

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy
Joint Local Academy Committee Spring 2 meeting
Held on Wednesday 18th March 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	
Paul Dowse	PD	Staff 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	

Quorum required	2	Governors present	4
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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

		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	Complete	C
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	In place	C / Ongoing
SBPA/WPA/28/2526	Spring 2	Ensure details of link visit findings and any questions for follow-up are made explicit in LAC meeting notes	LP	20/5/2026		
SBPA/WPA/28/2526	Spring 2	Link visit report template to be updated to include section on inclusion and support for disadvantaged children	LP	20/5/2026		
SBPA/WPA/29/2526	Spring 2	Half-termly LAC business meeting agendas to be updated to include staff workload, staff wellbeing and staff CPD updates	LP	20/5/2026		

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
SBPA/WPA/26/2526 Welcome and apologies	There were no apologies for absence. It was noted that the Executive Principal does not routinely attend governor training and development sessions.			
SBPA/WPA/27/2526	There were no declarations in relation to any items on the agenda			

Declarations of Interest				
SBPA/WPA/28/2526 Notes of last meeting and update action log	<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>Following discussion, It was agreed that in future LAC meetings and the notes of the meetings, more detail would be provided on link visits undertaken that term.</p> <p>It was agreed that the link visit report template would be updated to include explicit focus on inclusion and support for disadvantaged children</p>	<p>Ensure details of link visit findings and any questions for follow-up are made explicit in LAC meeting notes</p> <p>Link visit report template to be updated to include section on inclusion and support for disadvantaged children</p>	<p>LP/NB</p> <p>LP/NB</p>	<p>Next meeting – 20th May</p> <p>“”</p>
SBPA/WPA/29/2526 Governor training and development	<p>Governor training and development</p> <p>Governors received the new Ofsted inspection toolkit and question bank in advance of the meeting.</p> <p>Governors reviewed the ‘expected standard’ criteria and noted that academy leaders are gathering the evidence to show how we meet each criterion. Governors noted that the new framework is a secure fit model, with academies needing to demonstrate that they meet all criteria to achieve the relevant standard / grading, there is no longer a ‘best fit’ model.</p> <p>CR and JC delivered a presentation on the new Ofsted inspection framework and governor responsibilities, as well as key features of both academies, for governors to gain additional understanding and insight into each academies successes and</p>			

	<p>challenges, what improvements are needed, and how academy leaders act on this to provide the best possible curriculum and education for their unique communities.</p> <p>The Principals highlighted the following features of both academies:</p> <p>SEND and disadvantaged children:</p> <ul style="list-style-type: none">• Precise / rigorous data meetings• Data-driven - not just attainment/outcomes-focused but rounded view of the child• Academies adapt provision depending on how the position changes – staff are aware of this in practice e.g. through staffing changes / moves• Understanding impact of changes in data – e.g if academies have peaks and troughs of MASH referrals, SEND children, we have to adapt and respond• Reduced funding and capacity in schools and external agencies has already had an impact but the academies have responded e.g FSA carries out signposting, referrals, form filling, etc for families in need of support. <p>Collaborative leadership:</p> <ul style="list-style-type: none">• e.g. inclusion teams working together across schools – SEND, Safeguarding behaviour, attendance. This work is strong and improving.• We can see the impact of our approach, evidenced in minutes of discussion, impact on confidence of staff to deliver, impact in school e.g much improved attendance at both academies. <p>School improvement priorities:</p> <ul style="list-style-type: none">• Data-driven decision making, understand why we have the priorities we do e.g. trend data.• Whole-school understanding of the improvement priorities and the part they have to play in these – Academy Committee governors are included in this via monitoring visits, learning walks• Continuous monitoring to adapt strategies effectively – constant adaptation by all staff e.g. sudden peaks in behaviour incidents that need dealing with			
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	<ul style="list-style-type: none"> • We are both responsive and proactive – e.g. suspensions may trigger additional external support, but staff are always working very hard to contain and keep calm environment <p>Swift action on underperformance:</p> <ul style="list-style-type: none"> • Interventions delivered are a credit to our schools • Staff CPD has been delivered to understand different strategies and adaptations • Early identification • Rapid intervention • Progress meetings are extremely thorough and look at the individual, not just aggregated data • There are high expectations from leadership, so all children can have opportunities to be in line with peers when they go to secondary. <p>Governance roles and strategic direction:</p> <ul style="list-style-type: none"> • Governors role in helping to define vision and strategic goals – questioning gives leaders areas to consider e.g. use of resources, investment in technology, equipment. Highlighting AI possible developments, technology integration, etc • JC gave an example of radios being introduced following a discussion during a link visit – these are now used on site for SLT, lunchtime staff and have been invaluable for site safety, lockdown procedures, behaviour and safeguarding incidents. <p>The CoG highlighted that Principals and all Academy Committee governors should therefore be able to highlight and vocalise successes and changes made following LAC meetings and discussion in link visits through working in partnership, as well as how any challenges and concerns can be reported.</p> <p>Collaborative strategy development:</p> <ul style="list-style-type: none"> • Collaboration is so ingrained at Primary level, it is natural to share practice and problem solving • Governors contribute to this knowledge-sharing and sharing opportunities with other schools / Trusts – we are not inward looking 			
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	<ul style="list-style-type: none"> • Diverse Academies Trust supports this at all levels e.g lunchtime supervisors have visited other academies to view practice • Special schools also work with Primaries re common issue re curriculum, stretch for some children <p>Supporting staff wellbeing:</p> <ul style="list-style-type: none"> • Strongly embedded in all link visits • Staff have feedback how well received this is and how they appreciate that governors do check how they are doing and listen to their feedback • Governors are critical friends – all staff recognise that governor check and challenge comes from a place of support and a desire to continually improve <p>Academy Committee governors requested that staff workload, wellbeing, CPD updates should be added to LAC agendas under the Principal’s Report once each term so that could continue to monitor this.</p> <p>Q – Do staff currently have access to comfort breaks during the school day (e.g. smoking breaks)? Is this fair and consistent for all staff?</p> <p>All staff have same / fair access to comfort break e.g if there have been behaviour incidents, Principals give the child and staff time to have a break, and staff provide in the moment cover for one another.</p> <p>Smoking / vaping is only permitted off site and off duty on break/lunchtime</p>	Half-termly LAC business meeting agendas to be updated to include staff workload, staff wellbeing and staff CPD updates	LP / NB	Next meeting – 20 th May
SBPA/WPA/ 30/2526 Determination of Confidentiality	Governors determined that there were no confidential discussions			
SBPA/WPA/ 31/2526 Report to Trustees	A report will be submitted to Trustees following the meeting.			
SBPA/WPA/ 32/2526	The meeting closed at 17.33			

Date and time of next meeting	Next meeting Wednesday 20 th May at 4.30pm at Samuel Barlow Primary Academy			
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Signed by Chair: P Edwards MBE	Date: 20/05/2026
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