**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD VIA CONFERENCE/VIDEO CALL ON**

**TUESDAY 29th MARCH 2022 AT 3.00 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 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 Heatherdene Condition (Due 31 Mar) **LM**

25/01/22 Heatherdene accounts **ES**

25/01/22 Training/NGA membership/skills audit/MAT relationship **NL/JL/DB**

29/03/22 Governance Forum attendance **DB**

29/03/22 PASAG review and GKIT **JL/VL**

**CONCLUDED**

**Are listed on the last sheet**

**(In alphabetical order)**

**PRESENT:** Jane Lewis (Chair), Lisa McVeigh (LM), Caroline Whitty (CW), Jo Yardley (JY), Sharon Bassett (SB)

**IN ATTENDANCE:** Donna Barnes (DB) (Clerk), Ellie Slack (ES), Chris Bury (CB) and Dan Preece (DP).

**1. Talk with Governors:** Debra Henson, a year 9 parent selected at random, was in attendance for this item of the agenda. Governors asked about her experience of the school and issues discussed included; perceived lack of information on how child is doing, transition and difficulties settling in primary to secondary due to Covid, loss of tutor time and wider curricular activities. Positive feedback was shared about the level of support provided by staff. LM responded to some of the issues raised and agreed to follow up by email. LM referred to a new parental engagement group that is being set up to look at communications and invited Debra to feedback and be involved with the group. LM thanked Debra for her attendance and contribution to the meeting.

***Debra Henson left the meeting at 3.26pm.***

The transition process was discussed, LM confirmed information is shared from primary schools which triggers a variety of support and helps to inform how issues are dealt with. Governors agreed that the new system of parent feedback into meetings is working well.

**2. Prayer:** JL opened the meeting with a prayer.

**3. Apologies for Absence:** Apologies were received from Nick Linney (NL), Val Leivers (VL) and Michael Arlington (MA). Apologies received after the meeting from Stephen Garner (SG), Joanna Hall (JH) and Guardian Team Leaders.

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

**5. FINANCE REPORT:**

1. **Financial Statistics –** ES talked governors through the finance summary section of the December dashboard. Energy costs are being monitored due to rising costs of approx. 60%. Academy is due to join a group contract which will generate a small saving from 1st April but will be an increase on what has been paid. ES anticipated that the forecast surplus figure should be achieved at the end of the year.
2. **Cash Flow –** ES confirmed overall spending is as expected with no concerns. Some supplementary grants have been received to help with energy costs.
3. **Capital Expenditure Requests and Pending –** DB talked governors through the capital expenditure request to purchase replacement IT equipment for classrooms. DB referred and talked governors through the IT development plan. Governors approved the application.
4. **Opportunity Trust Performance –** ES advised of the value of investments as per figure on the February dashboard. CW asked if there had been any impact on investments following events in Ukraine. ES advised there was no information to share at this stage.

**6. Minutes of the Previous Meeting** held on 25th January 2022 were accepted as a true record and were signed by DB on behalf of JL.

**7. MATTERS ARISING AND OUTSTANDING:**

1. **Cap Ex on dashboard:** ES confirmed included on dashboard. **CONCLUDED.**
2. **Heatherdene Accounts:** ES referred to the circulated summary of accounts and advised finances are in line with expectations for this academic year, but work continues in line with aspirations. Agreed to keep outstanding to check still on track at next meeting. **OUTSTANDING ES.**

***CB joined meeting at 3.52pm***

1. **Governor School Visit:** LM advised the visit is arranged and will take place on 14th June. Governors to respond to email/calendar invite with confirmation of attendance. **OUTSTANDING LM.**
2. **SCAOT Structure and Funds:** CW provided an update on the creation of a deed of wishes document. ES is in the process of facilitating signatures on the document and once complete it will be included as part of the CIO application and resubmitted to the Charity Commission. **OUTSTANDING MA/CW.**
3. **Heatherdene Management:** Discussed under item 7 (b).Governors deemed part of this item to be confidential. **OUTSTANDING LM.**
4. **Fundraising/Alumni:** CW referred to the working group who have met on a few occasions and are working towards an action plan. Contact has recently been made with a consultant who will be attending the next group meeting with a view to help get fundraising off the ground. LM confirmed the story was work in progress. DB confirmed a meeting had taken place with a contact of CW who shared information about their alumni. Work is underway to launch this year with school leavers and once established aim is to extend. **OUTSTANDING CW/LM.**
5. **Early Career Framework Update:** LM reported thatEarly Career Teachers are engaged in a programme set up with other schools in the MAT and CB will attend the October meeting to report to governors. **OUTSTANDING LM/CB.**
6. **Teams user friendly issues:** There have been some issues and work continues to improve the friendliness of systems. **OUTSTANDING DB/NL.**
7. **Code of Conduct:** JL suggested a way forward with governors feeding back any comments on the document to NL to discuss with the MAT once a meeting is arranged. **OUTSTANDING NL.**
8. **Contact CJ re meeting attendance:** DB advised that CJ has resigned. **CONCLUDED.**
9. **IT Development Plan and Agenda:** Update provided under item 5 (c) and included on agenda for regular updates in future. **CONCLUDED.**
10. **Heatherdene Condition:** LM provided an update on improvements that have place which includes replacement doors, decorating and remedial works to walls and outside. There remain some issues due to availability and reliability of contractors, but further works are planned during the Easter break. Plans for longer term improvements are in place. Trustees have a visit planned on 9th May at 10am and governors are welcome to join. CW asked how the asset shows in the SCAOT accounts and ES confirmed there is no depreciation applied. JL referred to the recent GKIT visit and the mention of the provision in the report. **OUTSTANDING.**
11. **PASAG Dashboard:** LM confirmed that the dashboard has been amended and will be used at the next PASAG meeting. **CONCLUDED.**
12. **Training/NGA membership/skills audit/MAT relationship:** CW and JL confirmed they had sent apologies for the MAT Governance Forum on 24th March and asked if anyone else had attended. DB to check attendance with MAT. DB confirmed a meeting hadn’t taken place yet. **OUTSTANDING updated to Training/NGA membership/skills audit/SNMAT relationship NL and Governance Forum attendance DB.**

**8. LEGAL MATTERS:** LM advised that an insurance claim has been received and has been passed to the insurers to be dealt with.Governors deemed part of this item to be confidential.

**9. SIGNING & SEALING:**  DB advised that the MAT board had approved renewal of VL’s term of office.

**10. MAJOR TOPICS:** LM referred to the White and Green papers which have been released by the government this week. The information is hot off the press, initial findings indicate a review of the academy day will need to take place and further proposals will be shared with governors once considered. CW advised of a CST briefing taking place tomorrow.

**11. STANDARD ITEMS:**

1. **Principal’s Report:** LM referred to the January and February reports. There are more staffing changes occurring this year, no concerns and suggested a return to normal following Covid. Covid absences have increased recently and is affecting staff and students. Contingency plans are in place for covering staff absence and there hasn’t been a need to send any students home to date. LM reported that despite the challenges it brings, work continues in the background focussing on continuous improvement. There has been a recent GKIT visit with some feedback on key stage 3 assessments, the full report has been shared with the Chair and Vice Chair of Governors at this stage and an edited version with the executive team. An external review has been commissioned looking at pupil premium which involved meetings with staff and students. Positive feedback was received about students and of the school values which. LM commented on a recent visit to another school organised through the same network, where she saw amazing work in building confidence of students.
2. **Student Leadership and Development:** CB reported he is in the process of getting the new student leadership team into place and arranging a handover, which will allow the Year 13 students to concentrate on their exams. Lessons have been learnt and adaptions will be made to improve for the new student leaders. CW asked what some of the quick wins are and LM explained this was referring to year 10 intervention work for example. A meeting is being planned for the new student leaders with the outgoing colour bearers from Gordonstoun and this will help to identify training needs and an opportunity for joint development with their new student leaders. LM advised she meets regularly with CB and student leaders and that the Round Square IDEALS and activities are being regenerated and promoted. Other staff will become more involved and will support CB. Collaboration with other Round Square schools is planned and will commence next term. CW stated she was not available for some of the student meetings and suggested coming in between and/or when students attend exec meeting.

***ES and CB left meeting at 4.43pm.***

1. **Healthy Eating:** LM shared an update following the recent Year 11 Project Flavour day, where students experienced great weather and outdoor activities in the garden area, made sausages and participated in other great things. LM reported that everything is on track to achieve the targets set for the first year of the programme. CW suggested organising a high profile visit. LM agreed and advised the project is building momentum and referred to the food education group in the white paper.

***JL’s connection was intermittent in the meeting from 4.42pm and she was unable to re-join.***

1. **People, Achievement & Standards Advisory Group Report:** LM provided feedback following the GKIT visit and report and concerns which are being addressed. LM advised she was aware of the issues and was in the process of looking into them and understood the key areas for development. LM advised she would be meeting with JL and NL to discuss further. DB confirmed there were no policies for consideration. JL/VL to meet to discuss the way in which PASAG operates and the structure of the PASAG agenda, reviewing if it is fit for purpose. The GKIT raised some issues that need further exploring. **OUTSTANDING PASAG review and GKIT JL/VL.**
2. **Christian Distinctiveness**: LM shared feedback following a recent meeting hosted at the Academy for headteachers of Church schools. One of the schools recently achieved outstanding at their SIAMS inspection and they shared information and demonstrated areas of their website which contributed to the outcome and provided inspiration. Alex Brompton hoping to have a strategy day so that he can consider the role of chaplaincy across the academy, especially ways in which volunteer chaplains can best be deployed to support the work of the academy. There has been chaplaincy presence at Heatherdene over recent months. Alex is arranging an event at the academy for people from local Churches who are interested in volunteering at the academy to find out more about roles they could fulfil. It is hoped that some of these may want to take on a chaplaincy role. Alex and others are looking into the possibility of setting up an outdoor reflection area which could be used, amongst other things, for outdoor worship and prayer.
3. **Link Governors Reports:** JY advised she had met with the site manager and was in the process of setting up a follow up visit. CW reported she continues to work with CB and student leadership.

**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:**

Monday 9th May at 11am – Governors invited to visit Heatherdene at 10am if available.

**Dates of Future Meetings:**

Tuesday 19th July at 3pm

 **The meeting closed at 5.00pm.**