

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 4th OCTOBER 2022 AT 11.00 AM

PRESENT: Nick Linney (NL) (Chair), Jane Lewis (JL), Lisa McVeigh (LM), Caroline Whitty (CW) and Jo Yardley (JY).

IN ATTENDANCE: Donna Barnes (DB) (Clerk), Ellie Slack (ES), Carl Bennett (CB), Caroline Samworth (CS) and student leaders Dagmara Walczak (DW) and Ellie Carter.

- 1. Talk with Governors:** Mrs Lamb, a sixth form parent selected at random, was in attendance for this item of the agenda. Governors asked about her experience of the Academy and the response was that they are happy overall. Sixth form uniform was a topic discussed at home and students being more involved in with setting the code. Academy guardians shared their views that they could see the benefits and are happy with the uniform overall. The quality of food was discussed and no concerns were raised. NL introduced CS and explained the involvement of the Samworth family when setting up the academy for the benefit of Mrs Lamb. LM talked about the plans for the academy to work with Leith's as a pilot cookery school and a T Level qualification in partnership with Samworth Brothers. As no concerns were raised that required a response from LM, NL confirmed with Mrs Lamb that this would not happen. Mrs Lamb was thanked for her attendance and contribution to the meeting.

The parent left the meeting at 11.20am.

- 2. Prayer:** JL led governors in a prayer.
- 3. Apologies for Absence:** Apologies were received from Val Leivers (VL), Joanna Hall (JH), Michael Arlington (MA), Sharon Bassett (SB) and Stephen Garner (SG).
- 4. Declaration of Interest:** None.
- 5. Election of Officers:** The Articles of Association require that "Governors shall each school year, at their first meeting in that year, elect a Chair and Vice-Chair from among their number". Nick Linney was proposed and unanimously elected as Chair and Jane Lewis was proposed and unanimously elected as Vice-Chair.
- 8. Outstanding – Exec team presentations**
IJ joined the meeting to provide a brief presentation of the key areas of focus for his team, curriculum leadership. IJ referred to the training and development schedule plan for the year and the appraisal process which has involved staff working on projects which will happen again with new projects set for this year. The Team Leader training has now been launched and is in its infancy. An update on the reading strategy was shared, including use of the library, accelerated reader programme and change of line management to a literacy specialist moving forward. The homework policy has been revised and IJ referred to the anticipated impact this will have. The first half termly quality checks will take place next week. Disadvantaged students will be a focus this year following analysis of the summer exam results. IJ left the meeting.

OUTSTANDINGS (In date order)

13/05/20 SCAOT Structure and Funds **MA/CW**
19/05/21 Fundraising/Alumni **CW/LM**
29/03/22 PASAG review and GKIT **JL/ML/JH**
09/05/22 Governor training with CM **LM**
19/07/22 Governor Benchmarking visit 22/23 **LM**
04/10/22 Update dashboard suspensions **LM**
04/10/22 Review Values Message **LM/JL**
04/10/22 Energy strategy **DB/ES**
04/10/22 Academy aspirations update **LM**

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

CV joined the meeting to provide a similar presentation of the key areas of focus for his team, curriculum vocation. CV referred to the improved progress 8 score (-0.04) being a big step in the right direction. A key piece of work identified is closing the gap with disadvantaged students and this will involve high expectations and interventions along with various other strategies. A Level results have also improved with bursary students performing better. Further work to take place to identify what can be transferred to other areas of the academy. Year group staffing set up was discussed with an explanation of what the recovery leads in each year group do. An update was provided on the T Level mentioned earlier which the academy is registered to deliver from Sep 2025. The course fits in well with delivery of food in KS4 and project flavour, and initial training implies we are the only school signed up at this stage. CV left the meeting.

CB joined the meeting to provide a similar presentation of the key areas of focus for his team, student values. CB explained the team are looking to reduce the number of suspensions in order to keep students in school. The number of detentions is starting to reduce following changes to removal from lessons and isolation with the aim being to keep students in the classroom. Simple effective changes are being implemented such as teachers phoning home on the first occasion a child is removed from lesson. Suspensions can often be ineffective as parents can be unsupportive and the child no better off at home. It was agreed that exclusions will be updated to suspensions on the dashboard and LM to implement a measure to flag up concerns. **OUTSTANDING as LM update dashboard suspensions.**

12.

(e) Link Governors Reports including:

i. Christian Distinctiveness & ii. Data Protection (GDPR)

JL reported a number of data breaches for September and was satisfied with the way they had been dealt with and reported. JL advised Alex is focusing on values in collective worship, has organised a whole school service to celebrate the life of the Queen and is continuing to expand the group of volunteer chaplains. Alex will be sharing a survey with staff and students to gather feedback. JL explained that she would like to introduce values in action examples at each meeting and had asked LM to prepare some for the meeting. LM provided examples of forgiveness, service positivity and respect. A balanced approach was discussed and preserving all faiths or none. LM talked about an idea students presented to the exec team last week for a culture week. **OUTSTANDING as LM/JL review values message.**

8.

(a) SCAOT Structure and Funds: CW shared an update on the CIO application which has been rejected by the charities commission. Trustees are working with legal advisors to re-submit the application. NL explained the current financial position and discussions that took place at the last SCAOT meeting about how to manage future applications and realigning the rationale. **OUTSTANDING MA/CW.**

CS left the meeting and ES joined at approx. 12.40pm.

6. FINANCE REPORT:

(a) Mark 2 budget – ES provided a commentary of the end of year figures which reflected the updated dashboard and shows a deficit. ES explained it is due largely to the pay award proposal which is pending approval but has to be accrued from April. Energy costs were discussed, ES explained costs are lower as linked to procured service through the trust but are still high due to unprecedented rises. Context within the commentary was requested such as what the percentage increase is, ES agreed to include in future. ES presented the mark 2 budget figures highlighting the change from surplus to deficit. ES explained the impact salary increases have had overall and the process that has been undertaken to go carefully through each heading to identify savings. The figures have been prepared on the presumption no funding will be awarded from the government towards pay increases and this will be updated

if the position changes. A discussion about what the MAT strategy is in terms of energy took place including solar, DB/ES to set up a meeting to discuss. Governors queried what the MAT view is about the mark 2 budget, LM confirmed they were happy it is now in a better position than it would have been without identifying savings. ES referred to the financial support sought from the MAT to replace boilers recently and works on BMS system. Discussion about lack of Cap Expenditure took place and suggested dialogue with the MAT. Governors approved the mark 2 budget. **OUTSTANDING as DB/ES energy strategy.**

- (b) **Financial Statistics** – ES talked governors through the reserves, cash flow and cash at bank at the end of Aug.
- (c) **Cash Flow** – As noted above 6(b).
- (d) **Capital Expenditure Requests and Pending** – None.
- (e) **Opportunity Trust Performance** – ES referred to the current value of investments on the Aug dashboard.

ES left the meeting at 1.00 pm.

- 7. **Minutes of the Previous Meeting** held on 19th July 2022 were accepted as a true record and were signed by NL.

8. **MATTERS ARISING AND OUTSTANDING:**

- (b) **Fundraising/Alumni:** CW provided an update on work taking place with Paul Hassell from State School Fundraising and a revised application referred to as DfE+ which was submitted to the Opportunity Trust and approved. Next steps will be for Paul to get into the academy to launch. The importance of fundraising was discussed. **OUTSTANDING CW/LM.**
- (c) **Early Career Framework Update:** CB advised that a quality assurance review took place in June. This was a monitoring check to ensure we are doing as we should regarding early career teachers which replaces the term newly qualified teachers. The visit went well with positive feedback and CB has now handed over to his replacement Kaley Riley. CW referred to a DfE consultation resulting in changes to appropriate bodies who quality assure the induction process. The service will be moving into teaching school hubs where it has previously sat with local authorities. NTA will cease to provide the service but the timeframe may be pushed back. **CONCLUDED.**

JL left meeting 1.10pm

- (d) **Code of Conduct:** NL advised he had met with Jo from SNMAT and agreed it is business as usual unless the MAT tell governors they are doing something wrong. DB to organise attendance of a governor at the MAT Forums. **CONCLUDED.**
- (e) **Training/NGA membership/skills audit/MAT relationship:** As discussed and noted in item d. **CONCLUDED.**
- (f) **PASAG review and GKIT:** LM reported on the success of the new agenda, it has helped to provide clearer information and allow relevant questioning. **OUTSTANDING JL/ML/JH.**
- (g) **Project Agency:** CW confirmed she has dates in the diary to observe engagement with student leaders and exec team. One idea being explored with student leaders is reducing the use of single use plastics in school by possibly introducing a reusable water bottle. A visit to Linney has been organised to explore this. LM explained that the guardian team leaders attended the exec meeting yesterday and shared lots of ideas which were in line with the ethos and vision of the school. LM confirmed she has also met with Citizens UK now who will help train students and staff this term so that they can hit the ground next term. Future updates to be shared through the link governor item on the agenda. **CONCLUDED.**

- (h) **Governor Training with CM:** LM has arranged for CM to attend the December meeting to look at horizon scanning as requested. **OUTSTANDING.**
 - (i) **Governor Benchmarking Visit 22/23:** LM is giving thought to potential suitable options for future visit. **OUTSTANDING.**
 - (j) **Exec Team Presentation:** As noted on page one, item 8. **CONCLUDED.**
9. **LEGAL MATTERS:** LM referred to two ongoing matters which governors deemed to be confidential.
10. **SIGNING & SEALING:** DB provided copies of the updated governors handbook, additional copies of the Code of Conduct and Business Interest Forms and requested that all governors read, complete and return asap.
11. **MAJOR TOPICS:** None.
12. **STANDARD ITEMS:**
- (a) **Academy Aspirations:** NL explained the agenda had been revised following comparison with the MAT advised agenda which helped tweak and identify areas for improvement. LM referred to the aspirations document which is the front page of the improvement plan and will be shared with governors at each meeting. Governors questioned why there was no reference to Ofsted, LM to consider and revise as appropriate. **OUTSTANDING as LM Academy Aspirations update.**
 - (b) **Principal's Report:**
 - i. Dashboard and KPI's
 - ii. Health & Safety and Staffing Levels
 - iii. Healthy Eating

LM referred to the part time vacancy in maths. Updates on healthy eating discussed within other items on the agenda.
 - (c) **IT Development:** DB provided update on the current work of group which is to reduce the number of systems being used which has an impact on staff and parents. Student leaders were asked if they were happy with IT provision at the school. Overall they said it was good and had improved but that there were still some issues with connecting to printers from Chromebooks. Some of the Chromebooks are also slow, DB asked them to use in other locations to identify if it's Wi-Fi or device. DB to share update at next meeting.
 - (d) **People, Achievement & Standards Advisory Group feedback from meetings and GKIT:**
 - i. State current focus

LM reported that the focus at the meeting was maths with the team leader of maths in attendance to present to the group. The focus at the next meeting will be disadvantaged students.

 - ii. Policies for approval

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

 - Feedback, Assessment and Homework Policy
 - SEND Policy
 - iii. Safeguarding statements

VL to report on at the next meeting.
 - (e) **Link Governors Reports including:**

Updates provided earlier in agenda for items i, ii, iii.

 - iv. Leadership/Management

NL confirmed he had attended one of the exec meetings towards the end of last term.

v. Health & Safety

JY reported she had visited school recently to carry out a Health and Safety audit which has just been shared with school. Improvements were evident and to continue to monitor and check on actions. Issues with BMS remain and if rectified could save costs, NL referred to how this was resolved at Linney.

vi. PASAG

JH not at the meeting to provide any feedback.

13. MATTERS FOR THIS MEETING:

a) Admissions Policy

LM recommended no changes to the admissions policy for 2024/25. Governors supported the recommendation.

b) Governor Forum Attendance

As noted in 8 (d).

14. CONFIDENTIALITY OF BUSINESS: Discussions around Legal Matters item 9 were deemed confidential.

15. ANY OTHER BUSINESS/ MINOR TOPICS: None.

16. DATE, VENUE AND TIME OF NEXT MEETING:

Tuesday 13th December at 3pm

Dates of Future Meetings:

Tuesday 24th January at 11am

Tuesday 28th March at 3pm

Tuesday 9th May at 11am

Wednesday 14th June at 3.45pm (Strategy Event)

Tuesday 18th July at 3pm

The meeting closed at 5.00pm.