

**Minutes of the Local Academy Committee Meeting
held on the 10th July 2024 at 4.30pm
At Samuel Barlow Primary Academy**

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

In attendance:-

Mr Gareth Letton	Executive Principal	
Mr Jon Chapman	Principal – Samuel Barlow Primary /Wainwright Primary Academy	
Mrs Carah Henderson	Assistant Principal – Wainwright Primary Academy	
Mrs Emma Paine	Governance Professional	
Quorum: 2	Governors Present:	4

Item No	Item	Action/ by who/when
SBPA/WPA /066/23/24	<p>Apologies for absence Apologies for absence were received and agreed from Mrs Tate. The Chair acknowledged contact would be made with Mrs Tate after her absence.</p> <p>Resignation Acknowledgement The Chair explained Mr Pullin had presented his resignation. Governors acknowledged and accepted the resignation. Governors thanked Mr Pullin for the support he had offered during his time as governor on the joint committee and in particular his support with the Pupil Premium area. The Governance Professional acknowledged process had been followed regarding resignation.</p>	PE 25/09/24
SBPA/WPA /067/23/24	<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. Mr Edwards reported a declaration of interest to Kirkby Town Board as Vice Chair and will add this to the new Declaration form being sent out in preparation for the new academic year.</p>	
<p>SBPA/WPA /068/23/24</p>	<p>Trust Training – KCSIE (Keeping Children Safe in Education) 2024/Safeguarding Refresher</p> <p>The Governance Professional advised all governors had signified on the document provided, they had completed the safeguarding training and had read and understood the KCSIE 2024 with the exception of Mrs Tate.</p> <p>The Chair acknowledged this and requested this was completed by Mrs Tate as soon as possible.</p> <p>Trust Policy Updates (this was taken out of order)</p> <ul style="list-style-type: none"> • Governance Strategy <p>The Chair explained the updated Governance Strategy, to ensure governors had awareness of the document and changes that were pertinent to the Trust. Governors acknowledged this.</p> <ul style="list-style-type: none"> • Governor Training Record/Link Governor attendances <p>The Chair confirmed attendance with Mrs Taylor at the SEND Link training meeting.</p> <p>The Chair explained the notes available from the session were a transcript of the SEND Link training session.</p> <ul style="list-style-type: none"> • Governor Conference <p>The Chair explained an invitation had not been received for the governor conference. Mrs Taylor and Mrs Bennett had also confirmed they had not received a save the date invitation. The Governance Professional confirmed this would be investigated further to ensure an invitation was forwarded.</p> <p>Suggestions were made by governors in respect of content for the conference which included changes to Ofsted and a review of the briefing. In addition, an update of what was taking place by the Trust locally in academies to ensure governor awareness regarding EDI (Equity Diversity and Inclusion).</p>	<p>AT 25/09/24</p> <p>GP Actioned</p>
<p>SBPA/WPA /069/23/24</p>	<p>Minutes of the meeting dated 22nd May 2024</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	

<p>SBPA/WPA /070/23/24</p>	<p>Matters arising Outstanding</p> <p>059/23/24: RSE Policy Appendix update (SBPA) The Chair acknowledged this formed part of the agenda and would be discussed later in the meeting.</p> <p>059/23/24: Development of PTA (Parent Teacher Association) at SBPA (Samuel Barlow Primary Academy) The Principal explained a soft launch to parents had been put in place to introduce the idea of a PTA (Parent Teacher Association) and celebrate the purpose and need required from the group to support the academy.</p> <p>060/23/24: Skills Audit to be completed The Governance Professional confirmed governors had completed the Skills audit with the exception of Mrs Tate.</p>	
<p>SBPA/WPA/ 071/23/24</p>	<p>Principals Report SBPA (Samuel Barlow Primary Academy)</p> <ul style="list-style-type: none"> • Safeguarding LAC Checklist Governors acknowledged receipt of the safeguarding LAC Checklist for both academies. Discussions regarding safeguarding figures were confidential and recorded separately. <p>The Chair asked if it was possible to join staff at the academy for training sessions on Inset day on the 4th September 2024. Mr Chapman confirmed details would be forwarded.</p> <ul style="list-style-type: none"> • SATs results - outcomes/progress against targeted outcomes and multiplication tests The discussion regarding results was confidential and recorded separately. • Staffing structures Governors asked whether there were any changes to staffing structures. The discussion regarding staffing was confidential and recorded separately. • Attendance The Chair acknowledged the academy was currently sitting at 91% for attendance at SBPA, with national average being around 92.9%. <p>The Chair acknowledged WPA (Wainwright Primary Academy) attendance figures were lower.</p>	<p>JC/PE ASAP</p>

	<p>The Executive Principal reported a review of environment and professional relationship would take place to encourage pupils to want to come to school.</p> <p>The Chair acknowledged the difficulties in lowering persistent absence was a national issue.</p> <p>Mrs Henderson explained issues arising with EAL (English as Additional Language) pupils returning to home countries which impacted on persistent absence figures.</p> <p>Governors asked why persistent absence remains the same in Year 5. The Executive Principal explained difficulties for a pupil which impacts the persistent absence figures.</p> <p>The Chair was hopeful that steps being put in place for younger pupils would benefit attendance moving through the academies and it was hoped that parents perspective on attendance would support with changes.</p> <p>The Chair acknowledged door stop visits were taking place to support with improvements with persistent absence.</p> <ul style="list-style-type: none"> • AIP (Academy Improvement Plan) Objectives <p>The Chair acknowledged the use of Oracy 21 in the next academic year and requested a training session was offered at the September meeting to provide further information on this for governors. Mr Chapman confirmed this could be offered.</p> <ul style="list-style-type: none"> • Admissions <p>Governors asked for admission numbers for the autumn term. Mr Chapman confirmed 32 for reception at SBPA. It was further reported 24 would be starting in nursery in September. Mr Chapman explained steps put in place with marketing in efforts to promote what is on offer for pupils.</p> <p>Governors asked whether Foundation Stage 1 and Foundation Stage 2 are separate. Mr Chapman confirmed there were separate classes in the same area.</p> <p>The Chair praised the report offered by Mr Chapman which offered graphs and good reports to review which were beneficial when reading documentation.</p> <p>Mr Chapman explained steps put in place with staff that was supportive in improving the culture in the academy and discussions taking place as to what can be achieved collectively to support the community.</p>	<p>JC 25/09/24</p>
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	<p>The Chair asked what support had been received from the Trust regarding Equity Diversity and Inclusion.</p> <p>Mr Chapman explained a review of the curriculum was taking place to ensure the theme of EDI (Equity Diversity and Inclusion) was in place. The changes being made would support local heritage and heritage of pupils family and life. It was further reported that there had been Trust support provided around an EDI action plan. It was explained further that moving forward there would be a steering group model. Discussions took place regarding the Equality Act and the changes that may be introduced.</p> <p>WPA (Wainwright Primary Academy) The Chair acknowledged the benefits of Mrs Henderson attending LAC meetings for CPD (Continued Professional Development) purposes. The Chair requested Mrs Henderson’s attendance at the LAC meetings for the academic year. Mrs Henderson confirmed she had been invited to those meetings and welcomed the opportunity being offered.</p> <ul style="list-style-type: none"> • SATs results - outcomes/progress against targeted outcomes and multiplication tests Discussions regarding SATS outcomes were confidential and recorded separately. <p>The Chair praised both academies. Governors were looking forward to reviewing SATS outcomes in the September meeting.</p> <ul style="list-style-type: none"> • Staffing structure The Chair acknowledged staff retainment was positive. Details of staff being replaced with Early Career Teachers was provided. <p>The Executive Principal explained there had been an appointment for the Principal vacancy at WPA. Details were provided and it was confirmed parents and pupils had been informed of the Principal appointment for the academy.</p> <p>The Chair requested a walk around to meet with staff from the autumn term.</p> <ul style="list-style-type: none"> • Admissions Mrs Henderson confirmed 46 in reception. Mr Chapman explained this was an increase relating to starter year groups. • Safeguarding 	<p>CH 25/09/24</p>
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	<p>Governors acknowledged safeguarding information shared prior to the meeting. Mrs Henderson gave details of Child Protection and Children In Need numbers.</p> <ul style="list-style-type: none"> • Category C Visit update <p>Mrs Henderson explained a trip to London had taken place which was successful and supported by experienced staff. It was reported that a Hagg Farm visit is planned for Year 6 pupils for 2025 which will be supported by experienced staff.</p> <p>Mr Chapman explained a visit to Lea Green had taken place at Samuel Barlow Primary Academy. The Chair promoted the educational centre for school visits.</p> <ul style="list-style-type: none"> • Educational visits calendar for 2024/25 <p>Mr Chapman confirmed information would be available for both academies in the autumn term.</p> <p>Governors acknowledged dates were not available for governor visits to rewards events, parents evenings etc for 2024/25 and requested these were made available for the academic year to ensure governors could add these to diaries in advance to ensure governor attendance at events throughout the academic year to support stakeholder engagement.</p> <p>The Executive Principal confirmed the ERM Reports were due in the autumn term.</p> <p>Discussions took place around AIR (Academy Improvement Review) Meetings that were due to take place in the autumn term. The Chair acknowledged there would be a visit to Wainwright Primary Academy by Trustees of the Standards and Outcomes Committee in March 2025.</p> <ul style="list-style-type: none"> • Trust Policy Updates <p>Governors acknowledged the changes to the Trust policies for Charging and Remissions Policy, Pay and Reward policy, LGPS discretions policy, Reserve and Investment Policy, Expenses policy.</p> <ul style="list-style-type: none"> • Local Policy Appendix: RSE (SBPA) <p>Mr Chapman confirmed updates will be provided for the autumn term meeting in addition to a raft of updated policy appendix for both academies that will be offered for agreement at that stage.</p> <ul style="list-style-type: none"> • Evaluation of AIP (Academy Improvement Plan) and AIP objectives 2024/25 <p>Mr Chapman explained objectives for both academies would be available for the autumn term meeting.</p>	<p>JC/CH 25/09/24</p> <p>JC/CH 25/09/24</p> <p>JC/CH 25/09/24</p>
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	<p>Mr Chapman explained there would be a focus on the voice 21 oracy project which was trust wide. In addition to curriculum development and attendance at SBPA.</p>	<p>JC/CH 25/09/24</p>
<p>SBPA/WPA/ 072/23/24</p>	<p>Governance Housekeeping</p> <ul style="list-style-type: none"> • Election Mr Edwards <p>The Governance Professional advised Mr Edwards term of office had ended on the 11th July 2024 and wished to be re-elected to the committee for another term of office.</p> <p>Governors were in unanimous agreement with the appointment of Mr Edwards as an appointed governor for a four year term of office.</p> <ul style="list-style-type: none"> • Election Chair of Governors (w.e.f autumn term) <p>The Governance Professional advised the Chair had offered a statement offering the reasons for re-election as Chair of the Academy Committee.</p> <p>Governors were in unanimous agreement with the appointment of Mr Edwards as Chair for 2024/25 with effect from the autumn term for a one year period.</p> <ul style="list-style-type: none"> • Election of Vice Chair of Governors (w.e.f autumn term) <p>The Chair advised Mr Stokes had expressed he wished to continue as Vice Chair for academic year 2024/25.</p> <p>Governors were in unanimous agreement with the appointment of Mr Stokes as Vice Chair for 2024/25 with effect from the autumn term for a one year period.</p> <ul style="list-style-type: none"> • Self-Evaluation Completion/Agreement/Governance Action Plan 2024/25 <p>The Governance Professional acknowledged the documentation had been completed with the Chair and Vice Chair and had been circulated with governors prior to the academy committee meeting. Governors were in agreement with the comments made and the timescales added to the Governance Action Plan for 2024/25.</p> <ul style="list-style-type: none"> • Skills audit <p>The Governance Professional due to technical issues there had been a delay to the information to be circulated. The Governance Professional confirmed information would be circulated.</p> <ul style="list-style-type: none"> • Link Visits Reports <p>Mrs Taylor confirmed a visit had taken place at WPA. Mrs Taylor confirmed advice regarding meetings had been offered by the Governance Professional and a completed Link Visit report would be made available for the autumn term for the WPA visit. A meeting would be arranged with Mr Chapman for the autumn term at Samuel Barlow Primary Academy.</p>	

		<p>GP Actioned</p> <p>ET 25/09/24</p> <p>ET/JC 25/09/24</p>
SBPA/WPA/ 073/23/24	<p>How have the Academy Committee held senior leaders to account</p> <ul style="list-style-type: none"> • SATS confidential outcomes • Attendance • Safeguarding • Staffing 	
SBPA/WPA/ 074/23/24	<p>How have Vision, Mission and Values of the Trust/Equality been upheld</p> <p>Academy Committee governors were satisfied that vision mission and values had been reviewed as part of the agenda and discussions taking place during the meeting.</p>	
SBPA/WPA/ 075/23/24	<p>Consider information to be advised to the Trust Board and complete the annual report</p> <p>Discussions took place and the document was populated with information required as discussed during the meeting. The document was subsequently returned to the Head of Governance.</p>	
SBPA/WPA/ 076/23/24	<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 confidential information had been discussed (or that items discussed within agenda items 071/23/24 should remain confidential to attendees of the meeting. 	
SBPA/WPA/ 077/23/24	<p>Date and time of next meeting:</p> <p>Monday 25th September 2024</p>	

	<p>Governors requested the meeting took place face to face at Samuel Barlow Primary Academy. The Chair requested Mr Chapman present a short presentation around Oracy 21. Training Meeting at 4.30pm Main Meeting at 5.00pm</p>	<p>JC 25/09/24</p>
	<p>The meeting closed at 5.47pm Signed.....(chair) Date.....</p>	