

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY
GOVERNING BODY HELD VIA CONFERENCE/VIDEO CALL ON
TUESDAY 23rd MARCH 2021 AT 3.00 PM**

PRESENT: Jane Lewis (JL) (Chair), Lisa McVeigh (LM), Caroline Whitty (CW), Joanna Hall (JH), Jo Yardley (JY), Val Leivers (VL), and Stephen Garner (SG).

IN ATTENDANCE: Donna Barnes (DB) (Clerk), Chris Bury (CB), Chris Vallance (CV), Kieran Walker (KW) and Millie Johnson (MJ).

1. **Prayer:** JL opened the meeting with a prayer.
2. **APOLOGIES FOR ABSENCE:** Apologies were received from Nick Linney (NL), Michael Arlington (MA) and Craig Jones (CJ).
3. **DECLARATION OF INTEREST:** None.
4. **MINUTES OF THE PREVIOUS MEETING** held on 12th January 2021 were accepted as a true record and were signed by DB on behalf of JL.
5. **MATTERS ARISING AND OUTSTANDING:**

OUTSTANDINGS (In Minutes order)	
14/05/19	Governor School Visit LM
13/05/20	SCAOT Structure and Funds MA/CW
14/07/20	Professional Fundraising CW/LM
14/07/20	Finance Review (Due Jun 21) LM
08/12/20	Parent attendance at GB mtgs NL/JY
08/12/20	Glide Path to ECF CW/LM
12/01/21	Heatherdene PR LM
12/01/21	Trust Annual Report CW
23/03/21	Letter of gratitude JL
CONCLUDED Are listed on the last sheet (In alphabetical order)	

- (a) **Governor School Visit:** LM confirmed that due to the current situation, the proposed visit remains on hold. **OUTSTANDING LM.**
- (b) **SCAOT Structure and Funds:** CW provided an update on progress with the Opportunity Trust changing to a Charitable Incorporated Organisation (CIO). Progress is slow and steady and the item remains as an outstanding. **OUTSTANDING MA/CW.**
- (c) **Professional Fundraising:** LM reported that this is work in progress and focus has been delayed somewhat due to the reopening plans. LM shared thoughts about a staff member being connected with this role and supporting with the project, for example the new finance apprentice. CW wasn't sure about this approach and referred to a contact she has in another school. It was agreed that she should approach them first to see if they can offer any advice and guidance. An update will be shared at the next meeting. **OUTSTANDING CW/LM.**
- (d) **Finance Review:** The action remains ongoing with a view to addressing concerns around finance capacity and absence management. LM reported that, as agreed, the review will take place following the return of the finance manager which will be in a matter of weeks. LM reported when they return it will be part time with days being flexible according to the needs of the Academy. Recruitment is in process for an apprentice. **OUTSTANDING LM.**
- (e) **Parent Attendance at GB Meetings:** JY reported that she had not met with NL. An issue had been raised by one parent that DB had shared with JY and NL and NL had dealt with this. **OUTSTANDING NL/JY.**
- (f) **Glide Path to Early Career Framework:** CW confirmed she had been in contact with Carl Bennett and they will be meeting later in the week. Regular updates will continue to be shared with governors at future meetings. LM referred to the secondary SNMAT contact group and links with them to explore what is happening in other schools. CW agreed to share some information from NTA. CV pointed out some concerns around staffing of the curriculum when opting for the external services offer. CW confirmed that funding is available to support with this and the option can change once in place. JL suggested exploring with

the Church of England Foundation for Educational Leadership to see if they are offering anything to compliment the work in this area. **OUTSTANDING LM/CW.**

- (g) **Heatherdene PR:** LM explained that this was work in progress and that she had raised this with the executive team to ask them to keep an ear to the ground and identify if there are any negative views. An update will be provided at the next meeting. VL referred positively to a recent visit to the centre. MJ and KW expressed an interest in visiting Heatherdene when circumstances allow. It was agreed this should happen and to also repeat the governor visit when this is possible. **OUTSTANDING LM.**

Chris Bury joined the meeting at 3.50pm

- (h) **Share strategies for Emergency Plan and Risk Management:** LM confirmed she had circulated this information just after the previous meeting and that work is ongoing in this area with regular updates and review of practice. **CONCLUDED.**
- (i) **Cameras:** LM provided an update on the issues discussed previously. LM advised that instructions were given for students to have their cameras on during remote lessons. Despite some initial concerns which were addressed, the practice became routine and helped to give reassurance that students were engaged and opportunity to check on their wellbeing. LM explained that the situation has changed with a return to school but there is still some blended learning take place for students who are absent. **CONCLUDED.**
- (j) **Exec member at Governor meetings:** LM confirmed that a member of the executive would attend each meeting and that today CV was invited to share some key updates. **CONCLUDED.**
- (k) **Trust Annual Report:** CW referred to the report that LM had recently shared with sponsors. CW intends to build on this as a regular report and has already begun working with the PR person at SNMAT on a proposal. Next steps are to discuss with VL and SCAOT to move this forward. **OUTSTANDING.**

Student Leadership and Development Update: Chris Bury referred to the great work being undertaken this year by student leaders. He reported that the process for recruitment of new leaders is in hand. LM referred to the document that was prepared advised that this will be revisited to ensure this area develops in accordance with the plans and new titles for student leaders. CW asked if MJ and KW had viewed the document and opportunity to offer input. LM agreed to share this with them and to meet with them as they will be involved in the recruitment process. JL acknowledged and thanked MJ and KW for their efforts, attendance and input at all the governing body meetings.

Chris Bury left the meeting at 4.05pm

6. LEGAL MATTERS: None

7. SIGNING & SEALING: DB confirmed that the purchase of Heatherdene was now complete and the property is owned by SCAOT.

8. MAJOR TOPICS: None.

9. FINANCE REPORT:

- (a) **Financial Statistics** – As per February dashboard. LM reported that the outstanding monies relating to SCAOT had now been resolved. LM explained that she regularly meets with DB to review the budget and to look for any in year savings. The forecast figure at the bottom of the dashboard is the most accurate prediction based on the most current information. Additional

funding has been obtained following an appeal made in relation to an error with the Post 16 GAG funding. CW queried the narrative that used to be provided and asked if this could be provided again. LM explained a brief summary is provided in each monthly principal's report to governors and suggested this could easily be revisited if it was felt necessary. JL queried the overspend on staff development and site maintenance. LM/DB confirmed that some of this was due to teach first fees and that some refunds were also expected for some costs. The management accounts compare with the November budget therefore there will be some variances and this is the reason for reviewing regularly and providing the more up to date forecast figure at the bottom.

(b) **Cash Flow** – As per management accounts and above.

(c) **Capital Expenditure Requests and Pending** – None.

10. STANDARD ITEMS:

(a) **Principal's Report:** As per the Principal's report for January and February. LM reported there remains a vacancy in science. The team leader of science is relocating. Interviews are taking place this week for the new Parent Support post and a finance apprentice. Following this recruitment Portrush will be concluded. LM provided an update on the current situation following reopening. The provision during lockdown was well received. Testing commenced in school just prior to reopening for sixth form and was followed by staff and all other year groups upon opening. Volunteers and staff who supported worked relentlessly to achieve a sense of comfort and calm. The testing process was a huge task and included the registering of a large number of students several times and other associated administration. Over 3000 tests were conducted in two weeks. VL acknowledged the efforts of LM and staff involved and commented on how efficient it was and the caring and thoughtful way in which it was done. KW echoed the comments. JY echoed thanks and JL suggested she liaise with NL to put some sort of message together to share with staff. **OUTSTANDING as Letter of gratitude JL.**

LM referred to the recent positive Covid cases and the difficulties experienced with the track and trace app which had created additional unnecessary absences with some sixth form students. LM explained the complex work that is undertaken in school to track and trace. The number of cases identified on Friday was unfortunate and resulted in a very time-consuming process. LM confirmed that there is a remote learning offer in place for those students who are isolating and that they are able to see and hear their normal lessons following a significant investment in webcams.

CV provided some information about process for Centre Assessed Grades this year in relation to exams. Assessment materials will not be available from exam boards until after Easter, which makes communicating plans to parents and students difficult. Work is taking place to mitigate appeals by being up front with students and explaining the process in detail. There will be a planning week to help students understand the evidence base being used and allow them opportunity to ask questions.

VL referred to the change of presentation with the Key Stage 3 section of dashboard. CV explained this is due to a national move away from using GCSE grades and measuring progress this way. It is replaced by mastery statements and the achievement dashboard will be updated to reflect those changes. Changes have been communicated with parents which has led to further feedback and positive improvements, such as sharing schemes of work to help identify what their child is being measured against.

VL referred to the national tutor programme and that the Academy has been offered a tutor. CV confirmed and explained that the tutor will support students with catch up in humanities.

The tutoring programme was discussed and concerns were raised about the lack of allocations across schools in the area. CV stated it was unlikely the Academy would be offered a second tutor this year, this will be monitored to identify if any support will be available next year. JL thanked CV for his efforts during these challenging times.

CV left the meeting at 4.50pm.

- (b) **Student Leadership and Development:** As discussed under earlier item.
- (c) **Healthy Eating:** LM confirmed that she had worked with a contact from the School of Artisan Food to put together the outline of a plan which is called Project Flavour. The opportunity is exciting and offers potential for outside expertise input. Over the Easter break a more detailed business plan with costings will be developed and there is potential to roll out the model to other schools if successful. Joe from the School of Artisan Food has visited the Academy and was blown away by the facilities, the kitchen garden and the potential.
- (d) **People, Achievement & Standards Advisory Group Report:** VL referred to the GKIT review document that had been circulated to governors. The visits are planned to coincide with PASAG meeting and feeds into the agenda. VL/JH commented on the positive feedback from Zarina and her interest and passion in being part of TSCA journey. CW queried terminology used in the report and reference to Samworth Enterprise. LM explained that she had reported to Zarina on the impact the trust has had and that the sponsor update had been shared with her and it was this that was being referred to.

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

- Assessment, Recording and Reporting Policy,
- Blood Spillage Policy
- Community Use Management Policy
- Manual Handling Policy
- Remote Education Policy

- (e) **Link Governors Reports:** JL explained she had been in contact with the wellbeing representative at the Academy and this will be repeated at the start of the summer term. There is lots of good work taking place with videos and advice shared to support staff and students. KW stated he had been involved and that the resources were helpful and easy to access on the website. VL advised she was in regular contact with the three Directors and that she had been involved throughout the testing process. LM confirmed that she had kept in touch with JL and NL through their regular meetings.
- (f) **Opportunity Trust Performance:** None. **Outstanding Trust Annual report CW**
- (g) **Christian Distinctiveness:** JL reported that a meeting is planned for next week. LM confirmed work continues in this area and that staff and students will be observing the minute silence tomorrow morning as this is a more practical time where students are together. VL referred to an incident that she had observed in school during the testing process that highlighted how student response has improved with them not condoning poor behaviour. The student involved later apologised which again highlighted progress being made in this area.

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

12. **CONFIDENTIALITY OF BUSINESS:** None.

13. ANY OTHER BUSINESS/ MINOR TOPICS: None.

14. DATE, VENUE AND TIME OF NEXT MEETING:

Wednesday 19th May at 11.00am

Dates of Future Meetings:

Tuesday 13th July at 3.00pm

The meeting closed at 5.10pm.

CONFIDENTIAL ITEMS