

**Minutes of the Local Academy Committee Meeting
held on the 19 March 2025 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	
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	
Mr Paul Dowse	Observing Teacher from Wainwright Primary	
Mrs Rhianne Chambers	Governance Professional	
Mrs Lynsey Parker	Observing Governance Professional	
Mr James Foxton	Observing, pending appointment	
Quorum: 2	Governors Present:	4

Item No	Item	Action/ by who/when
SBPA/WPA /037/2425	Welcome The Chair welcomed everyone to the meeting. Mr Foxton was welcomed as an observing governor ahead of being appointed during this meeting. Mrs Parker was welcomed for observing ahead of taking on the role of Governance Professional ahead of Mrs Chambers' maternity leave. Mr Dowse was also welcomed, and introductions were made as well as explaining he was attending for CPD purposes.	
SBPA/WPA /038/2425	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. Mr Edwards confirmed he has 1 new declarations of interest 1. Vice-Chair of the Board for Funding with Discover Ashfield	
SBPA/WPA /039/2425	Governance report <ul style="list-style-type: none"> Local response following central training: Building confidence in reviewing Suspensions and Exclusions 	

	<p>The governors agreed that the central training on building confidence in reviewing suspensions and exclusions was good and was reassuring to know, for those who sit on panels, that what they are doing is correct. It was noted that there is still more to do but was a beneficial training session considering the suspensions and exclusions that happen across the Trust where panels are needed.</p> <p>Mr Edwards also advised he attended the safeguarding link governor training where it was advised that the Trust have introduced SENSO monitoring across the secondaries and that this may come in at a primary level. Mr Chapman added that it is believed it will and that it is being investigated due to the children not having individual logins for the iPads therefore filtering and monitoring is hard.</p> <ul style="list-style-type: none"> • Link governor visits and reports <p>The committee discussed the 8 link governor reports that had been submitted in advance. The Chair asked for all governors to ensure they are discussing mental health and wellbeing as part of any link visits.</p> <p>The governors asked following the H&S report for SBPA if a complaint was received following the accident in the playground. Mr Chapman confirmed that the site team arranged for the shallow dip in the playground to be filled and the parents were happy with this so no complaint was received.</p> <p>Both Mrs Taylor and Mr Stokes have 2 link visits planned and will submit their reports for the next meeting.</p> <ul style="list-style-type: none"> • Appointment of James Foxton <p>Mr Foxton left the meeting at 16.45pm and returned at 16.47pm.</p> <p>It was confirmed that the application process had been followed for Mr Foxton and that his DBS check is due back any time soon. Reference requests are also underway with one satisfactory reference being received to date. The Chair reported that Mr Foxton would be beneficial to the LAC and were committed to the academy. All governors agreed that Mr Foxton should be elected to the LAC for a four-year term of office with effect 19.03.25 as appointed governors.</p> <ul style="list-style-type: none"> • Reappointment of Kevin Stokes <p>It was advised that Mr Stokes' term of office was due for re-election, The committee voted unanimously for Mr Stokes to remain on the committee so therefore Mr Stokes' term of office was re-confirmed for a four-year term of office with effect 19.03.25.</p> <ul style="list-style-type: none"> • Governor conference 12.06.25 <p>Governors were reminded of the governor conference which is taking place on the 12 June at Diverse Academies HQ. It was requested for as many governors as possible to attend and the agenda for the conference was included in the GP report which was distributed in advance of the meeting.</p> <p><i>Mrs Bennett joined the meeting at 16.51pm.</i></p>	<p>ET & KS</p>
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SBPA/WPA /040/2425	Minutes of the meeting dated 22 January 2025 The minutes of the meeting, having previously been received were agreed and signed by the chair, Principals and Executive Principals.	
SBPA/WPA /041/2425	Matters arising SBPA/WPA/028/2425 – To note Mrs Taylor has completed the cyber security training. SBPA/WPA/028/2425 – Please see SBPA/WPA/039/2425 for link governor visits. SBPA/WPA/031/2425 – SBPA to share safeguarding audit report. See SBPA/WPA/042/2425. SBPA/WPA/ 031/2425 – To note, both academies have added governor training onto safeguarding LAC checklist.	
SBPA/WPA /042/2425	ERM Report - SBPA and WPA <ul style="list-style-type: none"> • Standards <p>The governors requested an update on where SBPA are at with the areas of improvement from the last Ofsted visit. Mr Chapman explained that the academy is better are beginning learning promptly which has been influenced through the ‘Features of a SBPA lesson’ which was shared with governors at the last meeting. Work is still being done on the culture of learning, and this is reflected in the Academy Improvement Plan (AIP). The academy does still have staff who are new to subject leadership, but governors were advised that the Trust are supporting the academy by implementing the right schemes to allow teachers to focus on the delivery of the schemes and the adaptations needed for the children.</p> <p>The governors asked if the academy is still receiving support from the Trust Strategic Development Leads (SDL). Mr Chapman confirmed that as part of the academy’s rapid improvement plan, all SDL’S have been supporting. SBPA are now moving on to an AIP due to the rapid development made across the academy.</p> <p>The governors questioned how the progress in Early Years is going at SBPA. Mr Chapman advised the progress is good and that staff have received additional training on Launchpad for Literacy. Staff have also been to other settings to see it being used as best practice. Refinements are needed in terms of the consistency and refinement of writing, but the class is settled, and the children have the right attitude to learning.</p> <p>The governors praised the promising phonics results. Mr Chapman thanked the committee.</p> <p>The governors requested an update on where WPA are at with the areas of improvement from the last Ofsted visit. Mrs Ripley advised that the academy is moving in the right direction with lots of work being done on the curriculum. This will be continuously developed and pushed forward.</p> <p>The governors queried if WPA have update on the EEF writing pathway to which Mrs Ripley confirmed the academy have agreed a funded trial on the programme and will be able to report back at the next meeting.</p>	CR

	<ul style="list-style-type: none"> • Autumn term evaluation of AIP <p>There were no questions on the autumn term evaluation of the AIP.</p> <ul style="list-style-type: none"> • Progress against targeted outcomes <p>The governors acknowledged that ahead of the KS2 SATS at SBPA, there are signs of significant gains but that the results are below national before asking what is in place for the current Y5's to ensure they get better results. Mr Chapman advised that the current Y5 class are in a better starting position due to the offer preparing them for Y6 already. The academy is also looking into strategic offerings to help with the transition to Y6. Governors were advised that despite the results, the Y6 children are working very hard.</p> <ul style="list-style-type: none"> • Pupil number projections <p>The governors noted that SBPA has 29 first choices for September. Mr Chapman advised this was encouraging but the PAN is 45. The academy has embarked on a project to promote Nursery to help parents get engaged with the academy early and this has been successful. Nursery has 38 children in the morning and 23 in the afternoons, but it is expected for this provision to be full in September. This will in turn help with the subsequent Reception intake. The governors queried the potential of reducing the PAN to 30. The Executive Principal confirmed that by reducing the PAN to 30, it would give the academy greater stability, would be easier to plan for and it is easier to arrange the curriculum for. It would take 8-years to work through the current year groups, but it could be a sensible decision to make based on the improvements the academy is making.</p> <p>The governors questioned if there was an update on the potential 2-year-old provision at SBPA. Mr Chapman advised that following the parent consultation, the academy have submitted plans to the DfE, but they are yet to hear back if the academy has been successful in obtaining the funding. Governors were advised that there are suitable plans in place if the funding application is successful.</p> <p>The governors acknowledged the additional 8 children in other year groups across SBPA. Mr Chapman advised that this is unusual for SBPA but think it reflects the outward facing community appeal. The Executive Principal added that there has been a significant change in relationships with parents and that is a welcomed positive change.</p> <p>The governors asked what the PAN is at WPA in light of the 44 first choice applications for September. It was confirmed by the Executive Principal that the PAN is 60 and that all schools are seeing lower numbers for September based on a lower birth rate. There is no desire to look at the PAN of 60 for WPA due to it being right for the community. Mrs Ripley added that next year's Y4 and Y5 are almost full at 60 due to in-year admissions.</p> <ul style="list-style-type: none"> • Exclusion and suspension data <p>The governors noted there has been an increase in racist language before asking if these have been targeted incidents. Mr Chapman confirmed that each incident has been towards a black child. The incidents are predominantly due to a lack of education and repeating</p>	
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language that they have heard elsewhere. The academy is making sure that the children are aware that the language is unwanted and that it is a breach of the academy code of conduct on how they are making other children feel. The children who have used the language have had sessions with the ELSA trained staff on why it is not appropriate, and it has been addressed to the whole school through enhanced PSHE lessons. **The governors queried** if these incidents have warranted suspensions to which Mr Chapman confirmed that the work have been doing has had an impact and therefore suspensions have not been made. Governors were assured that if the incidents were repeated and the children were not listening then suspensions would be made appropriately. The work across the academy will be ongoing to ensure the community is being educated on these issues but the initial response has been positive.

The governors noted there has been 6 pupils with 15 suspensions at SBPA. Mr Chapman confirmed this was correct and that all but one are back in the academy. The one who is not back in the academy is no longer on roll.

- **SEND**

The governors asked for clarification on the children who are accessing unregistered alternative provision. Mr Chapman advised that SBPA are using alternative provision for 2 children in school as the academy are unable to meet the curriculum offer that they need. Whilst the provision is unregistered, they are still on an approved list from the local authority and are well-established and well-known they just do not have an Ofsted registration. The academy keeps a high profile on these children to ensure they are getting what they need, and this is done through 3-day checks, daily phone calls to discuss safeguarding and attendance as well as working closely with the provider as SBPA are still responsible for the children and their education. **The governors queried** if these children have EHCPs to which Mr Chapman confirmed they do, and special school is named. However, the EHCP's were received after SBPA had placed the children into alternative provision. Both children are in Y6, so will be placed accordingly in September. **The governors questioned** if the academy must pay for the alternative provision. Mr Chapman confirmed that the academy pays for the both the alternative provision and the transport but that the academy does work with the local authority SEND team to gain funding.

- **Stakeholders**

There were no questions on stakeholders.

- **Staff & pupil well-being**

It was confirmed that governors ask about staff and pupil wellbeing in every link visit at the academies.

- **Data Protection (any breaches/SARs/FOIA/Police requests)**

It was acknowledged that there have been no data breaches at either academy.

- **Complaints, claims (no's / overview)**

The governors asked if the academy have heard back following the response to the local authority regarding the complaint SBPA received. The Executive Principal confirmed that the response was provided to the local authority and Ofsted but there has been nothing since.

- **Safeguarding – culture and compliance**

The governors noted that they had reviewed the LAC safeguarding checklist for both academies and that there were no questions from these.

- **Attendance data**

The governors discussed the increase in attendance at SBPA whilst noting it is still below the national average. Mr Chapman agreed and highlighted the big gains the academy is having. **The governors asked** if there are still 35 persistently absent children. Mr Chapman confirmed this is correct and that the academy is looking at the children in attendance banding so that the academy can focus on those on the cusp of the next banding for targeted intervention. It was added that Mrs Pye, FSA, is completing the ATTEND framework paperwork with families to help reengage them and highlight the importance of attendance.

The governors queried how many of the absences are due to sickness. Mr Chapman advised that the majority are due to sickness and that the academy sees lots of childhood diseases e.g. chicken pox, further through the school than would be usually seen.

The governors asked out of the 6 children at SBPA who are on part-time timetables, how many are close to returning to full-time. Mr Chapman confirmed that 3 children are now back in the academy full-time, and that the academy is actively trying to increase this for the other 3 children.

The governors questioned the increase in persistently absent children at WPA and requested an update on what is happening. Mrs Ripley confirmed that this is mostly down to the community and the number of children who visit their home countries for longer periods of time at the start and end of the academic year. As with SBPA, WPA are also seeing lots of illnesses too, but the attendance team are challenging where necessary and working with families to help create strong relationships.

The governors queried if the 3 children on part-time timetables at WPA are back in the academy. Mrs Ripley advised that the provision is the right one for the children at the moment but that the academy is looking to build this up when the time is right. Governors were advised the academy has previously had 3 children on part-time timetables but that these have all now reintegrated into the academy full-time. **The governors asked** what the part-time timetable looks like. Mrs Ripley detailed that it is very bespoke per child and the academy builds up from the starting timetable. The Executive Principal added that all part-time timetables are reviewed with parents' fortnightly with the aim of getting the child into the academy full-time as soon as possible but as slowly as necessary. **The governors queried** if children on a part-time timetable impacts attendance to which it was confirmed by Mrs Ripley that it does.

	<ul style="list-style-type: none"> • Receive any surveys / audits / reviews <p>Both academies have recently gone through safeguarding audits with Patrick Knight, Trust Strategic Development Lead for safeguarding and the reports were shared with governors in advance of the meeting.</p> <p>The governors asked if SBPA have considered conducting a new pupil voice as advised. Mr Chapman noted that what the children say is really important on the safeguarding culture. It was acknowledged within the audit for investing in the Jigsaw PSHE scheme as this is a robust measure to reaffirm what the children believe and to obtain their views. The governors queried if this is part of the curriculum. Mr Chapman confirmed it was and that it will be used alongside the Voice 21 work.</p> <ul style="list-style-type: none"> • Risk reports <p>In advance of the meeting, the governors received the risk reports for both academies. It was acknowledged that there are no changes for either academy.</p> <p>The governors questioned if there are budget challenges for the academies. Both Principals confirmed that there are. The governors further asked around the budgets for the next academic year. The Executive Principal advised that the budgets will be tight and that there is a need to do more with less. The governors queried if the Trust are still supportive to which the Executive Principal confirmed that they are. Governors were advised that by being in a Trust there is safety in numbers and therefore money can be shared across academies if there is an urgent need. The governors requested clarification that the funding for the new cohort in September will be received the year after. The Executive Principal confirmed this was correct and that the funding is always lagged. This is to allow for the Census days and the Nursery headcounts.</p> <p>The governors queried the number of EAL children at WPA. Mrs Ripley confirmed it is circa 52% but there is a lot of in-year movement throughout the year.</p> <ul style="list-style-type: none"> • Policy / local appendix to ratify / review <p>There were no policies to be reviewed at this meeting.</p> <ul style="list-style-type: none"> • Any Cat C trips / review <p>Both academies confirmed that there are no new Cat C trips to discuss and that the ones that have been previously discussed have now been booked.</p>	
<p>SBPA/WPA /043/2425</p>	<p>How have the Academy Committee held senior leaders to account</p> <ul style="list-style-type: none"> - Standards - Outcomes - Pupil number projections - Attendance - Risks - SEND 	

SBPA/WPA /044/2425	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 /045/2425	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 /046/2425	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 /047/2425	Date and time of next meeting: Wednesday 21 May 2025 Location –Wainwright Primary Academy Training Meeting at 4.30pm Main Meeting at 5pm	
	The meeting closed at 5.53pm Signed: P Edwards (chair) Date 21.03.2025	