

# MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD VIA CONFERENCE/VIDEO CALL ON WEDNESDAY 13<sup>TH</sup> MAY 2020 AT 11.00 AM

**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:** Donna Barnes (DB) (Clerk), Chris Vallance (CV) Director of Student Experience and Awaad Faisal (AW) Head Boy.

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Stephen Garner (SG), Michael Arlington (MA) and Jessica Marshall (JM - Head Girl who was invited to join the meeting).
2. **DECLARATION OF INTEREST:** None.
3. **MINUTES OF THE PREVIOUS MEETING** held on 30<sup>th</sup> March 2020 were accepted as a true record and were signed by DB on behalf of NL.

## MAJOR TOPICS:

**Daily updates through school closure period:** As raised through LM's daily staff updates, it was noted there are some students (approx. 50) who have a lack of technology. It was confirmed that work packs are being sent home and that this number has risen since the academy first closed. There will be a limited number of laptops provided to SNMAT which will be shared across schools and this will need to be done in order of priority following assessment of needs. Ian James was nominated as 'Connectivity Officer' with the remit to ensure that all students at the academy are satisfactorily connected. LM confirmed that academy laptops have already been shared with a small number of students who have been struggling. LM to call upon contacts known to her if needed.

**Reopening:** Following announcements about schools reopening, further information and guidance was released Monday evening. LM confirmed this was being used to help press on with plans to bring some Year 10 and 12 students back into school following half term. Examples of how this might be done was discussed. SNMAT have provided support with planning and advice. Staff wellbeing and concerns are being considered with information being gathered through a survey which closes today. LM reported there are no initial concerns with staffing as modelling has been done based on staff currently available. Governors were happy with the plans and for further details to continue being shared with them through the daily updates to staff. Reference was made to union involvement in the background, which may result in changes to some of the advice and guidance being issued.

**Centre assessed grades:** CV presented to the group using a PowerPoint to explain the centre assessed grading process. All schools will have to suggest grades for students using a standardised process shared by exam boards.

*VL and JL lost connection briefly during this item but both were able to re-join.*

LM explained that the process, which includes quality assurance, will ensure that students are treated consistently and fairly. Governors expressed a view to preferring that students receive a

## OUTSTANDINGS (In Minutes order)

11/12/18	Community Use <b>LM</b>
14/05/19	Governor School Visit <b>LM</b>
22/07/19	Project Portrush <b>LM</b>
10/12/19	Staff Pay <b>NL/LM</b>
10/12/19	IT Development Group <b>LM</b>
10/12/19	Finance Advisory Group Remit <b>NL</b>
14/01/20	Additional Governor <b>NL/JL</b>
30/03/20	Student Leadership, Development and Voice <b>NL/LM/CW</b>
30/03/20	Grievance Policy <b>LM</b>
30/03/20	Healthy Eating <b>TG/LM</b>
13/05/20	COVID impact Y10 <b>LM/CV</b>
13/05/20	SOT Structure and Funds <b>MA/CW</b>
13/05/20	Policies <b>DB</b>
13/05/20	Heatherdene <b>NL</b>

## CONCLUDED

Are listed on the last sheet  
(In alphabetical order)

fair outcome rather than being hung up on sticking to the same results as last year. This year the number of non-attenders has also been substantially less than last year.

*JL lost connection briefly again during this item but was able to re-join.*

Governors questioned when the academy will be in a position to assess:

a) The potential longer-term negative impact of COVID-19 beyond this summer's exam results on our broader trajectory of improvement, for example on vulnerable Year 10 students and on our work in narrowing the gap?

b) What extra measures we will need to put in place to mitigate this and how/when will this be planned for and implemented?

c) How will this additional activity be funded and resourced and what impact is this likely to have on next year's budget?

Agreed these are all important points that will need revisiting at a later date. CV advised prior attainment already substantially better than last year and this year's cohorts. On paper dealing with more able year group. Agreed LM and CV will report on this at the first meeting in the autumn term. **OUTSTANDING as COVID Impact Y10 for LM and CV.**

#### 4. MATTERS ARISING AND OUTSTANDING:

(a) **Community Use:** LM advised that the project group continue to drive forward with discussions and work on publicity materials etc., although there are limitations due to the current situation. A small number of booking enquiries have been received. LM to check previous minutes for confirmation of the number of hours aiming to fill and to continue to provide updates.

**OUTSTANDING LM.**

(b) **Governors Visit:** Due to the current situation, the proposed visit remains on hold. **OUTSTANDING LM.**

(c) **Project Portrush:** As per last update, the process is paused due to the current situation and LM is to continue when able to do so. **OUTSTANDING LM.**

(d) **Staff Pay:** Item remains work in progress. Discussions have taken place with LM, NL and CM and information will be shared with governors when it is ready to be shared. **OUTSTANDING NL/LM.**

(e) **IT Development Group:** LM advised that a sizable group has now been established with the MAT IT Director taking the lead. Their first meeting is taking place today via video conference. Discussed student engagement in the process and LM to make sure it happens. **OUTSTANDING LM.**

(f) **Finance Advisory Group Remit:** NL provided an update following recent communication from MA further to the suggested remit of the Finance Group. NL proposed going back to the original concept of having a specific governing body finance meeting to discuss the budget that would involve SP from SNMAT and ES following her return which all governors would be invited to attend. The governing body already receive monthly management accounts, dashboard and KPIs. NL to share a reworked version of the proposal. **OUTSTANDING NL.**

*SS left the meeting at 12.00.*

- (g) **Year 13 Cooking Provision:** LM confirmed that the academy closed before the sessions could commence. The sessions will be implemented during enrichment time on student timetables from September. **CONCLUDED**
  - (h) **Additional Governor:** No change due to situation. NL and JL to interview when possible. **OUTSTANDING NL/JL.**
  - (i) **Student Leadership Development and Voice:** Referred to item 9b in previous notes. Discussed visit to Gordonstoun and agreed to merge the two items. Agreed the visit should take place within 2 months of lockdown being lifted (i.e. more than 50% of students back in school). Produce a document stating where we are going in this area by Christmas. CW to circulate the report prepared with Head Boy and Girl in the interim. **OUTSTANDING NL/LM/CW**
  - (j) **Gordonstoun Visit:** Combined with above item. **CONCLUDED.**
  - (k) **Grievance Policy:** LM to share by email the advice from BJ. **OUTSTANDING LM.**
  - (l) **Healthy Eating:** No update to share. Discussed the concerns leading to creation of the item. No child should leave without knowing how to cook and what is healthy. How effective is this provision if already in place? Suggested TG liaise with food teacher on how it fits into the curriculum and revised schemes of work. Governors requested a report on this item for the next meeting to include student leader involvement, potentially involving student leaders in “healthy eating” slots in assemblies. LM agreed to do her best noting other priorities may delay this, such as the planning for reopening. **OUTSTANDING TG/LM.**
  - (m) **Staff Letter:** LM confirmed the letter from governors was shared with staff via the daily update and positive feedback from staff had been received. The group discussed a further letter may be appropriate in the future. **CONCLUDED.**
5. **LEGAL MATTERS:** LM advised that papers have now been shared with insurers following the update shared at the last meeting, regarding a historical incident that took place in the restaurant.
6. **SIGNING & SEALING:** None.
7. **MAJOR TOPICS:** Discussed earlier, after item 3 on the agenda.
8. **FINANCE REPORT:**
- (a) **Financial Statistics** – LM referred to the March dashboard and explained that some savings are anticipated such as for supply, transport and orders but that there is additional spending in other areas such as premises due to the building being unoccupied (we are taking advantage of the closure to do some outstanding maintenance). Further time will be needed to explore other financial impacts. Closure has affected restaurant takings but need to examine this as not buying in as much goods. LM explained the finance officer is getting to grips with the budget and how this works and is preparing the April dashboard. Will be in a position to share more on this at the next meeting. LM confirmed she is happy that the academy is not paying out for unnecessary items.
  - (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 March. The April report is due and LM apologised for the delay and reassured governors it will be with them by the end of the week. Remote recruitment is taking place. The MAT has shared toolkits to support this which are being trailed initially for language vacancies. This includes exploring relationships with students and colleagues when approaching current headteachers for references, virtual tours and online tasks. Geography and RE recruitment will follow shortly, all for September start and due to curriculum vacancies. There is a need for maternity cover in Science and for a Learning Manager. Pleased to report we are fully staffed in maths and science for September.

- (b) **6<sup>th</sup> Form Leadership and Development:** Discussed above.

- (c) **People, Achievement & Standards Advisory Group Report:** As per the notes of the 29<sup>th</sup> April. Centre assessed grades discussed earlier. VL reported there has been regular student welfare regular contact made with vulnerable students with risk assessments in place and praised ACA and his team for the incredible job they are doing. Concerns had been raised about a lack of engagement from some students' teachers but not others. Monitoring has changed since and this figure has reduced significantly. The daily staff updates will help to provide a current snapshot and are encouraging, parents feedback is largely that the level of work being set is about right.

VL reported Year 12 student engagement overall is very positive. Sixth form applications have increased, with the current number approx. 80.

Support for bereavement following return to school was raised and discussed. LM outlined ongoing work including; parent and staff surveys, weekly contact and support from tutors. Future plans include; creating a task force team who would help triage students before going into lessons and organising support where needed, online training for staff on how to deal with bereavement. Academy is only aware of one student that has been directly affected to date. JL advised that the Diocese are looking at support for schools through the chaplaincy network and the academy chaplain is involved with this work. LM confirmed he is likely to be part of the task group referred to. Other support will be in place to deal with other areas such as neglect and health and wellbeing which Adam Cave and his team are currently preparing for.

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

NL and LM remain in regular contact. ML referred to the CCF and work taking place. LM confirmed a new leader has been appointed and is due to join us soon. This person will undertake the necessary training on systems, including those relevant for the education visit coordinator element of the position.

- (e) **Opportunity Trust Performance:** As per the dashboard. MA not present to provide a further update. CW confirmed she has shared details of beauty parade as previously discussed. NL referred to the recent communications and position in terms of the trust moving to a CIO. CW confirmed further discussion and update required with MA on this. NL requested that this is resolved as soon as possible. **OUTSTANDING as SOT Structure and Funds MA/CW.**

- (f) **Christian Distinctiveness:** JL linked to this new standing item as agreed at the last meeting. JL advised that chaplains are conducting weekly meetings and that the academy chaplain is

making helpful contributions. The next meeting scheduled for the working group is June. JL is also the link governor for GDPR and Data Protection.

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

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

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

**Policies:** The following policies had been reviewed and submitted to the Governing Body for approval:

Lockdown Policy  
Lost Property Policy  
SEND Policy  
Staff Disciplinary Policy  
Supporting Students with Medical Conditions Policy

Governors commented on their preference to the MAT summary document at the front of their policies and would like to adopt this to enable better oversight of changes, who is responsible for review and frequency as this isn't as clear on academy policies. Do not wish to remove our method of highlighting changes though as red text for this is preferred. Concern expressed over the number of policies and how many pages. It was also noted that academy policies do not include the logo. Agreed that DB would review the process and format and submit a proposal for the next meeting in July. **OUTSTANDING as Policies DB.**

**Heatherdene:** Current position with purchase of property discussed. Planning permission has been granted for academy use however if premises were sold the permission would not transfer. The new buyer for the upstairs premises would need to reapply. NL confirmed he had contacted the council and received a quick and clear response which seemed reasonable as they need to protect themselves. The issue remains outstanding and agreed NL to circulate the email received from the council with trustees for them to consider and agree on a way forward following this response. **OUTSTANDING as Heatherdene NL.**

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

Tuesday 14<sup>th</sup> July at 3.00pm

**Dates of Future Meetings:**

NL/DB to look at proposing dates for next year.

JL concluded meeting with a prayer.

NL thanked everyone at their academy for the work they are doing during this unusual time.

**The meeting closed at 1.20pm.**

20/01/16	6 <sup>th</sup> form 5 year Strategy Plan
03/12/15	6 <sup>th</sup> form Centre
23/01/14	6 <sup>th</sup> form/Governing Body
19/03/15	6 <sup>th</sup> Form Numbers
20/01/16	6 <sup>th</sup> Form Leadership & development
28/01/10	8 <sup>th</sup> 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 <b>LM</b>
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 Future Meeting dates
28/09/10	Future Meetings Time
16/01/18	GB Web Site Minutes
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
30/03/20	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
05/07/11	Pensions Liability
22/03/18	Policy Approval Document
14/01/20	Policy Review
21/10/08	Pre Opening Insp
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
30/03/20	Staff Letter
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
05/07/12	Use of TSCA facilities
23/03/11	VIP to open TSCA
11/12/18	Vision and Ethos Statement Review
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
14/01/20	Year 13 Cooking Provision