

**Samuel Whitbread Academy (SWA) – Governing Body Meeting – Published Minutes - Thursday 12<sup>th</sup> December 2024**

Item		Action
1	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>The Chair welcomed the new governors to the meeting. She advised Staff Governor (JB) has resigned. Attending the meeting in addition to the governors were Clerk (JW), Principal (NM), Vice Principal (CL) and Assistant Principal (RG).</p> <p>Apologies – Four Governors sent apologies. The Chair sent apologies as she will be late arriving to meeting. Apologies were accepted.</p> <p>Declarations of Interest – No interests were declared.</p>	
2	<p><b>UPDATE ON DEPARTMENT REVIEWS &amp; ANTHECOLOGY</b></p> <p>The Vice Principal (CL) gave an update on Department Reviews and Anthecology. She discussed the new format of the Anthecology to ensure it triangulates with appraisals, professional development and whole school CPD. Governors discussed the appraisal process. The Vice Principal (CL) discussed the lesson observation process. Governors commented on the impressive cultural of engagement with professional development.</p>	
3	<p><b>SETTLING IN YEAR GROUPS – PUPIL QUESTIONNAIRE RESULTS</b></p> <p>The Vice Principal (CL) gave an update on pupil questionnaire results. She confirmed results in the Year 9 settling in survey were overall positive.</p>	
4	<p><b>PUPIL PREMIUM</b></p> <p>The Assistant Principal (RG) gave an update on Pupil Premium and addressed Governor questions on attendance, subject data, after school interventions and supporting PP students. The Principal thanked the Assistant Principal for all his work on this.</p>	
5	<p><b>CAREERS AND STUDENT DESTINATIONS</b></p> <p>The Assistant Principal (LH) provided a pre-recorded update on careers and student destinations and provided information in the report.</p>	
6	<p><b>PRINCIPAL’S REPORT</b></p> <p>The Principal highlighted from his report:</p> <ul style="list-style-type: none"> <li>• Sports/Arts</li> <li>• SIA report</li> <li>• Finance</li> <li>• Sustainability</li> <li>• Attendance</li> <li>• Health &amp; Safety</li> <li>• Y11 &amp; Y13 parent surveys and student survey.</li> <li>• Careers – latest UCAS map.</li> </ul> <p>Governors asked questions about Green Flag status, high attainers, PP/disadvantaged funding, attendance, staff absence and exclusions. The Principal updated on issues and steps taken.</p>	

<b>7</b>	<b>FINANCIAL PERFORMANCE</b>  The Principal highlighted information from his report.	
<b>8</b>	<b>DEPARTMENTAL PRESENTATIONS TO GOVERNORS</b>  The Principal updated on recent department presentations to governors. He advised that Governors met with Heads of Departments (HoDs) and they presented their plans for the year. Governors highlighted that these presentations have improved every year and are beneficial to staff and governors.	
<b>9</b>	<b>POLICIES</b>  Governors had further questions they wished to be answered before approving the Fire, Security Incident and Emergency Policy & Procedures. Governors agreed will send policy to Governor (JP) to review and will bring it back to next meeting for approval.  Governors discussed the policy changes and confirmed they were happy to adopt the Uniform Policy, Anti-bullying Policy and Supporting Students and Pupils with Medical Needs Policy.	
<b>10</b>	<b>GOVERNOR LINK FEEDBACK FROM VISITS</b>  The Chair asked that all reports are added to Governor Hub. Governors discussed visits, uploading reports and changes to Link Governor roles. Governors asked about recruitment for the Assistant Principal role.	
<b>11</b>	<b>SCHOOL CALENDAR</b>  The Principal gave a verbal update on events and advised all Governors are welcome to attend the school pantomime.	
<b>12</b>	<b>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</b>  Governors confirmed they had read the minutes from the last meeting. Minutes from the LGB meeting on 26 <sup>th</sup> September 2024 were agreed. Governors asked about abridged versions of policies being used for the website.	
<b>13</b>	<b>PAY MEETING/APPRAISAL REPORTS</b>  The Chair of Governors confirmed that three Governors attended the Pay Committee meeting and the Pay Awards were all approved. Governors discussed changes to the teacher appraisal process for next year. The Chair/Principal discussed agreed changes to Senior Leadership Team structure and pay scales.	
<b>14</b>	<b>AOB</b>  The Chair strongly recommended that all Governors attend the BEST training circulated.	
<b>15</b>	<b>ELECT VICE CHAIR</b>  Governors elected the Co-Vice Chairs for the 2024/25 academic year.	
<b>16</b>	<b>Next meeting date</b> Thursday 6 <sup>th</sup> February 2025, 7pm. Virtual Meeting.	