

## SAMUEL WHITBREAD ACADEMY (SWA) – GOVERNING BODY MEETING – PUBLISHED MINUTES- Tuesday 10 December

No.	Item
1	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>Attending the online meeting in addition to the governors were members of the Senior Leadership Team and BEST’s Chief Finance Officer. In the absence of the Chair and Vice Chair, TE was Acting Chair for the meeting.</p> <p><u>Apologies</u> – There were four apologies for absence. These were all accepted.</p> <p><u>Declarations of Interest</u> - There were no declarations of personal interest relating to the agenda.</p>
2	<p><b>FINANCIAL PERFORMANCE</b></p> <p>BEST’s Chief Finance Officer gave a verbal update on the financial outcomes from last year and how this year was going so far. Governors discussed concerns with the significant increase in money spent on cleaning each month, with no extra funding available for COVID related cleaning costs.</p>
3	<p><b>BEHAVIOUR AND ATTENDANCE (KS4)</b></p> <p>Governors asked questions relating to the Behaviour and Attitudes Action Plan and Attendance Action Plan reports. The Acting Associate Principal gave feedback on how the new seclusion sanctions had been received by parents and students. She shared the initiatives in place at SWA to address behaviour. Governors discussed the findings from the recent Staff Survey.</p>
4	<p><b>ATTENDANCE (KS5)</b></p> <p>Governors reviewed Attendance Data. The Assistant Principal explained how COVID has impacted attendance numbers in the Sixth Form and across all year groups. Governors discussed how COVID absences were recorded.</p>
5	<p><b>EDUCATIONAL PERFORMANCE</b></p> <p>The Vice Principal highlighted how the performance data compared to previous years. Governors discussed the support being put into subject areas.</p>
6	<p><b>HOW CATCH UP MONEY IS BEING SPENT</b></p> <p>Governors reviewed the Recovery expenditure report to see how the catch up money was being spent. Governors questioned how Easter School might operate this year.</p>
7	<p><b>TEACHING AND LEARNING OBSERVATION STRATEGY</b></p> <p>Governors asked questions regarding the Teaching and Learning Observations. The Vice Principal confirmed that some observations had taken place, with more scheduled after half term. Governors discuss ways of encouraging student uptake of Modern Foreign Languages (MFL).</p>

<b>8</b>	<b>PRINCIPALS REPORT</b>  The Principal gave an update on Parent Questionnaires, Finance, Staffing & Absence, School Development Plan, Admissions & Numbers on Roll, Safeguarding, Attendance, Exclusions & Seclusions, Vulnerable learners, Pupil Premium and Teaching & Learning.
<b>9</b>	<b>REVIEW OF EQUALITY AND DIVERSITY OBJECTIVES</b>  The Acting Chair informed Governors that Professor Sir Geoffrey Palmer OBE would be having a virtual meeting with students to discuss his research into the impact of British slavery. Displays and posters have gone up around the school to represent equality and diversity. English reading lists now contain more diverse books.
<b>10</b>	<b>GOVERNOR LINK FEEDBACK FROM VISITS</b>  The Acting Chair thanked Governors for giving their time to conduct link meetings. The Staff Wellbeing and Quality of Education link meetings are scheduled to take place next week.
<b>11</b>	<b>SCHOOL CALENDAR</b>  The Principal said the virtual Year 11 Presentation Evening went well. First live streaming event SWA have held. The Chair presented the Governors Community Award. Year 13 Presentation Evening is next week. Governors were invited to attend.
<b>12</b>	<b>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</b>  Governors confirmed they had read the minutes from the last meeting. The minutes from the LGB meeting on the 13 <sup>th</sup> October 2020 were agreed.
<b>13</b>	<b>POLICIES</b>  Governors agreed to adopt the following policies: Policy Statement on provider Access, Supporting students with medical needs Policy, Emergency Evacuation and Invac Procedure, Anti-bullying Policy, Complaints Policy 2020, Minibus Policy updated November 2020 and Homework Policy SWA.
<b>14</b>	<b>PAY MEETING/APPRAISAL REPORTS</b>  Agreed to cover as a separate meeting.
<b>15</b>	<b>AOB</b>  A Governor's term of office was coming to an end shortly. Governors were happy to reappoint for a further 3 years. The Chair wanted to record her thanks to staff for their hard work this term. Governors confirmed they were happy for SWA to re-sign a covenant supporting staff in auxiliary forces.
<b>16</b>	<b>NEXT MEETING DATE</b>  Next meeting date confirmed as Tuesday 9 <sup>th</sup> February