

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 14th MAY 2024 AT 12.30 PM

PRESENT: Jane Lewis (JL) (Chair), Lisa McVeigh (LM), Caroline Whitty (CW) and Mark Parkin-Coates (MP).

IN ATTENDANCE: Donna Barnes (DB)(Clerk), Ellie Slack (ES), Rebecca Jephson (RJ), Sydnie Spencer (SS) and Thomas Wheeler (TW).

OUTSTANDINGS (In date order)

13/05/20	SCAOT Structure and Funds CW
19/03/24	Skills Audit DB
19/03/24	Risk Register CW/NL/LM
14/05/24	Share Ofsted Report LM
14/05/24	Proposal for Trip Staffing Charges ES/LM .
14/05/24	Review of Link Governors CW

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

- 1. Talk with Governors:** Apologies were received at late notice from the parent who was due to attend for this item of the agenda.

Two of the new student leaders were welcomed to their first governor meeting and introductions were made.

- 2. Prayer:** JL led attendees in a prayer.

- 3. Apologies for Absence:** Nick Linney (NL), Jo Hall (JH), Jo Yardley (JY) and Val Leivers (VL). RJ for the start of the meeting due to start of exam.

- 4. Declaration of Interest:** None.

- 5. Major Topics:**

a. Attendance and Behaviour

LM referred to the recent Ofsted report and highlighted the positive comments made about no low-level disruption being observed in lessons during the visit. The implementation of the new behaviour pathway, launched at the start of the same week as the visit, is likely to have helped and during tutor time the inspector was able to see students discussing the pathway and feeding back to tutors. The first day of the new pathway resulted in an increased number of students being removed from lessons, however this reduced as anticipated throughout the week. The next step is to launch the corridor behaviour pathway, where expectations outside of the classroom will be laid out clearly. A behaviour pathway for expectations in the community will follow this. The MAT have been supportive with Claire Barber continuing to visit and support with the delivery of some training for staff. Time has been created for staff to attend some training on adaptive teaching and behaviour. LM referred to the training focus this year, which has been the national professional qualifications (NPQ's) and explained these were chosen as they are geared around leading behaviour and leading teaching and learning which could be delivered in house through the Church of England. Feedback is being sought to identify how this has changed practice in school and how this can be shared further. Although the Ofsted report recognises the work being done, LM noted it is important to continue with it to make further improvements and see the impact. The inspector understood the challenges and context. LM was asked to share a copy of the report with governors.
OUTSTANDING as Share Ofsted Report LM.

Governors asked if students had noticed a difference, they replied fewer students are late in the morning as they can see the queue is smaller. Students know the expectations regarding uniform so there are fewer being challenged in a morning. Student leaders said they haven't seen much change in their own lessons as they are with their own year group but that they will likely notice more when the next phase is introduced in corridors and social time. LM explained that if student leaders or governors observe inappropriate behaviour in the corridor, they can

address this with the student but if the response isn't acceptable or there is defiance then this should be referred to a member of staff.

LM advised that attendance is a trickier issue, however it is currently tracking higher in general than at the same time last year. Positive groups are year 7, year 8 and SEND students. The biggest concern is year 11 and strategies are being used to encourage attendance, such as a criteria to attend the prom.

RJ joined the meeting at 1pm.

LM reported that currently they are trying to find a way to focus strategic efforts more sharply, an example is looking at students who have missed the last day of term previously and contacting home to flag this up and encourage them to attend. Work continues with "ImpactEd" to gather information from students through surveys to find out more about their attitudes towards attendance. This data will then be analysed and shared with us to help identify any patterns or trends which can then be used to inform purposeful strategies. The Ofsted inspector was happy with the tracking and quality of monitoring taking place but noted that the improvements and impact are yet to be seen and this remains the focus. Governors noted the attendance breakdown that is now included in the daily update and how helpful this is. LM explained that holiday can be masked with sickness. CW asked about students who are in school but truant lessons and if data is available for this. LM reported the technical issue preventing this previously is now resolved and there is a code used to record internal truancy which can be used to identify patterns. A brief discussion took place on some of the issues that students can experience and struggling with, what support is offered to them, and for the benefit of the student leaders a little detail was shared about the provision at the Pavilion and Heatherdene. RJ commented on attendance issues in year 11 with some students reluctant to be in school outside of exams. They are encouraged to stay and revise but there is resistance and there is an increased number of medical appointments during the school day. LM reported on the growing number of students recognised for 100% attendance at the reward event. Students receive a bronze award for full attendance in the autumn term, a silver award for autumn and spring and a gold for the whole year. LB shares 100% attenders with tutors regularly as well as any concerns so this can be celebrated.

b. SIAMS

JL suggested this item is carried forward to the next meeting when more governors are present. For benefit of student leaders SIAMS inspections and outcomes were explained and how they differ to Ofsted inspections. The academy is expecting its next inspection in the 25/26 academic year.

6. FINANCE REPORT:

- (a) Financial Statistics** – ES presented the April dashboard. Agency spend is being monitored. Some funding streams affecting the income are pending but there is nothing of concern. The various types of funding were explained for the benefit of student leaders. Premises spend is higher than budgeted for at this time of the year due to some remedial works but there is nothing of concern. ES was asked what these were, she responded the main things were heat coils on the roof and some pipes that had burst. These issues are starting to arise due to the age of the building. CW asked about replacement plans and ES advised that a capital replacement plan exists for both site and catering. LM commented on the improved performance and proactiveness in the site team.
- (b) Cash Flow** – As per the dashboard, the cashflow is at a negative position but there is cash in the bank to carry this with no concerns.
- (c) Capital Expenditure Requests and Pending** – None.
- (d) Opportunity Trust Performance** – ES referred to the value of investments on the dashboard for April - £1,668,000. LM noted to remind staff on the daily update of the next meeting so any applications can be submitted in time.

- (e) **Academy+** - In the absence of VL, ES referred to the current funds raised (£56,170). Tutors are being encouraged to follow up on any funds not yet paid or raised by students for the £50 challenge. There has been a variety of ideas, lots of enthusiasm but this has been variable across the board. CW asked if anything is being done to celebrate those students who have done well and suggested an award for the best fundraiser of the year (individual and group).
- (f) **Net Zero Carbon 2030** – ES has lots of useful information and is in the process of pulling everything together in one place to create a plan of what we want to do and what we can achieve. There are lots of businesses offering to help reach targets at a cost and we need to prioritise what we can do ourselves first. ES explained that permission needs to be sought from the power board before we can look at installing solar panels, this is being worked on in the background and will form part of the plan. ES is pursuing the company working with students on the water bottle challenge for a date and CW is helping with this.

SS left the meeting at 1.30pm.

Governors discussed a trip planning proposal which was deemed confidential.

- 7. **MINUTES OF THE PREVIOUS MEETING** held on 19th March 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 the application, which are more comprehensive than before. The trustees need to agree all of these documents and then the application will be submitted. CW was pleased to share that some of the legal fees incurred have been successfully challenged. **OUTSTANDING.**
 - (b) **Skills Audit:** Pending completion of the skills audit from CW and VL. **OUTSTANDING.**
 - (c) **Healthy Eating included in Principal's Report:** This is now a standard item in the monthly report to governors. **CONCLUDED.**
 - (d) **Risk Register:** CW voiced her queries regarding the risk register and whether there is sufficient information about the risk relating to Ofsted and sponsors. CW, NL and LM will meet to discuss this and governor involvement in the process. CW suggested that the governor responsibilities need to be reviewed, it was agreed to look at this at the next meeting. **OUTSTANDING as Review of Link Governors CW.**
- 9. **LEGAL MATTERS:** None.
- 10. **SIGNING & SEALING:** None.
- 11. **STANDARD ITEMS:**
 - (a) **Academy Aspirations:** As included on the agenda with LM reporting on the following. Planning is underway on a comprehensive CPD programme for next year that will have flexibility built in for issues that may crop up. Work is taking place with team leaders on quality assurance with support from Chris Moodie. The exam predictions are not looking as good as last year, the national picture is the same. Students are positive about their exams and upbeat, with interventions taking place before and after school. Meetings are now in the diary with the new student leaders and the first meeting has taken place. The budget for next year is being worked on and it is proving a challenge, but more will follow on this at the next meeting.
 - (b) **Principal's Report:** LM reported that there are some staffing needs that are a struggle to fill at present. Some of the teaching posts have been filled by Teach First students and the two behaviour mentors will be retained which is likely to affect the benchmarking figure. The revised curriculum plan has resulted in needing to appoint a teacher of maths, science and a part time in humanities. CW asked if apprenticeships might be a potential solution. LM stated that all options are being considered and a few graduates are already working with the school to gain

their teaching qualifications but funding for apprenticeships will be explored. Retention of staff overall is good. The covid grant is being removed next year and this will have a financial impact, ES is looking into the impact of this as there are things that would be good to retain such as the recovery leads, counselling and one to one tutoring. The MAT recharge is also due to increase next year so this will have a further impact on the budget. CW asked about the complaint on the dashboard, LM explained what had been done so far to try to resolve, and the approach that is taken which includes a culture of learning and not being defensive.

(c) IT Development: DB explained that the development group are reviewing priorities for next year and longer term, looking at the lifespan and replacement plans for IT equipment. The plan is to involve student leaders with this. MP asked if the school is happy with the current system used, LM said it is an improvement to the system previously and offers what is needed for now.

(d) Policies: The following policies were proposed by LM following review, and were subsequently approved by Governors:

- Blood Spillage Policy
- Feedback Assessment and Homework Policy
- Health and Safety Policy
- Manual Handling Policy
- Supporting Students with Medical Conditions Policy

(e) AAB: JH and JL not present at the meeting therefore CW shared some feedback from the last meeting and the presentation from the music team leader and discussions around attendance and behaviour. CW commented on how useful it might be for other governors to attend these meetings and understand some of the detail discussed there. LM reminded there is an open invitation for others to attend. LM referred to discussions at the meeting around assessments in key stage 3 and what is being done to avoid interventions. The focus at the next meeting will be modern foreign languages.

(f) Student Leadership Feedback: Student leader meetings are set up to take place fortnightly with LM which will look at training needs, they have already completed some visitor host training. LM has been finding out about their interests, talking about getting student councils up and running, fundraising and reward events so far. Student leaders have already put visitor host training in action during a recent visit from Caroline Samworth and CW. CW intends to ask outgoing leaders ten questions to help identify what training they found useful and is happy to pull the information together to provide a report. Outgoing leaders' contributions will be celebrated.

(g) Link Governors Reports:

- i. Christian Distinctiveness – JL referred to the key updates shared in the principal's report which include an application as part of a diocesan bid to gain funding for a project for local churches to get more involved with schools and set up a Christian youth group.
- ii. Data Protection (GDPR) – JL to arrange a visit with DB. Nothing of concern. There is an increase in the number of subject access requests which can be time consuming.
- iii. Leadership/Management – NL to update at the next meeting.
- iv. Health & Safety – JY to update at the next meeting.
- v. Safeguarding – VL is due to carry out an audit this week. LM commented on the incredible work Adam and Hannah do to oversee safeguarding.

12. MATTERS FOR THIS MEETING: None.

13. CONFIDENTIALITY OF BUSINESS: Governors deemed some of the discussion under item 6(f) confidential.

14. ANY OTHER BUSINESS/ MINOR TOPICS: LM explained that plans are underway for the Governors' Strategy event on 12th June which will focus on 'Our Way'.

15. DATE, VENUE AND TIME OF NEXT MEETING:

Wednesday 12th June, 3.15 to 4.45pm – Strategy Event.

Dates of Future Meetings:

Tuesday 16th July at 3pm

Tuesday 24th September 2024 at 9.30am to include a tour and Founders' Event

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 3.00pm.