

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy and High Cliff Academy
Wednesday 6th December 2017 @ 6pm at Breakwater Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
Helen Hewitt (HH)	Co-opted STEP Governor (Chair)	Apologies
Johnie Davies (JD)	Co-opted STEP Governor	Present
Cliff Robinson (CR)	Co-opted STEP Governor	Present
Ian Rogers (IR)	Head Teacher, Breakwater Academy	Present until 7.20pm
Becky Viner-Waite (BVW)	Staff Governor, Breakwater Academy	Present until 7.10pm
Craig Marsh (CM)	Parent Governor, Breakwater Academy	Apologies
Abby Kilgarriff (AK)	Head Teacher, High Cliff Academy	Present until 7.20pm
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present until 7.10pm
Brendan Clemens (BC)	Parent Governor, High Cliff Academy	Present
Other Attendees		
John Halliwell (JH)	STEP Executive Head Teacher	Present
Sally Franceschi (SF)	Deputy Head Teacher, Breakwater Academy	Apologies
Jackie Wales (JW)	Business Manager, BWA and HCA	Present until 7.20pm
Sarah Morgan (SM)	Clerk to the SGB	Present

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
STEP First – We are all one Team		
1	<p><u>Welcome and Apologies</u> Apologies had been received from HH, CM and SF and these were accepted. In HH's absence, CR chaired the meeting and he welcomed everyone.</p> <p>IR explained the evacuation procedures should the fire alarm sound.</p>	
2	<p><u>Quorum</u> SM established that the meeting was quorate.</p>	
3	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u> The 2017/18 Pecuniary Interests list had been previously distributed and there were no changes required. Additionally, there were no interests declared by those present regarding agenda items.</p>	
4	<p><u>STEP Scheme of Delegation</u> Governors noted the draft Scheme of Delegation, which had been circulated and was a lengthy document. This was due to be approved by Trustees later in the month.</p>	
5	<p><u>STEP Governance / SGB Membership</u></p> <p>a) Governor Vacancies AK reported that Helen Day, a previous governor, had expressed an interest to return. A change in her job now meant that she had more spare time and she was keen to be reinstated to the SGB. This was approved by those present and SM would submit HD's application to the Board of Trustees for their approval on 18th December.</p> <p>b) The Trust Governor System SM informed Governors that STEP had invested in a new online IT platform, The Trust Governor. The</p>	SM

	<p>system would store all meeting papers securely, to view during meetings, thereby eliminating the need to print. Governors would also be able to access and amend their own profiles on the system (SM had already pre-populated the data). A demonstration session on the new system had been scheduled for Wednesday 10th January @ 6pm at High Cliff Academy and all governors were strongly encouraged to attend.</p> <p><u>c) STEP email addresses</u> Governors had already been notified that only STEP email addresses would be used for governor business from 1st December. No current issues were reported by those present.</p>	ALL
6	<p><u>Feedback from the STEP Board of Trustees</u> Copies of the draft STEP Board of Trustees meeting minutes from September had been circulated along with an update and STEP Compass summary, for information. JH highlighted the following:</p> <ul style="list-style-type: none"> • Isabelle Dennigan, new Chair of Board of Trustees, was in the process of visiting all STEP Academies • Executive support for High Cliff (from Paul Glover) was coming to an end. JH would continue to support IR at Breakwater • Trustees were considering the development of leadership/training of future leaders. A number of courses had been identified for key individuals, to further build capacity • Part of the Executive Team’s performance management targets was to raise attainment in the East Sussex Academies. They acknowledged the difficulties in inheriting poor schools and Tim Mills, STEP Head of Teaching and Learning, had just been seconded to East Sussex to provide further development • STEP had submitted an application for a teaching school in East Sussex (these were linked to outstanding provision) 	
STEP Way – We agree to do things like this		
7	<p><u>Admissions</u> There were no reception applications for ‘Outside of Age Group’ to consider. However, AK informed governors that, following the closure of Rodmell Primary School near Lewes in July, the admission catchment had been extended. JH explained that, if either Academy had vacancies, they could see a sudden influx of pupils.</p>	
8	<p><u>STEP Policies and Procedures</u> Governors noted that the following STEP Policies had been reviewed, updated and approved by the Board of Trustees and were available on the STEP website:</p> <ul style="list-style-type: none"> ➤ Safeguarding Policy ➤ Communications Policy ➤ Anti-Bullying Policy ➤ Attendance Policy ➤ EYFS Policy ➤ Intimate Care Policy ➤ Investment Policy ➤ Off Site Policy ➤ Positive Handling Policy ➤ E-Safety & Social Media Policy 	
9	<p><u>Safeguarding</u> SM had circulated a safeguarding training list and she confirmed that all governors had undertaken relevant training in 2017.</p>	

	<p>JD had reviewed the STEP safeguarding audits for both Academies, including the action points (Action Plans to come). There were ongoing day to day concerns along with wider concerns. More complex cases took resources away from others and there was a lack of external support / resources. JD acknowledged that all schools were being challenged by the decreasing provision from the Local Authority; there was not enough staff and criteria for referrals was stricter. AK added that there was just one Key Worker covering a number of schools and when the threshold for support wasn't met, schools had to provide this themselves. AK acknowledged that a sustainable solution was needed. JD suggested working in partnership with Seahaven Academy (same families) and costs could be shared. JH felt that the exploration of a partnership should involve just BWA, HCA and Seahaven as the Hailsham Academies had a different dynamic.</p> <p>JH suggested sending ESCC a joint communication regarding resourcing concerns, from the Head Teachers and backed by the SGB. JD was thanked for his report.</p>	
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STEP Up – We all succeed together

10	<p><u>Educational Standards</u></p> <p>a) <u>Head Teacher Reports</u></p> <p>A new standardized format for Head Teacher Reports had been introduced by the EMT and two reports circulated. This should enable easy comparison of data in the future. However, governors admitted that there were so much data in the reports which did not necessarily mean anything to them. The reports didn't tell the story and was not easy to access. A summary of key points was needed so the right questions could be asked. One governor felt that most of the information was irrelevant and all agreed that the report from the Standards Governor provided much better information.</p> <p>ai) <u>Breakwater Report</u></p> <p>There were no questions arising from IR's report.</p> <p>aii) <u>High Cliff Report</u></p> <p>AK reported that most items had been RAG rated amber as she was not confident with green. She reminded governors that there was currently only one experienced teacher (plus herself) in the school but there was a significant amount of CPD taking place plus regular pupil progress meetings. Jennese Alozie, STEP Head of Standards, had carried out a teaching and learning visit and there had been a big focus on Early Years this half term to ensure the best outcomes in Reception, ready for Year 1. A full teaching and learning review was due in January and this would provide a solid benchmark. AK invited governors to come in and see teaching in action.</p> <p>JH had visited HCA recently and he witnessed the real curiosity that children had developed due to the way teachers were approaching and developing the curriculum.</p> <p>IR and AK were thanked for presenting their reports.</p> <p>d) <u>2018 KS1 and KS2 Targets</u></p> <p>These had already been agreed in September.</p> <p>h) <u>Lead Governor Reports</u></p> <p><u>Standards</u></p> <p>BC had carried out Assessment and Outcomes Audits at both Academies and his reports had been circulated and referred to in the discussion above.</p> <p><u>High Cliff</u></p> <p>BC explained that AK knew the issues and was addressing these. The risks associated with new staff was identified. BC was impressed with the provision in place and he praised AK for the work she was doing – there was a clear plan in place.</p>	
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	<p><u>Breakwater</u></p> <p>The biggest risk was KS2 results. IR and SF were teaching in Year 6 every day and the evidence of improvement (in books and through tests) was strong. IR was confident that results would improve this year and targets had been set above those recommended by the Fischer Family Trust (but they were still below the national average).</p> <p>In KS1, pupils at BWA had received high quality teaching last year and this year and strong teaching was also in place in Early Years. Pre-moderation in Early Years had been very positive and Jennese Alozie stated that she had seen a significant shift since last year.</p> <p>BC confirmed that targets had been set but new pupils had joined with low attainment and this would impact. However, JH explained that prior attainment would be taken into account and he asked AK how sure she was about the data? AK explained the difference between targets and predictions; targets were aspirational but predictions needed to be accurate. Governors needed to ensure they were being given clear predictions and why there was a gap between them and the targets.</p> <p>i) Ofsted Framework</p> <p>SM had sent out three relevant documents that day, for information. It was noted that HCA were now within the Ofsted window and governors agreed that they would benefit from some updated training. SM to approach and Jennese Alozie to arrange.</p>	SM
11	<p><u>Academy Improvement Plans</u></p> <p>The AIPs had been presented, discussed and approved at the previous meeting.</p>	
12	<p><u>Website Compliance</u></p> <p>CM had carried out website audits for both Academies (distributed) and he updated that the issues highlighted in the reports had now been resolved.</p>	
13	<p><u>Financial Management</u></p> <p>A confidential minute was taken for this item, which was dealt with at the end of the meeting under item 23.</p>	
14	<p><u>Premises</u></p> <p><u>High Cliff</u></p> <p>JW reported that a Health & Safety Audit had been carried out and minor items raised. The new build had still not been signed off (there were still issues with leaks and lighting) but JW was hopeful that this would take place the following day.</p> <p><u>Breakwater</u></p> <p>Breakwater had also undertaken a Health & Safety Audit and again, minor items had been raised such as smoke strips on fire doors and door closures on some classrooms. Options were being considered.</p>	
STEP Ahead – We invest in our future		
15	<p><u>Governing Body Training</u></p> <ul style="list-style-type: none"> • Governors acknowledged that the recent STEP training sessions on ‘The role of STEP Governor/HT Reports and Assessment’ plus ‘Finance’ had been useful • Only HH had been available for a Governor Day this term. SM to arrange a date for the Spring Term • HH had attended the ESCC Governor Forum on mental health & well-being, attendance and exclusions. She had circulated notes from the useful session • Two STEP training sessions had been arranged for the Spring term; Introduction to The Trust Governor System on Wednesday 10th January and Safeguarding, changed from Tuesday 27th February to Thursday 1st March 	SM

16	<u>SGB Self Evaluation for 2016/2017</u> Governors acknowledged receipt of the completed evaluation. It was suggested that the evaluation be repeated between the next two Governor Days. SM to arrange.	SM
17	<u>Correspondence to the Chair</u> HH had not reported any relevant correspondence.	
18	<u>Previous Minutes and Matters Arising</u> The minutes from the previous meeting held on 11 th September were approved and signed. All action points had been addressed.	
19	<u>Any Other Urgent Business</u> There was no other business presented.	
20	<u>Meeting Impact</u> Governors acknowledged that the safeguarding discussion had been useful as had the context of the Head Teachers' data.	
21	<u>Next Meeting Date</u> The SGB was scheduled to meet on Wednesday 24 th January. However, HCA had a mock Ofsted Inspection that day and so the meeting date would need to be changed. SM to arrange a new date.	SM
22	<u>Publication of Minutes</u> Items concerning specific staffing plus finances would be recorded as confidential (Part B).	
23	<u>Confidential Matters</u> BVW and BP left the meeting at this point (7.10pm) and a confidential minute was taken.	

The meeting closed at 7.25pm.
SM 271217

Summary of Action Points

Agenda Item	Action	Owner	Status
5	SM to submit Helen Day's application to the Trustees for approval	SM	Completed
5	Governors to attend demonstration session on TTG	ALL	High
10	SM to arrange Ofsted training	SM	Completed
15	SM to arrange Governors Day for the Spring Term	SM	TBC
16	SM to arrange SGB evaluation between next two Governor Days	SM	Early Summer
21	SM to re-arrange next meeting date	SM	Completed

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