

Samuel Whitbread Academy (SWA) – Governing Body Meeting – Published Minutes - Thursday 28th September 2023

Item		Action
1	<p>Welcome and Introductions</p> <p>Attending the meeting in addition to the governors were Clerk (JW), Principal (NM), Associate Principal (LH), Vice Principal (IB) and BEST Chief Operating Officer (CS).</p> <p>Apologies – Four governors were absent. Apologies were accepted. One Governor sent apologies as would be late to meeting.</p> <p>Declarations of Interest – No interests were declared.</p>	
2	<p>Elect Chair and Vice Chair</p> <p>Governors elected the Chair and Co-Vice Chairs for the 2023/24 academic year.</p>	
3	<p>Educational Performance</p> <p>The Associate Principal delivered a presentation on the A Level headlines and summary of 2023 KS5 results. The Vice Principal confirmed the GCSE results. Governors asked questions regarding exam preparation, staff transitions and department action plans. Governors noted excellent A Level results.</p>	
4	<p>Confirm LGB Responsibilities inc. Governor Link Roles</p> <p>The Chair confirmed that received two governors resignations over the summer so will need to reallocate Governor Link Roles. The Chair discussed future recruitment.</p> <p>Governors confirmed they had read the Governance Handbook and understood the roles and responsibilities of the LGB.</p>	
5	<p>Principal’s Report</p> <p>The Principal gave a verbal update, highlighting</p> <ul style="list-style-type: none"> • Staffing • Open Evening • GDPR update • Pupil attendance 	

	<ul style="list-style-type: none"> • Awards Evenings • 65 students went to Treasure Island auditions • Sports <p>The BEST Chief Operating Officer (COO) updated on two tier and confirmed CBC are pausing the Shefford & Stotfold Cluster two tier process. Governors discussed and asked questions about student numbers and communication to stakeholders.</p>	
6	<p>Financial Performance</p> <p>The Principal will discuss at next meeting.</p>	
7	<p>School Calendar</p> <p>The Principal gave an update on upcoming events.</p>	
8	<p>Policies</p> <p>Governors agreed to adopt the Supporting Students & Pupils with Medical Needs Policy and CCTV Policy.</p>	
9	<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 13th July 2023 were agreed.</p>	
10	<p>AOB</p> <ul style="list-style-type: none"> • The Chair discussed Governor Recruitment. • SD/JB/NM will meet to discuss staff wellbeing and recycling. 	
11	<p>Next meeting date</p> <p>Thursday 14th December – virtual meeting.</p>	