



ACADEMY COMMITTEE MEETING

Date: Monday 17th November 2025
 Time: 5.00pm
 Venue: Norris Bank Primary School

Clerk: N Burgess
 Present: L Doe, J Worth, R Ledder, E Ponsen, L Woolley, N Evans, C Barnett, J Gurry, N Shaw and M Greaves

| Action | | Initials |
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| 1 | Governors are asked to complete their register of business interests form and return to the Clerk | All |
| 2 | Staff survey outcomes to be shared at a future meeting | EP |
| 2 | Updated SEF to be presented at the next meeting | EP |
| 2 | Conference slides to be circulated | NB |
| 2 | Governors to contact EP if they wish to attend the QA visits to school | All |
| 3 | To send completed record of visit to the Head of School and the Clerk | All |
| 3 | To arrange a link visit to school | All |
| 3 | To contact EP if they wish for a risk to be added to the Risk Register | All |
| 4 | Governors are asked to complete the four mandatory training modules | All |
| 4 | Governors are asked to notify the Clerk if they plan to attend the conference | All |
| 4 | To send training certificates to the Clerk for retention | All |
| 5 | Governors are asked to review the updated school website | All |

| Agenda – Part 1 | | | |
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| Category | Item | Notes | Action |
| 1 | Governance Arrangements | <p>E Ponsen presented KCSIe updates and Safeguarding overview to Governors.</p> <p>Governors received an overview of the training which had been delivered to all staff at the start of the academic year.</p> <p>There are four types of abuse: Physical, Emotional, Sexual and Neglect, this also includes educational neglect. Governors noted that attendance which was less than 90% is considered significant absence. Absence can also be linked to a safeguarding concern.</p> <p>The school use the CPOMS system for reporting any</p> | |

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| | | | <p>safeguarding concerns which allows for tracking to build a picture. It is a very robust and secure system which alerts designated staff when a concern has been logged. Anyone in school can log in and report a concern. CPOMS training has been delivered to staff. When responding and recording a concern staff know to tell, explain and describe, and that the information recorded should be factual, concise, and not opinion. The school also have the facility to be able to upload any previous safeguarding documents to CPOMS. Confidentiality is key, and timely recording of any concerns.</p> <p>Q – Is this a trust-wide integrated system?</p> <p>A – All Trust schools do use CPOMS, but the system does not connect together. There would be the possibility of linking if there is a sibling in another school and there has been a Child In Need meeting.</p> <p>EP then reviewed the annual KCSiE updates.</p> <p>The terminology has been changed to reflect peer on peer now being recorded as child on child.</p> <p>KCSiE Part one should be read by all adults in the school setting. All staff are directed to read and sign to confirm they have done so.</p> <p>A big change is AI in education. This is currently more prevalent in the secondary sector, but is already moving into primary. There are trust-wide working groups to review and monitor the implementation and use of AI in schools.</p> <p>Since joining the Trust staff have completed a significant amount of statutory training, including GDPR and Cyber Security.</p> <p>EP informed Governors that if there was a concern in school about an adult there is a Whistleblowing policy in place. Staff are encouraged to raise any concerns.</p> <p>Attendance was discussed and the link to safeguarding. The school can clearly monitor attendance via the Bromcom MIS.</p> <p>Safeguarding is the responsibility of all adults in school and is a culture. A robust visitor policy is in place to reflect the checks recorded on visitors to school. Visitors are issued with different coloured lanyards, dependent on the level of safeguarding checks, and are easily identifiable.</p> | |
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| | | | <p>The overarching principle is that staff should always consider “it could happen here” and act in the best interests of the children. The children will always come first. Staff are also aware that if in doubt they can seek advice from MASSH.</p> <p>Governors thanked EP for the presentation and had no further questions.</p> | |
| | | Apologies | There were no apologies to record for this meeting. | |
| | | AOB items | There were no other items of business to raise which were not covered in the agenda for this meeting. | |
| | | Declarations of interest in any of the agenda items | There were no declarations of interest made in any of the agenda items for this meeting. | |
| | | Register of interests | The Clerk circulated the Register of Business interest for and Governors are asked to complete their information and return. The register will then be updated and published on the school website. | All |
| | | Code of Conduct | Governors received the Code of Conduct and agreed to adhere to. | |
| | | Membership and Link Governor Roles and Responsibilities | <p>Governors reviewed the membership of the committee at this first meeting since joining the Trust.</p> <p>C Barnett agreed to be Safeguarding Link Governor.</p> <p>Expressions of interest were requested for the roles of Vice Chair and SEND Governor. M Greaves agreed to be SEND Link Governor and N Shaw to be appointed as Vice Chair.</p> | |
| | | Scheme of Delegation | <p>LW confirmed the Scheme of Delegation was reviewed over the summer and reflects the compliance areas for scrutiny and the decision making process within the Trust.</p> <p>The key people with the most responsibility are the Trustees. The focus of the Academy Committee is on the education of the children.</p> | |
| | | Trust Board update | Governors received the reports from the May 2025 and July 2025 Trust Board meetings. | |

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| | | | LW informed Governors that Trustees meet 5 times per year and this report is produced after each meeting to update Governors on what was discussed. There is also a link in the report to the full minutes of the meetings. Trustee reports will be an agenda item for each meeting of this committee and Governors are welcome to ask any questions. | |
| 2 | School Performance and Accountability | Pupil Outcomes | <p>EP detailed the outcomes from the statutory assessments from July 2025. The outcomes were circulated prior to the meeting and were reviewed by key groups.</p> <p>Q – Are there any surprises in terms of performance? A – EYFS outcomes were slightly lower. This was an intake with a higher level of additional needs and this did have an impact. There were SALT issues for some of the children, some of which had already been identified at their earlier checks. SALT training has been undertaken by some staff in school to be able to assess the children.</p> <p>Q – For Greater Depth at KS2 there was a reduction, was this expected? A – Yes, we were tracking the cohort, and for some children it was the writing element. The focus for this academic year is on writing.</p> <p>Q – What is in place for the children who do not pass the Phonics screening in year 1 or year 2? A – In year 3 they have further intervention, including one to one.</p> <p>Governors had no further questions to raise.</p> | |
| | | School Development Plan | <p>Governors reviewed the SDP and the overview of the school priorities.</p> <p>The thematic goal is aligning practice with the Trust. There are several new systems and processes which have been introduced, which staff are in the process of upskilling to. There is also the revised assessment process and use of the Bromcom MIS. EP commented that there was lots of support and expertise in the Trust which had been helpful and reassuring.</p> <p>The SDP has four key areas: Ambitious Curriculum, Inclusive Attitude, Professional Development and Wellbeing of Staff, and Personal Development of Pupils. A different area will be reviewed at each meeting of this committee.</p> | |

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| | | | <p>The curriculum is the golden threads throughout. Oracy is being rolled and there are also trust-wide programmes and initiatives. The school is part of Maths Hub phase 2 and there is support in KS1 and KS2 for mastering numbers.</p> <p>The school is also using adaptive practices, this means trying to get support for the children, even before a formal diagnosis.</p> <p>Q – Do you get additional funding if something is not available? A – No, last year we upskilled some of our LSAs, for example in SALT and ELSA.</p> <p>Q – In Greater Depth writing it has been noted that it has been difficult? A – It is the same for everyone and is a national issue to close the gap in writing. Reading used to be the main driver, a love of reading has diminished. There is a need to ensure the work in school continues to bridge the gap in writing. We aim to ensure children are reading throughout and foster an intrinsic love of reading, there are lots of initiatives we are doing.</p> <p>Behaviour is an aspect of personal development and wellbeing.</p> <p>In terms of professional development for staff there have been opportunities to work with their counterparts in some of the other schools. New team members have also completed the Trust induction.</p> <p>Q – How was the transition to the Trust for staff? A – It was a culture shift and has gone well. The move to the Trust means we have support at the end of the phone, and in terms of IT we had somebody on site for the first 2 weeks of the academic year.</p> <p>We have lots of support as we migrate to Bromcom, and we have also been working closely with the Extended Schools Manager.</p> <p>LW has been supporting EP and NE in the Laurus ways of working.</p> <p>In terms of PSHE work is being done with the Primary Trust Director to align the 8 year overview.</p> <p>Q – Before the wellbeing link visit is completed have there been any staff surveys completed?</p> | |
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| | | | <p>A – Yes there have and we are currently reviewing the results, which we will share with this committee at a future meeting.</p> <p>Governors had no further questions to raise.</p> | EP |
| | | Confirm school curricula and assessment is in line with statutory requirements and Trust approach | EP, as Head of School, confirmed that the school curriculum and assessment is in line with the statutory requirements and the Trust approach. | |
| | | Confirm curriculum policies are in line with statutory guidance | EP confirmed that all curriculum policies are in place in line with statutory guidance. | |
| | | School Self Evaluation | <p>The SEF will be updated following the publication of the new Ofsted Framework.</p> <p>Governors were shown the new SEF template which the school will be using moving forward. The SEF will be an agenda item for all meetings ongoing to allow Governors to be updated on the content and updates.</p> <p>The Ofsted framework revision means that schools are expected to start at expected standard. The SEF will allow the school practices to be aligned to the key areas.</p> <p>Q – Will the SEF come to Governors when it has been started?</p> <p>A – Yes, it will be presented at the next meeting. We do have our version from last year for back up. There is also the opportunity for Heads to share and to be able to work collaboratively.</p> <p>Q – Are you aware of any schools who have volunteered</p> | EP |

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| | | | <p>for the inspections pilot?</p> <p>A – Yes, CHHS were part of the pilot and we have learnt a lot from the process.</p> <p>Governors were informed that the content of the Annual Governor and Trustee Conference would be the revised framework. Slides will be circulated following the conference.</p> | NB |
| | | Quality Assurance Visit report | <p>Governors reviewed the QAV report which was circulated prior to the meeting. LW and JM, Executive Head of Primary, will visit the school several times throughout the academic year and the meetings are more collegial.</p> <p>The first visit in September had focussed on how the school had started the academic year and also how the transition to joining the Trust had been.</p> <p>The next meeting will be more data focussed and will also include learning walks.</p> <p>Governors are welcomed to attend the meetings and should contact EP if they wished to attend.</p> <p>Governors had no further questions.</p> | All |
| 3 | Governor monitoring | Finance update | Governors noted that for future meetings there would be a review of the school Management Accounts. | |
| | | Policies | <p>Governors <u>approved</u> the School Safeguarding policy.</p> <p>Governors also noted the Trust Behaviour policy which would be approved by Trustees. The policy has been reviewed and has input by all primary Heads of School.</p> | |
| | | Curriculum records of visits | <p>LW detailed the record of visit proformas to Governors, templates of which can be found in the Governor area on Teams. The template can be completed as part of the link visit and in conjunction with the member of staff. There are four templates for visits.</p> <p>SEND – this should be completed over 3 visits during the academic year.</p> <p>Safeguarding – this should also be completed over the 3 visits during the academic year. The areas of focus are mapped against KCSI E guidance.</p> <p>Academic links – this proforma should be used for curriculum visits</p> <p>Generic – this proforma is used for non-statutory</p> | |

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| | | <p>curriculum areas, such as Careers or wellbeing.</p> <p>Governors are asked to complete their ROV and to send to the Head of School and Clerk for retention.</p> <p>Governors are asked to arrange their link visits and if possible before the next meeting of this committee.</p> <p>Governors are asked to please contact LW if they need any assistance.</p> | <p>All</p> <p>All</p> |
| | Safeguarding and SEND Link Governor updates | R Ledder had recently attended school to review the school Single Central Register (SCR). This was a QA visit to ensure oversight and that the correct people were recorded on the SCR. This includes all new and existing staff, Governors and visitors. | |
| | Behaviour and Safeguarding update | <p>Governors reviewed the Behaviour and Safeguarding update which had been circulated with the meeting documents and questions were invited.</p> <p>Q – In terms of behaviour in school, how does this work with Branching Out?</p> <p>A – We plan to align the policy to include behaviour at Branching Out.</p> <p>Q – In terms of Branching Out, how are the numbers since the changes?</p> <p>A – The numbers are good, there are 30 attending.</p> <p>Governors had no further questions to raise.</p> | |
| | Attendance | <p>Governors reviewed the Attendance report. It was noted that EAL and Disadvantaged are new categories of reporting to Governors.</p> <p>Q – Has it always been the case that attendance is lower for these groups?</p> <p>A – We have always tracked the groups but the data was not included in previous reports. We know that disadvantaged is slightly lower, but we are aware of the reasons for this and the circumstances of the individual children.</p> <p>Q – What is classed as disadvantaged?</p> <p>A – If children have been PP previously, or this could also include CLA, PLAC or children with a social worker. This cohort is a very small number of children.</p> <p>Punctuality was discussed. If the children arrive late it is logged and letters are sent out to families. Letters are also issued to follow up on attendance.</p> | |

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| | | Review educational achievement of CLA and PLAC | Governors discussed the educational achievement of this group whilst acknowledging the small number of children who make up the group and allowing for anonymity. |
| | | Pupil Premium and Sport Premium | <p>Governors reviewed the Pupil Premium report and the key areas of focus.</p> <p>An area of focus is language acquisition and vocabulary skills at EYFS and into KS1. SALT training completed by TAs was proving to be successful and is done daily in Reception. Early intervention is key.</p> <p>Governors had no further questions to raise.</p> |
| | | Health and Safety update | <p>The Health and Safety update was circulated prior to the meeting.</p> <p>Governors noted the Trust Director of Estates was working closely with the school to ensure all matters of compliance. A new Site Manager has been appointed to the school.</p> <p>A Health and Safety audit has been completed and work is underway to focus on the priorities. There has also been a move from paper records to online.</p> <p>Q – Have you any experience of how to get issues fixed? A – We raise a ticket on the Estates Tracker and we can rank this in priority. It is then directed to the Central Services team. We have received a fantastic level of support and they are very helpful. Things are repaired quickly and our Site Manager is able to follow up.</p> <p>In terms of trips and visits we now monitor on Sharepoint and there is guidance for staff including robust templates available.</p> <p>EP commented that once a full academic year had been completed the school would be more confident in the use of all the new systems available.</p> <p>Governors had no further questions to raise.</p> |
| | | Pupil numbers | <p>Governors noted the school pupil numbers on roll, with a comparison for the last academic year.</p> <p>There are a total of 407 pupils on roll to date.</p> <p>Open Days are taking place for the intake for the next</p> |

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| | | <p>academic year and there has been some good feedback received. It was noted there have been lots of enquiries from out of catchment parents and carers.</p> <p>Q – Do you think being part of the Trust has generated more interest?</p> <p>A – It is the benefit of a full Laurus education, from Reception right through to KS4 which appeals. EP informed Governors that she had visited Priestnall and that the Head of Priestnall, R Howarth, would be visiting NBPS to look at transition.</p> | | |
| | | <p>Website compliance</p> | <p>EP confirmed that the school website was compliant of all statutory publications, and that this was cross checked by the Trust Director of Compliance and Assessment.</p> | |
| | | <p>School Risk Register</p> | <p>The School Risk Register (RR) is a new document for review by Governors.</p> <p>The RR identifies the key risks in school and what is in place to mitigate the risks. The document is then RAG rated.</p> <p>The key risks identified include falling pupil numbers, Ofsted outcomes and safeguarding breaches. Recruitment and retention is also identified. Each risk is reviewed and actions and plans are in place to mitigate.</p> <p>EP asked Governors to contact her if they felt there was anything they felt should be included on the RR which wasn't already.</p> | All |
| 4 | Governor Development | <p>Review Trust training</p> | <p>Governors are asked to complete the four mandatory training modules ahead of the next meeting of this committee.</p> <p>GPDR, Cyber Security, Prevent and Safeguarding. The training can be accessed by the link in the agenda.</p> <p>LW showcased the Laurus Institute training and resources for the benefit of Governors.</p> | All |
| | | <p>Governor and Trustee conference</p> | <p>Governors are reminded of the Governor and Trustee Conference which will be held on Wednesday 10th December at 9.00am and are asked to notify the Clerk if they are planning to attend.</p> | All |
| | | <p>Training completed</p> | <p>Governors are asked to send any certificates for training to the Clerk for retention.</p> | All |

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| | | Academy Trust Handbook | The Academy Trust Handbook was circulated for governors information. | |
| 5 | Community Engagement | Stakeholder Engagement | <p>There will be a focus at each meeting on different stakeholder engagement including parent/carers, staff and children.</p> <p>Staff are currently benefitting from shared INSET and training with primary colleagues and this has proved beneficial for them to be able to meet with their counterparts.</p> <p>EP informed Governors that on her recent visit to Priestnall it had been lovely to see some of her former pupils, and it was also very powerful and reassuring that RH knew all of the children.</p> <p>Q – Will you share this with parent/carers in the future? A – We will talk about transition at the Leavers Assembly and will share with them then.</p> <p>Governors were advised the school website had been updated and to review to look at the latest news in school. The school has been awarded the Primary Hub Mark which shows the commitment of the staff team and showcases the work of the school.</p> <p>Harvest garden was discussed. It is hoped that produce grown in the garden will be able to be sold and the proceeds to go back into the garden.</p> <p>There are strong links with Priestnall, in particular with PE.</p> <p>There will also be the Oracy programme in the Summer term and this will be in conjunction with other schools.</p> <p>Leaders of the future opportunities are available to the children, including School Council, Eco Warriors and Librarians.</p> <p>At the next meeting of this committee there will be a focus on one area in more detail.</p> <p>Governors were very pleased to review the new website.</p> | All |

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| | AOB | | There were no other items of business to raise. | |
| | | Meeting dates: | Monday 23 rd March 2026 at 5.00pm Monday 20 th July 2026 at 5.00pm | |

| Impact of Meeting / Key Outcomes | |
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| Governors were welcomed to the first Academy Committee meeting since joining the Trust | |
| EP presented Safeguarding and KCSiE updates to Governors | |
| Link Governor roles were appointed | |
| Governors reviewed the Scheme of Delegation | |
| Pupil outcomes were reviewed | |
| Governors reviewed the School Development Plan | |
| The updated SEF template was presented to Governors | |
| Governors approved the Safeguarding Policy | |
| RL gave a verbal update of the Safeguarding Link Visit to school | |
| Governors reviewed the school Risk Register | |

Meeting closed at 18.55

R Ledger
Chair of Academy Committee
23.03.2026