

**Minutes of a Meeting of the Strategic Governing Body of
David Livingstone & Gonville Academies
Held on Thursday 29th September 2016, 6.30 pm at David Livingstone Academy**

Name	Position	Attendance
Nadine Bernard	Headteacher DL	Present
Claudia Estephane	Community Governor	Present
Nicki Gillespie	Staff Governor, DL	Present
Natalie Kenneison	Community Governor	Absent (Resignation received)
Oliver McAdoo	Parent Governor, Gonville	Absent (Apologies received)
Sarah Mitchell	Headteacher, Gonville	Present
Sharjeel Nawaz	Community Governor	Present
Susan Powell	Community Governor, Chair	Present
Barbara Roberts	Community Governor	Present
Lucy McSwiggan	Staff Governor, Gonville	Present (observing until appointment ratified by Board)
Racquel Tomlinson-Lawrence	Community Governor	Absent
Other Attendees:		
Jennese Alozie	Head of Standards	Present
Donal Daly	Deputy HT, DL	Present
Diana Agyepong	Gonville Business Manager	Present
Philippa Jackson	SGB Clerk	Present
Cheryl Gilbert	STEP Company Secretary	Present (Minute Taker)

STEP First – We are all one team

1.	Welcome and Apologies Susan Powell welcomed members to the first meeting of the strategic governing body for the academic year 2016/17. Susan introduced Claudia Estephane, the newly appointed Community Governor and Philippa Jackson, the new SGB Clerk. Apologies were received and accepted from Oliver McAdoo and Natalie Kenneison . No apologies were received from Racquel Tomlinson-Lawrence. The resignation of Natalie Kenneison, Co-opted Governor, was noted following her move to Somerset. Susan thanked Natalie for her contributions to the strategic governing body and Standards Committee.
2.	Quorum It was confirmed that the meeting was quorate.
3.	Chair and Vice-Chair 2015/16 The SGB voted to elect Susan Powell as the Chair of Governors for the academic year 2016/17.

	<p>The SGB voted to elect Sharjeel Nawaz as the Vice-Chair of Governors for the academic year 2016/17.</p>
<p>4. Register of Pecuniary Interests and/or Conflict of Interests</p>	<p>No declarations of interest relevant to the agenda items were made.</p> <p>All SGB attendees completed and signed pecuniary interest forms for 2016/17. Susan asked for both schools to publish the updated register on their websites. Cheryl Gilbert confirmed that governor Lucy McSwiggan’s information would be registered with Edubase.</p>
<p>5. Strategic Governing Body Membership</p>	<p>The resignation of Ian Rogers, Staff Governor, was noted following his move to East Sussex.</p> <p>It was reported that Lucy McSwiggan had been appointed as Staff Governor (Gonville) and that a ballot was being held to elect the parent governor for David Livingstone. The appointments were subject to ratification by the STEP Board of Trustees.</p> <p>It was confirmed that DBS checks had been completed for Racquel Tomlinson-Lawrence and Claudia Estephane. Claudia Estephane had signed the Undertaking to the STEP Academy Trust.</p>
<p>6. Governing Body Self-Evaluation</p>	<p>The outcome of the 2015/16 self-evaluation survey and development areas would be presented at the November meeting.</p>
<p>7. Committee Membership</p>	<p>The SGB agreed governor monitoring responsibilities and committee membership for 2016/17 as follows:</p> <p>Safeguarding – Oliver McAdoo SEND – vacant T&L – Sarah Mitchell & Susan Powell Resources, Health & Safety – Sharjeel Nawaz Curriculum – Racquel Tomlinson-Lawrence Assessment Outcomes PPG – Barbara Roberts Behaviour & Welfare – vacant</p> <p>Committee Membership: Resources Sharjeel Nawaz Chair Sarah Mitchell Oliver McAdoo</p> <p>Standards Barbara Roberts (Chair) – to be ratified at next meeting Susan Powell Claudia Estephane</p> <p>Children Family Communities - tbc</p>

	Susan reported there were gaps in the governor monitoring roles for Safeguarding Children, SEN/ Inclusion, Assessment and Outcomes and the Academy website. Susan encouraged governors to contact Sarah and Nadine to take responsibility for these specific areas.
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STEP Way – We agree to do things like this

8. Terms of Reference and Scheme of Delegation	<p>The SGB confirmed they had read the SGB Scheme of Delegation and Terms of Reference 2016/17 which remained unchanged from last year.</p> <p>Cheryl Gilbert reported that the STEP Scheme of Delegation and Terms of Reference 2016/17 would be presented at the November meeting, following approval by the Board of Trustees.</p>
9. SGB Programme of Works 2016/17	The SGB noted the Programme of Works 2016/17.
10. Governor Monitoring	The SGB noted the feedback from governors' attendance at parents evening, provided by Barbara Roberts. Sarah and Nadine agreed to send the schedule of monitoring visits for the Autumn term to the governors.
11. Academies Financial Handbook 2016	The SGB noted the key changes to the Academies Financial Handbook for 2016.
12. STEP Policies and Procedures	<p>The SGB noted the 2016/17 Academy Staff Handbooks.</p> <p>The SGB noted the STEP Policies had been updated and approved by the STEP Board of Trustees. Cheryl advised governors to read the policies, specifically the statutory policies. All policies were published on the website.</p>

STEP Up – We all succeed together

13. Standards	
13.1 Gonville Academy	<p>Sarah summarised the progress for each year group at Gonville and highlighted the developments in some areas.</p> <p>Attainment in Nursery and Reception had improved significantly since 2014 - 2015. Gonville showed strong improvements in the results in EYFS and KS1 due to improvements in the quality of teaching and learning.</p> <p>Sarah commented that Year Two were very stable but the progress of pupils with special educational needs would be reviewed going into Year 3 (2 students who need EHC plans).</p> <p>Sarah reported that the Year 6 SATs tests had been extremely challenging, particularly in reading and writing. KS2 maths fell below national average in particular the problem solving and reasoning. Sarah reported that staff would focus on maths and reading for Year 6 and preparing Year 5. A CPD programme for staff had been put in place to support this. Sarah confirmed that a more detailed plan would be presented in November.</p>

	<p>Sarah also discussed targets, which had been set using EYFS and KS1 data, Fischer Family Trust predictions and in-year data. KS1 was expected to be in line with national. Ambitious targets (above national averages) had been set for KS2. EYFS targets will be set when baseline completed.</p> <p>13.2 David Livingstone Academy</p> <p>Nadine summarised the progress for each year group at David Livingstone and highlighted the developments in some areas.</p> <p>Nadine reported that calculations and problem solving in maths was a particular area for concern. It was hoped that an approach to Maths Mastery would ensure a greater depth of understanding. Susan requested a presentation on Maths Mastery be presented to governors at a future SGB meeting.</p> <p>Nadine reported a significant difference in the results in Year 6 reading and writing. The Academy had invested in books across all year groups to focus on fluency and comprehension skills across all year groups.</p> <p>A greater focus had been placed on character building, pupil parliament and drama.</p> <p>The SGB noted that the estimated date for both academies to judge themselves as Outstanding, when evaluating themselves against the Ofsted criteria, was September 2018.</p>
<p>14.</p>	<p>Safeguarding</p> <p>The SGB noted the key changes to the DfE document ‘Keeping Children Safe in Education’ from September 2016. Jennese confirmed that all staff had received Safeguarding training and governors would be invited to attend the Safeguarding training at the next inset day.</p>
<p>15.</p>	<p>Finance</p> <p>The SGB noted that the August and September budget reports would be considered at the SGB Resources Committee meeting held on 31 October and key headlines would be reported to the November SGB meeting.</p> <p>The Academy business managers reported that their circulated reports remained an accurate description in the respective schools.</p> <p>Diana Agyepong reported that team leaders at Gonville had been encouraged to take responsibility for their budgets within the agreed delegated amounts.</p> <p>Q(SN)– GV had a long list of people whilst DL only had 5, is there a reason for this? A(DA)– GV encourage curriculum leaders to have responsibility for their budgets and have more staff.</p> <p>It was reported that the revised 2016/17 budgets and financial forecast would be submitted to the Resources Committee for approval.</p>
<p>16.</p>	<p>Premises</p> <p>The SGB considered the premises work carried out on both schools over the summer period.</p> <p>Sarah reported that the refurbishment work at Gonville had been completed.</p>

	<p>Nadine reported that the playground re-surfacing work, the ‘family lounge’ and the ‘staff development room’ had been completed. The SGB noted that a new water tank was required at David Livingstone and a more detailed cost analysis would be carried out.</p>
<p>17.</p>	<p>Head Teacher’s Report</p> <p>In relation to Gonville, Sarah confirmed the details of how the Sports Grant Premium and Pupil Premium Grant 2015 - 2016 had been spent had been uploaded to the website. Spending plans for 2016 – 2017 had also been uploaded. Sports grant had been used successfully as Gonville had gained the Gold Sports Mark.</p> <p>Bulge year classes in Year 1 and Year 2. There had been several Admission appeals. SIP Report maintained category 2A status.</p> <p>In relation to David Livingstone, Nadine highlighted the new staff appointments including assistant caretaker, office administrator and 6 teachers. Nadine reported that all new staff had settled into the school well.</p> <p>Nadine reminded the SGB that Year 1 and Year 2 were ‘bulge year’ classes and some gaps in pupil performance levels in other year groups had been identified.</p> <p>Nadine reported that the staff restructure at David Livingston was underway. Meetings had been held with individual Teaching Assistants to inform them of staff redundancies. Nadine reported that the vast majority of Teaching Assistants had opted for voluntary redundancy. Nadine also reported that a Teaching Assistant would be required to support one child in Year 1 with special educational needs. The SGB noted that this was a difficult job and thanked Nadine for handling the restructure process well. The SGB suggested that a group of STEP specialist Teaching Assistants could be considered in the future.</p>
<p>18.</p>	<p>Academy Improvement Plans</p> <p>The SGB noted the summaries of the long term priorities 2015-18 and identified priorities for 2016/17.</p> <p>Cheryl confirmed that the AIPs would be presented for approval at the November meeting.</p>
<p>19.</p>	<p>Residential School Journeys (if any)</p> <p>The SGB approved the residential school journeys for 2016/17 for both schools. Gonville would hold a four-day trip for Year 6 pupils to Marchants Hill adventure centre in Hertfordshire.</p> <p>David Livingstone would hold a three-day trip to Hindleap Warren activity centre in the Ashdown Forest. Governors heard from Nadine that a number of parents had expressed concern about the change in arrangements and venue from previous years, reducing the length of the visit to three days from five and changing the venue.</p>
<p>20.</p>	<p>Performance Management</p> <p>Gonville reported that reviews had taken place and the paperwork ready to go for target setting and that proposed pay increases would be presented at the Resources Committee.</p> <p>DL reported that these would take place next week</p>

	SN – teachers struggling without TAs – did this come up in performance reviews? Yes –the particular teacher now left. Support is provided for children where required.
STEP Ahead – We invest in our future	
21.	Feedback from the STEP Board of Trustees The SGB noted the STEP Academy Trust Bulletin. There was no further feedback to report.
22.	Governing Body Training The SGB discussed the training needs for inclusion in the STEP Governor Training Programme 2016/17. A mentoring programme for all new governors was recommended. Cheryl was liaising with Tim Mills regarding STEP governor training.
23. Correspondence to the Chair (if any)	
	There was no correspondence received by the Chair.
24.	Minutes The minutes of the meeting held on 7 June 2016, included the Confidential Part B minutes, were accepted as an accurate record and duly signed by the Chair.
25.	Matters Arising from the Minutes There were no further matters to be addressed which have not been covered previously.
26.	Any Other Urgent Business (To be notified to the Chair in advance of the meeting where possible, or at the start of the meeting) There were no urgent matters of business to be addressed.
27.	Meeting Impact The SGB considered the meeting impact to be ‘good’. The governors held a good discussion on a range of subjects and had a clearer understanding of the key issues facing each school.
28.	Meeting Dates The next SGB meeting would be held on Thursday, 24 November 2016, 6.15pm at David Livingstone Academy. The SGB noted the term and meeting dates for the academic year
29.	Publication of Minutes Staffing matters recorded in Part B
30.	Confidential Matters (if any) There were no confidential matters to report.

There being no further business for discussion, the meeting closed at 8.15pm.

Summary of Action Points

Agenda Item	Action	Owner	Status
6	<u>Governing Body Self-Evaluation</u> Outcome of 2015/16 self-evaluation survey and development areas scheduled for November meeting.		
8	<u>Terms of Reference and Scheme of Delegation</u> STEP Scheme of Delegation and Terms of Reference 2016/17 scheduled for November meeting.		
10	<u>Governor Monitoring</u> Send schedule of monitoring visits for the Autumn term to governors.		
13.1	<u>Standards – Gonville</u> Present detailed plan of KS2 maths target for November meeting.		
13.2	<u>Standards – DL</u> Present Maths Mastery at a future SGB meeting.		
14	<u>Safeguarding</u> Invite governors to attend the Safeguarding training at the next inset day.		
18	<u>Academy Improvement Plans</u> Present AIPs for November meeting.		

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