

**Minutes of a Meeting of the Strategic Governing Body of  
David Livingstone & Gonville Academies  
Held on Thursday 2<sup>nd</sup> March 2017, 6.15 pm at Gonville Academy**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Nadine Bernard	Headteacher DL	Absent - apologies accepted
Hannah Cadman	Parent Governor	Present
Mark Ducker	Chief Executive Officer	Present
Claudia Estephane	Co-opted Governor	Absent – no apologies received
Oliver McAdoo	Parent Governor, Gonville	Present
Lucy McSwiggan	Staff Governor, Gonville	Present
Sarah Mitchell	Headteacher, Gonville	Present
Andrew Musson	Co-opted Governor	Present
Sharjeel Nawaz	Co-opted Governor	Present
Susan Powell	Co-opted Governor and Chair	Present
Barbara Roberts	Co-opted Governor	Present
Other Attendees:		
James Gibbs	Maths Co-ordinator, Gonville	Present
Roger Lowe	Interim Clerk	Present

**STEP First – We are all one team**

<b>1. Welcome and Apologies</b>	<p>Susan Powell welcomed members to the meeting of the SGB and introduced Andrew Musson, proposed as a new co-opted governor.</p> <p>Apologies for absence were recorded from Nadine Bernard who had been engaged in the Ofsted inspection of David Livingstone Academy over the previous two days.</p> <p>Apologies for absence due to ill health were also noted from Phillipa Jackson, Governance Clerk.</p>
<b>2. Quorum</b>	<p>It was confirmed that the meeting was quorate.</p>
<b>3. Declarations of Interest</b>	<p>No declarations of interest were made.</p>
<b>4. Strategic Governing Body membership</b>	<p>The Chair highlighted the need to keep the roles and responsibilities of individual governors under review. She felt that the DfE’s new ‘Competency Framework for Governors’ added emphasis to the need for governors to review their skills and understanding on an on-going basis and to prioritise their professional development in areas of strategic leadership. She noted that the framework</p>

	<p>provided a powerful self-evaluation tool for governing bodies. She also suggested that although governors' participation in training was excellent the impact of this training needed to be monitored more thoroughly to ensure it had a real influence on corporate development. The competency framework also reminded readers of the particular challenges faced by Chairs and the skills needed to act effectively in these roles.</p> <p>Sharjeel Nawaz suggested that a regular opportunity for individual governors who had attended training to feed back to the Governing Body would contribute to this process.</p> <p>Andrew Musson was invited to give a brief introduction to his background and experience and it was agreed to approve his membership of the Governing Body.</p> <p>The appointment of Hannah Cadman as a parent governor and the resignation of Racquel Tomlinson Lawrence were noted. The outstanding vacancy for a co-opted governor had been raised with STEP.</p> <p>It was confirmed that DBS checks for all new governors had been completed and that they had signed the Undertaking to the Academy Trust.</p> <p>Governors discussed membership of committees and it was agreed that Hannah Cadman and Lucy McSwiggan should join the newly-established Children, Families and Community Committee; Andrew Musson to join the Standards Committee.</p> <p>It was agreed to give further thought to the monitoring roles in respect of SEN/inclusion, Personal Development, Behaviour and Welfare. <b>(Action:SP)</b></p>
<b>STEP Way – We agree to do things like this</b>	
<p><b>5. Terms of Reference and Scheme of Delegation</b></p>	<p>The terms of reference and scheme of delegation in respect of the Strategic Governing Body and its committees were noted.</p>
<p><b>6. Governance Handbook / Competency Framework</b></p>	<p>The revised Governance Handbook and Competency Framework had been discussed under item 4 and were formally noted by the SGB.</p>
<p><b>7. School Census guidance</b></p>	<p>The revised guidance on school census information was noted.</p>
<p><b>8. Safeguarding</b></p>	<p>Oliver McAdoo explained the processes behind the Local Authority safeguarding audit he had carried out. This was a comprehensive and time-consuming piece of work which should reassure the Governing Body of the effectiveness of the systems in both academies. One outcome had been the strengthening of the format and content of the Single Central Record. Final information was awaited from David Livingstone academy.</p>

Barbara asked if it was necessary for those parents supporting staff on school trips to have DBS clearance. Sarah explained that as long as they were with a teacher this was not necessary, although they must remain with the teacher for the duration of the trip.

### **STEP Up – We all succeed together**

#### **9. Maths Mastery**

Susan welcomed James Gibbs to the meeting and invited him to lead a presentation on 'Maths Mastery' at Gonville.

He explained that 'Maths Mastery' sought to build on research into the highest-performing national educational performance in Maths globally and was intended to deliver 'deep, long-term, secure and adaptable understanding of the subject', rejecting the notion that some people 'just can't do Maths.' The approach to Maths Mastery at Gonville was to introduce elements of the approach incrementally, based on an awareness of current practice and linked to CPD for staff. One distinctive feature of the methodology was its focus on whole-class interactive teaching to master concepts and develop skills.

Barbara Roberts asked for clarification of the research undertaken to design the approach at Gonville and Sarah explained that visits to other schools had formed part of this. Impact was noticeable in Year 6.

Susan Powell asked what awareness-raising had been carried out with parents. James explained that the presentation the governors had seen had been delivered to parents at parents' meetings in September, and each class had held an open morning in January. Individual queries had also been addressed with parents. Maths workshops were also planned for the spring and summer terms.

Hannah Cadman asked if the necessary resources were in place to deliver the immediate individual interventions which formed one part of the Maths Mastery approach. Sarah Mitchell explained that changes to the organisation of staffing had supported this in Year 4 and Year 6, and staffing structures would be organised appropriately when the academy moved towards a full mastery approach. Hannah raised a concern about the amount of testing and the need for additional 'catch-up' classes which could place undue stress on pupils and Sarah agreed that this did need to be monitored. James had already shared a 'wellbeing' strategy with staff to support this.

Sharjeel Nawaz asked about the amount of technology used in Maths teaching and James gave examples of this.

Governors thanked James for his presentation.

#### **10. Headteachers' Reports Gonville Academy**

Sarah Mitchell introduced her report and summarised the planning under way in preparation for 2017/18 academic year. She anticipated a generally stable staffing structure and described the responsibilities behind the leadership structure included in her report. She summarised progress achieved towards the key performance objectives and reported that 86% of lessons observed were currently good or better. She drew attention to the support offered to NQTs and to 'Teach First' colleagues.

Attendance was reported to be at 96% with Year 1 being a priority for action.

	<p>In terms of behaviour Sarah reported on an accident which had occurred at lunchtime in the playground which had resulted in an injury to a pupil whilst playing cricket. She had carried out a full investigation and found that First Aid procedures had been followed in an exemplary manner. The unfortunate injury was wholly accidental, with correct sports equipment having been in use, but the school had subsequently purchased cricket helmets for pupils to wear. She had fed back to the parents involved.</p> <p>Sarah drew governors’ attention to priority 4.1 which was concerned with the academy vision statement. Staff had rewritten the statement to better capture their aspirations for pupils at the school and she invited comments from governors before consulting with parents. Governors were supportive of the changes and felt it showed clear links to the STEP vision and mission.</p> <p>Sarah thanked governors for their visits to the school for auditing linked to their statutory responsibilities and other reviews</p> <p>In terms of management and leadership Sarah reported that 5 middle leaders had committed to the middle leadership training programme in 2017/18. Barbara Roberts asked if the MLT training fitted into a broader approach to CPD and Sarah conformed that this was the case.</p> <p>In relation to curriculum development Sarah highlighted the introduction of a humanities-based curriculum initiative and emphasised the commitment to the ‘Maths Mastery’ programme and the development of online tracking for IT.</p> <p>Sharjeel Nawaz asked about performance gaps between boys and girls, and between those in receipt of free school meals and the wider cohort. Sarah drew attention to the impact of PPG funding in the latter regard which showed some evidence of performance gaps narrowing despite having some particularly challenging individual pupils to work with. Sarah reported that tracking systems for pupils with SEN were in development. Governors asked for this to be the focus of a presentation at a later meeting. <b>(Action: SM)</b></p> <p>In the absence of Nadine Bernard the Headteacher’s report from David Livingstone was noted.</p>
<p><b>11. Academy Improvement plans</b></p>	<p>Governors asked for further information on one or two points of detail but felt the update was very useful. Oliver McAdoo particularly highlighted what he said were very relevant explanatory notes and the comparisons with national figures which he felt gave a valuable context for the academy data sets.</p> <p>In the absence of Nadine Bernard the Academy Improvement plan from David Livingstone was noted.</p>
<p><b>12. Finance</b></p>	<p>The SGB noted the key points from the minutes of the Resources Committee held on 20<sup>th</sup> February 2017.</p>

	<p>Sharjeel Nawaz highlighted the use which had been made of comparative benchmarking data on performance. He reported that staff absences had impacted on the budget position at David Livingstone. He noted that PPG and sports grant expenditure had been scrutinised in detail. In relation to planning for the summer term and beyond he reported a concern that as the financial ‘buffer’ at David Livingstone reduced, financial planning would become more challenging.</p> <p>At Gonville some unanticipated premises issues had been discussed by the committee. These included damage to flat roofs and damp problems. The committee had recommended approving the necessary expenditure to correct these problems, with the repairs to the flat roof estimated at approximately £22,000. This expenditure was approved by the SGB.</p>
<p><b>13. Standards</b></p>	<p>The SGB noted the key points from the minutes of the Standards Committee meeting held on 19<sup>th</sup> January 2017.</p> <p>Barbara Roberts reported that the Autumn Term 2016 data summary and progress towards targets had been examined for both academies and the committee had been confident that the key issues were being addressed effectively and in a manner which would impact upon outcomes. The committee had also reviewed the SEF judgements from each academy and, based on the evidence provided, found them to be sound.</p> <p>Some concern had been expressed about the amount of assessment and curriculum change being undertaken at David Livingstone and the Headteacher had reassured the committee that adequate professional development was being delivered to support this.</p>
<p><b>14. Website compliance</b></p>	<p>The SGB noted the review of website compliance with statutory guidance and best practice which had been undertaken by Barbara Roberts. She concluded that the academies were compliant in most areas but some documents were difficult to locate. She noted that the STEP checklist for website did not fully address all statutory requirements and Mark Ducker asked for a copy of the expanded website compliance checklist which Barbara had used to be forwarded to him. <b>(Action: BR)</b></p>
<p><b>STEP Ahead – We invest in our future</b></p>	
<p><b>15. Feedback from the STEP Board of Trustees</b></p>	<p>Mark Ducker summarised issues from the minutes circulated. He highlighted the four Ofsted inspections which had either taken place already or were expected imminently.</p> <p>He noted that the East Sussex ‘hub’ had grown to six schools. He drew attention to the very successful STEP training day which had taken place and noted that a joint meeting had taken place of STEP members and trustees to look at growth and development issues for the future.</p>
<p><b>16. Governing Body Training</b></p>	<p>Barbara Roberts reported on the fraud training she had attended recently and agreed to circulate the notes distributed at the event. It was noted that Oliver McAdoo and Sharjeel Nawaz had not been able to attend. <b>(Action: BR)</b></p> <p>Sharjeel Nawaz and Hannah Cadman had attended safeguarding training.</p>

<p><b>17. Governing Body Visit Reports</b></p>	<p>Barbara Roberts reported on the audit of assessment and outcomes she had undertaken at both academies. She had suggested that David Livingstone should consider producing a summary of its new assessment processes and procedures.</p> <p>Susan Powell explained that she had undertaken SEND audits at both academies as part of the scrutiny of practices and procedures in this area.</p> <p>Barbara explained that she had attended parents' evenings and Oliver suggested that a 'Meet the Governors' opportunity might usefully be built into these events.</p> <p>Sharjeel Nawaz reported on his audit of the application of pupil premium grant funds. He noted very positive developments in both schools and evidence of impact was included in his report. He drew attention to attendance issues with some PPG pupils and noted that further improvements featured in the plans of both academies. The report from Gonville had been circulated to governors and the report from David Livingstone would be finalised and circulated when complete. <b>(Action: NB)</b></p> <p>Susan Powell emphasised the need for each academy to embed the action points from governor monitoring visits in their planning.</p>
<p><b>18. Children, Families and Community Committee</b></p>	<p>Initial membership of the Children, Families and Community Committee was agreed and the inaugural meeting scheduled for 5.00 on 15<sup>th</sup> June 2017 at David Livingstone Academy.</p>
<p><b>19. Correspondence to the Chair</b></p>	<p>Susan Powell reported that she had received a parental letter of complaint and had invited the parent concerned to meet her to discuss the issue.</p>
<p><b>20. Minutes</b></p>	<p>The minutes of the SGB meeting held on 24<sup>th</sup> November 2016, included the Confidential Part B minutes, were accepted as an accurate record and duly signed by the Chair.</p>
<p><b>21. Matters arising from the minutes</b></p>	<p>The action points from the minutes were reviewed and progress noted.</p>
<p><b>22. Any Other Urgent Business</b></p>	<p><b>Presentation on school uniform from school council</b>  <i>(This item was taken at the start of the meeting )</i></p> <p>Two Year 6 members of the school council gave a presentation of the results of the work they had undertaken to establish the views of the pupils on a proposed change to the school uniform. They showed examples of the preferred choices for boys and girls which they felt would add to the pride</p>

	<p>pupils felt in being part of the school. They also requested that the school make a financial contribution to facilitate the introduction of the new uniform across all year groups.</p> <p>Governors thanked the pupils for their excellent presentation and the ways they had responded to questions.</p> <p>It was agreed to introduce the proposed uniform in September 2017 with financial support from school funds for the purchase of blazers for the first year of implementation only. It was felt that it would not be appropriate to apply the new uniform to reception class pupils. Sarah explained that the agreement reached with the company supplying the uniform meant that the school would receive a percentage of the cost of purchases which would off-set the initial outlay on blazers.</p> <p><b>STEP Admissions Policy</b> The STEP Admissions Policy was noted.</p> <p><b>Damage to roof at David Livingstone</b> The severe weather had caused serious damage to the roof canopy outside reception at David Livingstone which, if it had happened whilst pupils were entering or leaving the school buildings, could have been a serious health and safety risk. The Headteacher had reported the incident and urgent repair work was awaited.</p>
<p><b>23. Meeting Impact</b></p>	<p>The SGB considered the wide-ranging meeting to be effective and its potential impact to be excellent. Mark Ducker commented that the level of challenge and scrutiny had been exemplary.</p>
<p><b>24. Meeting Dates</b></p>	<p>The next SGB meeting would be held on Thursday, 15<sup>th</sup> June 2017, 6.15pm at David Livingstone Academy.</p>
<p><b>25. Publication of minutes</b></p>	<p>The Governing Body agreed to the publication of the minutes with the exception of a confidential staffing matter recorded under agenda item 26.</p>
<p><b>26. Confidential Matters</b></p>	<p>Susan Powell reported that the Headteacher's Performance Management Committee had met as scheduled.</p> <p>It was agreed to record a staffing matter in a Part B confidential minute.</p>

There being no further business for discussion, the meeting closed at 8.40pm

#### Summary of Action Points

Agenda Item	Action	Owner	Status
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4	Further consideration to be given to monitoring roles for SEN/inclusion, Personal development, Behaviour and Welfare.	SP	
10	Presentation on SEN tracking for next meeting	SM	
14	Website compliance checklist to be sent to Mark Drucker	BR	
15	Fraud training notes to be circulated to governors.	BR	
17	Completed PPG report from DL to be circulated.	NB	

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