

Minutes of the virtual Academy Committee Meeting of  
Breakwater and High Cliff Academies  
28 March 2022 at 1700

Name	Position	Attendance
Carla Botting	Head, HCA	Present
Emma Brown	Parent Governor, HCA	Present
Helen Day	Co-opted Governor, HCA, Chair	Apologies
Ian Davey	Parent Governor, BWA, Vice Chair	Present
Zoe Griffiths	Head, BWA and EHT, HCA	Present
Helen Hewitt	Co-opted Governor, BWA	Absent
Rhiannon Poole	Staff Governor, HCA	Apologies
Megan West	Staff Governor, HCA	Present
Lynn Bruce	Senior Governance Clerk	Via electronic recording device

Item	Minute	Action
<b>STEP First – We are all one team</b>		
1.	<p><b>Welcome and Update (people)</b> The Vice Chair of Governors (CofG) opened the meeting and welcomed everyone.</p> <p>Governors consented to the meeting being electronically recorded and everyone introduced themselves. This recording will be used by the Governance Team and deleted once the draft minutes are completed.</p> <p>No notification was received by the CofG of any other business to be discussed later in the agenda.</p>	
2.	<p><b>Apologies and Quorum (people)</b> Governors confirmed they had added their attendance to this meeting via The Trust Governor (TTG).</p> <p>Apologies were received and accepted from Helen Day (personal commitment) and Rhiannon Poole. Rhiannon had requested to join the meeting via Teams and it was confirmed that hybrid meeting are not possible due to feedback and other technical areas.</p> <p>Helen Hewitt was absent from the meeting with no apologies.</p> <p>The CofG confirmed the meeting to be quorate.</p>	
3.	<p><b>Declaration of Pecuniary Interests and/or Conflict of Interests (people/accountability/compliance)</b> Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p>	

4.	<p><b>Board of Trustees' Update</b> Governors noted the Board of Trustees update from Autumn Term 2021.</p>	
5.	<p><b>Member Meeting Minutes</b> Governors noted the Members meeting minutes.</p>	
STEP Way – We all agree to do things like this		
6.	<p><b>Governors Membership</b> Governors noted the there was no change to membership since the last meeting however the term of office for Ian Davey ends on 8 May 2022. <b>Action: SG2C</b> to send parent governor recruitment pack to Head at BWA and Co-opted application form to Ian to apply.</p> <p>Governors noted Co-opted vacancies had been advertised via Governors for Schools several months ago with no applicants being put forward.</p> <p>Maternity options were discussed. Governor taking maternity leave can choose to continue in the role or take a break (same duration as employee maternity). Governors will decide whether a maternity governor is to be recruited to when the time arrives.</p> <p>Governors noted the creation of two new Academy Committees. Benedict and Park Academies (BDA PKA) and the new schools from East Sussex that joined the Trust; Peacehaven Heights and Telscombe Cliffs Academies (PHA TCA).</p>	1
7.	<p><b>Minutes</b> Governors agreed and approved the minutes of the 13 December 2021 as an accurate account of the meeting.</p> <p>Governors noted the PDF version of the minutes uploaded to TTG will now replace the signed version and will be available to auditors for inspection should the need arise.</p> <p>Governors noted there was one action points outstanding which is carried forward.</p>	
8.	<p><b>Report from Head</b> Governors noted the written reports from Heads and confirmed they had read them.</p> <p>Governors were invited to ask strategic questions.</p> <p>A letter went to all parents last week asking them to be mindful that whilst Covid restrictions had been lifted the impact on staff is on-going. Primary</p>	

	<p>schools appear to have rising absences for Covid, chicken pox and other illnesses.</p> <p>Persistent Absenteeism (PA) is a focus for both schools.</p> <p>Q: Are Heads confident, having all the resources available, that this is not impacting the most vulnerable children?</p> <p>A: HCA attendance was good but has impacted the whole community however they have everything in place to address PA and attendance. Extra EWO support is being given. Referrals to support families are continuing to be made. Additional office support has been available. Central Team oversee EWO payments. Attendance percentages for both schools reflect well against local and national percentages. Schools scrutinise reasons for absences and any patterns including additional support for families where needed.</p> <p>Q: Mental Health, has this impacted on absences?</p> <p>A: It is that that clear at present. Mental Health workers attends school for a set number of hours each week. There is a coffee morning scheduled for parents to come and talk about any anxieties they may have.</p> <p>Attainment targets will become clear by the next meeting. Targets have been revised. Year 6 testing has continued.</p> <p>Q: Counselling sessions missed due to staff sickness, does this have an impact on the child?</p> <p>A: It's not ideal however it will be addressed. Cover has not been possible.</p> <p>Q: Year 6, HCA having first year 6, are they on track?</p> <p>A: Head of school is covering as the teacher is unwell, but this is closely monitored. The full transition to High school is taking place including workshops for parents.</p> <p>The CofG thanked Heads for their reports.</p>	
9.	<p><b>Safeguarding</b></p> <p>Governor noted there were no governor visit reports available for this meeting not through lack of trying to find a date in the diary.</p> <p>Single Central Record has been checked by the support staff overseeing both schools.</p> <p>There are less children on referral to the LA however there are low level concerns that are not reported. Heads are doing everything they can do.</p> <p>Governors noted suggestions that were made based on safeguarding concerns raised to sustain a strong culture of safeguarding across the Trust which were persistent absences. <b>Action: SC2G</b> to add PA to Trustee report.</p>	2

10.	<p><b>Standards</b></p> <p>Governors noted there were no reports available for this meeting however this was reported under Heads reports.</p>	
11.	<p><b>Stakeholder Engagement</b></p> <p>Governors noted there were no reports available for this meeting however there have been Spring concerts with children having Easter hats. There PTA has been resurrected with some discos and recycled uniforms.</p> <p>Free School Meal questions around entitlement have been made to both schools.</p> <p>Community relation going forward will improve e.g., tapestry with photos going out to parents.</p> <p>Local businesses have been contacted for funding.</p> <p>Cost of living increases were raised, and schools offer practical support or wraparound care. Trips have been reintroduced with a cap of £30 for the year.</p>	
12.	<p><b>RACE Charter Mark</b></p> <p>Governors discussed next steps which were</p> <ul style="list-style-type: none"> <li>• Some Governors have attended training, others will book themselves onto future training</li> <li>• Audit of curriculum to include anti-racism is on-going.</li> </ul>	
13.	<p><b>Governors in School</b></p> <p>Governors were reminded to book the focus visit / governor day with the school during the half term before the next Academy Committee meeting and that they would submit a written report up to ten days before the next meeting for information or discussion.</p> <p>It was suggested, going forward, for governors to meet in person for governor day / visits / socials in school where possible and virtually for an Academy Committee to feedback and discuss areas observed.</p>	
<b>STEP Up – We all succeed together</b>		
14.	<p><b>Chair’s Actions / Correspondences / Updates</b></p> <p>The CofG reported no action had been taken on behalf of Governors and there were no documents to circulate since the last meeting.</p>	
<b>STEP Ahead – We invest in our future</b>		
15.	<p><b>Governor Training</b></p> <p>Governors noted the virtual STEP in-house training took place on 26 January 2022.</p>	

	<p>The next virtual STEP Governor Training is scheduled for 15 June 2022 6pm.</p> <p>Governors were invited to suggest future training focus areas.</p> <p>Invites have been sent out for Chairs and Trustee forum which included Vice Chairs.</p>	
16.	<p><b>Future Meeting Dates</b></p> <p>The next virtual Academy Committee meeting will be on 11 July 2022 at 5pm.</p>	
17.	<p><b>Any Other Business (<i>people</i>)</b></p> <p>There were no items raised at the start of the meeting.</p>	
18.	<p><b>Closure</b></p> <p>There being no further business to discuss, the CofG closed the meeting at 17:55.</p>	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	Parent and Co-opted recruitment packs to be sent.	SC2G
2.	To put a letter together to thank the pupil who completed the fundraising.	ID
3.	Add PA to Trustee report.	SC2G

These minutes are a true and accurate account of the meeting.	
Vice Chair	Ian Davey
Senior Governance Clerk	Lynn Bruce
Date	12 April 2022