

**Minutes of a Meeting of the Strategic Governing Body of
Phoenix Academy and White House Academy
Wednesday 17th May 2017 @ 6pm at White House Academy**

| Name | Position | Attendance |
|-------------------------|---|----------------------|
| Christine Baldock (CB) | Co-opted STEP Governor (Chair) | Apologies |
| 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 |
| Other Attendees | | |
| John Wentworth (JoW) | STEP Executive Head | Present |
| Nicki Gillespie (NG) | Business Manager, David Livingstone | Present until 6.30pm |
| James Hooper (JH) | STEP Head of Projects & Communication | Present |
| Ben March (BM) | STEP Chief Finance & Operations Officer | Present until 6.30pm |
| Sarah Morgan (SM) | Clerk to the SGB | Present |

| No. | Agenda Item | Action |
|---|--|---------------|
| STEP First – We are all one Team | | |
| 1 | <p><u>Welcome and Apologies</u> SH welcomed everyone to the meeting and explained that she would be Chairing as CB was out of the country (apologies accepted).</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> James Hooper, new STEP Head of Projects & Communication, declared that he was a governor at another school.</p> | |
| 4 | <p><u>Governing Body Membership</u></p> <ul style="list-style-type: none"> • Jayne West, new Head Teacher for White House Academy, was welcomed • Following Carolyn Bloom’s resignation at Easter, an election had taken place at Phoenix for a replacement Staff Governor. The closing date was the previous day and just one application had been received. This was from Lynsey Cooley, TA, who had been interested in joining the SGB before. SM explained that her nomination required approval from the Board of Trustees at their next meeting in July but she could take part in meetings in the meantime, but would not be able to vote • New applications for co-opted governors were filtering through from STEP but governors agreed that someone with sound finance experience was required. SM to contact Carol Fagan regarding this | SM |

5 Head Teachers' Reports

a) Phoenix Academy

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

- A STEP Teaching & Learning Review had been carried out by Jennese Alozie, STEP Head of Standards and her final report had been received the previous day (to be shared at next meeting). AE had found the process a useful (but tough) one enabling him to 'look inwards'
- Exit questionnaires would be given to the two teachers returning to Australia in the summer
- Phoenix had just accepted a Reception child who had received fixed term exclusions at his previous school. The child had started on a reduced timetable and would be gradually integrated. AE emphasized the importance of getting the process right now and not challenging too soon and it had been successful so far. AE praised the support received from staff, social services, Educational psychologist and East Sussex Behaviour team (ESBAS)
- JH was currently leading a partnership with Hailsham Community College to use a Phoenix outbuilding for alternative provision for HCC. The building was the home of a previous caretaker and was currently empty. It was on the school site but outside of the boundary. HCC's proposal would see a small number of pupils being taught by a high ratio of staff, those pupils who had difficulty accessing the curriculum in mainstream school. AE felt it was good to have the links with the College, where Phoenix pupils went on to. JH would have to seek approval to lease the building and he confirmed that revenue would be generated from it
- VW had completed exit interviews for the two members of staff who had left at Easter. Both had felt the school were supportive
- KS1 SATs were continuing and KS2 SATs were completed. AE would like to invite a governor to observe next year
- Nurture provision had started and a positive impact had been made already
- AE asked all governors to complete safeguarding training online, if they had not attended a training session. He also asked for at least two governors to undertake the safer recruitment online training so governors could take part in future staff interviews (ND had already completed this). SM to send the link
- Support was being received from ESBAS for one child whose violent behaviour was unacceptable. The child was taught by a member of staff in a separate room every morning
- Attendance was currently 93.33% but would be 96.24% without the six lowest attendees (two pupils' absences were below 70%)
- Finally, the arrival of JH had been very welcome and added additional capacity to the support from STEP

AE

ALL

SM

A brief confidential minute was taken regarding staffing.

b) White House Academy

Copies of the Head Teacher's Report and staffing structure had been circulated prior to the meeting and JW talked through the key issues with Governors:

- A number of supply and temporary teachers would be leaving in July, an NQT had been appointed for September and Jonathan Haddock, Inclusion Leader had secured a position at another school
- Performance Management was taking place this week
- Restorative Practice (responding to behaviour) was one of the training sessions on offer this term
- There was no Year 6 residential trip this year. Instead, pupils would be taking part in fun days including Go Ape and Knockhatch

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> • CB had been in to the school for a learning walk to observe inclusive practice in the classroom • 20 parents had attended JW's first 'meet and greet' session • Parents had been asked to complete the Ofsted questionnaire and the responses had been very positive • The Marking and Feedback Policy was being re-written as the current practice was not specifically helping children • There were no current high level safeguarding issues just low level monitoring • The current attendance figure was 93.8% but would be 95.07% without the six lowest attendees. A weekly raffle had been introduced to encourage attendance with one winner each week from those children with 100% attendance. JW had also approached local restaurants for vouchers as an incentive to parents to bring their children in every day • JW praised the Year 6 team for working so hard in preparing the pupils for their SATs • JW thanked JoW and Paul Glover, STEP Executive Head Teacher, for their ongoing support • Jenesse Alozie, STEP Head of Standards, was due to meet with JW to look at the staffing structure for September. This included the TAs who would be running such things as a Family Learning Group and a Forest School • WHA were fully staffed for September and four current job shares would reduce to one <p>SH praised JW who had achieved so much in just a few weeks. ND agreed and thanked JW for taking the time to speak to every member of staff. AE and JW were thanked for presenting their reports.</p> | |
| 6 | <p><u>Financial Management & Monitoring</u> A confidential minute was taken for this item. Noted that the 2017/2018 budgets for both Academies were approved by the SGB.</p> | |
| 7 | <p><u>STEP's Financial Model & Potential Future Enhancements</u> A confidential minute was taken for this item.</p> | |
| STEP Way – We agree to do things like this | | |
| 8 | <p><u>Questions from the STEP Standards Committee</u> Governors had been sent a document circulated by STEP asking the SGB to evaluate current standards. AE presented his data for Phoenix on the whiteboard and he explained how the graph was RAG rated (red, amber, green). All of the Head Teacher targets were the national targets. For Phoenix, these were aspirational figures and most areas fell below the target. AE explained why the school were not meeting those targets. The main difficulty faced at Phoenix was five Head Teachers in post over the past two years and no teacher staying longer than a year so non-consistent teaching took place.</p> <p>AE reported that the current judgements were 'Inadequate' (4) for all areas except Personal Development, Behaviour & Welfare plus Safeguarding, which were rated as 'Requires Improvement' (3).</p> <p>AE would email the document to governors who should ask any questions by half-term, either by email or a phone call. The Head Teachers, Chair and Vice Chair would then sign off the document for submission to STEP. AE also had a more in depth data spreadsheet which he was happy to send to any governor and explain over the phone.</p> <p>JW reported that White House was currently judged as 'Inadequate' overall. Regarding Safeguarding, the necessary paperwork was in place but the school had not yet embedded a culture of safeguarding. Staff needed to always be thinking about it.</p> <p>Some governors had had difficulty printing off the spreadsheet and so GW offered to email instructions on how to do this.</p> | <p style="text-align: right;">AE/SM ALL</p> <p style="text-align: right;">GW</p> |

| | | |
|---|---|--|
| 9 | <p><u>Pupil Voice</u></p> <p><u>Phoenix Academy</u></p> <p>A Pupil Parliament was in place with two elected Prime Ministers plus six Year 6's. They gathered consensus of opinion from around the school on various topics, arranged a survey on homework and even took assemblies. Laura Marsh, Deputy Head, led the Parliament and CT was due to meet with the group to discuss e-safety.</p> <p><u>White House</u></p> <p>A Pupil Parliament was also in place at White House and voting for members took place in the summer term when Year 5 wrote campaign manifestos. Jane Wigan, Year 4 teacher, led on this. A pupil survey on playtimes had taken place and Year 6 Play Leaders helped redesign the playground equipment. JH noted that pupils were very happy to talk to him about what they were learning when they went past his office and they were very articulate. Year 6 were very good at engaging with the younger children, peer mentoring and even giving out stickers. Minutes of their meetings were produced.</p> | |
| STEP Ahead – We invest in our future | | |
| 10 | <p><u>Feedback from the STEP Board of Trustees</u></p> <p>JoW reported that:</p> <ul style="list-style-type: none"> • Two of the Croydon Academies had received an Ofsted Inspection; Gonville had been judged as 'Good' but David Livingstone was judged as 'Requires Improvement'. STEP support had been swift and a new leadership team put in place including Paul Glover as Executive Head. Angel Oak Academy were also supporting • The Chair and Vice Chair of the STEP Board of Trustees had stepped down and Nicky King was the Interim Chair. Noted that she was a formidable and hugely talented person | |
| 11 | <p><u>Feedback from Governance Team Meeting</u></p> <p>SM reported that she attended Governance Team Meetings in Croydon every two months and, amongst other things, these were a useful forum for sharing good governance practice across the Academies, receiving updates and for bringing attention to, any issues arising from SGBs. SM reported the following:</p> <ul style="list-style-type: none"> • Referring to the Governor Monitoring Roles, SM had noticed that there was not a governor responsible for Academy Website Content. CT felt that this was linked to Safeguarding and so he agreed to take on the role • SM had received log in details for The Key, a very useful advisory website for governors. Once this had been set up, she would circulate further details • SM had collated a list of training undertaken by governors. She would email this out for checking and governors to report any training not on the list • Governors had already read the DfE document 'Keeping Children Safe in Education' and signed to say they had understood it. However, SM reported that STEP had produced a quiz on the KCSIE and governors agreed that it would be good practice to complete this. SM would re-circulate the KCSIE document plus the quiz, for completion. Noted that the quiz could be used for staff also | <p>SM SM ALL</p> <p>SM ALL</p> |
| 12 | <p><u>Governing Body Training</u></p> <p>VW had attended a forum to discuss the apprenticeships levy and Ofsted visits, which she found very interesting. She was due to attend East Sussex Safeguarding training the following day and school visits in June.</p> <p>SH was attending 'How to Chair a meeting' with East Sussex the following week and CT was due to undertake SEN training the following week.</p> | |

| | | |
|------------------|---|------------------|
| <p>13</p> | <p><u>Governor Visits</u></p> <p>Governors had received two visit reports from CB who had carried out a Year 2 visit at Phoenix and a Diagnostic Walk at White House.</p> <p>CT provided verbal feedback on a safeguarding visit that he had undertaken at Phoenix in March with Andy Fisher, Phoenix SENCo. East Sussex had produced a safeguarding compliance checklist for governors and CT had carried out random checks on the Single Central Record and staff files. He had also asked six KS2 pupils a range of safeguarding questions and he concluded that their responses suggested sound safeguarding practice and awareness in the school. CT was due to return to Phoenix on 6th July for safeguarding observations during lessons and a drop in at lunchtime.</p> <p>CT had visited White House the previous week and met with JW who was the Safeguard Lead. CT had carried out the same random checks on the Single Central Record and he found that the staff files were in order. The gaps that he had previously identified in the references were now complete. He asked five KS2 pupils a range of safeguarding questions and they felt that behaviour in the playground could be dealt with more effectively than at present. JW added that she had been aware that this was a problem area and she had introduced restorative dialogue and asked staff to log incidences in more detail. Lunch times were also about to be staggered (from Term 6). CT was due to return to White House before the end of term to look at the safeguarding audit and make observations at playtime.</p> <p>CT drew attention to two issues raised by working through the safeguarding checklist with Andy Fisher; all governors should undertake safeguarding training and the Complaints Procedure should be on the school website. SM was in the process of collating a governor safeguarding list to ascertain where gaps were in this training and AE reported that the Complaints Policy had been added to the website within the last week.</p> <p>Governors were thanked for their reports.</p> | |
| | | |
| <p>14</p> | <p><u>Minutes of Previous Meeting</u></p> <p>CT had highlighted an error and omission from the minutes of the meeting held on 8th March 2017. SM would make these amendments and the minutes would be signed at the next meeting.</p> | <p>SM</p> |
| <p>15</p> | <p><u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> • SH had previously asked about STEP email addresses for governors and SM reported that this was currently being discussed further by the central team • AE would be receiving information on zig zag lines outside Phoenix Academy in the next 28 days • GW had written two visit reports and these had not been included in the papers. SM apologised and asked GW to re-send for inclusion at the next meeting • ND had postponed her SEN visit with Andy Fisher until after half-term <p>All other action points had been addressed.</p> | <p>GW</p> |
| <p>16</p> | <p><u>Any Other Business</u></p> <p>There was no other business presented.</p> | |
| <p>17</p> | <p><u>Meeting Dates</u></p> <p>The SGB would meet again on Wednesday 12th July @ 6pm at Phoenix Academy. The times of future meetings would be discussed then as some governors requested an earlier meeting time.</p> | |

| | | |
|-----------|--|--|
| 18 | <u>Publication of Minutes</u> Items concerning specific staffing plus finances would be recorded as confidential (Part B). | |
| 19 | <u>Confidential Matters</u> ND, Staff Governor was asked to leave at this point (8pm) and a confidential minute was taken. | |

The meeting closed at 8.20pm
SM 210517

Summary of Action Points

| Agenda Item | Action | Owner | Status |
|--------------------|---|---------------|------------------------------|
| 4 | <i>SM to contact Carol Fagan re. finance governor request</i> | SM | <i>Emailed 22/5</i> |
| 5 | <i>AE to share T & L Review at next meeting</i> | AE | <i>Next meeting</i> |
| 5 | <i>SM to circulate link to Safeguarding training & Safer Recruitment online training for governor completion, where relevant</i> | SM/ALL | <i>Emailed 22/5</i> |
| 8 | <i>AE/SM to circulate evaluation spreadsheet & governors to ask any questions by half-term</i> | AE/SM | <i>Emailed 23/5</i> |
| 8 | <i>GW to email instructions on printing the evaluation spreadsheet</i> | GW | <i>Emailed 22/5</i> |
| 11 | <i>SM to circulate details of The Key once set up</i> | SM | <i>Medium</i> |
| 11 | <i>SM to circulate training list for governors to check</i> | SM/ALL | <i>Emailed 18/5</i> |
| 11 | <i>SM to circulate KCSIE doc & quiz for governors to complete</i> | SM/ALL | <i>Emailed 18/5</i> |
| 14 | <i>SM to amend previous minutes & bring to next meeting</i> | SM | <i>Completed 18/5</i> |
| 15 | <i>GW to re-send his visit reports to SM for circulation at the next meeting</i> | GW/SM | <i>Emailed 22/5</i> |

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