

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy and High Cliff Academy
Thursday 1st February 2018 @ 6pm at High Cliff Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
Helen Hewitt (HH)	Co-opted STEP Governor (Chair)	Present
Johnie Davies (JD)	Co-opted STEP Governor	Apologies
Cliff Robinson (CR)	Co-opted STEP Governor	Present
Helen Day (HD)	Co-opted STEP Governor	Present
Ian Rogers (IR)	Head Teacher, Breakwater Academy	Present
Becky Viner-Waite (BVW)	Staff Governor, Breakwater Academy	Present
Craig Marsh (CM)	Parent Governor, Breakwater Academy	Apologies
Abby Kilgarriff (AK)	Head Teacher, High Cliff Academy	Present
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present
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	Present
Jackie Wales (JW)	Business Manager, BWA and HCA	Present
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, Apologies and Housekeeping</u> HH welcome everyone to the meeting, especially Helen Day, who had rejoined the SGB as a Co-opted Governor. Apologies had been received from JD and CM and these were accepted. SM explained the evacuation procedures should the fire alarm sound.</p>	
2	<p><u>Quorum</u> HH established that the meeting was quorate.</p>	
3	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u> There were no interests declared by those present regarding agenda items.</p>	
4	<p><u>STEP Governance / SGB Membership</u></p> <ul style="list-style-type: none"> • Appointment of Helen Day, Co-opted Governor, noted • Governors confirmed receipt of the Trust Governor log in details and SM reminded governors to change their passwords, if they had not already done so <p><u>Potential New Governors</u> HH, IR, AK and SM had been sent details of five people interested in becoming governors (these had been sent to Phoenix and White House also as they had vacancies for Co-opted governors too). HH had looked at the current Skills Audit and identified that the biggest gaps were in business, financial management, health & safety and facilities. CR suggested a background in HR might also be helpful, for things such as grievances and complaints.</p>	ALL

	The details of the potential candidates were tabled and each individual discussed, with HH adding details that she had found on LinkedIn. Following the discussion, governors expressed an interest in Sarah Garner, Fiona Chalk and Astrid Wheeler. SM would contact Carol Fagan to see what the next steps were and if the volunteers were willing to travel down to Newhaven.	SM
5	<p><u>STEP Board of Trustees Update</u></p> <p>An update had been previously circulated and there was nothing specific for JH to highlight. HH noted that the Board were looking to appoint an additional Trustee with experience of education in East Sussex. JH confirmed that a gap on the Board of Trustees had been identified and they would see if anyone on the SGBs were interested first. If they were, they should contact Mark Ducker, STEP CEO.</p>	
STEP Way – We agree to do things like this		
6	<p><u>STEP Policies and Procedures</u></p> <p>Governors noted that several STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees in December and these were listed in the Trustees Update.</p> <p>HH noted that the Regional Schools Commissioner stated that STEP was a good MAT (Multi Academy Trust). Mark Ducker had also been asked to provide advice for The Key.</p>	
7	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> Governors noted that Safeguarding training was scheduled for Thursday 1st March at 6pm at High Cliff Academy. Noted that governors were required to undertake some form of relevant safeguarding training every year, be it through STEP, Educare online or their own place of employment In his absence, JD had sent a note to say that he had received action plans from both Academies following the safeguarding audit <p>Q – What had been highlighted in the action plans? A – There were a couple of easily rectified items for both Academies</p> <p>JH suggested that a governor may like to look into how safeguarding was built into the curriculum. As the Safeguarding Governor, this was tasked to JD and SM would contact him to request a report for the next meeting.</p>	SM/JD
STEP Up – We all succeed together		
8	<p><u>Educational Standards</u></p> <p><u>a) Head Teacher Reports</u></p> <p><u>High Cliff Academy</u></p> <p>AK had circulated a Data Headlines report and she reported that Jennese Alozie, STEP Head of Standards, had carried out a two-day teaching and learning review the previous week. AK was pleased to report that JA had rated the school overall as ‘Good’ (judged as Requires Improvement at the end of November). AK confirmed that all sections were rated good. The written report would be circulated at the next meeting as part of AK’s Head Teacher Report. An action plan had been written following the visit and already shared with staff and this would be looked at in more detail at the forthcoming INSET day.</p> <p>The new curriculum had been introduced in September and the challenge now was to embed and develop this, making sure it was strong and sustainable. JH emphasised that the improvements made since AK came on board had been significant and he congratulated AK and her team and this was echoed by HH.</p> <p>Q – What did ‘on track’ mean in the data reports? A – This meant the pupils were almost there</p>	

9	Financial Management A confidential minute was taken for this item.	
STEP Ahead – We invest in our future		
10	Governing Body Training Positive feedback was given on the new Trust Governor system and governors had found the recent training session useful. No other training had taken place since the last meeting and HH stated that she thought the STEP training sessions were good but the East Sussex ones, not so.	
11	Correspondence to the Chair HH reported that no correspondence had been received that needed to be shared.	
12	Minutes of the Last Meeting and Matters Arising The minutes of the meeting held on 6 th December 2017 were approved and signed, including Part B1 and Part B2 confidential minutes. Ahead of governors completing an SGB evaluation in the summer, SM would ask if the form could be added to the Trust Governor system. All action points had been addressed.	SM
13	Any Other Urgent Business There was no other business presented.	
14	Meeting Impact <ul style="list-style-type: none"> • Good discussion on the Nursery viability • Agreed visits to HCA ahead of Ofsted – this showed strength of leadership and governance • BC challenged the data • Useful discussion about finances and risk 	
15	Meeting Dates The SGB would next meet on Wednesday 25 th April @ 6pm at High Cliff Academy. Governors had been sent amended copies of the meeting dates for the remainder of the year and SM reminded governors that the Executive Management Team had decided to remove the March meetings. Going forward, from next year, there would be just four SGB meetings a year. With fewer meetings, SM emphasised the need for governors to ensure that Lead Governor visits took place between meetings and reports were submitted for the SGB.	
16	Publication of Minutes The financial items would be recorded as confidential (Part B).	
17	Confidential Matters There were no confidential matters to discuss.	

The meeting closed at 7.45pm.
SM 030218

Summary of Action Points

Agenda Item	Action	Owner	Status
4	Governors to change TTG passwords	ALL	High
4	SM to follow up on prospective new governors	SM	Completed

7	<i>SM to ask JD to look at safeguarding in the curriculum and report at next meeting</i>	<i>SM/JD</i>	<i>By Next Meeting</i>
8	<i>SM to arrange Ofsted training</i>	<i>SM</i>	<i>High</i>
8	<i>SM to arrange a Governors' Day</i>	<i>SM</i>	<i>High</i>
8	<i>BC to carry out a Standards Visit</i>	<i>BC</i>	<i>By Next Meeting</i>
8	<i>HD to carry out SEND Visit at BWA</i>	<i>HD</i>	<i>By Next Meeting</i>
12	<i>SM to see if evaluation form could be added to the TTG</i>	<i>SM</i>	<i>Medium</i>

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