

**Minutes of a Meeting of the Strategic Governing Body of  
Phoenix Academy and White House Academy  
Wednesday 8<sup>th</sup> March 2017 @ 6pm at Phoenix Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
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
Carolyn Bloom (CBI)	Staff Governor, Phoenix Academy	Present
Christopher Taylor (CT)	Parent Governor, Phoenix Academy	Present
Andrea Vance (AV)	Interim Head Teacher, White House Academy	Present
Nikki Dobbs (ND)	Staff Governor, White House Academy	Present
Gareth Ward (GW)	Parent Governor, White House Academy	Present
<b>Other Attendees</b>		
John Wentworth (JW)	STEP Executive Head	Present
Nikki Gillespie (NG)	Business Manager, David Livingstone	Present
Sarah Morgan (SM)	Clerk to the SGB	Present

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
<b>STEP First – We are all one Team</b>		
<b>1</b>	<b><u>Welcome and Introductions</u></b> CB welcomed everyone to the meeting, particularly SM, who was the new, permanent Clerk to the SGB and introductions were made around the table. No apologies had been received and all governors were present.	
<b>2</b>	<b><u>Quorum</u></b> CB established that the meeting was quorate.	
<b>3</b>	<b><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></b> There were no interests declared by those present regarding agenda items.	
<b>4</b>	<b><u>Strategic Governing Body Membership</u></b> <ul style="list-style-type: none"> <li>• There was one remaining Co-opted Governor vacancy and JW reported that he was in talks with a parent at White House who had contacts in the community and he hoped to receive some leads from this (preferably not a parent to ensure a fair spread of representatives on the Governing Body)</li> <li>• DBS checks had now been completed for SH and VW</li> <li>• The monitoring roles agreed at the last meeting were noted (attached). There was a current vacancy for Academy Website Content Governor</li> </ul>	
<b>STEP Way – We agree to do things like this</b>		
<b>5</b>	<b><u>2018 STEP Admission Criteria</u></b> Copies of the arrangements for admissions had been previously distributed to all governors. The document was self-explanatory and there were no questions raised.	

**6 Head Teachers' Reports**

**a) White House Academy**

Copies of a Head Teacher Report and staffing structure had been circulated prior to the meeting and AV talked through the key issues with Governors.

Staffing

AV reported that managing long term staff sickness had been very challenging and a confidential minute was taken at this point.

AV was pleased to report that three new members of staff had now been employed:

- An experienced UPS Year 5 teacher – good standard of teaching observed
- A Year 3 teacher – good teaching observed
- A Year 3 Teaching Assistant – included working with a group of pupils who were struggling with behavioural issues

ND took the opportunity to thank AV for all her support during the challenging time. Covering staff absences had been exhausting for all staff.

INSET / CPD

- All staff attended a STEP INSET at the Amex Stadium on 10<sup>th</sup> February. A very successful and inspirational event
- AV had monitored teaching across the whole school now and this had informed the performance management cycle and CPD, which was now in place for all
- The first moderation of writing was to take place at the end of the month
- Staff meetings were focusing on the most urgent needs and the meeting that afternoon had covered safeguarding training

As Safeguarding Governor, CT asked what had been covered in the training? AV explained that they had looked at the STEP Safeguarding Policy and ways to record concerns. They also discussed when it was appropriate to have an opinion and when it was a disclosure. Statements had to be factual recording the actual words used by the child as the case could go to court and the child must not have been manipulated. Updates on esafety were also provided and staff were reminded of the need to be vigilant at all times. Sexting was currently a big issue at secondary schools but this was starting to filter down to primaries.

SH had noticed on the White House website that the governor details were not up-to-date. She also discovered items missing, such as newsletters. AE explained that previously, all items for the Academy websites had to be processed through the Central Team. But training had now taken place in-house so that staff could take responsibility for this. CB asked about parents receiving newsletters who had no internet access. AV confirmed that newsletters were always sent home as paper copies and were placed on the school notice board.

Leadership & Management

AV was continuing to re-write the Self Evaluation Form (SEF) as the current copy was very out of date. She was working on the SEF with Jayne West, the new Head Teacher. Likewise, the two of them were writing the Academy Improvement Plan (AIP) and the three key priorities were; Teaching & Learning, Behaviour and Leadership. In the interim, a Raise Attainment Plan (RAP) had been put in place and this was a manageable, six week plan which would inform the AIP.

The Senior Leadership Team (SLT) met every week to address key issues such as the RAP and aims & expectations. AV also met regularly with the Inclusion Leader to ensure that the pupils on the SEN

<p>Register were receiving the appropriate support.</p> <p>There was an issue with attendance (currently 93%) and AV was working with WPA Education Welfare Services. She had identified those families with low attendance and written to them and attendance was now improving.</p> <p><u>Achievement of Pupils</u></p> <p>Comprehensive assessments had now taken place on Year 6 pupils and there had been an improvement in those 'on track'. Pupils had sat previous tests, but not in timed, test conditions. The figures for those currently 'secondary ready' were:</p> <ul style="list-style-type: none"> <li>• Reading: 48% (improved from 12%)</li> <li>• Writing: 30% (improved from 8%)</li> <li>• Maths: 30% (improved from 15%)</li> </ul> <p>Additionally, 18 out of 25 pupils were on track in Phonics and other year groups were now being assessed for expected progress.</p> <p>SH asked if the way in which pupil achievement was presented by both schools, could be harmonised? White House used the term 'secondary ready' whereas Phoenix did not and SH felt that their data was clearer. GW explained that AV had inherited issues from her predecessor, such as missing data from the Autumn, but the school were moving forward now. AV agreed that the Academy was moving forward significantly now and there was a much better understanding of assessment. She acknowledged that a standardised format was needed for data and she noted that future reports would be year on year.</p> <p>SH asked where the Year 6 pupils were moving on to? All bar two would be attending Hailsham Community College and one was going to Ringmer and one had applied for Lingfield Special School in Eastbourne (currently going through appeal).</p> <p><u>Behaviour &amp; Safety</u></p> <p>AV highlighted the need for staff to be aware of the Critical Incident Plan. She reported that five schools in Hastings had been evacuated that day due to a bomb alert. Schools did need to be prepared to react to a situation like that.</p> <p><u>Outcomes for 2017</u></p> <p>Outcomes were expected to be better than last year and White House was working in collaboration with other STEP Academies. Behaviour for Learning and the STEP values system would be embedded across the school and playtimes would be improved. A questionnaire was due to be sent home and VW asked to see the results. There would be shared accountability at White House and AV thanked all staff for their continued hard work.</p> <p>CB thanked AV for the enormous amount of work that she had undertaken during her short time at White House and she praised her for the impact that she had had and for moving the school forward. AV would be handing over the Headship to Jayne West on the 18<sup>th</sup> March.</p> <p><b><u>b) Phoenix Academy</u></b></p> <p>Copies of the Head Teacher's Report and National Test Data Summary 2016 had been circulated prior to the meeting and AE talked through the key issues with Governors.</p> <p><u>Staffing</u></p> <p>A confidential minute was taken regarding staffing.</p>	<b>AV</b>
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	<p>Attendance was currently significantly below the national average. Noted however, that if the six poorest attenders were removed from the data, the figure would be over 95%.</p> <p><u>External Support</u>  Finally, AE mentioned how grateful he was for the ongoing support from various representatives from STEP. The support was much appreciated and AE did currently rely on this. However, he was aware that the support would need to be reduced moving forward.</p> <p>CB thanked AE for his continued hard work in moving Phoenix forward. She had visited both Phoenix and White House Academies and was made to feel very welcome. An outside visitor had commented to CB on the vast difference noticed in behaviour. Also agreed that Ambassadors showing visitors round at White House was a friendly touch.</p>	
<b>7</b>	<p><b><u>Safeguarding</u></b>  All Governors, except CB, signed a declaration to confirm that they had read and understood the Keeping Children Safe in Education document. CB to read before the next meeting and sign then.</p> <p>For his new role as Safeguarding Governor, CT had undertaken safeguarding training on 23<sup>rd</sup> February. Prior to this, he had met with Andy Fisher, SENCo and Designated Safeguarding Lead (DSL) at Phoenix for initial discussions. He also met with AV, DSL for White House. AF had carried out a safeguarding audit in January and he had RAG'd (Red, Amber, Green) the standards. Most were green and those that were amber had been fed into an action plan (including the need to have a Safeguarding Governor in place and carrying out monitoring visits). CT reported that AV was due to meet with Jayne West on 13th March in order to complete an audit using the same toolkit document that AF had used to complete Phoenix's audit. CT to report back on the White House action plan at the next meeting.</p> <p>Finally, CT reported that his first formal monitoring visit to Phoenix had been arranged for 30th March and his first equivalent visit to White House would be arranged as soon as possible once JW was in post.</p> <p>CB thanked CT for getting to grips with his new role.</p>	<p><b>CB</b></p> <p><b>CT</b></p>
<b>8</b>	<p><b><u>Finance</u></b>  A confidential minute was taken for this item.</p>	
<b>9</b>	<p><b><u>Premises</u></b>  There were two premises items:</p> <ul style="list-style-type: none"> <li>• A fence needed to be erected between the school field at White House and the adjoining public car park</li> <li>• VW had noticed there were no zig zag lines outside Phoenix Academy. AE to look into this</li> </ul>	<b>AE</b>
<b>10</b>	<p><b><u>AIPs / SEFs</u></b>  Governors to email the Head Teachers with their available dates for governor visits, linked to the AIPs.</p>	<b>ALL</b>
<b>STEP Ahead – We invest in our future</b>		
<b>11</b>	<p><b><u>Feedback from the STEP Board of Trustees</u></b>  JW reported that:</p> <ul style="list-style-type: none"> <li>• All major policies had now been updated including Safeguarding. Head Teachers were asked to check that they were using the latest policies</li> <li>• David Livingstone had received an Ofsted Inspection the previous week</li> </ul>	<b>AE/AV</b>

	<ul style="list-style-type: none"> <li>Danny Sullivan, STEP Chair of Board of Trustees, was visiting some of the East Sussex Academies on 23<sup>rd</sup> March</li> <li>The East Sussex STEP Academy Head Teachers met regularly and they owned the agenda / meeting</li> </ul>	
<b>12</b>	<p><b><u>Governing Body Training</u></b></p> <p>The INSET day at the Amex was discussed and all who had attended gave very positive feedback. The talks had been very interesting, especially if coming from a non-educational background. The day had been very inspirational and there was a real buzz coming home. The venue was also a popular choice. Governors thanked the organisers and CB asked if this would be an annual event? NG replied that schools were being asked if they would like a similar annual training event.</p> <p><u>Individual Training</u></p> <ul style="list-style-type: none"> <li>SH had attended a full day governor induction training course through ESCC (she had been the only academy representative there). She had found it very useful for basic grounding and she highly recommended it to other governors. VW had also attended (on a different date) and recommended the training. SH came away from the course with several questions, which she had forwarded to Governors and STEP earlier that day. Carol Fagan, Senior Governance Clerk, had answered most of the questions just before the meeting but JW would ensure that SH received a response for all questions</li> <li>VW, SH and CB had attended fraud training at Gonville. Although the trainer was not particularly good, they did learn a lot</li> <li>As previously mentioned, CT had attended safeguarding training and had found this very useful</li> <li>SH was due to attend H &amp; S training with ESCC the following morning</li> </ul>	<b>JW</b>
<b>13</b>	<p><b><u>Correspondence to the Chair (if any)</u></b></p> <p>CB had not received any correspondence.</p>	
<b>14</b>	<p><b><u>Minutes of Previous Meeting and Matters Arising</u></b></p> <p>The minutes of the meeting held on 18<sup>th</sup> January 2017 were approved and signed (including the confidential minutes). Matters arising:</p> <ul style="list-style-type: none"> <li>SH asked for key contact numbers, in case Governors were running late. SM would circulate her mobile number</li> <li>CB asked about the crisis / critical incident plan and where a spare copy could be kept? GW suggested keeping a copy at each other's schools</li> </ul>	<b>SM</b>
<b>15</b>	<p><b><u>Meeting Impact</u></b></p> <p>CB acknowledged that, having heard from both Head Teachers, excellent work and progress was happening in both Academies. Some progress would be slow and some more rapid and she looked forward to seeing the ongoing improvements.</p> <p>JW stated that, although this was only the second official meeting of the Governing Body, he was very impressed with the level of interest and questions / challenge posed by Governors. He felt the Governing Body had started really well and he encouraged them to carry on in this vein. CB echoed these comments and thanked Governors.</p>	
<b>16</b>	<p><b><u>Meeting Dates</u></b></p> <p>The remaining meeting dates for the rest of the academic year were as follows:</p>	

	<ul style="list-style-type: none"> <li>• Wednesday 17<sup>th</sup> May @ 6pm at White House Academy</li> <li>• Wednesday 12<sup>th</sup> July @ 6pm at Phoenix Academy</li> </ul>	
<b>17</b>	<b>Publication of Minutes</b> Items concerning staffing (item 6) and finances (item 8) would be recorded as confidential (Part B).	

As this was CBI's last meeting, CB thanked her for her contribution. CBI had enjoyed her time at the school and working with STEP. Thanks were also given to AV, in case this was her last meeting.

The meeting closed at 7.40pm

#### Summary of Action Points

<b>Agenda Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>6</b>	<b><i>AV to share parent questionnaire results with VW</i></b>	<b><i>AV</i></b>	<b><i>Medium</i></b>
<b>6</b>	<b><i>AE to investigate parent and child courses</i></b>	<b><i>AE</i></b>	<b><i>Medium</i></b>
<b>6</b>	<b><i>AE to provide data spreadsheet and summary at next meeting</i></b>	<b><i>AE</i></b>	<b><i>Next meeting</i></b>
<b>7</b>	<b><i>CB to read KCSIE document and sign at next meeting</i></b>	<b><i>CB</i></b>	<b><i>Next meeting</i></b>
<b>7</b>	<b><i>CT to report back on Safeguarding Action Plan</i></b>	<b><i>CT</i></b>	<b><i>Next meeting</i></b>
<b>9</b>	<b><i>AE to look into zig zag lines outside Phoenix Academy</i></b>	<b><i>AE</i></b>	<b><i>Medium</i></b>
<b>10</b>	<b><i>Governors to email Head Teachers with availability for visits</i></b>	<b><i>ALL</i></b>	<b><i>High</i></b>
<b>11</b>	<b><i>Head Teachers to check that they were using the latest policies</i></b>	<b><i>AE/AV</i></b>	<b><i>High</i></b>
<b>12</b>	<b><i>JW to provide all answers to SH to questions raised in an email</i></b>	<b><i>JW</i></b>	<b><i>Medium</i></b>
<b>14</b>	<b><i>SM to circulate her mobile number to Governors</i></b>	<b><i>SM</i></b>	<b><i>High</i></b>

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