

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 25th JANUARY 2022 AT 1.00 PM

PRESENT: Nick Linney (NL) (Chair), Lisa McVeigh (LM), Val Leivers (VL),
Caroline Whitty (CW) Joanna Hall (JH), Jo Yardley (JY)

IN ATTENDANCE: Donna Barnes (DB) (Clerk), Ellie Slack (ES) and Maria
Fletcher (MF).
Guardian Team Leaders: Molly Greasby (MG) and Ashleigh
Adams (AA).

1. **Talk with Governors:** Richard Nicholson, a year 10 parent selected at random, was in attendance for this item of the agenda. Richard was asked if he had anything he would like to share, issues raised and discussed included; more access to academic performance, relevance of emails sent to parents, navigation of website. Positive experiences of residential visits were also discussed. Richard was advised that LM will write to him in the next few weeks with a brief response to the issues discussed and was thanked for his attendance and contribution to the meeting. **OUTSTANDING as LM Talk with Governors feedback to parent.**

Richard Nicholson left the meeting at 1.25pm.

2. **Prayer:** LM opened the meeting with a prayer.
3. **Apologies for Absence:** Apologies were received from Jane Lewis (JL), Michael Arlington (MA) (until 2pm), Joanna Hall (JH) (from 2pm), Stephen Garner (SG) and Sharon Bassett (SB). No apologies were received from Craig Jones (CJ) who was absent from the meeting.

4. **Declaration of Interest:** None.

5. **FINANCE REPORT:**

- (a) **Financial Statistics** – ES talked governors through the finance summary section of the December dashboard and advised that the forecast surplus figure should be achieved at the end of the year.
- (b) **Cash Flow** – ES confirmed that overall spending is as expected with no concerns.
- (c) **Capital Expenditure Requests and Pending** – DB talked governors through a capital expenditure request submitted to purchase replacement IT equipment for a classroom. There was an issue accessing the documents linked in the application, it was agreed that DB would share the IT development plan by email and present updates as a regular item at future meetings. Governors approved the application. **OUTSTANDING as DB IT Development Plan and agenda.**
- (d) **Opportunity Trust Performance** – ES advised of the value of investments as of 31st December, as per figure on the December dashboard.

Michael Arlington joined the meeting at 2.05pm

The retention of students into sixth form was discussed and it was agreed that the figures provided on the PASAG dashboard would also be added as a percentage. **OUTSTANDING as LM PASAG Dashboard.**

6. **Minutes of the Previous Meeting** held on 7th December 2021 were accepted as a true record and were signed by NL.

OUTSTANDINGS (In date order)	
14/05/19	Governor School Visit LM
13/05/20	SCAOT Structure and Funds MA/CW
12/01/21	Heatherdene Management LM
19/05/21	Fundraising/Alumni CW/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 NL
07/12/21	Contact CJ re meeting attendance NL
07/12/21	Heatherdene Condition (Due 31 Mar) LM
25/01/22	Talk with Governors feedback LM
25/01/22	IT Development Plan and agenda DB
25/01/22	PASAG Dashboard LM
25/01/22	Heatherdene accounts ES
25/01/22	Cap Ex on dashboard ES
25/01/22	Training/NGA membership/skills audit/MAT relationship NL/JL/DB
CONCLUDED Are listed on the last sheet (In alphabetical order)	

7. **MATTERS ARISING AND OUTSTANDING:**

- (a) **Governor School Visit:** LM advised following a period of being on hold, it now seems a good opportunity to try and organise a visit during summer term. **OUTSTANDING LM.**
- (b) **SCAOT Structure and Funds:** CW reported no change and that trustees are meeting next week. **OUTSTANDING MA/CW.**
- (c) **Heatherdene Management:** Governors deemed part of this item to be confidential. **OUTSTANDING LM.**

Joanna Hall left the meeting at 2.15pm

ES confirmed that income is as budgeted for and anticipate it may exceed this. ES to provide governors with a breakdown of management accounts for Heatherdene with comparison to the original proposal. **OUTSTANDING as ES Heatherdene Accounts.**

- (d) **Fundraising/Alumni:** LM explained that a story had been prepared but was in the process of being improved following feedback. There is a meeting planned for 9th February to discuss next steps. **OUTSTANDING CW/LM.**
- (e) **Cap Ex on horizon:** Governors deemed part of this item to be confidential. Cap Ex on the horizon will be added to the righthand side of the finance dashboard. **OUTSTANDING amended to ES Cap Ex on dashboard.**
- (f) **Early Career Framework Update:** An update on this item will be shared in October 2022. **OUTSTANDING LM/CB.**
- (g) **Teams user friendly issues:** Work continues to take place on improving the friendliness of systems. **OUTSTANDING DB/NL.**
- (h) **Code of Conduct:** Discussed under item 7 (l). **OUTSTANDING NL.**
- (i) **Talk with Governors:** As noted under item 1, LM to feedback to parents and thank for their attendance after each meeting. **CONCLUDED.**
- (j) **Contact CJ re meeting attendance:** NL explained several attempts have been made to contact with no success. DB has emailed today to ask if CJ would like to remain a governor. **OUTSTANDING.**
- (k) **Heatherdene Condition:** Improvements are ongoing with completion expected by end of March. **OUTSTANDING.**
- (l) **SNMAT Governor Training:** The increased volume of communication and expectations from the MAT were discussed. Items discussed included; skills audit, training, membership of NGA, and attendance at MAT meetings. NL suggested a meeting with DB and JL to identify actions and report back. NL explained that, following a discussion with Chris Moodie, participation is optional. **OUTSTANDING updated to Training/NGA membership/skills audit/SNMAT relationship NL.**

8. **LEGAL MATTERS:** DB advised that a claim has been received and passed to the insurers to be dealt with.

9. **SIGNING & SEALING:** None.

10. MAJOR TOPICS: None.

Ellie Slack left the meeting at 3pm.

11. STANDARD ITEMS:

- (a) **Principal's Report:** LM reported that Covid cases are increasing as anticipated following the recent rule changes. The vaccination team have been on site today delivering first and booster vaccinations to students. The review of support staff is well underway, all job descriptions have been rewritten and redundancies are not anticipated, although there will be a few vacancies to fill. Remaining staff will then be offered the opportunity to harmonise onto a MAT contract. A new literacy champion has joined the academy and the reading strategy is moving at pace. LM referred to the recent KIT visit and report that was shared with governors. Following some feedback on the report, LM will ask ZC to tweak the report or add a paragraph. It was agreed the Key Stage 3 section of the PASAG dashboard will also be updated. **OUTSTANDING as LM Tweak KIT report and PASAG Dashboard.**

LM commented on how hard the Year 11 students are working and how this has impacted their mock results where they have done well. Grade boundaries used for the mock exams were from 2019 so the bar was set quite high and it is expected the boundaries will be lower in their real exams.

Caroline Whitty left the meeting at 3.15pm.

- (b) **Student Leadership and Development:** Guardian Team Leader's explained they had attended the executive team meeting this week and fed back from the student share meetings that had taken place. LM commented on the Year 7 visitor hosts that had taken governors on a tour and the Year 8 duty students that they may have seen in action. Governors offered feedback about the tour and the development and support Year 7 students would benefit from.
- (c) **Healthy Eating:** LM explained that Project Flavour continues to be delivered to students with them experiencing a day away from their usual timetable to participate in activities. All students will have experienced one of these drop-down days by the end of April and additional days are planned for May and June which will get students visiting external companies. A week of career activities is also in the pipeline which will look at career opportunities in food. Students have created some artwork, promoting healthy eating, that will be displayed in the foyer area soon.
- (d) **People, Achievement & Standards Advisory Group Report:** VL reported the group had met last week and minutes will be shared soon. The following policies were proposed by PASAG following review:
- Vision and Ethos Statements
 - Homework Policy
 - Staff Leave of Absence Policy

The following policies were also proposed by LM following review by the executive team:

- Budgetary Control Policy
- Charging and Remission Policy
- Flexible Working Policy
- Grievance Policy
- Maternity Policy
- Ordinary Paternity Policy
- Shared Parental Leave Policy (Births and Adoption)

NL queried pay entitlements in the maternity policy and suggested this be included. Governors approved all of the policies.

VL referred to the work taking place at the academy to improve attendance strategies and monitor student attendance.

- (e) **Christian Distinctiveness:** LM reported that the chaplain is developing links with local chaplaincy teams and youth work. MA referred to financial investment from the Diocese that should start to filter through into schools. LM confirmed that there are close links with Nigel Frith.
- (f) **Link Governors Reports:** NL reported on his attendance at an executive meeting and observation of presentations from some of the team which he has provided feedback on to LM. VL confirmed that the safeguarding audit was complete and that she would be attending welfare meetings at the academy next week. JY referred to a recent visit to conduct a health and safety audit which identified some issues to be addressed. VL shared news of a previous student who has been selected to play rugby for the England Sevens. DB noted in JL's absence that she had conducted a recent audit of GDPR. A discussion took place about the number of governors currently on the local governing body, the existing vacancy and potential vacancy. Governors agreed that if the potential vacancy is confirmed it would seem a good opportunity to reduce the number of the local governing body from 12 to 10.

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

13. **CONFIDENTIALITY OF BUSINESS:** The discussions under item 7 (c) and (e) were deemed confidential.

14. **ANY OTHER BUSINESS/ MINOR TOPICS:** None.

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

Tuesday 29th March at 3pm

Dates of Future Meetings:

Monday 9th May at 11am

Tuesday 19th July at 3pm

The meeting closed at 3.45pm.