

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy (and High Cliff Academy from 1.1.2017)
Tuesday 13 December 2016 at 6pm at High Cliff Academy**

Name	Position	Attendance
Helen Hewitt	Co-opted STEP Governor	Present
Brendan Clemens	Parent Governor, High Cliff Academy (Appointment pending ratification by STEP Board of Trustees)	Present
Johnie Davies	Co-opted STEP Governor	Present
Paul Glover	Executive Head Teacher	Apologies
Becky Packham	Staff Governor, High Cliff Academy (Appointment pending ratification by STEP Board of Trustees)	Present
Craig Marsh	Parent Governor, Breakwater Academy (Appointment pending ratification by STEP Board of Trustees)	Present
Cliff Robinson	Co-opted STEP Governor	Present
Ian Rogers	Staff Governor (Head Teacher, Breakwater Academy)	Present
Becky Viner-Waite	Staff Governor, Breakwater Academy (Appointment pending ratification by STEP Board of Trustees)	Present
Other Attendees		
Ben March	STEP Chief Finance & Operations Officer	Present
Helen Day	Prospective Parent Governor, Breakwater Academy	Present
Philippa Jackson	Clerk	Present
Izzy Tickner	Acting Head Teacher, High Cliff Academy	Present
Jackie Wales	Business Manager, Breakwater Academy	Present
John Wentworth	STEP Consultant Executive Head Teacher	Present

STEP First – We are all one team

1 Welcome and Introductions

Helen Hewitt welcomed members to the meeting of the SGB. Apologies were received and accepted from Paul Glover. Helen Day, prospective parent governor, was welcomed to the meeting as an observer.

2 Quorum

It was confirmed that the meeting was quorate.

3	<p>Register of Pecuniary Interests and/or Conflict of Interests</p> <p>Forms were signed and collated from Isabelle Tickner, Ian Rogers, Helen Day and Craig Marsh.</p> <p>No declarations of interest relevant to the agenda items were made.</p>
4	<p>Strategic Governing Body Membership</p> <p>Governors noted the appointment of Becky Viner-Waite as Staff Governor and Craig Marsh as Parent Governor. Their appointments were subject to ratification by the STEP Board of Trustees on 15 December 2016.</p> <p>Helen Day, prospective parent governor, introduced herself and provided some background information in relation to her appropriate skills to be considered as a prospective member of the SGB. Helen confirmed that she was a Police Officer for Sussex Police and worked in the on-line pedophile response unit and could provide expertise in safeguarding children. Her son was a pupil at Newhaven Academy and she had a keen personal interest in the performance of the Academy. Helen was keen to become actively involved in the SGB and support the overall STEP Academy Trust.</p> <p>The SGB considered Helen's application and would recommend her appointment as parent governor to the STEP Board of Trustees.</p>
5	<p>Meeting dates</p> <p>The SGB agreed the following meeting dates for 2017:</p> <ul style="list-style-type: none"> • Tuesday, 7 February 2017 at 6.00pm at Breakwater Academy • Tuesday, 21 March 2017 at 6.00pm at High Cliff Academy • Tuesday, 16 May 2017 at 6.00pm at Breakwater Academy • Tuesday, 11 July 2017 at 6.00pm at High Cliff Academy <p>The meeting dates would be circulated by the Clerk. (Action: PJ)</p>
6	<p>Terms of Reference and Scheme of Delegation</p> <p>The SGB noted the Terms of Reference and the STEP Scheme of Delegation for 2016/17 as approved by the Board of Trustees. Ben March set out the delegation of powers between the STEP Board of Trustees and the Strategic Governing Bodies.</p>
7	<p>Safeguarding</p> <p>Johnie Davies, Safeguarding Governor, confirmed that the Safeguarding Audit had been completed at Newhaven Academy. He reported that a very thorough audit had been carried out with the Head Teacher and strong evidence of compliance had been provided. There were no major concerns and all procedures had been adequately met.</p> <p>An action plan for the 2016/17 audit had been prepared and would be circulated with the minutes. (Action: PJ)</p>

There were some actions which related to updating the website, software used to record and report incidents, anonymised case studies, student voice, community cohesion, accessing best facilities to ensure safeguarding. A progress update on the actions would be provided at the next meeting. **(Action: JD)**

The SGB noted that governor training on Safeguarding would be required for all governors.

Ian Rogers provided an update on Prevent. All staff had received training on the Prevent policy including the warning signs and actions to take if they were concerned.

8 Admissions Consultation

Ben March advised that STEP's solicitors had drafted the Admissions Consultation policy which had been circulated to governors. The policy would be agreed by the STEP Board of Trustees in time for public consultation to take place by the end of November.

STEP Way – We agree to do things like this

9 Ofsted

Governors noted the Ofsted document that had been produced by STEP Head of Standards. Ian Rogers reported that there were a significant number of changes to be focused on for next term. Jenesse Alozie, Head of Standards, would conduct a teaching and learning review with the new Academies and would visit Newhaven Academy next term.

It was noted that during Ofsted visits, inspectors really focused on disadvantaged pupils and assessed whether the schools actually do what they say they do. The increasing number of children with EAL was highlighted to governors, together with the importance of working closely with the parents of EAL children to allow the school to build strong links so parents could support the school's efforts to promote the children's achievement.

Governor question: There were 35 new pupils this year, approximately what percentage of the pupils were EAL?

Answer: Approximately 20% of the pupils were EAL which was a significant increase. The teachers worked closely with these children and their parents to ensure the pupils were well integrated into the School.

Governor question: When would the School be due an Ofsted inspection?

Answer: Breakwater Academy would be due a visit from September 2018 and Newhaven Academy from January 2018.

STEP Up – We all succeed together

10 Head Teacher's Report

Ian went through the report and highlighted the key developments:

- The results of the parent questionnaire were very positive
- There were still a significant number of parents who were unsure whether they would recommend the Academy to other parents as they needed more time to be sure
- Informal training for parents had been arranged with the Island Community Centre – the training would focus on English and Maths skills for KS1 to support parents in understanding the teaching strategies
- The teaching of SFA had improved significantly through staff training and had really

impacted the children especially the younger years

- A lot of training would be implemented in January, particularly in Maths
- The application to become a Mathematics Mastery school from September 2017 had been completed
- Attachment training and training in autism had been arranged for staff next term to teach staff new strategies to better assist children in these areas
- A new SENCO had been appointed and would work across both schools from 1 April 2017
- A sports coach had been appointed to support every class for PE during the afternoons to allow teachers PPA time
- This term's curriculum had focused on SFA, Maths, IPC and high quality of teaching and learning
- A computing curriculum would be designed with the STEP ICT team next term
- Pupil's had made good progress this term although there were still some concerns in the quality of the teaching and progress of the Y4 class – this had now been dealt with and progress was expected
- SFA had impacted the pupil's achievement, especially in reading, the impact of the changes in Maths had been slower
- There had been huge progress in the quality of teaching following the learning walks – immediate feedback had been provided to teachers and changes implemented immediately
- The Academy aimed to have 80% of teachers rated as 'good'
- Since the last meeting, four fixed term exclusions had been carried out
- Attendance for the academic year was 94.6% and the Academy hoped to increase this to 96% by the end of the year
- Work had been carried out with some families in order to improve pupil attendance

Craig Marsh, Parent Governor, reported that the new home work system worked much better and allowed parents to manage home work with their children in a way that suits a busy family life.

Izzy Tickner provided a brief verbal report on the Newhaven Academy which would become High Cliff Academy as of 1 January 2017. Izzy set out at the key developments this term as per the slides attached to these minutes.

The SGB noted the Pupil Premium Report and Sports Premium Report.

The Chair thanked the Head Teachers for their hard work in producing the reports. Governors commented that although there had been significant challenges and changes this term, a significant improvement in teaching and learning was clearly visible across the Academies.

11 Finance

The Finance Reports were noted.

12 Premises

There were no premises issues reported.

13 Academy Improvement Plans

Ian Rogers reported there were no major changes to the Breakwater Academy Improvement plan for 2016/17. Once activities had been progressed further, governors would be assigned to monitor the AIP and governor visits arranged.

Ian requested that governors send through a recent photo and information on themselves and their professional background so he can share with staff and parents at both Academies. It was important that staff and parents were made aware of who the governors were.

The following dates were proposed for the governors to informally meet with staff and parents:

- Wednesday, 25 January 2017 at 3.00pm at High Cliff Academy
- Thursday, 26 January 2017 at 3.30pm at Breakwater Academy

14 Website compliance

Governors noted the STEP Academies' website checklist. A website monitoring governor would be appointed at the next meeting. **(Action: PJ)**

STEP Ahead – *We invest in our future*

15 Feedback from the STEP Board of Trustees

Governors noted the minutes of the STEP Academy Board of Trustees meeting held on 17 October 2016.

Ben March reported that STEP had taken on four Lilac Sky Academies in East Sussex. The strategic development and growth of STEP in East Sussex brought many benefits to the schools and allowed STEP to secure a hub in this area.

La Fontaine and Heathfield Academies had been allocated a permanent site after being in temporary schools.

A STEP Inset day would be held for all staff, Trustees and Governors on 10 February 2017 at the Brighton Amex Centre.

The Annual Report and Accounts for 2015/16 had been approved by the Board of Trustees and filed with Companies House.

The trading subsidiary, set up to facilitate income from the kitchen facilities at Wolsey Academy, had made a small profit and would be put back into the service.

STEP's quality assurance strategy showed a good baseline for how schools monitor and evaluation teaching and learning and would be implemented across the Trust.


The Board of Trustees had considered different options and opportunities in secondary schools to further develop the Trust. The financial accounts of STEP were in a strong position and allowed the Trust to strategically plan for the future.

16	<p>Governing Body Training</p> <p>The training needs of Governors would be identified and discussed at the next meeting. (Action: PJ)</p>
17	<p>Correspondence to the Chair (if any)</p> <p>There was no correspondence received by the Chair.</p>
18	<p>Minutes</p> <p>The minutes of the SGB meeting held on 1 November 2016, included the Confidential Part B minutes, were accepted as an accurate record and duly signed by the Chair.</p>
19	<p>Matters arising from the minutes</p> <p>It was suggested that a SENCO report be provided to governors once the SENCO role had started. (Action: PJ)</p>
20	<p>Other business</p> <p>There were no other matters of business to be addressed.</p>
21	<p>Meeting Impact</p> <p>Governors considered the meeting's impact to be 'very good'. The governors reported that the quality of the Head Teacher's reports was excellent and really focused on the improvements in teaching and parent relations.</p> <p>The feedback from the parent governor at Breakwater confirmed the improvements in support from parents identified by the questionnaire and also the changes in practice, such as the regular provision of homework. The parent governor had endorsed the more flexible way in which homework was arranged.</p> <p>The Safeguarding audit carried out by the designated governor had been very thorough and a number of actions arising from it had been agreed. Governors had requested a Safeguarding audit set up with High Cliff Academy next term. They had also requested that governor safeguarding training should be part of wider discussions about a governor training programme for 2017 at the next meeting.</p> <p>The SGB's recommendations supporting the appointment of two new governors to the Board of Trustees would strengthen the Governing Body.</p>
22	<p>Publication of Minutes</p> <p>Pupil Exclusion and budget discussion to be recorded in Part B of the Minutes.</p>

23	Confidential Matters (if any)
	Staffing matters recorded in Part B of the confidential minutes.

Summary of Action Points

Agenda Item	Action	Owner	Status
5	The meeting dates would be circulated by the Clerk.	PJ	
7	Safeguarding action plan for the 2016/17 audit to be circulated with the minutes. An update on the Safeguarding actions would be presented at the next meeting.	PJ PJ	
14	A website monitoring governor to be appointed at the next meeting.	PJ	
16	Governors training needs to be identified and discussed at the next meeting.	PJ	
19	SENCO report be provided once the SENCO role had started.	PJ	

Signed as a true and accurate record of the meeting	
Chair's Signature	
Chair's Name	Helen Hewitt
Date	21.3.17