

Samuel Whitbread Academy (SWA) – Governing Body Meeting – Published Minutes – Tuesday 16th December 2025

Item		Action
1	<p>WELCOME AND INTRODUCTIONS</p> <p>Attending the meeting in addition to the governors were the Principal (NM), Vice Principal (CK), Assistant Principal (AO), Assistant Principal (RG) and SENDCo (JS). Apologies – Two Governors sent apologies. Apologies were accepted. Declarations of Interest – Governor (CH) declared that he was also a Governor at Shefford Lower School.</p>	
2	<p>ELECT CHAIR AND VICE CHAIR</p> <p>Governors elected the Chair and Vice Chair for the 2025/26 academic year.</p>	
3	<p>TWO TIER UPDATE</p> <p>The Principal discussed two tier updates. He presented proposals to Governors.</p>	
4	<p>BEHAVIOUR - Behaviour & Exclusions</p> <p>The Assistant Principal (AO) highlighted from his report that his three-year strategic plan is about improving school culture and building consistency this year. He discussed embedding the MIS system and a focus on mobile phones and detentions. He discussed praise points. He advised suspensions are going down on a year-by-year basis. The Assistant Principal answered questions regarding PP students.</p>	
5	<p>REVIEW OF EQUALITY OBJECTIVES</p> <p>The Associate Principal (JH) presented the Equality Plan and Objectives and confirmed all the objectives had been met including investment in literacy and Lexia, improving the physical environment and the accessibility of information on the website. She proposed that from September additional objectives are added including a link to championing equality, diversity and inclusion in school through staff and student ambassadors and also monitoring and establishing inclusivity in the HPA offer for high prior attainers. She put forward a proposal to strengthen the school's response to discriminatory language and behaviour to provide clarity for students and staff. Governors asked questions about communication with stakeholders and the PSHE curriculum. Governors approved the proposal.</p>	
6	<p>SEN</p> <p>The SENDCO (JS) discussed the SEN action plan included in her report and updated on student progress, launching provision maps, EHCPs and Lexia. She discussed the funding for alternative provisions. She discussed the new recruit in the SEND administrative team was working really well and they have also recruited more Learning Support Assistants. Governors asked questions about numbers and alternative provisions.</p>	
7	<p>UPDATE ON DEPARTMENT REVIEWS & ANTHECOLOGY</p> <p>The Principal advised the Assistant Principal (EF) was unable to attend the meeting.</p>	
8	<p>PUPIL PREMIUM</p> <p>The Associate Principal (RG) provided a report updating on Pupil Premium. There were no governor questions.</p>	

9	<p>ATTENDANCE & SAFEGUARDING</p> <p>The Vice Principal (CK) gave an update on attendance and safeguarding. She discussed the attendance road map and the focus on earlier intervention. She discussed the attendance curriculum in tutor time, SLT Mentors, EBSNA training, fortnightly attendance champions and advised actions for next term. She stated attendance was 90.9% overall. She discussed safeguarding and the assembly held to explain who the safeguarding team were and how they can help students. She confirmed herself and the DDSL have completed supervision training and do fortnightly group supervision with the whole of the safeguarding team focusing on quality assurance and decision-making CPD. She advised that wanted to further embed that safeguarding is everybody's responsibility. She discussed home visits and weekly parent letters. Governors asked questions about pupil premium students and home visits.</p>	
10	<p>SETTLING IN YEAR GROUPS – PUPIL QUESTIONNAIRE RESULTS</p> <p>The Vice Principal (CK) gave an update on pupil questionnaire results. She confirmed that overall they were pleased with the results in the Year 9 settling in survey.</p>	
11	<p>PRINCIPAL'S REPORT</p> <p>The Principal highlighted updates since his last report on:</p> <ul style="list-style-type: none"> ● New Ofsted framework and standards ● School Development Plan ● Absence ● Exclusion training session ● Updated Organogram ● GDPR <p>Governors asked questions about cover for staff on leave.</p>	
12	<p>DEPARTMENTAL PRESENTATIONS TO GOVERNORS</p> <p>The Principal updated on recent department presentations to governors and that process went really well this year. He recommended that Governors attend presentations as every head of department presents their plan and it provides an in-depth focus on each department.</p>	
13	<p>POLICIES</p> <p>Governors discussed the policy changes and confirmed they were happy to adopt the Anti-Bullying Policy, Uniform Policy and Religious Education and Collective Worship Policy.</p>	
14	<p>GOVERNOR LINK FEEDBACK FROM VISITS</p> <p>The Chair asked that all reports are added to Governor Hub. Governors discussed visits and uploading reports.</p>	
15	<p>SCHOOL CALENDAR</p> <p>The Principal gave a verbal update on events coming up in the spring and summer term.</p>	
16	<p>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</p> <p>Governors confirmed they had read the minutes from the last meeting. Minutes from the LGB meeting on 2nd October 2025 were agreed.</p>	

17	<p>PAY MEETING/APPRAISAL REPORTS</p> <p>The Chair of Governors confirmed that two Governors attended the Pay Committee meeting. She discussed the process and that the Pay Awards were all approved.</p>	
18	<p>AOB</p> <p>None.</p>	
19	<p>Next meeting date</p> <p>Thursday 5th February 2026, 7pm. Virtual Meeting.</p>	