

**MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY
GOVERNING BODY HELD AT THE ACADEMY ON
TUESDAY 28th NOVEMBER 2023 AT 1.00 PM**

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

IN ATTENDANCE: Ellie Slack (ES)(Clerk), Adam Cave (AC), George Yardley (GY) and Azaan Faisal (AF).

OUTSTANDINGS (In date order)	
13/05/20	SCAOT Structure and Funds CW
19/07/22	Governor Benchmarking visit LM
28/11/23	Attendance Presentation LM
28/11/23	Academy+ Dashboard ES
28/11/23	Agenda Amendment-Academy Aspirations ES
28/11/23	Governor Training NL
CONCLUDED	
Are listed on the last sheet	
(In alphabetical order)	

- Talk with Governors:** Miss Treweek, parent of a Year 11 student was in attendance. Miss Treweek questioned the idea of moving to Bromcom as she was experiencing issues with the app session expiring quickly. LM will monitor this and check in with Miss Treweek after one month to see if this had improved. A query was raised surrounding parents' evening appointment locations, as Miss Treweek felt this was unmanageable for parents being split in two locations, which LM said could be reviewed. Overall Miss Treweek has a positive experience of the Academy and feels there are open lines of communication. An area for improvement was identified in the form of making reports simpler, as the current format includes a large amount of scoring which is difficult for parents to understand. LM responded briefly to some of the comments during the meeting and will respond in detail by email following the meeting.

*VL joined the meeting at 1.20pm.
The parent left the meeting at 1.20pm.*

- Prayer:** JL led attendees in a prayer.
- Apologies for Absence:** There were no apologies received.
- Declaration of Interest:** None.

JY joined the meeting at 1.35pm.

- Major Topics:**
 - Attendance** – Significant discussion took place surrounding the Academy's current attendance figure and steps being taken to improve this picture. JH shared the Fischer Family Trust (FFT) dashboard with Governors, which was explored in the meeting and its uses within Academy operations were discussed. LM demonstrated the attendance dashboard that is available through Bromcom, which is used on a daily basis by the Attendance Lead to track trends and drill down as required. Work is being carried out in the background by the Attendance Lead and LM with a view to producing a useful dashboard which will be shared with Governors on a regular basis. LM explained the work being carried out by the Executive Team on a revised strategy that will be launched in September 2024 to staff, which will provide greater clarity to both staff and students alike. Following discussion, during which NL made it clear that we cannot wait until Sept 2024, it was agreed that at the next meeting this would remain a major topic, and LM and the Attendance Lead would provide a presentation on plans, measures and what the expected impact of these measures will be. **OUTSTANDING as Attendance Presentation LM.**

6. **FINANCE REPORT:**

- (a) **Financial Statistics** – ES presented the October dashboard, explaining the key variances. The area of expenditure currently being monitored closely is premises due to a large number of remedial works that are required within the Academy, but this will be closely monitored to ensure the budget remains on track.
- (b) **Cash Flow** – As per the dashboard.
- (c) **Capital Expenditure Requests and Pending** – There were no capital requests pending, but it is anticipated that there will be one for IT submitted for the January meeting. Governors discussed the refurbishment works being carried out to the legacy building, and thanked the MAT for their investment in the project.
- (d) **Opportunity Trust Performance** – ES referred to the value of investments on the dashboard for October.
- (e) **Academy+** - VL provided overview of £50 challenge which had been launched within the Academy, the upcoming Christmas Fayre and Music Concert. Governors discussed adding the total raised to the dashboard. ES to action. **OUTSTANDING as Academy+ Dashboard ES.** Governors discussed 'Project Headingly' which was deemed confidential.
- (f) **Net Zero Carbon 2030** – ES updated governors on the work she is doing with students on a project they are leading to reduce single use plastic, which is gaining momentum following a visit to Linney in October, and provided an overview of replacement LED lighting in classrooms which had taken place over October half term.

8. **MINUTES OF THE PREVIOUS MEETING** held on 26th September were accepted as a true record and were signed by NL.

9. **MATTERS ARISING AND OUTSTANDING:**

- (a) **SCAOT Structure and Funds:** CW provided an update on the CIO process. NL, CW and ES had met with Browne Jacobson to ensure the appropriate checks and balances would be in place, and a revised suite of documents had been produced as the matter had been escalated within Browne Jacobson. Once the documents have been reviewed by CW and NL, they will be shared with trustees for approval before resubmitting to the charities commission. **OUTSTANDING.**
- (b) **Governor Benchmarking Visit:** LM had contacted a number of schools that do fundraising well, but had been unsuccessful in arranging a visit. LM proposed visiting a school who the Academy was partnering with on behaviour and culture. Governors supported this proposal and LM is to organise and share the date with Governors. **OUTSTANDING.**
- (c) **Aspiration – Student Leadership:** LM had added a sentence to the aspirations document as requested. **CONCLUDED.**
- (d) **Mark 2a Budget:** ES had amended and circulated the Mark 2a budget to Governors following the last meeting. **CONCLUDED.**

10. **LEGAL MATTERS:** None.

11. **SIGNING & SEALING:** None.

12. **STANDARD ITEMS:**

- (a) **Academy Aspirations:** LM provided overview of quality assurance work being carried out with Chris Moodie every week, which is now trickling down to Team Leaders. The new assessment system is being used with Year 7 – Year 9. LM briefly shared the aspirations document with Governors. NL requested that the aspirations summary be added to the agenda. ES to action. **OUTSTANDING as Agenda Amendment- Academy Aspirations ES.**
- (b) **Principal's Report:** LM stated that the Academy was seeing some turnover in staffing, but nothing of concern. Outlined the success of the Leith's partnership within the Academy, stating that all students engaged in the programme had applied to enter the Young Chef Competition run by the Rotary. There is now a Leith's Beacon project underway at Hucknall National Primary

School as a result of the Academy's introduction. LM also shared the success of 'Project Can Do' with Governors.

LM talked Governors through the benchmarking document which had been produced following a financial review carried out by the MAT. This focuses on key pieces of data which have been prioritised in line with the Academy's ethos. ES would be working with SP to look at ways of aligning the information Governors receive with the information the MAT board see, so all parties are seeing the same information.

- (c) **IT Development:** ES provided overview of works carried out over October half term, and capex being drawn up by the IT development group ready for the January meeting. AF and GY stated that IT in the Academy worked well in their experience.
- (d) **Policies:** The following policies were proposed by LM following their review, and were subsequently approved by Governors:
- Fraud Policy
 - Partner Family Leave Policy
 - Primary Parent Family Leave Policy
 - Shared Parental Leave Policy
 - Social Media Policy
 - Admissions Arrangements 2025 – 2026 Policy
 - Completion of Registers Policy
 - Confidential Reporting and Whistleblowing Policy
 - Cyber Security Policy
 - Data Protection Policy
 - Debit and Credit Card Policy
 - Disciplinary Policy
 - Financial Regulations Manual
- (e) **AAB:** JH stated the meeting due to take place last week had been postponed until after the Christmas break. LM and JH are meeting next week to refine expectations in terms of paperwork, timelines etc. Discussion took place surrounding the Ofsted window and the impact of Chris Moodie's work within the Academy.
- (f) **Student Leadership Feedback:** CW stated that this was an opportunity for Student Leaders' to feed back on whether the Academy was taking Student Leadership seriously. AF provided an overview of the water bottle project, and that they were also working on developing leadership roles for the younger year groups in the Academy. LM provided overview of Citizens UK training that the Student Leaders would also be a part of in the coming weeks. CW thanked ES for her involvement in the water bottle project thus far.
- (g) **Link Governors Reports:**
- i. Christian Distinctiveness – JL shared an update on the developments with the Citizens UK training due to take place on 12th December. She is currently monitoring progress ahead of the next SIAMS inspection, and suggested this be a major topic at a future Governors' meeting. All agreed this to take place at the March meeting.
 - ii. Data Protection (GDPR) – JL advised there had been a couple of minor breaches.
 - iii. Leadership/Management – NL had been due to attend an Executive Team meeting but had to reschedule. NL, JL and LM meet monthly.
 - iv. Health & Safety – JY had met with the Site Manager and all paperwork was up to date, the next meeting date is planned for the 18th January 2024 at Heatherdene once some building works have been carried out.
 - v. Safeguarding – VL raised the issue of the Academy currently being deemed as non-compliant following a MAT audit. LM explained this was due to a change in the format of the Single Central Register, but the Academy was Keeping Children Safe in Education compliant as it had always been. The Single Central Register is currently in discussion with the MAT. Governors discussed the Local Authority Safeguarding Audit checklist, and agreed this was a beneficial exercise that should continue. VL also raised the issue of a Governor needing to be trained in Managing Allegations. It was agreed that NL would complete this training at the point at which it was needed.

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

14. **CONFIDENTIALITY OF BUSINESS:** Governors deemed some of the discussion under item 6(e) confidential.

15. **ANY OTHER BUSINESS/ MINOR TOPICS:** NL stated that Governors need to do a skills audit and identify any training needs, which would form part of the agenda of the next meeting. **OUTSTANDING as Governor Training NL.**

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

Tuesday 23rd January at 11am

Dates of Future Meetings:

Tuesday 19th March at 3pm

Tuesday 14th May at 11am

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

Tuesday 16th July at 3pm

The meeting closed at 4pm.