

MINUTES OF THE MEETING OF THE SAMWORTH CHURCH ACADEMY GOVERNING BODY HELD AT THE ACADEMY ON TUESDAY 26th SEPTEMBER 2023 AT 12.30 PM

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

IN ATTENDANCE: Donna Barnes (DB) (Clerk), Chris Vallance (CV), Ellie Slack (ES), Connor Summerell (CS) and Azaan Faisal (AF).

OUTSTANDINGS (In date order)

13/05/20 SCAOT Structure and Funds **CW**
19/07/22 Governor Benchmarking visit **LM**
26/09/23 Mark 2a Budget **ES**

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

1. **Talk with Governors:** Year 12 and 13 parents were sent a survey with the option to attend the governor meeting, on this occasion there were no expressions of interest.
2. **Prayer:** JL led attendees in a prayer.
3. **Apologies for Absence:** Val Leivers (VL).
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.
6. **Major Topics:**
 - (a) **Results** – JH provided a brief summary of the analysis of results following the recent Achievement, Attendance and Behaviour (AAB) Group meeting. Maths results were not as strong as English, students who achieved a level 4 and 5 in both subjects is below national average, boys did not do as well as girls, prior low attainers also did not do as well as other students and there is work to be done. The gap between pupil premium students and non-pupil premium students widened. Tools are in place to fix, further analysis will take place looking into groups such as summer born students, poor attenders, previously high attaining students etc. Increased rigour is a focus for key stage 3, assessments were not as valid previously which meant intervention was left too late.
CV added that the progress 8 score was a quarter of a grade better than the last comparative year which was 2019. Most measures were improved, with the exception of maths which will be a key priority along with the performance of disadvantaged students and other areas mentioned. Further analysis is taking place with scripts being examined and discussions with team leaders. Changes made to curriculum have led to improvements, if this has been achieved with low attendance then this should further improve with better attendance which is a priority along with the other robust systems put in place.
The last Ofsted inspection was referred to along with the important work of the AAB group and support from the MAT. CW queried the status of discussions with the DfE. LM explained that these are ongoing along with support, a link with another MAT has been arranged and this will progress during the autumn term alongside the internal support from within the MAT.
 - Attendance Analysis** – LM demonstrated the attendance dashboard available through Bromcom which is helping to monitor attendance and in addition to this heatmapping is being looked at. Tutors are key to daily discussions with students, building relationships and challenging attendance. JH queried what the attendance was last year for current year 11 and what actions will be taken to improve this. A survey was referred to which highlighted a shift in parental attitudes to attendance and LM was asked what reward events take place. LM

explained they take place, with the awards evening being an example and students who achieved 100% throughout their education was celebrated but that more could be done. Governors suggested student leaders are involved, consider surveying students to find out why students don't attend and consider rewarding improved attendance. LM agreed further strategic work needs to take place, governors requested to hear more about this at the next meeting and for this item to remain as a major topic.

- (b) **Benchmarking** – LM talked governors through a new benchmarking document which contains key pieces of data and highlights when they fall outside of lower and upper thresholds (CLFP document). Each item has a priority number with catering being the highest. ES referred to the 'catering review' document and presented several options with a view to reducing the forecast deficit of £144k for the provision of lunches and breakfasts. Governors decided to retain the provision of free breakfast for students for the time being as they felt it is an important start to the day. Governors supported the recommendation to increase the price of the meal deal from £2.90 to £3.10 and snacks from £1.10 to £1.25. ES confirmed an amended budget forecast will be shared with governors by email for approval. It was suggested that catering is reviewed again in six months. NL to meet with ES/LM and SP to try and better understand the benchmarking figures and what other schools are doing to generate income. **OUTSTANDING as Mark 2a budget ES.**

7. FINANCE REPORT:

- (a) **Mark 2 Budget** - ES presented the Mark 2 budget which indicates an in-year surplus of £123k against an original surplus of £108 in the Mark 1 version. The commentary outlined the changes to income and expenditure and following the discussion around catering ES is to make the agreed adjustments and share with governors. NL asked if all governors understood the budget data and dashboard following a query raised by SP, all confirmed that they understand the information provided. NL to discuss further with SP when they meet.
- (b) **Financial Statistics** – ES referred to the data on the July dashboard.
- (c) **Cash Flow** – ES reported that the August dashboard will be shared asap once the year-end information is available.
- (d) **Capital Expenditure Requests and Pending** – None for this meeting but reference to a pending request for IT was shared.
- (e) **Opportunity Trust Performance** – ES referred to the value of investments on the dashboard for July and advised that statements were pending for the end of August.
- (f) **Academy+** - LM shared an update on plans to raise funds in order to support delivering our aspirations. Students are aiming to raise £50k in total through the £50 challenge by 8th January, further funds will be generated through the tariff and hopefully one or two of the grant applications will be successful.
- (g) **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. Part of this work is reviewing recycling facilities in the restaurant to improve. ES is also continuing to explore the feasibility of solar panels.

- 8. **MINUTES OF THE PREVIOUS MEETING** held on 17th July 2023 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. The majority of documents that are required to resubmit the application are now complete. The safeguarding policy is the last document needed and CW is working with VL, Sam Dennis and legal advisors to complete this and once approved by trustees the application can then be resubmitted. **OUTSTANDING.**
- (b) **Governor Benchmarking Visit:** LM to go back to the drawing board and provide an update at the next meeting. **OUTSTANDING.**

- (c) **Aspiration – Student Leadership:** LM and CW are meeting with student leaders and aspirations are reflected within the improvement plan and other key documents. CW encouraged students to share honest feedback so that the right support can be given. Student Leadership Feedback to be added to the agenda between standard items d and e with student leaders and LM to provide an update at each meeting. **CONCLUDED.**

10. **LEGAL MATTERS:** None.

11. **SIGNING & SEALING:** NL reminded all governors to complete the allocated safeguarding and cyber training on Hays if this hasn't already been done.

12. **STANDARD ITEMS:**

(a) **Academy Aspirations:** LM provided an update on some of the key aspirations outlined on the improvement plan. Project flavour continues with a focus on delivering in partnership with Leith's. Project Can Do has been relaunched this year with a new group of students with improvements to the programme which include a member of teaching staff being allocated to help lead and support. Tutoring is going well and is helping to ensure every child is known more deeply. There is an increase to the number of after school activities available to students and it is now compulsory for students in Year 9 to participate in an activity once per week in addition to students in Years 7 and 8.

(b) **Principal's Report:** LM provided an update on behaviour, explaining there is a focus on keeping students in lessons if they are not causing a disruption to the learning of others. It is working well so far but there remain some students who struggle to follow simple instructions. The new internal provision at the pavilion will help with this and work is due to be completed by the end of November. The member of staff who will lead the provision is already in place and is starting to build relationships with students. The decision to permanently exclude a student has been made, all efforts to prevent this have happened and a panel of governors will be required for the hearing.

Student leaders were asked their thoughts on tutoring, they responded that they were enjoying it and it was being implemented well. Once the student council feeds back this will help to inform any changes that may be needed.

LM stated that the new kitchen for Heatherdene has been ordered and will be installed soon. CW queried attendance at Heatherdene and how many external students were attending. LM gave an estimate of 13 students overall with approximately 5 of those external but ES would be able to confirm this.

(c) **IT Development:** DB explained that the new IT support structure with a one team approach is working well. A Digital Learning Lead has been appointed to one of the temporary secondment opportunities this year, this will help to inform the strategy for IT provision.

(d) **AAB:** JH stated key areas for feedback have already been covered on the agenda. Governors who are interested in attending any of the AAB meetings are welcome to talk to JH.

The AAB group were happy to propose the reviewed Assessment, Recording and Reporting Policy and this was approved by governors.

As the number of policies reviewed by the group has now reduced, governors requested that policies sit as a separate item on future agendas between c and d.

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

- CCTV Policy
- Child Protection Policy
- Critical Incident Policy
- E Safety Policy
- Recruitment and Selection Policy

(e) **Link Governors Reports:**

- i. Christian Distinctiveness – JL shared an update on the developments with the Citizens UK work and student training taking place soon. Acts of Worship has been remodelled

due to the new school day and is delivered by year group at a better time and is allowing for quality engagement. The next SIAMS inspection is not likely to take place until 2025-2026, a list is now being published in advance.

JH left the meeting at 2pm.

- ii. Data Protection (GDPR) – JL advised the last audit took place during the summer term. There has been one minor data breach that is currently being investigated and dealt with.
- iii. Student Leadership and Development – CW commented positively on the time spent discussing student leadership. CW is keen to hear more about the Citizens UK training.
- iv. Leadership/Management – NL attended a recent executive team meeting and commented on how efficient it was. DB to arrange attendance to a meeting in the autumn term.
- v. Health & Safety – JY is due to meet with the new site manager today to carry out an audit.

13. MATTERS FOR THIS MEETING: None.

14. CONFIDENTIALITY OF BUSINESS: Governors deemed some of the discussion under item 7(f) confidential.

15. ANY OTHER BUSINESS/ MINOR TOPICS: None.

16. DATE, VENUE AND TIME OF NEXT MEETING:

Tuesday 28th November at 3pm

Dates of Future Meetings:

Tuesday 23rd January at 11am

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 approx. 2.15pm.