

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY
GOVERNING BODY HELD VIA CONFERENCE/VIDEO CALL ON
WEDNESDAY 19th MAY 2021 AT 11.00 AM**

PRESENT: Nick Linney (NL) (Chair), Jane Lewis (JL), Lisa McVeigh (LM), Joanna Hall (JH), Jo Yardley (JY), Val Leivers (VL), Craig Jones (CJ) and Caroline Whitty (CW).

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

1. **Prayer:** JL opened the meeting with a prayer.
2. **APOLOGIES FOR ABSENCE:** Apologies were received from Caroline Whitty (CW) for part of the meeting and from Michael Arlington (MA). Stephen Garner (SG) was absent but no apologies were received in advance of meeting.
3. **DECLARATION OF INTEREST:** None.
4. **MINUTES OF THE PREVIOUS MEETING** held on 23rd March 2021 were accepted as a true record and were signed by DB on behalf of NL.
5. **MATTERS ARISING AND OUTSTANDING:**
 - (a) **Governor School Visit:** LM advised that this will be actioned next term and it will happen as soon as possible. **OUTSTANDING LM.**
 - (b) **SCAOT Structure and Funds:** NL shared an update on behalf of CW. The process to move the current registered company to a Charitable Incorporated Organisation (CIO) is progressing and following approval from all trustees the final version of the document has been submitted to the solicitors to proceed with the next stage of the process. **OUTSTANDING MA/CW.**
 - (c) **Professional Fundraising:** NL shared an update on behalf of CW. CW has been in touch with a contact who has offered to do a workshop and suggested she work with LM to put together an initial draft document with a brief of the school, what we want to achieve and to explore the workshop. This was supported by governors. **OUTSTANDING CW/LM.**
 - (d) **Finance Review:** LM to circulate a summary of the current position prior to the next meeting for approval at the next meeting. **OUTSTANDING LM.**
 - (e) **Parent Attendance at GB Meetings:** NL referred to the proposal 'talk with governors' which was shared with governors in advance of the meeting. This was supported and DB asked to coordinate at future meetings. IJ suggested a focus for input from disadvantaged/SEN groups. NL suggested that two or three of the six meetings across the year could be focused. JH suggested that governors could decide on a strategic focus for the meeting such as targeting the parents of boys or girls. All agreed this is a good idea and to see where the item leads to. **OUTSTANDING updated to DB.**
 - (f) **Glide Path to Early Career Framework:** NL shared an update on behalf of CW stating that a discussion had taken place with Carl Bennett, CW said she hadn't heard anything since. LM confirmed that Carl Bennett was leading on this work at the Academy and had done lots already to prepare for the framework coming in. He is due to attend a DfE webinar tomorrow

**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 (from Sep)
DB
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/NL
19/05/21 Heatherdene
condition **LM**
19/05/21 Alumni **LM**
19/05/21 ~~CAG webinar~~ **DB**
19/05/21 Leavers programme
LM
19/05/21 Pre/post Covid
differences **LM**

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

and a further action is planned after 21st June once the centre assessed grades process is concluded. LM confirmed that an external provider is likely to be engaged to support with the new framework however it is possible there won't be any NQT's in September as this will depend on recruitment and this may provide opportunity to observe how others manage the process. JH praised the work that had already been undertaken and that it was more than many schools had done. LM thanked CW for her encouragement in this area. **OUTSTANDING LM/CW.**

- (g) **Heatherdene PR:** LM explained if MJ and KW don't get to visit, it will certainly be planned for their successors. LM to organise a visit and include governors. VL shared some feedback for improvements at the site following a recent. LM agreed to look into this and action. **OUTSTANDING as Heatherdene Condition LM.**

LM confirmed the exec team have discussed the reputation and do not believe there to be any concerns or stigma. LM will follow up on promoting Heatherdene with David Broomhead who line manages this area. **OUTSTANDING LM.**

- (h) **Trust Annual Report:** VL reported that she had been working with CW and they are working on a costed proposal that will be circulated soon.

CW joined the meeting at approx. 11.40am.

A discussion took place about alumni with NL referring to independent schools use of their alumni. LM to explore alumni at the Academy. **OUTSTANDING as Alumni LM**

- (i) **Letter of Gratitude:** JL to share where at with NL for him to conclude. **OUTSTANDING JL/NL.**

6. **LEGAL MATTERS:** LM advised there is a pending no blame settlement following the recent staffing review. The insurers have denied any liability for the two claims previously reported and these have not gone any further.

7. **SIGNING & SEALING:** None.

8. **MAJOR TOPICS:**

- (a) **Centre Assessed Grades** – LM explained the process is also often referred to as Teacher Assessed Grades, but that it is not just a process where the teacher decides the grades, it is the whole school which exam boards refer to as a 'Centre'. VL advised she had attended a recent online webinar about the process. LM provided a brief overview and explained that Chris Vallance has been leading on this. Assessments are underway, mock exams took place in October and these form important assessment points at the Academy. Lots of work has taken place in advance to make sure the Academy is prepared and ready for the process this year. Chris Vallance has been working collaboratively with other secondaries in SNMAT as well as communicating with team leaders and providing staff training in order to support staff throughout the process. All assessments will be quality assured and moderated across the MAT. The final data will be entered by 8th June and quality assured by the executive team in the areas they line manage. Final data will be submitted by 18th June to the exam boards. Any external moderation will be completed quickly, and schools will know their own results by the summer. Students won't be aware of their results at that time, but they will be fully aware of the process and what assessments have taken place and why. The appeals process will follow with plans already in place for this, the Academy is hoping due to the transparency any appeals will be minimal. Results will be issued to students on 10th August (A Level) and 12th August (GCSE). VL referred to the webinar and DB was asked to circulate this information to all governors. **OUTSTANDING as CAG Webinar/Presentation DB.**

NL asked MS/KW for their thoughts. Both were positive about the process and how it has been carried out and felt it was a fair process. VL commented on the monitoring being done through PASAG and that they were satisfied with the plans. LM said she was confident with process and the work undertaken. JH asked what work students are doing after the grades have been submitted. LM explained that students can officially leave at half term but that the Academy had recognised this as a good opportunity to offer an additional week to work with them on finance, interview techniques, careers guidance, PSHE and other activities they have missed out on due to the lockdown periods. Attendance for those sessions won't be compulsory but it will be encouraged. LM was asked to share the plans with governors. NL asked LM to share a thank you to the team involved. **OUTSTANDING as Leavers Programme LM.**

9. FINANCE REPORT:

- (a) **Financial Statistics** – As per April dashboard. LM reported that ES is currently auditing the finances. She advised there was additional expenditure related to the recent staffing review. DB confirmed that the delayed income from MAP had been received.
- (b) **Cash Flow** – NL queried the absence of the cash flow provided previously on the dashboard and that it would be helpful to see this again. NL/LM to look at this and adding to the dashboard below the bank balance.
- (c) **Capital Expenditure Requests and Pending** – None. NL queried the provision of the IT equipment from the DfE. LM referred to plans for use of those resources. IJ confirmed that approx.100 Chromebooks had been provided to the Academy and a further investment has been made through purchasing of webcams for classrooms and headphones for students. IJ explained some equipment is being utilised at Heatherdene and also in the isolation room to allow students to access regular lessons. Some equipment is retained to use when students are self-isolating.

10. STANDARD ITEMS:

- (a) **Principal's Report:** As per the Principal's report for March and April. LM reported the current focus was on the centre assessed grading process. There are a few vacancies, a couple as a result of the recent staffing review and a teaching vacancy in science. She advised that that maths and English had been intentionally overstaffed slightly in order to retain good staff and them being difficult to recruit to subject areas. Recruitment is likely to change in the coming weeks and LM will be keeping a close eye on this and any leavers will not automatically be replaced.

LM referred to the short-term improvement plan that had been shared with governors in advance of the meeting and invited IJ to talk about the focus in his area. He explained that a consultation process had taken place with teaching staff and their feedback had helped to inform their area of the improvement plan. The key areas are to improve the quality of education, improve training of staff and enrich the quality of education. A discussion followed about curriculum content and ambition. JL referred to the recent GKIT report which reflected what IJ was sharing. IJ explained they are striving to create a culture of high expectations and to expect the very best from staff and students in every lesson. The September INSET will have a focus on this so that all staff know what high expectations and aspiration means. LM reported that the benefit is starting to be seen with the team leaders and that this is something that has been nurtured for some time and will continue to be developed.

NL suggested that if it is possible the July governing body meeting should take place at the Academy.

LM referred to the work taking place in school to educate about anti-prejudice and that she has been asked to speak at the next Church School Leader Conference.

CJ and JY shared feedback as parents with children at the Academy. CJ praised the work the academy has done and JY echoed the positive feedback.

- (b) **Student Leadership and Development:** LM advised that she had met with CB and student leaders to go through the plans for 'Student Share'. CB explained that the recruitment process is underway and the sixth form leaders will be in place by half term with their new titles as outlined in the document previously shared. CB thanked KW and MS for their involvement and support during the process. CW reminded of her offer to support if needed. LM confirmed it will likely be needed to help engage once the new student leaders are in place. NL suggested it would be good to involve link governors in any processes they are linked with as it will help all parties to work better. KW referred to their involvement in the process and that he felt the next leaders would put the Academy in a good position as there were some very good candidates.
- (c) **Healthy Eating:** Governors deemed this item to be confidential.
- (d) **People, Achievement & Standards Advisory Group Report:** VL referred to student attendance looking low but that in terms of the national average it is good. There is a focus on improving persistent absence and a close eye is being kept on the attendance for year 11, however it is anticipated this will improve due to the requirement for them to complete the assessment process. VL advised the daily briefings are helping students prepare for the day ahead. Some student welfare meetings took place last week. The number of detentions has increased, this is likely due to increased expectations. Overall VL advised PASAG were pleased with the work taking place.

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

- Careers Education, Information, Advice and Guidance Policy
- Centre Assessed Grades Policy
- Collective Worship Policy
- Literacy Policy

NL suggested it may be worth reviewing the careers section and any changes can be resubmitted. LM referred to the quality award that the Academy are aspiring to obtain.

NL requested that item Link Governor Reports is moved to the end of the standard items.

- (e) **Christian Distinctiveness:** JL reported that Christian Values has been driving what has been taking place this year. The chaplain has been involved with supporting students throughout the periods of lockdown and in school and he is currently re-instating a youth group.
- (f) **Opportunity Trust Performance:** NL provided an update on the Charities Incorporated Organisation status and referred to the key performance information which provides the latest figures. He advised that trustees are continuing their work to widen the knowledge of the Opportunity Trust. **Outstanding Trust Annual report CW**
- (g) **Link Governors Reports:** NL explained that regular meetings had taken place with JL and LM and complimented LM on the work the executive team have and are continuing to do. VL reminded and encouraged governors to renew their DBS checks if this has been requested.

JH and JL left the meeting at approx. 1.15pm.

11. **MATTERS FOR THIS MEETING:**

- (a) **Life After Covid** – LM explained that there were several elements of the operational changes made due to Covid that the Academy would like to retain. This would include the staggered starts and finishes. It is a change that may not be welcomed by all, however the executive team believe the positives outweigh any negatives and measures would be put in place to cater for families who would struggle with the arrangements. Retention of the year group system is something that has worked extremely well and again would like to keep. A proposal to use some of the catch-up funding for one year to replicate the year 11 intervention role across the other years groups was outlined. This would create a mini executive group to work with students to identify what catch up support is needed and help to implement. If this is successful funding can then be explored from the normal budget. CW asked if there were any other aspects that would look to be continued such as communication. LM confirmed that lots of other elements would be retained but suggested that some of those mentioned may generate differences of opinion and therefore wanted to highlight these to governors. NL suggested that it would be useful to share a summary of the changes in autumn. LM referred to a document that is already being put together that she would be happy to share. **OUTSTANDING as Pre/Post Covid Differences LM.**

NL advised governors to read the GKIT report if they haven't already and shared his appreciation for the work Zarina is doing with the Academy.

12. **CONFIDENTIALITY OF BUSINESS:** The discussions under item 10 c Healthy Eating were deemed confidential.

13. **ANY OTHER BUSINESS/ MINOR TOPICS:** CW asked if the Talk with Governors item had been discussed, it was confirmed it had and would go ahead as proposed in the document. CW encouraged the Academy to contact their chosen provider for the Early Career Framework asap.

CJ referred to a late notice INSET date at one of the linked primary schools which may affect attendance at one of the transition days. LM confirmed she would discuss this with the headteacher.

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

Tuesday 13th July at 3.00pm - venue to be confirmed but hoping it will be at the Academy.

Dates of Future Meetings:

TBC

The meeting closed at 1.40pm.