

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON MONDAY 22nd JULY 2019 AT 3.30 PM

PRESENT: Nick Linney (NL) (Chair), Stephen Garner (SG), Val Leivers (VL), Caroline Whitty (CW), Tiffany Gorski (TG) and Lisa McVeigh (LM).

IN ATTENDANCE: Donna Barnes (Clerk) (DB), Broomhead (DBR), Awaad Faisal (AW) and Jessica Marshall (JM).

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Michael Longdon (ML), Michael Arlington (MA), Jane Lewis (JL) and Sam Sykes (SS).

2. **DECLARATION OF INTEREST:** None.

3. **FINANCE REPORT:**

The governing body welcomed Head Boy and Girl to the meeting.

(a) Financial Statistics – As per the dashboard. LM highlighted an error on the dashboard with year to date information being to June and not August as stated. The predicted surplus should be greater than originally predicted and is likely to be in the region of £221k. There are still anticipated funds to come in such as, higher level needs funding from the local authority. The academy continues to review current needs in terms of recruitment.

The proposed mark one budget for next year has been circulated approved with governors by email with a view to making any necessary adjustments within the mark two budget early in the autumn term.

(b) Cash Flow – As per the dashboard and comments above.

(c) Capital Expenditure Requests and Pending – LM distributed an updated Capital Expenditure request for £44,414 for the purchase of new IT equipment. AF and JM shared their experiences of IT equipment from a student perspective. TG also shared experience as a teacher.

The oversight and strategic development of IT was discussed and it was agreed that LM would lead this and create a development plan. Monthly feedback will be provided by way of a standing item in the Principal's report with a strategy plan circulated to governors by 1st December. Strategic development of IT will be discussed as a major topic at the governors' meeting on 10th December. **OUTSTANDING as IT Strategy LM**

VL proposed support of the Capital Expenditure proposal and this was seconded by SG with support from all governors.

4. **MINUTES OF THE PREVIOUS MEETING** held on the 14th May 2019 were accepted as a true record and signed by NL.

5. **MATTERS ARISING AND OUTSTANDING:**

(a) **Reserves Policy:** LM advised the SNMAT rationale is to have reserves in place for three months plus an additional £50k. **CONCLUDED.**

OUTSTANDINGS (In Minutes order)	
11/12/18	Community Use LM
15/01/19	Governors Handbook, Core Values and GKIT Feedback LM
14/05/19	Governor School Visit LM
22/07/19	IT Strategy LM
22/07/19	FFPAG/MAT Finance Services NL
22/07/19	Endowment Funds and Trustee Appointments CW
22/07/19	Traveller consultation response NL/LM
22/07/19	Project Portrush LM
22/07/19	Heatherdene KPI LM
CONCLUDED Are listed on the last sheet (In alphabetical order)	

- (b) **Community Use:** LM requested to provide an update at the next meeting. **OUTSTANDING LM.**
- (c) **Gordonstoun Student and Exec Visit:** AF talked about his experience of the June visit, its purpose and the information and ideas that were exchanged. The student leadership roles were discussed and compared with the roles at Gordonstoun. The governance link with student leadership was discussed and it was agreed that LM would be the link reporting on this item at future meetings but that she will working closely on this with Chris Vallance who would be invited to attend future meetings if required. **CONCLUDED.**

David Broomhead joined the meeting at 4.05pm.

- (d) **Governors Handbook:** NL referred to an updated version of the handbook which will be shared with governors by email and a hard copy provided at the next meeting. DB to provide AF and JM with a copy.

The new Core Values booklet was also referred to and LM confirmed that sessions will commence in the autumn term with 10 attendees at each session and will include one governor at each session. Governors were pleased to see the programme and content return. The new booklet will be circulated to governors. NL complimented LM on the progress made on this and realigning the academy's values.

LM agreed to chase up the GKIT feedback with CM. **OUTSTANDING updated as Governors Handbook, Core Values and GKIT Feedback LM.**

- (e) **Executive Attendance:** DB in attendance today and Chris Vallance will be invited to attend the next meeting. **CONCLUDED.**
- (f) **Behaviour Policy:** On later agenda item. **CONCLUDED.**
- (g) **IT Proposal:** Discussed under item 3c. **CONCLUDED.**
- (h) **Letter:** NL confirmed letter to NS has been sent. **CONCLUDED.**
- (i) **Governor Roles:** LM to take over link with student leadership. The possibility of reinstating a Gordonstoun governor was discussed as Lisa now has a meeting with Titus Edge from Gordonstoun and they seem to be warming towards us. Governors were advised by NL that by previous discussion with Nigel Spraggins, the headcount of the governing body will be around 10.
- (j) **SNMAT Budget Process:** NL will meet with Sarah Perry from SNMAT to discuss the possible support options, now that we are part of the SNMAT, for matters such as budgets/monthly management accounts etc. Once we understand this, the future role of FFPAG might become clearer. The budget routine and cycle this year seems to have been a little loose.. **OUTSTANDING as FFPAG/MAT Finance Services NL.**
- (k) **Governor Link:** TG will take on a healthy eating and nutrition link. The remit of this was discussed, no child should leave school without being able to cook. NL suggested a possible visit utilising the Samworth Sponsor link to one of their local factories. **CONCLUDED.**
- (l) **Governor School Visit:** LM confirmed that contact has been made with Thomas Tallis and a provisional visit is in place for the autumn term to explore how they became successful with students making progress and to look at leadership. **OUTSTANDING as LM.**

- (m) **Student Leaders GB Meeting:** AF and JM in attendance today and they were invited to any future meeting. **CONCLUDED.**
- (n) **Meeting Dates:** Agreed and circulated to all governors by email. Noted at end of minutes. **CONCLUDED.**
- (o) **Deed of Amendment:** CW clarified the process being undertaken to separate the endowment trust funds from the academy funds. MA is currently the sole trustee by way of a Deed of Amendment. The trustees are in the process of changing the entity to a Charities Incorporated Organisation (CIO). It was agreed that all finances should be separated and the new trustees appointed by December 2019. **OUTSTANDING updated to Endowment funds and Trustee appointments CW.**

6. **LEGAL MATTERS:** No new matters.

7. **SIGNING & SEALING:** None.

8. **MAJOR TOPICS:** None.

9. **STANDARD ITEMS:**

- (a) **Principal's Report:** As per the Principal's reports for May and June. There remains a vacancy for a teacher of physics, all other posts are appointed to. There is also a cleaning vacancy. Staff attendance has improved. The changes to the teaching and learning strategy is encouraging staff to be proud of what they do and share with others. TG shared her experience of the process which has provided her with useful feedback. She has been able to share with teaching staff as part of staff CPD sessions. LM referred to other work such as teaching champions and support from the MAT.

SG referred to the local authority traveller site proposal and consultation. TG will attend the meeting on Wednesday and feedback to governors. NL and LM will then put together a response on behalf of the governing body. **OUTSTANDING as Traveller consultation response NL/LM.**

SG, TG and JM left the meeting at 5pm.

LM provided initial feedback following exams and referred to the summer data on the achievement dashboard. There is work to do to improve the accuracy of prediction and data which Chris Vallance is leading on and will be overseen by LM. LM to share summer outcomes with governors as usual when results are received.

LM reported on the appeals process, there were 46 appeals of which 8 were upheld. There are a further 6 appeals to be heard over summer. LM explained some of the local issues. LM thanked DBR for the work he undertook throughout the whole process.

- (b) **6th Form Leadership and Development:** As discussed earlier, LM to have oversight and report on this link at future meetings.
- (c) **Achievement & Standards Advisory Group Report:** Achievement discussed within item a above. VL referred to the work undertaken on behaviour this year. The new behaviour policy has been discussed at the ASAG group and has been very carefully thought out. The strategic work being done to improve attendance and the accuracy of data was discussed. Recent visits and experiences students have been involved with were detailed.

LM to judge when timing is right to revisit the governors meeting in March or May to take place at Gordonstoun as has happened previously and potentially to involve MAT colleagues. LM to consider visit sooner with CM if possible.

(d) **Finance, Facilities & Personnel Advisory Group Report:** CW explained some of the Opportunity Trust applications being submitted are for activities which they feel are part of the broader curriculum, the Year 7 residential being one example. Discussion ensued about 21st operations and working with the MAT to reduce costs in areas such as paper and efficiency of systems. This led to a long discussion and the creation of the confidential item, Project Portrush. **OUTSTANDING LM.**

(e) **Link Governors Reports:** VL reported on her recent attendance at the SNMAT governance forum where CM shared Ofsted updates. Other areas discussed were off rolling and risk registers. Has also attended Round Square Conference and Bushcraft during last term and both experiences were outstanding. Year 8 graduation and dance production also attended. Welfare meetings have also continued to take place.

NL attended a recent executive meeting which was an improvement. LM is also meeting regularly with the three strategic directors in new term.

(f) **Opportunity Trust Performance:** CW referred to legal fees to separate the trust and who responsible for payment of legal work in relation to this matter. Agreed the academy to should pay up to the amount of £3k. Letters were sent to sponsors with at least one positive response. SLA signed in respect to work undertaken by academy for the trust. **OUTSTANDING as Deed of Amendment MA**

(g) **SIAMS Update:** JL had distributed a brief. LM referred to the leadership work taking place to promote values.

10. **MATTERS FOR THIS MEETING:** None.

11. **CONFIDENTIALITY OF BUSINESS:** Matters discussed in 9 (d) on the agenda were deemed as confidential.

12. **ANY OTHER BUSINESS/ MINOR TOPICS:** The planned improvements to Heatherdene were discussed and the requirement to decide on KPI's for this provision. **OUTSTANDING as Heatherdene KPI LM.**

Policies submitted for review were considered. LM explained the foreword in the visits policy and how the process works when reviewing SNMAT policies that are adopted. The following policies were approved by the governing body:

- Bring Your Own Device Policy
- Bullying and Harassment Policy and Procedure
- Data Protection Policy
- Data Breach Notification Procedure
- Fraud Policy
- Freedom of Information Act Publication Scheme
- Gifts Policy
- Great Citizen Policy
- ICT Policy
- Mental Health and Wellbeing Policy
- Records Management Policy
- Social Media Policy

- Staff, Governors and Directors Expenses Policy
- Student Behaviour Policy including tracked version
- Subject Access Requests Procedure
- Use of Debit and Credit Cards Policy

13. DATE, VENUE AND TIME OF NEXT MEETING:

Wednesday 9th October 2019 at 11.00pm (Day)

Dates of Future Meetings:

Tuesday 10th December	3.00pm
Tuesday 14th January	1.00pm
Tuesday 17th March	3.00pm
Tuesday 12th May	11.00am
Tuesday 7th July	3.00pm

The meeting closed at 6.15pm

CONFIDENTIAL ITEM

20/01/16	6 th form 5 year Strategy Plan
03/12/15	6 th form Centre
23/01/14	6 th form/Governing Body
19/03/15	6 th Form Numbers
20/01/16	6 th Form Leadership & development
28/01/10	8 th 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
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
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
21/08/08	DCSF Feedback
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	Governors Roles
03/12/15	Governors Handbook review
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
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
22/03/18	Policy Approval Document
21/10/08	Pre Opening Insp

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
28/01/10	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
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
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
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