

**Minutes of a Meeting of the Strategic Governing Body of
Burfield Academy and Hawkes Farm Academy
Monday 18th September 2017 @ 5pm at Hawkes Farm Academy**

Name	Position	Attendance
John Wentworth (JW)	Co-opted STEP Governor (Interim Chair)	Present
Brigid Wells (BW)	Co-opted STEP Governor	Present
Olly Chadwick (OC)	Co-opted STEP Governor	Present from 5.15pm
David Duke (DD)	Co-opted STEP Governor	Present
Nicky Eckert (NE)	Co-opted STEP Governor	Present
Dee Hughes (DH)	Acting Head of School, Burfield Academy (& Staff Governor, Hawkes Farm Academy)	Present until 6.25pm
Kimberley Ryan (KR)	Staff Governor, Burfield Academy	Present until 6.15pm
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy	Present
Other Attendees		
James Hooper (JH)	STEP Head of Projects & Communication	Apologies
Susan Santos (SS)	Business Manager, Hawkes Farm Academy	Present until 6.15pm
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>JW welcomed everyone to the meeting and reported that BW had stepped down as Chair of Governors (previously discussed). JW explained that he had been appointed as a Co-opted Governor by the STEP Board of Trustees to enable him to take on the role of Interim Chair until a suitable replacement was found. JW thanked BW for all her support so far and was pleased that she was remaining on the SGB.</p> <p>Apologies had been received from JH who was attending another STEP meeting in Croydon.</p>	
2	<p><u>Quorum</u></p> <p>JW established that the meeting was quorate.</p>	
3	<p><u>Election of Chair and Vice Chair 2017-2018</u></p> <p><u>Chair</u> The appointment of JW was noted.</p> <p><u>Vice Chair</u> OC had been the Acting Vice Chair last term and he was happy to continue. This was an interim appointment pending the appointment of a permanent Chair of Governors.</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</p>	

	<p>JW confirmed that the STEP governance structure had changed with the removal of committees. This did not affect BA / HFA as committees had not yet been formed.</p> <p><u>b) Governor Vacancies</u></p> <ul style="list-style-type: none"> • There were currently vacancies for two Parent Governors and the election process was underway • DH was currently Acting Head of Burfield but she was officially still the Staff Governor for Hawkes Farm. This would not change until the permanent Headship at Burfield was decided • Claire Findlay, Co-opted Governor, had resigned from the SGB earlier that month due to work commitments. This left one vacancy for a Co-opted Governor and JW and JM had met with a potential strong replacement prior to the meeting. They were confident that he would apply <p><u>c) Governor Attendance 2016/17</u> Governors had received copies of the meeting attendance for last year. All governors present had attended every meeting.</p> <p><u>d) SGB Skills Audit Analysis</u> JW thanked governors for completing their skills audits and SM had collated these and circulated. There were two 'red' items – Auditing and Business Links and six 'amber' items. These areas could be a focus for future training or referred to for future recruitment.</p> <p><u>e) Appointment of Lead Governors</u> After discussion, the following appointments were agreed:</p> <ul style="list-style-type: none"> • Finance: Olly Chadwick • Standards: David Duke • Safeguarding/CLA: Brigid Wells • SEND/Inclusion: Brigid Wells • Pupil Premium: Nicky Eckert (with support) • Performance Management: Nicky Eckert • Academy Website Monitoring: Kimberley Reed <p>Noted that when new governors came on board, the responsibilities could be distributed / have two governors assigned.</p>	
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. 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 	

	<ul style="list-style-type: none"> • Inclusion Policy • Adverse Weather Policy • 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) For Hawkes Farm, JM reported that Laura Hill, the new Deputy Head, was the Designated Safeguarding Lead with three other fully trained DSLs on the staff. At Burfield, DH was the DSL with Madeleine Judge as the Deputy DSL. Both Academies were using the new CPOMS software for safeguarding electronically</p> <p>There were currently no significant safeguarding issues. NE suggested that a check be made of the Single Central Record and BW agreed to carry this out this term.</p>	BW
STEP Up – We all succeed together		
10	<p><u>Head Teachers' Report</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 brief verbal updates.</p> <p><u>a) Hawkes Farm</u> JM reported on the following:</p> <ul style="list-style-type: none"> • The Academy had had a settled start with the new Deputy Head settling in well and adding lots of capacity • Three NQTs had added to the positivity around school • Three new Phase Leaders were in place • The current Year 6 were in a far stronger position than the Year 6 this time last year (seven months ahead). Much focus was being placed on reading, writing and Maths • Maths Mastery had been introduced in Reception and Year 1 • An LA Review was being carried out the following day (at both Academies) by the Link Advisor • No issues with parents was reported <p><u>b) Burfield</u> DH reported on the following:</p> <ul style="list-style-type: none"> • There was a new teaching team in place which had created a different atmosphere on entering the Academy, which was much more settled • Four new staff had started, including two from Hawkes Farm. All were very positive and proactive • There continued to be challenging characters with much work to be done, in particular in Years 1 and 2, on behaviour and outcomes. These pupils had witnessed many changes and several were being monitored and supported • Current numbers were; Nursery: 11, Reception: 29, Year 1: 29 and Year 2: 24. A total of 93 • The SEF and AIP would be scrutinised with the Link Advisor the following day • A new Visitor's Policy had been implemented to tighten up on safeguarding 	

	<p>Governors asked the following questions:</p> <ul style="list-style-type: none"> • NE asked how Burfield was different to Hawkes Farm? DH explained that Burfield was much smaller and some behaviour was very challenging, due to an extent, by the area but also by the past teaching received. DH was very pleased that the reputation of Burfield was improving and she expected more pupils in Nursery through the year. Ways of promoting the Academy were being explored • OC asked if the LA Review was a mock Ofsted? JM replied that it was not. It was a four-hour review and the key documents had been sent the previous week. The Advisor would conclude whether the SEF gradings provided by each Academy were accurate • OC asked if the new Maths Mastery used a different approach to teaching Maths? JM explained that Maths Mastery was not a different approach but focused on the depth of understanding. Staff had received training and resources were available online as well as many resources which had been purchased • JW asked if the viability of running the Nursery was being considered? JM responded that James Hooper was currently looking at costs, staffing and hours. Noted that no Nursery pupils currently attended for the full 30 hours a week • JW asked what provisions were in place at Burfield for the challenging Year 1 and 2? DH explained that new teachers were in place, transition had taken place last term to ensure a settled start, parents' meetings had been arranged, much PSE work was occurring focusing on emotions, behaviour and expectations and parents were being offered support for dealing with behaviour at home. A settled and consistent approach was the key • JW asked how Year 1 and 2 were being supported academically? DH responded that Maths Mastery had been introduced to Year 1 the previous week and this had started by focusing / recapping on, the key skills that should have been learnt in Reception. For Year 2, the PIRA and PUMA data had been looked at, a skills lead curriculum was being delivered and Read, Write, Inc had been introduced. JW suggested that Year 1 and 2 be a focus for DD, new Standards Governor. DD noted that he had seen a change already <p>Noted that there were no changes to the Summer Results and JM and DD were thanked for presenting their reports.</p>	
11	<p>Academy Improvement Plans</p> <p>Governors had been sent the new AIPs for both Academies. JM highlighted that the targets for HFA KS2 were provisional at this stage. He was meeting with Jennese Alozie, STEP Head of Standards, later in the week and the targets may increase. DH mentioned that BA Early Years baselines still needed to be completed. OC asked how the targets were decided? JM explained that these were based on prior achievement in KS1, what stage the pupils were at in Year 5 and where they were expected to be by May.</p>	
12	<p>Financial Reporting</p> <p>A confidential minute was taken for this item.</p>	
13	<p>Premises</p> <p><u>Burfield</u> The roof was currently being repaired due to leaks.</p> <p><u>Hawkes Farm</u> Four classrooms had been painted during the summer. The library was currently being refurbished with the bulk of the costs being met by the Friends of Hawkes Farm (approximately £10k) with the Academy paying £1,500 for an internal wall.</p>	
14	<p>Residential School Journeys</p> <p>No residentials had been organised for Burfield as the pupils were too young. However, Hawkes Farm</p>	

	would be returning to Blackland Farm in June (summary tabled). The trip could accommodate up to 60 Year 6 pupils and the cost was £312 per pupil (discount for Pupil Premium pupils). The trip leader would be visiting and completing a risk assessment and this would be circulated to governors when completed. The trip was the same as last year and governors duly approved it.	
15	<p><u>Performance Management</u> Confirmed that NE would be the governor responsible for carrying out the Head Teachers' Performance Management Reviews and setting targets for this year. She would be supported by Mark Ducker, STEP CEO and SM suggested that NE book some training. SM to look at what was available through East Sussex.</p> <p>Regarding teachers, JM confirmed that their performance management was carried out by the SLT or Phase Leaders and three reviews took place through the year.</p>	SM / NE
16	<p><u>Website Compliance</u> KR confirmed that she had checked the websites against the compliance checklist and both were fully compliant.</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 JW added:</p> <ul style="list-style-type: none"> • Isabelle Dennigan was the new Chair of the STEP Board of Trustees and Ross Gardner, the new Vice Chair • Alan Armstrong had been appointed as a STEP Trustee. He was a retired Secondary Head Teacher and his appointment reflected STEP's ambition to extend its mission into secondary • Angel Oak and David Livingstone Academies had linked (SGB) and Gonville now had a stand-alone SGB <p>OC asked about the 'Secondary mission' as he had not heard about this. JM and JW confirmed that this had been on the STEP Trust agenda for the last year. There were no definite plans at this stage – it was a hope / aspiration. But the Regional Schools Commissioner had been informed that STEP were looking for a suitable Secondary School. This would either be one which was struggling or one who wished to be brokered / looking for a new sponsor.</p>	
18	<p><u>Governing Body Training</u> Governors noted the forthcoming STEP training sessions this term and most governors were intending to attend.</p> <p>No additional training had been attended since the last meeting in July.</p>	
19	<p><u>Governor Visits Programme</u> Governors had received copies of an annual visits programme plus the STEP Visits Policy. A Governor Day was arranged for Tuesday 31st October. This would be an all-day event covering both Academies (9.30 – 3). JM would draft a programme and this was likely to include a learning walk, meeting staff and pupils, looking at books and perhaps meeting the School Council and governors' link year groups.</p> <p>A visit report from BW was tabled and noted that DD would be visiting later in the week. SM reminded governors to complete a Visit Form for each visit so that these could be monitored and for Ofsted evidence. SM to re-circulate a blank form.</p>	JM SM
20	<p><u>SGB Self Evaluation for 2016/2017</u> Governors had been asked to complete the SGB Self Evaluation form prior to the meeting but SM had only received three responses. JW therefore asked the remaining governors to complete and return</p>	ALL

	the evaluation to SM ahead of the Governor Day as it would be useful to discuss the responses then.	
21	<u>Minutes of Previous Meeting</u> The minutes of the meeting held on 10 th July 2017 were approved and signed (including Part B1 Confidential minutes).	
22	<u>Matters Arising from the Minutes</u> SM asked when the Parent Evenings were scheduled for this term. HFA: Tuesday 17 th and Wednesday 18 th October and BA: Tuesday 31 st October and Wednesday 1 st November, all from 3.30 – 7.30pm. Governors would endeavor to be represented at the meetings. All other action points had been completed.	ALL
23	<u>Any Other Business</u> There was no other business presented.	
24	<u>Meeting Dates</u> Governors had received the meeting dates for the academic year. The next meeting was scheduled for Monday 4 th December but unfortunately, JW could not make this date. The meeting was therefore rescheduled for Tuesday 28 th November @ 5pm at Burfield. SM to notify STEP.	SM
25	<u>Publication of Minutes</u> The financial items would be recorded as confidential (Part B).	
26	<u>Confidential Matters</u> KR and SS left the meeting at this point (6.15pm) and a confidential minute was taken.	

The meeting closed at 6.30pm
SM 200917

Summary of Action Points

Agenda Item	Action	Owner	Status
9	<i>BW to carry out check on Single Central Record this term</i>	BW	<i>This term</i>
15	<i>SM to check Performance Management training through East Sussex and NE to attend if possible</i>	SM/NE	<i>Emailed 19/9</i>
19	<i>JM to draft a Governor Day Programme</i>	JM	<i>By 31/10</i>
19	<i>SM to re-circulate a blank Visit Form</i>	SM	<i>Emailed 19/9</i>
20	<i>Governors to complete SGB Evaluation Form by the Governor Day</i>	ALL	<i>By 31/10</i>
22	<i>Governors to attend Parent Evenings, where possible</i>	ALL	<i>High</i>
24	<i>SM to notify STEP of meeting date change</i>	SM	<i>Emailed 19/9</i>

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