

**Minutes of the Local Academy Committee Meeting  
held on the 22 January 2025 at 4.30pm  
at Wainwright 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	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 Alison Elway	Head of Governance	
Mr James Foxtton	Observing, pending appointment	
Quorum: 2	Governors Present:	3

Item No	Item	Action/ by who/when
<b>SBPA/WPA /025/2425</b>	<p><b>Welcome</b> The Chair welcomed everyone to the meeting. There was a new governor observing the meeting so all attendees introduced themselves.</p> <p><b>Apologies for absence</b> Mrs Taylor sent her apologies due to illness. These were accepted by the committee.</p>	
<b>SBPA/WPA /026/2425</b>	<p><b>Declaration of interest</b> 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. Mr Edwards confirmed he has 2 new declarations of interest</p> <ol style="list-style-type: none"> <li>1. CofE Disability Project Board from January 2025</li> <li>2. CofE Disability Grants Panel from October 2024</li> </ol>	

**SBPA/WPA/  
027/2425**

**Training – Feature of a SBPA lesson**

Mr Chapman explained then when he became Principal at Samuel Barlow Primary Academy (SBPA), time was taken looking into and making refinements on the consistency in which lessons are delivered within the academy. By doing this it provides consistency for the children to ensure they are all getting the same offering regardless of their teacher and it is also good practice of teaching using a metacognitive strategy. With this in mind, the ‘features of a SBPA lesson’ was formulated. Staff have received training and is now being utilised within lessons and whilst it cannot be applied to all curriculum areas, it can provide clarity for the majority.

1. Connect – this is the retrieval of prior learning as any child should be trying to retrieve knowledge, they already have whether this be yesterday, last week, or last term. There is also an opportunity to connect learning across curricular. E.g. graphing in maths, and temperature graphs in geography.
2. Explain – teachers are expected to explain any new concepts and knowledge. Some things will be taught explicitly through direct instruction and shared learning concepts.
3. Example – this can either be real world or concepts and this is the aspect of the lesson which would be discussed together with teachers modelling their exceptions.
4. Attempt – during this part of the lessons, the children would attempt to demonstrate their learning, and teachers would use metacognitive talk.
5. Apply – this is different in each lesson e.g. small or large groups or peer groups and would be where children would show and apply their learning.
6. Challenge – using quality first teaching to understand where the children are at and apply challenge where needed.
7. Oracy opportunities – the academy work on Voice 21 is still in its infancy but there is still the expectation to build in talk opportunities during the learning. This can come in at any time during the lesson.

Governors were advised that the academy are explicitly looking at English and Maths as 2 focus areas. Mr Chapman has worked with the Trust Strategic Development Leads for English and Maths to ensure these are aligned. It was advised that Mr Chapman has recently conducted a learning walk, and it is evident that some of the ‘features of a SBPA lesson’ is being used. However, there needs to be more time for this to embed and further consistency, but it has been a positive start.

**The governors asked** if this feature is solely at SBPA. Mr Chapman confirmed it is based on some work of which was previously completed at Wainwright Primary Academy (WPA) and is also based following some training that was received by a consultation, Alex Bedford. It was added that this will be shared with other Principals in the Trust if requested.

**The governors queried** if the staff are embracing the piece of work. Mr Chapman advised that staff are grateful for a framework for teaching and therefore could understand the reasoning behind it.

**The governors questioned** if there are regular meetings to assess what is working, what is not, and to discuss any challenges there may be. Mr Chapman explained that this was launched with staff in October and during when there has been Pupil Progress meetings this has been referred too as well as the Voice 21 work and Pathways to Literacy scheme which was launched in January. All staff are very enthusiastic and whilst it is acknowledged it will need to be revisited and retuned to ensure it is being followed.

**The governors asked** if staff feel they can feedback to the Principal. Mr Chapman confirmed they do and prior to the summer, discussion was held on what the staff wanted and needed from the Principal to help move the school forward. Staff knew that their involvement was needed to help continue the journey of school improvement.

**The governors queried** if all staff are tweaking the 'features of a SBPA lesson' for SEN children. It was confirmed to governors that they are and that the academy is working hard with Sally Truseler, SEND lead for the Trust and Charlotte Adams, academy SENCO, in terms of adaptations for children with SEN including live coaching and modelling. Mr Letton added that the 'features of a SBPA lesson' is suitable for children with SEN particularly those with ASD traits as it provides the predictability of a lesson to allow the children to recognise which part of the lesson they are in, the adaptations are then used to wrap around this. **The staff governor** noted that it is clear and concise for anyone covering lessons whether this be teaching assistants or supply.

**The governors noted** that it will be good to track the progress of this throughout the academy as well as understanding the pitfalls. It was also acknowledged how to will develop and grow to ensure the children get the most out of their education.

**The governors questioned** if staff do peer-to-peer coaching to which Mr Chapman confirmed they do as it helps to build on each other's strengths.

<p><b>SBPA/WPA /028/2425</b></p>	<p><b>Governance report</b></p> <ul style="list-style-type: none"> <li>• <b>Local response following central training</b> In advance of the meeting, all governors were asked to complete the cyber security training. Mrs Taylor is yet to complete this.</li> <li>• <b>Link governor visits and reports</b> Since the last meeting, there has been 1 link governor visit. There were no questions from the visit and nothing to raise to the committee. All governors to complete a link visit in the spring term.</li> <li>• <b>Governor action plan update</b> Governors were advised that the Governance Professional and the Chair have recently reviewed and updated the action plan and that all actions are being worked on.</li> <li>• <b>Governance Strategy and Scheme of Delegation/Terms of Reference 2024/25 – review AC remits</b> It was confirmed that following a period of consultation, the Scheme of Delegation has been agreed by the board for publication. In advance of the meeting, the scheme of delegation was shared with governors along with the changes. The governors confirmed they had no queries on the amends.</li> </ul>	<p><b>ET</b></p> <p><b>Govs</b></p>
<p><b>SBPA/WPA /029/2425</b></p>	<p><b>Minutes of the meeting dated 20 November 2024</b> The minutes of the meeting, having previously been received were agreed and signed by the chair, Principals and Executive Principals.</p> <p><b>The governors asked</b> for an update on the academies PTA's. Mrs Ripley explained that the PTA for WPA is still small but is going well. Mr Chapman advised that the PTA for SBPA is growing and had some very successful Christmas events with over £2000 raised in the autumn term. Mr Letton added that this is supported by the number of additional children into SBPA is very positive too.</p>	
<p><b>SBPA/WPA /030/2425</b></p>	<p><b>Matters arising</b></p> <p><b>SBPA/WPA/014/2425</b> – To note the Governance Professional has actioned Mrs Tate's exit from the committee.</p> <p><b>SBPA/WPA/016/2425</b> – Mrs Bennett confirmed she has watched the Ofsted training video</p> <p><b>SBPA/WPA/020/2425</b> – See SBPA/WPA/027/2425 for Mr Chapman's training session on the features of a SBPA lesson.</p>	

<p><b>SBPA/WPA/ 031/2425</b></p>	<p><b>ERM Report - SBPA and WPA</b></p> <ul style="list-style-type: none"> <li>• <b>Standards</b></li> </ul> <p><b>The governors noted</b> that quality of education, attendance and consistency of curriculum, were indicated as areas of focus by Ofsted and asked the Principal of SBPA to provide an update on how this work is going. Mr Chapman confirmed that the academy consistently works on these 3 key areas.</p> <p>For quality of education the academy has been;</p> <ul style="list-style-type: none"> <li>• Working on the learning culture in classrooms</li> <li>• Feature of a SBPA lesson</li> <li>• CPD packages for staff are tailored specifically.</li> </ul> <p>For attendance;</p> <ul style="list-style-type: none"> <li>• The formation of an attendance and inclusion team which is proving to be beneficial.</li> </ul> <p>For the consistency of curriculum;</p> <ul style="list-style-type: none"> <li>• There has been heavy investment in key curriculum areas including ensuring teachers have high quality resources in every area.</li> <li>• The academy has invested in the following schemes – Pathway for Literacy, Jigsaw for PSHE and Language Angels for languages. All these schemes have well sequenced, good quality resources.</li> <li>• With the benefit of these, it has been acknowledged by the Chief Education Officer that there is a broader and more balanced offer.</li> </ul> <p><b>The governors requested</b> an update following the progress meeting with the Chief Education Officer at SBPA. Mr Letton explained that it was a positive meeting with it being evident that the school was calm, and the children were engaged. Mr Chapman added that the academy is embedding new systems to ensure consistently and therefore, quality assurance is scheduled weekly by the Principal, fortnightly with the Executive Principal and monthly with the Chief Education Officer.</p> <p>In advance of the meeting, governors received a copy of SBPA’s targets. <b>Governors asked</b> why the targets for Y1 – Y4 across reading, writing and arithmetic are so varied. Mr Chapman explained that most targets look at what has been achieved in other statutory assessment year groups. From there the academy set aspirational targets. These are cohort specific, and the academy uses FFT to try and track each child’s progress the whole way through their time at the academy. <b>The governors further queried</b> if the targets are achievable. Mr Chapman confirmed they are aspirational but by setting these it raises expectations across the academy.</p>	
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**The governors questioned** if SBPA have received additional funding for the 1:1 tuition in Y2. Mr Chapman advised that there is no outside funding, and the academy have been utilising staff's time within the normal school day. The tuition is purely focussed on phonics.

**The governors asked** if Sarah Kahler, Maths Strategic Development Lead is still in role considering her now being the Principal at Thrumpton Primary Academy. Mr Letton advised that as part of the arrangement, she will continue with her Maths lead role and the academy will provide sufficient release time to allow for both roles.

**The governors noted** that curriculum was an area indicated as a focus by Ofsted and that within the AIP, writing, reading and attendance is a focus **before asking** the Principal of WPA to provide an update on how this work is going. Mrs Ripley explained that the areas within the AIP are a focus across the Trust but are still in their infancy at WPA. The music action plan has taken a lot of work which was led by Mr Letton, and the academy have been focussing on lesson design. With the inset day coming up, staff will be reminded of what this looks like across every lesson along with the expectation for consistency.

**Governors noted** within the ERM that there was a question around the Y4 / Y5 split **before asking** for clarity. Mr Letton advised that WPA are working together with Tuxford Primary Academy to ensure there is a continuous progressive curriculum whilst being mindful of a 2-year cycle and ensuring all children get their full education entitlement.

**The governors requested** an update on the focus work that is occurring in English and Maths at WPA. Mrs Ripley explained that the academy is playing the long game but there is a need to ensure that all teachers are performing. In English, some classes are trialling the writing pathway which has been positive, but this is not currently across the whole school. Within the classes that are using it, there is positive feedback from having the structure clarity on what a good lesson looks like and needs. In Maths, the academy continues to drive standards. For the moderation, the academy needs to get tighter and ensure that all staff know what it needs to look like to be at target during check points in the academic year.

- **Behaviour and attendance/PD update**

**The governors praised** SBPA on the increase in attendance. Mr Chapman advised this is largely down to the attendance and inclusion team who are being very proactive. Mr Letton added that it is important to note that there is still more to do albeit the attendance figures are significantly better. The academy needs to continue to

	<p>highlight the importance of getting their children to school as often as possible. Both Principal's advised that there has been a bout of genuine illnesses including chicken pox, shingles and slapped cheek which has impacted on attendance. Mr Letton informed governors that the attendance and inclusion team start targeting children as soon as they drop into persistently absence to ensure it has an impact.</p> <p>Governors were also advised that any children on suspension are classed as absent. <b>The governors noted</b> that there are fewer children on part-time timetables. Mr Letton confirmed that the academy is clear with children on part-time timetables that it is a clear plan to get them back into the academy full-time as quickly as possible.</p> <p><b>The governors queried</b> the LA offer which is available to SBPA. Mr Chapman explained that Julia Hallam from the LA is coming to the academy to conduct an attendance support meeting to look at the academy processes and to see if there is anything the LA can do to support the academy on continuing the progress in increasing attendance.</p> <ul style="list-style-type: none"> <li>• <b>P/Ex, FPS, persistent absence and alternative provision in place (number of days/pupils)</b></li> </ul> <p>There were no questions by the committee on suspensions.</p> <ul style="list-style-type: none"> <li>• <b>Receive any surveys/audits/review</b></li> </ul> <p>It was confirmed that both academies had returned the Notts CC LA safeguarding audit by the deadline. Mr Chapman advised that SBPA have also had a safeguarding audit that was completed by Patrick Knight. Mr Chapman to share the report at the next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding - Compliance and culture</b></li> </ul> <p>In advance of the meeting, the governors received the safeguarding checklists for both academies. The governors confirmed they were happy with both and asked both Mrs Ripley and Mr Chapman to add on to the LAC checklists for SBPA and WPA that governors have completed all their safeguarding training too.</p> <p><b>The governors noted</b> that WPA have had two members of staff trained in ELSA since October and acknowledge that there is a waiting list generated from in school requests and outside agencies.</p> <p><b>The governors asked</b> about the increase in child-on-child cases at SBPA. Mr Chapman advised these are complex cases that the academy is dealing with and are because of a lack of special school places. SBPA</p>	<p>JC</p> <p>CR / JC</p>
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	<p>continue to work proactively with the LA, and it was added that the Trust have been supportive. This has increased the use of suspensions and alternative provision whilst working with the LA to come up with workable solutions to the national crisis.</p> <ul style="list-style-type: none"> <li>• <b>SEND</b> There were no further questions by the committee on SEND.</li> <li>• <b>Stakeholders</b> <b>The governors asked</b> if SBPA are receiving Trust support as part of the rapid improvement plan. Mr Chapman confirmed that the Strategic Development Leads are working closely with the academy utilising their expertise, coaching and development skills. <b>The governors further queried</b> if the support is offered across the Trust or solely with SBPA. Mr Letton confirmed it is targeted to where it is most needed and the focus it will make the biggest difference to the most vulnerable children.</li> <li>• <b>Staff &amp; pupil well-being</b> The committee agreed that staff &amp; pupil well-being is always at the forefront of any discussions and is always discussed in link visits.</li> <li>• <b>Data Protection (any breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b> The governors acknowledged there have been no GDPR breaches. <b>The governors asked</b> if SBPA responded to the anonymous complaint. Mr Chapman confirmed the academy have responded to the LA and that the Trust have supported with this.</li> <li>• <b>Confirm determined admission arrangements &amp; approval of local appendix</b> The Governance Professional advised the committee that the consultation period has closed on the admissions appendices. The Trust board will meet on the 29th of January 2025 to agree the proposals, but it was acknowledged there were no representations made about any changes for SBPA / WPA's appendices.</li> <li>• <b>In-year admissions numbers – all year groups</b> <b>The governors asked</b> if both academies are still getting in-year admissions to which it was confirmed by both Principal's that there are. It was added that if ever the year groups are at capacity, then governor panels would be required. <b>The governors further queried</b> if the nursery provision can be oversubscribed. Mr Chapman confirmed it can.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• <b>Policies/local appendix to review/ratification</b> The following policies were approved at the latest round of sub-committees and Board meetings in November. All policies were accompanied by summary pages: <ul style="list-style-type: none"> <li>• Health and Safety policy</li> <li>• Premises management policy</li> <li>• Relationship, sex and health education policy (RSHE)</li> <li>• Provider access policy</li> </ul> <p>There were no comments from governors regarding the policies.</p> </li> <li>• <b>H&amp;S Committee minutes</b> <b>Governors confirmed</b> they have read the minutes from the H&amp;S Committee minutes <b>before asking</b> there is not a fire marshal upstairs for during out of hours. Mrs Bennett confirmed she was.  <b>The governors asked</b> if the academy received a complaint after the accident where the child broke her arm. Mr Chapman confirmed that the dip was filled and after several meetings, the concern did not turn into a complaint.  <b>The governors noted</b> that WPA are looking at training an additional member of staff on using the evacuation chair. It was discussed how assisting disabled people to get into the chairs can hurt people more than helping them and there is discussion on banning them. There is a need for any staff trained on the chair to be trained in manual handling including how to support disabled staff, visitors and children.  <b>The governors asked</b> if there are any updates on CRB training. Mr Chapman advised that SBPA are currently utilising the staff trained at Yeoman Park Academy to deliver key messages and as an academy thoughts have been focussed about the use of reasonable force when needed. As a Trust, the training is being explored.</li> <li>• <b>Any Cat C trips/review</b> Both Principal's confirmed there are no new Cat C trips to be reviewed.</li> </ul>	
<p><b>SBPA/WPA/ 032/2425</b></p>	<p><b>How have the Academy Committee held senior leaders to account</b></p> <ul style="list-style-type: none"> <li>- ERM</li> <li>- AIP</li> <li>- Visits received</li> <li>- Targets</li> <li>- Curriculum</li> <li>- Features of a SBPA lesson as part of the training.</li> </ul>	

<b>SBPA/WPA/ 033/2425</b>	<b>How have Vision, Mission and Values of the Trust/Equality been upheld</b> 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.	
<b>SBPA/WPA/ 034/2425</b>	<b>Consider information to be advised to the Trust Board and complete the annual report</b> <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/ 035/2425</b>	<b>Determination of confidentiality of business</b> Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> <li>That no confidential information had been discussed</li> </ul>	
<b>SBPA/WPA/ 036/2425</b>	<b>Date and time of next meeting:</b> Wednesday 19 March 2025 Location – Samuel Barlow Primary Academy Training Meeting at 4.30pm Main Meeting at 5pm	
	The meeting closed at 6.02pm  Signed: P Edwards (chair) Date 28.01.2025	