

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD VIA CONFERENCE/VIDEO CALL ON TUESDAY 13th JULY 2021 AT 3.00 PM

PRESENT: Nick Linney (NL) (Chair), Jane Lewis (JL), Lisa McVeigh (LM),
Joanna Hall (JH), Val Leivers (VL) and Caroline Whitty (CW).

IN ATTENDANCE: Donna Barnes (DB) (Clerk), Ellie Slack (ES), Carl Bennett
(CB),
Guardian Team Leaders: Ashlie Adams (AA), Joe Reynolds-
Wood (JR).

1. **Prayer:** JL opened the meeting with a prayer.
2. **APOLOGIES FOR ABSENCE:** Apologies were received from Jo Yardley (JY),
Craig Jones (CJ) and Stephen Garner (SG). No apologies were received from
Michael Arlington (MA) who was absent from the meeting.
3. **DECLARATION OF INTEREST:** None.
4. **MINUTES OF THE PREVIOUS MEETING** held on 19th May 2021
were accepted as a true record and were signed by DB on behalf of NL.

NL asked for clarity and update on the legal matter referred to in point 6 of the
previous notes. LM confirmed the matter was concluded.

5. Finance Report

- a. **Mark One Budget** - LM referred to the headline information from the mark one budget,
circulated and approved by governors by email. Covid specific grants are presumed not to
continue next year. Salaries have increased as a result of harmonisation, but savings have
been made as a result of Portrush and some vacant posts that were not immediately filled.
The in-year surplus predicted for next year (98k) may reduce but that will be clarified in the
Mk2 budget. NL queried capital expenditure accounting. ES confirmed that the MAT does
apply depreciation.
- b. **Management Accounts** - ES presented the management accounts for June. The Academy
Forecast for the current year is available at the bottom of the document. It was agreed by
governors that the management accounts spreadsheet presented at the meeting is not
suitable or user friendly in its current format. ES to change the spreadsheet to an Excel file to
facilitate viewing and presentation by the next meeting. **OUTSTANDING as Management
Accounts Spreadsheet NL/ES.**
- c. **Cash Flow** – ES shared a summary of the cash flow for the year and confirmed that funds are
held within the SNMAT account. ES and NL to agree how to present the information monthly
report to governors. **OUTSTANDING as Cash Flow NL/ES.**
- d. **Capital Expenditure Requests** - ES presented a capital expenditure request for catering
equipment. NL asked for further information about quote process, if there is a second-best
option, income, health and safety compliance and if desirable or essential. ES advised that
the figure shared was for the most competitive quote and that there isn't a second option.
There is possibility of additional income being generated if it encourages more students to
buy from the venue. Two existing ovens are at end of life and to make the temporary changes
permanent it is essential. The life cycle of equipment was discussed with ES confirming that
the ovens had exceeded their expected cycle by 2 years, probably as a result of regular
servicing and repairs. ES confirmed if approved funds would come from reserves, which are
currently £143k. ES advised that plans are in place to help monitor future capital expenditure
requests, which will help to prepare governors for any requests that are on the horizon. The

OUTSTANDINGS (In date order)

14/05/19	Governor School Visit LM
13/05/20	SCAOT Structure and Funds MA/CW
12/01/21	Heatherdene Management LM
12/01/21	Opportunity Trust Annual Report CW/VL
19/05/21	Fundraising/Alumni CW/LM
19/05/21	Pre/post Covid differences LM
13/07/21	Management Accounts Spreadsheet/Cash Flow NL/ES
13/07/21	Cap Ex on horizon ES/LM
13/07/21	ECF Update (Due Oct 2022) LM/CB
13/07/21	Teams user friendly issues DB/NL

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

request for equipment to the value of was £19,842.50 was approved by governors. **OUTSTANDING as Cap Ex on the horizon ES/LM.**

ES left meeting at 3.40pm.

6. MATTERS ARISING AND OUTSTANDING:

- (a) **Governor School Visit:** LM advised that this will be actioned next term and will happen as soon as possible. **OUTSTANDING LM.**
- (b) **SCAOT Structure and Funds:** CW shared an update on the process to obtain Charitable Incorporated Organisation (CIO) status for the Trust. The next steps have been communicated with trustees and those who have replied are supportive of the option to proceed with support from solicitors. **OUTSTANDING MA/CW.**
- (c) **Professional Fundraising:** CW reported on progress made since the last meeting and contact that has been made with someone with experience in the area of professional fundraising. The contact has offered to run a session and communication is underway to provide him with a brief and organise a date with a view to them supporting the Academy on their journey. It was discussed what the funds would be used for and suggested by NL to link fundraising to projects as it likely to be more successful. CW to proceed and report back. **Merged with Alumni OUTSTANDING.**
- (d) **Finance Review:** LM referred to an email circulated to governors following the previous meeting to explain the measures in place. DB has been appointed as Operations Director who will line manage the finance team and work closely with the central MAT team. Finance processes reviewed to ensure greater efficiency upon ES return, including creation of a finance manual and measures in place in the event of absence. **CONCLUDED.**
- (e) **Parent Attendance at GB Meetings:** Will take place from September. **CONCLUDED.**
- (f) **Glide Path to Early Career Framework:** CB provided an update on the changes to teacher inductions. The Academy have chosen to opt for the Core Induction Programme using a chosen provider to support new teachers and mentors. The programme is two years from September instead of one and delivery will be shared with other secondary schools within SNMAT. CW was pleased to hear the changes have been given consideration and the right decision made for the school. CB explained at the point of deciding, the Academy had no early career teachers but have since appointed one. The impact on the timetable and workload was discussed and CB confirmed that early career teachers are entitled to an additional 10% off timetable, reducing to 5% in their second year. CB explained one mentor is allocated from the Academy but the schools in the trust may host shared sessions to take advantage of any joint content. LM clarified when budgeting for any vacancy the highest salary and an NQT timetable is always factored in as this is worse-case scenario. NL requested the CB provide an update on the process in October 2022. **OUTSTANDING as Early Career Framework Update (Due Oct 2022) for LM/CB.**
- (g) **Heatherdene Management:** LM provided an update following a recent visit. Some issues are being resolved and, during the autumn term, a visit will take place with student leaders and governors to help promote the centre as knowledge of Heatherdene and its purpose is still too weak within the main Academy campus. Work is taking place over summer to improve the facilities. NL suggested regular visits take place by the executive team on a rotation basis, at least once a month. **OUTSTANDING as Heatherdene Management LM.**

- (h) **Trust Annual Report:** We agreed that this should be available for distribution on Founders Day. VL shared an update regarding a previous student who has recently finished university with a first in their degree in biomedical sciences.

A discussion took place about moving Founders Day to earlier in school year. It was agreed to move it to October to coincide with the governing body meeting. **OUTSTANDING as Trust Annual Report CW.**

- (i) **Letter of Gratitude: CONCLUDED.**

- (j) **Alumni:** LM advised she had not done much on this to date but was anticipating the appointment of the marketing person will support developments in this area. NL referred to links with fundraising and suggested merging the two actions. **OUTSTANDING as Alumni CW/LM.**

- (k) **Pre/Post Covid Differences (Due Autumn Term):** No update due.

7. **LEGAL MATTERS:** LM None.

8. **SIGNING & SEALING:** None.

9. **MAJOR TOPICS:**

NL raised an issue with accessing information using TEAMS and asked if others were experiencing similar issues. Others had experienced problems, but most seem resolved. Agreed to continue with Teams. NL problems to be resolved in due. **OUTSTANDING as NL Teams user friendly issues DB/NL**

10. **STANDARD ITEMS:**

- (a) **Principal's Report:** LM provided an update on the results and process this year. Governors deemed this item to be confidential. Internal appointments are taking place for secondment opportunities. LM to share a final update once all processes are concluded. The transition event, which allows Year 6 students to visit the academy, took place last week and it was a success with lots of positive comments from parents. Year 10 students supported the process and used initiative to solve problems when needed. There are 140 students participating in the Year 9 DofE expedition which has been funded by the Opportunity Trust. LM referred to the work taking place with students with persistent absence and a reluctance from some students to return from self-isolation once negative PCR tests comes back. VL commented on attendance being above national average.

- (b) **Student Leadership and Development:** LM shared apologies for Chris Bury due to his attendance on the DofE expeditions and provided an update in his absence. LM has met with the new Student Leaders (in particular the oldest students, our team of 14 Academy Guardians) to fully explain the vision for student leadership at the Academy and reiterate the fact that they have a wide remit to influence any area of the Academy they see fit. NL asked two of the four current Guardian Team Leaders present at the meeting (Ashleigh and Joe) for their thoughts. They explained they already felt closer as a team than previous student leaders seemed and that some great ideas were forming. LM stated the Academy Guardians are showing initiative already and planning ahead for next year's events such as Children in Need.

- (c) **Healthy Eating:** LM advised she had appointed two successful candidates to work with her on Project Flavour who will both bring different skills.

- (d) **People, Achievement & Standards Advisory Group Report:** VL referred to some recent positive student welfare meetings to support students who are beginning to struggle with their behaviour in school. She also commented on some early intervention work taking place with

Year 6 students due to start at the Academy in September who have struggled with their attendance previously. The recent GKIT visit was referred to and content of the report shared with governors. VL commented on the sense of enthusiasm coming from staff to support improvement and volunteer support in specific areas. VL mentioned the improved facilities in the staff room. NL asked the guardian team leaders if they were happy with the way the Academy has handled the Covid situation. Their response was that the staggered starts were good for separation of the year groups and they felt students were happier than those in other schools. JH confirmed she was happy with level of detail provided at the PASAG meetings and shared her apologies before leaving the meeting at 5pm.

The following policies were proposed by PASAG following review and were supported by governors:

- Bullying and Harassment Policy
- Completion of Registers Policy
- Equality and Diversity Policy
- Redundancy Policy and Procedure
- SEND Policy
- Sickness Absence Policy
- Supporting Students with Medical Conditions Policy

The CCTV Policy was reviewed and proposed by LM and Executive Team and was also supported by governors along with an updated risk register.

CB apologies left at 5pm.

- (e) **Christian Distinctiveness:** JL shared information of a new awards event that was hoped to take place in person. A member of the Diocese will be attending a small celebration at the Academy on Thursday to present the various awards. NL asked when the next SIAMS is due. JL advised it would be 3 or 4 years due to a delay because of Covid.
- (f) **Link Governors Reports:** VL referred to the recent safeguarding audit and report shared with governors. It was agreed that it is vital that when asked to, governors complete requested documentation, or action, or give a good reason to NL as to why they will not be completing the requested action.
- (g) VL advised she had recently completed her safer recruitment refresher. JL reported she had visited the academy recently and had discussed GDPR with DB.

11. **MATTERS FOR THIS MEETING:**

- (a) **Admissions** – LM had shared a proposal prior to the meeting and following this a draft catchment map was circulated at the meeting. The proposal was supported for consultation by the governing body.

12. **CONFIDENTIALITY OF BUSINESS:** The discussions under 10a exam results were deemed confidential.

13. **ANY OTHER BUSINESS/ MINOR TOPICS:** LM provided an update following the recent consultation to change the academy day and keep the staggered start and finish. The majority of feedback was supportive or neutral with most of the concerns raised being from those with students in Years 7 and 8 and the timings. LM proposed to go ahead with the changes but would make sure measures are in place to support families where the end of the day is an issue.

NL shared information about a concern raised in relation to salon accreditation which is being handled by the Academy.

14. DATE, VENUE AND TIME OF NEXT MEETING:

Wednesday 13th October at 1.00pm

Dates of Future Meetings:

Tuesday 7th December at 3pm

Tuesday 29th March at 3pm

Monday 9th May at 11am

Tuesday 19th July at 3pm

The meeting closed at 5.20pm.