**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON**

**WEDNESDAY 13th OCTOBER AT 1.00 PM**

**OUTSTANDINGS**

**(In date order)**

14/05/19 Governor School Visit **LM**

13/05/20SCAOT Structure and Funds **MA/CW**

12/01/21 Heatherdene Management **LM**

19/05/21Fundraising/Alumni **CW/LM**

13/07/21 Cap Ex on horizon **ES/LM**

13/07/21 Early Career Framework Update (Due Oct 2022) **LM/CB**

13/07/21 Teams user friendly issues **DB/NL**

13/10/21 Code of Conduct **DB/NL**

13/10/21 PR of SCAOT at Awards Evening **CW/VL**

13/10/21 SNMAT Governor Training **LM**

**CONCLUDED**

**Are listed on the last sheet**

**(In alphabetical order)**

**PRESENT:** Nick Linney (NL) (Chair), Jane Lewis (JL), Lisa McVeigh (LM), Val Leivers (VL), Caroline Whitty (CW) and Michael Arlington (MA).

**IN ATTENDANCE:** Donna Barnes (DB) (Clerk), Ellie Slack (ES), Chris Vallance (CV) and Chris Bury (CB).

Guardian Team Leaders: Libby Ward (LW) and Joe Reynolds-Wood (JR).

**11.**

**(a) Talk with Governors:** Alison Carter, a parent selected randomly, was in attendance following an invite for item 11(a) of the agenda. Governors asked a selection of questions previously agreed and Alison responded positively overall. The Academy to consider how to get parents to experience the food and consistency of teachers in lessons. Governors agreed this new regular item should appear at the start of future agendas.

***Alison Carter left the meeting at approx. 1.25pm.***

1. **Prayer:** JL opened the meeting with a prayer.
2. **Apologies for Absence:** Apologies were received from Joanna Hall (JH) and Jo Yardley (JY). No apologies were received from Craig Jones (CJ) and Stephen Garner (SG) who were absent from the meeting.

***ES joined the meeting at approx. 1.30pm.***

**10. Finance Report:** Governors agreed that the Finance Report section of the agenda should be moved to earlier in the agenda at future meetings with ES in attendance. ES talked governors through the finance summary section of the September dashboard including the cash flow.

**9.** **Mark 2 Budget:** ES presented the mark 2 budget and talked through the commentary provided. Governors queried the capital expenditure equipment recently approved, ES explained as it comes from reserves it is not shown as a separate item but could be. Governors approved the mark 2 budget. ES reported that work is ongoing to provide further detail of Cap Ex on the horizon and this will be presented at the meeting in December.

***MA joined the meeting at approx.1.45pm***

***ES left the meeting at approx. 1.45pm.***

1. **Declaration of Interest:** None.
2. **Election of Officers:** The Articles of Association require that “The Governors shall each school year, at their first meeting in that year, elect a Chair and Vice-Chair from among their number. Nick Linney was proposed and unanimously elected as Chair and Jane Lewis was proposed and unanimously elected as Vice-Chair.

NL advised governors that the MAT Board of Directors had recently approved the renewal of CW’s term of office.

1. **Minutes of the Previous Meeting** held on 13th July 2021 were accepted as a true record and were signed by NL.

**11.**

**(b) Student Leadership and Development:** Due to the attendance of CB at the meeting the standing item was brought forward to allow him to leave the meeting once concluded. LM provided an update on the new student leadership structure and referred to a meeting that had taken place this morning with CB and CW. LM is looking into training with Gordonstoun. CW to continue to drive forward and be the governor link working with CB and LM. The growing number of students participating with the CCF was discussed with CB confirming there are now just over 100 cadets in comparison to approx. 30 previously. Governors thanked CB for the work he is doing and attendance at the meeting.

***CB left the meeting at approx. 2.15pm***

**6. MATTERS ARISING AND OUTSTANDING:**

1. **Governor School Visit:** LM advised this will happen as soon as possible. **OUTSTANDING LM.**
2. **SCAOT Structure and Funds:** CW shared an update on the process to obtain Charitable Incorporated Organisation (CIO) status for the Trust, progress is slow but moving in the right direction. **OUTSTANDING MA/CW.**
3. **Heatherdene Management:** LM reported that regular visits have been implemented and that progress is being made with the works discussed previously. LM will arrange a visit for student leaders this term to help promote the centre as an integral part of the Academy. Governors asked about the number of students attending the facility and how it compared to the budget. LM referred to the ongoing work and discussions taking place and a further update will be shared at the next meeting. **OUTSTANDING LM.**
4. **Opportunity Trust Annual Report:** It was discussed and agreed that the outstanding should sit with the Opportunity Trust and LM will provide a report for this year by December and shared with both sponsors. **CONCLUDED.**
5. **Fundraising/Alumni:** CW reported a workshop/fundraising meeting is taking place on 28th October. **OUTSTANDING CW/LM.**
6. **Pre/Post Covid Differences (Due Autumn Term):** LM shared a summary document by email prior to the meeting. **CONCLUDED.**
7. **Management Accounts Spreadsheet/Cash Flow:** Reverted back to previous dashboard as agreed. **CONCLUDED.**
8. **Cap Ex on horizon: OUTSTANDING ES/LM.**
9. **Early Career Framework Update:** The Academy has two early career teachers and sessions are being delivered in collaboration with other secondary schools in the MAT. **OUTSTANDING LM/CB.**
10. **Teams user friendly issues:** Work in progress. **OUTSTANDING DB/NL.**

**7. LEGAL MATTERS:** None.

**8. SIGNING & SEALING:** Governors were asked to sign an annual Register of Business/Pecuniary Interests form. An updated copy of the Governors’ Handbook was provided to governors with a separate copy of the code of conduct to adopt and sign. Governors discussed the content and changes to the handbook and queried the process. Governors agreed to take the documents away to read, digest and revisit at the next meeting. In the meantime, DB to discuss with SNMAT and feedback to NL. **OUTSTANDING as Code of Conduct DB/NL.**

***JR left the meeting at approx. 3pm.***

**9. MAJOR TOPICS:**

**(a) Mark 2 budget:** Refer to notes on page one.

**10. FINANCE REPORT:**

1. **Financial Statistics –** Refer to notes on page one.
2. **Cash Flow –** Refer to notes on page one.
3. **Capital Expenditure Requests and Pending –** Refer to noteson page one.

**11. STANDARD ITEMS:**

1. **Principal’s Report:** LM provided an overview of the positive start to the term and activities that have taken place. LM shared concerns about student attendance and referred to the work taking place to improve it, including approaching the MAT for support. LM referred to two recent positive and supportive visits from MAT advisors, the reports having recently been shared with governors. CV provided a summary of the summer results referring to the PASAG dashboard. The process will help to influence future practice. The number of students in year 12 is increasing with some new external students gained this year following visits to other local secondary schools who are without their own sixth form. Governors asked about the impact of covid on students and especially those in year 11 this year. CV explained the process being applied this year. Governors thanked CV.

1. **Student Leadership and Development:** Refer to notes on page two.
2. **Healthy Eating:** LM referred to the launch of Project Flavour last week involving all students in year 7. The project will continue and be built on with delivery to all year groups.

1. **People, Achievement & Standards Advisory Group Report:** VL highlighted the impact covid has had on student attendance and the work taking place to improve it, such as the addition of the year group recovery leader role. Two great presentations were made at the last PASAG meeting by the team leaders of science and English with maths to follow.

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

* Attendance Policy
* DBS Policy
* Display Policy
* Great Citizen Policy
* Recruitment and Selection Policy
* Student Behaviour Policy
* Student Exclusion Policy

Updated Child Protection Policy and Admissions Arrangements were shared with governors following recent approval by SNMAT Directors.

1. **Opportunity Trust Performance:** As per dashboard.PR of the Opportunity Trust was discussed with reference made to the Founders’ Event involving year 7 and 8 students. It was agreed CW/VL would look at preparing something to share at the Awards Evening in December. **OUTSTANDING as PR of SCAOT at Awards Evening CW/VL.**
2. **Christian Distinctiveness**: Nothing additional to report at this meeting.
3. **Link Governors Reports:** VL reported she is in the process of completing the safeguarding audit which is due for completion at the end of the term. Governors were reminded to complete the updated safeguarding training on Hays asap. VL raised concerns with the lack of supervision in the reception area during an evacuation, it was agreed that the Academy should look into and resolve.

CW asked if it would be possible for Chris Moodie or someone from SNMAT to offer training for governors looking specifically at changes relating to the planning direction of education policy. LM to discuss with Chris. **OUTSTANDING as SNMAT Governor Training LM.**

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

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

**13. ANY OTHER BUSINESS/ MINOR TOPICS:** MA shared apologies in advance for the December meeting.

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

Tuesday 7th December at 3pm at TSCA

**Dates of Future Meetings:**

Tuesday 25th January at 1pm

Tuesday 29th March at 3pm

Monday 9th May at 11am

Tuesday 19th July at 3pm

**The meeting closed at 4.10pm.**