

**Minutes of a Meeting of the Strategic Governing Body of  
Burfield Academy and Hawkes Farm Academy  
Monday 15th January 2018 @ 5pm at Hawkes Farm Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
John Wentworth (JWe)	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	Present
Kimberley Ryan (KR)	Staff Governor, Burfield Academy and Office & Finance Manager, HFA & BA	Present
James Still (JS)	Parent Governor, Hawkes Farm Academy	Present
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy and Acting Executive Headteacher at Burfield	Present
<b><u>Other Attendees</u></b>		
Mark Ducker OBE (MD)	CEO STEP Academy Trust	Present
Sarah Morgan (SM)	Clerk to the SGB	Present

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
<b>STEP First – We are all one Team</b>		
<b>1</b>	<p><b><u>Welcome, Apologies and Housekeeping</u></b></p> <p>JWe welcomed everyone to the meeting and in particular to James Still, new Parent Governor for Hawkes Farm. JS gave a brief summary of his background – he had a child in Year 1, his wife was a TA at St Mary’s and he worked as a Barrister’s Clerk in Lewes.</p> <p>JM outlined the evacuation procedures to follow in the case of the fire alarm sounding during the meeting.</p> <p>There were no apologies – all governors were present.</p>	
<b>2</b>	<p><b><u>Quorum</u></b></p> <p>JWe established that the meeting was quorate.</p>	
<b>3</b>	<p><b><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></b></p> <p>All new governors had completed their 2017/18 Pecuniary Interests Forms. There were no interests declared by those present regarding agenda items.</p>	
<b>4</b>	<p><b><u>STEP Governance / SGB Membership</u></b></p> <ul style="list-style-type: none"> <li>• Appointment of James Still, new Parent Governor for Hawkes Farm, noted</li> <li>• Governors confirmed receipt of the Trust Governor log in details. Following the demonstration session the previous week, some governors had looked at the system and updated their profiles where necessary</li> </ul>	

5	<p><b><u>STEP Board of Trustees Update</u></b></p> <p>An update had been previously circulated and MD highlighted items under the STEP Compass headings:</p> <ul style="list-style-type: none"> <li>• <b>STEP First:</b> Focus on developing leadership. John Halliwell had been appointed as STEP Head of Leadership Development and he would be working across the Trust, to include middle leadership development</li> <li>• <b>STEP Way:</b> The STEP Standard was the new outside layer/rim on the Compass and was a major development across the Trust. Paul Glover, Deputy CEO, was leading on this and the Standard would cover expectations across all Academies and all stakeholders</li> <li>• <b>STEP Up:</b> The financial climate was a challenging one and Ben March, CFOO, had put much work into the budgets. Whilst Academies did need to work within the budgets set, there was some leeway for unexpected events</li> </ul> <p>MD was thanked for his report.</p>	
<b>STEP Way – We agree to do things like this</b>		
6	<p><b><u>STEP Policies and Procedures</u></b></p> <p>Governors noted that several STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees in December and these were listed in the Trustees Update.</p>	
7	<p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• Governors noted that <b>Safeguarding training</b> was scheduled for Thursday 1<sup>st</sup> March at 6pm at High Cliff Academy. SM clarified that governors were required to undertake some form of relevant safeguarding training every year, be it through STEP, Educare online or their own place of employment</li> <li>• BW had undertaken <b>safeguarding visits</b> to both Academies the previous month and had circulated reports</li> <li>• JM reported that the LA had just completed <b>safeguarding audits</b>. Both Academies were compliant and areas for encouraging best practice had been suggested. JM to circulate the reports</li> </ul>	<b>JM</b>
<b>STEP Up – We all succeed together</b>		
8	<p><b><u>Educational Standards</u></b></p> <p><b><u>a) Headteacher Reports</u></b></p> <p><b><u>Burfield Academy</u></b></p> <p>Copies of ‘Quality of Teaching (Autumn)’ plus a report from the LA Adviser of her standards visit in September, had been previously circulated.</p> <p>DH reported that, with the school expanding year on year, <b>SLT capacity</b> was currently being considered. From September, Burfield would have an Assistant Head to provide extra leadership capacity. An early recruitment drive would hopefully attract candidates with much experience.</p> <p><b>Attendance figures</b> had dipped slightly, to 93.6%, and DH was working closely with the LA Attendance Officer. <b>Q – Were there any specific reasons for the figure dipping? A –</b> Sickness had been a big factor last month and parents tended to keep their children off longer than necessary. Additionally, there was a sibling issue – if one was off, the parent didn’t always bring the other one in. JM added that, although there were no longer any children with high absence rates (50-60%), there were more families with general absence. The school was working with the families and support from the EWO (Educational Welfare Officer) had increased (weekly now). Lateness was being addressed and the school were raising the profile of attendance.</p> <p>A confidential minute was taken regarding staffing and safeguarding.</p>	

	<p><b>Hawkes Farm Academy</b></p> <p>Copies of 'Quality of Teaching (Autumn)' plus a report from the LA Adviser of her standards visit in September, had also been previously circulated for HFA. JM highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Year 6</b> were in a much stronger position this year and they were already at expected standard in December, with 23% working at Greater Depth</li> <li>• The progress in (Year 6) <b>Maths</b> was exceptional with catch up sessions for those who had not understood the concept of the lesson plus additional lessons</li> <li>• Regarding the <b>quality of teaching</b>, currently, 75% of teaching were rated 'good'. 25% required improvement and of those four teachers, two were NQTs</li> <li>• <b>Spanish</b> was being introduced and would be delivered by a Higher Level Teaching Assistant (HiLTA)</li> </ul> <p><u>Curriculum</u></p> <p>The 'Success for All' reading programme had indeed been very successful. Gaps had closed and the programme had helped with behaviour for learning. The broad range of text used had helped across the board. However, JM felt that the teachers were now ready for more freedom with the planning and delivery of their lessons. Angel Oak (STEP) Academy, who had just received an Outstanding Ofsted report, used the 'Closed and Controlled' reading scheme and HFA would be introducing this. The scheme was structured and included much vocabulary work and JM would be working closely on this with Tim Mills (former Head Teacher of Angel Oak and STEP Head of Teaching and Learning).</p> <p><b>Q – What was the current approach to teaching the Foundation curriculum?</b></p> <p><b>A –</b> As well as reading books, teachers were using a text based approach to the curriculum. Spanish had also been introduced</p> <p><b>Standards Governor Report</b></p> <p>DD had shared his report at the previous meeting and since then, the DfE had published their league tables. DD had then visited the previous week to challenge the data. JM explained that there were three broad ability bands; low, middle and high ability and they carried a points equivalent. JM encouraged governors to visit the Gov.uk website (Primary School League Tables) and compare HFA with the national averages of the same ability pupils. There was also a good article on the BBC website under family and education section – 'Tips for Choosing Schools'. JM reminded governors that the KS2 data accounted for four years' progress, from Year 2 to Year 6. However, STEP had only taken over Hawkes Farm in 2016 so only last year's in-year progress could be shown. JM reassured governors that they had individual predicted grades and knew where every child in Year 6 needed to get to.</p> <p><b>SEND Governor Report</b></p> <p>LC reported that she had met with DH and Sara Woods, SENCo, the previous week to receive a brief overview of SEND. She would circulate a report in due course.</p> <p>Finally, JWe asked all Lead Governors to carry out at least one visit this term. A Governor Day would then be scheduled for the summer term.</p>	<p>ALL</p> <p>LC</p> <p>ALL</p>
9	<p><b>Financial Management</b></p> <p>A confidential minute was taken for this item.</p>	
<b>STEP Ahead – We invest in our future</b>		
10	<p><b>Governing Body Training</b></p> <p>NE and JS had attended training on the new Trust Governor system the previous week. NE had found the training useful and had accessed and navigated the site easily. OC had looked at the system and he felt that it was 'clunky'. There had been issues with the venue for the training, at High Cliff Academy in Newhaven. NE stated that the wrong postcode was given on some search engines and SM</p>	

	<p>had raised this with the Head Teacher. Additionally, BW had unfortunately been unable to gain access when she had arrived a couple of minutes after the start time (along with a governor from Phoenix). SM apologised for this and had passed this on, to be considered for future sessions. SM would in the least, circulate her mobile number.</p> <p>BW had attended an ESCC Governor Forum and had found the session useful.</p>	<b>SM</b>
<b>11</b>	<p><b><u>Correspondence to the Chair</u></b>          JW reported that no correspondence had been received that needed to be shared.</p>	
<b>12</b>	<p><b><u>Minutes of the Last Meeting and Matters Arising</u></b>          The minutes of the meeting held on 11<sup>th</sup> December 2017 were approved and signed, including Part B1 confidential minutes.</p> <p>The following matters were arising:</p> <ul style="list-style-type: none"> <li>• JW was awaiting the return of his DBS application</li> <li>• A transgender policy would be contained within the Safeguarding Policy in the future</li> <li>• The SLT were considering the quality of reporting charts – work in progress</li> <li>• Receive review on the impact of the 2016/17 Pupil Premium and Sports Funding – carry forward</li> </ul> <p>All other action points had been addressed.</p>	<b>JM</b>
<b>13</b>	<p><b><u>Any Other Urgent Business</u></b>          There was no other business presented.</p>	
<b>14</b>	<p><b><u>Meeting Impact</u></b></p> <ul style="list-style-type: none"> <li>• JWe felt that the explanations on the breakdown of quality of teaching and learning was helpful</li> <li>• MD found DD's input on Pupil Progress, useful</li> <li>• NE was pleased to see a decent amount of governors on the SGB now and with a good cross section of skills</li> <li>• OC suggested an accountant would be a useful addition to the SGB. However, MD stated that there was enough financial expertise in the Central Team</li> </ul>	
<b>15</b>	<p><b><u>Meeting Dates</u></b>          The SGB would next meet on Monday 30<sup>th</sup> April 2018 @ 5pm at Hawkes Farm Academy. Governors had been sent amended copies of the meeting dates for the remainder of the year and SM reminded governors that the Executive Management Team had decided to remove the March meetings. Going forward, from next year, there would be just four SGB meetings a year. With fewer meetings, SM emphasised the need for governors to ensure that Lead Governor visits took place between meetings and reports were submitted for the SGB.</p> <p>JWe was unable to make the July meeting date and, with the KS2 SATs results due on 10<sup>th</sup> July, he suggested changing the date to Monday 16<sup>th</sup> July. All governors could make this date and SM would check with the Governance Team before confirming.</p>	<b>SM</b>
<b>16</b>	<p><b><u>Publication of Minutes</u></b>          The financial items and individual pupil and staffing matters would be recorded as confidential (Part B).</p>	

<b>17</b>	<b><u>Confidential Matters</u></b> A confidential minute was taken for this item.	
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The meeting closed at 6.20pm  
SM 210118

**Summary of Action Points**

<b>Agenda Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>7</b>	<b><i>JM to circulate safeguarding audits</i></b>	<b><i>JM/SM</i></b>	<b><i>Medium</i></b>
<b>8</b>	<b><i>Governors to view league tables online</i></b>	<b><i>ALL</i></b>	<b><i>Medium</i></b>
<b>8</b>	<b><i>LC to circulate SEND Governor Visit Report</i></b>	<b><i>LC/SM</i></b>	<b><i>Medium</i></b>
<b>8</b>	<b><i>Governors to carry out at least one Lead Governor visit this term</i></b>	<b><i>All</i></b>	<b><i>By next meeting</i></b>
<b>10</b>	<b><i>SM to circulate her mobile number for next training session</i></b>	<b><i>SM</i></b>	<b><i>By 1<sup>st</sup> March</i></b>
<b>12</b>	<b><i>JM to report on the impact of the 2017/18 Pupil Premium and Sports Funding</i></b>	<b><i>JM</i></b>	<b><i>At next meeting</i></b>
<b>15</b>	<b><i>SM to confirm change of meeting date for July</i></b>	<b><i>SM</i></b>	<b><i>Medium</i></b>

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