

**Samuel Whitbread Academy (SWA) – Governing Body Meeting – Published Minutes - Thursday 14<sup>th</sup> December 2023**

Item		Action
1	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>The Chair confirmed Governor (SB) is currently on sabbatical and she will cover his SLT Links. Attending the meeting in addition to the governors were the Clerk (JW), Principal (NM), Vice Principal (CL) and Associate Principal (EF).</p> <p>Apologies – Two Governors sent apologies in advance as may be late. Apologies were accepted. 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 her meeting with Governor (FB) and confirmed that IRIS recording software launched in September. She explained Learning Walks process calendared for this year. Governors queried what stage each of the strategic priorities was at and differences observed between the Learning Walks and student score. Governors requested further details about English Learning Walk. Governors discussed IRIS.</p>	
3	<p><b>PUPIL PREMIUM</b></p> <p>The Associate Principal (RG) was unable to attend the meeting. The Chair asked that he be added to the next meeting agenda.</p>	
4	<p><b>SEN</b></p> <p>The Principal advised that the SENDCo (JS) was unable to attend the meeting due to the school production. The Chair asked that she be added to the next meeting agenda.</p>	
5	<p><b>BEHAVIOUR &amp; ATTENDANCE</b></p> <p>The Principal gave an update on behaviour and attendance. The Chair asked that all governors complete exclusion training so they can sit on Panels if required. The Principal answered questions on the Associate Principal's (CK) report. Governors requested further information to be included in the next report.</p>	
6	<p><b>SAFEGUARDING</b></p> <p>The Principal advised that the Assistant Principal (TR) was unable to attend the meeting due to the school production. The Chair asked that he be added to the next meeting agenda.</p>	
7	<p><b>CAREERS AND STUDENT DESTINATIONS</b></p> <p>The Associate Principal (EF) gave an update on careers and student destinations. The Governors passed on their thanks to the Associate Principal and careers team for the excellent Year 11 Careers Fair. There were no questions.</p>	
8	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal highlighted from his report:</p> <ul style="list-style-type: none"> <li>● Pantomime going well this week.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Doing extremely well in Netball and through to regionals. Football and rugby going well.</li> <li>• Debating competition this term organised by Student Council. Bake off competition.</li> <li>• Trips running to Cambridge and Norfolk.</li> </ul> <p>Governors asked questions about 6<sup>th</sup> Form survey results and Year 11 mock exams. The Principal updated on issues and steps taken to address them.</p>	
<b>9</b>	<p><b>DEPARTMENTAL PRESENTATIONS TO GOVERNORS</b></p> <p>The Principal updated on recent department presentations to governors and that the process went really well. Governor (AW) highlighted that these presentations have improved year on year.</p>	
<b>10</b>	<p><b>FINANCIAL PERFORMANCE</b></p> <p>The Principal highlighted from the report that the school budget balanced and the pay review was approved. The Principal confirmed that he meets Governor (SB) to discuss finance/budgets but while he is on sabbatical the Chair is covering this role.</p>	
<b>11</b>	<p><b>POLICIES</b></p> <p>Governors agreed to ratify the Behaviour Management inc Exclusions &amp; Physical Intervention Policy and Sixth Form Admissions Policy. Governors had further questions they wished to be answered before approving the Emergency Evacuation &amp; Invac Procedure and Examinations Policy. Governors confirmed they were happy to adopt these policies once updated.</p>	
<b>12</b>	<p><b>GOVERNOR LINK FEEDBACK FROM VISITS</b></p> <p>The Chair asked that all reports are added to Governor Hub.</p>	
<b>13</b>	<p><b>SCHOOL CALENDAR</b></p> <p>The Principal gave a verbal update and advised all Governors are welcome to attend the school pantomime and Christmas Showcase.</p>	
<b>14</b>	<p><b>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</b></p> <p>Governors confirmed they had read the minutes from the last meeting. Minutes from the LGB meeting on 28<sup>th</sup> September 2023 were agreed. Governors asked for an update on recycling. The Chair will discuss issues raised further with the Principal.</p>	
<b>15</b>	<p><b>PAY MEETING/APPRaisal REPORTS</b></p> <p>The Chair of Governors confirmed that three Governors attended the Pay Committee meeting and the Pay Awards were all approved.</p>	
<b>16</b>	<p><b>AOB</b></p> <p>The Chair will email staff thanking them for their work this term. Agreed Governors would discuss BTEC/T Level changes at a later meeting.</p>	
<b>17</b>	<p><b>Next meeting date</b></p> <p>Thursday 15<sup>th</sup> February, 7pm. Virtual Meeting.</p>	