

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY
GOVERNING BODY HELD AT THE ACADEMY ON
TUESDAY 11th DECEMBER AT 3.00 PM**

PRESENT: Nick Linney (Chair) (NSL), Stephen Garner (SG), Val Leivers (VL), Michael Longdon (ML), Lisa McVeigh (LM), Tyrone Robinson (TR), Samantha Sykes (SS) and Caroline Whitty (CW).

IN ATTENDANCE: Ellie Slack (Clerk) (ES) and Richard Shaw (RS) Statutory Auditor.

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Michael Arlington (MA) and Nigel Spraggins (NS).
2. **DECLARATION OF INTEREST:** None.
3. **FINANCE REPORT:**
 - (a) Financial Statistics- The statutory accounts for the year ended 31st August 2018 were considered by the meeting. RS and ES took the meeting through the key components and explained the variances. The in-year performance had improved in comparison with previous years. RS stated an unqualified report will be issued. Discussion took place surrounding the contents of the management letter. ES to circulate. **OUTSTANDING as Auditor Management Letter ES.**
The Governors queried the members shown on the accounts. ES to amend. **OUTSTANDING as Members ES.**
Subject to the amendments, the Governors unanimously approved the accounts. NSL thanked Richard Shaw for his work with the Academy. **Richard Shaw left the meeting at 3.27pm.**
Stephen Garner joined the meeting at 3.27pm.
NSL provided overview of the journey into the MAT and shared letter from Sir David Samworth (copy attached). Discussion ensued following the change in structure and all agreed to offer the MAT to an open seat within the Governing Body. ES was tasked with actioning this. **OUTSTANDING as MAT Attendee ES.** NSL thanked the Governing Body for their work thus far.
ES took the meeting through the November dashboard, noting that income and expenditure is broadly in line with expectations, and provided an update on the Alternative Provision Centre.
 - (b) Cash Flow – As per the dashboard. ES provided overview of variances.
 - (c) Capital Expenditure Requests and Pending – There are no capital expenditure requests pending.
4. **MINUTES OF THE PREVIOUS MEETING** held on the 26th September 2018 were accepted as a true record and signed.
5. **MATTERS ARISING AND OUTSTANDING:**
 - (a) **IT Equipment:** This item will be revisited in January 2019. **OUTSTANDING LM.**

**OUTSTANDINGS
(In Minutes order)**

04/10/17 IT
Equipment
LM
16/01/18 SIAMS
Inspection
ML
22/03/18 Reserves
Policy
FFPAG
11/12/18 Auditor
Management
Letter **ES**
11/12/18 Members **ES**
11/12/18 MAT
Attendee **ES**
11/12/18 Ethos and
Vision
Statement
Review
ML/LM/CW
11/12/18 Community
Use **NSL/LM**
11/12/18 Gordonstoun
Visit **TR**

CONCLUDED
Are listed on the last
sheet
(In alphabetical
order)

- (b) **SIAMS Inspection:** This item will remain outstanding until an inspection has taken place. **OUTSTANDING ML.**
 - (c) **Reserves Policy:** This item will be revisited in January 2019. **OUTSTANDING FFPAG.**
 - (d) **CCF Expansion:** LM provided overview of current position, stating a plan for expansion would be developed in the future. **CONCLUDED.**
6. **LEGAL MATTERS:** The matter reported previously was still ongoing.
7. **SIGNING & SEALING:** None.
8. **MAJOR TOPICS:**
- (a) **Vision and Ethos Statements:** NSL gave overview of unamended position, and how this had been derived. Significant discussion ensued surrounding the rationale for the review, language used within the documents, the founders vision and the specialisms of the Academy. NSL proposed establishing a small working group to review the document. All agreed that ML, LM and CW would review the documents and re-submit to the Governing Body by the end of January, with a view to implementing the revised statements by March 1st. **OUTSTANDING as Vision and Ethos Statement Review ML/LM/CW.**
9. **STANDARD ITEMS:**
- (a) **Principal's Report:** As per the Principal's reports for September, October and November. LM highlighted the success of Children in Need and the Christmas Fayre. Provided an overview of staffing vacancies and a positive visit from Gordonstoun. Discussion took place surrounding the DEEPS terminology, following which it was agreed this would be removed. NSL raised the issue of community use of the Academy building, and increasing the percentage. NSL and LM to meet with David Jackson to review. **OUTSTANDING as Community Use NSL/LM.**
 - (b) **6th Form Leadership and Development:** TR gave overview of plans for developing leadership opportunities for students. NSL suggested a visit to Gordonstoun for the Prefects and Captains to explore this further. **OUTSTANDING as Gordonstoun Visit TR.**
 - (c) **Achievement & Standards Advisory Group Report:** As per the minutes of the 21st November 2018. Discussion took place surrounding the revised dashboard. All agreed to proceed with the new format. VL provided overview of the completed Nottinghamshire County Council Safeguarding Audit Checklist. All agreed to submit the checklist, and NSL signed the document. The Literacy Policy and the Collective Worship Policy were approved by the Governing Body.
 - (d) **Finance, Facilities & Personnel Advisory Group Report:** As per the minutes of the 16th November. The Accessibility Plan and Completion of Registers Policy were approved by the Governing Body.
 - (e) **Link Governors Reports:** NSL had attended the Executive Team meeting. SS and LM had met to discuss External Communications. SS had taken over Chair of the PTFA. VL had attended a number of meetings in the Academy.
 - (f) **Opportunity Trust Performance:** As per the dashboard. CW provided overview surrounding the current position of the Opportunity Trust and the process moving forwards.
 - (g) **SIAMS Update:** ML provided an overview of a recent SIAMS meeting, detailing the staff/ SIAMS and ethos alignment within the Academy. ML and LM stated the forecast for the forthcoming SIAMS inspection is good.

Michael Longdon left the meeting at 5.30pm

10. MATTERS FOR THIS MEETING: None.

11. CONFIDENTIALITY OF BUSINESS: None.

12. ANY OTHER BUSINESS/ MINOR TOPICS: NSL reflected on the letter received from Sir David Samworth, stating the Governing Body will continue to evolve and that we will, in the course of time receive expected resignations and need to make good new appointments.

13. DATE, VENUE AND TIME OF NEXT MEETING:

Tuesday	15 th January 2019	1.00pm	(Day)
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Dates of Future Meetings:

Tuesday	19 th March 2019	3.00pm	(Day)
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Tuesday	14 th May 2019	3.00pm	(Day)
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Tuesday	2 nd July 2019	3.00pm	(Day)
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The meeting closed at 5.37pm