

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy  
Joint Local Academy Committee Autumn 1 meeting  
Held on Wednesday 17<sup>th</sup> September at 16.30 at Samuel Barlow**

<b>Membership</b>	<b>Initials</b>	<b>Governor category</b>	<b>Absence</b>
Pete Edwards MBE (Chair of Governors)	PE	Appointed AC governor	
Kevin Stokes (Vice Chair of Governors)	KS	Appointed AC governor	
Emma Taylor	ET	Appointed AC governor	A
Donna Bennett	DB	Appointed AC governor	
James Foxtton	JF	Appointed AC governor	A / resignation

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

<b>Quorum required</b>	3	<b>Governors present</b>	3
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## Action Record

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / carried forward
SBPA/WPA/061/2425	Summer 2 2024/25	All governors to consider link roles and responsibilities for 2025/26	Governors		Complete and roles agreed during September 1 LAC meeting 17/9/2025	Complete
SBPA/WPA/064/2425	Summer 2 2024/25	Final SBPA AIR report to be shared with governors once available	JC		SBPA AIR report shared following the July LAC meeting	Complete
SBPA/WPA/064/2425	Summer 2 2024/25	Ofsted preparation / readiness to be a standard agenda item throughout 2025/26	LP		Discussed with CoG and Principals and agreed to add as an agenda item from March 2026 onwards	Complete
SBPA/WPA/064/2425	Summer 2 2024/25	To discuss EAL provision with lead / TA at next SEND link visit to WPA	ET			C/F

**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
SBPA/WPA/01/2526 Welcome and apologies	Apologies were received and accepted from ET.  JF has submitted his resignation from the academy committee. <b>The local academy committee governors accepted JF's resignation</b>	Clerk to write to JF to confirm his resignation and complete the leaver process	LP	Within 2 weeks of LAC mtg 1/10/2025
SBPA/WPA/02/2526 Declarations of Interest	There were no declarations of interest for any items on the agenda.			
SBPA/WPA/03/2526	<b>Link governor roles for 2025/26 were discussed and the following was agreed:</b>			

<p>Governance Report</p>	<p><b>Safeguarding (including behaviour and attendance) – PE</b>  <b>SEND – ET</b>  <b>Careers – DB</b>  <b>Health and Safety – KS</b>  <b>Data privacy / GDPR – KS</b>  <b>Leadership and Management – PE</b>  <b>Quality of Education / curriculum – DB</b>  <b>Leadership and Management – PE</b>  <b>Parental and stakeholder engagement – KS</b></p> <p><b>It was agreed that all governors are to explore staff and student/pupil mental health and wellbeing and workload during ALL link governor visits.</b></p> <p>The Pupil Premium link governor role remains vacant at present.</p> <p>Code of Conduct and Declarations of interest were discussed and PE reminded governors to complete if they had not already done so.</p> <p>Mandatory training was discussed and all governors were reminded to complete.</p> <p>The new LAC meeting cycle, and approach to governor training and development, minutes and reporting to Trustees was discussed.  <b>Training on the new Ofsted Framework at the Spring 2 strategy/governor development meeting was suggested and agreed</b> after noting that Ofsted Inspectors will not receive their own training on the new Framework until November 2025.</p>	<p>Governance Professional to confirm SLT and middle leader lead roles for each area with the Principal and circulate to governors.</p> <p>Governance Professional to update and share resources, and put new link governors in touch with their peers on other LACs</p> <p>Governors with outstanding Code of Conduct and Declaration of Interests returns to complete</p> <p>All governors to complete mandatory training via National College and send certificates to the Governance Professional once complete.</p>	<p>LP</p> <p>LP</p> <p>ET (DoI only)</p> <p>All governors</p>	<p>Within 2 weeks of LAC mtg 1/10/2025</p> <p>Within 2 weeks of LAC mtg 1/10/2025</p> <p>30/9/2025</p> <p>30/9/2025</p>
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	PE feedback that CoG/VCoG and Trustee meetings are being re-established to ensure 2-way communication and joint working on Trust-wide priorities between Local Academy Committees and Trustees.	All governors to contact PE if they have any ideas/issues to raise at CoG/VCoG and Trustees mtg on 25/11/2025	All governors	Next LAC mtg 19/11/2025
SBPA/WPA/ 04/2526 Minutes of last meeting	Minutes of the previous meeting were received and agreed.			
SBPA/WPA/ 05/2526 Action log	The Action log was discussed and updated.			
THA/06/2526 Principal's Report	<p><b>2025/26 AIP Objectives</b></p> <p>Academy committee governors received the AIP for SBPA and AIP objectives for WPA.</p> <p><b>SBPA:</b>  <b>Q – why were the 4 priorities chosen? How are these being delivered?</b>  A – We have 4 objectives for 2025/26. Waited until there was feedback and recommendations from the AIR in the Summer term and then collated the information into new objectives, so was a timely process.</p> <p><u>Thrive approach</u> to support attendance, behaviour and mental health:</p> <ul style="list-style-type: none"> <li>- All staff have now had training on the Thrive approach at the September INSET and are ready to implement</li> <li>- Thrive involves individual and group assessments on social, emotional, and mental health, behaviour, resilience and readiness to learn, and use of targeted resources and activities based on the needs of the cohort, and the individual</li> </ul>			

	<ul style="list-style-type: none"> <li>- Holistic approach to the children’s learning and development</li> <li>- Community and parental elements are really effective</li> <li>- More TAs have already come forwards and asked to do Thrive apprenticeships</li> </ul> <p>Teaching and learning strategies:</p> <ul style="list-style-type: none"> <li>- Refining skillset of our teaching staff</li> <li>- High quality lessons, where every minute counts</li> <li>- Within this is adaptative teaching and scaffolding for SEND children</li> <li>- Improved and increased use of formative assessment</li> </ul> <p>Transcription writing skills:</p> <ul style="list-style-type: none"> <li>- Received feedback from AIR on this area</li> <li>- Use of new DfE Writing Framework</li> <li>- Motor skills, pencil grip, posture</li> <li>- More explicit focus on fluency and legibility</li> <li>- Staff CPD, coaching, sharing exemplars and celebrating improvements</li> </ul> <p>Culture within school and community:</p> <ul style="list-style-type: none"> <li>- Behaviour expectations – including work on behaviour pathways and graduated response</li> <li>- Increase in parental engagement</li> </ul> <p><b>WPA:</b>  <b>Q – why were the 4 priorities chosen? How are these being delivered?</b>  A – We have looked at what our outcomes and other data is telling us about where we need to improve.</p> <p>Reading and writing:</p> <ul style="list-style-type: none"> <li>- Focus is on how reading and writing is taught</li> </ul>			
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	<ul style="list-style-type: none"> <li>- Developing writing pathways, to include sufficient focus on handwriting and spelling</li> <li>- Ensuring correct sequencing and outcomes for all year groups - this clarity also helps ensure adaptations are appropriate</li> <li>- Have looked at good practice at SBPA and Hillocks</li> <li>- Will also look at our learning resources and materials</li> </ul> <p>Attendance:</p> <ul style="list-style-type: none"> <li>- Ongoing focus for improvement</li> <li>- Cara leading for the academy</li> <li>- Action plan to sit underneath the AIP objective to include rigorous monitoring and assessment of impact and ‘so what’</li> <li>- Much clearer vision for where we want to be as an academy and how to get there</li> <li>- Joint working with attendance leads at other academies taking place, but actions will be tailored to the needs of WPA</li> </ul> <p>Curriculum</p> <ul style="list-style-type: none"> <li>- Currently a number of mixed year classes, so lots of work has been carried out into how we deliver our curriculum</li> <li>- Have looked across whole curriculum and the order we teach in, so that there is a planned approach for all year groups / key stages, regardless of which class pupils are in</li> <li>- Ensures appropriate adaptations can be put in place</li> </ul>			
	<p><b>Attendance</b></p> <p>SBPA:</p> <ul style="list-style-type: none"> <li>- end of year whole school attendance was 92%, a 3% increase on previous years.</li> <li>- PA rates also improved</li> <li>- Working with Trust strategic lead on improvement plans</li> <li>- Some early interventions having an impact e.g. contacting PA families on INSET day prior to 1<sup>st</sup> day back to remind them of school term dates</li> </ul>			

	<ul style="list-style-type: none"> <li>- Attendance is currently 98%, 3% higher than this point last year</li> </ul> <p>WPA:</p> <ul style="list-style-type: none"> <li>- Whole school attendance from DfE dashboard is currently 94%</li> <li>- 4 children currently on reduced timetables, which does affect attendance figures</li> </ul>			
	<p><b>Admissions</b></p> <p>SBPA: Currently 252 children on roll</p> <p>Some in-year transfers expected, and additional nursery intake in January.</p> <p>Current position is encouraging.</p> <p>WPA: PAN is 60. September reception intake is not at PAN so we have one class.</p> <p>In other year groups, numbers are too large for one class but too small for 2 classes, so we have a number of mixed year classes.</p> <p>Children still wanting places at the academy.</p> <p>Will be some in-year movement in and out, but anticipate more stable pupil numbers than in previous years.</p> <p><b>Q – do schools receive any additional funding per pupil for children from other countries, with English as a second language?</b></p> <p>No – standard funding per pupil on roll at the academy</p>			

	<p><b>Q – when are the pupil census reporting dates?</b> October, then January</p>			
	<p><b>Behaviour</b> SBPA:</p> <ul style="list-style-type: none"> <li>- much more settled start, feels positive around the school</li> <li>- last year’s Year 6 cohort had significant levels of need which made a big impact across the whole school</li> <li>- 1 suspension</li> <li>- some work with Trust colleagues on graduated response to behaviour that does not meet expectations, in line with AIP objective</li> </ul> <p>WPA:</p> <ul style="list-style-type: none"> <li>- really positive start to the year</li> </ul> <p><b>Culture</b></p> <ul style="list-style-type: none"> <li>- Positive start at WPA with new members of staff welcomed</li> <li>- Re-set of staff code of conduct and expectations well received by staff.</li> </ul> <p>PE reported back on the CoG feedback he had given for the WPA AIR and thanked the Principal for all her hard work. He has seen growth and improvement at WPA, and it is pleasing to see both academies working closely together.</p> <p>It was confirmed that the WPA AIR report will come to a future LAC meeting.</p>			
	<p><b>Safeguarding</b> Safeguarding checklists for governors for both academies were received, and governors had no questions.</p> <p>PE raised potential duplication of reporting and oversight as this is covered in both the Principal’s Reports and the Safeguarding checklist.</p>	<p>Discuss potential duplication of SG reporting and impact on</p>	<p>PE</p>	<p>Next LAC mtg 19/11/2025</p>

		workloads with Trust colleagues and report back		
	<p><b>Stakeholder update</b></p> <p><b>Academy calendar of events</b> Govs thanked both Principals for providing the academy events calendar for the year ahead</p> <p>A discussion took place on a governor table at parents evenings – all governors were encouraged to attend and confirm their attendance with the Principals.</p> <p>Governors praised the planned NSPCC training at SBPA and agreed that the children need to have confidence in speaking out if they feel unsafe. PE to attend.</p> <p><b>Academy risk register</b> Governors received the latest risk report for both academies and noted that funding / budget is the highest area of risk. It was confirmed that this is a national issue and that teacher and PA pay increases will have an impact on the overall budget position.</p> <p><b>Admissions Appendix 2027-28</b> Admission appendices for 2027/28 for both academies received. Governors noted there were no proposed changes to PAN, catchment area or oversubscription criteria.</p> <p>Discussion took place on the need to ensure stability of pupil numbers for planning and resourcing purposes.</p> <p><b>Q – has the volume of new housing developments in the local area had any impact on numbers applying for and attending SBPA?</b></p>	<p>Confirm attendance at October/November Parent’s evenings if able to attend.</p> <p>Confirm NSPCC training dates with PE on order that he can attend.</p>	<p>All governors</p> <p>JC</p>	<p>10/10/2025 for SBPA 17/10/2025 for WPA</p> <p>17/10/2025</p>

	<p>A - No impact experienced, other local primary schools are closer to the current new developments.</p> <p><b>Governors determined the admissions arrangements for 2027/28 and approved the academy policy appendices.</b></p>			
SBPA/WPA/ 07/2526 Determination of Confidentiality	There were no confidential discussions			
SBPA/WPA/ 08/2526 Report to Trustees	A summary of the meeting notes and action record will be submitted to Trustees following the meeting.			
SBPA/WPA/ 09/2526 Date and time of next meeting	<p>The meeting closed at 5.38pm</p> <p><b>Next meeting</b> Wednesday 19th November at 4.30pm at Wainwright Primary Academy</p>			

<b>Signed by Chair:</b> P Edwards MBE	<b>Date:</b> 30 <sup>th</sup> September 2025
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