

**Minutes of a Meeting of the Strategic Governing Body of
Phoenix Academy and White House Academy
Wednesday 12th July 2017 @ 6pm at Phoenix Academy**

| Name | Position | Attendance |
|-------------------------|---------------------------------------|----------------------|
| Christine Baldock (CB) | Co-opted STEP Governor (Chair) | Present |
| Sarah Hall (SH) | Co-opted STEP Governor (Vice Chair) | Present |
| Valerie Warner (VW) | Co-opted STEP Governor | Present |
| Alun Evans (AE) | Head Teacher, Phoenix Academy | Present |
| Jayne West (JW) | Head Teacher, White House Academy | Present |
| Christopher Taylor (CT) | Parent Governor, Phoenix Academy | Present |
| Nikki Dobbs (ND) | Staff Governor, White House Academy | Present until 8pm |
| Gareth Ward (GW) | Parent Governor, White House Academy | Present |
| Lynsey Cooley (LC) | Staff Governor, Phoenix Academy | Present until 8.30pm |
| Other Attendees | | |
| John Wentworth (JoW) | STEP Executive Head | Present |
| James Hooper (JH) | STEP Head of Projects & Communication | Present |
| Sarah Morgan (SM) | Clerk to the SGB | Present |

| No. | Agenda Item | Action |
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| STEP First – We are all one Team | | |
| 1 | <p><u>Welcome and Apologies</u> CB welcomed everyone to the meeting, especially Lynsey Cooley, new Staff Governor for Phoenix. There were no apologies – all governors were present.</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> There were no interests declared by those present regarding agenda items.</p> | |
| 4 | <p><u>Governing Body Membership</u> Noted that LC's appointment required ratification by the Trust at their meeting on 17th July.</p> | |
| STEP Up – We all succeed together | | |
| 5 | <p><u>Head Teachers' Reports</u> a) Phoenix Academy Copies of the Head Teacher Report, Business Continuity Plan and KS2 Outcomes had been circulated prior to the meeting and AE highlighted the following:</p> <ul style="list-style-type: none"> • 20 Reception pupils and 7 Nursery pupils were due in the autumn (with additional Nursery children confirmed for January) • AE was currently considering the deployment of staff for next year • STEP were taking over the catering in September and meals would be transported to White House. Governors were invited to come in and sample a meal • STEP had recognized that PA and WHA required additional central support and so from | |

September, Paul Glover and John Halliwell would be offering support to ensure rapid improvements

- **Moderations** for EYFS and KS1 had taken place and the moderators had agreed the professional judgements made by staff
- VW was thanked in advance for carrying out **exit interviews** and AE suggested that a different governor could undertake this next time, for professional development
- David Finch from Hawkes Farm Academy was taking on the role of **Year 5 teacher** on a fixed term basis
- There had been no **fixed term exclusions** this half term and behaviour had improved significantly
- **Attendance** was still too low and this would be a focus next year. In September, teachers would be given further accountability for their class attendance and prizes for full attendance were being considered

Outcomes

The KS2 SATs results showed that Phoenix were still significantly below national average and rapid improvement was essential. Noted that the teacher assessments were carried out four weeks after the tests (there was quite a disparity between the assessments and the actual outcomes). AE praised Adrian Bond for the sterling work carried out to significantly improve writing. Regarding outcomes for the other year groups:

- EYFS had exceeded their target and were 26% higher than last year
- Year 1 fell just short of their target but still achieved 76%
- Year 2 scored 21% higher than last year
- KS1 reading was 7% higher than last year
- KS1 writing was 8% higher than last year
- KS1 Maths was 29% higher than last year

AE explained that, when the pupils were not affected by 'legacy issues' (ie. the younger ones), then they were performing well. Year 6 had received an unstable year of teaching this year and additionally, case studies were completed for those children with external barriers to learning. 21 pupils were moving into Year 6 in September and Adrian Bond was taking charge of the group, providing stability and expertise.

SH questioned whether the teacher assessment for writing was reliable bearing in mind that the other assessments had been so different to the outcomes. AE responded that they were reliable as teachers had had an assessment meeting and the judgements agreed by all including East Sussex representatives. AE added that Year 6 had worked intensely on writing after the SATs tests and he was confident with the teacher assessment. Writing would continue to be a focus next year.

Finally, AE thanked JoW for the valuable support which he had provided this year as STEP Executive Head.

b) White House Academy

Copies of the Head Teacher Report, Business Continuity Plan and KS2 Outcomes had been circulated prior to the meeting and JW highlighted the following:

- Lee Drinkwater had been appointed as **Assistant Head** for Teaching and Learning/Maths Co-ordinator/KS2 Phase Leader
- **Joint staff meetings** were taking place with Phoenix in preparation for the new curriculum across both schools. Joint CPD had also started and things looked very positive for the year ahead
- A STEP **teaching and learning review** had taken place this month
- **27 Reception pupils** were confirmed for September but JW was confident to gain 30

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| | <ul style="list-style-type: none"> ● Taster meals had been offered to parents and pupils ahead of STEP taking over the catering and positive feedback had been received ● Mark Ducker had visited JW to discuss STEP support and JW was pleased to be receiving this from Paul Glover and John Halliwell next year. She echoed AE's thanks to JoW for his support ● Several teachers had taken part in an East Sussex moderation process and all had found it very useful ● Matt Simmons would be joining the team as Year 5 teacher, to cover maternity leave ● CPOMs, an electronic safeguarding system, had been purchased and this would ensure communication was tight in this vital area. There were behaviour and SEN elements included also ● The school ran an anti-bullying day and all pupils signed a pledge and designed posters. A whole school photograph was due to appear in the local newspaper ● Current attendance was 93.4% but without the six lowest attendees, the figure would be 96.9%. A weekly raffle was taking place for 100% attendees with two prizes on offer. JW had also changed the wording from 'request for absence' to 'withdrawal from learning' ● Joint staff meetings with Phoenix were scheduled for September so staff could hit the ground running ● A coffee morning had been arranged for parents/carers of children with ASD/social communication difficulties. This support was not available in the community and the session would be run by CLASS+ ● The School Health Service delivered a free healthy life style workshop to Year 2 ● Links were being established with Brighton University for Year 6 visits, to show pupils what they could aspire to <p><u>Outcomes</u> JW commented on the following:</p> <ul style="list-style-type: none"> ● The KS2 SATs results were better than expected but still below national average ● Scores had improved from last year in all areas except writing (teacher assessment). This would be a focus next year particularly extended writing which had not been taught ● JW was very pleased with the EYFS results ● Year 2 phonics was low (20%) and this would be addressed next year with a phonics programme ● KS1 writing was disappointing (38%) and the gaps were being established so this could be addressed ● Year 4 were a key concern. Their progress was secure but their attainment was low. JW was considering how to deploy the TAs next year especially for the Pupil Premium children <p>SH asked if there should be a correlation between the outcomes for reading and writing. AE responded that there was a correlation between the ability for both but the assessment/testing was different. Pupils were capable of completing the work but had not managed to perform on the day.</p> <p>AE and JW were thanked for presenting their reports.</p> | |
| 6 | <p><u>Teaching and Learning Review for Phoenix</u></p> <p>A review had taken place in March and the report had been previously distributed. AE drew governors' attention to the key issues raised in the report:</p> <ul style="list-style-type: none"> ● Leaders had the capacity to monitor but this needed to be sharper ● Curriculum concerns were picked up and so in response, the curriculum was broadening next year ● A culture of safeguarding needed embedding as pupils' needs were still not being met ● Behaviour was improving but pupils were still not displaying a 'passion for learning'. So this | |

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| | <p>needed embedding</p> <ul style="list-style-type: none"> • SEND was a high priority for the Academy. It had been essential to have Andy Fisher as SENCo for the year and, from September, he would be covering both Academies • Credit was paid to the Pupil Parliament Ambassadors • All actions had been agreed with Jenesse Alozie, STEP Head of Standards <p>GW questioned whether an extra staff member should be responsible for monitoring. AE explained that a monitoring plan was in place but it wasn't sharp enough to ensure improvements.</p> <p>CT asked how the staff induction procedures could be tightened. AE responded that new staff were given a checklist and had to go to different staff members to complete that list, which was then kept as evidence.</p> | |
| 7 | <p><u>Financial Management & Monitoring</u> A confidential minute was taken for this item.</p> | |
| 8 | <p><u>Pupil Premium and Sports Grant Funding</u> <u>Phoenix Pupil Premium</u> In Years 5 and 6, there was a higher percentage of children eligible for PPG at expected standard compared to the non-PPG children in the cohort. AE would be collating an accurate PP document in September but he did report that Phoenix had not reached their targets this year.</p> <p><u>White House Pupil Premium</u> JW reported that she was currently analysing those PP children who were not achieving. CB asked if all those eligible for the grant were claiming. JW replied that this was being strongly promoted to the new cohort of Reception children.</p> | |
| 9 | <p><u>Team Reports</u> <u>Premises</u> JH explained that the central premises team were assessing the quality of provision across the Trust and had produced an accurate asset list. Priorities for re-decoration had been decided and Paul Murphy, Multi-Site Manager, was managing the premises and health & safety actions across East Sussex There is a Premises Helpline to allow school staff to quickly register issues for action and, to date, Phoenix had submitted 14 requests and White House, 18.</p> <p><u>Catering</u> As previously mentioned, the central catering team were taking over the in-house catering from September and meals made at Phoenix would be transported to White House plus Burfield Academy. The central catering team had recently gained a bronze award for catering in London. STEP had saved a significant amount of money by taking over the catering plus the quality of food could be controlled. The Academy were moving to 'cashless catering' in September whereby parents were encouraged to pay for school meals and trips online or at pay points in local shops.</p> <p>ND asked how children with food tolerances would be catered for as their choices were currently very limited. JH stated that Chartwells, current suppliers, should pass on this information but the Academies should gather dietary requirements themselves before the end of term. Suzanne Martin, Head of Catering, would be happy to talk to any parents with concerns.</p> <p><u>ICT</u> Matt Newnham, ICT Technician, was supporting the Academies on a regular basis and was developing a more reliable service. The central ICT team were currently redeploying their ICT assets and computers from London were arriving in East Sussex. Phoenix had submitted 89 queries to the ICT Helpdesk and White House, 69.</p> | |

STEP Way – We agree to do things like this

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| <p>10</p> | <p><u>Safeguarding Report</u></p> <p>Two safeguarding observation reports from CT had been circulated that day. As already mentioned, CT explained that Andy Fisher, SENCo, would be splitting his time between both Academies from September. Additionally, AE would be taking on responsibility as DSL at Phoenix Academy in September 2017. Having carried out safeguarding observations at Phoenix, CT was due to visit White House the following week, to meet with JW and monitor safeguarding. CT requested that the email address for the East Sussex LADO be included in the appendix to the Guidance for Dealing with Allegation of Abuse against Teachers and other Staff. AE to action.</p> <p>VW had recently completed a governor visit form and the template she had included a safeguarding checklist at the end. Governors agreed that this was good practice to include and so SM would amend the visit form and circulate.</p> <p>AE notified governors about an ongoing safeguarding issue. A pupil had attended Marshlands (predecessor to Phoenix) three years ago and safeguarding procedures had not been adequately followed. The case was still open and the East Sussex Safeguarding Team had waited until Phoenix had embedded their safeguarding practices before carrying out a follow up review. A report had been written and the team were satisfied and so the case would be signed off. AE to send CT a copy of the report once received.</p> <p>Finally, to note, CB reported that, on a recent H & S training course, several governors had commented that the safeguarding training provided by East Sussex was not adequate.</p> | <p>AE</p> <p>SM</p> <p>AE</p> |
| <p>11</p> | <p><u>Health & Safety Audit</u></p> <p>JH reported that the last H & S audit took place just before STEP took over. There were 60 actions for Phoenix and 35 for White House. These had either since been completed or were being addressed. JH was due to meet with the Multi-Site Manager on Friday for an update on the actions and a report would then be produced. The next audit was due in October.</p> | |
| <p>12</p> | <p><u>Responsible Officer Report</u></p> <p>This item pertained to the internal finance audit, which is undertaken by Mazars, an accountancy firm by way of a 2 week inspection. Due to the considerable centralisation of finance functions, the majority of the audit focused on the accounts payable function. Any actions required at a school level would subsequently filter through via the Business Managers.</p> | |
| <p>STEP Ahead – We invest in our future</p> | | |
| <p>13</p> | <p><u>Governor Visits</u></p> <p>GW had carried out two assessment visits in February (due to an oversight, the reports were only circulated for this meeting). Regarding his Phoenix visit, GW commented on the size of the school and noted that seven rooms were not in use. Could these attract some revenue? Regarding his visit to White House, GW had recommended employing an SBM and JH was now undertaking a similar role. GW also requested to review Target Tracker.</p> <p>GW would visit both Academies again in the autumn and, in the meantime, he expressed interest in being involved in any business continuity testing.</p> <p>VW had visited White House in June (report circulated) to look at the general behaviour and wellbeing of pupils. VW reported that both teachers and pupils were demotivated by the current curriculum, which was not dynamic enough for KS2. However, a new curriculum was about to be introduced and VW was keen to return next term to see if morale had improved.</p> <p>VW had met with Mel Fletcher, a Behaviour and Learning Mentor who used drawing to identify key issues with vulnerable children.</p> | |

| | <p>A visit report from CT had been circulated that day but unfortunately, no-one had been able to open the document. CT to re-format and send to SM for circulation.</p> <p>ND would carry out a SEND visit in the early autumn and SH apologized for not getting in to school recently but hoped to be back on track next term.</p> <p><u>Visits Programme</u></p> <p>Governors had previously received copies of a Monitoring & Evaluation Programme and the STEP Visits Policy. The SGB agreed to adopt the suggested Annual Programme for Governors with the following additions:</p> <ul style="list-style-type: none"> • Safeguarding every half-term, alternating between an audit and a review • Teaching and learning was also increased, to every term • A Curriculum Audit was added to Term 2B • An Inclusion Audit was added to Term 3A <p>A Governor’s Day was arranged for Friday 20th October. This would include a learning walk and a discussion on visit protocol (SM suggested that perhaps a ‘dummy visit’ could be undertaken). Governors could also take the opportunity to sample the new school meals.</p> | CT/SM | | | | | | | | | | | | | | |
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| 14 | <p><u>STEP Proposal for Future Governance Structure</u></p> <p>At the previous meeting, governors had approved of STEP replacing SGB Resources Committees with a named governor charged with strategic resources oversight. STEP were now proposing to replace SGB Standards Committees with a named governor charged with strategic standards oversight and a briefing paper had been previously distributed. Training would be provided for the nominated governor and it was noted that this was a weighty responsibility for one governor. The SGB approved of the proposal and GW agreed to take on the role. Additionally, the other areas of responsibilities were noted:</p> <table border="1" data-bbox="150 1182 1157 1442"> <thead> <tr> <th>Role</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding/Children Looked After*</td> <td>Christopher Taylor</td> </tr> <tr> <td>SEN/Inclusion*</td> <td>Nikki Dobbs</td> </tr> <tr> <td>Assessment & Outcomes</td> <td>Gareth Ward</td> </tr> <tr> <td>Personal Development, Behaviour & Welfare</td> <td>Valerie Warner</td> </tr> <tr> <td>Teaching & Learning</td> <td>Christine Baldock</td> </tr> <tr> <td>Academy Website Content</td> <td>Christopher Taylor</td> </tr> </tbody> </table> <p>ND left the meeting at this point (8pm).</p> | Role | Governor | Safeguarding/Children Looked After* | Christopher Taylor | SEN/Inclusion* | Nikki Dobbs | Assessment & Outcomes | Gareth Ward | Personal Development, Behaviour & Welfare | Valerie Warner | Teaching & Learning | Christine Baldock | Academy Website Content | Christopher Taylor | |
| Role | Governor | | | | | | | | | | | | | | | |
| Safeguarding/Children Looked After* | Christopher Taylor | | | | | | | | | | | | | | | |
| SEN/Inclusion* | Nikki Dobbs | | | | | | | | | | | | | | | |
| Assessment & Outcomes | Gareth Ward | | | | | | | | | | | | | | | |
| Personal Development, Behaviour & Welfare | Valerie Warner | | | | | | | | | | | | | | | |
| Teaching & Learning | Christine Baldock | | | | | | | | | | | | | | | |
| Academy Website Content | Christopher Taylor | | | | | | | | | | | | | | | |
| 15 | <p><u>SGB Self Evaluation for 2016/2017</u></p> <p>A document had been previously circulated and this asked governors to consider the impact that the SGB had had on its Academies this year. SM reported that one of the other Academies had asked her to RAG rate the questions in the document and re-circulate for completion, with comments. Governors agreed this was a good idea and SM would confirm the required return date for completed documents was 31st August.</p> | ALL SM | | | | | | | | | | | | | | |
| 16 | <p><u>Plans for 2017/18 and beyond</u></p> <p><u>National Funding Formula</u></p> <p>JH explained that the Government had introduced the National Funding Formula to address the current disparities with the distribution of school funding. For instance, London schools received double the amount per pupil than East Sussex schools. Funds would be distributed more evenly and placed where it was needed the most. Under the new formula, the indication was that, based on 2016-17, Phoenix’s funding would have reduced slightly, from £734k to £732k but White House’s would have increased from £805k to £811k.</p> | | | | | | | | | | | | | | | |

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| | <p><u>ICT Plans</u></p> <ul style="list-style-type: none"> STEP Academies were all using the London Grid for Learning (lgfl) as their broadband suppliers now as this was significantly more secure, particularly regarding ransom ware and also offered improve reliability and service. The central ICT team was currently considering transferring the bulk of their data to The Cloud, to further improve security and accessibility. Photocopying would be a focus next year particularly the unnecessary use of colour printing/copying. JH reported that, across the Trust, £80k was spent on copying last year and £68k of this was for colour copying. If all of those items had been printed in black and white instead, a massive £60k would have been saved – that equated to two teachers’ salaries. Savings could be made to use at school level, such as printing on coloured paper instead <p><u>Planned Summer Building Work</u></p> <p>The following work was due to be carried out at White House over the summer:</p> <ul style="list-style-type: none"> Work on the Server Room to add air conditioning The meeting and art room being divided into two separate rooms JW’s room to be redecorated and the holes in the walls plugged One classroom to be redecorated | |
| 17 | <p><u>Feedback from the STEP Board of Trustees</u></p> <p>Copies of the STEP Board of Trustees meeting minutes from April had been circulated and JoW added that the SGB for David Livingstone would now be paired with Angel Oak instead of Gonville, who would have their own SGB.</p> | |
| 18 | <p><u>Notes from the Clerk</u></p> <p>SM reported that:</p> <ul style="list-style-type: none"> All governors had now received their new STEP email addresses. SM would continue to use both addresses until September when just the STEP ones would be used SM was still having difficulties establishing which Academies had access to The Key Governors had been previously asked to read and understand the DfE document ‘Keeping Children Safe in Education’ and sign to that effect. However, SM had heard that an updated version was due to be published in September. This item was therefore deferred until then All governors had now undertaken appropriate safeguarding training AE and JW had already undertaken Safer Recruitment training. Additionally, SH had been provided with details for completing the training online and CB and CT requested access also Governors were asked to complete their Skills Audits by 31st July, to enable SM to collate the responses before the next meeting. SM to re-send the audit <p>With the large amount of documents provided for the SGB meetings, SH requested that document numbers be added to the footers of the reports, where possible (Word files only). SM to action.</p> | <p>SM</p> <p>SM</p> <p>ALL</p> <p>SM</p> <p>SM</p> |
| 19 | <p><u>Governing Body Training</u></p> <p>Governors had undertaken the following training since the last meeting:</p> <ul style="list-style-type: none"> CT: SEND/Inclusion with East Sussex on 25th May VW: Safeguarding with East Sussex on 18th May VW: School Visits with East Sussex on 13th June CB had attended an East Sussex Conference where one of the sessions was on Thrive which she found most useful <p>SM to add to the training log and re-send the STEP training dates for the autumn.</p> | <p>SM</p> |

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| 20 | <u>Minutes of Previous Meeting</u> The minutes from the previous meetings held on 8 th March and 17 th May 2017 were approved and signed. | |
| 21 | <u>Matters Arising from the Minutes</u> There was just one item – AE reported that yellow lines had now been painted outside of Phoenix. All other action points had been addressed. | |
| 22 | <u>Any Other Business</u> There was no other business presented. | |
| 23 | <u>Meeting Dates</u> Governors had been sent provisional dates for the Autumn term but these still required approval from the Trust at their meeting on 17 th July. SM would notify governors of the outcome. Noted that the provisional date for the next meeting was Wednesday 20 th September @ 6pm at Phoenix. SH mentioned that some governors had previously requested earlier meeting times. She therefore suggested that times alternated between 5pm and 6pm. Governors agreed to this and SM would notify STEP. | SM |
| 24 | <u>Publication of Minutes</u> Items concerning specific staffing plus finances would be recorded as confidential (Part B). As this was JoW's last meeting, he was thanked by the SGB for all his support. In response, JoW thanked governors and added that they had formed an excellent Governing Body. | |
| 25 | <u>Confidential Matters</u> LC, Staff Governor was asked to leave at this point (8.30pm) and a confidential minute was taken. | |

The meeting closed at 8.35pm
SM 190717

Summary of Action Points

| Agenda Item | Action | Owner | Status |
|--------------------|---|---------------|-----------------------|
| 10 | AE to add the email address for the East Sussex LADO to the appendix to the Guidance for Dealing with Allegation of Abuse against Teachers | AE | Medium |
| 10 | SM to add safeguarding checklist to governor visit form and circulate | SM | Emailed 13/7 |
| 10 | AE to send CT the ESCC safeguarding case report once received | AE | |
| 13 | CT to re-send his visit report to SM for circulation | CT/SM | Emailed 13/7 |
| 15 | SM to RAG rate the Self Evaluation form & governors to complete & return by 31st August | SM/ALL | High |
| 18 | KCSIE to be reviewed in September | SM | September |
| 18 | SM to request access to Safer Recruitment training for CB and CT | SM | Completed 13/7 |
| 18 | SM to recirculate the Skills Audit & all governors to complete by 31st July | SM/ALL | High |
| 18 | SM to add document numbers to reports, where possible | SM | Ongoing |
| 19 | SM to re-send training for the autumn | SM | Emailed 18/7 |
| 23 | SM to notify STEP of meeting time changes | SM | Completed 13/7 |

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