

**Minutes of a Meeting of the Strategic Governing Body of
Burfield Academy and Hawkes Farm Academy
Monday 11th December 2017 @ 5pm at Burfield Academy**

Name	Position	Attendance
John Wentworth (JW)	Co-opted STEP Governor (Interim Chair)	Present
Brigid Wells (BW)	Co-opted STEP Governor	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
Jeremy Wyld (JWy)	Co-opted STEP Governor	Present
Laura Carpenter (LC)	Parent Governor, Burfield Academy	Present
Dee Hughes (DH)	Head of School, Burfield Academy (& Staff Governor, Hawkes Farm Academy)	Present
Kimberley Ryan (KR)	Office & Finance Manager Hawkes Farm & Burfield Academies (& Staff Governor, Burfield Academy)	Apologies
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy	Present
Other Attendees		
Susan Santos (SS)	Cover Clerk to the SGB	Present
Sarah Morgan (SM)	Clerk to the SGB	Apologies
Mark Ducker OBE (MD)	CEO STEP Academy Trust	Present

No.	Agenda Item	Action
STEP First – We are all one Team		
1	<p><u>Welcome and Apologies</u></p> <p>JW welcomed everyone to the meeting and in particular to the two newly appointed governors; Laura Carpenter (Parent Governor, Burfield) and Jeremy Wyld (Co-opted Governor). JWY and LC gave a brief summary of their backgrounds:</p> <ul style="list-style-type: none"> • LC had a child in Year 1 and supported the school as a member of the Friends of Burfield Academy. She ran her own business from home as an office manager • JWY was a Deputy Head Teacher at a school in Tunbridge Wells. He moved to Hailsham three years ago <p>Apologies had been received from SM who was on annual leave and KR who had an unplanned commitment elsewhere.</p> <p>DH outlined the evacuation procedures to follow in the case of a fire alarm sounding during the meeting.</p>	
2	<p><u>Quorum</u></p> <p>JW established that the meeting was quorate.</p>	
3	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></p> <p>LC and JWY had handed in their completed 2017/18 Pecuniary Interests Forms to SM. All other governors had reviewed and updated the Register of Interests. There were no interests declared by those present regarding agenda items.</p>	

4	<p><u>STEP Scheme of Delegation</u></p> <p>Governors had been sent the draft STEP Scheme of Delegation 2017 and Lead Governor JDs (to be approved by the STEP Board of Trustees 181217). This was duly noted by all present.</p> <p>OC noted that the document was very useful and that the information contained in the Decision Making Matrix (page 14) was of particular value.</p>	
5	<p><u>STEP Governance / SGB Membership</u></p> <p>a) <u>Appointments since previous meeting</u></p> <ul style="list-style-type: none"> • Laura Carpenter – Parent Governor, Burfield Academy • Jeremy Wyld – Co-opted STEP Governor <p>b) <u>Introduction of The Trust Governor system</u></p> <p>Information had been circulated regarding the new online system. MD reported that the intention was to have a paperless governance service in place by the start of the next academic year. A demonstration session on the new system had been scheduled for Wednesday 10th January @ 6pm at High Cliff Academy and all governors were strongly encouraged to attend.</p> <p>c) <u>STEP email addresses</u></p> <p>Governors noted that, when conducting academy business, the STEP email addresses must be used for governor correspondence. All governors present confirmed that they could access their STEP email account.</p> <p>d) <u>Governor Vacancies</u></p> <p>There was one parent governor vacancy at Hawkes Farm Academy. The governor recruitment process was currently being undertaken and JM advised that a new parent governor should be in place ready for the January 2018 SGB meeting.</p> <p>e) <u>DBS and Undertaking to the STEP Academy Trust</u></p> <p>JW's initial appointment as Interim Chair of Governors was for the autumn term. He has been asked by the STEP Trustees to continue in post for the rest of the academic year which he was happy to do.</p> <p>LC's DBS certificate had been completed. JWY would follow-up his application as this was not yet complete.</p>	<p>ALL</p> <p>JM</p> <p>JWY</p>
6	<p><u>Feedback from the STEP Board of Trustees</u></p> <p>a) <u>To note the minutes of the STEP Board of Trustees</u></p> <p>Copies of the STEP Board of Trustees minutes from the meeting held on 18th September 2017 had been circulated and JW added:</p> <ul style="list-style-type: none"> • Isabelle Dennigan had been appointed as Chair of the Board of Trustees • Ross Gardner had been appointed as Vice Chair of the Board of Trustees • A new academy (Wolsey Infant) joined STEP Academy Trust in September 2017. The process to combine the two Wolsey academies into Tudor Academy would be completed by April 2018 <p>b) <u>Update from the CEO on key developments for STEP Academy Trust</u></p> <ul style="list-style-type: none"> • MD noted that we were revising the STEP Compass to make certain that academies were meeting STEP standards by providing clarity of direction. Academy Improvement Plans should be fully aligned to the STEP Compass and report progress towards the STEP Standard • We were introducing Peer Performance Reviews for those in leadership roles. MD noted that the review cycle supported quality assurance and the development of leaders. JM and DH reported that they had attended a motivating and informative training course on Peer Performance Reviews, delivered by Jennese Alozie and John Halliwell 	

	<ul style="list-style-type: none"> The academies in East Sussex, being newer members to the STEP partnership, were naturally presenting a difference in improvement outcomes. We were currently looking at how capacity could be directed to East Sussex and were considering Angel Oak Academy becoming a Teaching School to provide development and support Q: Is further expansion being considered? A: MD responded that he was careful not to define the extent of growth but to always consider our capacity in supporting schools to improve. Growth needed to be sustainable and not rapid. The maximum amount of academies considered sustainable for a multi academy trust was late teens/early twenties Q: Are there plans to incorporate a secondary school? A: MD responded that many parents in the Croydon area would like to have a STEP secondary school for their children to progress onto so this was something that we were currently considering. However, the school must be willing to work within the STEP Compass and would need to be a strong school and not vulnerable 	
STEP Way – We agree to do things like this		
7	<p><u>Admissions</u> No applications had been received for Outside of Age Group.</p>	
8	<p><u>STEP Policies and Procedures</u> a) Governors noted that the following STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees (September 2017) and were available on the STEP website:</p> <ul style="list-style-type: none"> Safeguarding Policy Communications Policy Anti-Bullying Policy Attendance Policy EYFS Policy Intimate Care Policy Investment Policy Off Site Policy Positive Handling Policy E-Safety & Social Media Policy <p>b) Q: Are we are considering introducing a Transgender policy? A: MD responded that this was not currently being considered but it should be raised. JM will raise with Jennese Alozie.</p>	JM
9	<p><u>Safeguarding</u> Once the new governors (LC and JW) have been ratified by the Board of Trustees they would need to undertake the online training.</p> <p>BW undertook a safeguarding visit to Hawkes Farm Academy (full written report to be circulated post-meeting). The academy had effective and compliant safeguarding processes in place and there were no concerns.</p> <p>BW also undertook a safeguarding visit to Burfield Academy (full written report was in the process of being completed). Although there were more challenges at Burfield, the processes were well known and followed with DH taking a well-controlled and firm lead.</p> <p>JW asked that details of safeguarding training undertaken plus certificates be emailed to SM so that the governors training record was up-to-date.</p>	ALL

10 Educational Standards**a) Headteacher/Data Reports – Autumn 2017**

The Hawkes Farm Academy Headteacher/Data Report was circulated prior to the meeting. JM reported on the following:

- A recent LA assessment agreed with the current internal judgement of 'Requires Improvement'. However, with some caution, the academy was near to being assessed as 'Good' with a secure 'Good' by the end of the current year
- A detailed analysis of individual children was being undertaken to ensure appropriate targets were being set
- The Puma and Pira assessments had identified that Pupil Premium (PP) children were slightly down on the average scores. These assessments were undertaken three times per year. NE would be joining the PP action group in the New Year
- One staff member had been identified as a future Maths leader and another as future leader and would undertake the National Professional Leadership training
- Tim Mills recently spent some time at the academy having not visited for a year. He noted that the teaching profile had hugely improved
- On 5th January 2018, the LA would be undertaking a safeguarding audit

The Burfield Academy Headteacher/Data Report was circulated prior to the meeting. DH reported on the following:

- There were a growing number in the nursery and currently home visits were being undertaken
- The academy has been assessed as 'Requires Improvement' across the board. There were some gaps in teaching and learning in Years 1 and 2 (with significant gaps in Year 2) and expectations needed to be intensified. MD noted that there was a strong cases for leadership to now be assessed as 'Good' in both academies
- There had been a huge improvement in behavior and the policy was being consistently applied
- There had been an increase in staff sickness in term 2 with an impact on the budget as some supply cover had been required
- A full time Teaching Assistant had been appointed who was a Thrive practitioner
- The Puma and Pira assessment results had identified that the SEN and PP pupils required some additional support. This needed to be unpicked further
- Attendance processes had been reviewed and firmed up. Coding needed to be more vigorous and a system of letters of concern being sent home had been implemented. Where attendance does not improve, a meeting would be arranged with DH. There was currently a 10% persistent absence rate (including lateness)
- There were currently several children being monitored who had safeguarding issues. New staff were being provided with relevant safeguarding training including epi-pens, first aid, FGM and Prevent
- There were still some snagging issues with the new school building including leaks in the roof. We are working with James Hooper as we will not be signing the new building off (the signing date is near) until all issues have been resolved
- The Tesco grant would provide an orchard/allotment/wild life area which was currently being developed
- A parent's survey would be distributed prior to Christmas

b) Governor questions relating to the Headteacher Reports**Hawkes Farm Academy**

- Q: Could the governors have a copy of the LA assessment report?
A: JM responded that he would circulate to governors

JM

<ul style="list-style-type: none"> • Q: What measures are being undertaken to ensure that the Year 4 writing targets are met? • A: JM responded that the Year 4 teachers (NQTs) are being given support in this area and also receiving further training on the moderation process • DD noted that the charts used to present results might be enhanced by adjusting the format. MD to take comments back to the senior leadership team 	MD
<p><u>Burfield Academy</u></p> <ul style="list-style-type: none"> • DD noted that the assessment results for Year 2 supported DH's assessment of the teaching and learning in this year group. • Q: Could there could be a pond installed? A: DH responded that there was a pond ready to be utilised • LC noted that she had seen the positive effect on her son of the new behavior policy. She also noted a marked improvement with phonics • DD commented that he had spent the recent parent's consultation evening meeting parents and carers. The majority were very happy with the school with only two parents reporting issues <p>c) <u>To review timetable for getting to 'Outstanding'</u> JM reported that Burfield Academy was now within its third year of operation and an Ofsted Inspection could be undertaken at any time. It was anticipated that the academy would attain a secure 'Good' by the next academic year.</p> <p>JM reported that Hawkes Farm Academy would be coming into its third year in 2018/19. It was anticipated that the academy would attain 'Outstanding' within the next two years.</p> <p>d) <u>To agree 2018 KS1 and KS2 performance targets</u> Agreed - details within the Headteachers' reports.</p>	
<p>e) <u>To note impact of 2016/2017 Pupil Premium Funding & sport Funding</u> JM reported that he was currently undertaking the first term's review and would present at the next meeting.</p> <p>f) <u>To receive update on any curriculum and SEND changes</u> JM reported that there was no change to the Maths Mastery curriculum and that the academy would be looking at the SEND provision in January 2018.</p> <p>Q: Is there going to be more of a focus on the Foundation curriculum? A: JM responded that Hawkes Farm Academy was currently recruiting for a HLTA to cover PPA who would have a specialism (and qualification) in MFL or Music.</p> <p>JM reported that school visitors/presentations and school trips must have a link to the curriculum. Teachers needed to submit details to JM who would consider and approve.</p>	JM
<p>g) <u>To review quality of teaching and learning</u> JM reported that at Hawkes Farm Academy, there was currently 79% 'Good' teaching and learning, assessed from observation, data, books and learning walks. JM was monitoring teachers using the standards tracker. This information would be shared with the governors. The report would be anonymised with teachers' names removed but would remain confidential.</p>	JM
<p>h) <u>To receive brief verbal reports from Lead Governors</u> DD (Standards) reported that he had seen some very good teaching during his recent governor visit to Hawkes Farm Academy (report circulated), particularly in Years 5 and 6 Maths lessons. DD had observed an incredible change at Burfield Academy, particularly in behaviour.</p>	

	<p>DD had met with JM and DH to review the Data Report. Most areas were amber and it was anticipated that targets would be met or be exceeded this year.</p> <p>NE (Pupil Premium) reported that she had a planning meeting arranged with JM.</p> <p>i) <u>To ensure governors are up to date with Ofsted framework</u> Governors had received several emails in relation to the Ofsted framework. JM advised the governors to read the correspondence and supporting documents so that they had the latest information.</p> <p>j) <u>Confirm that all staff have completed the STEP Code of Conduct Declaration</u> All staff at both academies had completed the declaration.</p>	
<p>11</p>	<p><u>Academy Improvement Plans</u></p> <p>a) <u>To approve the 2017/18 Academy Improvement Plans and discuss governors’ strategic input</u> JW reported that this been undertaken and reported on at the last meeting.</p> <p>b) <u>To receive feedback from governor monitoring visits autumn 2017</u> A report from NE’s recent Personal Development, Behaviour and Welfare monitoring visit to Burfield Academy had been circulated prior to the meeting. Governors noted the report.</p> <p>c) <u>To agree a schedule of governors monitoring visits of the spring term, linked to the AIP priorities</u> JW noted the following areas of governor responsibility:</p> <ul style="list-style-type: none"> ○ Finance – OC ○ Safeguarding – BW ○ Standards – DD ○ SEND/Inclusion and LAC – LC ○ Pupil Premium – NE <p>LC would meet with DH to discuss the responsibilities of the SEND/Inclusion and LAC lead governor.</p> <p>MD stated that Health and Safety was not currently included as an area of responsibility but he would look into this. Although important, it was not a key priority so may be included in the future under finance, for example. The central premises team was very robust in terms of Health and Safety, compliance etc.</p> <p>The next round of monitoring visits will take place in Term 3.</p> <p>d) <u>To plan for Governors’ Day in school – spring/summer term</u> The governors commended JM and DH for arranging the governor’s day. NE requested that the next event start with Burfield in the morning. JM proposed that the next governor’s day should take place in Term 5 and all governors were in agreement.</p>	<p>LC/DH</p>
<p>12</p>	<p><u>Website Compliance</u></p> <p>KR confirmed (via email in her absence) that both websites were fully compliant and links to the STEP website were now working again.</p> <p>JW requested that the academy websites were checked to ensure that the latest STEP policies had been updated – action KR. JM recommended that STEP policies should not be stored on individual computers but always accessed via the STEP website to ensure the most up to date version.</p>	<p>KR</p>
<p>13</p>	<p><u>Financial Management</u></p> <p>A confidential minute was taken for this item.</p>	

14	<p><u>Premises</u> DH reported that the leaks in the roof at Burfield Academy continued to be an issue.</p> <p>JM reported that the junior trim trail at Hawkes Farm Academy was being removed as it had been judged as unsafe and beyond repair. The Friends of Hawkes Farm Academy were planning to fund a new trail.</p>	
STEP Ahead – We invest in our future		
15	<p><u>Governing Body Training</u> OC noted that the finance training was effective and useful. JM and DH found it very useful as Headteachers. NE attended training on Headteacher’s performance management on 17th October 2017, delivered by ESCC.</p>	
16	<p><u>SGB Evaluation 2016/17</u></p> <ul style="list-style-type: none"> • The SGB evaluation document had been circulated prior to the meeting and governors noted the completed evaluation • NE and DD noted that there needs to be some action taken on point 27 – ‘do we enable regular review of individual’s’ contribution to the SGB as well as of the overall operation and effectiveness of the SGB? • There remains a gap within the governing body of a governor who has experience/knowledge of business analysis etc. 	
STEP Ahead – We invest in our future		
17	<p><u>Correspondence to the Chair</u> JW reported that no correspondence had been received that needed to be shared.</p>	
18	<p><u>Previous minutes and Matters Arising</u> The minutes of the meeting held on 18th September 2017 were approved and signed (including Parts B1 and B2 Confidential minutes).</p>	
19	<p><u>Any Other Urgent Business</u> There was no other business presented.</p>	
20	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> • NE noted that the Headteacher’s reports were good and informative • OC noted that eight months on from the initial formation of the SGB, there was noticeable development, greater coherence and confidence. JW noted a clear sense of ethos within the governing body • BW reported that she did not know the staff very well and hoped this would develop over time. JW cautioned too many direct interactions with staff as the governors’ role was strategic and not operational 	
21	<p><u>Next Meeting Date</u> The SGB would next meet on Monday 15th January 2018 @ 5pm at Hawkes Farm Academy.</p>	
22	<p><u>Publication of Minutes</u> The financial items would be recorded as confidential (Part B).</p>	
23	<p><u>Confidential Matters</u> Confidential minutes were taken.</p>	

The meeting closed at 6.45pm
 SS 201217

Summary of Action Points

Agenda Item	Action	Owner	Status
5	Complete Hawkes Farm Academy Parent Governor appointment process.	JM	By next meeting
5	Follow-up DBS application.	JWy	By 20/12/17
8	Consider if the Trust should have a Transgender policy – to raise with Jennese Alozie.	JM	This term
9	Governors to advise SM of safeguarding training undertaken and email copies of certificates.	All	This term
9	Governors training record to be updated with the information provided above.	SM	By next meeting
10	Circulate the LA assessment report for Hawkes Farm Academy.	JM	This term
10	Comments from DD regarding the quality of the reporting charts to be taken to the senior leadership team.	MD	At next SLT meeting
10	For governors to receive review on the impact of the 2016/17 Pupil Premium and Sports Funding.	JM	At next meeting
11	LC to meet with DH to discuss the responsibilities of the SEND/Inclusion and LAC lead governor	LC/DH	By next meeting
12	Check that the latest STEP policies have been updated on the academy websites.	KR	This term

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