

**Minutes of the Local Academy Committee Meeting
held on the 20 November 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	
Quorum: 2	Governors Present:	4

Item No	Item	Action/ by who/when
SBPA/WPA /014/2425	<p>Welcome The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence Mrs Tate was not in attendance and had not sent apologies. Due to lack of attendance and lack of communication, the committee was informed Mrs Tate will be removed from the committee. Governance Professional to action the resignation.</p>	GP
SBPA/WPA /015/2425	<p>Declaration of interest 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>	
SBPA/WPA/ 016/2425	<p>Training In advance of the meeting, governors received and watched a training session on the changes to Ofsted. Mr Edwards, Mr Stokes and Mrs Taylor confirmed they had watched the training. Mrs Bennett to confirm</p>	DB

	<p>when she has watched the training so that the committee training plan can be updated.</p> <p>The governors asked what gaming and off-rolling means. Mr Letton advised that some academies play the game to manipulate the data by taking children off roll in the lead up to exam periods or for challenging students. These changes prevent this from happening. The governors requested confirmation that this was not happening with Diverse Academies Trust to which Mr Letton confirmed it was not.</p> <p>The governors agreed that it was good that there is now a 3-month deadline to come back and look at safeguarding and to keep it separate from the rest of the gradings. Mr Letton added that most inspectors give the academy an opportunity to sort things out by the end of day 1 if there is anything minor.</p> <p>Mr Edwards confirmed he attended the safeguarding link governor training with Patrick Knight. He updated the committee on the content of the training session and the updates for the future that will impact the academies including the Local Authority safeguarding audit and policies only needing appendices if something is different or to name contacts within the academy. It was added that the Notts CC safeguarding audit must be completed and returned by the 20 December 2024.</p> <p>Mrs Taylor attended the SEND link governor training and advised the committee that both academies were mentioned as having good practice.</p>	
<p>SBPA/WPA /017/2425</p>	<p>Governance report Local response following central training</p> <ul style="list-style-type: none"> • Link governor visits and reports <p>Since the last meeting 2 link visits have been completed by Mr Edwards. Other link visits are scheduled for the remainder of this half term and will be submitted for the next meeting.</p> <p>It was added that it is the data protection link governor training session next week.</p> <ul style="list-style-type: none"> • Local training established from governance self-evaluation and focus on priority aspect of school improvement <p>The plan for the training at the January meeting will be on the features of a Samuel Barlow lesson.</p>	

<p>SBPA/WPA /018/2425</p>	<p>Minutes of the meeting dated 25 September 2024 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
<p>SBPA/WPA /019/2425</p>	<p>Matters arising SBPA/WPA/001/2425 – A letter has been sent to Mrs Tate regarding her non-attendance. As noted within 014/2425 due to lack of communication and lack of attendance, Mrs Tate has now been removed from the committee. SBPA/WPA/003/2425 – Mrs Tate still needs to complete the declaration of interest and code of conduct. To note this is now no longer needed as per 014/2425. SBPA/WPA/004/2425 – Mrs Tate to complete the annual safeguarding training. To note this is now no longer needed as per 014/2425. SBPA/WPA/004/2425 – To note, the Chair is going to hold 1:1 meeting in the new year. SBPA/WPA/006/2425 - A letter has been sent by email and by post to Mrs Tate regarding her non-attendance. As noted within 014/2425 due to lack of communication and lack of attendance, Mrs Tate has now been removed from the committee. SBPA/WPA/006/2425 – The governance professional distributed the link visit report document. To note, Mrs Taylors SEND link visit report was shared with the committee in advance of the meeting. SBPA/WPA/007/2425 – please see SBPA/WPA/020/2425 for the updated Sports Premium and Pupil Premium plan for Samuel Barlow Primary Academy. SBPA/WPA/007/2425 – please see SBPA/WPA/020/2425 for the updated Sports Premium and Pupil Premium plan for Wainwright Primary Academy.</p>	
<p>SBPA/WPA/ 020/2425</p>	<p>ERM Report - SBPA and WPA The governors asked what SBPA are doing to ensure that pupils begin learning promptly and remain on task. Mr Chapman confirmed that the academy has created ‘features of a SBPA lesson’ which has been implemented throughout the academy. This is a visual map of the lesson and goes through each phase of the lesson. This has therefore set the standard and is consistent across the academy, so all teachers deliver lessons in the same way. With this the children also then understand what stage of the lesson they are in. It was agreed this would be the training session for the January meeting. Mr Chapman</p>	<p>GP / JC</p>

added that it provides a basic mastery approach to teaching and helps teachers in their early career as there is a framework to support.

The governors requested an update on staff new to subject leadership and who are not as confident as more experienced staff in fulfilling their responsibilities. Mr Chapman confirmed that there are strategies across the trust to support and staff are buddied up with more experienced leaders, either at SBPA or in other academies within the trust. An example of this cross-academy working is the Maths lead who is working with the Maths lead at Thrumpton Primary who is well established in the role. In addition to this, staff have support from the trust leads including Pat Evans – English Lead, Sarah Kahler – Maths Lead, Sally Truseler – SEND lead, and Matt Pennington – Behaviour and Attitudes lead.

Mr Chapman then updated the committee on the curriculum plans as it was noted within the ERM that these are relatively new. It was added that these are ever evolving and there is a curriculum assessment review nationally. At the academy level, a review has been completed on the long-term plans and the sequencing of learning. The academy has invested in schemes to ensure teachers are not concentrating on sequential knowledge and therefore, their focus can solely be on the adaptation needed to suit all learners' needs.

The governors queried if Voice 21 is now up and running at SBPA to which Mr Chapman confirmed it is still in its infancy. Staff are going on the training next week and once this has been completed then it will be launched across the academy. Due to Mr Chapman using Voice 21 at Wainwright Primary Academy he has been holding a weekly talk assembly.

The governors noted that within the ERM it highlights a good level of development due to cross working between SBPA and WPA. Mr Chapman confirmed that the Early Years (EY) lead from WPA has done some substantial pieces of work at SBPA to set EY up in an intensive way. The two EY leads are working closely together to ensure the EY lead at SBPA continues to get the exposure needed. The EY lead at SBPA has been attending all the training and has support from the EY lead at WPA for any support and for setting targets. **The governors agreed** it was pleasing to hear that both academies are working together to share knowledge and experience.

The governors acknowledged that reading, writing and Understanding the World have been identified as weaker areas along with FSM boys as a target group **before asking** why it is different for girls. Mr Chapman advised that those areas are weaker in EY specifically, but

the trend can be seen throughout the schools which is why early English and reading and writing pathways need focus. The girls outperformed the boys in the statutory data however, the academy does not exclusively focus on one gender and there would be a focus group if there is significant need. The academy will always adapt the curriculum for all learners.

The governors questioned what assessment tool the academy uses for SEN children. Mr Chapman confirmed the academy uses B Squared as well as trackers for children who need something more specific. There are then also visual maps and progress groups for all year groups. Throughout the academic year, there are regular data points, and all pupils are discussed in pupil progress meetings. **The governors agreed** that it was good to see progress and the staff at both academies should be applauded for the work they're doing to ensure children are getting the best they can.

The governors documented that the 3 children in year 2 who missed their phonics screening should be on track to secure this before Christmas **before asking** if they have had booster sessions or continued the KS1 phonics sessions. Mr Chapman advised it has been both as they have had targeted small group work and 1:1s in the afternoon and then some have attended the phonics programme as well.

The governors queried what FFT stood for to which Mr Chapman advised this is the Fisher Family Trust which is a widely used data set that most schools use. It compares schools like for like and looks at children's prior attainment and helps predict how the children will move year-on-year. Schools can use it to check that children are on track and to help when setting targets.

Mrs Ripley explained that many of the priorities at WPA are like SBPA including reading and writing for all children and not just those with SEND. **The governors noted** that in EY 24% of the cohort is SEND **before asking** if this current data and if it has increased at all. Mrs Ripley confirmed that the data is from last year and it has now decreased.

The governors praised WPA that attendance remains steady is at 93%. Mrs Ripley explained that as of the date of the meeting, academy attendance was at 94.6% which the academy is really pleased with. Mrs Henderson is going to lead on attendance and has been working closely with the Family Support Advisor to ensure the academy are on every absence and are tightening procedures. The committee were informed that this will have a positive impact on attendance as a whole

and those children with SEN. Mrs Bennett will also be joining the working group from a SEN perspective. Mrs Ripley added that, with support from the Business Manager, the academy now has a process map in place for attendance to ensure letters are being sent at the correct point and to ensure the academy are fully consistent. Mr Letton added that both academies attendance is good and that SBPA's attendance has significantly improved year-to-date.

The governors asked if the academies had many students on part-time timetables. Mr Chapman confirmed that SBPA do, and Mrs Ripley confirmed WPA have one.

- **Standards**

There were no questions on standards for either academy.

- **Quality of education update**

The governors noted that WPA has improved outcomes in Reading. Mrs Bennett mentioned an online programme called IDL which is being used with Y3 children who aren't achieved the expected writing standard in Y2. **The governors asked** if this is set up at SBPA to which Mr Chapman confirmed it was not. **The governors further asked** if children could use it at home or if it is solely for use at the academy. Mrs Bennett confirmed that children do have a log on, but it has not been promoted that it can be used for home use. This will be shared further once the academy has used it for a longer period of time.

- **Impact of additional funding to include:**

- **Pupil premium evaluation and evidence of impact on outcomes 2023/24 and review of strategy for 2024/25**

The governors asked what the academies are doing to ensure parents are completing the paperwork to obtain Pupil Premium funding as it was acknowledged that there will be families who are eligible that are not in receipt. Mr Chapman advised that both academies are part of the Free School Meals checking system with the Local Authority so as soon as a child is admitted to the academy, they will be regularly checked to see if they are entitled. It is a good service to be a part of as is an automated check rather than relying on parents. It was added that both academies are in communities where parents / carers do not necessarily have national insurance numbers and that is how Pupil Premium is checked. If parents / carers are new to the country, then whilst they may qualify, they will not be eligible for a couple of years.

- **Sports premium evaluation and plan**

Mr Edwards added that he had attended a meeting to ensure that SEN and SEND children are included in events across the county and ensure

	<p>KS2 SEN children are linked to a leadership programme. The benefit of this will be that this will feed through to secondary school where these games are more common. It was noted that Mr Edwards is trying to work with the School Games Coordinator and Active Notts on the primary offering.</p> <ul style="list-style-type: none"> <p>Receive any surveys/audits/review</p> <p>In advance of the meeting, the governors received a copy of the Notts CC H&S audit. The governors asked if the first aid needs risk assessment has been carried out. Mr Chapman advised that whilst the academy had the adequate number of first aid boxes and it was evidenced that they are regularly checked, the academy needed a first aid needs risk assessment. This has now been completed and is in place. The other recommendation was for new members of staff to attend CRB training which the academy is investigating. The governors queried if the academy has a risk assessment for medication administration to which Mr Chapman confirmed a specific risk assessment was not needed due to parents signing medication into the academy.</p> <p>The governors asked if there were any surveys or audits for WPA. Mrs Ripley confirmed there was not.</p> <p>Safeguarding - Compliance and culture – LA safeguarding audits</p> <p>It was acknowledged that both academies need to complete and return their NCC safeguarding audit by the 20 December 2024.</p> <p>SEND</p> <p>The governors highlighted that there is an increase in EHCP children at SBPA. Mr Chapman confirmed there is a significant increase, and the academy is well above the national level for those children identified as SEN or those that need or have an EHCP. The academy is doing substantial work to ensure those children are being captured earlier. Within the Y6 cohort there are a high number of children in receipt of an EHCP, but the academy is trying to identify these children earlier to ensure the support is in place as early as possible. The governors asked if Sally Truseler, SEND lead, is supporting where needed. Mr Chapman confirmed that Sally Truseler is supporting the whole inclusion team to ensure the children are getting the right educational deal for them. It is a priority to ensure the system and processes in place, as well as training for staff, to ensures the academy are meeting the needs of all children.</p> <p>Stakeholders</p> 	
--	--	--

	<p>Mr Edwards advised that he had been invited to the SBPA PTA meeting and asked if it still took place. Mr Chapman confirmed it did.</p> <p>The governors questioned if there is a PTA at WPA. Mrs Ripley confirmed there is one, but it is dwindling in numbers. The academy is looking at relaunching the committee and trying to get more people onboard. The PTA currently has 2 amazing volunteers that work really hard and have ensured that the discos have gone ahead for the children and have supported the academy in the Christmas fair organisation.</p> <p>Mr Letton invited the governors to attend any of the Christmas events at either academy.</p> <ul style="list-style-type: none"> • Staff & pupil well-being It was agreed that as part of link governor visits, staff and pupil wellbeing is always at the forefront of governor’s questions. • Data Protection (any breaches/SARs/FOIA/Police requests) It was acknowledged there have been no data breaches at either academy. • Complaints, claims (No’s/overview) The governors asked if there have been any accidents at either academies that could lead to claims. Both Principal’s confirmed there had not. • 2024/25 Trip calendar and review any Cat C trips held The governors asked for clarification on the different categories of trips. Mr Chapman confirmed; <ul style="list-style-type: none"> • Cat C – if there is substantial danger for example, a seaside trip will be Cat C due to the sea • Cat B – day coach trips but there is no extreme danger • Cat A – local activities e.g. walk to the local library • Policies/local appendix to review/ratification It was noted that there were no policies or appendices for governors to review or ratify. 	
<p>SBPA/WPA/ 021/2425</p>	<p>How have the Academy Committee held senior leaders to account</p> <ul style="list-style-type: none"> - ERM reports - Pupil Premium - SBPA H&S audit actions - SEND 	

SBPA/WPA/ 022/2425	How have Vision, Mission and Values of the Trust/Equality been upheld 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.	
SBPA/WPA/ 022/2425	Consider information to be advised to the Trust Board and complete the annual report <ul style="list-style-type: none"> The report was completed within the meeting and submitted to the Trust board. 	
SBPA/WPA/ 023/2425	Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> That no confidential information had been discussed 	
SBPA/WPA/ 024/2425	Date and time of next meeting: Wednesday 22 January 2025 Location – Wainwright Primary Academy Training Meeting at 4.30pm Main Meeting at 5pm	
	The meeting closed at 5.54pm Signed: P Edwards (chair) Date 22.11.24	