

**Notes and Action Record of the Samuel Barlow Primary Academy / Wainwright Primary Academy
Joint Local Academy Committee Spring 2 meeting
Held on Wednesday 20th May at Samuel Barlow 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	
Quorum required	2	Governors present	4

In attendance	Initials	Position	Absence
Gareth Letton	GL	Executive Principal	
Carly Ripley	CR	Principal - WPA	
Jon Chapman	JC	Principal - SBPA	
Nicola Benson	LP	Head of Governance / Clerk to Governors	
Simon Main	SM	<i>Potential Governor – observing</i>	
Elle Fearn	EF	<i>Potential Governor – observing</i>	
Ian Hylan	IH	Diverse Academies Trustee	

Action Record

Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Complete / Carried forward / Incomplete
SBPA/WPA/1 4/2526	Autumn 2	CoG to raise at Trust level that ‘additional’ funding streams (e.g. PP) are vulnerable and should be added to academy and Trust risk registers and plans to mitigate likelihood and impact of loss of this funding be put in place	PE	21/1/2026	PE will discuss at the Trustees / Chairs meeting on 10 June and continue to raise it with CEO and chair of trustees.	C/F

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 / NB	20/5/2026	In place	C
SBPA/WPA/ 28/2526	Spring 2	Link visit report template to be updated to include section on inclusion and support for disadvantaged children	LP / NB	20/5/2026	Wider review of LINK reports to take place ready for 26-27	C
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 / NB	20/5/2026	This will feed into agenda planning for 26-27	C
SBPA/WPA/ 37/2526	Summer 1	JC and CR to send the SEF to NB, NB to share with the LAC.	JC / CR / NB	01/07/2026		NEW
SBPA/WPA/ 37/2526	Summer 1	NB to feed back to that a glossary for LAC to accompany the ERM reports would be welcomed	NB	01/07/2026		NEW
SBPA/WPA/ 37/2526	Summer 1	NB to discuss the safeguarding checklist with PK and the data team to ensure that reports are streamlined.	NB	01/07/2026		NEW
SBPA/WPA/ 37/2526	Summer 1	CR / JC to share dates for H&S meetings	JC / CR	01/07/2026		NEW
SBPA/WPA/ 37/2526	Summer 1	JC / CR to produce a summary of the positive things from this calendar year and some horizon scanning for next year to aid governor action planning for 26-27.	JC / CR	01/07/2026		NEW

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
SBPA/WPA/ 33/2526	Welcome, apologies and introductions PE welcomed everyone to the meeting and all attendees introduced themselves. There were no apologies for absence.	

<p>SBPA/WPA/ 34/2526</p>	<p>Declarations of Interest There were no declarations in relation to any items on the agenda</p> <p>PE shared a change to his declaration as he is now vice chair of the Discover Ashfield board DB shared that her husband is a governor at Hillocks</p>	
<p>SBPA/WPA/ 35/2526</p>	<p>Notes of last meeting and update action log Minutes were agreed. The Action Log was discussed and updates provided for all outstanding actions (see above). Most actions are completed and the action regarding trust funding streams around pupil premium, PE plans to discuss further at the chair and vice chair meeting. PE currently attending the H&S meetings in the absence of a link governor.</p> <p>Q: Are there any local policies for approval? A: GL confirmed academy specific policies or policy appendices are no longer applied as all trust academies follow trust policies.</p>	
<p>SBPA/WPA/ 36/2526</p>	<p>Governance Report Spring Term Link Visits Questions from SBPA Link visits</p> <p>Q: Will the hub - The Forest Resource Centre - be open to children in the trust? A: Yes but through the formal process, there is no special treatment for Diverse academies children.</p> <p>Q: Are there plans to contact local universities for potential KS2 visits? A: JC confirmed that he will be building contacts to get something in place, aspirational work has been done previously with universities offering emersion programmes and he will be looking into seeing what the universities are offering now.</p> <p>Q: Will funding be provided for additional laptops for the new maths programme? A: No, as there is no extra funding and we will continue to use the resources that we have.</p> <p>Q: How will you ensure a smooth transition when the family support worker leaves? A: Jo's successor, Laura Hopkinson was successful following an expression of interest and interview process, the transition will now begin and should be as seamless as possible.</p>	

	<p>Q: Will the Forest Resource Centre be governed by the SBPA/WPA LAC as it is an extension to SBPA and not an entity in its own right? A: Yes, the LAC will be required to have oversight.</p> <p>PE confirmed that it will likely fall under ET’s responsibility as SEND LINK governor. JC – The concept is for a local provision for local children.</p> <p>Q: Is it for children with an EHCP? A: yes, the provision will be named on the EHCP.</p> <p>Q: What are the criteria? A: ASD (Autism Spectrum Disorder) and SEMH (Social, Emotional and Mental Health)</p> <p>ET confirmed that she completes both academy’s SEND link visits at the same time and completes a visit each term. PE requested that a separate date be set by ET for a learning walk rather than do that at the same time as a link visit. ET was happy with the response from the last link visit and does need to get back to Charlotte of the adaptation of work to see how that is going.</p> <p>Strategic Plan 21-26 is coming to an end now and all senior leaders have been involved in setting priorities for the next 5-year plan focussing on 4 particular elements.</p> <p>Key focus will be around adaptation to emerging technologies.</p>	
SBPA/WPA/ 37/2526	<p>Principals Reports GL explained that the ERM reports are still outstanding but the documents shared are those that have been used to develop the ERM reports. ERM reports will be shared with governors when they are available.</p> <p>SBPA <i>Confidential safeguarding discussion</i></p> <p>Q: Please can LAC see the SEF (Self-Evaluation Form)? A: Yes, JC and CR to send to NB to forward to the LAC. [ACTION]</p> <p>Q: Can the ERM have a key at the bottom of the report to help the LAC to understand the acronyms?</p>	NB 01/07/2026

	<p>A: A glossary is provided with formal ERM, these documents are not the final ERMs as previously explained NB to feedback a request for a glossary for LAC [ACTION]</p> <p>Q: <i>What strategies have been used to help reduce suspensions as they have decreased?</i> A: JC has been working on creating a culture that is now starting to have impact and embed. De-escalation strategies, regulation equipment, staff training and understanding the children and their triggers, the introduction of the oracy project enabling children to verbalise their feelings is starting to have an impact as well.</p> <p>Q: <i>How many looked after children are there?</i> A: 2 looked after and 5 pre looked after most of which are special guardianship.</p> <p>Q: <i>What is the context of children with learning difficulties?</i> A: a myriad of things that are diagnosable.</p> <p>Q: <i>Are there plans to combine support for SEMH with neuro-divergence?</i> A: JC early language intervention and launchpad link together to give the best package of support.</p> <p>Q: <i>Are local authority involved with the children on monitoring for SEND?</i> A: The maximum for monitoring is a full term – 2 half terms however if the LA agrees, children are moved onto the register and provided with the reasonable adjustments and adaptations that they need earlier.</p> <p>PE shared that phonics seems to be going well, identified from ET link report that children read very well, and the walk around demonstrates that all the classes were very engaged with the teaching being delivered.</p> <p>PE was in school to support with SATS last week and was pleased to see that the children were relaxed and enjoying school.</p> <p>Attendance is good to date at 94.7% LAC recognised the work needed to move those percentages by a fraction</p> <p>Q: <i>When do we expect to receive the Ofsted report following the recent visit?</i> A: There is a backlog so it may take a little longer than anticipated for the formal report to be published <i>There followed a confidential discussion regarding the recent Ofsted visit.</i></p> <p>WPA Q: <i>Attendance – SEND, PP and FSM figures are lower than others, what’s being done to tackle that?</i></p>	NB 01/07/2026
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	<p>A: CR said that WPA is in a much better place compared to last year and everything that has been put in place is now delivering an impact, phone-calls are being made, and interventions are working, all children are targeted not just those specific groups and parents are starting to understand that they need to work with the school. A lot is being done to build relationships. Much of this is going on in early years to start to build the trust and relationships from the start and to set the required expectations.</p> <p>Q: <i>Is there a proportion of EAL students leaving for holidays and not returning?</i> A: CR told the LAC that work is ongoing with parents, and there are still some families that are away for months at a time.</p> <p>Q: <i>Why is there increased focus on Equity Diversity and Inclusion within the AIP?</i> A: WPA is a very diverse school and are noticing that some of the work done in the past in terms of racism and gender equality is not having the impact it once did and this is now about weaving it entirely into the curriculum rather than delivering a one-off session. CR explained that EDI is already within the curriculum and culture within the school but there is a need to do more to tackle the outside experiences that some children and families are experiencing.</p> <p>PE stated that the safeguarding checklist appears to be duplication of work for principals as the information is provided elsewhere, NB agreed to discuss with PK and the data team to ensure that reports are streamlined. [ACTION]</p> <p>Q: <i>Is the level of persistent absence reducing?</i> A: It is reducing, we wanted to bring it down to 15%, it is now at 16% but looking at statutory attendance, it's lower and the work ongoing is started to show impact.</p> <p>PE asked if the LAC had any questions about the risk reports, no questions were raised.</p> <p>Calendars of events at both academies have been shared.</p> <p>PE will spend the end of year at WPA but will be at church.</p> <p>CR / JC will share dates for H&S meetings. [ACTION]</p> <p>CR told the LAC that the school are looking at providing walkie talkies for staff at WPA and they will be trained on how to use them.</p>	<p>NB 01/07/2026</p> <p>CR / JC 01/07/2026</p>
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	<p>PE thanked JC and CR for all the work in the reports and thanked the link governors for their roles and support. PE informed governors that they are required to complete a skills audit to enable the self-evaluation and develop the governor action plans for next year. The aim is to align this to the Ofsted framework.</p> <p>PE asked if JC and CR can produce a summary of the positive things from this calendar year and some horizon scanning for next year. [ACTION]</p> <p>PE confirmed that link roles will be assigned and hopefully new governors appointed at the next LAC.</p>	<p>CR / JC 01/07/2026</p>
<p>SBPA/WPA/ 38/2526</p>	<p>Complete Report to Trustees It was agreed that the report to Trustees would be submitted following the meeting.</p> <p>IH shared some feedback that he has picked up from the meetings he has attended so far as a newly appointed trustee. Having had two primary academies recently been through Ofsted within the new framework a variation was noted between the approach taken by differing lead inspectors. The published report on Thrumpton came out this week. The team that came into SBPA was looking to listen and to be rigorous, the team at Thrumpton had a pre-considered agenda.</p> <p>There has been positive feedback from the government on attendance for all primary academies within the trust which is bucking the national trend and Dave Cotton has been invited to share the success story at an event with the Education secretary.</p> <p>GL shared that DC had a call because the primary group are such outliers, they want to know what we're doing.</p> <p>IH shared that as a new trustee with experience of schools, he is struck by the evident success of the trust and academies in terms of attendance, the positive attitude to RISE and the work done to secure new academies.</p>	
<p>SBPA/WPA/ 39/2526</p>	<p>Determination of Confidentiality Governors determined that there were confidential discussions (SBPA/WPA/ 37/2526) and it was agreed that these would be confidentially minuted.</p>	
<p>SBPA/WPA/ 40/2526</p>	<p>Date and time of next meeting: Strategy/development meeting: Wednesday 1st July 2026 at 4.30pm at Wainwright</p> <p>The meeting closed at 17.40</p>	

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Signed by Chair: P Edwards MBE	Date: 03/06/2026
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