

**Minutes of a Meeting of the Strategic Governing Body of  
Breakwater Academy and High Cliff Academy  
16<sup>th</sup> May 2017 @ 6pm at Breakwater Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
Helen Hewitt (HH)	Co-opted STEP Governor (Chair)	Present
Johnie Davies (JD)	Co-opted STEP Governor	Apologies
Brendan Clemens (BC)	Parent Governor, High Cliff Academy	Present
Cliff Robinson (CR)	Co-opted STEP Governor	Present
Ian Rogers (IR)	Head Teacher, Breakwater Academy	Present
Becky Viner-Waite (BVW)	Staff Governor, Breakwater Academy	Present until 7.50pm
Craig Marsh (CM)	Parent Governor, Breakwater Academy	Present
Abby Kilgarriff (AK)	Head Teacher, High Cliff Academy	Present
Izzy Tickner (IT)	Acting Head Teacher, High Cliff Academy	Present
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present until 7.50pm
Paul Glover (PG)	STEP Executive Head Teacher	Present
<b>Other Attendees</b>		
Sally Franceschi (SF)	Deputy Head Teacher, Breakwater Academy	Present until 7.50pm
Amanda Dickson (AD)	Business Manager, Angel Oak Academy	Present until 7.50pm
Jackie Wales (JW)	Business Manager, Breakwater Academy	Present until 7.50pm
Ben March (BM)	STEP Chief Finance & Operations Officer	Present until 7.50pm
Sarah Morgan (SM)	Clerk to the SGB	Present

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
<b>STEP First – We are all one Team</b>		
<b>1</b>	<p><b><u>Welcome, Introductions and Apologies</u></b></p> <p>HH welcomed everyone to the meeting, particularly AK, who was the new Head Teacher for High Cliff. Introductions were made around the table. Apologies had been received from JD and these were accepted.</p>	
<b>2</b>	<p><b><u>Quorum</u></b></p> <p>HH 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>Governing Body Membership</u></b></p> <ul style="list-style-type: none"> <li>• IT would soon be commencing her maternity leave and she would continue to support AK in her new role until that time</li> <li>• The STEP Trustees had formally ratified BP's appointment</li> <li>• Helen Day, Co-opted Governor, had resigned that day. More governors were needed and there had been some enquiries</li> <li>• HD's departure left a vacancy for an SEN/Inclusion Governor. BC agreed to take on this role</li> <li>• Noted that only the statutory link roles were filled currently. The remaining roles would be decided in September, once the Skills Audit had been re-done and hopefully, when more governors were on board</li> </ul>	

**5** Head Teachers' Reports**a) Breakwater Academy**

IR tabled a Teaching & Learning Review, which had been carried out by Jennese Alozie, STEP Head of Standards. There were many positives highlighted in the review including:

- Attendance – still lower than it should be but acknowledged the school were doing all they could to address this
- Behaviour – now a strength thanks to the strategic approaches
- JA spoke to staff and pupils who felt the school was much calmer - a significant improvement
- Family dining was a strength (older and younger pupils seated together)
- The school had now stabilised and included solid routines for English and Maths
- Progress and Attainment – progress was now 'good' and had improved significantly. Year 6 SATs had taken place the previous week
- JA was very complimentary about the teachers

Most importantly, JA had ratified all judgements made by the school. JA and IR had met with HH and CR to discuss the way forward and building on the successes. The next steps included:

- Recruitment, retention and upskilling of staff (a SENDCo and Maths Lead were two recent appointments)
- Inconsistencies in the quality of teaching. ALL teachers now had an individual action plan and they were expected to invite Senior Leaders to their classroom as the school had moved away from formal observations
- Two current focuses were AFL (Assessment for Learning) and SEN

Copies of the Head Teacher's Report had been circulated prior to the meeting and IR drew governors' attention to the following:

- The data on the Achievement of Pupils was from the end of the Spring term. All children had made significant progress and evidence was needed in their books to back this up
- Quality of Teaching – by the end of the academic year, IR predicted that 88% of teachers would be good in English and 12% (one teacher) would require improvement. For Maths, 77% would be good and 23% would require improvement
- Behaviour – the Behaviour Policy had been reviewed and implemented and this had had a significant impact around the school
- The attendance figure currently stood at 93.5%, below where it should be. However, as mentioned at the previous meeting, without the two families with severe persistent absence, the figure would be 95.7%. Attendance was taken seriously at the school and there were currently 17 open cases across the school and one court date pending

Finally, IR reported that there had been a recent Health & Safety issue with a member of staff which had involved calling an ambulance. IR was pleased to report that the staff member would be returning to work the following week.

**b) High Cliff Academy**

Copies of a Head Teacher Report had been circulated prior to the meeting. IT had been working alongside AK to ensure a smooth transition of Headship. IT was pleased to report that three new members of staff had been appointed; a Sports Coach and two NQTs for September, who had both been very strong applicants. All teachers were now in place for September. Additionally, the Learning Support Assistant for Reception had obtained a PGCE place and she would become an unqualified teacher, with STEP funding the PGCE fees.

	<p>IT highlighted the following:</p> <ul style="list-style-type: none"> <li>• Early Years had been moderated the previous week by the Local Authority and Reception teachers had attended a support moderation session. Noted that EYFS did not receive this support last year</li> <li>• The school had successfully applied for the Maths Mastery Programme</li> <li>• Pupil Progress meetings had taken place with all teachers</li> <li>• Spring term data was tabled</li> <li>• IT and AK were considering how best to judge the quality of teaching so it was not just a snapshot on the observation day but long term. Noted the significant improvement in the quality of teaching since November</li> <li>• KS1 was currently rated as 'good' and EYFS was currently rated as 'requires improvement'. However, EYFS were close to good but some improvement was still needed</li> <li>• Behaviour and behaviour for learning continued to be good</li> <li>• The attendance figure currently stood at 95.5%</li> </ul> <p>IR and IT were thanked for presenting their reports.</p>	
6	<p><b>Finance Management &amp; Monitoring</b> A confidential minute was taken for this item. Noted that the 2017/2018 budgets for both Academies were approved by the SGB.</p>	
7	<p><b>STEP's Financial Model &amp; Potential Future Enhancements</b> A confidential minute was taken for this item.</p>	
<b>STEP Way – We agree to do things like this</b>		
8	<p><b>Questions from the STEP Standards Committee</b> Governors had been sent a document circulated by STEP asking the SGB to evaluate current standards. IR had already completed the form but AK was awaiting a visit from Jennese Alozie before completing her section. Much progress had been seen at High Cliff but AK wanted to receive external feedback first.</p> <p><u>Breakwater</u> IR reported that the judgements were currently:</p> <ul style="list-style-type: none"> <li>• Outcomes for pupils: Inadequate (4) but expect to be Requires Improvement (3) by end of year</li> <li>• Quality of Teaching, Learning &amp; Assessment: Requires Improvement (due to inconsistency)</li> <li>• Personal Development, Behaviour &amp; Welfare: Requires Improvement</li> <li>• Effectiveness of Leadership &amp; Management: Requires Improvement (capacity to improve, need to work with middle leaders now)</li> <li>• Safeguarding: Requires Improvement (needs tightening and embedding)</li> <li>• Overall effectiveness: Requires Improvement</li> </ul> <p>HH asked for comments from governors on these judgements. CM responded that they were honest and transparent and he had been impressed on a recent visit to the school. BP felt that there had been a significant improvement but acknowledged that there was still a long way to go. IR confirmed that he expected a stable staffing team now going forward and this would have a very positive impact.</p> <p>HH drew attention to Leadership &amp; Management requiring improvement (this included governors). She asked how the SGB could improve and what should be in their improvement plan? IR responded that the best thing governors could do was come into school during the day, meet specific staff and see how the school runs etc. HH asked how often focused visits should take place and it was decided that governors should try to visit once a term. HH felt it would be useful to arrange a briefing session</p>	

	<p>on the expectations of and carrying out, governor visits. SM would ascertain governors' availability for this. In the meantime, SM would circulate some visit guidelines and a visits form.</p> <p>PG mentioned that the Governor Improvement Plan should be linked to the short term School Improvement Plan. HH then asked what the best mechanism was for recruiting new governors? PG felt that the Head Teachers should meet any prospective governors first before presentation to the SGB. HH felt that referral to the Skills Audit was needed and all agreed that these should be redone. SM to recirculate the audit with some guidance.</p> <p>There was a discussion on governor training. BC, CR, JD and SM had attended STEP Safeguarding training the previous evening and SM was in the process of collating a governor safeguarding list to ascertain where gaps were in this training. The Academies currently paid £1,000 a year for access to the East Sussex Training Programme. However, HH felt that the courses were geared towards state schools and most were held in Eastbourne or Hastings. She preferred to undertake training through STEP and therefore suggested no longer subscribing to East Sussex and governors agreed. SM to contact Thomas Scrace to establish if the subscription had already been paid for this year.</p> <p><u>High Cliff</u> IT reported that their SEF had been completed and the judgements were currently:</p> <ul style="list-style-type: none"> <li>• Outcomes for pupils: Requires Improvement</li> <li>• Quality of Teaching, Learning &amp; Assessment: Requires Improvement</li> <li>• Personal Development, Behaviour &amp; Welfare: Good</li> <li>• Effectiveness of Leadership &amp; Management: Good</li> <li>• Safeguarding: Good</li> <li>• Overall effectiveness: Requires Improvement</li> </ul> <p>Governors noted the judgements for both Academies.</p>	<p>SM SM</p> <p>SM</p> <p>SM</p>
<p>9</p>	<p><u>Pupil Voice</u></p> <p>A pupil questionnaire had been completed at Breakwater and the responses were tabled. The results had been shared with staff and pupils. Notable differences between the autumn and spring responses were:</p> <ul style="list-style-type: none"> <li>• <i>I think children behave well in my class</i> – From 62% to 87%</li> <li>• <i>I have been bullied in this school</i> – From 28% to 8%</li> <li>• <i>The work in class is challenging enough</i> – From 89% to 87%</li> </ul> <p>The questions would be more curriculum focused next time.</p> <p>SF reported that a Student Council had been set up after Christmas and this had been a very positive move. In response to their concern about raising the standard of writing, a poetry competition had been accessed. SF was very pleased to report that, although there were 35,000 entries for KS2, five poems from BWA pupils would be published. Additionally, poems would be published for six KS1 pupils, from a pool of 11,000 entries. The children were most excited by this and another poetry competition had been sourced. SF then reported on the additional areas:</p> <ul style="list-style-type: none"> <li>• The Student Council lead the meeting agendas and friendship was the current focus</li> <li>• Buddies had been put in place for those children who had been away from school for a length of time</li> <li>• The Student Council had organized the school disco and this made them feel empowered</li> <li>• A Shakespeare Club had been formed</li> <li>• A general improvement had been seen in pupils' attitude to school</li> <li>• Older children were being given responsibilities such as Year 5 pupils sitting with Reception pupils at meal times and Year 6 Prefects on the Year 1 playground (there were no prefects</li> </ul>	

	before)  Over at High Cliff, the children were younger so different approaches were taken. IT reported that four Houses had been established with House Captains (who had jobs at lunchtime). A new system of house points had also been introduced. Lunch time and library clubs had been set up in response to children requesting them. And finally, links had been established with the older pupils at Seahaven Academy who were buddying up with the younger children for reading and PE lessons.	
10	<b><u>Residential Trip Approval</u></b> A risk assessment was tabled for a proposed Year 6 trip to Windmill Hill Activity Centre for Breakwater. Qualified instructors would be present throughout and the Centre was a long established and popular choice with schools. Noted that three pupils would not be attending due to personal reasons. The trip was duly approved by governors.	
<b>STEP Ahead – We invest in our future</b>		
11	<b><u>Feedback from the STEP Board of Trustees</u></b> PG reported:  <ul style="list-style-type: none"> <li>• The Chair and Vice Chair of the STEP Board of Trustees had resigned and Nicky King was the Interim Chair</li> <li>• Two of the Croydon Academies had received an Ofsted Inspection; Gonville had been judged as ‘Good’ but David Livingstone was judged as ‘Requires Improvement’. STEP support had been swift and a new leadership team put in place including an Interim Head Teacher. Angel Oak Academy were also supporting</li> <li>• Wolsey Infant School were joining the STEP family (Wolsey Junior Academy were already part of STEP)</li> </ul>	
12	<b><u>Feedback from Governance Team Meeting</u></b> SM reported that she attended Governance Team Meetings in Croydon every two months and, amongst other things, these were a useful forum for sharing good governance practice across the Academies, receiving updates and for bringing attention to, any issues arising from SGBs. SM highlighted:  <ul style="list-style-type: none"> <li>• All governors were required to read and understand the DfE document ‘Keeping Children Safe in Education’. They were also required to sign a document to that effect. SM would circulate the document to governors to read before the next meeting</li> <li>• SM had collated a list of training undertaken by governors. She would email this out for checking and governors to report any training not on the list</li> <li>• SM had received log in details for The Key, a very useful advisory website for governors. Once this had been set up, she would circulate further details</li> </ul>	SM ALL SM ALL  SM
13	<b><u>Governing Body Training</u></b> This item had already been discussed under agenda item 8.	
14	<b><u>Minutes of Previous Meeting</u></b> The minutes of the meeting held on 21 <sup>st</sup> March 2017 were approved and signed. The minutes from 7 <sup>th</sup> February 2017 were also signed as one amendment had been made.	
15	<b><u>Matters Arising from Minutes</u></b>  <ul style="list-style-type: none"> <li>• Agenda item 11 – PG would be discussing parent communication with the Trust the following week</li> <li>• Agenda item 21 – IT had re-scheduled the Learning Walk and BC had attended and been very impressed with the Nursery and very well behaved pupils. SM asked for those governors who</li> </ul>	

	had visited the schools to please provide brief feedback via a Governor Visits form, mentioned earlier in the meeting  All other action points had been addressed.	<b>ALL</b>
<b>16</b>	<b><u>Any Other Business</u></b> There was no other business presented.	
<b>17</b>	<b><u>Meeting Dates</u></b> The SGB would next meet on Tuesday 11 <sup>th</sup> July @ 6pm at High Cliff Academy.	
<b>18</b>	<b><u>Publication of Minutes</u></b> The finance items would be recorded as confidential (Part B).	
<b>19</b>	<b><u>Confidential Matters</u></b> Staff members (BVW, SF, BP, BM, AD and JW) were asked to leave at this point (7.50pm) and a confidential minute was taken.	

The meeting closed at 8.05pm.  
SM 200517

#### Summary of Action Points

<b>Agenda Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>8</b>	<b><i>SM to ascertain governor availability for a visits briefing session</i></b>	<b>SM</b>	<b>Medium</b>
<b>8</b>	<b><i>SM to circulate governor visits form &amp; visits guidelines</i></b>	<b>SM</b>	<b>Emailed 170517</b>
<b>8</b>	<b><i>SM to re-circulate Skills Audit &amp; guidelines</i></b>	<b>SM</b>	<b>Emailed 170517</b>
<b>8</b>	<b><i>SM to contact Thomas Scrace re. East Sussex training subscription</i></b>	<b>SM</b>	<b>Emailed 170517 &amp; response received</b>
<b>12</b>	<b><i>SM to circulate KCSIE document</i></b>	<b>SM</b>	<b>Emailed 170517</b>
<b>12</b>	<b><i>All governors to read KCSIE document before next meeting</i></b>	<b>ALL</b>	<b>High</b>
<b>12</b>	<b><i>SM to circulate training list &amp; governors to check</i></b>	<b>SM/ALL</b>	<b>Medium</b>
<b>12</b>	<b><i>SM to circulate details of The Key</i></b>	<b>SM</b>	<b>Medium</b>
<b>15</b>	<b><i>Governors to complete a Visits Form for any visits undertaken</i></b>	<b>ALL</b>	<b>Medium</b>

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