

**Minutes of a Meeting of the Strategic Governing Body of
Burfield Academy and Hawkes Farm Academy
Tuesday 25th April 2017 @ 5pm at Hawkes Farm Academy**

| Name | Position | Attendance |
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| Brigid Wells (BW) | Co-opted STEP Governor (Chair) | Present |
| Olly Chadwick (OC) | Co-opted STEP Governor | Present |
| Nicky Eckert (NE) | Co-opted STEP Governor | Present |
| Andrea Vance (AV) | Interim Head Teacher, Burfield Academy | Present |
| Lisa Farley (LF) | Parent Governor, Burfield Academy | Present |
| Kimberley Reed (KR) | Staff Governor, Burfield Academy | Present |
| Jeremy Meek (JM) | Head Teacher, Hawkes Farm Academy | Present |
| Dee Hughes (DH) | Staff Governor, Hawkes Farm Academy | Present |
| Other Attendees | | |
| John Wentworth (JW) | STEP Executive Head | Present |
| Nicki Gillespie (NG) | Business Manager, David Livingstone Academy | Present |
| Susan Santos (SS) | Business Manager, Hawkes Farm Academy | Present |
| Paula Palmer (PP) | Acting Clerk to the SGB | Present |

| No. | Agenda Item | Action |
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| STEP First – We are all one Team | | |
| 1 | <p><u>Welcome and Introductions</u> BW welcomed everyone to the meeting and reported that the applications for Kimberley Reed, Nicky Eckert, Clare Findlay and David Duke were ratified by the Step Board of Trustees on 24th April 2017.</p> <p>Apologies for absence had been received from CF (work) and DD (holiday) and these apologies were accepted.</p> | |
| 2 | <p><u>Quorum</u> This meeting was confirmed as quorate.</p> | |
| 3 | <p><u>Register of Pecuniary Interests and/or Conflict of Interests</u> There were no declarations of interest in any items on the agenda.</p> | |
| 4 | <p><u>Strategic Governing Body Membership</u></p> <ul style="list-style-type: none"> • <i>Following the resignation of Jennifer McCutchan, Parent Governor for Hawkes Farm Academy and Vice Chair of Governors, a Vice Chair was needed for the remainder of the school year. OC was nominated by BW and seconded by LF. OC confirmed his acceptance of the role of Vice Chair of the SGB on an interim basis, until the end of the academic year</i> • Confirmation was given that the process of accepting nominations for a Parent Governor at Hawkes Farm Academy was underway and the process explained • KR agreed to action DBS checks for DD, CF and NE following their appointment on 24th April • JM advised that he was meeting with a prospective applicant for a Co-opted Governor this week. It was agreed that a governor with business experience would be particularly welcomed | KR |

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| | <ul style="list-style-type: none"> • Sarah Morgan had been appointed as the permanent SGB Clerk with effect from May and she would be attending the next SGB meeting | |
| STEP Up – We all succeed together | | |
| 5 | <p><u>Head Teachers’ Report</u> The HT reports had been emailed to governors.</p> <p><u>Hawkes Farm Academy</u> JM referred to his report and asked for comments/questions for each page:</p> <ul style="list-style-type: none"> • Page 1 - No comments or questions raised • Page 2 - A question was raised on whether the LA/STEP meeting would be going ahead? JM replied that, although the meeting had recently been postponed at the request of the LA, the LA was still involved, for example through the moderation process • Page 3 – JM confirmed that the STEP Head of Standards had recently visited over two days and advised HFA that it should be grading itself one category up, as ‘requiring improvement’. JM confirmed that the next Ofsted inspection was expected in 2019 • Page 4 - No comments or questions raised • Page 5 - Governors commented that the KS1, and some KS2 predications, were slightly down and JM responded that this was the case but that the targets were set before the academic year had begun and been adjusted since that time. He advised that the predictors would be covered in detail on the next SGB agenda. Governors commented that the peer mediator scheme seemed a good idea and JM explained how it would work in practice • Page 6 - No comments or questions raised • Page 7 - No comments or questions raised • Page 8 - Governors asked for an up-date on the library and JM said that talks were underway with the Friends on how best to spend the funds available. When asked for an up-date on the mini-bus, JM explained the STEP policy on drivers for the mini-bus. He also advised that the bus was used for sports events across the town and shared across the six Academies <p><u>Burfield Academy</u> JM advised that the report circulated had been written yesterday and was based on a limited knowledge of the school. Points raised when going through the pages of the report were as follows:</p> <ul style="list-style-type: none"> • Governors pointed out that the predictions under assessment/outcomes were down. JM explained that the data changed throughout the school year • AV, as Interim Head Teacher, had been in post for five days and the 82% predicted for GLD noted was still a good standard • Governors noted the comment in the report that the Behaviour for Learning was ‘not good’ in school and asked where was the evidence to support this? JM and JW advised that during learning walks, it had been noted that focused concentration and the ability to move between tasks was not good. The children however were described as ‘delightful’ • Governors asked for an explanation of SIMS and this was given, including how it was the system used by most schools across the country | |
| 6 | <p><u>Questions from the STEP Board of Trustees’ Standards Committee</u> In response to a request from the STEP Trustees’ Standards Committee, all STEP SGB’s had been asked to assess the level of risk relating to the confidence that academy progress and attainment targets would be met in the summer for all groups. They had also been asked to complete the Self-assessment against Ofsted Criteria and to give an overall view about the quality of all-round education experienced by children at the Academy. The following areas were discussed:</p> | |

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| | <ul style="list-style-type: none"> • Governors suggested that the term ‘Level of Risk’ required explanation and a handout was circulated at the meeting by JM – ‘Evaluating Standards as an SGB with HT/SLT, Summer 2017’. He explained the method of RAG rating including where the target for Hawkes Farm Academy of reaching a target of 81% had been put as ‘green’. DH confirmed that the school was currently on track to achieve 81% • For phonics, the targets had been a joint process, with phonics being checked every eight weeks. JM confirmed that over 80% achieved GLD last year and the target for this year was on track to be achieved • Governors asked for clarification as to why writing had a lower target? JM confirmed that 78% was unlikely to be achieved, but rather 70%, which was still above the national target, although slightly below the STEP target • All KS1 data would be significantly up on last year. In KS1 Maths, the target of 80% would be achieved, with 13% achieving ‘to greater depth’ • KS2 reading was doing well and writing was on track in Year 6. Writing would be a focus after the SAT’s. In Maths, achievement was down on target by 4%, although still above national average but below STEP target • Governors asked for the term ‘combined’ to be explained and JM confirmed these to be expected standards in reading, writing and Maths, with 65% expected • Governors noted the one red box and asked what specific actions were being taken to address this? JM confirmed that senior leaders had been tutoring the Year 6 children with significant gaps in their knowledge, in groups of 1:2 and 1:3, for some weeks. For KS1 reading, staff planned to reach the target through focused groups. JM noted that only nine months had elapsed since the school was in Special Measures • Governors asked about the possibility of getting to ‘greater depth’ and JM responded that, although there had been focus on this in Years 2 and 6, it was unlikely it would be achieved this year, although the children would have made significant progress <p>JM to submit the report to the STEP Head of Standards, with a footnote included referencing areas where national averages had been met, although below STEP targets.</p> | JM |
| 7 | <p><u>Safeguarding</u></p> <p>JM circulated a report, ‘Burfield Academy and Hawkes Farm Academy, Safeguarding Update, April 2017’, and he explained that a key part of the Teaching and Learning review was to ensure compliance. The report confirmed that 8% of children had child protection files.</p> <p>In response to a governor question, DH referred to her role as the Safeguarding Lead at HFA and explained that 14 calls had been made to the single point of access at Children’s Services and that these calls had been made before any contact with parents. Records were kept on the appropriate forms and one Statement of Referral sent as a result. Governors asked whether a child’s name was logged at Children’s Services with each call made and DH confirmed this was the case and she also confirmed that the 14 calls made were in connection with separate children. JM advised that a tracking system was also maintained in school.</p> | |
| 8 | <p><u>Financial Management and Monitoring</u></p> <p>Budget papers for both Academies had been circulated by email.</p> <p><u>Hawkes Farm Academy</u></p> <p>SS noted a slight increase in the deficit of £800 and explained that this was due to adjustments in income in respect of children not gaining the expected EHC Plans with funding. Other variations had included a small amount left from the audit, a £200 gain from the Rotary quiz and funding from the Photography Commission. SS also mentioned a reduction due to staff changes, with some having left and others having changed their working hours. An increase was expected from September, when new staff joined. In addition, the DBS catch-up work had required an increase in funding.</p> | |

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| | <p>A confidential minute was taken for one item.</p> <p><u>Burfield Academy</u> The report previously circulated had shown a significant change, due to the change in leadership. Budgets across STEP had now closed and there would be an audit starting in July, with audits being completed across all schools by the start of September 2017. Deficit budgets needed to be reflected in the following year's budget, but may be spread over three years. For Burfield, there would be a deficit of £22K carried forward to September 2017 and built in over the following two years.</p> <p>There was confidence that both schools will be setting balanced budgets for next year and these would be presented to the SGB.</p> <p>In response to a governor question about Pupil Premium funding, it was confirmed that no backdated funding was available.</p> | |
| 9 | <p><u>Premises</u> This was listed in the Head Teacher's reports for both schools. Work to both the hall floor and the windows was completed under warranty.</p> | |
| 10 | <p><u>Website Compliance</u> KR confirmed that both Academy websites were DfE compliant.</p> | |
| STEP Ahead – We invest in our future | | |
| 11 | <p><u>Governing Body Training</u></p> <ul style="list-style-type: none"> • OC had completed RAISEonline training, looked at data with JM and completed finance training with STEP in London • BW had completed training in Safeguarding, Health and Safety and Complaints plus she was taking an on-line course in Safer Recruiting • LF had applied for an East Sussex course on Budget Setting | |
| 12 | <p><u>Correspondence to the Chair</u> None received.</p> | |
| 13 | <p><u>Minutes of the Last Meeting and Matters Arising</u> The minutes of the meeting held on 8th March 2017 were approved and signed by the Chair. Matters arising from those minutes:</p> <ul style="list-style-type: none"> • Behaviour and Safety Review – not yet received by governors • There was no longer a governor responsible for personal development and welfare. NE agreed to take this role on as an interim measure. NG would ask Carol Fagan, Senior STEP Clerk, to forward relevant information on the role to NE, who was also advised to look at the Ofsted judgement for this area | |
| 14 | <p><u>Meeting Impact</u> The actions above had been covered, including 'targets'. The SGB was confident that the schools were moving in the right direction, including the budget, where there were no surprises and with staffing improvements working towards 'good' in teaching.</p> | |
| 15 | <p><u>Meeting Dates</u></p> | |

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| | The remaining meeting dates and times were noted. With three meetings to the end of the school year, the question was raised on what was due to be covered. NG would distribute the list to governors and data would also be discussed. | |
| 16 | <p><u>Publication of Minutes</u></p> <p>The following areas were deemed confidential and would be recorded under part B:</p> <ul style="list-style-type: none"> • Letter to STEP Trust • Additional staffing matters relating to Burfield Academy and Hawkes Farm Academy | |
| 17 | <p><u>Confidential Staffing Matters</u></p> <p>Members of staff withdrew for this section</p> <p>a) JW advised that two schools within the Trust had recently undergone Ofsted inspections. The inspection had gone well at Gonville Academy, Thornton Heath. The David Livingstone Academy however had gone into Requires Improvement, with immediate steps having been taken by the Trust</p> <p>b) JW also advised of changes on the Trust Board included Danny Sullivan, Chair, having stepped down, as well as the Vice Chair. Both had resigned for personal reasons. Nicky King, who was already serving on the Trust, had stepped in as Acting Chair</p> <p>Matters relating to staffing at Burfield Academy and Hawkes Farm Academy to be minuted under Part B – Confidential.</p> | |

Summary of Action Points

| Agenda Item | Action | Owner | Status |
|--------------------|---|---------------------|----------------------------|
| 4 | <i>To action outstanding DBS checks</i> | <i>KR</i> | <i>High</i> |
| 6 | <i>When submitting to the STEP Head of Standards in June, a footnote would be included referencing areas where national averages had been met, although below STEP targets</i> | <i>JM</i> | <i>High</i> |
| 13 | <i>With NE taking over the role of responsibility for personal development and welfare, relevant information would be sent to her from the Academy</i> | <i>NG/NE</i> | <i>Medium</i> |
| 15 | <i>To distribute outstanding GB matters to governors</i> | <i>NG</i> | <i>Next meeting</i> |

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