

# MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 16<sup>th</sup> JULY 2024 AT 3.00 PM

**PRESENT:** Nick Linney (NL) (Chair), Jane Lewis (JL), Lisa McVeigh (LM), Caroline Whitty (CW), Jo Yardley (JY), Mark Parkin-Coates (MP) and Jason Hollywood-Long (JHL).

**IN ATTENDANCE:** Donna Barnes (DB)(Clerk), Ellie Slack (ES), Asher Mabika (AM) and Thomas Wheeler (TW).

NL welcomed JHL to his first governing body meeting.

- 1. Talk with Governors:** Mrs Poxon joined the meeting for this item on the agenda. Mrs Poxon explained that her experience of the academy was positive overall, her child is happy, and communication has been good. Information on her child's progress has been shared through two reports which she found helpful and easy to understand, there was a lack of communication to alert to the reports being available. The experience of parents' evening differs greatly to primary school and some of the terminology differs but is getting used to. Mrs Poxon mentioned some students fear going to the toilet due to other students being there that cause issues. Mrs Poxon stated her child enjoys the food as there is better variety than in primary school, the portions are bigger, and it tastes good. Her child loved the artisan food trip and there was no cost to parents. MAD day was a further example of an activity that her child enjoyed. Some concern was expressed about increased supply teachers. Mrs Poxon was advised that she would get a written response to all of the points raised today from Lisa. Governors referred to the positive comments about the food and highlighted the importance of providing students with good food and that the academy see this as a non-negotiable.

*Mrs Poxon left the meeting at 3.20pm.*

- 2. Prayer:** JL led attendees in a prayer.
- 3. Apologies for Absence:** Jo Hall (JH), Val Leivers (VL) and Dan Preece (Exec member who was due to attend).

*MPC joined the meeting at 3.24pm.*

- 4. Declaration of Interest:** None.

**5. Major Topics:**

**a. Attendance and Behaviour**

NL referred to the major topics and advised that attendance and behaviour should remain a major topic until it is no longer an issue. The monitoring visit and fortunate timing of changes that occurred prior to the visit were referred to and governors were pleased that implementation of changes was not delayed. LM commented that this was a good example of trialling something before a break as this allows any issues to be resolved and refined ready to implement straight after the break.

The fluctuation with attendance was noted and the data shared on the daily update was viewed. Planned SEND training will help to focus on the key issues and hopefully have a positive impact on attendance. Year 11 students have left and are not included in the attendance which has had a positive impact on the overall attendance. The ImpactEd work has identified that the students who feel the least sense of belonging are those in Year 8 and

**OUTSTANDINGS**  
(In date order)

13/05/20	SCAOT Structure and Funds <b>CW</b>
19/03/24	Skills Audit <b>DB</b>
14/05/24	Review of Link Governors <b>CW</b>
16/07/24	ImpactEd Info <b>LM</b>
16/07/24	SIAMS presentation <b>DB</b>
16/07/24	Dashboard - Mark 1 budget <b>ES</b>

**CONCLUDED**

Are listed on the last sheet  
(In alphabetical order)

those with the best sense of belonging are Year 12. There is some individual detail which is being used to help with interventions. Year 12 students will be asked to mentor Year 8 with some training and guidance to try and raise their sense of belonging. Tutors are going into the second year of tutoring which will be beneficial as tutors will be able to identify and challenge any patterns with non-attendance. Tutors will stay with the same students which is already having a positive impact as students see the same person twice a day. LM was asked to share the ImpactEd information with governors. **OUTSTANDING as LM ImpactEd Info.**

CW referred to a comment shared at the last AAB meeting about teachers not taking enough interest in students. Governors asked student leaders what their thoughts were on this. They responded that it may be due to larger class sizes which is different in sixth form. Some teachers may be more focussed on teaching, whereas others could be more interested in offering support if students are struggling. It was suggested that a student is invited to help lead a discussion on this at the next inset day and get staff thinking about how students may feel. A reminder of the aspiration for attendance was shared, the first stop is to aim for 92% attendance or better. Student leaders were asked what they think the issues are. They responded some parents are stricter than others and agreed there could be links to feeling a sense of belonging. Students who join in the sixth form may feel some teachers are more connected to other students and find it harder to build a bond. It was suggested a letter is sent to parents at the start of year to explain the critical role they play in their child's attendance. LM agreed and it is something being worked on already along with an attendance 'Our Way', an update will be shared in the principal's report. It was suggested highlighting the potential for student grades if attendance is better.

**b. SIAMS**

JL talked governors through a 'SIAMS' presentation. Key points referred to included changes to the inspection framework, being inspected on our vision and our values, key questions that will be asked, possible outcomes, the inspection process and next steps. The academy is expecting its next inspection in the 25/26 academic year. LM commented that the new framework suits the academy better than the previous one. DB to share PowerPoint with governors. **OUTSTANDING as DB SIAMS presentation.**

**c. Mark 1 Budget**

ES referred to the Mark 1 budget and commentary shared in advance of the meeting which indicates a predicted a surplus of £113k against an aspiration of £150k. Key points highlighted included two behaviour mentors who have been retained following their success this year. The covid grant has now ended but some of the measures implemented using the funding have been beneficial and have been retained. The MAT recharge cap has been removed which has led to an increase of £55k. Overall staffing costs have increased as a result of pay awards and cost of living increases. There is nothing built into the budget for any proposed capital expenditure, this will be reviewed in the Mark 2 budget once all vacancies have been filled. There is a reduction in the premises heading due to some historical issues that have now been resolved. Governors asked if a review of food prices has taken place. ES advised that further benchmarking has taken place and at this point would not recommend a further increase, but this will be kept under regular review. Governors were happy to note and approve the Mark 1 budget and await further updates in the Mark 2 budget.

**6. FINANCE REPORT:**

- (a) **Financial Statistics** – ES presented the June dashboard. There are some funds pending which is affecting income, it is expected these will be resolved by year end. The pay award this year is also higher than budgeted for. ES was asked to add mark 1 budget to the dashboard. **OUTSTANDING as ES Dashboard - Mark 1 budget.**
- (b) **Cash Flow** – As per the dashboard, the cashflow is at a negative position.
- (c) **Capital Expenditure Requests and Pending** – None.
- (d) **Opportunity Trust Performance** – ES referred to the value of investments on the dashboard - £1,740,000.

- (e) **Academy+** - In the absence of VL, ES referred to the current funds raised (£59,450). NL reported that Dan Preece has joined the group and fundraising is now starting to gain momentum. The strapline 'education beyond the classroom' will always appear when Academy+ logo is used from now on.
- (f) **Net Zero Carbon 2030** – ES shared an update on the water bottle project. The outgoing student leaders could not attend the presentation but the new student leaders will be taking over the project.

7. **MINUTES OF THE PREVIOUS MEETING** held on 14<sup>th</sup> May 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 ongoing process to gain CIO accreditation with the Charities Commission. There is now a suite of documents to support and strengthen the application, which have been shared with trustees. Once trustees have fed back on the documents the application will resubmitted. **OUTSTANDING.**
- (b) **Skills Audit:** DB to share completed audit with NL. **OUTSTANDING.**
- (c) **Risk Register:** LM explained that the Risk Register is a place to collect a list of identified risks and that a further document has now been created that spells out the risk to sponsors if the outcome at the next inspection is not what we want it to be. In future LM will include a summary of the top 3 to 5 risks on future Principal Reports. **CONCLUDED.**
- (d) **Share Ofsted Report:** **CONCLUDED.**
- (e) **Proposal for Trip Staffing Charges:** ES reminded governors of the proposal. The proposal was considered and approved by governors. Governors asked that participation of trips is monitored to make sure finance isn't a barrier to attending. **CONCLUDED**
- (f) **Review of Link Governors:** Link governors noted on the dashboard were reviewed. It was agreed that CW would remain involved with training. MP agreed that given his experience he would be allocated to IT and DB to invite to the next IT group meeting. JHL to consider what link might be suitable.

9. **LEGAL MATTERS:** None.

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

11. **STANDARD ITEMS:**

- (a) **Academy Aspirations:** As per the agenda
- (b) **Principal's Report:** LM reported that almost all teaching vacancies are filled either with new staff or longer-term supply. Work is ongoing with Claire Barber which has resulted in improvements to varying degrees, the next step is for Carl and Kaley to look at the data more forensically. SEND training programme is in place to ensure their needs are catered for this is referred to as 'adaptive teaching'. LM stated that to address the issues raised about toilets, more robust duties are in place at social times, the next step is to focus on lesson changeover times, this has already been mentioned in the daily update to encourage staff to pop in those areas until a system is in place. CW reported that there seems to be a much better handle on truancy which was discussed at the AAB meeting.
- (c) **IT Development:** No update. DB to invite MPC to next meeting.
- (d) **Policies:** The following policies were proposed by LM following review, and were subsequently approved by Governors:
  - Budgetary Control Policy
  - Charging and Remission Policy
  - Literacy Policy
  - Lockdown Policy (Exams)
  - Relationships, Sex and Health Education Policy

DB was asked to share the principal's report with student leaders in addition to the agenda. NL asked that student leaders view all information they receive as confidential and they are not sure to ask LM, DB or ES.

**(e) AAB:** JL reported in JH's absence a positive update from Kaley and the modern foreign languages team leader at the last meeting.

**(f) Student Leadership Feedback:** Student leaders reported they have been busy and have already been involved with celebrating politics and democracy through a mock election and the Awards Evening. Thomas attends the IT group meetings and Thea attends the Academy+ meetings. They has also been engaged in tutor time, sports day and activities after school to encourage those who are not doing a period 6 activity to participate. A celebratory meeting is planned for the former student leader and new leaders.

**(g) Link Governors Reports:**

- i. Christian Distinctiveness – Nothing to add.
- ii. Data Protection (GDPR) – JL had planned to do the audit today but will arrange to complete this with DB. MPC agreed to take over as the link governor for this as it fits in well with IT.
- iii. Leadership/Management – NL to attend a meeting next term, DB to arrange. No update.
- iv. Health & Safety – JY to meet with Ady during summer to carry out a fire audit.
- v. Safeguarding – DB reported in VL's absence that an audit was completed recently with no concerns. LM advised that Hannah C is now carrying out audits on behalf of MAT in other schools.

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

**13. CONFIDENTIALITY OF BUSINESS:**

**14. ANY OTHER BUSINESS/ MINOR TOPICS:** LM noted that she will not be here for the next meeting, 24<sup>th</sup> September – those present agreed to move the meeting to Friday 4<sup>th</sup> October at 9.30am.

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

Friday 4th October 2024 at 9.30am to include a tour and Founders' Event

**Dates of Future Meetings:**

Tuesday 26th November 2024 at 3pm  
Tuesday 28th January 2025 at 11am to include a tour  
Tuesday 18th March 2025 at 3pm  
Tuesday 6th May 2025 at 11am to include a tour  
Wednesday 18th June 2025 – Strategy Event  
Tuesday 15th July 2025 at 3pm Tuesday 16th July at 3pm

**The meeting closed at 5.10pm.**