

**Minutes of a Meeting of the Strategic Governing Body of  
Burfield Academy and Hawkes Farm Academy  
Tuesday 23<sup>rd</sup> May 2017 @ 5pm at Hawkes Farm Academy**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Brigid Wells (BW)	Co-opted STEP Governor (Chair)	Present
Olly Chadwick (OC)	Co-opted STEP Governor	Present
David Duke (DD)	Co-opted STEP Governor	Present
Nicky Eckert (NE)	Co-opted STEP Governor	Present
Claire Findlay (CF)	Co-opted STEP Governor	Apologies
Andrea Vance (AV)	Interim Head Teacher, Burfield Academy	Present
Lisa Farley (LF)	Parent Governor, Burfield Academy	Present
Kimberley Reed (KR)	Staff Governor, Burfield Academy	Present until 7pm
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy	Present
Dee Hughes (DH)	Staff Governor, Hawkes Farm Academy	Present until 7pm
<b>Other Attendees</b>		
John Wentworth (JW)	STEP Executive Head	Present
James Hooper (JH)	STEP Head of Projects & Communication	Present until 7pm
Nicki Gillespie (NG)	Business Manager, David Livingstone Academy	Present until 7pm
Susan Santos (SS)	Business Manager, Hawkes Farm Academy	Present until 7pm
Sarah Morgan (SM)	Clerk to the SGB	Present

<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>
<b>STEP First – We are all one Team</b>		
<b>1</b>	<p><b><u>Welcome and Apologies</u></b>            BW welcomed everyone to the meeting, especially AV, new Interim Head Teacher for Burfield and SM, new Clerk to the SGB. Apologies had been received from CF and these were accepted.</p>	
<b>2</b>	<p><b><u>Quorum</u></b>            SM established that the meeting was quorate.</p>	
<b>3</b>	<p><b><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></b>            There were no interests declared by those present regarding agenda items.</p>	
<b>4</b>	<p><b><u>Strategic Governing Body Membership</u></b></p> <ul style="list-style-type: none"> <li>• Noted that the Step Trustees had ratified the appointment of DD, CF, NE and KR on 24<sup>th</sup> April</li> <li>• DBS outstanding for CF. SM to follow up</li> <li>• Pecuniary Interest forms had been received from all new governors. SM to update the Register of Interests</li> <li>• Confirmed that all new governors had signed the Undertaking to the STEP Academy Trust document</li> <li>• Agreed that any new governors should have business and finance experience. Potential applications were coming through for consideration from Carol Fagan, Senior STEP Clerk, but the latest ones did not have finance experience. Noted that anyone could recommend a</li> </ul>	<b>SM</b> <b>SM</b>

	<p>possible candidate and their application would be submitted to STEP for processing</p> <ul style="list-style-type: none"> <li>• JM reported that no applications had been received for the Hawkes Farm Parent Governor vacancy. To be re-advertised</li> </ul>	JM / SM
<b>STEP Up – We all succeed together</b>		
5	<p><b><u>Leadership / Staffing Structure</u></b> A confidential minute was taken for this item.</p>	
6	<p><b><u>Head Teachers' Reports</u></b></p> <p><b><u>a) Burfield Academy</u></b> Copies of a brief Head Teacher Summary had been circulated prior to the meeting and AV explained that she had gathered basic information in her short time at the school. She highlighted the following:</p> <ul style="list-style-type: none"> <li>• The Teaching and Learning judgements were based on her informal observations</li> <li>• The learning environment had been inadequate when AV joined but she had seen improvements in the last four weeks; classrooms had improved and the school was richer in terms of celebrating success</li> <li>• The predicted outcome for Early Years to achieve a good level of development in 2017 was 82%. However, AV questioned whether this would be achieved</li> <li>• Burfield staff would be attending the September INSET at Hawkes Farm where JM and DH would show how they wished writing and Maths to be taught across both schools</li> <li>• A permanent Nursery teacher would be sought for September and a free flow system between nursery and Early Years was being considered (this had worked well at JM's previous school)</li> <li>• Regarding safeguarding, the website and staff files were compliant and AV had undertaken a safeguarding audit</li> </ul> <p><u>Questions from Governors:</u></p> <ul style="list-style-type: none"> <li>• BW noted the high proportion of SEND pupils (26%). JM stated that a full moderation would be carried out after half-term as accurate data was needed</li> <li>• LF asked about targets for Nursery and how these were conveyed to parents? JM and DH would be holding parents' evenings for Nursery over the course of the year</li> </ul> <p>A brief confidential minute was taken regarding teaching and staffing.</p> <p><b><u>b) Hawkes Farm Academy</u></b> Copies of the Head Teacher's Report had been circulated prior to the meeting and JM highlighted the following:</p> <ul style="list-style-type: none"> <li>• Events to the end of term had been included but just the dates, no times. JM to circulate the timings</li> <li>• The SENCo was relinquishing her classroom teaching, to concentrate on the SENCo role and supporting Burfield</li> <li>• A Peer Mediator schedule was being launched for KS2 pupils</li> <li>• External cameras were being installed following the presence of a suspicious adult outside the school gates</li> </ul> <p><u>Questions from Governors:</u></p> <ul style="list-style-type: none"> <li>• BW asked about the role of a Phase Leader. JM responded that they looked after two year groups and within those groups, they were responsible for behaviour, coaching, mentoring, appraisals and line managing</li> <li>• LF asked if the SATs had run smoothly. JM reported that the reading seemed satisfactory, the</li> </ul>	JM

	<p>SPAG was a good paper, the first Maths paper was acceptable but the third Maths paper was a real challenge. Noted that small groups had been extracted from class every afternoon to 'close the gap'. Additionally, the current Year 5 were in a much stronger position for next year's tests as they were already receiving extra intervention</p> <p><u>Teaching &amp; Learning Review</u> A STEP Teaching &amp; Learning Review had been carried out by Jennese Alozie, STEP Head of Standards and her report had been previously circulated. BW was very encouraged by the report which recognized the work put in by staff and appreciated how the leadership team were moving the school forward.</p> <p>JM spoke about Years 2 and 6. All year groups had received support but a significant amount of resources had gone into Years 2 and 6, including boosters and interventions, as the school were measured on the SATs results. The curriculum had looked very different for these cohorts this year with much focus on English and Maths. However, now the tests had finished, the foundation subjects would be covered much more until the end of the year. BW and JM emphasised the importance of getting good results to set up the pupils in Year 6 going into Secondary School.</p> <p>Safeguarding was picked up in the report and the need for governors to fulfil their responsibilities in this area. CF was Safeguarding Governor and was due to carry out a safeguarding audit with JM and report back to governors. CF may require a Deputy.</p> <p>Regarding support staff, JM explained that all staff were invited to CPD sessions but not many support staff attended as the sessions were after school. So JM had now set up 'catch up sessions' during the day to keep them informed. LF asked how the INAs (Individual Needs Assistants) worked? Was it purely individual work? JM explained that they were trying to move away from one INA to one pupil for six hours and they were mixing small groups to allow adults to work with different children.</p> <p>LF requested to come into school to look at the PUMA and PIRA tests in more detail. BW was also interested in viewing these. JM would send the link to all governors.</p> <p>JM felt that the report was a fair one which recognised the work that had been carried out considering that the school only came out of special measures eight months ago. There was much work to still be done however. BW agreed that it was an encouraging report.</p> <p>AV and JM were thanked for presenting their reports.</p>	JM
7	<p><u>Academy Improvement Plans</u></p> <p><u>Hawkes Farm</u> JM was revising the AIP and the draft would be presented to governors at the next meeting. JM would highlight sections of the AIP to link with governor visits. OC asked if progress would be reviewed and JM responded that a final review would be carried out at the end of the academic year.</p> <p><u>Burfield</u> AV reported that there were several items on the AIP that had not been implemented. She would revise the Plan and circulate at the next meeting.</p> <p>JM confirmed that there would be a separate AIP for each academy.</p>	JM  AV
8	<p><u>Governor Visits</u> Several visits had been carried out including:</p> <ul style="list-style-type: none"> <li>Teaching &amp; Learning – DD visited both academies with DH and had submitted two reports</li> </ul>	

	<p>(attached). He was due to carry out a learning walk at Hawkes Farm in term 6 and BW asked to accompany him</p> <ul style="list-style-type: none"> <li>• SEN / Inclusion – LF visited both academies and had submitted a report (attached)</li> <li>• Behaviour – NE to carry out a visit this term</li> <li>• Assessment - OC to carry out a visit this term</li> <li>• Safeguarding – no report had been received from CF but she was due to carry out a safeguarding audit this term</li> <li>• Curriculum – no governor was specifically linked to this area and so BW agreed to carry out a visit before the end of the academic year</li> </ul> <p>BW suggested drawing up a programme of governor visits next year with a particular focus each term. A Governor Day was also suggested and this was agreed for <b>Monday 25<sup>th</sup> September @ 9am at Hawkes Farm Academy</b>. The afternoon would then be spent at Burfield. Additionally, the idea of linking a governor to a year group was discussed and approved. SM to collate a provisional list and circulate.</p> <p>Two documents had been previously circulated; ‘Best Practice Guide for Link Governors’ and ‘An Annual Governors Monitoring and Evaluation Programme’. These were very useful documents, to be referred to for future visits. SM to re-send copies to JW and NG.</p>	<p>NE OC CF  BW   SM   SM</p>
9	<p><b><u>Financial Management &amp; Monitoring</u></b> A confidential minute was taken for this item. Noted that the 2017/2018 budgets for both academies were approved by the SGB.</p>	
10	<p><b><u>STEP’s Financial Model &amp; Potential Future Enhancements</u></b> A confidential minute was taken for this item.</p>	
11	<p><b><u>Premises</u></b> There were just two items to note; a Health &amp; Safety Audit had identified an issue with the fire doors and they were due to be updated next week plus lift maintenance was due to take place in the summer.</p>	
<b>STEP Way – We agree to do things like this</b>		
12	<p><b><u>Questions from the STEP Standards Committee</u></b> JM confirmed that the SGB Self-Evaluation Pro-forma had been completed at the previous meeting and since submitted to the Head of Standards.</p>	
13	<p><b><u>Website Compliance</u></b> KR confirmed that both academy websites were compliant.</p>	
<b>STEP Ahead – We invest in our future</b>		
14	<p><b><u>Feedback from the STEP Board of Trustees</u></b> JW had no new updates to report since the last meeting.</p>	
15	<p><b><u>Feedback from Governance Team Meeting</u></b> SM reported that she attended Governance Team Meetings in Croydon every two months and, amongst other things, these were a useful forum for sharing good governance practice across the Academies, receiving updates and for bringing attention to, any issues arising from SGBs. SM reported the following:</p> <ul style="list-style-type: none"> <li>• SM had collated a list of training undertaken by governors. She would email this out for checking and governors to report any training not on the list</li> <li>• Governors were expected to read and understand the DfE document ‘Keeping Children Safe in</li> </ul>	<p>SM ALL</p>

	<p>Education' and sign to that effect. Therefore, SM would circulate the document and she asked governors to read this before the next meeting, when they would be required to sign for it. STEP had also produced a quiz on the KCSIE and this would be circulated too, for completion</p> <ul style="list-style-type: none"> <li>• SM had been attempting to gain access to The Key, a very useful advisory website for governors. Once this had been set up, she would circulate further details. SS to check whether the schools were already subscribed</li> <li>• All governors had undertaken some form of safeguarding training recently except OC. SM to forward a link to OC for training online and OC to complete</li> <li>• There was now a charge for Safer Recruitment training, which would be met by STEP. SM asked governors to consider undertaking this, especially if they wished to sit on future staff interview panels. Governors to let SM know if they were interested</li> <li>• BW felt that perhaps governors should refresh their PREVENT training and SM would therefore send out a link</li> </ul>	<p>SM ALL</p> <p>SM SS SM OC</p> <p>ALL SM</p>
16	<p><b><u>Governing Body Training</u></b>          BW, LF and DH had attended STEP finance training, well led by Ben March. This had provided an interesting background and talk of future finances with actions to take away.</p> <p>No governors had attended induction courses which SM did recommend. East Sussex offered a range of governor courses and the academies were subscribed to this service. SM to send out a link to the East Sussex training booklet and governors were encouraged to book on to some relevant training.</p>	<p>SM ALL</p>
17	<p><b><u>Correspondence to the Chair</u></b>          No correspondence had been received.</p>	
18	<p><b><u>Minutes of Previous Meeting and Matters Arising</u></b>          The factual content of the minutes from the previous meeting on 25<sup>th</sup> April 2017 were approved. However, the minutes had been written by a locum Clerk and contained numerous grammatical errors. SM would therefore amend these and present for signing at the next meeting.</p> <p>There were no matters arising.</p>	<p>SM</p>
19	<p><b><u>Meeting Impact</u></b>          BW acknowledged that, during the meeting, a governor visits programme was progressing, there was a positive move to arranging staffing at Burfield and painstaking work had taken place on the budgets.</p>	
20	<p><b><u>Any Other Business</u></b>          There was no other business presented.</p>	
21	<p><b><u>Meeting Dates</u></b>          The dates for the remaining SGB meetings this term were:</p> <ul style="list-style-type: none"> <li>• Tuesday 20<sup>th</sup> June @ 5pm at Burfield Academy</li> <li>• Tuesday 18<sup>th</sup> July @ 5pm at Hawkes Farm Academy</li> </ul> <p>The meeting dates for 2017/2018 would be circulated to governors once approved by STEP.</p> <p>Governors questioned whether there was still a need for such regular meetings now the school was out of Special Measures? BW agreed that the meetings would reduce to once every half term from September. The next (June) meeting would remain as items to be covered included the budget, AIP draft, leadership and staffing structures for September.</p>	

<b>22</b>	<b>Publication of Minutes</b> Items concerning specific staffing plus finances would be recorded as confidential (Part B).	
<b>23</b>	<b>Confidential Matters</b> KR, DH, JH, NG and SS left the meeting at this point (7pm) and a confidential minute was taken.	

The meeting closed at 7.05pm  
SM 030617

### Summary of Action Points

<b>Agenda Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>4</b>	<b>SM to chase CF's DBS</b>	<b>SM</b>	<b>Emailed 7/6</b>
<b>4</b>	<b>SM to update Register of Interests</b>	<b>SM</b>	<b>Completed 31/5</b>
<b>4</b>	<b>JM and SM to re-arrange HFA Parent Governor Election</b>	<b>JM/SM</b>	<b>September</b>
<b>6</b>	<b>JM to circulate timings of HFA summer events and PIRA &amp; PUMA links</b>	<b>JM</b>	<b>Emailed 7/6</b>
<b>7</b>	<b>AV and JM to present AIP drafts at next meeting</b>	<b>AV/JM</b>	<b>Next meeting</b>
<b>8</b>	<b>NE to carry out Behaviour visit this term</b>	<b>NE</b>	<b>Summer term</b>
<b>8</b>	<b>OC to carry out Assessment visit this term</b>	<b>OC</b>	<b>Summer term</b>
<b>8</b>	<b>CF to carry out Safeguarding Audit visit this term</b>	<b>CF</b>	<b>Summer term</b>
<b>8</b>	<b>BW to carry out Curriculum visit this term</b>	<b>BW</b>	<b>Summer term</b>
<b>8</b>	<b>SM to collate year group links list &amp; circulate</b>	<b>SM</b>	<b>Emailed 7/6</b>
<b>8</b>	<b>SM to re-send governor visits docs to JW and NG</b>	<b>SM</b>	<b>Emailed 25/5</b>
<b>15</b>	<b>SM to send training list to governors, to check</b>	<b>SM/ALL</b>	<b>Emailed 7/6</b>
<b>15</b>	<b>SM to send KCSIE doc &amp; quiz, for governors to read / complete</b>	<b>SM/ALL</b>	<b>Emailed 7/6</b>
<b>15</b>	<b>SM to circulate details of The Key once subscription is confirmed</b>	<b>SM/SS</b>	<b>Medium</b>
<b>15</b>	<b>SM to send safeguarding link to OC, to complete</b>	<b>SM/OC</b>	<b>Emailed 7/6</b>
<b>15</b>	<b>Governors to inform SM of any interest to undertake Safer Recruitment training</b>	<b>ALL</b>	<b>Medium</b>
<b>16</b>	<b>SM to circulate East Sussex training details and PREVENT link for governors to complete</b>	<b>SM/ALL</b>	<b>Emailed 25/5</b>
<b>18</b>	<b>SM to amend previous minutes &amp; present at next meeting for signing</b>	<b>SM</b>	<b>Next meeting</b>

Signed as a true and accurate record of the meeting	
Chair's Signature	
Chair's Name	
Date	