

**Meeting of the Strategic Governing Body of
Angel Oak and David Livingstone Academies
Thursday 23rd May 2019 at 5.00pm
At Angel Oak Academy**

MINUTES

Name	Position	Attendance
Governors		
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	Absent (apologies accepted)
Gemma Foster (GF)	STEP Co-opted Governor	Absent (without apologies)
Stacey Frier (SF)	STEP Co-opted Governor	Absent (apologies accepted)
Verity Griffin (VG)	Staff Governor – Angel Oak Academy	Present
Catherine Hewitt (CH)	Head Teacher – Angel Oak Academy	Present
Kirstin Macdonald (KMac)	Parent Governor – David Livingstone Academy	Present
Rob Mapp (RM)	STEP Co-opted Governor	Present
Tim Mills (TM)	Executive Head Teacher	Present
Jenny Moore (JM)	STEP Co-opted Governor	Present
Jessica Parada-Olavarria (JP-O)	Parent Governor – Angel Oak Academy	Absent (without apologies)
Rob Mapp	STEP Co-opted Governor	Present
Attendees		
Philippa Jackson (PJ)	STEP Governance Clerk	Present
Natalie Holligan (NH)	STEP Governance Clerk	Present

STEP First – We are all one team

1	Welcome and Housekeeping (people)	Actions
	The Chair welcomed Governors to the meeting and asked that all present made their introductions. The Chair welcomed Rob Mapp, STEP Co-opted Governor, who had been appointed by the STEP Board of Trustees on the 1 st May 2019.	

	<p>JT set out the fire evacuation procedure and also confirmed that a trained first aider and fire warden were on the school premises.</p>	
2	<p>Apologies and Quorum (people)</p> <p>Apologies were received and accepted from SC and SF. It was confirmed that JM would be taking the lead on SEN and Pupil Premium.</p> <p>Apologies had not been received from GF or JPA. It was agreed that the Clerk would make contact with GF in relation to meeting absence. (Action: Clerk)</p> <p>The Clerk confirmed that the meeting was quorate.</p>	
3	<p>Declaration of Pecuniary Interests and/or Conflict of Interests (people/ accountability/ compliance)</p> <p>Governors were asked to update their 2018/2019 declaration of interest information as published on The Trust Governor profile.</p> <p>Governors confirmed that they had no declarations of interest or personal interest relevant to any items on the agenda.</p>	
4	<p>Chairs Actions (accountability)</p> <p>Governors noted that no actions had been taken on behalf of the SGB since the last meeting.</p>	
STEP Way – We agree to do things like this		
5	<p>Strategic Governing Body Membership (people/structures)</p> <p>Governors noted that RM had been appointed as STEP Co-opted Governor effective 1st May 2019.</p> <p>NA confirmed that he would not be returning for another term of office and would be leaving STEP at the end of August.</p> <p>JM confirmed that she would be temporarily covering the SEN and PP lead governor role from April 2019 - July 2019 (on behalf of SF).</p> <p>It was confirmed that VG would resign as a staff governor at the end of the academic year. CJ had resigned from her role at David Livingstone Academy and a new staff governor would be elected in due course.</p>	

	<p>Governors noted the relevant vacancies and the Clerk would make arrangements to fill the vacancies. (Action: Clerk)</p> <p>It was confirmed that RM's DBS check would need to be completed by the next meeting. The Clerk would arrange for the DBS check to be completed with the Business Managers. (Action: Clerk)</p>	
<p>6</p>	<p>STEP Board of Trustees update (strategic leadership/structures/compliance)</p> <p>Governors received the STEP Board of Trustees termly update for SGBs.</p> <p>At the beginning of this term, Hawkes Farm Academy in Hailsham had been inspected by Ofsted, the school's first inspection since joining STEP Academy in September 2016. It received a two day, Section 5 Inspection and the school had been judged by Ofsted as Good with Outstanding features in five areas. The official report would be available in a couple of weeks.</p> <p>Governors noted the letter that had been received by Isabelle Dennigan, Chair of Trustees, on the proposed changes to the STEP Scheme of Delegation.</p> <p>Governors stated that the letter clearly laid out what their own responsibilities would be and queried whether there would be training available on the new governor roles. They also confirmed that they understood the financial implications of the changes, identifying what the Board's responsibilities would be and what responsibilities would now be held centrally. The rationale was clearly detailed within the letter and it was noted that the new Academy Committees would be responsible for Engagement, Safeguarding and Standards. It was agreed that further discussions on the changes to the governor responsibilities would be discussed at the next meeting. (Action: Clerk)</p> <p>Question: How would the guidance for SGB's be delivered and would the information be provided in a clearer format, going forward? Answer: Yes, the information would be delivered in a clearer format.</p> <p>Question: Could issues or questions be raised and forwarded to the Executive team? Answer: All issues and questions would be initially directed to the Chair or Clerk, who would pass this onto the Executive team.</p> <p>Question: Would there be a reorganisation of the governing /parenting body? Answer: There were currently no plans to reorganise the governing/parenting body.</p> <p>Governors considered the 2019-20 STEP Compass priorities and how these would link into the Academy Improvement Plan (AIP).</p>	

	<p>Governors noted the STEP Policies reviewed and approved by the STEP Board of Trustees (April 2019) as detailed in the Board of Trustees update and available on the STEP website.</p>	
STEP Up – We all succeed together		
7	<p>Safeguarding (accountability/compliance)</p> <p>Governors confirmed that they had read and understood 'Keeping Children Safe in Education 2018' and further information was provided on how to update The Trust Governor (TTG) to reflect this.</p> <p>Governors confirmed they had undertaken the Safeguarding Training in the last 12 months and they were informed that the NSPCC training link could be sent to governors, if requested.</p> <p>Governors received an update from the Safeguarding Governor, including feedback from any Safeguarding visits.</p> <p>The Chair asked that Governors to be aware of the different safeguarding issues that could manifest within the schools especially peer on peer abuse or bullying.</p> <p>Question: How was bullying being recognised by staff within the schools? Answer: All incidents were being recorded and the correct procedure followed throughout. Checks were being completed on a regular basis with continuous conversations..</p> <p>Parental complaints at David Livingstone were being looked into, especially the level of communication between office staff and parents. It was acknowledged that there needed to be a constant flow of conversation. This was currently being monitored.</p> <p>Question: Were there any incidents that had been misdiagnosed and had this been reported? Answer: There was a log of every incident and a report issued. Dependent on the level of safety, parents would be spoken to if there was an issue, unless the social worker or external agency was required.</p> <p>Rob Mapp to be sent NSPCC link for Safeguarding training (Action: Clerk)</p> <p>JM confirmed that she had completed a school visit at Angel Oak Academy and that the report would be provided for the next meeting (Action: JM)</p> <p>A SEN visit would be arranged for JM at David Livingstone Academy. (Action: Clerk)</p>	

8	<p>Admissions 2020/21 (compliance)</p> <p>Governors noted the Admission Arrangements for 2020/21 which had been formally approved by the STEP Board of Trustees. This could be viewed on the school websites.</p>	
9	<p>Education Standards (strategic leadership/accountability)</p> <p>Governors noted the Head Teachers' verbal termly reports and the Spring 2019 assessment data headlines.</p> <p>RA reported that KS2 SATS had gone well and that the preparation for the children was more organised and thorough with senior staff members being more involved. The children were very calm and confident throughout the day.</p> <p>KMac had visited David Livingstone Academy to oversee the administration of the SATs test papers and commented on how polite the children were.</p> <p>Question: In regards to performance, outcomes and targets set, where were the gaps? Answer: Overall, there would be a certain amount of children who generally do well in certain subjects and others that may not. This year, the school hoped for a combined positive score, compared to last year.</p> <p>Question: What preparation had been put into place for the Ofsted visit? Answer: An Ofsted crib sheet had been prepared. From the information collated, the school had identified that pupil premium children did very well and sometimes even better than the cohort. High quality CPD had been provided for teachers with sessions, twice a week, which in principle had helped support and develop the children within the school.</p> <p>Question: What availability would be required from staff during the Ofsted visit? Answer: Most of the staff would be needed throughout the visit. It was likely that Jennese Alozie, Head of Effectiveness and Performance would also be present during the inspection.</p> <p>NA stated that there was a need for greater depth for Key stage 2 marks but children were still making good progress. The Local Authority Moderation for writing would be taking place at Angel Oak Academy on Thursday 6th June, for Year 6 children. The main purpose of moderation would be to gather evidence.</p> <p>RA advised that David Livingstone Academy would be taking 39 children to a school residential trip on the 6th June. Governors were also informed of an organised residential trip for Angel Oak Academy children to Kingswood Activity Centre in</p>	

	<p>Ashford, Kent. The trip would be taking place on the 14th June 2019 with 50 children attending. Governors formally agreed the school visits for both Academies.</p> <p>Question: Are the residential trips funded by the school? Answer: No, Parents would have to pay for the trip or speak to the Headteacher if they wished to request financial support.</p> <p>Question: What was the pupil capacity of Angel Oak Academy? Answer: The school could accommodate 450 pupils. There was currently a waiting list for school places.</p> <p>Question: When would the KS2 SATS results be available? Answer: Tuesday 9th July 2019.</p>	
STEP Ahead – We invest in our future		
10	<p>Website compliance</p> <p>The Chair confirmed that a website inspection had not been completed. It was agreed that arrangements would be made for another governor to take over the website compliance role</p> <p>Website compliance to be added to the next meeting as an agenda item. (Action: Clerk)</p>	
11	<p>Finance Management (compliance/accountability)</p> <p>Governors noted the Monthly Management Accounts (P7) and KPI report. A brief verbal report from the Finance Governor was delivered.</p> <p>It was noted that NA had provided a question prior to the meeting which had been answered by the Headteacher.</p> <p>Question: Please could you confirm what period the accounts covered (is "P7" a month?) and perhaps arrange for the pages to be formatted/downloaded in landscape rather than portrait, with the whole table on a single page? The information would therefore be much clearer. Answer: Yes, P7 was a month - March. The management accounts had been uploaded centrally rather than by our Business Managers. The Business Managers would be happy to meet with governors to go through them. Question: Variances shown on the report were more substantial. Did this have something to do with the staff that were working on site?</p>	

	<p>Answer: The school had previously employed agency staff but now had 2 permanent members of staff.</p> <p>Question: What were the associated costs? Answer: All of the associated costs would be paid for centrally i.e. a reclaim payment. Does this actually answer the question?</p> <p>Question: Would staff salary information be disclosed to the governors under the new Scheme of Delegation? Answer: This information would be held centrally. The Chair would be consulted in regards to staffing costs.</p> <p>Question: In regards to Management Accounts and KPIs, what part of this financial information would be accessible for governors? Answer: The Management Accounts and KPIs would be undertaken by the Executive Team, with scrutiny applied by the Finance and Operations Committee.</p> <p>The financial questions would be directed to the Business Managers. (Action: Clerk)</p> <p>Question: How would recommendations be put forward in regards to the financial aspects of the school and what was needed within the school? Answer: A full consultation process around the revised Scheme of Delegation had been conducted this year. Any comments or concerns with the revised Scheme of Delegation and responsibilities could be raised with the Executive team. The Academy Committees would be able to put forward any challenges to the Trust.</p> <p>Question: Were there any changes or maintenance plans for the school site? Answer: A new Project Manager had started working on the school site. The playground upgrade was needed and the school would be looking for suitable quotes. The current site premises staff are very good and proactive.</p>	
12	<p>Governing Body Training (people)</p> <p>The Clerk advised that training for the new STEP Scheme of Delegation would be delivered to governors in the new academic year, along with safeguarding training and panel training.</p>	
13	<p>Correspondence to the Chair (people)</p> <p>The Chair confirmed that no correspondence had been received.</p>	
14	<p>Minutes (compliance)</p>	

	The Governors agreed and approved the minutes of the meeting held on 13 th February 2019.	
15	Any Other Urgent Business (people) Governors confirmed that there were none.	
16	Meeting Impact (evaluation) Governors felt that the discussions regarding the Scheme of Delegation had gone well and had allowed for them to decipher what their roles would be going forward and how effective the roles would be. Governors appreciated that the new proposal may deliver some difficult challenges. Question: Could the information provided for the meetings be simplified? Answer: Going forward, the Academy Committee would have more control of the agenda and information provided.	
17	Meeting Dates (structures) The next meeting would be held on Wednesday 17 th July at 5pm at David Livingstone Academy.	
18	Publication of Minutes (compliance) Confidential 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
2	Clerk to make contact with GF in relation to meeting absence.	NH	
5	Clerk to make arrangements to fill the staff governor vacancies.	NH	
5	RM's DBS check to be completed with Business Manager.	NH	
7	RM to be sent NSPCC link for Safeguarding training. School governor visit report to be provided for the next meeting.	NH JM	

	A SEN visit would be arranged for JM at David Livingstone Academy.	NH/JM	
6	Further discussions on the changes to the governor responsibilities to be discussed at the next meeting.	NH	
10	Website compliance to be added to the next meeting as an agenda item.	NH	
11	The financial questions to be directed to the Business Managers.	NH	

To confirm these minutes are an accurate account of the meeting

Chair's signature

Chair's name

Date