

**Meeting of the Strategic Governing Body of  
 Angel Oak and David Livingstone Academies  
 Thursday, 12 July 2018 at 5.00pm  
 At David Livingstone Academy**

**MINUTES**

Name	Position	Attendance
<b>Governors</b>		
James Toop (JT)	STEP Co-opted Governor (Chair)	Present
Nick Ambrose (NA)	STEP Co-opted Governor (Vice Chair)	Present
Ryan Arde (RA)	Head Teacher – David Livingstone Academy	Present
Sebastian Cross (SC)	STEP Co-opted Governor	Present
Gemma Foster (GF)	STEP Co-opted Governor	Absent (absent without apologies)
Stacey Frier (SF)	STEP Co-opted Governor	Present
Verity Griffin (VG)	Staff Governor – Angel Oak Academy	Absent (apologies accepted)
Catherine Hewitt (CH)	Head Teacher – Angel Oak Academy	Present
Caroline Johnson (CJ)	Staff Governor – David Livingstone Academy	Present
Tim Mills (TM)	Executive Head Teacher	Present
Jenny Moore (JM)	STEP Co-opted Governor	Present
Jessica Parada-Olavarria (JPO)	Parent Governor – Angel Oak Academy	Absent (apologies accepted)
<b>Attendees</b>		
Amanda Dickson (AD)	Business Manager – Angel Oak and David Livingstone Academies	Present
Philippa Jackson (PJ)	STEP Governance Clerk	Present

No.	Item	Actions
<b>STEP First – We are all one team</b>		
<b>1</b>	<p><b>Welcome and Apologies</b> (people)</p> <p>The Chair welcomed governors to the meeting and outlined the evacuation procedures to follow in the case of a fire alarm sounding during the meeting.</p> <p>Apologies of absence were received and accepted from JPO (work commitments) and VG (sickness). GF was absent without sending apologies prior to the meeting.</p>	

2	<p><b>Quorum (people)</b></p> <p>The Clerk confirmed that the meeting was quorate.</p>	
3	<p><b>Declaration of Pecuniary Interests and/or Conflict of Interests</b> (people/ accountability/ compliance)</p> <p>Governors confirmed they had no declarations of interest relevant to the agenda.</p>	
4	<p><b>STEP Governance/ SGB Membership (structures)</b></p> <p>Governors noted the resignation of Hannah Coburn, Parent Governor, as of 29 April 2018. RA provided an update on the Parent Governor vacancy for David Livingstone Academy. Letters had been sent out to parents asking for nominations by 13 July 2018. The ballot papers had also been sent out to parents.</p> <p>JT welcomed governors input into the SGB self evaluation review and agreed to contact governors by email to set out a plan of how the SGB currently operated and proposals to move forward.</p> <p>PJ encouraged all governors to familiarise themselves with the Trust Governor system to access meeting agendas and papers. Governors would be asked to update their profiles, training records and business interests over the summer. They would also be asked to confirm that they had read some of the key governance documents.</p> <p>Governors agreed to appoint the Chair and Vice-Chair at the Autumn term meeting.</p>	<p><b>JT</b></p> <p><b>PJ</b></p>
5	<p><b>STEP Board of Trustees Update (strategic leadership)</b></p> <p>Governors noted the STEP Board of Trustees update and key developments for the STEP Academy Trust.</p> <p>TM provided an update on the changes to his role from September. TM would be part of the Academy Improvement Team from September, with an Executive Headship at David Livingstone and Angel Oak, Pheonix and Whitehouse and Breakwater Academies and Executive Lead at Highcliff Academy. He would also take on the role of Executive Lead at the other East Sussex Academies.</p> <p><b>Question:</b> Would these changes impact Angel Oak or David Livingstone Academies from a practical perspective?</p> <p><b>Answer:</b> David Livingstone and Angel Oak Academies had extremely competent Head Teachers in place. We were aware that David Livingstone could receive a Section 5</p>	

	<p>Ofsted inspection around April next year and would be fully prepared and ready for the visit. Angel Oak had been asked to submit the current school data as part of the Teaching School application and a decision on this was expected in September.</p> <p><b>Question:</b> In terms of the time allocated to David Livingstone and Angel how would this effect the budget?</p> <p><b>Answer:</b> The time had all been budgeted for centrally.</p> <p><b>Question:</b> If the Teaching School application was successful would there be a mobilisation plan that drawers on Angel Oak and David Livingstone?</p> <p><b>Answer:</b> If the application was successful we would be disadvantaged in the lead period. This would need to be considered in the launch period. It was likely that a governor would be allocated to oversee the Teaching School. The school would be used to generate income for research and training within the Trust, delivered by Angel Oak Academy.</p> <p>Governors felt that the opportunity could be highly beneficial for the school and the other Academies within the Trust but were also aware of the particular needs of the children at Angel Oak Academy. TM explained that it was important for the Teaching School to provide a wide remit and to focus on improving teaching and learning.</p>	
<b>STEP Way – We agree to do things like this</b>		
<p><b>6</b></p>	<p><b>STEP Policies and Procedures</b> (strategic leadership/structures/compliance)</p> <p>Governors noted there were no STEP Policies reviewed and approved by the STEP Board of Trustees since the Summer 1 SGB meeting.</p>	
<p><b>7</b></p>	<p><b>Safeguarding</b> (accountability/compliance)</p> <p>JT, Safeguarding Governor, provided an update on safeguarding. He confirmed that he had visited David Livingstone Academy twice and carried out a safeguarding audit. Governors noted that that the single central register had been kept up-to-date and checks on the staff files had been successfully completed. JT had carried out a learning walk with the safeguarding lead and had spoken to some of the children about safeguarding. He was impressed with the children’s awareness of on-line bullying and what they should do if they experienced these issues. JT reported that a safeguarding visit would be carried out at Angel Oak Academy from September. The safeguarding visit forms would be prepared and circulated to governors.</p> <p>JT reminded governors that it was important to receive safeguarding training on an annual basis either through the bespoke training offered by the Trust or through another role. Governors requested access to the NSPCC on-line safeguarding training</p>	<p><b>JT</b></p>

	<p>as it would be more convenient than attending safeguarding training at the Academies Inset days in September.</p> <p>PJ confirmed that the statutory guidance 'Keeping Children Safe in Education' had been updated and would be provided to governors at the first meeting of the Autumn term.</p>	
<b>8</b>	<p><b>Complaints</b></p> <p>No formal complaints had been received by the schools.</p>	
<b>STEP Up – We all succeed together</b>		
<b>9</b>	<p><b>Educational Standards</b> (strategic leadership/ accountability)</p> <p><b>Head Teacher Reports</b></p> <p><b>Assessment Data</b></p> <p>Governors noted the Head Teacher reports for both Academies which had been received in advance of the meeting. JT reported that the KS2 results for both Academies had been published and asked governors to celebrate the excellent set of results and the success of the students.</p> <p><u>Angel Oak Academy</u></p> <p>CH presented an overview of the assessment data for July 2018.</p> <p><i>EYFS</i> 73% of EYFS children had achieved a good level of development (1% below the Academy target).</p> <p><i>Year 1</i> In Year 1, 93% of children had passed the phonics screening check. 43% of the children had received full marks. This was a direct result of the linguistic phonics.</p> <p><i>Year 2</i> Year 2, 83% of the children (5/6 children) had passed the phonics screening check resit. In reading, 86% of children were at or above the expected standard. In writing, 84% of the children were at or above the expected standard. In maths, 86% of the children were at or above the expected standard. Combined (reading, writing and maths), 80% of children were at or above the expected standard.</p>	

*Year 6*

For KS2 SAT's results, the school gained above the national average in all areas with reading 91%, writing 84%, maths 91%, and combined (reading, writing and maths) 84%.

Governors also noted the statutory assessment results for the disadvantaged children.

On behalf of the Governors, JT thanked everyone at the school for all of the hard work that had contributed to the results. Governors recognised that the Year 6 outcomes were well above the national average. The children had made the expected progress or better and the progress of the disadvantaged children had been excellent. Governors acknowledged that the targets set by the school had been high and but the hard work of the staff had ensured that these had been met. Governors congratulated the staff and the children on the excellent achievement.

Governors raised the following questions:

**Question:** Is there anything you have learned from this year that would impact next year?

**Answer:** No changes would be made for next year. Regardless of the results, the children had been taught exceptionally well. The children had made excellent progress and an additional class teacher would not be required next year. The children had received consistently high quality teaching through the school. The children had not required the Easter and Half Term booster sessions. The team were very strong for next year, with slightly less experience, but this was not expected to impact the children at all and experiences leaders would oversee the team.

**Question:** The Year 2 phonics results showed that one child had not met the expected standard. What had been done to support this child?

**Answer:** The child had received intense teaching and additional support and had made excellent progress. Unfortunately due to the child's learning difficulties they would not meet the expected standard.

**Question:** It is not possible to forecast outcomes off the back of Pira and Puma. Would you take any other approach to forecasting?

**Answer:** We do not use Pira or Puma to make predictions. They had previously been used by the Trust to show improvements in data over time to the Board of Trustees. Puma, Pira and TA do not provide enough reliability or validity as a statistical measure to be useful across the Trust. The Trust recognised that a much wider discussion on assessment was required. We now look at the point of assessment and termly summer testing across the schools.

**Question:** Is there something more reliable than trusting staff judgement?

**Answer:** Yes, there needs to be something put in place, but PIRA and PUMA is not helpful. There will be something developed by the Trust in the future that links into staff performance management.

David Livingstone Academy

RA presented an overview of the assessment data for July 2018.

*EYFS*

75% of EYFS children had achieved a good level of development (Academy target met). At the start of the year, new staff within the school had received support from Angel Oak Academy. The children would now move into Year 1 with greater levels of reading and fluency.

*Year 1*

In Year 1, 83% of children had passed the phonics screening check (target 90%). Two new non-English speaking children had joined the cohort half way through the year.

*Year 2*

In Year 2, two of three children passed the phonics screening check resit. The child who never passed the phonics screening check had arrived in the Spring term. This made the overall percentage 96%.

*KS1*

In reading, 87% of children (target 83%) were at or above the expected standard. In writing, 83% of the children (target 83%) were at or above the expected standard. In maths, 87% of the children (target 85%) were at or above the expected standard. The KS1 Results (Year 2) exceeded targets in Reading and Maths. CH confirmed that the school had been moderated and judgements were quality assured.

*KS2*

For KS2 SAT's results, the school gained above the national average in all areas with reading 93% (target 83%), writing 83% (target 83%), maths 87% (target 85%) and combined (reading, writing and maths) 83% (target 75%). In KS2, two children joined the cohort during the year and had worked below the expected standard.

Governors raised the following questions:

**Question:** The targets set at the beginning of the year had been very high. Well done for achieving these. It appeared that the outcomes validate your advance expectations and professional judgements.

**Answer:** Our professional judgements showed whether we were on track but it was not impossible to predict the national results. We know our approach worked well and do not intend to change this. We also know where the gaps in the children's learning are and have measures to support this. We looked carefully at the children and there was a whole team approach to support the children.

**Question:** Could the governing body do anything to recognise the staff's achievement?

**Answer:** We were grateful for the hard work of the staff but the staff recognised that high achievement was part of their job. A thank you letter to staff would be appropriate.

Governors agreed to send a thank you letter to staff from the Governing Body by the end of term.

**JT**

### **Academy Improvement Plan/ Self Evaluation Update**

The progress against the Academy Improvement Plan 2017/18 priorities for both Academies would be presented at the first meeting of the Autumn term. The AIP Priorities for 2018/19 were currently being drafted and would be shared with Governors in due course. Governors noted that the AIP for Angel Oak Academy would change depending on the outcome of the Teaching School application.

**HTs**

### **Staffing**

#### *Angel Oak Academy*

CH provided the following staffing updates for 2018/19:

- Two teaching staff had left the school and two new teachers from the Teach First programme had joined (Year 2 and Year 5). The new teachers would be in class with the current staff until January.
- One student teacher from Goldsmiths would join the school in September..
- Interviews with teacher training graduates had been scheduled. A graduate trainee had been recruited and would join in September and would train through the programme at the University of Buckingham.
- The nursery had been restructured to make it more financial viable. One teacher had moved into Reception, one Teaching Assistant had been made redundant and one teacher had applied for a part-time role. A part time teacher had since been recruited on a one year contract.
- A recruitment process for midday supervisors would be carried out.

- An agency premises worker would continue to be employed with the possibility of sharing with Turnham Academy.
- The Kitchen Assistant had been promoted to Cook and had performed well in the first week.
- The catering team had received the STEP award for best kitchen team.

**Question:** Were there any further updates on the Angel Oak redevelopment project?

**Answer:** A decision on the planning application was expected by the end of Summer.

*David Livingstone Academy*

RA provided the following staffing updates for 2018/19:

- A member of staff from Breakwater Academy would take over a Year 1 class for a year to cover a member of staff on maternity leave.
- A new member of staff had joined Year 6.
- Two Teaching Assistants had left and been replaced with two graduate teachers.
- Interviews for two new Teaching Assistants would be held but only a high calibre of staff would be recruited to ensure high expectations.
- The school would be fully staffed for 2018/19.

Governors thanked the Business Manager for her hard work in setting a balanced budget in such a challenging environment and ensuring that staff were in place for both schools.

**10 Financial Management (financial)**

**Management Report**

Governors had received the Management Report for May 2018 in advance of the meeting which included a summary of the accounts.

David Livingstone Academy

*Budget*

AD reported that as of June 2018, the budget forecasted an in year revenue surplus of £9,200. There would be an overall Balance Brought Forward to 2018/19 of around £45,000.

The SEN funding had been more than expected (£15,000) due to the small school top up funding from Croydon.

*Premises*

AD reported that some of the school corridors would be refurbished and decorated over the Summer. The Assistant Caretakers would also help to refurbish Burfield Academy in East Sussex.

AD explained that the school had applied for funds through the STEP capital bid to fit emergency lighting in the school. The school had not been successful in the bid and would reconsider funding for the project next year.

Angel Oak Academy

*Budget*

AD reported that as of June 2018, the budget forecasted an in year revenue deficit of £40,000 due to changes in administration costs, Business Manager roles and responsibilities and pension deficit repayments to Southwark. There would be an overall Balance Brought Forward to 2018/19 of around £169,000.

*Premises*

AD reported that the Years 5 and 6 classrooms would be decorated over the Summer along with a deep clean of the kitchen and windows.

Governors raised the following questions:

**Question:** Was the emergency lighting at David Livingstone Academy a legal requirement?

**Answer:** It was not a legal requirement but the Health and Safety report referred to it as a safeguarding requirement. The school had applied for funds through the STEP capital bid but had not been successful. The funding bids had been considered but other STEP Academies had more urgent safeguarding and health and safety needs.

**Question:** The contingency funds for David Livingstone had been cut to zero. Was that normal?

**Answer:** Yes. The school had not expected any further costs at this point in the year.

**Question:** Were you happy that the Balance Brought Forward at David Livingstone was sustainable next year?

**Answer:** Yes.

**Question:** What was the current number on role at David Livingstone?

**Answer:** 212. The school had received quite a few new starters.

	<p><b>Question:</b> Would the SATs results help to boost pupil number at David Livingstone?  <b>Answer:</b> Yes. The school also needed to do a PR push and it was important to get the 'Requires Improvement' badge removed.</p> <p><b>Question:</b> Some employees had opted out of the pension scheme. Could we remind them of the benefits?  <b>Answer:</b> Every employee was auto enrolled onto the pension scheme and re-enrolled every three years. The Business Manager was not permitted to offer pension or financial advice to employees.</p>	
11	<p><b>Community Engagement (people)</b></p> <p>The Head Teachers provided an update on community engagement.</p> <p><u>Angel Oak Academy</u></p> <p>CH reported that the recent Ofsted at Angel Oak had highlighted the need for closer relationship with the parents. Parents had recently been invited into the school for sports events, music events. CH explained that music therapy sessions had also been held for the children and parents who had experienced difficult behaviour. A number of workshops had also been held with parents to try and engage them in their children's learning. CH explained that although there was no formal community engagement plan, a number of things had been trialled to work out what was the most effective with the children and parents.</p> <p><b>Question:</b> Were there any key dates for governors to help support community engagement.  <b>Answer:</b> The David Livingstone summer fayre would take place on 15 July from 12-4pm.</p> <p><b>Question:</b> Did governors still receive the weekly newsletter?  <b>Answer:</b> I will check this. All the community events are published in the newsletter and governors are welcome to attend. Angel Oak did not produce a weekly newsletter but used the app for regular updates.</p> <p><b>Question:</b> Was there an app for David Livingstone and Angel Oak?  <b>Answer:</b> Yes we have an app. Just download the app to maintain communication with the schools.</p>	

**STEP Ahead – We invest in our future**

<p><b>12</b></p>	<p><b>Admissions</b></p> <p>An update on 2018/19 admissions had been provided as part of the Financial report.</p> <p><u>David Livingstone Academy</u></p> <p>It was reported that the school had received 26 applications for the Reception class for September.</p> <p><u>Angel Oak Academy</u></p> <p>It was reported that the Reception class for September was full and 5 children were on the waiting list.</p>	
<p><b>13</b></p>	<p><b>Governing Body Training (people)</b></p> <p>The Chair asked governors to provide feedback from STEP Governor Panel training in May 2018. Governors felt that the training had been more geared towards staff and Head Teachers. Governors also felt that the STEP training could be more innovative to allow governors to access the training from home.</p> <p>THE Chair confirmed that he had completed his NSPCC on line safeguarding training and was in the process of completing the safer recruitment training.</p> <p>Governors noted the forthcoming STEP Governor training dates:</p> <ul style="list-style-type: none"> <li>• STEP Compass Overview – 3 October 2018 (London)</li> <li>• SEND (Provisional date 10 January 2018, London, Time and Venue TBC)</li> </ul> <p>The Clerk reminded governors to send any specific training needs for 2018/19.</p>	
<p><b>14</b></p>	<p><b>Correspondence to the Chair</b></p> <p>The Chair confirmed that no correspondence had been received.</p>	
<p><b>15</b></p>	<p><b>Minutes</b></p> <p>Governors approved the minutes of the SGB meeting held on 2 May 2018. The Chair agreed to sign the minutes following the meeting.</p>	

<b>16</b>	<b>Matters Arising from the Minutes</b>	
	An update was provided on the actions taken since the previous SGB meeting. A thank you card had been circulated for Terry Sotiri.	
<b>17</b>	<b>Other Matters of Business</b>	
	Governors confirmed they had no further matters of business to raise.	
<b>18</b>	<b>Meeting Impact (evaluation)</b>	
	Governors felt that discussions had been very positive, and were particularly pleased to hear about the positive Year 6 outcomes. Governors thanked everyone at the school for all of the hard work that had contributed to the results. Governors acknowledged that the children had responded well to the approach and had made excellent progress, particularly the disadvantaged children. Governors recognised the hard work of the staff and congratulated them on the excellent achievement.  The Chair wished everyone well and looked forward to first meeting in the Autumn term.	
<b>19</b>	<b>Meeting Dates (structure)</b>	
	The Clerk confirmed that the 2018/19 SGB meeting dates had been circulated. The next meeting would be held on Thursday, 15 November 2018 at 5.00pm at Angel Oak Academy.	
<b>20</b>	<b>Publication of Minutes (compliance)</b>	
	Confidential pupil exclusion issues would be recorded in Part B of the minutes, which would remain confidential to the Strategic Governing Body.	

Agenda Item	Action Point	Lead	Status
<b>4</b>	Email to be sent to governor re Self Evaluation Review.	<b>JT</b>	
<b>4</b>	Governors agreed to appoint the Chair and Vice-Chair at the Autumn term meeting.	<b>PJ</b>	To be included on the Autumn term agenda.

<b>7</b>	Safeguarding Visit Reports to be completed for David Livingstone Academy. Safeguarding Visit at Angel Oak to be carried out.	<b>JT</b>	
<b>8</b>	Thank you letter to be sent to staff congratulating them on SATs results.	<b>JT</b>	
<b>9</b>	The progress against the 1017/18 AIP priorities for both Academies to be presented at the first meeting of the Autumn term. The AIP Priorities for 2018/19 to be shared with Governors in due course.	<b>HTs</b>	Clerk to add to the November SGB agenda.

**To confirm these minutes are an accurate account of the meeting**

Chair's signature	
Chair's name	
Date	