrs Kahler reported support for some families had been received and discussions with the safeguarding team had taken place. Support had been offered by the Inclusion Team regarding attendance and parental engagement. It was reported there had been an improvement identified with attendance figures. The Executive Principal acknowledged the improvement was positive.</p> <p>Mrs Kahler explained the impact on attendance due to a breakout of chickenpox. Steps were being put in place with the inclusion team.</p> <p>Governors acknowledged issues had arisen regarding a WhatsApp group used by primary aged pupils and online bullying reported. Governors raised concern regarding the legal age limit for WhatsApp users and the concern that primary aged pupils are using the app. The Executive Principal acknowledged it was the responsibility of the academy to offer information and understanding to pupils and parents regarding online safety.</p> <p>• Equality Diversity and Inclusion (EDI) update – Action Plan</p> <p>Governors confirmed the Action Plan had been shared as part of the Principals Report and there had been difficulties in accessing all the links offered and some documents were unable to be reviewed as a result. Mrs Kahler explained discussions with staff had taken place to ensure an improved understanding for staff and to prevent any misconceptions with staff.</p> <p>• Risk Reports</p> <p>Risks remain the same at the academy with behaviour remaining stable.</p> <p>• Health & Safety</p> <p>Mrs Kahler explained an issue arising with the installation of a door fob in the hall and the cost for the replacement. A review and support is being offered by the Trust and discussions have taken place with the building company regarding replacement.</p> <p>A successful fire evacuation drill had been completed. It was reported a missing child scenario had taken place and showed good practice. Mr Chapman confirmed some areas are blocked off to offer additional scenarios that may take place.</p> <p>• Staff & pupil well-being</p> 	
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	<p>Mrs Kahler confirmed wellbeing continued to be a priority.</p> <ul style="list-style-type: none"> Suspensions/Exclusions It was confirmed there had not been any fixed period suspensions or permanent exclusions taking place with behaviour appearing settled. It was reported behavioural incidents have taken place which had not warranted suspension. <p>Governors acknowledged the high numbers of EHCP(Educational Health Care Plan) in place for pupils.</p> <p>Governors asked whether there were any specialist school places being offered for pupils in receipt of EHCP. Mrs Kahler explained there had been an offer for one specialist place which would begin in September. Discussions took place regarding an additional placement that may be available for another pupil. It was reported discussions have taken place with parents with support received external to the Trust. Visits by Sherwood Area Partnership had taken place and work had been implemented with staff in respect of pupil behaviour where complex behaviours had been identified. In addition, discussions with the Health related Education Team had taken place to ensure all professionals are involved.</p> <p>Governors acknowledged there had been a suspension identified from the documentation provided. Mrs Kahler offered details for the reasons for the fixed period suspension. Governors asked for clarity on the differences between a fixed period suspension and a permanent exclusion. The Executive Principal offered details of the differences. The Vice Chair asked what parental reaction was like for those pupils receiving a fixed period suspension. Mrs Kahler explained parents know their children and understand the behaviours exhibited.</p> <p>Governors asked whether fixed period suspension works effectively with behaviour. Mrs Kahler explained the strategies used and external support involvement for families and support offered by the Trust in efforts to prevent any fixed period suspension or permanent exclusion taking place. Governors asked whether managed moves took place. Discussions around strategies being used to improve behaviour took place and when managed moves were used in secondary education and to support pupil behaviour where needed for respite.</p>	
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	<p>The Executive Principal explained the behaviour plan and policy has to be followed and support that can be offered by the Local Authority prior to permanent exclusion if required. Discussions took place regarding breaches to the behaviour policy and how suspension and exclusion is used in line with policy.</p> <p>The Vice Chair acknowledged there had not been any fixed period suspensions received for Year 6 pupils which was positive. Mrs Kahler confirmed behaviour had been positive.</p> <ul style="list-style-type: none"> Cat C trips that have taken place <p>Mrs Kahler confirmed a trip to the Mill Adventure Base had taken place and had been positive. It was reported the trip was a good introduction to residential visits for families and pupils. Details of difficulties arising regarding payment of the trip were provided and the impact on the trip length as a result of the issues arising were provided.</p> <p>It was reported a trip to Youlgreave would be taking place after the half term break which had been made available to Year 5 and Year 6 pupils as a result of uptake.</p> <p>Mrs Kahler explained a positive trip to Whitepost Farm had taken place for nursery pupils. It was identified during the visit that there had been good levels of behaviour experienced from pupils.</p> <p>Mrs Kahler confirmed Year 6 pupils had approached the SATS with maturity and positive behaviour had been identified.</p> <ul style="list-style-type: none"> Stakeholder engagement/Opening Ceremony at SBPA <p>Mrs Kahler reported the attendance of dignitaries which included local Councillors and the Director of Children's Services. Governors, Trust staff and the local community had also engaged in the ceremony.</p> <p>It was reported the opening of the expansion of the academy had been positive. There had been involvement of pupils who had taken part in drumming, singing and tours of the academy for attendees. A summary of the transformation that had taken place over the years had also been offered.</p> <p>It was reported the PTA are becoming established and supportive of fund raising activities. It was reported this will be taken forward further by Mr Chapman.</p> <p>Academy Specific:</p> <ul style="list-style-type: none"> Response from Trustees Standards & Outcomes @ SBPA 	
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	<p>The Vice Chair acknowledged responses had been received from Trustees.</p> <p>Trust Policy Updates: Governors acknowledged the changes to the Trust policies for Suspension and Exclusion Policy and the Financial Procedures Manual in addition to the updates provided in the Trust Governor Termly Newsletter.</p> <ul style="list-style-type: none"> • Local Policy Appendix <p>Mrs Kahler explained there was an updated to the RSE (Relationships and Sexual Education) appendix which would be available for the July LAC meeting.</p> <p>Mr Chapman confirmed there were no appendix requiring updating for Wainwright Primary Academy.</p>	<p>JC 10/07/24</p>
<p>SBPA/WPA/ 060/23/24</p>	<p>Governance Housekeeping Completion of Governance Action Plan 23/24</p> <p>The Vice Chair confirmed the action plan had been completed with the Chair and Governance Professional and circulated prior to the academy committee meeting. Governors were satisfied with the information and amendments made to the document. It was explained that the areas that were highlighted in amber/yellow would be carried forward to the Action Plan for 2024/25 and reviewed when completing the Governor self-evaluation summary prior to the end of the academic year.</p> <p>Review/Completion of Skills Audit</p> <p>The Vice Chair requested any governors who had not completed the updated skills audit to complete this as soon as possible to support information when completing the governor self-evaluation summary. The Governance professional reported there were two governors who had to complete the skills audit who would be contacted again and for completion of the document deadline of the 3rd June 2024 to support discussions with the self-evaluation that would be taking place after the half term break.</p> <p>The Vice Chair acknowledged that Mrs Tate had been contacted on an alternative contact email in efforts to reach her for completion of the audit in her absence.</p> <p>The Vice Chair asked whether a response had been received from Mrs Tate. The Governance Professional confirmed there had been no response from Mrs Tate.</p> <p>Link Visit Reports and feedback from visits</p> <p>The Vice Chair acknowledged link visits had taken place in respect of :- - H&S (Health & Safety)/GDPR (General Data Protection Rules)</p>	<p>GP/AT/AP 03/06/24</p>

	<p>- Stakeholder Engagement/Complaints & Whistleblowing - Leadership & Management/Safeguarding</p> <p>It was acknowledged by governors there were no issues arising from the link visits that had been completed.</p> <p>Governors thanked the Vice Chair for the Link Visit reports that had been shared.</p> <p>The Vice Chair acknowledged a visit had taken place to check the SATS papers at Samuel Barlow Primary Academy.</p> <p>Mr Chapman confirmed SATS papers had been checked by Mrs Bennett at Wainwright Primary Academy.</p>	
SBPA/WPA/061/23/24	<p>How have the Academy Committee held senior leaders to account Academy Committee governors had challenged senior leaders regarding:-</p> <ul style="list-style-type: none"> • Fixed period suspension and permanent exclusion • Specialist school placements • Additional funding impact 	
SBPA/WPA/062/23/24	<p>How have Vision, Mission and Values of Trust/Equality been upheld Academy Committee governors were satisfied that vision mission and values and equality had been upheld through discussions that had taken place and information shared in line with the agenda.</p>	
SBPA/WPA/063/23/24	<p>Consider information to be advised to the Trust Board and complete the report Governors considered the Committee Report and completed this in line with discussions that had taken place during the meeting. The report was subsequently returned to the Head of Governance for Trustees review.</p>	
SBPA/WPA/064/23/24	<p>Determination of confidentiality of business 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/065/23/24	<p>Agreement of Meeting Dates 2024/25 Governors acknowledged dates for the 2024/25 LAC meeting dates that had been shared prior to the meeting. Governors were in agreement with the dates for 2024/25.</p> <p>Date and time of next meeting Wednesday 10th July 2024 at Wainwright Primary Academy Training Meeting at 4.30pm</p>	

	Main Meeting at 5.00pm	
	The meeting closed at 6.00pm	
	Signed: P Edwards (chair) Date: Agreed at LAC 10 th July 2024	