

# MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON MONDAY 17<sup>th</sup> JULY 2023 AT 2.00 PM

**PRESENT:** Jane Lewis (JL) (Chair), Lisa McVeigh (LM), Caroline Whitty (CW), Val Leivers (VL), Jo Yardley (JY) and Mark Parkin-Coates (MP).

**IN ATTENDANCE:** Donna Barnes (DB) (Clerk), Laura Jones (LJ), Kaley Riley (KR), Ellie Slack (ES), Connor Summerell (CS), Azaan Faisal (AF), Jack Thurstle (JT) and Evie Mason (EM).

## OUTSTANDINGS (In date order)

13/05/20 SCAOT Structure and Funds **CW**  
19/07/22 Governor Benchmarking visit 22/23 **LM**  
28/03/23 Aspiration – Student Leadership **LM**

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

1. **Talk with Governors:** Miss Wickham, parent of a Year 7 student, selected at random, was in attendance for this item of the agenda. Following introductions, governors asked about their experience of the Academy. Miss Wickham said overall it was good, transition went well, and her child had quickly settled in. A query was raised regarding homework showing on the new app after submission which LM said can be looked into. In relation to updates about progress, Miss Wickham was happy with the report she had received and had followed up with some concerns which were dealt with, further monitoring and updates were also provided and she felt had improved things. An area for improvement was shared which increased communication, an example given was a lack of detail about a disco taking place (students know about the event, but don't always remember to share at home). Positive feedback was shared about the quality and choice of food and away from school opportunities, in particular a visit to the artisan school of food and MAD day. Miss Wickham shared some concerns about students vaping on the way to school. LM responded briefly to some of the comments during the meeting and agreed to respond in detail by email following the meeting. Miss Wickham was thanked for her attendance and contribution to the meeting.

*JY joined the meeting at approx. 2.10pm.*

*The parent left the meeting at approx. 2.20pm.*

JL welcomed new governor MP to the meeting.

2. **Prayer:** JL led attendees in a prayer.
3. **Apologies for Absence:** Nick Linney (NL) and Jo Hall (JH).
4. **Declaration of Interest:** None.
5. **Major Topics:**
  - (a) **Student Leadership** – The four Guardian Team Leaders shared a presentation with governors where they talked about their key aims for student leadership development, visibility, and student voice. They proposed a rebrand of the student leadership team and it was agreed that they should meet with LM during the week to move their ideas forward and plan implementation. JL referred to the recent Diocesan Conference where she had hoped to see some of the students from the academy speaking. LM explained that it was a difficult week to try to coordinate with several events taking place at the same time (Year 12 students had their mock exams, other student leaders were out of school on a CCF trip or helping to lead transition with year 6 students). Guardian Team Leaders were thanked and praised for their presentation.
  - (b) **Mark 1 Budget** – ES presented and talked through the mark 1 budget and referred to the detail shared with governors in the commentary in advance of the meeting. The in-year surplus for 2023-24 is predicted to be £108k, however ES explained that following a recent announcement

about teaching staff pay awards and DfE plans to fund some of this, it is anticipated that there will be an increased surplus figure at the mark 2 budget. Governors approved the mark 1 budget.

**6. FINANCE REPORT:**

- (c) **Financial Statistics** - ES presented the June dashboard highlighting the current forecasted position showing a predicted surplus of £37k. The current surplus/deficit figure does not look good, but ES advised that some funds are still pending from the local authority. The variance under the supplies heading is due to orders being placed before the end of the school year and this figure will be much lower in July and August. ES stated that the income and expenditure is where she would expect it to be for this time of the year, is expecting no surprises and therefore has no concerns about achieving the predicted surplus. Lettings revenue is now included on the dashboard.
- (d) **Cash Flow** – ES reported that the cash at bank figure is healthy.
- (e) **Capital Expenditure Requests and Pending** – None.
- (f) **Opportunity Trust Performance** – ES referred to the value on the dashboard and includes Heatherdene.
- (g) **Academy+** - VL explained the next meeting will focus on handover. Branding is complete and display boards are being ordered to help promote. There will be a student disco later in the week for Year 7 and 8 students. The £50 challenge detail will be launched with staff/tutors during one of the INSET days and students will aim to raise the funds by January. Academy+ will continue to be embedded through other events and there will also be a tariff on payments to the Academy.
- (h) **Net Zero Carbon 2030** – ES reported that a contractor had been commissioned to install further LED lighting using DfE funding awarded for energy improvements. Meetings have taken place with external contacts to find out more about solar and how effective it is, next steps are to look at gaining permission from the energy board. Another area of focus is recycling, this is being reviewed with greater provision in key areas such as the restaurant to be implemented asap. Feedback from the strategy event will also be used to look at what else can be done.

**7. MINUTES OF THE PREVIOUS MEETING** held on 9<sup>th</sup> May 2023 were accepted as a true record and were signed by JL.

**8. MATTERS ARISING AND OUTSTANDING:**

- (a) **SCAOT Structure and Funds:** CW provided an update on the CIO process. The application has been rejected twice and advice is being sought to reapply, there are three issues that need to be resolved; reference to Samworth sponsor, grant application policy and safeguarding policy. The safeguarding policy is complex and a further meeting will take place with Sam Dennis and VL to talk through the practicalities. **OUTSTANDING.**
- (b) **Governor Benchmarking Visit 22/23:** LM advised there was no response following contact made with a school that does fundraising well. Next step is to find an alternative and make contact. **OUTSTANDING.**
- (c) **Energy Strategy:** Is now a standing item on agenda under finance with ES reporting on at each meeting. **CONCLUDED.**
- (d) **Review PASAG Terms of Reference:** JL reported in the absence of JH that the agenda and Terms of Reference have now been reviewed and will be used at the next meeting with a stronger focus on Achievement, Attendance and Behaviour. **CONCLUDED.**
- (e) **Aspiration – Student Leadership:** **OUTSTANDING.**
- (f) **Dashboard – Lettings Revenue:** **CONCLUDED.**
- (g) **Project Flavour PR:** The partnership with Leiths is now finalised with some filming taking place in January as we are one of their beacon schools. Project Flavour days to continue moving away from using Welbeck and instead using links with Samworth family. **CONCLUDED.**

**9. LEGAL MATTERS:** None.

10. **SIGNING & SEALING:** None.

11. **STANDARD ITEMS:**

- (a) **Academy Aspirations:** LM reported that attendance is not good enough, is a little under national average and believes there is a greater opt out culture being seen. LM has met with new attendance lead to look at developing a new dashboard to assist with managing the issues on a macro level, focusing resources where needed at a strategic level. The information will help tutors and provide them with data on a weekly basis. The extra inset day will be used to capitalise on the use of tutor time, to make sure all tutors know what they need to do. Tutors will play a key role in building relationships and challenging absence which should make a difference. The same will happen with behaviour and providing date and information to ensure tutors have all the tools they need to help both areas improve. The investment with the on-site alternative provision will help to support a key group of students, the team leader for the unit is due to start in September and the work is currently out to tender.

*KR left the meeting at approx. 3.40pm.*

LM referred to quality assurance of what happens in the classroom and how this will be done from September. The exec team and team leaders will have a clear system for checking what should be done is being done. Chris Moodie will be supporting with a focus on Key Stage 3 assessment. Regular assessment, such as quizzes will help to adapt teaching with space built into the curriculum to go back over anything needed. Project Can Do saw a pilot group of Year 10 students working with business mentors who provided them with training and skills which inspired them and was life changing for some. This work will continue next year with two groups of students, in Years 9 and 10.

- (b) **Principal's Report:** LM referred to the June report and teaching vacancies that were difficult to fill but a solution was found after promoting an in-house graduate scheme which has led to a couple of ex-students returning as staff. There will be some intense training taking place with the graduates during the summer. There remains a small gap in maths which will hopefully be resolved by the end of the term. Staff absence has been between 95-97% and this is being tracked weekly. LM plans to map system used against the Bradford system to see if this picks up anything different.

*Jack and Evie left the meeting at approx. 4pm.*

*LJ joined the meeting at approx. 4pm.*

- (c) **IT Development:** DB provided an update following a review of the IT support structure by the MAT which has led to proposed changes, with a view to providing greater strategic support and a one team approach across the three secondary schools. The new IT lead will help review the development plan before the end of the term which will then be shared. The plans to switch broadband provider look like it will be delayed as some external cabling work needs to take place.

- (d) **AAB:** JL requested PASAG be updated now to AAB on the agenda and noted that meetings will take place each half term from September.

The following policies were proposed following their review and approved by governors:

- Careers Education Information Advice and Guidance Policy
- Collective Worship Policy
- Complaints Policy
- Remote Education Policy
- Student Exclusion Policy

It was also noted that, following a review of the AAB Terms of Reference, a reduced number of policies would go through the group in future and those removed will go to the executive team for comment prior to governing body meetings.

VL commented on a recent safeguarding audit and reported that Sam Dennis is happy with the procedures in place. The safeguarding team are implementing recommendations made and a student survey is due to be repeated in the autumn term.

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

- i. Christian Distinctiveness – JL explained that she has put a monitoring programme in place with visits scheduled half termly to monitor the impact in line with the new SIAMS framework. A subject review with RS has also taken place. Citizen UK training has taken place with three members of staff and as a result students will be involved with more campaigns next year. Alex has been developing links with local community, including a new member of the team at St Lawrence's Church as well as continuing to develop a calendar of faith and culture events and updated prayer resources.
- ii. Data Protection (GDPR) – JL referred to a recent audit carried which was good. There have been a couple of minor breaches and these have been dealt with appropriately.
- iii. Student Leadership and Development – CW commented positively on the presentation and the way student leaders have grabbed the opportunity to develop student leadership. As the link governor, CW suggested student leaders think about they use her and make a point of speaking up if things aren't moving forward as quickly as they should be. Student leaders were also asked to consider how accessible things raised in the meetings are to them and if a debrief would be useful. CW thanked the student leaders for the work they are doing to drive things forward.
- iv. Leadership/Management – LM commented in the absence of NL that he continues to meet with her and challenge her. NL attended a recent executive team meeting which was operational but necessary and NL had commented on how efficient it was. CW queried the process following the two last Ofsted inspections and outcomes. LM explained the executive team had recently been discussing this as the Academy now falls into the coasting category therefore the DfE have a duty to look at whether it is in the right MAT and receiving the right support. The DfE are working with Chris Moodie to offer support and will be visiting in the autumn term.
- v. Health & Safety – JY reported that she has not been able to visit recently for medical reasons but will set up a meeting. LM confirmed that the new site manager has been updating most of the risk assessments and continues to make other improvements.

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

**13. CONFIDENTIALITY OF BUSINESS:** None.

**14. ANY OTHER BUSINESS/ MINOR TOPICS:** JL thanked LM and team for remaining open on the recent strike days.  
DB requested governors check and accept the calendar invites for future meetings so that any issues could be addressed if necessary.  
VL noted her apologies for the January meeting.

**15. DATE, VENUE AND TIME OF NEXT MEETING:**  
Tuesday 26<sup>th</sup> September at 9.30am (Founders' Event)

**Dates of Future Meetings:**

Tuesday 28<sup>th</sup> November at 3pm  
Tuesday 23<sup>rd</sup> January at 11am  
Tuesday 19<sup>th</sup> March at 3pm  
Tuesday 14<sup>th</sup> May at 11am  
Wednesday 12<sup>th</sup> June, 3.15 to 4.45pm – Strategy Event.  
Tuesday 16<sup>th</sup> July at 3pm

The meeting closed at approx. 4.20pm.