

**Minutes of a Meeting of the Strategic Governing Body of
Phoenix Academy and White House Academy
Wednesday 20th September 2017 @ 6pm at Phoenix Academy**

Name	Position	Attendance
Christine Baldock (CB)	Co-opted STEP Governor	Present
Sarah Hall (SH)	Co-opted STEP Governor (Interim 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 7.45pm
Gareth Ward (GW)	Parent Governor, White House Academy	Present
Lynsey Cooley (LC)	Staff Governor, Phoenix Academy	Present until 7.45pm
Other Attendees		
John Halliwell (JHa)	STEP Executive Head	Present
James Hooper (JHo)	STEP Head of Projects & Communication	Present
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></p> <p>SM welcomed everyone to the meeting, especially John Halliwell, new Executive Head for White House. JHa introduced himself and introductions were made round the table. JHa would be alternating meeting attendance with Paul Glover, Executive Head for Phoenix.</p> <p>There were no apologies – all governors were present.</p>	
2	<p><u>Quorum</u></p> <p>SM established that the meeting was quorate.</p>	
3	<p><u>Election of Chair and Vice Chair 2017-18</u></p> <p>SM explained that CB had stood down as Chair of Governors as she had only intended to Chair until the summer. SM therefore invited nominations for the position of Chair for the academic year. AE nominated SH and CB seconded this. SH explained that she was waiting on the outcome of a job interview attended that day and if successful, she would be able to Chair. If unsuccessful, it was likely that she would not due to time and potential conflict of interest. However, SH was prepared to act as Interim Chair and this was approved by Governors.</p> <p>It was decided that the position of Vice Chair (previously held by SH) would remain unfilled until the Chair's position became clear.</p>	
4	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></p> <p>Governors handed in their completed 2017/18 Pecuniary Interests Form and additionally, there were no interests declared by those present regarding agenda items.</p>	

5	<p><u>STEP Governance / SGB Membership</u></p> <p>a) STEP Governance Structure SM confirmed that the STEP governance structure had changed with the removal of committees. This did not affect PA / WHA as committees had not yet been formed.</p> <p>b) Governor Vacancies Noted that there were still vacancies for Co-opted Governors and recruitment was needed, ideally from candidates with a financial background. AE and JHa would pursue this.</p> <p>c) Governor Attendance 2016/17 Governors had received copies of the meeting attendance for last year.</p> <p>d) SGB Skills Audit Analysis SH thanked governors for completing their skills audits and SM had collated these and circulated. There were seven 'red' items, mostly pertaining to finance and business. SH asked governors to consider if they knew any potential candidates for the SGB and to refer them to the Head Teachers in the first instance.</p> <p>e) Appointment of Lead Governors The following appointments were agreed:</p> <ul style="list-style-type: none"> • Finance: Sarah Hall, in the interim • Standards: Gareth Ward • Safeguarding/CLA: Christopher Taylor • SEND/Inclusion: Nikki Dobbs, Lynsey Cooley to shadow • Pupil Premium: Christine Baldock • Performance Management: Sarah Hall • Academy Website Monitoring: Val Warner <p>Noted that when new governors came on board, the responsibilities could be distributed / have two governors assigned.</p>	AE / JHa
STEP Way – We agree to do things like this		
6	<p><u>STEP SGB Programme of Works</u> Governors acknowledged receipt of the SGB Programme of Works 2017-18. There were no questions arising.</p>	
7	<p><u>Academies Financial Handbook 2017</u> Governors had been sent copies of the Academies Financial Handbook 2017 and noted the summary of changes on page 5 of the document. JHo added that the STEP Board of Trustees would be adopting the handbook at their next meeting and any updates would be shared with governors at the next SGB meeting.</p>	
8	<p><u>STEP Policies and Procedures</u></p> <p>a) Seven related 2019/20 admission documents had been circulated prior to the meeting, for both Academies. Procedures remained the same and there had been no significant changes. The policies were adopted from the Local Authority and the governors supported these.</p> <p>b) Governors noted that the following STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees and were available on the STEP website:</p> <ul style="list-style-type: none"> • Complaints Policy • Equality Policy • Inclusion Policy • Adverse Weather Policy 	

	<ul style="list-style-type: none"> • Minibus Policy • Teacher Appraisal Policy • Support Staff PDC Policy • Recruitment Policy • Safeguarding & Child Protection Policy • Sabbatical Leave • Fraud • Addendum to Finance • HR (changes) 	
9	<p><u>Safeguarding</u></p> <p>a) Governors had received the Keeping Children Safe in Education, 2016, Part One document and all present signed to acknowledge that they had read and understood the document</p> <p>b) CT had distributed three reports from a safeguarding visit to White House in July. CT noted that, on the WHA website, Appendix 2 on the Child Protection and Safeguarding Policy, was empty. JW to action. CT also mentioned that a Governor should be nominated (usually the Chair) to be responsible for liaising with the LA and partner agencies in the event of an allegation of abuse being made against a Head Teacher. As interim Chair, SH was nominated. This would be reviewed, and the need for the nominated person to attend Managing Allegations training addressed, once a substantive Chair was in position. Finally, JW explained that CT had not been fully escorted during his visit (included on a checklist) as he was on the Single Central Record</p>	JW
STEP Up – We all succeed together		
10	<p><u>Head Teachers' Reports</u></p> <p>As the meeting was at the beginning of term and governors had met right at the end of last term, the Head Teachers presented verbal updates.</p> <p><u>a) White House Academy</u></p> <p>JW reported on the following:</p> <ul style="list-style-type: none"> • Joint INSET days had taken place with Phoenix and these had covered safeguarding training, the new curriculum, planning time and Talk for Writing training • Catering by STEP had commenced with food being transported from Phoenix. There were some teething issues but Lynn Bannister, shared Business Manager, was addressing these • JHa was providing STEP support for the Academy and he had put together an intensive teaching programme for Years 5 and 6. JW was also receiving support from Sam Daly from Applegarth, which was a National Support School • Laura Marsh, Deputy Head at Phoenix, was focusing on writing across both Academies, working with Helen Clark, Deputy at White House • Lee Drinkwater was taking the lead for Maths Mastery • The new staff had settled in well and one was an NQT • Year 5 and 6 teachers were visiting Applegarth • No pay progressions had been recommended this year • The structure had changed in the office and staff were being shared • Quality of teaching and learning: PUMA and PIRA data was being used and 'Cold and Hot Writing' had been introduced (JW explained how this worked) • Tim Mills, STEP Head of Teaching and Learning, had provided literacy support through the summer • Both Academies were planning the new curriculum together and writing in particular required rapid improvement at both. English books were being monitored with areas to focus on being identified 	

- Regarding **Personal Development, Behaviour and Welfare**, White House had introduced 'Our Step Way' which promoted 'Right Thing, Right Place, Right Time' plus sitting in the 'SLANT' position. This had already had a big impact
- Elections had been held in the summer for the **Pupil Parliament** and rising Year 6's had had to deliver their manifestos
- There were **no exclusions** to report
- There were some **safeguarding** issues which were being monitored
- A **Safeguarding Audit** had taken place and JW would forward this to CT
- White House was continuing with their weekly **100% attendance raffles**. Additionally, a termly 100% attendance raffle had been introduced and this offered family tickets to places such as Knockhatch. To date, attendance stood at 93% and a big push was needed on this
- Current **numbers on role** were 178 pupils with 32 spaces. JW had received admission requests for five pupils (in years 1, 2, 4 and 6) but they were looking at the other STEP Academies first

JW

The **KS2 targets for 2018** were agreed the previous day with Jennese Alozie, STEP Head of Standards:

- Reading: 70% with Greater Depth: 19%
- Writing: 70% with GD: 15%
- Maths: 77% with GD: 23%
- SPAG: 73% with GD: 15%
- Combined: 69% with GD: 15%

JW was confident with these targets. Finally, noting the support being received from JHa, JHo mentioned the benefits of being able to share expertise and support through the STEP Academies and the significant costs saved using in house support.

b) Phoenix Academy

AE reported on the following:

- The new **STEP catering** had proved very popular. STEP were offering free meals to staff who sat with the children and this was very positive as it had been reported that staff were able to model good eating habits and behaviour had improved in the dining area
- The Academy were currently advertising for a **Year 5 TA**
- AE tabled copies of a **staff questionnaire**. This had compared responses from September 2016, when the school was still Marshlands, to September 2017. There had been significant improvements and staff agreed 100% with nine of the 13 statements. Two statements scored 82% (to do with bullying and meeting individual needs) and these were being addressed with improvements expected under Andy Fisher, SENCo
- AE was pleased to report that the **Early Years Team** had been asked to lead the moderation cluster in the area
- **Inductions** were taking place for all new staff
- One member of staff had been recommended for **pay progression** and there were no appeals. New targets would be set before half term
- The **Head Teacher's Performance Management Review** would take place before half term
- **PUMA and PIRA data** had been used for the baseline assessments. All pupils had targets and they would be tracked termly
- AE echoed JW's thanks to JHa for the **Year 5 and 6 teaching programme**. He invited governors to come in and see the teaching in progress
- Phoenix were also receiving **support** from Applegarth
- A key priority this year was the **new curriculum**. This had been very narrow last year but had now broadened especially in the key subjects but was also covering every other subject

	<ul style="list-style-type: none"> • There had been one fixed term exclusion given, for 1.5 days to a Year 2 child (this pupil had lost 29.5 days last year) • There were several current safeguarding issues related to Phoenix families where AE was working with Social Care and closely monitoring the situation • Staff had received updated safeguarding training. Noted that AE was the DSL with Laura Marsh as Deputy DSL – in addition Andy Fisher (SENCo) and Shani Williams (attendance coordinator) are also DSL trained. • Claire Erridge, Education Welfare Officer, was sharing good practice regarding attendance, with both Academies. Noted that East Sussex were currently promoting school attendance on the radio (adverts) • Current numbers on role were 154 pupils with 56 spaces. <p>The KS2 targets for 2018 had been set using information gathered from staff, pupil attainment and FFT (Fischer Family Trust) data:</p> <ul style="list-style-type: none"> • Reading: 65% with Greater Depth: 15% • Writing: 75% with GD: 10% • Maths: 70% with GD: 15% • SPAG: 56% with GD: 15% • Combined: 60% with GD: 10% <p>AE reinforced the statistical fact that, with 20 pupils in the cohort, each pupil represented 5%. Pupils needed to be secure and governors needed to question AE at every meeting to ensure they were on track.</p> <p>SH thanked JW and AE for their reports and GW commended them for working so well collaboratively between the two Academies.</p> <p>Noted that there were no changes to the Summer Results.</p>	
11	<p><u>Academy Improvement Plans</u></p> <p><u>a) White House</u></p> <p>Copies of the White House AIP had been previously circulated. These listed five key priorities for the forthcoming year plus long term aims. JW would be ensuring that the new curriculum was fully embedded.</p> <p><u>b) Phoenix</u></p> <p>Copies of the Phoenix AIP had been previously circulated. These also listed five key priorities for the forthcoming year plus long term aims. AE emphasised that the top priority this year was outcomes. The AIP provided was just a summary and AE suggested discussing the ‘layers below’ on the Governor’s Day.</p> <p>Noted that the AIPs were works in progress. SH asked how much AE and JW conversed over the AIPs? They responded that they had shared their plans and decided which areas could be linked. SH commented that it would be helpful for Governors if future documents could show a common format, for consistency and ease of reading / understanding / comparison.</p> <p>The AIPS were approved by the SGB.</p>	
12	<p><u>Finance</u></p> <p>A confidential minute was taken for this item.</p>	
13	<p><u>Premises</u></p> <p><u>White House Academy</u></p>	

	<ul style="list-style-type: none"> • A new resources room had been created • The holes in the wall in JW's office had been filled • The meeting room had been restored (room divided to provide a separate meeting room and art room) • Air conditioning had been installed in the server room 	
14	<p><u>Residential School Journeys</u></p> <p><u>White House</u> Year 6 were due to visit Windmill Hill PGL site next June (details and risk assessment attached). The cost was £225 and there were currently 18 signed up, out of a possible 26. JW was hoping to encourage more at a parents' meeting the following week. The costs had been kept down by not using a coach (parents taking and picking up, with the school minibus as a backup).</p> <p><u>Phoenix</u> Year 6 were due to visit Hindleap Warren, Forest Row for three days next summer (details attached). The cost was £150 and costs had been kept down due by using the school minibuses. Pupil Premium funds would be used for subsidies for those eligible pupils wishing to attend (69% of Year 6 pupils were eligible for PP). AE highlighted the 1:5 ratio (staff to children).</p> <p>Both residential trips were approved by Governors.</p>	
15	<p><u>Performance Management</u> Confirmed that SH would be the governor responsible for carrying out the Head Teachers' Performance Management Reviews and setting targets for this year (along with STEP support).</p>	
16	<p><u>Website Compliance</u> CT had carried out a thorough website compliance check and his checklist with comments was tabled. CT highlighted issues where statutory compliance was not being met, including the need for WHA to produce a Charging Policy. It was suggested that CT go through the list with the Head Teachers as there were several areas requiring attention. AE stipulated that the websites should be checked monthly.</p> <p>JHa thanked CT for his very thorough and efficient report and SM would establish if there was a word version available.</p>	<p>CT</p> <p>SM</p>
STEP Ahead – We invest in our future		
17	<p><u>Feedback from the STEP Board of Trustees</u> Copies of the STEP Board of Trustees meeting minutes from July had been circulated and JHa highlighted that Isabelle Dennigan was the new Chair of the STEP Board of Trustees and Ross Gardner, the new Vice Chair. SH asked if governors were allowed to attend Board Meetings, as observers, as she felt that this would be interesting? SM would follow this up.</p>	SM
18	<p><u>Governing Body Training</u> Governors noted the forthcoming STEP training sessions this term and JHa emphasised the importance of attending these, to develop governors' skills and understanding.</p> <p>LC and CT were due to attend induction training the following week and SH would endeavor to attend Performance Management training.</p>	
19	<p><u>Governor Visits Programme</u> Governors had received copies of an annual visits programme plus the STEP Visits Policy. A Governors Day had been scheduled for Friday 20th October and this would include some safeguarding training. The visits schedule would also be reviewed to ensure that all agreed visits would be taking place in the allotted term.</p>	

	SH would carry out her visit on the same day as the Performance Management Review. Additionally, AE stipulated that safeguarding visits would need to take place each term at both academies, although these could alternate between full visits and shorter meetings with the Head Teacher such that one full visit took place each term, either at PA or at WHA.	
20	<u>SGB Self Evaluation for 2016/2017</u> Governors had been asked to complete the SGB Self Evaluation form prior to the meeting and SM had received several responses. AE asked the remaining governors to complete and return the evaluation to SM by 30 th September, ahead of the Governors Day, as it would be useful to discuss the responses then.	ALL /SM
21	<u>Minutes of Previous Meeting</u> The minutes from the previous meeting held on 11 th July were approved and signed.	
22	<u>Matters Arising from the Minutes</u> All action points had been addressed.	
23	<u>Any Other Urgent Business</u> There was no other business presented.	
24	<u>Meeting Dates</u> Governors had been sent the meeting dates for 2017 / 2018. The SGB would meet again on Tuesday 5 th December @ 5pm at White House Academy.	
25	<u>Publication of Minutes</u> Items concerning specific staffing plus finances would be recorded as confidential (Part B).	
26	<u>Confidential Matters</u> LC and ND, Staff Governors was asked to leave at this point (7.45pm) and a confidential minute was taken.	

The meeting closed at 7.50pm
SM 240917

Summary of Action Points

Agenda Item	Action	Owner	Status
5	<i>AE and JHa to pursue the recruitment of additional governors, preferably with financial backgrounds</i>	AE/JHa	High
9	<i>JW to ensure appendix was added to Child Protection & Safeguarding Policy on the website</i>	JW	High
10	<i>JW to forward Safeguarding Audit to CT</i>	JW	High
16	<i>CT go through the website compliance checklist with the Head Teachers</i>	CT	High
16	<i>SM to establish if there was a word version of the website checklist available</i>	SM	Emailed 22/9
17	<i>SM to establish if governors were allowed to attend STEP Board Meetings</i>	SM	Emailed 22/9
20	<i>All evaluations to be completed by 30th September & returned to SM for collation</i>	ALL/SM	By 30th Sept

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