

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY  
HELD AT THE ACADEMY ON  
TUESDAY 19<sup>th</sup> MARCH 2019 AT 3.00 PM**

**PRESENT:** Nigel Spraggins (NS) (Chair), Stephen Garner (SG), Val Leivers (VL), Michael Longdon (ML), Lisa McVeigh (LM), Samantha Sykes (SS), Caroline Whitty (CW), Jane Lewis (JL) and Tyrone Robinson (TR).

**IN ATTENDANCE:** Jo Saville SNMAT (JS), David Orridge SNMAT (DO) and Donna Barnes (Clerk) (DB).

**PRAYER:** Alex Brompton joined the meeting briefly to lead attendees in a prayer.

**1. APOLOGIES FOR ABSENCE:** Apologies were received from Nick Linney (NL) and Michael Arlington (MA). NS who was chairing the meeting in the absence of NL advised he was delayed and asked LM to chair the meeting until his arrival.

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

**3. FINANCE REPORT:**

- (a) Financial Statistics – As per the dashboard. LM referred to busy period, work taking place behind the scenes with SNMAT to implement new systems and the absence of ESL. Thanked colleagues at SNMAT for their support and those staff supporting changes in the academy.
- (b) Cash Flow – As per the dashboard. LM advised there is no change to the budget forecast and anticipate a 20k surplus.
- (c) Capital Expenditure Requests and Pending – There are no capital requests for consideration.

CW commented on the order of this item and suggested to change order to a later item for future agendas as ESL would usually be present to report. For NL consideration.

**4. MINUTES OF THE PREVIOUS MEETING** held on the 15<sup>th</sup> January 2019 were accepted as a true record and signed by NS.

**5. MATTERS ARISING AND OUTSTANDING:**

- (a) **IT Equipment:** To be discussed under item 8 on agenda.
- (b) **SIAMS Inspection:** This item will remain outstanding until an inspection has taken place. An update will be provided under a later agenda item. **OUTSTANDING ML.**
- (c) **Reserves Policy:** No update. FFPAG to share their view on this at their next meeting. **OUTSTANDING FFPAG.**
- (d) **Members:** CW provided an update on this item and advised the item is completed. **CONCLUDED.**
- (e) **Vision and Ethos Statement Review:** LM confirmed this is complete and revised document has been shared with governors. **CONCLUDED.**

**OUTSTANDINGS  
(In Minutes order)**

16/01/18	SIAMS Inspection	<b>ML</b>
22/03/18	Reserves Policy view	<b>FFPAG</b>
11/12/18	Community Use	<b>LM</b>
11/12/18	Gordonstoun student and exec visit	<b>LM</b>
15/01/19	Governors Handbook	<b>LM</b>
15/01/19	Executive Attendance	<b>LM</b>
15/01/19	Behaviour Policy	<b>LM</b>
19/03/19	IT Proposal	<b>VL/NS</b>
19/03/19	Anti-Bullying Policy	<b>JL/LM</b>

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

- (f) **Community Use:** LM provided an overview of the current position. Academy staff are now working on this project and LM will continue to feedback. **OUTSTANDING LM.**
- (g) **Gordonstoun Student and Exec Visit:** LM advised of ongoing discussions and planned visit for June with a focus on curriculum and tracking. The new student leadership team will also attend. The absence of a governor visit was referred to. LM explained the reason for it not taking place and she will discuss further with NL. **OUTSTANDING Gordonstoun student and exec visit LM.**
- (h) **SNMAT Governance Operational Handbook:** JS in attendance to note any governor feedback or comments on this item, following receipt of the governance handbook at the last meeting. The plan is to update the handbook termly when required. JS referred to the appointment of governors and change to this process now we part of the trust. **CONCLUDED.**
- (i) **Governors Handbook:** LM acknowledged her work on academy governor handbook and that this may refer to the SNMAT handbook so both are coherent. **OUTSTANDING Governors Handbook LM.**

CW referred to the request from Jayne Baggaley for governors to check their bio is up to date on the website.

LM referred to Core Values which is also being reviewed and will be shared once completed.

JS reminded of the Governance Forum taking place after the meeting for those wishing to attend.

JS reminded of discussions at the last meeting re how the MAT and governors communicate and share information. Looking to use a facility in Office 365 called 'teams' which is already working well with other groups. Will be explored further when ES returns, in the meantime to bridge the communication gap and to put preparations in place, suggested governors are setup with an SNMAT email account which will allow JS to communicate MAT governance information directly, as opposed to through LM or DB. Governors agreed and consented to the sharing of current personal emails to enable JS to organise the accounts and share information by email. A forwarding rule can be set up to direct messages from the SNMAT email account to a preferred email address and DO can help with this.

***JS left the meeting at approx. 3.30pm.***

- (j) **Executive Attendance:** LM explained the behaviour policy is not quite ready and would therefore like to defer this item to the next meeting with David Broomhead in attendance. **OUTSTANDING as Executive Attendance LM.**
- (k) **Behaviour Policy:** as above. **OUTSTANDING as Behaviour Policy LM.**
- (l) **Admissions Policy:** The policy was determined by governors through email following the previous meeting. LM referred to the number of appeals received to date and the arrangements for a new appeals panel this year. LM is hopeful that they will consider the admissions policy and oversubscription criteria applied. **CONCLUDED.**

***NS joined the meeting at 3.35pm and took over chairing the meeting from LM.***

**(m) Appraisal and Pay Recommendations:** The revised document was distributed by DB on 21<sup>st</sup> January. **CONCLUDED.**

***SG joined the meeting at 3.40pm apologising for delay due to traffic.***

**6. LEGAL MATTERS:** The matter reported previously is still ongoing and further queries received on old matter are being dealt with.

**7. SIGNING & SEALING:** NS advised he had signed a transfer of the Heatherdene lease at the last FFPAG Meeting.

**8. MAJOR TOPICS:**

a. **IT Proposal:** Introductions were made for the benefit of DO who had joined the meeting in his capacity of Director of IT for SNMAT to report on this item. LM reminded attendees of a previous proposal, discussed at an FFPAG meeting, with the outcome being to wait for appointed person to the post to commence. DO has now settled in the role and he talked governors through the circulated proposal and recommendations which were discussed at length and included what the academy's ICT strategy for the future will be which included discussion about cloud based resources and investment in training of staff. The potential for a Cap-Ex request and feasible timelines were discussed and DO advised that in order to implement the proposals over summer a decision would be required by mid-June.

NS suggested to revisit the item at the next meeting in May to explore budget options with potential input from ES. NS recommended that it be added to the agenda for the next ASAG and FFPAG meetings to allow for discussions on priorities and potential savings elsewhere. NS will also look into potential use of monies generated by SNMAT.

**OUTSTANDING updated to IT Proposal VL/NS.**

***DO left the meeting at approx. 4.15pm.***

**9. STANDARD ITEMS:**

**(a) Principal's Report:** As per the Principal's reports for January and February. LM highlighted current staffing position and resignations received and ongoing recruitment. Struggling to appoint to physics vacancy which is a national issue. Teach First trainees are a possibility but there are no guarantees, if offered these posts are a two-year commitment. LM confirmed staffing continues to be driven by curriculum needs and the financial plan. The new teaching and learning approach was discussed, which has now been in place since half term. LM referred to the relocation of learning managers and the positive impact already being seen as a result. Lots of Round Square activity, a visit to Rockport and students in Transylvania. Christian Distinctiveness is on the agenda but reported that we are already seen as a founding school and part of the national network. The governor strategy event taking place on Thursday was discussed and it was suggested an earlier reminder would be beneficial in future.

**(b) 6<sup>th</sup> Form Leadership and Development:** TR advised of the handover of the new student leadership team. Disappointed in the lack of applications from boys and promotion to rectify this is currently taking place. Successful fundraising for comic relief has taken place, fully led by the student leadership team.

NS thanked TR for his service on the governing body acknowledging this as his last meeting and wished him well for the future.

- (c) **Achievement & Standards Advisory Group Report:** VL reported the last few meetings have focussed on the new agenda format, which has worked well and refers to key data from the improvement plan (displayed on the Conference Room display). Positive feedback received when visiting school on the recent staff moves reported earlier by LM. The latest dashboard was viewed and discussed. Attendance is not where we want it to be but pleased with strategies in place and hopeful we are still able to achieve 94% attendance.

VL has been involved in recent welfare meetings with students and work is taking place with some difficult families and students attending alternate provision. LM referred to a student where all options have been exhausted and may result in our first permanent exclusion for some time.

VL reported that interventions and revision is taking place and although not happy with current predictions lots of work is being done by a core team to improve this as much as possible. VL is scheduled to spend some time with key staff to look further into the work being done.

VL referred to the recent student sporting recognitions and achievements and praised the many outdoor education opportunities taking place.

- (d) **Finance, Facilities & Personnel Advisory Group Report:** NS advised that alternative provision will be discussed in more detail at the next finance meeting. The gap for a Health and Safety governor was discussed and ML agreed take on this role and work with key staff to ensure compliancy in this area.

The following policies were submitted and approved by the governing body: CEIAG, Whistleblowing, Health and Safety, CCTV, redundancy, sickness absence and attendance policy. The Anti-Bullying Policy was discussed and JL commented on it lacking reference with the Church, being 'underpinned by our Christian Values' or reference to valuing all God's children. Needs further work before approval. **OUTSTANDING as Anti-Bullying Policy JL/LM.**

- (e) **Link Governors Reports:**

ML reported on the positive work undertaken by a student from the academy with the homeless shelter. CCF is at capacity with 52 cadets and staff plus volunteers. Recent visits include the Battlefield Tour and National Memorial Arboretum. The CCF has received support from the 350<sup>th</sup> field unit and ML requested that this be noted. The CCF also hope to run another formal dinner. As the group grows they would like an additional staff member. The academy's own Round Square conference takes place 3-8<sup>th</sup> June. ML fed back on recent visits to RS lessons and a school assembly and reported he was pleased with improvements since his last visit. The Eucharist service took place with five attendees, including one student.

JL referred to the CEFEL network and Nick Dilkes involvement, the participation in leadership in lent and the positive relations Alex Brompton is making with the Deanery.

VL has visited Heatherdene and is looking at alternate provisions and what they provide.

***ML left the meeting at 5.20pm.***

SS continues to encourage parents to engage with the PTFA.

- (f) **Opportunity Trust Performance:** CW provided an overview of the current position of the Opportunity Trust and the Deed of Gift transfer following joining SNMAT. To continue to put in place original agreements and propose setting up a new charity in approx.12 months

which will involve writing to original sponsors to agree to a deed of variation. CW confirmed all action is following advice from Browne Jacobson. The deed of gift will have a simpler structure allowing future trustees to manage.

**(g) SIAMS Update:** Discussed within item (e).

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

**11. CONFIDENTIALITY OF BUSINESS:** LM asked for the discussion content around laptops within the IT Proposal item be considered confidential.

**12. ANY OTHER BUSINESS/ MINOR TOPICS:** None.

**13. DATE, VENUE AND TIME OF NEXT MEETING:**

Tuesday	14 <sup>th</sup> May 2019	3.00pm	(Day)
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**Dates of Future Meetings:**

Tuesday	2 <sup>nd</sup> July 2019	3.00pm	(Day)
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***The meeting closed at 5.25pm***