

**Minutes of a Meeting of the Strategic Governing Body of
Burfield Academy and Hawkes Farm Academy
Monday 30th April 2018 @ 5pm at Hawkes Farm Academy**

Name	Position	Attendance
John Wentworth (JWe)	Co-opted STEP Governor (Interim Chair)	Present
Brigid Wells (BW)	Co-opted STEP Governor	Present
Olly Chadwick (OC)	Co-opted STEP Governor	Apologies
David Duke (DD)	Co-opted STEP Governor	Present
Nicky Eckert (NE)	Co-opted STEP Governor	Present
Jeremy Wyld (JWy)	Co-opted STEP Governor	Present
Laura Carpenter (LC)	Parent Governor, Burfield Academy	Present
Dee Hughes (DH)	Head of School, Burfield Academy	Present, until 6.35pm
James Still (JS)	Parent Governor, Hawkes Farm Academy	Present
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy and Acting Executive Headteacher at Burfield	Present, until 6.35pm
Other Attendees		
Mark Ducker OBE (MD)	CEO STEP Academy Trust	Present
Jennese Alozie (JA)	STEP Head of Standards	Present
Kimberley Ryan (KR)	Office & Finance Manager, HFA & BA	Present, until 5.20pm
Lynn Bannister (LB)	Business Manager	Present, until 5.20pm
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> JWe welcomed everyone to the meeting and introduced LB who would be taking over from KR when she commenced her maternity leave.</p> <p>Apologies had been received from OC and these were accepted.</p> <p>JM outlined the evacuation procedures to follow in the case of the fire alarm sounding during the meeting.</p>	
2	<p><u>Quorum</u> SM established that the meeting was quorate.</p>	
3	<p><u>Declaration of Pecuniary Interests and/or Conflict of Interests</u> There were no interests declared by those present regarding agenda items.</p>	
4	<p><u>STEP Governance / SGB Membership</u></p> <ul style="list-style-type: none"> • KR had resigned as Staff Governor for Burfield and she was wished well with her baby, due in June • KR's departure left a vacancy for Website Monitoring Governor and JS agreed to take on this role. SM to send him details • Staff governor elections would be taking place in mid-May once some leadership appointments had been confirmed 	SM

5	<p><u>STEP Board of Trustees Update</u></p> <p>An update had been previously circulated and MD reported that the Trustees were due to review STEP SGB structures with the aim to remove any replication of responsibilities between the EMT, Trustees and SGBs. This should help streamline the number of documents currently being circulated to governors. The views of SGB Chairs would be sought this term.</p> <p>MD also reported that the Regional Schools Commissioner had approved the conversion of Turnham Primary Foundation School in Lewisham to a sponsored academy. Trustees would decide this term whether to bring the school into the Trust.</p> <p>MD was thanked for his report.</p>	
STEP Way – We agree to do things like this		
6	<p><u>STEP Policies and Procedures</u></p> <p>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></p> <p>SM confirmed that all governors had undertaken safeguarding training this academic year and five governors had completed Safer Recruitment training. NE asked how often the Safer Recruitment training should be refreshed and JA stated that, for STEP, this was every two years.</p> <p>BW had carried out safeguarding audits at both Academies on 19th April and her reports had been circulated along with audits from County and a Pupil Voice Safeguarding Audit. BW was pleased to report that all related policies and training were up to date. She reported that pupils felt safe and willing to take any issues to staff. BW concluded that safe guarding was very satisfactory in both schools.</p> <p>BW required an updated CPOMS report from Hawkes Farm and she explained what CPOMS was. All staff could look at full records for each child and this would soon be introduced at Burfield.</p> <p>Q – How did the school ensure that every incident was entered on CPOMS?</p> <p>A – JM stressed the importance of developing a culture to report everything. Staff attended a five minute briefing every Monday where a safeguarding scenario was set. Staff were constantly reminded and the profile was high. JM confirmed that CPOMS was a very secure system</p> <p>Finally, BW flagged up that attendance at Burfield was a safeguarding issue. BW was thanked for her reports.</p>	
STEP Up – We all succeed together		
8	<p><u>Educational Standards</u></p> <p><u>a) Head Teacher Reports</u></p> <p><u>Hawkes Farm Academy</u></p> <p>JM had provided a Head Teacher report, Pupil Premium Strategy, Sports Funding Report and a Data Pack from County. JM highlighted the following:</p> <ul style="list-style-type: none"> • There were currently some Ofsted ‘good’ judgements and some ‘requires improvement’ • No teacher had been off sick for over a month • A staff survey had been completed and HFA were above the STEP average in many areas and JM was very pleased with feedback from staff • PUMA tests (Maths) were undertaken three times a year, at the end of each term and the scores for SEND pupils was much lower than the other averages. JM was completing an analysis on this 	

- There were 27 SEND pupils across the Academy with the lowest performers in KS2 (eight pupils) and JM provided some background details for these
- Teacher assessments formally took place three times a year but there were also more informal observations
- Writing was an issue in Year 1 and JA explained that the writing curriculum had been refined and she was making visits for writing, reading and Maths
- Attendance was still generally high. The Attendance Officer visited every fortnight

Q – Attendance at other Academies was celebrated on the STEP twitter pages but there was nothing from HFA or BA. Would it be a good idea to put a photo on twitter / social media about 100% attendances?

A – This was a good idea but would require parental permission first

Q – Year 5 progress was good but attainment, not so?

A – There had been a big focus this year on writing including two 45-minute staff training sessions a week, to increase subject knowledge for example. Marking in writing books had also changed. Lessons were taught in the simplest form, then teachers read all 30 books and picked out the pertinent points. According to those points, the lesson was then re-taught, re-modelled or the teacher moved on. JM explained that there was very little evidence that marking in books was beneficial

Q – How was this conveyed to the pupils?

A – The most important thing was actually talking to pupils in lessons. JM admitted that this was a bold change, to move away from marking, but the new system was having an impact on writing. JA added that teachers were now taking a forensic approach but this did require monitoring

Burfield Academy

DH had provided a Head Teacher report, AIP, Pupil Premium Strategy, Sports Funding Report and a Data Pack from County. DH highlighted the following:

- All Ofsted sections were currently rated as ‘requires improvement’
- 30 pupils were expected in Reception in September with 27 of those, first choices
- In the parents’ survey in November, 76% of parents stated that they would recommend Burfield. This compared to 42% in July
- Recruitment for an Assistant Headteacher was in progress with five candidates being interviewed on Friday. This would increase staffing capacity as the school grew, adding a Year 3 next year
- There had been a high level of staff sickness this year but this had become more stable since February half term
- There had been much recruitment through the year including a HiLTA, which built extra capacity
- The PUMA and PIRA results were significantly below East Sussex averages
- There were no big gaps between the different groups with just a slight difference between boys and girls
- Pupils were not reaching the standard but they were making good levels of progress
- Since Easter, Year 1 had been using and applying their new skills. The work done with Maths and reading was now paying off and writing needed to be the focus now
- Maths Mastery had been rolled out in Reception and was now being introduced in Year 1. Positive feedback had been received from Tom Garry, STEP Maths Mastery Lead
- Attendance was still cause for concern and was down slightly. There was a raised understanding of attendance with parents but there was a small but significant group of children affecting the overall figure. The Attendance Officer visited every fortnight and one pupil had increased from 53% to 70%. JM explained that generally, attendance started well at a school and dipped during the year. But with Burfield, it hadn’t – it was poor from day one

	<p><u>b) Standards Lead Reports</u> Governors had received reports for both Academies and DH reported that some targets would not be met at Burfield. Due to the small cohorts, one pupil made such a significant difference. GLD was currently 69%, not 75%, but this was a big improvement on last year. DH emphasised the importance of ensuring that children joining from the nursery, were school ready. DH was pleased to report that a new, experienced teacher had joined Reception in January and she had made a significant difference and had had a huge impact. She had identified issues and gaps immediately. JA added that Reception and Year 2 were not where they needed to be and so they were drawing on the Hawkes Farm staff to address the issues rapidly. The key barriers to moving Burfield forward were staffing and the curriculum and these were being addressed.</p> <p><u>c) AIP</u> JA had carried out a teaching and learning review at Burfield in January and priorities were reviewed and issues identified. DH and JM met every Friday to look at the key points in the AIP and DH was still unpicking several things. The AIP from January to July was quite lengthy and was RAG rated. The document was updated every week and JM and DH were monitoring in class often. JA added that they were making sure that all systems were robust in the classrooms, to move the Academy forward and in preparation for Ofsted.</p> <p><u>d) Ofsted Preparation Update</u> Burfield were due an Inspection and were currently rated as Requires Improvement. Following the T & L Review, there was a plan in place. JA was carrying out a series of visits, going through the Ofsted sections, linking to governors and their visits, such as SEND and Pupil Premium. JA had recently run an Ofsted preparation session in Newhaven and she was happy to run another session in Hailsham. SM to organize.</p> <p><u>e) Lead Governor Visits</u> LC had carried out two SEND Visits and her reports had been circulated. She asked whether a different template should be used for her reports and SM would check this. The first visit was an introduction and the second visit was more in depth. LC had undertaken a learning walk including a Year 2 art lesson. She found that the children were engaged and displays were good. She noted that the SEND Register needed updating. LC highlighted that the SEND figure was 14.4% nationally, 12% in East Sussex but 20% at Burfield.</p> <p>DD had carried out a T & L Visit at both Academies and he felt that the level of improvement at Burfield was outstanding. The school had changed from having no particular vision to an effective, working school and he was very impressed. The staff changes had made a significant difference. At Hawkes Farm, he had spent time with individuals in Year 6; they were enthusiastic and engaged.</p> <p><u>f) Governor Monitoring Visits</u> JWe asked governors to liaise with the Head Teachers for their summer visits.</p> <p><u>g) Governors Day</u> JM suggested Thursday 5th July for a Governors Day, starting at Burfield at 9am and this was agreed. All governors to attend where possible.</p> <p>The Sports Funding reports and Pupil Premium reports, included in the papers, were noted. JWe thanked everyone for their reports.</p>	<p>SM</p> <p>SM</p> <p>ALL</p>
9	<p><u>Financial Management</u> A confidential minute was taken for this item, which was dealt with after item 5.</p>	
STEP Ahead – We invest in our future		
10	<p><u>Admissions Update</u></p>	

	BA had 30 Reception allocations for September (with 27 first choices) and HFA received 115 applications, 52 of them first choices. 60 would be admitted.	
11	<p><u>Governing Body Training</u></p> <p>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> <p>Governors had found the recent safeguarding training at Burfield very useful. Additionally, BW had attended a safeguarding networking meeting which was very good.</p>	
12	<p><u>GDPR</u></p> <p>Several documents had been circulated prior to the meeting and these were noted. MD explained that a significant amount of preparation work had been carried out by the central team and DH added that drop in sessions for staff, run by the IT Team, had been very helpful.</p>	
13	<p><u>Correspondence to the Chair</u></p> <p>JWe reported that no correspondence had been received that needed to be shared.</p>	
14	<p><u>Minutes of the Last Meeting and Matters Arising</u></p> <p>The minutes of the meeting held on 15th January 2018 were approved and signed. All action points had been addressed.</p>	
15	<p><u>Notes from the Clerk</u></p> <p>SM had circulated three documents prior to the meeting; Being Strategic, Challenge & Support and Heat 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>	
16	<p><u>Any Other Urgent Business</u></p> <p>There was no other business presented.</p>	
17	<p><u>Meeting Impact</u></p> <p>JA noted that Ofsted were looking at the amount of questions asked in SGB meetings, to establish that challenge was taking place. JA acknowledged that many questions would be asked individually whilst governors carried out their audits and this could be verbally passed on to Inspectors. JM suggested that governors came up with one question to ask at each meeting, either beforehand or at the meeting. JWe reminded governors however, to ensure that they did not cross over from strategic to operational.</p>	ALL
18	<p><u>Meeting Dates</u></p> <p>The SGB would next meet on Thursday 12th July @ 5pm at Burfield Academy.</p>	
19	<p><u>Publication of Minutes</u></p> <p>The financial items and any individual pupil and staffing matters would be recorded as confidential (Part B).</p>	
20	<p><u>Confidential Matters</u></p> <p>The Part B1 confidential minutes from 15th January 2018, were approved and signed. A confidential minute was then taken for this item.</p>	

The meeting closed at 6.40pm
SM 040518

Summary of Action Points

Agenda Item	Action	Owner
4	SM to send JS details on Website Monitoring	SM
8	SM to arrange Ofsted training	SM
8	SM to check on SEND Report templates	SM
8	Governors to attend the Governor Day on Thursday 5th July	ALL
17	Governor to ask at least one question at each meeting	ALL

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