

**Minutes of a Meeting of the Strategic Governing Body of
Phoenix Academy and White House Academy
Friday 27th April 2018 @ 8am at Phoenix Academy**

Name	Position	Attendance
Sarah Hall (SH)	Co-opted STEP Governor (Chair)	Present
Bill Langham (BL)	Co-opted STEP Governor	Present
Fiona Chalk (FC)	Co-opted STEP Governor	Present
Alun Evans (AE)	Head Teacher, Phoenix Academy	Present, until 9.45am
Jayne West (JW)	Head Teacher, White House Academy	Apologies
Christopher Taylor (CT)	Parent Governor, Phoenix Academy	Present
Gareth Ward (GW)	Parent Governor, White House Academy	Present
Other Attendees		
Tim Mills (TM)	Executive Head Teacher	Apologies
Sheila Inwards (SI)	Prospective New Governor	Present, until 9.45am
Lynn Bannister (LB)	Business Manager	Present, until 8.40am
James Hooper (JH)	Head of Projects & Communication	Present, from 9.30am
Sarah Morgan (SM)	Clerk to the SGB	Present

No.	Agenda Item	Action
STEP First – We are all one Team		
1	<p><u>Welcome, Apologies and Housekeeping</u></p> <p>SH welcomed everyone to the meeting and in particular Fiona Chalk, new Co-opted Governor and Sheila Inwards, who was interested in becoming a governor and was observing the meeting.</p> <p>Apologies had been received from JW and TM and these apologies were accepted.</p> <p>AE outlined the evacuation procedures to follow in the case of the fire alarm sounding during the meeting.</p>	
2	<p><u>Quorum</u></p> <p>SM established that the meeting was quorate.</p>	
3	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></p> <p>There were no interests declared by those present regarding agenda items.</p>	
4	<p><u>STEP Governance / SGB Membership</u></p> <p>a) There had been three resignations since the last meeting; Christine Baldock, Co-opted Governor, Nikki Dobbs, Staff Governor and Lynsey Cooley, Staff Governor. Thanks were recorded to all three for their valuable input and commitment during their time as governors. FC's appointment as a Co-opted Governor had been approved by the Board and it was hoped that SI would apply after the meeting.</p> <p>b) Following the recent resignations, there were vacancies for Pupil Premium Governor and SEND / Inclusion Governor. BL agreed to take on responsibility for Pupil Premium and post meeting, SI stated that she would be happy to become the SEND/Inclusion Governor as she was SENCo trained. SH was</p>	

	<p>currently the interim Finance Governor and it was agreed that FC would shadow SH this term with a view to a handover later on. She also noted that the position of Vice-Chair was still vacant.</p> <p>c) SM had forwarded on to AE, the staff governor election documents and elections would be held at both Academies in due course. AE was confident that both vacancies would be filled.</p>	
5	<p><u>STEP Board of Trustees Update</u> An update had been previously circulated and this was noted.</p>	
STEP Way – We agree to do things like this		
6	<p><u>STEP Policies and Procedures</u> Governors noted that several STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees in March and these were listed in the Trustees Update.</p>	
7	<p><u>Safeguarding</u> SM confirmed that all governors had undertaken safeguarding training this academic year including FC and SI. Additionally, three governors and SI had completed Safer Recruitment training.</p> <p>CT had circulated six reports and he highlighted the following:</p> <ul style="list-style-type: none"> • In connection with his WHA visit in January, there were six actions from JW's local authority safeguarding audit; three related to STEP policies, one to positive handling training (booked and due to be completed by the end of March), one to a self-review of online safety and one to Managing Allegations training (AE and SH now booked for this) • CT was due to visit WHA again during the week commencing 21st May and the progress of the actions would be discussed • In connection with his PA visit in April, there were also six actions from AE's local authority safeguarding audit (tabled) and these included the Managing Allegations training mentioned above and positive handling training (AE completed and Andy Fisher, SENCo, due to complete). CT was supportive of the self-assessment, the action plan and the timeframes in place for the actions. <p>CT raised further points regarding his PA visit:</p> <ul style="list-style-type: none"> • It was good practice according to the headline report for governors on the 175 audit for the outcome of drills to be shared with governors • An Acceptable Use Agreement should be signed by governors. SM to follow up • In checking the SCR, one kitchen assistant's personnel file was found to be lacking references (this had been flagged on the SCR). The member of staff was previously employed by Chartwells and they were slow in forwarding the references, which were lacking in detail. New references had now been requested and should be received soon. CT would check on his next visit on 9th May. If the new references were not up to standard, AE would seek advice from HR • Completing the local authority Safeguarding Compliance Checklist for Governors (attached) produced some actions not raised by other audits; the chair of governors' name and contact details should be added to the safeguarding board in the staffroom, the Head Teacher should report to the full governing body data on the number of referrals to the LADO across the year of allegations made against members of staff and the safeguarding report to the governors should detail the number of consultations and referrals made to SPOA with a breakdown of the level each case was deemed to be at, according to the continuum of need • AE was supportive of CT's suggestion that the STEP HT report and safeguarding audit proformas might be amended slightly to reflect the above points • CT had met with Claire Findlay (Vice Principal, Hailsham Community College) in February to 	<p>SM</p> <p>AE</p>

	<p>discuss possibilities for online safety training for himself and other interested governors. Luke Borland (ICT teacher at HCC) could deliver this. It was agreed that CT should look into this further</p> <p>Q – Why has Parent Voice been delayed? A – This was due to happen in January but AE felt that ongoing issues at the school may have skewed responses. This would be completed by the end of term</p> <p>Q – Are there any other former Chartwells staff not in receipt of references? A – Not at Phoenix</p> <p>Q – Having been told about a screaming child being ‘carried in to school’ at the beginning of one day, how was positive handling administered? A – There are, on occasions, children who are reluctant to come into school at the start of the school day. In line with the STEP Positive Handling policy, the ‘escorting and holding’ process was used but and always discussed with parents. AE would follow up on this particular incident</p> <p>CT was thanked for presenting his report.</p>	AE
STEP Up – We all succeed together		
8	<p><u>Educational Standards</u> <u>Headteacher Reports</u> <u>Phoenix Academy</u></p> <p>A Headteacher’s Report had been previously circulated and AE highlighted the following:</p> <ul style="list-style-type: none"> • There was very valuable, high quality input from other Academies for the Teaching & Learning assessment • Results of the recent STEP staff survey were in line with the other Academies and the responses were currently being reviewed • Targets had been discussed with GW • Year 6 Writing and Maths had significantly improved and Reading had slightly improved (compared to last year). Staffing was far more stable, with all class teachers having been in position since September. • One Reception teacher would soon be taking maternity leave and she would be replaced with a permanent NQT in September, or perhaps earlier • There was a recent NQT recruitment drive in Hailsham, held at Hawkes Farm Academy. Applicants were told they would be appointed by STEP and could be allocated any of the Hailsham Academies. Two were due to join Phoenix • Attendance was currently 92.4%, down on the last report (94.1%), so the arrow needed changing • Attendance was currently inadequate and court action had been taken for some parents. In the past 12 months, 11 persistent absentees have joined the school, including one Year 6 child with 0% attendance. This child would account for 5% of the SATs data but AE needed to do the right thing for the child and so they remained on the system • A panel of governors had met to consider a permanent exclusion and this was upheld <p>Q – Was there a reason that fixed term exclusions were higher at Phoenix than White House when both used the same conduct system and were in the same catchment area? A – AE explained that this was a good question. AE could only comment on PA exclusions; the vast majority were for physical aggression against staff or children. AE urged governors to continue to monitor conduct when they visited and maybe this was something Tim Mills could review in more detail</p>	

	<p>Q – Regarding staff absenteeism, there was no other data to compare the figures to. Could some comparative data be added? A – Other STEP Academies data could be added and AE would find out whether this could be actioned</p> <p>Q – Could actual numbers being referred to be included as well as percentages, to give more context? A – AE requested that governors ask the question when they received the report, if needed. SH struggled however, with the breakdown, especially when small groups were referred to such as SEN, PP or EAL. This could only be one pupil. She therefore asked GW to look at the Headteacher reports and see if numbers could be put in brackets</p> <p>Q – KS2 progress scores at Phoenix compared badly to other schools - significantly below while White House was above? A – AE acknowledged that the combined reading and writing outcomes were poor last year. He also warned that 20 pupils had joined the Academy this year with just one working at the expected level and all others, below</p> <p>SH questioned whether it was necessary for GW to carry out a full Assessment and Outcomes Audit every term, when little new data was available compared to the previous report, and whether just a summary could be produced.</p> <p>In JW’s absence, if governors had any questions for her, they should submit them through SM. Finally, a date for a summer term Governors Day would be arranged via email.</p>	<p>AE</p> <p>GW</p> <p>ALL SM</p>
9	<p><u>Financial Management</u> A confidential minute was taken for this item.</p>	
STEP Ahead – We invest in our future		
10	<p><u>Admissions Update</u> WHA had 22 Reception allocations for September and AE would let governors know the exact number for Phoenix.</p>	AE
11	<p><u>Governing Body Training</u> Governor panel training was coming up next month and this would cover statutory guidance. SM urged as many governors to attend this as possible so that a pool of people could be called upon if needed.</p>	
12	<p><u>GDPR</u> Several documents had been circulated prior to the meeting and these were noted. JH arrived at this point (9.30am) and he explained that much work had taken place to prepare for the new regulations, most of which had been done centrally. The Trust were currently going through a ‘cleansing process’ with emails and paper records. There was now a GDPR contact in the Trust – Jason van Luipen, Data Manager, and he would be the key point of contact for things such as subject of access requests. Paul Glover, Deputy CEO for STEP, was the Data Protection Officer (DPO). JH confirmed that all staff would receive GDPR training this academic year.</p>	
STEP Ahead – We invest in our future		
13	<p><u>Correspondence to the Chair</u> SH had not received any relevant correspondence.</p>	
14	<p><u>Minutes of the Last Meeting and Matters Arising</u> The minutes of the meeting held on 22nd January 2018 were approved and signed, including Part B1 confidential minutes. All action points had been addressed.</p>	

15	<p><u>Notes from the Clerk</u> SM had circulated three documents prior to the meeting; Being Strategic, Challenge & Support and Head Teacher Questions. SM encouraged governors to refer to these documents in preparation for asking challenging questions at SGB meetings.</p> <p>Ahead of the implementation of the new GDPR regulations next month, SM asked governors to ensure that their laptops / phones / mobile devices (any devices which had access to STEP data) were password protected.</p>	ALL
16	<p><u>Any Other Urgent Business</u> There was no other business presented.</p>	
17	<p><u>Meeting Impact</u> AE felt that the safeguarding discussions ensured important impact. SH also felt that exclusions triggered important discussions.</p> <p>FC asked about the latest AIP and AE agreed to circulate his Milestones document.</p> <p>SH commented on the number of late papers circulated and she requested that meetings be moved forward in future, away from the start of term. SM would take pass this comment on to the Governance Team but JH added that they had been mindful of this when setting dates for 2018/19.</p>	AE SM
18	<p><u>Meeting Dates</u> The SGB were scheduled to next meet on Thursday 5th July @ 5pm at White House.</p>	
19	<p><u>Publication of Minutes</u> The financial items and any individual pupil and staffing matters would be recorded as confidential (Part B).</p>	
20	<p><u>Confidential Matters</u> AE and SI left the meeting at this point (9.45am) and a confidential minute was taken.</p>	

The meeting closed at 10.10am
SM 020518

Summary of Action Points

<u>Agenda Item</u>	<u>Action</u>	<u>Owner</u>
7	<i>SM to look into an Acceptable Use Agreement being signed by governors</i>	SM
7	<i>AE to add any referrals made to SPOA to his Head Teacher Reports</i>	AE
7	<i>AE to follow up on positive handling issue raised by CT</i>	AE
8	<i>AE to establish if comparative data could be added to staff absenteeism figures</i>	AE
8	<i>GW to look at the Headteacher reports and see if numbers could be put in brackets</i>	GW
8	<i>Governors to pass any questions for JW to SM</i>	ALL
8	<i>SM to arrange a Governors Day</i>	SM
10	<i>AE to circulate Reception numbers for September</i>	AE
15	<i>Governors to ensure their mobile devices were password protected</i>	ALL
17	<i>AE to circulate milestones report</i>	AE
17	<i>SM to discuss timings of meetings with the Governance Team</i>	SM

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