

**Minutes of the Local Academy Committee Meeting  
held on the 25 September 2024 at 4.30pm  
via Microsoft Teams**

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	
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 Academy	
Mrs Carly Ripley	Principal – Wainwright Primary Academy	
Mrs Rhianne Chambers	Governance Professional	
Mrs Margaret Blore	Trustee	
Quorum: 2	Governors Present:	4

Item No	Item	Action/ by who/when
<b>SBPA/WPA /001/2425</b>	<p><b>Welcome</b> The Chair welcomed everyone to the first meeting of the academic year.</p> <p><b>Introductions to Carly Ripley – Principal at Wainwright Primary Academy</b> Mrs Ripley was welcomed to the meeting as her first as Principal at Wainwright Primary Academy. As it was Mrs Ripley's first meeting, the committee went round and introduced themselves.</p> <p><b>Apologies for absence</b> Mrs Tate was absent from the meeting and had not sent her apologies. It had been approved for her to have a leave of absent until July and the Chair has tried to make contact to see how Mrs Tate is. Chair and Governance Professional to try to contact Mrs Tate again.</p>	<b>PE / GP</b>
<b>SBPA/WPA /002/2425</b>	<p><b>Trustee item</b> Following work which has been carried out with a group of Trustees and Chairs of Governors to improve communication between the Board and</p>	

	<p>LACs, an agreement was made for a Trustee to attend one of the LAC meetings during the year. Mrs Blore introduced herself to the committee and her background before acknowledging the work that the governors put in to support the school. The governors were informed of items discussed in recent Standards &amp; Outcomes and Audit &amp; Risk committee meetings.</p> <p><b>The Chair noted</b> that it was a shame that the link meetings between the trustees and the chairs &amp; vice chairs had stopped but know this is being reviewed on ways it could move forward. <b>It was then added</b> that it would be nice to have an open communication forum.</p> <p>The governors thanked Mrs Blore for attending and providing insight into the committees and also asked for a thanks to be passed on to the trustees for their engagement with the academy</p>	
<p><b>SBPA/WPA/ 003/2425</b></p>	<p><b>Declarations of Interest 2024/2025 and Code of Conduct 2024/25</b> It was confirmed that it is just Mrs Tate who needs to complete the declaration of interest and the code of conduct for 24/25. Governance Professional to chase when contact has been made.</p>	<p><b>GP</b></p>
<p><b>SBPA/WPA /004/2425</b></p>	<p><b>Governance report (by GP &amp; CoG)</b></p> <ul style="list-style-type: none"> <li>• <b>Confirm/appoint to link governor roles</b> Mr Edwards – Safeguarding, leadership &amp; management, pupil premium and sports premium. Mr Stokes – H&amp;S, stakeholder engagement (inc EDI), GDPR Mrs Taylor - SEND</li> </ul> <p>Mrs Bennett noted that within the link report for H&amp;S at Wainwright it had mentioned there was a need for another fire marshal. It was confirmed that Mrs Bennett is now the additional fire marshal for the academy, so this has been resolved.</p> <ul style="list-style-type: none"> <li>• <b>Confirmation of training to complete</b> It was acknowledged that all governors, with the exception of Mrs Tate have completed the annual training. Governance Professional to follow up with Mrs Tate when communication has been made.</li> <li>• <b>2024/25 training programme</b> The Chair confirmed that link governor training dates had been sent out if anyone had not received these then to check with the Governance Professional.</li> <li>• <b>1:1 meetings to be arranged with CoG for autumn term</b></li> </ul>	<p><b>GP</b></p> <p><b>Chair</b></p>

	<p>The chair is going to ensure these are arranged.</p> <ul style="list-style-type: none"> <li> <b>Governor Conference Update</b>            It was acknowledged that the governor conference on the 1 October 2024 had been cancelled. The committee all support Mr Edwards on speaking to Alison Elway on rearranging the event as can be very beneficial to all attendees.         </li> </ul>	
<p><b>SBPA/WPA /005/2425</b></p>	<p><b>Minutes of the meeting dated 10<sup>th</sup> July 2024</b>            The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p><b>SBPA/WPA /006/2425</b></p>	<p><b>Matters arising</b>  <b>Outstanding</b>  <b>066/23/24: CoG to contact AT for informal chat</b>            It was acknowledged that contact has been attempted. Governance Professional to action further.</p> <p><b>068/23/24: Trust safeguarding refresher completion</b>            Please see agenda item SBPA/WPA/004/2425</p> <p><b>071/23/24: Walk around at academies to meet staff</b>            The Chair confirmed to the committee that governors are always welcome in both academies.</p> <p><b>071/23/24: Governor Stakeholder Visits Calendar</b>            In advance of the meetings, governors received a calendar of events for both academies. Governors to let Mr Chapman and Mrs Ripley know of any events that can be attended. It was also agreed for at least one governor to attend parents evening at each academy.</p> <p><b>071/23/24: RSE Appendix (SBPA)</b>            The RSE appendix for SBPA had been distributed in advance of the meeting. <b>The governors noted</b> that there was a date error but other than that it was approved.</p> <p><b>072/23/24: Link Visit Report for SEND</b>            Governance Professional to send Mrs Taylor the link governor report form so that a SEND link visit report can be submitted.</p> <p><b>Actioned</b></p> <p><b>068/23/24: Governor Conference Invitation</b>            Please see agenda item SBPA/WPA/004/2425</p>	<p><b>GP</b></p> <p><b>GP / ET</b></p>

**072/23/24: Skills Audit Information**

To note this has been actioned and there was nothing further to report.

**071/23/24: PE attended the training inset day at SBPA**

Mr Edwards confirmed he attended the training inset day at SBPA and that it had been a good day with lots of good questions from the team. Mr Chapman confirmed it was a productive session.

**071/23/24: SATS Outcomes SEND & Vulnerable groups information to be shared**

It was confirmed that this had been reported on during the July meeting.

**071/23/24: Educational Visits Calendar**

Please see agenda item SBPA/WPA/007/2425

**071/23/24: AIP Objectives SBPA/WPA**

Please see agenda item SBPA/WPA/007/2425

**072/23/24: SEND Visit to be arranged at SBPA**

This has been arranged for the autumn term.

**077/23/24: the Oracy and Voice 21 training**

Mr Chapman advised that Wainwright Primary Academy embarked on a journey with Voice 21 two years ago and were a pilot academy for the trust. Using this platform came from the academy having concerns with children's communications skills post Covid. Following on from the past two years, Voice 21 is now being implemented within Samuel Barlow Academy and other academies within the trust.

It was explained to governors that oracy is the ability to express yourself fluently and grammatically in speech and there is a passion for wanting to bring a focus to oracy. Oracy goes further than just English and goes across many subjects.

Mr Chapman explained that Voice 21 is a national charity, and the programme has been developed specifically for schools after a study showed that the spoken language of disadvantaged children is more than 17 months behind their peers. The programme is also good for wellbeing and has a huge impact on attainment as well as literacy levels. 66% of primary teachers said that school closures during Covid had a negative effect on the spoken language development of pupils. Governors were made aware that the oracy framework is divided into 4 categories – cognitive, linguistic, physical and social & emotional.

Voice 21 do have an online digital platform where academies can access thousands of resources and online learning modules so that

	<p>teachers can pinpoint continuous professional development within the oracy framework. In addition to this support, a specialist comes into the academy once a year to help with action planning to ensure that the academy is planning at the right pace and to ensure the programme is fully tailored. There is now a Trust link with Voice 21 due to the number of schools within the school.</p> <p><b>The governors asked</b> how this is embedded at Wainwright Primary Academy. Mr Chapman explained that there are permanent displays with key phrases for the children to use during debates. Staff are also using Vocaroo to record children’s speech. This then produces a QR code which can be stuck into a child’s book so that you can hear their discussion / debates that are being held within the lessons.</p> <p>Mr Chapman added that all academies also have access to the IRIS project which helps to capture the journey the school is on which all staff can access, and staff are encouraged to film any sessions using the IRIS kit. This can also be used as staff CPD.</p> <p><b>The governors queried</b> the cost for Voice 21 to which Mr Chapman explained that the trust have helped to invest in the programme. <b>The governors further asked</b> if Samuel Barlow have started using Voice 21. It was confirmed that they have but it is still in its infancy.</p> <p><b>The governors discussed</b> how key figures always show FSM children, but it does not highlight the non-FSM child that struggle. Mr Letton agreed and explained that the figures are used to describe groups of children, but this is not set as a limit. It is simply a fact we need to know but both academies will not put a ceiling on what a child can achieve.</p> <p><b>The governors questioned</b> if the programme is value for money. Mr Chapman confirmed it is but that it is only as effective as you want it to be and that academies need to engage to make it successful. The use of Voice 21 has been included within Samuel Barlow’s AIP so will be heavily driven in the academy.</p> <p>Governance Professional shared Mr Chapman’s presentation with the governors after the meeting.</p>	
<p><b>SBPA/WPA/ 007/2425</b></p>	<p><b>Principals Report SBPA (Samuel Barlow Primary Academy)</b></p> <ul style="list-style-type: none"> <li>• <b>Training – review of results</b></li> </ul>	

	<p>It was agreed that the committee had discussed the results in the summer term 2 meeting and that there were no further questions on this.</p> <ul style="list-style-type: none"> <li>• <b>Overview of 24/25 AIP</b> <ul style="list-style-type: none"> <li>○ <b>Targets 25</b></li> </ul> </li> </ul> <p>There were no questions on the 2025 targets for SBPA.</p> <ul style="list-style-type: none"> <li>○ <b>Behaviour and attendance</b></li> </ul> <p><b>The governors acknowledged</b> that national average for attendance is 96.4% <b>before asking</b> what is in place to improve SBPA’s attendance at 95.8%. Mr Chapman informed governors that since the report was sent to governors, the attendance has gone down to 94%. However, this is still a significant improvement on this time last year as attendance is still 2% higher from September 2023. There are tight procedures in place and part of the AIP is focussing on tackling and improving attendance. The academy has put in place child attendance rewards, whole school attendance procedures and the academy use the ATTEND framework with the academy’s more vulnerable families. The framework is Notts CC approved.</p> <p><b>The governors stated</b> that there had been an incident of dangerous behaviour logged <b>and then queried</b> if there have been any suspensions because of this. Mr Chapman that the academy is on a journey with behaviour which was rebooted on the inset day. There is a new policy in place which is reflected within the behaviour appendix too which makes behaviour more front line and visual to see when the academy is identifying unwanted behaviours. There have been 11 incidents which is substantially better than in the previous years. There are children who are displaying challenging behaviours, and the academy have worked hard with staff on how to deal with the unwanted behaviours have got specific plans and interventions in place in a timely manner. Governors were also made aware that the academy are receiving support from the trust to meet the demands and extreme behaviours of which were being shown. There have been no suspensions this year and, overall, the climate of behaviour seen because of the changes is promising.</p> <p><b>The governors asked</b> if the ‘hurting others physically’ could be separated between children and adults like it is on Wainwright’s report. Mr Chapman confirmed he will liaise with the office on identifying how to split the incidents down. It was added that the 2 incidents reported were child on child.</p>	
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	<p style="text-align: center;">○ <b>FPS / PEx / AP review 23/24</b></p> <p>Governors did not have any questions on this agenda item.</p> <ul style="list-style-type: none"> <li>● <b>Sports Premium evaluation and plan/PP review</b>  <b>The governors noted</b> a date error on the plan. Mr Chapman advised this was because the plan was started in May but is still a working progress. It has been acknowledged by the academy that more thought needs to be put into the plan for children with SEND and their access to PE including accessible sports. The Chair advised that Mr Chapman speak to the Youth Sports Trust who have several accessible sports as well as mainstream sports that can be amended to be accessible. Mr Chapman agreed to bring the updated document to the next meeting.</li> </ul> <p><b>The governors asked</b> if there was any information on Pupil Premium (PP) for the committee. Mr Chapman advised he is currently trying to unpick the national data before amending the current PP plan to ensure the academy are closing the gaps further. Mr Chapman agreed to bring the updated document to the next meeting. Mr Letton confirmed that the deadline for the PP plans to be published is Christmas and the academy are ensuring that the plan is carefully written to ensure it is giving the children what they need. The Chair also mentioned the Notts Special PE Group who can support the academy in specific sports with children with special needs which also get schools involved with county / district school games.</p> <ul style="list-style-type: none"> <li>● <b>Safeguarding template – compliance and culture</b>  <b>The governors commented</b> that the academy had seen a rise in child on child <b>before asking</b> if this was predominantly in y6. Mr Chapman advised it is lower down in the academy where the incidents have occurred. It has been quickly picked up by social care and the academy have responded quickly within the curriculum ensuring that all classes have recapped on the NSPCC pants rule.</li> <li>● <b>SEND –local offer, information report 2024/25, annual review 2024/25 inc. all vulnerable groups (reports for websites)</b>  <b>The governors queried</b> if the academy is sorted with the levels of extra funding and if there is an increase of EHCP children. Mr Chapman confirmed there are additional EHCP children but that they do not come with additional funding.</li> <li>● <b>Academy specific information relating to stakeholder engagement – actions for 24/25</b>  There were no questions from the governors on this agenda item.</li> </ul>	<p style="text-align: center;">JC</p> <p style="text-align: center;">JC</p>
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	<ul style="list-style-type: none"> <li>• <b>Policies / local appendix to review / ratify</b> All policies / local appendices were approved by the governors.</li>   <li>• <b>Risk register</b> <b>The governors noted</b> the H&amp;S audit gave substantial assurance with a couple of advisories. <b>The governors asked</b> if there were any changes to the risk register to which Mr Chapman confirmed there was not.</li>   <li>• <b>Staff / pupil wellbeing</b> The Chair noted that during link visits both staff and pupil wellbeing are always mentioned. During the 1:1 meetings between the governors and chair, the governors wellbeing is also discussed too.</li>   <li>• <b>GDPR (any breaches / SARS / FOIA / Police requests)</b> It was noted there are no breaches, SARS, FOIA or police requests.</li>   <li>• <b>Complaints / claims</b> There are no new complaints or claims for governors to be made aware of.</li>   <li>• <b>2024/25 Trip calendar and review any Cat C trip review</b> <b>The governors asked</b> if there was any more information on the 3 trips of which had been shared in advance of the meeting. Mr Chapman confirmed these trips are still in the planning stage, but dates will be confirmed to the governors when finalised.</li>   <li>• <b>Admissions 2026/27 local appendix approval (referral to Trustees if changes to be made &amp; consultation proposals if required)</b> Governors were made aware that the admissions appendices for all primaries in the Trust was changing so that they all had the same oversubscription criteria. The policy appendices were approved by the governors in the meeting.</li> </ul> <p><b>WPA (Wainwright Primary Academy)</b></p> <ul style="list-style-type: none"> <li>• <b>Training – review of results</b> It was agreed that the committee had discussed the results in the summer term 2 meeting and that there were no further questions on this.</li>   <li>• <b>Overview of 24/25 AIP</b> <ul style="list-style-type: none"> <li>○ <b>Targets 25</b></li> </ul> </li> </ul> <p>There were no questions on the 2025 targets for WPA.</p>	
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	<p style="text-align: center;">○ <b>Behaviour and attendance</b></p> <p><b>The governors queried</b> the attendance for WPA which is at 93.1%. Mrs Ripley explained that this is the same as it was at the same point last year. <b>The governors further asked</b> if there are any plans to help improve the attendance. It was explained to the governors that the Family Support Advisor is following the ATTEND framework and has completed some home visits. Within the academy, all staff are promoting attendance and there are now attendance awards within assemblies which is also being shared with parents through the newsletter. Mrs Henderson is leading on attendance from SLT. It was also added that there has been a couple of children who have not yet returned from the holidays due to returning to their home country. Contact has been made with these families though. <b>The governors questioned</b> how long the academy hold the places if the children are not in the country. Mrs Ripley confirmed that they remain on WPA's role until they move schools whether within this country or another. Mrs Bennett added that attendance at WPA tends to be the same every year during this term as there are some children who attend religious festivals so has always been a transient time on data. <b>The governors asked</b> if there are any Gypsy / Roma travellers on roll currently to which it was confirmed there is not.</p> <p><b>The governors queried</b> if the academy have made any suspensions this year. Mrs Ripley confirmed there has not and although the data looks high on reported behaviour, this is mostly due to new children joining the academy in the lower years so is not as bad as it looks. Mrs Bennett added that a high percentage of the incidents are from y1 where the children have transitioned from F2 and are still settling down into more structured learning.</p> <p><b>The governors questioned</b> if the incidents are slowing down as the children are becoming more settled. Mrs Ripley advised it has been a settled start to the year and the incidents, whilst 83 in total may look bad, may be 8 children with 10 offences. In this case, the academy is looking at the behaviour policy and at the children to see what can be done to suit their needs.</p> <p style="text-align: center;">○ <b>FPS / PEx / AP review 23/24</b></p> <p>It has been confirmed that there have been no suspensions or permanent exclusions for the academy. There were no further questions.</p> <p style="text-align: center;">● <b>Sports Premium evaluation and plan/PP review</b></p> <p><b>The governors asked</b> if there are any updates on the SP and PP plans for this academic year. Mrs Ripley confirmed that these plans are going</p>	
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	<p>to be updated, and the plans can be brought to the next meeting. The academy, like SBPA, will be looking closely at what they are using PP for and who, specifically, it will be impacting.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding template – compliance and culture</b> <b>The governors noted</b> that it would be beneficial to add on that all governors have completed their training.</li> <li>• <b>SEND –local offer, information report 2024/25, annual review 2024/25 inc. all vulnerable groups (reports for websites)</b> There were no questions on this agenda item.</li> <li>• <b>Academy specific information relating to stakeholder engagement – actions for 24/25</b> In advance of the meeting, governors received the autumn event calendar for WPA. Governors were reminded they are welcome to any event but to let the academy know.</li> <li>• <b>Policies / local appendix to review / ratify</b> All policies / local appendices were approved by the governors.</li> <li>• <b>Risk register</b> Governors were advised that with Mrs Ripley just starting at the academy, the risk register will be updated over the coming weeks and will be shared at a future meeting.</li> <li>• <b>Staff / pupil wellbeing</b> The Chair noted that during link visits both staff and pupil wellbeing are always mentioned. During the 1:1 meetings between the governors and chair, the governor’s wellbeing is also discussed too.</li> </ul> <p><b>The governors queried</b> if the governors would see the results of the EDI survey. Both Mrs Ripley and Mr Chapman advised it may take a while due to it being done externally but that they will share once received.</p> <ul style="list-style-type: none"> <li>• <b>GDPR (any breaches / SARS / FOIA / Police requests)</b> It was noted there are no breaches, SARS, FOIA or police requests.</li> <li>• <b>Complaints / claims</b> There are no new complaints or claims for governors to be made aware of.</li> <li>• <b>2024/25 Trip calendar and review any Cat C trip review</b></li> </ul>	<p><b>CR</b></p>
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	<p>Governors were advised there is a Cat C trip to Hagg Farm being booked for the y5/6 residential. There were no questions on this residential.</p> <ul style="list-style-type: none"> <li>• <b>Admissions 2026/27 local appendix approval (referral to Trustees if changes to be made &amp; consultation proposals if required)</b></li> </ul> <p>Governors were made aware that the admissions appendices for all primaries in the Trust was changing so that they all had the same oversubscription criteria. The policy appendices were approved by the governors in the meeting.</p>	
<b>SBPA/WPA/008/2425</b>	<p><b>Budget summary 2024/25</b></p> <p>Governors were made aware that the budget summary was not provided in time to the academy. Governance Professional to add to the next agenda if the Chair deems appropriate.</p>	
<b>SBPA/WPA/009/2425</b>	<p><b>How have the Academy Committee held senior leaders to account</b></p> <ul style="list-style-type: none"> <li>- Behaviours</li> <li>- Policies</li> <li>- Voice 21 and the implementation into SBPA after a successful pilot in WPA.</li> <li>- Attendance</li> </ul>	
<b>SBPA/WPA/010/2425</b>	<p><b>How have Vision, Mission and Values of the Trust/Equality been upheld</b></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>	
<b>SBPA/WPA/011/2425</b>	<p><b>Consider information to be advised to the Trust Board and complete the annual report</b></p> <ul style="list-style-type: none"> <li>• The report was completed within the meeting and submitted to the Trust board.</li> </ul>	
<b>SBPA/WPA/012/2425</b>	<p><b>Determination of confidentiality of business</b></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"> <li>• That no confidential information had been discussed</li> </ul>	
<b>SBPA/WPA/013/2425</b>	<p><b>Date and time of next meeting:</b></p> <p>Wednesday 20 November</p> <p>Governors requested the meeting took place face to face at Wainwright Primary Academy.</p> <p>Training Meeting at 4.30pm</p>	

	Main Meeting at 4.45pm	
	The meeting closed at 6.16pm  Signed: P Edwards (chair) Date 10.10.24	