

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY
HELD AT THE ACADEMY ON
TUESDAY 14th MAY 2019 AT 3.00 PM**

PRESENT: Nick Linney (NL) (Chair), Stephen Garner (SG), Val Leivers (VL), Michael Longdon (ML), Lisa McVeigh (LM), Samantha Sykes (SS), Jane Lewis (JL), Michael Arlington (MA) and Tiffany Gorski (TG).

IN ATTENDANCE: Donna Barnes (Clerk) (DB) and Adam Cave (AC).

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

The governing body welcomed TG to the meeting as newly appointed staff governor.

LM and AC joined the meeting at 3.05pm.

LM introduced AC as the executive team member attending the meeting following the action from January's meeting. LM explained the oversight for this at the March meeting and confirmed that David Broomhead will be attending the meeting on 2nd July.

1. APOLOGIES FOR ABSENCE: Apologies were received from Caroline Whitty (CW) and Stephen Garner (SG) (for the start of the meeting).

NL shared recent communication from Nigel Spraggins notifying the governing body of his resignation. NL to prepare a letter thanking him for his contribution on behalf of the governing body. NL to liaise with SNMAT regarding the process for his replacement. **OUTSTANDING as NS Thank You Letter and Governor Roles NL.**

2. DECLARATION OF INTEREST: None.

3. FINANCE REPORT:

NL acknowledged CW's comment regarding the order of this item as noted in the March minutes and will give this consideration.

(a) Financial Statistics – As per the dashboard. LM referred to the work taking place with the Business Manager from SNMAT to ensure financial information is accurate. The mark one budget is being prepared and will be ready for presentation at the next FFPAG meeting. NL to discuss budget timelines and processes with SNMAT. **OUTSTANDING SNMAT Budget Process NL.**

The FFPAG meeting date was brought forward to the 7th June and MA was asked to chair the group as a temporary measure. The Mark 1 budget will be presented at the meeting and then shared with all governors by email and the intention at this stage is that there should not be a deficit to the budget. LM confirmed that she would communicate the outcome of the FFPAG meeting to SNMAT.

(b) Cash Flow – As per the dashboard. LM advised there is no change to the budget forecast and a surplus of 20k is predicted.

(c) Capital Expenditure Requests and Pending – There are no capital requests for consideration. NL referred to the IT item on the last minutes (item 8) and recommended

**OUTSTANDINGS
(In Minutes order)**

22/03/18 Reserves Policy view **LM**
 11/12/18 Community Use **LM**
 11/12/18 Gordonstoun student and exec visit **LM**
 15/01/19 Governors Handbook **LM**
 15/01/19 Executive Attendance **LM**
 15/01/19 Behaviour Policy **LM**
 19/03/19 IT Proposal **LM**
 14/05/19 NS Thank You Letter **NL**
 14/05/19 Governor Roles **NL**
 14/05/19 SNMAT budget process **NL**
 14/05/19 Governor Link **TG**
 14/05/19 Governor School Visit **LM**
 14/05/19 Student Leaders GB Meeting **LM**
 14/05/19 Meeting Dates 2019/20 **NL/DB**
 14/05/19 Deed of Amendment **MA**

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

LM look at the options and make a final recommendation. Following this a capital expenditure request might be necessary. **OUTSTANDING IT Proposal updated to LM**

4. **MINUTES OF THE PREVIOUS MEETING** held on the 19th March 2019 were accepted as a true record and signed by VL.
5. **MATTERS ARISING AND OUTSTANDING:**
 - (a) **SIAMS Inspection:** It was agreed this is a standing item (9f) and can therefore be removed as an outstanding item.
 - (b) **Reserves Policy:** LM to discuss with SNMAT what their rationale is and feedback to NL and governors. **OUTSTANDING Reserves Policy updated to LM.**
 - (c) **Community Use:** LM provided an overview of the current position. Academy staff now have an action plan in place and as students are freed up following exams it is anticipated that work on this will accelerate. Rationale for charging for facilities was discussed. LM will continue to feedback and will share the action plan with governors. **OUTSTANDING LM.**
 - (d) **Gordonstoun Student and Exec Visit:** LM confirmed the dates for the visit as 18/19th June with Chris Vallance joining her, along with Head Boy and Girl and Deputy Head Boy and Girl. **OUTSTANDING Gordonstoun student and exec visit LM.**
 - (e) **Governors Handbook:** LM and NL confirmed this was almost complete and will be shared soon. **OUTSTANDING Governors Handbook LM.**
 - (f) **Executive Attendance:** Was discussed at the start of the meeting and LM to ensure a member of the executive team is invited to future meetings. **OUTSTANDING as Executive Attendance LM.**
 - (g) **Behaviour Policy:** LM provided an update and advised it will be on the agenda for the next meeting. **OUTSTANDING as Behaviour Policy LM.**
 - (h) **IT Proposal:** Discussed under item 3c. **Outstanding LM**
 - (i) **Anti-Bullying Policy:** To be considered today under later agenda item. **CONCLUDED.**
6. **LEGAL MATTERS:** No legal matters, however, LM referred to two ongoing insurance matters.
7. **SIGNING & SEALING:** None.
8. **MAJOR TOPICS:** None.
9. **STANDARD ITEMS:**
 - (a) **Principal's Report:** As per the Principal's reports for March and April. LM explained the current staffing position, recent resignations and ongoing recruitment. It remains difficult to attract applicants for physics and maths vacancies and new initiatives are underway to tempt graduates. LM confirmed that staffing continues to be driven by the curriculum needs and financial plan. Retention of staff was discussed and LM provided examples of why some staff are looking to leave, confirming that exit interviews take place and there seems to be no cause for concern.

NL suggested a representative of the MAT attend Gordonstoun as it would be beneficial. LM to pursue this under the outstanding Gordonstoun visit item. **OUTSTANDING Gordonstoun Visit LM.**

The behaviour policy review was briefly referred to with more detail to come under the ASAG item. LM agreed to share the proposed document once further amendments have been made. **OUTSTANDING under Behaviour Policy LM.**

- (b) **6th Form Leadership and Development:** NL acknowledged that TR had left and would no longer report on this topic and explained how the links work for the benefit of TG. TG to consider the aims of this item and if this is something that she would like to continue to develop and report to governors on as the link. **OUTSTANDING as Governor Link TG.**
- (c) **Achievement & Standards Advisory Group Report:** VL referred to the achievement dashboard highlighting attendance and the work taking place to improve this. Work is also taking place with a key group of students where there are concerns with behaviour in and out of school and with pupil premium students. Alternative provision and costs relating to this were discussed and the impact on the budget. VL praised the work taking place in school with these students and at Heatherdene. The changes to the behaviour system and policy were welcomed by the group. VL has recently attended a Fair Access Panel meeting and observed the issues being raised. Further student welfare meetings have taken place.

LM to look at the possibility of some or all governors visiting a similar school that has improved the way they manage behaviour whilst incorporating their vision, values and ethos. **OUTSTANDING as Governor School Visit LM.**

VL praised the dance showcase, the talent observed and opportunities in school.

- (d) **Finance, Facilities & Personnel Advisory Group Report:** MA confirmed he is happy to act as chair to the group until NL reports on his outstanding action 'Governor Roles'.
- (e) **Link Governors Reports:**

VL has spent time in school with staff and conducted welfare meetings with students.

NL was unable to attend the last scheduled executive meeting but has met with LM.

AC left the meeting at 4.50pm.

ML referred to a recent organ donor presentation to sixth form students. Communication with students was discussed and how observations from Gordonstoun will help to see how they manage this and if we can learn from this.

- (f) **Opportunity Trust Performance:** MA fed back following the recent Opportunity Trust meeting and made recommendations to amend the way the trust operates in future as a Charitable Incorporated Organisation (CIO) and progress with the Deed of Amendment. The view of the group is to proceed with changing control back to governors and to then move to a better format. MA has been advised by legal that this should be an easy process and is happy to agree moving forward on this with CW taking the lead. Governors approved and backed the recommendations. **OUTSTANDING as Deed of Amendment MA**
- (g) **SIAMS Update:** ML reported that the first Eucharist had taken place at the Academy. Other work being led by the ethos steering group includes; collective worship, student feedback and work with Church leaders. The group believes that the school is now in a better position and much more prepared for the next SIAMS inspection which is anticipated in the autumn term.

MA left the meeting at 5pm.

ML advised that the values and ethos are embedded with staff but there is still work to do with students. The website is being looked at with a view to improving the location of essential documents for the SIAMS inspection. 12 students took part in the recent bishop's programme on leadership and the living well together conference will be attended by students. The next meeting for the group takes place on June 24th.

NL/LM have met with a business advisor and LM will be meeting with him again at the Academy to move forward on our business and enterprise specialism.

10. MATTERS FOR THIS MEETING: None.

11. CONFIDENTIALITY OF BUSINESS: None. The nature of this item was explained for the benefit of TG.

12. ANY OTHER BUSINESS/ MINOR TOPICS: 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: E Safety Policy, Educational Visits Policy, Anti-Bullying Policy, Equality and Diversity Policy, SEND Policy, Sex Relationships Education Policy and Supporting Students with Medical Conditions Policy.

NL referred to the IT provision at Gordonstoun and the possibility of looking at this during the planned visit as it may help with our issues and proposals. **OUTSTANDING as Gordonstoun Visit LM**

The attendance of the Head Boy and Head Girl at governor meetings was discussed and it was agreed they will be invited to attend the next meeting. **OUTSTANDING as Student Leaders GB Meeting LM.**

13. DATE, VENUE AND TIME OF NEXT MEETING:

Tuesday 2nd July 2019 at 3.00pm (Day)

Dates of Future Meetings:

DB to liaise with NL to set dates for next academic year and share with governors. **OUTSTANDING as Meeting Dates 2019/20 NL/DB.**

The meeting closed at 5.25pm

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
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
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
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
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
17/03/16	IT Restructure costs
20/01/16	IT supplier replacement
10/01/17	IT Strategy Report
17/07/08	Jon Hawkett's 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
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
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
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
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
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