MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 10TH DECEMBER 2019 AT 3.00 PM

PRESENT: Nick Linney (NL) (Chair), Stephen Garner (SG), Val Leivers (VL), Jane Lewis (JL), Lisa McVeigh (LM) and Caroline Whitty (CW).

IN ATTENDANCE: Ian James (IJ), David Orridge (DO) and Ellie Slack (ES) (Clerk).

OUTSTANDINGS
(In Minutes order)

11/12/18	Community Use LM
14/05/19	Governor School Visit LM
22/07/19	Project Portrush LM
10/12/19	Staff Pay NL/LM
10/12/19	IT Development Group LM
10/12/19	Staff Survey Results DB
10/12/19	Advisory Group Remits NL
10/12/19	Safeguarding Training Date LM

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

1. APOLOGIES FOR ABSENCE: Apologies were received from Michael Arlington, Tiffany Gorski (TG), Michael Longdon (ML) and Samantha Sykes (SS).

2. DECLARATION OF INTEREST: None.

3. FINANCE REPORT:

   (a) Financial Statistics – ES took the meeting through the October dashboard, outlining the reasons for variances within the headings.
   (b) Cash Flow – As per the dashboard.
   (c) Capital Expenditure Requests and Pending – There are no requests pending.
   (d) Mark Two Budget- ES presented the Mark Two budget for 2019/2020. Discussion ensued regarding the current position of staff pay and how this had been derived. Following the discussion it was agreed that NL and LM would meet with Chris Moodie to pursue the issue further. OUTSTANDING as Staff Pay NL/LM.

4. MINUTES OF THE PREVIOUS MEETING held on the 18th October 2019 were accepted as a true record and signed by NL.

5. MATTERS ARISING AND OUTSTANDING:

   (a) Community Use: LM provided update of the current position. As the project had not progressed, LM was tasked with assigning a new project team and providing a report to Governors at the January meeting. OUTSTANDING.

   (b) Governors Visit: The visit is scheduled to take place during the spring term. OUTSTANDING.

   (c) It Strategy: LM outlined that the main focus of the strategy would be to future proof. DO presented his report, outlining the key areas for investment and training. A self-assessment would be undertaken to provide further guidance. Additionally, an IT development group would be implemented. LM was tasked with establishing this group and providing a report to Governors by the end of December, detailing the remit of the group. OUTSTANDING as IT Development Group LM. NL thanked DO on behalf of the Governing Body for the work carried out during the system down time in September.

   David Orridge left the meeting at 3.40pm

   (d) Project Portrush: LM advised she had received the report from the MAT, and that further work was taking place as a result of the findings. Discussion took place surrounding implications, which the Governors considered confidential. LM will provide a further update at the March meeting. OUTSTANDING.

(e) Heatherdene KPI: LM explained the two measures that had been implemented on the PASAG and Finance Dashboards. CONCLUDED.

(f) Alternative Provision Spend: Previously discussed under item e. CONCLUDED.

(g) Data Protection Governor: JL had agreed to take on this role. CONCLUDED.

(h) Staff Survey: LM provided overview of feedback received. The survey had been relaunched and is now discussed at PASAG. Following discussion, the Governors requested sight of the questions and answers. OUTSTANDING as Staff Survey Results DB.

(i) ASAG Review: The review had taken place, and the first meeting of the new group had taken place. VL stated it was the best meeting held to date. CONCLUDED.

Stephen Garner joined the meeting at 4.00pm.

6. LEGAL MATTERS: No new matters. Discussion took place surrounding Heatherdene and the current position.

7. SIGNING & SEALING: None.

8. MAJOR TOPICS:

(a) Advisory Group Remits: NL presented the revised remits and provided rationale for each one. The Finance committee had been established to ensure that there was appropriate budget scrutiny by the Governing Body. All agreed to adopt the remits, and NL would speak with MA. OUTSTANDING as Advisory Group Remits NL. Discussion took place surrounding policies to be reviewed, and the review process for each policy. It was agreed that Donna Barnes and LM would produce a proposal for this process, for discussion and approval at the January meeting. OUTSTANDING as Policy Review Remits DB/LM.

9. STANDARD ITEMS:

(a) Principal's Report: As per the Principal's report for October. LM highlighted the key section of the report surrounding Academic outcomes. Significant discussion took place surrounding curriculum planning and the remedial work being carried out in this area.

(b) 6th Form Leadership and Development: LM outlined the benefit of the India visit to the student leadership team. The focus now is to ensure there are clear leadership opportunities for all year groups. NL shared Gordonstoun's recent outstanding Ofsted judgement and recommended engaging with them in this area.

(c) People, Achievement & Standards Advisory Group Report: As per the notes of the 28th November. VL highlighted the attendance percentage and the reason for the decline. Discussion ensued surrounding the position with Alternative Provision, and the difficulties faced within the Academy. There was a lengthy discussion surrounding the attitude and behaviour of a small but not insignificant number of students. It was re-stressed by the Governing Body that bullying and aggressive behaviour are not acceptable, and this problem has to be fixed. There was mention of 'gang position' outside the Academy, however threatening and overt aggressive behaviour are not acceptable in the Academy and permanent exclusion must not be ruled out.

The following policies were submitted for consideration and were subsequently approved by the Governing Body:

- Child Protection Safeguarding Policy
- Complaints Policy
- Gifts Policy
- Parental Code of Conduct
- Staff, Directors and Governors Expense Policy
- Equality Information and Objectives Policy
- Flexible Working Policy
- Literacy Policy
- Maternity Policy
- Paternity Procedure (Births)
- Performance Management for Support Staff Policy
- Performance Management for Teaching Staff Policy
- Shared Parental Leave Policy (Births)
- Leave of Absence Policy

(d) Link Governors Reports: To be reported at the January meeting.

(e) Opportunity Trust Performance: As per the dashboard.

(f) SIAMS Update: JL stated the report would be issued to LM in the coming days for factual checking, and then the outcome can be shared. Following discussion, all agreed that this can removed as an agenda item in future.

10. MATTERS FOR THIS MEETING: None.

11. CONFIDENTIALITY OF BUSINESS: Item 5d was considered confidential.

12. ANY OTHER BUSINESS/ MINOR TOPICS: VL raised the issue of Governor safeguarding training, and the audit due for completion by the 20th December. Due to conflicting information, LM was tasked with checking the training date issued with Donna Barnes, and advising Governors by email. OUTSTANDING as Safeguarding Training Date LM.

13. DATE, VENUE AND TIME OF NEXT MEETING:
    Tuesday 14th January 1.00pm

Dates of Future Meetings:

Monday 23rd March	3.00pm
Wednesday 13th May	11.00am
Tuesday 14th July	3.00pm

The meeting closed at 5.23pm

CONFIDENTIAL ITEMS

20/01/16 6th form 5 year Strategy Plan
03/12/15 6th form Centre
23/01/14 6th form/Governing Body
19/03/15 6th Form Numbers
20/01/16 6th Form Leadership & development
28/01/10 8th Sponsor Governor
20/01/16 ASAG remit to VL
19/03/15 Aberdovey Invitation
17/07/08 Academy Structure Agenda Item
23/01/14 Academy Visit
21/11/13 Academy Asset Viability Report
02/11/09 Academy Name
02/07/15 Achievement Dashboard colour coded
12/12/17 Achievement Dashboard
12/12/17 Accounts Amendments
06/07/17 Additional Governor
26/05/10 Admissions Criteria
14/03/13 Admissions criteria 2014
12/12/17 Admissions Policy
15/01/19 Admissions Policy
27/01/11 Advisory group issues
17/11/11 Advisory Group chair
05/07/12 Advisory Group Remits
10/01/17 Advisory Group Remits
03/07/14 All Weather Pitch
29/04/09 All weather pitch
16/01/18 Alternative Provision Details
18/10/19 Alternative Provision Spend
16/01/18 Alternative Provision Model
17/09/12 Annual cost of Academy Restaurant
14/03/13 Annual Report Endowment Fund Expenditure
19/03/19 Anti-Bullying Policy JL/LM
04/10/17 Appraisals
15/01/19 Appraisal and Pay Recommendations
04/10/17 Attendance Statistic
06/09/16 Asset Funding/ EFA
16/01/18 Attendance Investigation
11/12/18 Auditor Management Letter
20/01/16 Awards Event dates
03/07/14 Appeals Training
18/03/09 Appointment of third Trustee
18/10/19 ASAG Review LM
19/03/15 Asset Reg/Depreciation
Audit
17/03/16 Audit Report
20/01/16 Audit Terms of Reference
20/03/14 Auditor Review
02/07/15 Auditor Beauty Parade
20/03/14 Basic Training Subjects
15/01/19 Behaviour Policy
07/07/16 Budget Queries
29/04/09 Budget Revenue Clarification
19/03/15 Budget Software
20/01/16 Building Valuation and Building Depreciation
06/09/16 Building Depreciation Policy

07/07/16 Business and Enterprise
03/07/14 Business Case for all Weather Pitch
20/01/16 Business Manager Appointment
07/07/16 Cash Flow Budget
02/07/09 Calendar of School Events
02/07/09 Capital Expenditure Procedures
04/10/17 Cash Flow Statement
29/04/09 Cash/CapEx Reports
17/03/16 Catering Facilities
06/07/17 Catering Review
26/09/18 CCF expansion
21/03/12 Child Protection Guidelines
06/07/17 Christian Ethos Terminology
09/03/17 Christian Ethos Update
19/09/13 Christian Values
17/11/16 Christian/ Moral Values
02/10/08 Clarification of Powers
21/08/08 Clerk to Governors
14/01/09 Clerk to Govs
04/10/17 Clerk Payment
04/10/17 Climate Control
21/08/08 Confidentiality Agenda Item
14/01/09 Core Values
02/11/09 Confidentiality of Business
14/04/10 Contract Signing Procedures
21/08/08 CRB Checks
17/07/08 Company Directors
20/11/14 Dashboard Training
17/07/08 Dashboard
02/10/08 Dashboard
02/07/15 Dashboard format
09/03/17 Dashboard
22/03/18 Dashboard Amendment
04/10/17 Dashboard Logic
18/10/19 Data Protection Governor
21/08/08 DCSF Feedback
22/07/19 Deed of Amendment
07/07/16 Depreciation Policy
19/03/15 Digital Development questions
03/07/14 Domes
14/01/09 Draft Lease Docs
30/11/10 Document check list
07/07/16 Endowment % Inc/Dec
17/03/16 Endowment Fund Awards
07/07/16 Endowment Fund Discussion Paper
12/09/11 Endowment Fund Policy
21/11/13 Endowment fund Loan terms
03/12/15 Endowment Fund TOR
28/09/10 Ethos Statement
23/03/11 Ethos statement
15/01/19 Executive Attendance
06/07/17 FFPAG Members
23/01/14 FFPAG Minutes
02/07/15 Finance Structure
04/07/13 Foreign language Numbers
24/01/13 Free School Meals
22/01/15 Full Development plan
02/07/09 Future Revenue
17/11/11 Future Meeting Dates
17/09/12 Future Meeting Dates
19/09/13 Future meeting Dates
02/07/09 Fundraising Advice
19/09/13 Fund Raising
06/07/17 Fundraising
28/09/10 Future Meeting dates
16/01/18 Future Meetings Time
26/05/10 GB Web Site Minutes
06/09/16 Good Citizen Award
17/03/16 Gordonstoun dates
11/12/18 Gordonstoun student and exec visit LM

20/03/14 Gordonstoun Agenda
12/09/11 Gordonstoun Link
04/07/13 Governance Review
16/01/18 Gordonstoun Visit
20/11/14 Governors Assessment Form Review
02/10/08 Governor Contacts
17/03/16 Governor Days
14/05/19 Governor Link
14/05/19 Governor Roles
03/12/15 Governors Handbook
15/01/19 Governors Handbook, Core Values and GKIT Feedback
02/10/08 Governors' Terms of Office
29/04/09 Governor Training
28/01/10 Governor Training
17/03/16 Governor Training Dates
10/01/17 Governor Training Log
03/12/15 Head Boy Girl Meeting
20/11/14 Health & Safety info
14/01/09 Health Checks
22/01/15 Health & Safety Report
22/07/19 Heatherdene KPI
23/03/11 How we do it topics
17/09/12 Insurance cover
20/01/16 Internal Auditor Presentation
21/08/08 Information Pack
21/08/08 Investment Policy
212/12/17 Insurance Provision
1/08/08 Implementation Budget
02/11/09 ICT VAT Problem
02/11/09 ICT Budget Monitoring
05/07/12 ICT Teaching
04/10/17 IT Equipment
06/09/16 IT Funding
19/03/19 IT Proposal
17/03/16 IT Restructure costs
20/01/16 IT supplier replacement
10/01/17 IT Strategy Report
17/07/08 Jon Hawketts' Involvement
21/03/12 Jubilee/Olympic Involvement
03/07/14 Keir Settlement
28/01/10 KPI Training
14/04/10 KPI Modifications
14/04/10 KPI Ready Reckoner
14/01/09 LA Clerk of Works
16/01/18 Lagged Funding
17/03/16 Legal Action details
19/09/13 Lesson Observation Numbers
16/01/18 Link Governors
12/01/12 Link Governors Reports
20/01/16 Link Governors Reports
17/03/16 Link Governor Role/ Governor Training Plans
22/01/15 Link Governors
03/07/18 Link Governors
26/05/10 Local Auth Governor
05/07/11 Local Auth Governor
03/12/15 Louise Brimble PR Output
12/01/12 Lucy Armstrong Training
22/01/15 Management letter
21/08/08 Mansfield Town FC
06/09/16 Mark 2 Budgets
17/11/16 Mark 2 Budget/ Cash Flow
11/12/18 MAT Attendee
14/01/09 Media Contact
29/04/09 Medical Insurance
14/05/19 Meeting Dates 2019/20
12/12/17 Members
11/12/18 Members
05/07/12 MTFC Training
20/01/16 New Accounting Officer
18/03/09 New Build Progress Report
29/04/09 New Contract
21/03/12 New Ofsted Framework Governor
14/05/19 NS Thank You Letter
23/03/11 Ofsted Inspector
05/07/11 Ofsted Documentation
10/01/17 Ofsted Training
04/10/17 Opportunity Trust Letter
30/06/10 Pension Liability
05/07/11 Pension Liability issue
05/07/11 Pensions Liability

20/03/14	Primary School Numbers
14/01/09	Project Mgt Post-Implementation
24/01/13	Profit, Cash, Capex Recast
14/01/09	Parent Govs
28/09/10	Policies
14/01/09	Policy Revisions
18.03.09	Policy & Guidelines for SCAEF Funds
20/01/16	PR Crisis Management/Emergency Plan
26/05/10	Pregnancies
14/03/13	Presentation Notes
10/01/17	Progress 8 Presentation
22/03/18	Principal's Report Amendment
21/11/13	Publicising Endowments
19/03/15	Race Equality & Diversity Policy
12/12/17	Reception Criteria
06/07/17	Reception Expenditure
02/11/09	Register of Interests
17/11/16	Reserve Policy
22/03/18	Reserves Policy view
02/10/08	Risk Register
23/01/14	Room Usage
14/03/13	Round Square M'ship
17/03/16	Round Square membership Proposal
14/04/10	Safeguarding Governor Training
19/09/13	Samworth School Visit
02/10/08	Schedule of Meetings
03/12/15	School council
28/0110	SEF Monitoring
19/03/15	Self Evaluation Doc
21/03/12	Sisters Cities
30/11/10	SIP Report
14/03/13	Snagging & Defects
15/01/19	SNMAT governance operational handbook
14/05/19	SNMAT budget process
22/07/19	SNMAT Budget Process
05/07/12	Social Networking Sites
02/10/08	Soft Launch
04/07/13	Safeguarding Governor
17/09/12	Staff Attendance KPI
14/01/09	Staff Terminations
18/10/19	Staff Survey
14/01/09	Staff Structure
12/09/11	Staff Turnover Measure
02/07/15	Staffing levels
09/03/17	Staffing Structure Document
29/04/09	Strap line
17/03/16	Strategy Meeting
17/03/16	Strategy Meeting Subjects & Agendas
23/01/14	Strategy Meeting
20/01/16	Strategy Meeting update
02/07/09	Strip of Land
16/01/18	Student Contract
04/07/13	Student involvement Action Plan
12/01/12	Student involvement
04/07/13	Student Involvement
14/05/19	Student Leaders GB Meeting
05/07/12	Teacher Assessment Statistics
18/03/09	Teck no chances bus
17/07/08	Terms of Ref for Remuneration Cttee Chair
24/01/13	The 4 Points
03/07/14	Training subjects
27/11/12	Training topics for Governors
22/07/19	Traveller Consultation
18/03/09	Trust Investments
18/03/09	Trust Deed
04/07/13	TSCA Facility Use Statistics
21/11/13	Understanding data course
05/07/12	Use of TSCA facilities
23/03/11	VIP to open TSCA
11/12/18	Vision and Ethos Statement Review
17/11/16	Wages Analysis
17/09/12	Web Site Development
20/01/16	Wider Curriculum Information Booklet.
02/07/09	Wireless Technology Insurance
03/07/14	Year 10 Achievement Dashboard
20/01/16	Year End Cash at Bank