

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY  
GOVERNING BODY HELD AT THE ACADEMY ON  
WEDNESDAY 26<sup>th</sup> SEPTEMBER AT 1.00 PM**

**PRESENT:** Nick Linney (Chair) (NSL), Michael Arlington (MA), Val Leivers (VL), Michael Longdon (ML), Lisa McVeigh (LM), Tyrone Robinson (TR), Nigel Spraggins (NS), Samantha Sykes (SS) and Caroline Whitty (CW).

**IN ATTENDANCE:** Ellie Slack (Clerk) (ES), Chris Moodie (CM), Finn Hewitt (Head Boy) (FH) and Megan Jenkinson (Head Girl) (MJ).

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Stephen Garner (SG).
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 Chairman and Vice- Chairman from among their number. Nick Linney was proposed as Chair by Michael Longdon and seconded by Val Leivers. There were no other nominations and Nick Linney was elected unanimously. Nigel Spraggins was proposed as Vice-Chair by Caroline Whitty and seconded by Val Leivers. There were no other nominations and Nigel Spraggins was elected unanimously.
3. **DECLARATION OF INTEREST:** None.
4. **MINUTES OF THE PREVIOUS MEETING** held on the 3<sup>rd</sup> July 2018 were accepted as a true record and signed.
5. **MATTERS ARISING AND OUTSTANDING:**
  - (a) **Reception Expenditure:** LM provided update on project, which was near completion. NSL expressed thanks to LM and ES for their work on the project. **CONCLUDED.**
  - (b) **IT Equipment:** This item will be revisited in January 2019. **OUTSTANDING LM.**
  - (c) **Link Governors:** Discussion took place surrounding the communication link suggested for SS. All agreed to assign SS the link of External Communications. **CONCLUDED.**
  - (d) **SIAMS Inspection:** This item will remain outstanding until an inspection has taken place. **OUTSTANDING ML.**
  - (e) **Reserves Policy:** This item will be revisited in January 2019. **OUTSTANDING FFPAG.**
  - (f) **CCF Expansion:** LM provided overview of current position and budget implications of expansion. Following discussion, LM was tasked with producing a plan for the future. **OUTSTANDING LM.**
6. **LEGAL MATTERS:** The matter reported previously was still ongoing.
7. **SIGNING & SEALING:** None.

**OUTSTANDINGS  
(In Minutes order)**

04/10/17 IT  
Equipment  
**LM**  
16/01/18 SIAMS  
Inspection  
**ML**  
22/03/18 Reserves  
Policy  
**FFPAG**  
26/09/18 CCF  
Expansion  
**LM**

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

## 8. MAJOR TOPICS:

- (a) **Examination Results:** LM gave overview of the Academy's performance during the examinations, and outlined priorities for improvement whilst maintaining a broad and balanced curriculum. Discussion took place surrounding the forensic analysis that was being carried out. LM highlighted that the Achievement dashboard had been re-written. Following discussion, NSL requested that both the current dashboard and revised one are issued at the next cycle for the Governors to review.
- (b) **Executive Team Update:** LM highlighted that both Strategic Directors were now in post. LM gave an overview of planned changes to the structure of the Executive Team and supporting rationale. Discussion took place surrounding inviting members of the Executive Team to the Governing Body meeting. All agreed that one member of the team would attend the meeting in the future, on a rotational basis.
- (c) **MAT Update:** CM provided overview of current position. The current timeframe for conversion is 1<sup>st</sup> November. Discussion took place surrounding the Governance structure within the MAT. CW provided update from the perspective of The Samworth Family.

**Michael Arlington and Chris Moodie left the meeting at 2.10pm.**

**Finn Hewitt and Megan Jenkinson joined the meeting at 2.30pm.**

## 9. FINANCE REPORT:

- (a) Financial Statistics- ES took the meeting through the August dashboard. The year-end position shows an in-year surplus of £51k.  
ES presented the Mark 2 budget for 2018/2019. Discussion took place surrounding the key variances from the Mark 1 budget and the impact of the MAT. Subsequently, the Governors unanimously approved the Mark 2 budget, which shows an in-year surplus of £20k.
- (b) Cash Flow – As per the dashboard. ES provided overview of the variance shown within the budgeted and actual headings.
- (c) Capital Expenditure Requests and Pending – None.

## 10. STANDARD ITEMS:

- (a) **Principal's Report:** As per the Principal's reports for June, July and August. LM highlighted that both staff retention and staff attendance had increased significantly. ML questioned whether the Principal's Report was issued to the Diocese. All agreed that ML should be responsible for this as part of his SIAMS role. FH and MJ provided feedback on the new reception area, behaviour within the academy and events that they had planned for Children in Need.
- (b) **6<sup>th</sup> Form Leadership and Development:** TR gave overview of student leadership and planned changes for the future. LM stated that the old reception area had been handed over to student leadership.
- (c) **Achievement & Standards Advisory Group Report:** As per the minutes of the 12<sup>th</sup> September. Discussion took place surrounding the Admissions Policy. The Policy for

2020/2021 was submitted by the working group, and was subsequently approved by the Governors for consultation. The Admissions Policy for 2019/2020 had been reviewed and the policy had been determined by the Governors prior to the meeting.

- (d) **Finance, Facilities & Personnel Advisory Group Report:** There had not been a meeting and no report was given.
- (e) **Link Governors Reports:** VL had attended both GCSE and A Level results days, the Year 6 Open Evening and the Year 7 Residential Information Evening. ML had attended a CCF event. NSL has a regular schedule of meetings with LM and attends the Executive Team meeting once per term.
- (f) **Opportunity Trust Performance:** As per the dashboard. CW provided an update on the separation process of the trust.
- (g) **SIAMS Update:** ML had attended the SIAMS training the previous evening, and informed the Governing Body that there will not be a SIAMS inspection this term.

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:**

Tuesday	11 <sup>th</sup> December 2018	3.00pm	(Day)
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**Dates of Future Meetings:**

Tuesday	15 <sup>th</sup> January 2019	1.00pm	(Day)
Tuesday	19 <sup>th</sup> March 2019	3.00pm	(Day)
Tuesday	14 <sup>th</sup> May 2019	3.00pm	(Day)
Tuesday	2 <sup>nd</sup> July 2019	3.00pm	(Day)

**The meeting closed at 3.50pm**

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/Governi ng 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
12/12/17	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
04/10/17	Appraisals
04/10/17	Attendance Statistic
06/09/16	Asset Funding/ EFA
16/01/18	Attendance Investigation
20/01/16	Awards Event dates
03/07/14	Appeals Training
18/03/09	Appointment of third Trustee
19/03/15	Asset Reg/Depreciatio n 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

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
21/12/17	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 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
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
14/01/09	Media Contact
29/04/09	Medical Insurance
12/12/17	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
04/07/12	Framework Governor Ofsted Dashboard

02/11/09	Register of Interests
17/11/16	Reserve Policy
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
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
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