

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy  
Joint Local Academy Committee Autumn 2 meeting  
Held on Wednesday 21<sup>st</sup> January Primary Academy**

| Membership                               | Initials | Governor category     | Absence |
|--|----------|-----------------------|---------|
| Pete Edwards MBE<br>(Chair of Governors) | PE       | Appointed AC governor |         |
| Emma Taylor                              | ET       | Appointed AC governor | A       |
| Donna Bennett                            | DB       | Appointed AC governor |         |
| Paul Dowse                               | PD       | Staff governor        |         |

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

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| <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/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 | This has been raised with Trust Chair of Board and Head of Governance | C                                       |
| SBPA/WPA/14/2526 | Autumn 2    | CoG to raise at Trust level that 'additional' funding streams (e.g. PP) are vulnerable and should be                      | PE                 | 21/1/2026  |   | C/F                                     |

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|                  |          | added to academy and Trust risk registers and plans to mitigate likelihood and impact of loss of this funding be put in place |    |                          |  |  |
| SBPA/WPA/19/2526 | Spring 1 | Register of Interests and published governor interests to be updated  | LP | 18/3/2026                |  |  |
| SBPA/WPA/22/2526 | Spring 1 | PE to attend academy Health and Safety Committee meetings, in the absence of health and safety link governor                  | PE | Ongoing from Spring term |  |  |

**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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| SBPA/WPA/18/2526<br>Welcome and apologies                       | Apologies were received and accepted from ET  |   |                    |                              |
| SBPA/WPA/19/2526<br>Declarations of Interest                    | PE declared that he is now a governor at Greenwood Academies Trust.<br>DB declared that her husband is now a governor at another Diverse Academies Trust school | Register of Interests and published governor declarations to be updated | LP                 | Next LAC meeting – 18/3/2026 |
| SBPA/WPA/20/2526<br>Notes of last meeting and update action log | Notes of the previous meeting were received and agreed.<br><br>The Action Log was discussed and updates provided for all outstanding actions (see above)        |   |                    |                              |
| SBPA/WPA/21/2526  | <b>Feedback from Chairs/Vice-Chairs of Governor and Trustee meeting:</b><br>CoG had attended this Trust event and feedback on areas discussed and next steps.   |   |                    |                              |

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| <p>Governance Report</p>     | <p>The new LAC agenda cycle was reviewed and feedback from all LACs had been that this was working well and was a good opportunity to enhance all governors' knowledge and skills.</p> <p><b>Scheme of Delegation:</b><br/>Governors confirmed that they had received the new Scheme and Delegation in advance of the meeting.</p> <p>CoG advised academy committee governors of the additional areas that have now been delegated to LACs:</p> <ul style="list-style-type: none"> <li>• Uniform – specific guidance from DfE regarding accessibility and affordability</li> <li>• School food standards – such as hot nutritious meal, access to water, access to somewhere safe and clean to eat, covering nutrition and healthy eating within the curriculum.</li> </ul> <p>It was agreed that food standards could be reviewed and assurance provided through the leadership and management link role. Arrangements for monitoring uniform policy will be developed and a possible link role considered.</p> <p>Maximum terms of office for Chairs and Vice Chairs have been updated.</p> <p>Chairs and Vice-Chairs will now be (re)elected bi-annually and must complete a short statement outlining their contributions</p> <p>All governors seeking re-appointment for additional terms of office must complete a short statement outlining their contributions</p> <p>CoG advised that succession planning would be key to the local academy committee's ongoing success and strength, and that himself and the Governance Professional were due to meet to review the LAC action plan and any additional areas of focus needed, such as reviewing governor ambitions and aspirations, training and development needs.</p> |  |  |  |
| <p>SBPA/WPA/<br/>22/2526</p> | <p><b>Safeguarding Report:</b><br/>Duplication of safeguarding reporting has been raised within the Trust by the CoG.</p>  |  |  |  |

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| <p>Principal's Report</p> | <p>Academy Committee governors noted that the recent Notts County Council Safeguarding Audit was signed off by CoG as Safeguarding Link Governor and submitted by the deadline. Thanks were given to Patrick Knight, Trust strategic development lead for safeguarding for providing all of the Trust-level information.</p> <p><b>Risk Register:</b><br/> SBPA:<br/> Governors expressed concern that a number of risks have a score of above 12 and are placed in the red / high risk category.</p> <p>JC talked through the risks and some of the factors outside of the academy's control that are impacting the risk score, as well as the mitigating actions which are in the academy's control.</p> <p>Governors noted that children may enter the school with complex needs that have not yet started on the SEND pathway, which is resource intensive to assess and plan for all children appropriately. In addition, this year's nursery intake have entered with significant high level needs which is drawing staff away from other parts of the academy to support. It was confirmed that additional funding is applied for and maximised as much as possible.</p> <p>WPA:<br/> The Principal explained that the risk register has very recently been reviewed and some scores adjusted, there are a number of risks in the high and very high risk categories.</p> <p>The table top exercise regarding lockdown procedures was clarified for the governors.</p> <p>Occupational Health (OH) referrals and resources shared by OH such as stress in the workplace tools were discussed and CR confirmed that these have been useful to lead conversations and ensure the academy is making all reasonable adjustments for staff, consistent with wellbeing action plans and stress action plans where appropriate.</p> |  |  |  |
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|  | <p><b>Category C trips:</b><br/>WPA: London<br/>SBPA: Year 4 PGL</p> <p><b>Health and Safety:</b><br/>Academy Committee governors confirmed that they had received the health and safety committee minutes in advance of the meeting.</p> <p>CR explained the circumstances regarding a recent staff injury report and confirmed that governors will continue to have sight of all reportable incidents.</p> <p><b>It was agreed that PE will attend future health and safety committee meetings in the absence of a health and safety link governor.</b></p> <p><b>ERM:</b><br/>Governors received the latest ERM reports for both academies in advance of the meeting. The CoG invited the Principals to share any areas of success or challenge with the Academy Committee.</p> <p><b>SBPA</b></p> <p>Student profile:<br/>FSM - 36%<br/>EAL – 8%<br/>SEND – 36%</p> <p>Attendance:<br/>Ongoing improvements. Governors noted that overall attendance is currently at 94.7%, currently above target of 94% and the national average of 94.8% for Primaries.</p> <p><b>Q – Are there any issues with attendance and maintaining the academy target that governors should be aware of?</b><br/>A - Always some complex cases. Proud of progress made but still always work to do</p> |  |  |  |
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|  | <p>Strong messaging from school regarding the need to be in school every day.<br/> First day of absence phone calls home routinely made.<br/> Consistent approach to holiday fines.<br/> Severe Absence (SA) pupils all now under enforcement – including allocated case worker and court action.<br/> Supportive action for e.g. school refusers, strong relationships with family, working with external agencies help that is help available.<br/> Pandemic and accessing home learning is no longer routinely give by families as a reason for non-attendance.</p> <p>Areas for development from the AIR and actions from the previous ERM:<br/> Introduction of Number Sense has been delayed<br/> Feedback policy has been re-written in conjunction with staff<br/> Good progress has been made on all Ofsted Afls since the last inspection<br/> Cat Summers, our Trust Chief Education Officer for Primaries and Ofsted Inspector, has delivered training for school leaders and governors and will do some more work on the new Ofsted inspection framework with leaders at the forthcoming School Improvement Workshops.<br/> Academy SEFs will be re-written and will be shared with governors in due course.<br/> GL advised that there is no direct mapping from the old Ofsted framework to the new, and so we need to think in new ways to demonstrate that we meet the standards in all areas.<br/> RISE partners working with Hillocks Primary Academy have had 2 inspections, we will be pulling together learning from inspections so far.</p> <p><b>WPA</b></p> <p>Student profile:<br/> FSM - 42%<br/> CR confirmed that applications and uptake is higher now, FSA assists parents with form filling<br/> SEND - 13%<br/> This does not necessarily reflect level of need in school, more children are being assessed and so the proportion is likely to increase.</p> |  |  |  |
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|  | <p>8 children have EHCPs, majority in KS1 so still early in their journey through the school, resource intensive to support appropriately, with no additional funding.</p> <p>The Principal advised that the latest <a href="#">English Indices of Deprivation</a> figures have been released, and the area that Wainwright sits within is in the 9% most deprived areas in the whole of the country. This context informs much of the academy's work and approach. This ward will be a priority area for the local Council and this may also present us with opportunities.</p> <p>Attendance:<br/> Currently at 94.9%, also above target and national average.<br/> Still more to do – action and academy approach will be ongoing<br/> Severe Absence (SA) currently at 21% against a target of 15%<br/> This figure includes some school refusers.<br/> Highly individualised plans are in place for all, and all plans involve building and maintaining strong relationships with the family.</p> <p>Governors received assurance that the academy is using the MyAcademy app to ensure robust recording of all interventions approaches.</p> <p>Areas for development from the AIR and actions from the previous ERM:<br/> AIR complete but we are awaiting the final report – this will be shared with Academy committee governors in due course.</p> <p><b>Q – Were any issues with SEND raised by parents/carers in the AIR surveys in light of more children being assessed and potentially being added to the SEND register?</b></p> <p>A – very low response rate to the parent/career AIR surveys, less than 10 responses.</p> <p>Lucy Spacey, Executive Principal leading on SEND and Inclusion is working with Charlotte Adams, Academy SENCO, to deliver some SEND support work at both academies. This will involve looking at use and impact of funding; early identification of need and pathways, ensuring that all children are getting the right support; walkthroughs / journey of all SEND children, as a second pair of eyes to assess and assure provision; inclusion elements of the new Ofsted toolkit; staff CPD.</p> |  |  |  |
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|  | <p>Academy committee governors welcomed this approach and asked for an update on the impact of this work to be provided to a future LAC meetings.</p> <p><b>Any other business:</b><br/>Primary PE and Sports premium funding:</p> <p><b>Q – Can you provide an update on the latest plans for both academies and how leaders will meet the targets e.g. percentage of Year 5/6 children being able to swim 25 metres?</b></p> <p>A – Swim coaching is provided for Years 5/6 by Notts County Council swim teachers. This has been looked at by the Trust and is still the best value offer. Our funding allocations fund a sports coach who delivers a wide range of sports coaching.</p> <p>WPA looking at setting up competitive sports teams e.g. football to co-ordinate matches with other schools. Travel to away matches remains a barrier as identified in last year’s PE and Sports Premium evaluation report</p> <p>Children are accessing the PE curriculum and a getting good offer in school. But in the context of an extremely deprived area, many children are not accessing sport outside of school, so we are looking at any opportunities to expand our extra-curricular provision. As the academies cannot rely on parents always being able to provide transport to matches and events, this is an area where additional/external funding is needed</p> <p>CoG is working with Sport England’s Active Partnerships and Active Notts to ensure there are more opportunities for competitive sport in Primary especially in Years 5 and 6. Contact details were shared.</p> <p>CoG advised Try Boccia sessions are running at Joseph Whitaker Academy in February half term 17<sup>th</sup> Feb 10-12, <a href="#">Spectrum Wasps</a> attending to talk to children and parents/carers. All welcome to attend.</p> <p>Both Principals confirmed that they are keen to get involved in external sports and physical activity events that will benefit the children if they know who they can</p> |  |  |  |
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|  | contact and work with. PE will continue to drive forwards progress through his voluntary roles and will share details of opportunities wherever possible. |  |  |  |
| SBPA/WPA/<br>23/2526<br>Determination<br>of<br>Confidentiality | <b>Governors determined that there were no confidential discussions</b>   |  |  |  |
| SBPA/WPA/<br>24/2526<br>Report to<br>Trustees                  | A report will be submitted to Trustees following the meeting.   |  |  |  |
| SBPA/WPA/<br>25/2526<br>Date and time<br>of next<br>meeting    | The meeting closed at 17.25pm<br><br><b>Next meeting</b><br>Wednesday 18 <sup>th</sup> March at 4.30pm at Wainwright Primary Academy                      |  |  |  |

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| <b>Signed by Chair:</b> P Edwards MBE | <b>Date:</b> 18 <sup>th</sup> March |
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