

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy  
Joint Local Academy Committee Autumn 2 meeting  
Held on Wednesday 19<sup>th</sup> November at 16.30 at Wainwright Primary Academy**

Membership	Initials	Governor category	Absence
Pete Edwards MBE (Chair of Governors)	PE	Appointed AC governor	
Emma Taylor	ET	Appointed AC governor	
Donna Bennett	DB	Appointed AC governor	

In attendance	Initials	Position	Absence
Gareth Letton	GL	Executive Principal	A
Carly Ripley	CR	Principal - WPA	
Jon Chapman	JC	Principal - SBPA	
Lynsey Parker	LP	Governance Professional / Clerk to Governors	

<b>Quorum required</b>	2	<b>Governors present</b>	3
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**Action Record**

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / Carried forward / Incomplete
SBPA/WPA/ 064/2425	Summer 2 2024/25	To discuss EAL provision with lead / TA at next SEND link visit to WPA	ET		Link visit carried out w/c/17 <sup>th</sup> November	C
SBPA/WPA/ 01/2526	Autumn 1	Governance Professional to write to JF to confirm his resignation and complete leaver process	LP	01/10/2025	Complete	C

SBPA/WPA/ 02/2526	Autumn 1	Governance Professional to confirm SLT and middle leader lead roles for all link governor areas with the Principal and circulate to governors	LP	01/10/2025	Complete	C
SBPA/WPA/ 02/2526	Autumn 1	Governance Professional to update and share link governor resources and put new link governors in touch with their peers in other LACs	LP	01/10/2025	Complete	C
SBPA/WPA/ 02/2526	Autumn 1	Governors with outstanding Code of Conduct and Declaration of Interests returns to complete	ET	30/9/2025	Complete	C
SBPA/WPA/ /02/2526	Autumn 1	All governors to complete mandatory training via National College and send certificates to Governance Professional once complete	Govs	30/09/2025		C/F
SBPA/WPA/ 02/2526	Autumn 1	Governors to contact CoG with any ideas/issues to raise at the CoG/VCoG/Trustees meeting on 25/11/2025	Govs	19/11/2025		C/F
SBPA/WPA/ 06/2526	Autumn 1	PE to raise potential duplication of safeguarding reporting and impact on workloads with Trust colleagues and report back	PE	19/11/2025		C/F
SBPA/WPA/ 06/2526	Autumn 1	Governors to confirm attendance at Parents Evenings with Principals if able to attend	Govs	SBPA: 10/10/2025 WPA: 17/10/2025		C
SBPA/WPA/ 06/2526	Autumn 1	Confirm NSPCC training dates with PE in order that he can attend	JC	17/10/2025		C

**Notes of meeting:**

**Blue text = academy committee governor check and challenge**

**Green text = academy committee governor decision-making / approval**

Q= Question from governors

A=Answer from senior leaders

Agenda item	Key points /summary of discussion	Action Required	Responsible Person	Timeline
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<p>SBPA/WPA/ 10/2526 Welcome and apologies</p>	<p>Governors noted the resignation of KS which leaves a vacancy for Vice Chair of Governors, and the GDPR, Health and Safety, and parent/stakeholder engagement link roles.</p> <p>It was confirmed that the leavers process has been followed and that an exit survey has been sent.</p>			
<p>SBPA/WPA/ 11/2526 Declarations of Interest</p>	<p>PE declared that he is now a governor at Greenwood Academies Trust. LP to update the declaration for the Trust Governor / Trustee Register of Interests.</p>			
<p>SBPA/WPA/ 12/2526 Notes of last meeting and update action log</p>	<p>Notes of the previous meeting were received and agreed.</p> <p>The Action Log was discussed and updates provided for all outstanding actions (see above)</p>			
<p>SBPA/WPA/ 13/2526 Governance Report</p>	<p>Governors noted that Mr Paul Dowse was successful in the recent staff governor nomination and election process.</p> <p><b>Governors unanimously agreed to PDs appointment to the academy committee for a 4 year term of office and welcomed him to the academy committee.</b></p> <p>There are 2 vacancies for parent governors on the academy committee and a nomination and election process is currently underway with a closing date of 26<sup>th</sup> November. Principals to ask to staff to encourage any interested parents to apply. It was confirmed that parents who are also staff can apply subject to a maximum amount of hours worked per year.</p> <p>Link roles were discussed.</p> <p>Governors agreed to assign PD to the parent/stakeholder engagement role.</p>			

	<p>Health and Safety to be covered collectively via receiving minutes of academy Health and Safety committee minutes and following up in academy committee meetings.</p> <p>PE to cover data protection as part of his leadership and management link role on an interim basis.</p> <p>PE reminded governors to ask about staff and student mental health and wellbeing in all visits and not in visit reports</p> <p>Governor training and development plan was discussed. Any other ideas for future sessions please send through to PE/LP</p> <p>PE reminded governors that he is attending a Trust-wide CoG and Trustees meeting next week and that governors can share any ideas or issues to raise with him in advance</p>			
<p>SBPA/WPA/14/2526 Governor training and development</p>	<p>Governors were advised that both academy SEND Information Report have now been published:  <a href="#">SBPA-SEND-Information-Report.pdf</a>  <a href="#">WPA-SEND-Information-Annual-Report.pdf</a></p> <p>Governors were advised that Pupil Premium strategies for both academies will be finalised and published by Christmas.</p> <p>CR and JC led a round table discussion on Pupil Premium use and impact.</p>			
<p>SBPA/WPA/15/2526 Determination of Confidentiality</p>	<p><b>Governors determined that matters discussed within item SBPA/WPA/014/2526 should remain confidential to attendees of this local academy committee meeting.</b></p>			
<p>SBPA/WPA/16/2526</p>	<p>A report will be submitted to Trustees following the meeting.</p>			

Report to Trustees				
SBPA/WPA/ 17/2526 Date and time of next meeting	The meeting closed at 17.52pm  <b>Next meeting</b> Wednesday 21st January at 4.30pm at Samuel Barlow Primary Academy			

<b>Signed by Chair:</b> P Edwards MBE	<b>Date:</b>
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