

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY
GOVERNING BODY HELD VIA CONFERENCE CALL ON
MONDAY 30TH MARCH 2020 AT 3.00 PM**

PRESENT: Nick Linney (NL) (Chair), Tiffany Gorski (TG), Val Leivers (VL), Jane Lewis (JL), Michael Longdon (ML), Lisa McVeigh (LM), Samantha Sykes (SS) and Caroline Whitty (CW).

IN ATTENDANCE: Ellie Slack (ES) (Clerk).

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Michael Arlington (MA) and Stephen Garner (SG).
2. **DECLARATION OF INTEREST:** None.
3. **MINUTES OF THE PREVIOUS MEETING** held on the 14th January 2020 were accepted as a true record and were signed by ES on behalf of NL.

4. MATTERS ARISING AND OUTSTANDING:

- (a) **Community Use:** As per document circulated by LM. All agreed to drive the project forward and LM to provide updates as it progresses. **OUTSTANDING LM.**
- (b) **Governors Visit:** Due to the current situation, the proposed visit is on hold. **OUTSTANDING LM.**
- (c) **Project Portrush:** LM provided overview of current position. NL and LM had discussed the project and all agreed that it should be paused due to the current situation. **OUTSTANDING LM.**
- (d) **Staff Pay:** NL provided overview of the current position and how it had been derived. NL and CM are pending a document from LM outlining the issues and a proposed solution. Once this has been received, a recommendation will be provided to the Governing Body. **OUTSTANDING NL/LM.**
- (e) **It Development Group:** As per document circulated by LM. Discussion took place surrounding the focus of the group. LM was tasked with forming the group and updating Governors by Friday 3rd April. **OUTSTANDING LM.**
- (f) **Finance Advisory Group Remit:** NL is pending commentary from MA surrounding the remit. **OUTSTANDING NL/MA.**
- (g) **Principal's Report Amendment:** The report had been amended, and LM gave clarification on the way in which the figures had been expressed. LM highlighted an error and advised this would be corrected and presented in a clearer way for the next report. **CONCLUDED.**
- (h) **Attendance Figure:** The dashboard had been amended as requested. **CONCLUDED.**
- (i) **Student Leaders:** LM had tasked the Head Boy, Awaad Faisal, and Head Girl, Jessica Marshall with this area. **CONCLUDED.**

**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	Finance Advisory Group Remit NL/MA
14/01/20	Year 13 Cooking Provision LM
14/01/20	Additional Governor NL/JL
30/03/20	Student Leadership, Development and Voice NL/LM/CW
30/03/20	Gordonstoun Visit LM
30/03/20	Grievance Policy LM
30/03/20	Healthy Eating TG/LM
30/03/20	Staff Letter LM

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

- (j) **Year 13 Cooking Provision:** LM provided overview of provision that had been requested to take place on a Wednesday morning. LM to confirm to Governors whether this has been implemented as yet. **OUTSTANDING LM.**
- (k) **Link Governor Amendment:** The dashboard had been amended as requested. **CONCLUDED.**
- (l) **Additional Governor:** NL and JL had an interview scheduled for this post, but due to the current situation this has been postponed. **OUTSTANDING NL/JL.**
- (m) **Policy Review:** The revised proposal had been circulated to Governors and was subsequently agreed. **CONCLUDED.**
- (n) **Admissions Feedback:** The comparison had been circulated to Governors. **CONCLUDED.**

5. **LEGAL MATTERS:** ES provided details of one new matter that was pending.

6. **SIGNING & SEALING:** None.

7. **MAJOR TOPICS:**

- (a) **Coronavirus:** NL stated that LM had provided a good briefing document for Governors surrounding the Academy's action in response to the current situation. LM provided overview of the plans that had been implemented to ensure that students continued to receive education remotely. LM stated the Academy was in a good position to do this, whilst dealing with the multiple challenges faced.

TG provided her view as a member of staff within the Academy, stating that she felt fully supported by the Executive Team, which allowed her to provide the appropriate support to her students.

JL raised the issue of staff wellbeing. Discussion ensued surrounding the importance of this during this period. This led to a discussion surrounding the nature and level of communication received by LM from SNMAT. NL stated this would need reviewing as a number of duplicate messages had been received, which was not helpful during the critical period. JL agreed to feed this back to SNMAT and The Diocesan Director for Education.

CW stated that the message received by the Confederation of Schools Trust was surrounding the view of some parents that schools would reopen after Easter. LM advised that the Academy had made provisions until the end of the Easter break, and this would then be reviewed according to government guidance.

NL congratulated the Academy on its work so far, stating that the staff cohort had done a great job.

- (b) **Student Leadership, Development and Voice:** This matter is to be discussed at a future meeting due to the current situation. **OUTSTANDING as Student Leadership, Development and Voice NL/LM/CW.**

8. **FINANCE REPORT:**

- (a) **Financial Statistics** – ES took the meeting through the January dashboard, outlining the key variances within the headings.

- (b) **Cash Flow** – As per dashboard.
- (c) **Capital Expenditure Requests and Pending** – There are no requests pending.

9. **STANDARD ITEMS:**

- (a) **Principal's Report:** As per the Principal's report for January. LM highlighted the key section of the report surrounding staffing. It was agreed that future principal's reports and dashboards would be circulated to Governors seven days after the end of the month.
- (b) **6th Form Leadership and Development:** Significant discussion took place surrounding the need to embed this within the Academy, as this currently was not the case. CW had met with the Head Boy and Head Girl, and had discussed how this could be implemented. NL stated that the Academy is partnered with a world class organisation, and that this relationship should be utilised. Following discussion, all agreed that NL,LM,CW and two students should visit Gordonstoun. This visit must take place within two months of the lockdown being lifted. LM was tasked with organising the visit. **OUTSTANDING as Gordonstoun Visit LM.**
- (c) **People, Achievement & Standards Advisory Group Report:** As per the notes of the 8th January.

The Grievance Policy had been reviewed by the Executive Team and was submitted to the Governing Body for approval. The Governors queried the removal of the term companion throughout the policy. LM was tasked with clarifying the reason for this before Governors' will consider the policy for approval. **OUTSTANDING as Grievance Policy LM.**

- (d) **Link Governors Reports:** JL provided overview of the Christian Distinctiveness Action plan, outlining the key points. LM highlighted that the actions were agreed in collaboration with the inspector. The Governors supported the proposal, and agreed that it should become a standard agenda item at future meetings.

NL had been working closely with LM regarding leadership and management, alongside JL.

Sam Sykes left the meeting at 4.15pm.

Discussion took place surrounding Healthy Eating. TG provided overview of early conversations held with Les Purcell, but these were still in their infancy. NL tasked LM to work alongside TG in order to provide some structure to this area, with the aim of implementing classes called Healthy Eating and Nutrition. LM to provide report to Governors at the next meeting. **OUTSTANDING as Healthy Eating TG/LM.**

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

10. **MATTERS FOR THIS MEETING:**

- (a) **SNMAT Consultation- Proposed new admissions protocol:** NL referred to the email received from Alison Jacobson. Discussion took place surrounding the changes, following which all agreed to approve the proposal.

11. **CONFIDENTIALITY OF BUSINESS:** None.

12. **ANY OTHER BUSINESS/ MINOR TOPICS:**

- (a) **Coronavirus Contingency Plan:** The Governors agreed that JL will act as chair in the event of NL becoming absent, and NL will continue to lead the Governing Body if JL becomes absent.
- (b) **Microsoft Teams:** Discussion took place surrounding the possibility of using Teams for virtual Governor meetings, however all agreed that at this point it was not required as the telephone conference had been a success.
- (c) **Staff Letter:** NL stated that the Governing Body should send a letter to all staff by the end of this week to thank them for their work during this period. LM to draft and send to NL for approval.
OUTSTANDING as Staff Letter LM.
- (d) **Head Boy/ Girl:** It was agreed that the Head Boy and Head Girl should attend all meetings, including those that take place virtually.

NL thanked the Governors for their contribution to the meeting.

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

Wednesday 13th May 11.00am

Dates of Future Meetings:

Tuesday 14th July 3.00pm

The meeting closed at 4.37pm.

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
14/01/20	Admissions Feedback
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
14/01/20	Attendance Figure
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
14/01/20	Link Governor Amendment
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

14/01/20	Policy Review
20/03/14	Primary School Numbers
14/01/20	Principal's Report Amendment
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
22/07/19	SNMAT Budget Process
05/07/12	Social Networking Sites
02/10/08	Soft Launch
04/07/13	Safeguarding Governor
10/12/19	Safeguarding Training Date
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
10/12/19	Staff Survey Results
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
14/01/20	Student Leaders
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

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