

Samuel Whitbread Academy (SWA) – Governing Body Meeting – Published Minutes - Tuesday 7th December 2021

Item		Action
1	<p>Welcome and Introductions</p> <p>Attending the meeting in addition to the governors were Clerk (JW), Principal (NM), Vice Principal (IB), Assistant Principal (CH) and Behaviour Lead (AS).</p> <p>Apologies – One Governor sent apologies in advance. Apologies were accepted. Declarations of Interest – No interests were declared.</p>	
2	<p>Behaviour & Attendance (KS4)</p> <p>The Assistant Principal (CH) gave a verbal update on attendance and behaviour reports. The Behaviour Lead (AS) gave a verbal update on the changes to the Behaviour Policy. Governors discussed how changes would be communicated and trialled in the Academy and consistently applied. Governors discussed support being offered to SEN children regarding changes. Governors asked for the wording on Behaviour Policy to be looked at to ensure consistency. Governors discussed how SWA work with uniform suppliers.</p>	
3	<p>Departmental Reviews</p> <p>The Principal (NM) gave a verbal update on Department Reviews. Governors discussed the outcomes of the department reviews. Governors challenged some of the outcomes of the department reviews and asked that some issues are raised with the Vice Principal (CL).</p>	
4	<p>Careers and Student Destinations</p> <p>The Principal (NM) gave a verbal update on Careers and Student Destinations on behalf of Associate Principal (EF). Governors expressed they were impressed with the careers team and the exceptional Year 11 Careers Fair.</p>	
5	<p>Principal's Report</p> <p>The Principal (NM) highlighted the following from his report:</p> <ul style="list-style-type: none"> ● A member of staff passed away. ● Year 11/Year 13 Mocks. ● COVID cases and vaccinations and student attendance/staff absence. ● Schools for the Future plan. ● Applications for SWA places. ● Pantomime performances and sports fixtures are back on. ● Teacher appraisals completed and conducted department reviews. ● GDPR, staff safeguarding training and Single Central Record up to date. ● Attendance currently above national average. 	

	<ul style="list-style-type: none"> Inclusion Quality Mark retained and recommended school applies for Centre of Excellence for the ASD Unit. <p>Governors asked about the staff absence trend and cover process. Financial implications of staff absence were discussed. Governors involved in Inclusion Quality Mark process expressed they were impressed with the staff involved in this process.</p>	
6	<p>Governor Link Feedback From Visits</p> <p>Governors added reports to Governor Hub. Governor discussed reports and SLT Links.</p>	
7	<p>School Calendar</p> <p>The Principal (NM) gave a verbal update on school calendar highlighting the pantomime, Christmas Concert and Governor training.</p>	
8	<p>Minutes of the previous meeting</p> <p>Governors confirmed they had read the minutes from the last meeting. Minutes from the LGB meeting on 7th December 2021 were agreed.</p>	
9	<p>Policies</p> <p>Pre read: Policy Statement on provider Access, Complaints Policy, Emergency Evacuation & Invac procedure, High Attainers Policy, Behaviour Management inc. Exclusions & Physical Intervention Policy.</p> <p>Governors confirmed they were happy to adopt the Policy Statement on provider Access, Emergency Evacuation & Invac procedure, High Attainers Policy and Behaviour Management inc. Exclusions & Physical Intervention Policy. Governors agreed they were happy to adopt the Complaints Policy on the understanding that the additional wording would be looked at by the Chair/Co-Vice Chairs and that the policy was ratified at the next meeting.</p>	
10	<p>Pay Meeting/Appraisal Reports</p> <p>The Chair presented the Appraisal Report to Governors. Governors stated the documentation was improved.</p>	
11	<p>Schools for the future</p> <p>The Chair/Principal gave a verbal update on Schools for the Future.</p>	
12	<p>AOB</p>	
13	<p>Next meeting date</p> <p>Tuesday 8th February 7pm – Virtual meeting.</p>	