

**Minutes of a Meeting of the Strategic Governing Body of
Burfield Academy and Hawkes Farm Academy
Thursday 12th July 2018 @ 5pm at Burfield 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	Present
David Duke (DD)	Co-opted STEP Governor	Present
Nicky Eckert (NE)	Co-opted STEP Governor	Present
Jeremy Wyld (JWy)	Co-opted STEP Governor	Apologies
Laura Carpenter (LC)	Parent Governor, Burfield Academy	Present
Dee Hughes (DH)	Head of School, Burfield Academy	Present, until 6.45pm
James Still (JS)	Parent Governor, Hawkes Farm Academy	Present, from 5.15pm
Jeremy Meek (JM)	Head Teacher, Hawkes Farm Academy and Acting Executive Headteacher at Burfield	Present, until 6.45pm
Other Attendees		
Mark Ducker OBE (MD)	CEO STEP Academy Trust	Apologies
Lynn Bannister (LB)	Business Manager	Present, until 6.45pm
Sarah Morgan (SM)	Clerk to the SGB	Present

No.	Agenda Item	Action
STEP First – We are all one Team		
1	<p>Welcome, Apologies and Housekeeping</p> <p>JWe welcomed everyone to the meeting and introduced Patricia Potts, who was observing the meeting as she was interested in becoming a governor.</p> <p>Apologies had been received from MD and retrospective apologies from JWY and these were accepted.</p>	
2	<p>Quorum</p> <p>SM established that the meeting was quorate.</p>	
3	<p>Declaration of Pecuniary Interests and/or Conflict of Interests</p> <p>There were no interests declared by those present regarding agenda items.</p>	
4	<p>STEP Governance / SGB Membership</p> <p>a) There were no changes in membership since the last meeting. However, after two years on the SGB, one of them as Chair, BW was retiring at the end of August. She had very much enjoyed her contact with the school but travel had become an issue. JWe paid tribute to her for helping to get the SGB off the ground in the early stages and for her work this year as Safeguarding Governor</p> <p>b) There were currently two vacancies for Staff Governors and elections would take place in September</p> <p>c) JWe informed governors that he had stood in as Interim Chair last September but had now been re-located to another STEP Academy nearer home and this would be his last meeting for BA/HFA. JWe had enjoyed his time in Hailsham, thanking all involved for quick responses,</p>	

	<p>covering items well in the agendas and minutes, professional clerking, good central support and the introduction of The Trust Governor. In response, JM thanked both JWe and BW for their support as Chairs and he wished both of them well for the future</p> <p>d) DD had indicated that he would be willing to step in as Acting Chair, from 1st September until the next meeting, on 15th November</p>	
5	<p><u>STEP Board of Trustees Update</u></p> <p>An update had been previously circulated and JWe reported that the Trustees were currently reviewing the roles and responsibilities of SGBs. Going forward, it was likely that finances, premises and H & S would be centralized which would free up the SGBs to focus on teaching and learning, outcomes, safeguarding and community engagement. Governors would be consulted on the changes in due course.</p> <p>Turnham Primary was joining STEP on 1st August. The school was in Lewisham in a high area of deprivation and STEP had been supporting them for a year.</p>	
STEP Way – We agree to do things like this		
6	<p><u>Safeguarding</u></p> <p>Governors were invited to join staff on the forthcoming INSET day, Tuesday 4th September at Hawkes Farm, from 11 – 2.45, for a safeguarding update.</p> <p><u>Hawkes Farm</u></p> <p>BW had completed a safeguarding checklist and she highlighted the following:</p> <ul style="list-style-type: none"> • An update to the Safeguarding Policy was being drafted • The new KCSIE document was being published on 3rd September, giving staff just one evening to read it before the INSET training • The SCR had been checked and there were no issues identified. Noted that DBS checks were carried out on all volunteers • The injuries and accidents log was up to date • The Academy did not currently have a lock down policy. JM reported that this was being looked at centrally for a Trust wide policy • CPOMS was in use where all concerns were logged in one place • Attendance was currently 96% • Seven pupils were receiving interventions since the last report • There were no pupils on Child Protection Plans • Of the four pupils with EHCPs, two had now left and two had assigned key workers • There were no Looked After Children • The online game ‘Fortnite’ was causing concern due to the violence and online connections. A specific assembly had been held on Fortnite and parents were voicing their concerns about the game • JM confirmed that all pupils were expected to hand in any mobile phones and they were not allowed to use them at any point <p><u>Burfield</u></p> <p>DH reported on the following:</p> <ul style="list-style-type: none"> • One child was on a Child Protection Plan and two had closed • Eight pupils had EHCPs and key workers • CPOMS was due to be introduced in September • Ofsted Inspectors had stated that there was a strong safeguarding culture in the school and staff and pupils were able to explain what to do if they had any concerns • No errors in the SCR were picked up by Inspectors • The annual attendance figure was 94%. Attendance had improved through the year, from 93% to 94% and finishing on 95%. Burfield started the year with poor attendance but worked hard to improve this with the Educational Welfare Office 	

	<p>Q – What was the threshold for adding concerns to CPOMS and do staff know? A – CPOMS was for recording, not reporting. Staff would report any concerns to a DSL within 30 minutes and then add to CPOMS. JM added that safeguarding scenarios with a model answer were covered at weekly briefings.</p> <p>Q – What was the target for attendance? A – 96%.</p>	
STEP Up – We all succeed together		
7	<p><u>Educational Standards</u></p> <p><u>a) Outcomes</u></p> <p>JM handed out results for EYFS, KS1 and KS2 tests for both schools.</p> <p><u>EYFS</u> The national average for EYFS pupils attaining a Good Level of Development (GLD) was 72%. HFA scored 81% and BA scored 66%. These results had been validated by external moderators. DH reported that, when the Reception children arrived at Burfield, not all were ready for school. 12 had moved up from the Burfield Nursery and they were ready. But 15 had joined from other local pre-school providers and were not ready. However, some pupils had made significant improvements and JM concurred that the results were a massive improvement on where we were previously.</p> <p><u>KS1</u> HFA were above national in all areas and BA below. However, DD stated that improvements were progressive. The improvement cycle started with leadership and management, then teaching and learning and finally, outcomes.</p> <p><u>KS2</u> There was an improving picture in KS2 at HFA with results being broadly in line with national averages and above in some areas.</p> <p>Q – What areas are you worried about? A – JM was not worried about any areas but was disappointed that reading wasn't 6-7% higher.</p> <p>Q – What will the focus be next year? A – Reading was a focus in the AIP. This was the most difficult area to bring pupils up to speed on and this started with Reception, where pupils needed to be taught how to de-code. DD added that he had recently seen Years 2-5 reading and had been impressed at some of the advanced books being read, by choice.</p> <p><u>c) AIP and SEF</u> AIP priorities were currently being considered and would be presented at the next meeting. They included:</p> <ul style="list-style-type: none"> • Development of middle leaders • The wider curriculum • Reading <p>The SEF grades were currently good across the board in all areas for both schools. Governors were reminded that HFA was technically still in Special Measures, from two years ago.</p> <p><u>d) Ofsted Feedback</u> Burfield had received an Ofsted Inspection and been judged as Requires Improvement overall, with some Good areas. The Inspectors were very challenging and they validated the school's judgements. DH knew there was work to do. T & L was variable but provision was in place to support this. The next steps included the AIP priorities above plus attendance and parent communication. Burfield needed</p>	

	<p>promoting more, through social media and parent mail as some parents still felt negatively about the school from previous issues and found it difficult to move on. It was noted that Year 1 and 2 parents provided negative feedback to Ofsted whilst Nursery and Reception parents provided supportive feedback. JM reported that a series of events had been scheduled for the Autumn term, to engage parents, and DD requested that governors be involved in these events.</p> <p>DH recorded huge thanks to her staff. The positivity was evident to see and the staff worked exceptionally hard. She also thanked the HFA team for their support - a good demonstration of STEP First and another layer of support that most schools didn't have. In return, DH was thanked for steering the school so well through the Inspection.</p> <p>Q – What was the effectiveness of the Teaching Assistants? A – The TAs had been asked to support behaviour and additional needs but the Inspectors did expect to see the TAs more engaged in T & L. Training to be increased next year.</p> <p><u>e) Lead Governor Visits</u> NE had carried out two PDBW visits and her reports had been circulated. At Hawkes Farm, Year 3 were engaged really well and they stated that bullying was handled well. At Burfield, NE had a very positive visit. DH had highlighted that there was some challenging behaviour in Year 1 and NE noticed they were less settled than the others, but it was a very hot day and no fan in the classroom.</p> <p>LC had attended the Burfield Nurture Group (report circulated) and she had visited Hawkes Farm earlier that day. She stated that it was important to keep the nurture group going.</p> <p>DD had carried out a T & L Visit at both Academies (report circulated). He expected to see good T & L and pupils engaged at Hawkes Farm and he did. This was starting to show now at Burfield and the pupils were very keen to talk and engage in conversation.</p> <p>Governors were thanked for their reports.</p> <p><u>f) Governors Day Feedback</u> JS had been very impressed by his first Governors Day and he had gained a good understanding of the curriculum by the way it was explained. He noted that the TAs were very attentive at lunch time and very supportive in the classrooms.</p> <p><u>g) Governance Self-Evaluation Report</u> Three governors had completed this on TTG and the report would be a useful tool once fully completed. The remaining governors were asked to complete this over the summer and SM would send a reminder.</p> <p><u>h) Autumn Governor Day & Monitoring Visits</u> Governors agreed to hold the next Governor Day on Friday 30th November at Burfield. With the retirement of BW, a Safeguarding Governor was needed. BW had carried out a very concise audit and SM would check whether this was the responsibility of the Safeguarding Governor. Governors to give consideration to taking on this role in the Autumn.</p>	<p>SM / ALL</p> <p>SM</p>
8	<p><u>Financial Management</u> A confidential minute was taken for this item.</p>	
STEP Ahead – We invest in our future		
9	<p><u>Admissions Update</u> BA had 30 Reception allocations for September and HFA had 60. There were no appeals.</p>	

10	<p><u>Governing Body Training</u></p> <p>a) NE had attended STEP governor panel training and found it very useful b) LC had attended East Sussex SEND governor training and this was a good session c) Governors noted two STEP sessions for the next academic year; STEP Compass Overview – 11th October and SEND (Provisional date - 16th January, time & venue TBC) d) There were no specific training needs for next year</p>	
11	<p><u>Correspondence to the Chair</u></p> <p>JWe reported that no correspondence had been received that needed to be shared.</p>	
12	<p><u>Minutes of the Last Meeting and Matters Arising</u></p> <p>The minutes of the meeting held on 30th April 2018 were approved and signed. All action points had been addressed. JM added that both schools were GDPR compliant and there was a dedicated STEP email for any issues. New permission letters were being sent to parents that day.</p>	
13	<p><u>Any Other Urgent Business</u></p> <p>DD raised an issue following his recent visit. It seemed that the process of ordering classroom equipment was very time consuming for staff. Was there a central purchasing scheme available? LB responded that yes, there was. Some items were procured centrally, such as paper and some items used specific suppliers. Going forward, the suppliers used would be Trust wide, where possible.</p>	
14	<p><u>Meeting Impact</u></p> <p>BW was encouraged by the Ofsted report and the figures for Hawkes Farm. These showed the progress made over the year and she congratulated both. JWe felt that the SGB were in a strong position now, after two years in service and he was encouraged by this.</p>	
15	<p><u>Meeting Dates</u></p> <p>The SGB would next meet on Thursday 15th November at Burfield Academy. The meeting dates for 2018/19 had been circulated and governors agreed to hold all meetings next year at 5pm.</p>	
16	<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>	
17	<p><u>Confidential Matters</u></p> <p>The Part B1 and B2 confidential minutes from 30th April 2018, were approved and signed. Before the staff left, JWe praised them for making such a difference to the families in the community. He could see the impact that STEP was having. JM, DH and LB left the meeting at this point (6.45pm) and a confidential minute was then taken.</p>	

The meeting closed at 6.55pm
SM 280718

Summary of Action Points

Agenda Item	Action	Owner
7	<i>Governors to complete self-evaluation on TTG over the summer (SM to send reminder)</i>	<i>ALL/SM</i>
7	<i>SM to check the responsibilities of the Safeguarding Governor</i>	<i>SM</i>

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