

**Minutes of a Meeting of the Strategic Governing Body of  
Phoenix Academy and White House Academy  
Monday 22<sup>nd</sup> January 2018 @ 6pm at Phoenix Academy**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Sarah Hall (SH)	Co-opted STEP Governor (Chair)	Apologies
Christine Baldock (CB)	Co-opted STEP Governor	Present
Bill Langham (BL)	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
Gareth Ward (GW)	Parent Governor, White House Academy	Present
Lynsey Cooley (LC)	Staff Governor, Phoenix Academy	Present
<b>Other Attendees</b>		
Tim Mills (TM)	Executive Head Teacher	Present
Lynn Bannister (LB)	Business Manager	Present
Sarah Morgan (SM)	Clerk to the SGB	Present

<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>
<b>STEP First – We are all one Team</b>		
<b>1</b>	<p><b><u>Welcome, Apologies and Housekeeping</u></b></p> <p>CB welcomed everyone to the meeting and in particular Bill Langham and Tim Mills. Following his attendance at the last meeting, BL had applied to join the SGB as a Co-opted Governor and his appointment had been approved by the Board of Trustees. TM had been appointed as Executive Head Teacher, providing support to both Phoenix and White House.</p> <p>AE outlined the evacuation procedures to follow in the case of the fire alarm sounding during the meeting.</p> <p>SH had sent her apologies as she was unwell and had suffered the loss of a close family member. CB had kindly agreed to chair the meeting in her absence. SH's apologies were accepted and CB asked SM to pass on the governors' condolences to Sarah.</p>	<b>SM</b>
<b>2</b>	<p><b><u>Quorum</u></b></p> <p>SM established that the meeting was quorate.</p>	
<b>3</b>	<p><b><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u></b></p> <p>There were no interests declared by those present regarding agenda items.</p>	
<b>4</b>	<p><b><u>STEP Governance / SGB Membership</u></b></p> <ul style="list-style-type: none"> <li>• Val Warner, Co-opted Governor, had resigned in the new year due to work commitments. Thanks were recorded to Val for her valuable input and commitment during her time as a governor</li> <li>• Appointment of Bill Langham, new Co-opted Governor noted</li> <li>• Governors confirmed receipt of the Trust Governor log in details</li> </ul>	

5	<p><b><u>STEP Board of Trustees Update</u></b></p> <p>An update had been previously circulated and TM highlighted that the Executive Management Team were currently considering the viability of providing further support for a school in Lewisham and investigating whether they would become part of STEP.</p>	
<b>STEP Way – We agree to do things like this</b>		
6	<p><b><u>STEP Policies and Procedures</u></b></p> <p>Governors noted that several STEP Policies had been reviewed, updated and approved by the STEP Board of Trustees in December and these were listed in the Trustees Update.</p>	
7	<p><b><u>Safeguarding</u></b></p> <p>Governors noted that safeguarding training was scheduled for Thursday 1<sup>st</sup> March at 6pm at High Cliff Academy. Governors were required to undertake some form of relevant safeguarding training every year, be it through STEP, Educare online or their own place of employment.</p> <p>Two safeguarding documents had been distributed; a Staff Safeguarding Questionnaire plus a Safeguarding Visit Report. CT had visited Phoenix the previous week to review the safeguarding practices and his report detailed his observations. He had also viewed the Local Authority Safeguarding Audit and he highlighted six actions:</p> <ol style="list-style-type: none"> <li>1. Duties of the DSL to be clarified in job descriptions</li> <li>2. Behaviour Policy to include additional information when next updated</li> <li>3. Positive handling training required. AE confirmed that some online training had already been completed by staff but all STEP Academies in East Sussex were looking to hold a joint training session</li> <li>4. Safeguarding and Health &amp; Safety should be covered at all staff meetings</li> <li>5. Feedback to Central team to enquire whether Attendance Policy to be reviewed annually (currently, this was done biennially)</li> <li>6. The Head Teacher and Chair of Governors were required to undertake training on managing allegations. AE had referred this on to STEP HR and been advised to source a course in East Sussex</li> </ol> <p>CT was due to carry out the same review at White House this week and he would report back at the next meeting.</p>	<b>CT</b>
<b>STEP Up – We all succeed together</b>		
8	<p><b><u>Educational Standards</u></b> <b><u>Headteacher Reports</u></b> <b><u>Phoenix Academy</u></b></p> <p>AE had produced (and circulated) a Milestones report and this listed five priorities. There were no questions from governors but AE urged them to look at the AIP (copies circulated in September) and ask challenging questions of the AIP and the milestones, particularly those items in red. AE then updated governors on the following:</p> <ul style="list-style-type: none"> <li>• There were currently <b>169 pupils</b> on roll (excluding the Nursery) with 41 spaces</li> <li>• <b>Staffing</b> was stable and two teachers had successfully completed Thrive training and one member of staff was completing HLTA (Higher Level Teaching Assistant) training and was undertaking a Speech and Language course (ELKLAN)</li> <li>• <b>Art therapy</b> was being offered</li> <li>• GW had discussed his concerns with AE after reviewing the <b>AIP</b> and AE highlighted that KS2 reading was a current concern as was reading, writing and Maths in KS1</li> <li>• <b>Eight new pupils</b> had joined across KS1 and generally, they had arrived with low attainment</li> <li>• <b>Three new pupils</b> had joined Year 6 and one had 0% attendance rate but was still on role and at present, would count towards the SATs results in May</li> </ul>	



	There were no other Lead Governor reports and, with the next SGB meeting three months away, SM urged all Lead Governors to carry out at least one visit this term. AE would also circulate some suggested dates for a Governor Day.	
9	<b><u>Financial Management</u></b> A confidential minute was taken for this item.	
<b>STEP Ahead – We invest in our future</b>		
10	<b><u>Governing Body Training</u></b> A training session had taken place on the new Trust Governor system the previous week. CB had attended, as had CT but he unfortunately, had been unable to gain access when he had arrived a couple of minutes after the start time (along with a governor from Burfield). SM apologised for this and had passed this on, to be considered for future sessions. SM would in the least, circulate her mobile number. Regarding the Trust Governor, JW felt it was useful to have all governor documentation stored centrally.  SM had spoken to the Governance Team about alternating future STEP training sessions between Newhaven and Hailsham and this suggestion was positively received.  CB and CT confirmed that they had now undertaken Safer Recruitment training.	SM
11	<b><u>Correspondence to the Chair</u></b> SM was not aware of any relevant correspondence being sent to SH.	
12	<b><u>Minutes of the Last Meeting and Matters Arising</u></b> The minutes of the meeting held on 5 <sup>th</sup> December 2017 were approved and signed, including Part B1 confidential minutes. The following matters were arising: <ul style="list-style-type: none"> <li>• Any governor interested in the position of Vice-Chair should email SM</li> <li>• SH had passed on to CT the contact details of Claire Findlay, Vice Principal of Hailsham Community College who was working with schools in Hailsham on safeguarding issues. CT would be meeting with her in the next few weeks</li> <li>• Discussions regarding the Nursery viability were ongoing</li> <li>• CT had verified that all staff at Phoenix had completed the STEP Code of Conduct Declaration and he would check White House's on Friday</li> </ul> All other action points had been addressed.	ALL  CT
13	<b><u>Any Other Urgent Business</u></b> There was no other business presented.	
14	<b><u>Meeting Impact</u></b> TM acknowledged the positivity of the new pedagogy approach and both he and JW encouraged governors to observe controlled reading sessions and to ask questions.	
15	<b><u>Meeting Dates</u></b> The SGB were scheduled to next meet on Monday 23 <sup>rd</sup> April 2018 @ 6pm at Phoenix. However, JW requested that the time and venue be changed to 5pm at White House Academy and governors agreed.  Governors had been sent amended copies of the meeting dates for the remainder of the year and SM reminded governors that the Executive Management Team had decided to remove the March meetings. Going forward, from next year, there would be just four SGB meetings a year. With fewer	

	meetings, SM emphasised the need for governors to ensure that Lead Governor visits took place between meetings and reports were submitted for the SGB.	
<b>16</b>	<b><u>Publication of Minutes</u></b> The financial items and individual pupil and staffing matters would be recorded as confidential (Part B).	
<b>17</b>	<b><u>Confidential Matters</u></b> There were no separate confidential items to discuss. CB signed copies of Confidential Part B2 and B3 minutes from 5 <sup>th</sup> December 2017.	

The meeting closed at 6.55pm  
SM 250118

### Summary of Action Points

<b><u>Agenda Item</u></b>	<b><u>Action</u></b>	<b><u>Owner</u></b>	<b><u>Status</u></b>
<b>1</b>	<b><i>SM to contact SH with SGB message</i></b>	<b><i>SM</i></b>	<b><i>Completed</i></b>
<b>7</b>	<b><i>CT to carry out WHA Safeguarding visit &amp; report back</i></b>	<b><i>CT</i></b>	<b><i>Next meeting</i></b>
<b>8</b>	<b><i>Governors to observe controlled reading sessions</i></b>	<b><i>ALL</i></b>	<b><i>High</i></b>
<b>8</b>	<b><i>AE and SM to circulate suggested dates for a Governor Day</i></b>	<b><i>AE/SM</i></b>	<b><i>High</i></b>
<b>10</b>	<b><i>SM to circulate her mobile number</i></b>	<b><i>SM</i></b>	<b><i>By 1<sup>st</sup> March</i></b>
<b>12</b>	<b><i>Governors to notify SM of any interest in the Vice-Chair position</i></b>	<b><i>ALL</i></b>	<b><i>High</i></b>
<b>12</b>	<b><i>CT to verify that all WHA staff had completed the STEP Code of Conduct Declaration</i></b>	<b><i>CT</i></b>	<b><i>By next meeting</i></b>

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