

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy and High Cliff Academy
21st March 2017 @ 6pm at High Cliff Academy**

<u>Name</u>	<u>Position</u>	<u>Attendance</u>
Helen Hewitt (HH)	Co-opted STEP Governor (Chair)	Present
Helen Day (HD)	Co-opted STEP Governor	Present
Johnie Davies (JD)	Co-opted STEP Governor	Present
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 7.55pm
Craig Marsh (CM)	Parent Governor, Breakwater Academy	Present
Izzy Tickner (IT)	Acting Head Teacher, High Cliff Academy	Present
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present until 7.55pm
Paul Glover (PG)	Executive Head Teacher	Present
Other Attendees		
Sally Franceschi (SF)	Deputy Head Teacher, Breakwater Academy	Present until 7.55pm
Amanda Dickson (AD)	Business Manager, Angel Oak Academy	Present until 7.55pm
Jackie Wales (JW)	Business Manager, Breakwater Academy	Present until 7.55pm
Carly Jones (CJ)	SENCo for BWA and HCA	Present until 6.30pm
Sarah Morgan (SM)	Clerk to the SGB	Present

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
STEP First – We are all one Team		
1	<p>Welcome, Introductions and Apologies</p> <p>HH welcomed everyone to the meeting, particularly SM, who was the new, permanent Clerk to the SGB and introductions were made around the table. No apologies had been received and all governors were present.</p> <p>Thanks were recorded to Philippa Jackson for clerking the SGB meetings in the interim. HH to write to PJ.</p>	HH
2	<p>Quorum</p> <p>HH 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>Strategic Governing Body Membership</p> <p>An SEN/Inclusion Governor was required and IR explained what the expectations were for the role. HD agreed to take on the role.</p>	
STEP Way – We agree to do things like this		
5	<p>SENCO Report</p> <p>Carly Jones was welcomed to the meeting and two SEND Reports were distributed (one for each Academy). CJ explained that she was currently working for 1.5 days at Breakwater and 1 day at High Cliff.</p>	

High Cliff

CJ read through her report (attached) and highlighted the following:

- Seven pupils were on the SEN Register; one EHCP, six SEN Support and one with a Health Care Plan (but no SEN)
- Support was being received from the Peacehaven SLCN facility (Speech, Language and Communication Needs)
- CJ was attending local SEN meetings
- CJ had met with all class teachers to discuss children with needs in their classes. She had also met with seven parents
- CJ had carried out a Safeguarding Audit with IT and JD and formed an Action Plan
- The Action Plan included termly meetings with parents, the purchase of Speech Link and Thrive training (for both Academies, hopeful to receive funding for this)

CJ invited questions:

- HH was mindful of the large Action Plan and asked CJ if she felt she had adequate time to address the items? CJ felt that she would have time
- HH noted that some items on the Action Plan had no cost attached. CJ explained that she already had some resources (brought with her) and some items, such as Communication with Parents, attracted no cost but was the most important thing. IT added that the purchase of Small World resources had already been budgeted for and training could be shared
- HH asked about Speech and Language support in the school. CJ explained that all staff were due to receive Makaton training as this was important throughout the school and had a calming influence. IT added that good progress had been seen in communication using Development Matters, which was a whole school strategy

Breakwater

CJ read through her report (attached) and highlighted the following:

- 38 pupils were on the SEN Register; three Statements and 35 SEN Support
- A Learning Mentor had recently been appointed and was already having a positive impact
- Behavioural incidents had increased this term from 109 to 145 and this was due to the Learning Mentor being thorough in her recording (this should reduce over time)
- CJ was working closely with the NQTs
- SEND training would take place during the summer INSET and this would be attended by both Academies
- There was a current focus on dyslexia and this was being addressed through 'CLASS', a service available for schools
- CJ reported on a success story with one pupil with their attendance. This had improved from 22.5% in the autumn term to 80.2% this term. This was due to collaborative working
- The Action Plan was similar to High Cliff's and included the use of the Boxhall profile as a baseline for emotional needs
- IR reported that most of the sensory resources had already been ordered
- One EHCP request had been turned down but would be resubmitted

JD noted that the report was very thorough and comprehensive. He asked how those children with undiagnosed needs were identified? CJ explained that she identified this as she went in to classrooms and additionally, the Learning Mentor and teachers could refer pupils on to her to carry out further investigations. CJ would also be attending pupil progress meetings. IR added that two pupils had been recently diagnosed with autism but there were still others with undiagnosed needs and they required extra support.

CJ was thanked for presenting her reports and she left the meeting at this point (6.30pm).

6	<p><u>Terms of Reference and Scheme of Delegation</u> Governors had been sent a link to the SGB and Committee Terms of Reference included within the STEP Scheme of Delegation 2016/2017. These were duly noted.</p>	
7	<p><u>Governance Handbook / Competency Framework</u> Governors had been sent a link to the updated DfE Governance Handbook (January 2017) and the new Competency Framework for Governance. The competency document was quite a lengthy one and HH hoped that the Trust would produce a summary in due course. Both documents were noted.</p>	
8	<p><u>School Census Guidance</u> Governors had been sent a link to the new Government guidance on school census information. This was duly noted.</p>	
9	<p><u>Schools Financial Efficiency</u> Governors had been sent a link to two DfE guidance papers on Financial Efficiency. HH felt that the 'Top 10 Planning Checks for Governors' was particularly interesting and she recommended that governors read this document. STEP had arranged Finance training in April and SM would re-circulate the date.</p>	SM
STEP Up – We all succeed together		
10	<p><u>Head Teachers' Reports</u></p> <p><u>a) High Cliff Academy</u> Copies of a Head Teacher Report had been circulated prior to the meeting and IT drew governors' attention to the following:</p> <ul style="list-style-type: none"> • Interviews for a substantive Head were taking place on 28th March • Interviews had taken place that day for a permanent Sports Coach (an agency was being used currently) • A Year 2 teacher was needed for September as the Academy expanded. Good potential applications had already been received • A TA was also required and this may be combined with the Sports Coach role • IT apologized for cancelling the Governors Learning Walk on 15th March as she had been unwell • A Phonics Open Morning for parents on 17th March had been successful • Twice weekly staff meetings continued, with the focus being on teaching and learning • Early Years teaching had improved and provision was now being considered • Formal observations and learning walks had informed the quality of teaching judgements. Excellent progress had been made; Requires Improvement had changed from 100% in November (2016) to 0% in March (2017) and 'Good' had changed from 10% in January (2017) to 90% in March. BP added that, when teachers were due to be observed, they were given the opportunity to see IT before and then after to talk through the findings and receive advice and support. This was the benefit of having a small staff team • One referral had been made to SPOA (Single Point of Advice) that day • A small fence with a gate, was to be erected at Easter in the main playground, for safety reasons (small drop in level) <p>IT provided the following data:</p> <p>Attainment for Early Years: 65% Age related progress for Early Years: 59% at or above Year 1 reading: 13% working towards, 22% working at and 65% above Year 1 Maths: 13% working towards, 43% working at, 26% above and 17% greater depth</p> <p>A confidential minute was taken regarding staffing.</p>	

	<p>b) Breakwater Academy</p> <p>Copies of the Head Teacher’s Report had been circulated prior to the meeting and IR drew governors’ attention to the following:</p> <ul style="list-style-type: none"> • The TA restructure had taken place and staff felt settled now the process was completed • CJ had joined the Academy as SENCo and had made a very positive start. She was currently employed for 1.5 days a week but this would increase to three days after Easter • A Learning Mentor had been employed until July and this post would be advertised as a permanent position for September. A real impact had already been seen • Weekly coffee mornings for parents had been introduced and the numbers attending had fluctuated. But this was now gathering momentum as word spread • The STEP INSET day at the Amex Stadium in February had been very inspirational and much positive feedback had been received • Staff meetings this term had focused on Maths, led by Holly Bishop, Maths Lead • A STEP internal review on Teaching and Learning was due to take place the following week. IR noted that the support and coaching received from STEP was invaluable • One final external job advert was live, for a Phase Leader with responsibility for English. This would then release SF • A small amount of funding was available through the local EIP (partnership of local schools) and two fully funded spaces on a Thrive training course had been offered • Figures were provided for current achievement of pupils (attached) but IR explained that there was further improvement as more recent data had been collected. Reading had been the main focus this term and the focus would change to writing in the summer term • The Behaviour Policy had been tweaked and made ‘more visual’ • Fixed term exclusions had dropped from 15 in the autumn term to three this term. Noted how beneficial the Learning Mentor had been • Attendance was currently 93.65% However, if two families were removed from the data, the figure would be 96.7% • Year 2 and Year 5 were currently full and there were only 21 spaces in total across the rest of the Academy • Finally, IR talked about his plans to rejuvenate the unused swimming pool area. This was overgrown and included two old changing rooms and he wished to restructure the whole area and make the entrance to the Academy more welcoming. The STEP premises team were due to visit to inspect the area and IR hoped to secure funding from them <p>A confidential minute was taken regarding staffing.</p> <p>HH thanked IT and IR for presenting their reports.</p>	
<p>11</p>	<p>Academy Improvement Plans</p> <p>AIPs for both Academies had been previously distributed and questions were invited. HH asked if there were any particular areas of difficulties where governors could support? IR responded that the quality of teaching was the main focus area and he was trying to drive improvement as rapidly as possible. Staff changes had been made and that had had a massive impact. HH felt that both schools were using the most economic methods and she praised IT for working with non-qualified teachers, building their confidence and strength. IR added that there had been no middle leadership in place at Breakwater this year but he was already considering which teachers could take on those roles in September.</p> <p>HH felt that both Academies were making breakthroughs with parents and HD, who had a child in High Cliff, agreed. She had witnessed a phenomenal change in behaviour from October and her son was very enthusiastic about going to school now. She added that she was not concerned about using non-qualified teachers if they were enthusiastic and able to deliver lessons in the same way as qualified teachers. BC, who also had a child at High Cliff, advocated this; his child wants to work and</p>	

	<p>he was not concerned by non-qualified teachers. He had carried out some learning walks and had been very impressed generally by what he had seen. CM, a parent at Breakwater, felt that parents in the upper end of the school, still had concerns from the past. But he felt that, as the younger ones moved through the school, with it progressing in the right direction, there would be more parent interest and less negative comments.</p> <p>HH asked IT and IR to share these comments with their staff and she asked PG to share them with STEP. Additionally, HD noted that, when STEP were due to take over the school, there had been several comments and statements from them, to reassure parents. But now they were in place, parents had not received any word from them. She felt that STEP should be keeping parents up to date and HH agreed, stating that parents needed confidence in STEP as there had been significant changes. PG agreed to take the comments back to the Trust.</p>	<p>PG</p>
<p>12</p>	<p>Finance</p> <p>Governors had been sent six financial documents prior to the meeting; for each Academy, a Finance Report, a Governor Report and KPIs.</p> <p>a) Breakwater Academy</p> <p>Jackie Wales, Business Manager at Breakwater, highlighted:</p> <ul style="list-style-type: none"> • Andy Fisher, SENCo at Phoenix Academy, had been supporting SEN and this had increased staffing costs slightly • Work on the fire doors was required - cost £3-4k • Additional exercise books were required – cost approximately £3k • £3k had been allocated to support ‘Jigsaw’, a PHSE scheme. Part of a Health Grant had helped fund this and the other part was used to help fund Thrive training (Breakwater had provided an additional £3,100 for this) • Catering costs were slightly higher due to increased meal uptake • Some corridor ceilings had been re-painted • Parago Asset Management System to be implemented after Easter <p>Regarding the budget, this was currently a work in progress and JW and AD had met earlier that day with Ben March, STEP Chief Finance and Operations Officer. They would have a clearer picture of the deficit the following week and the Chair would be required to agree a deficit for this year (HH had expected this).</p> <p>b) High Cliff Academy</p> <p>Amanda Dickson was the Business Manager at Angel Oak Academy and she was currently supporting High Cliff for one day, every two weeks. She had been in three times now and had been working with IT and Anita Parker to find ways of reducing the deficit budget. AD highlighted the following:</p> <ul style="list-style-type: none"> • There had been some changes to income from the original budget. This was due to nursery charges for additional hours, After School Club charges and Breakfast Club charges • There was an overall variance on staffing of approximately £9k, which included the employment of the new PE Coach • The current end of year forecast was £51k. However, after her meeting with Ben March, AD was hoping to reduce this to £43k. A Chair’s action for next week would be to agree the deficit budget, to be carried forward to next year and to be paid back over two years <p>CR asked if there were any figures known for next year yet? AD responded that they weren’t in a position to have that information at present. However, the budget timetable would be shared with governors at the next meeting, when the budget would also be presented. CR requested to meet with JW before then to look at the budget.</p> <p>HH thanked JW and AD for presenting their reports.</p>	<p>CR/JW</p>

19	<p>Correspondence to the Chair (if any) HH had not received any correspondence.</p>	
20	<p>Minutes of Previous Meeting The minutes of the meeting held on 7th February 2017 were approved subject to one amendment; BC had been appointed as Website Monitoring Governor and not CM. SM to amend the minutes for signing at the next meeting.</p>	SM
21	<p>Matters Arising from Minutes</p> <ul style="list-style-type: none"> • HH noted the need for Safeguarding training for all governors and she requested a STEP training session in East Sussex. PG to refer to the STEP Central Governance Team • IT would schedule another Learning Walk for Governors as the previous one had been cancelled 	PG IT
22	<p>Any Other Urgent Business The STEP Admissions Criteria had been previously circulated and was duly noted. Current admission numbers for September were as follows:</p> <ul style="list-style-type: none"> • Breakwater: 33, for 1st, 2nd and 3rd choices (the figure at this stage was usually only 15) • High Cliff: 49 (1st choice – 18 and 2nd choice – 13) 	
23	<p>Meeting Impact</p> <ul style="list-style-type: none"> • JD noted the pro-active work being carried out by Carly Jones and acknowledged the impact that she had had • HH noted that the positives and changes had been identified throughout the meeting • HH felt that the comment made about STEP's lack of communication with parents was helpful and this needed addressing to gain parents' confidence • HH noted that the Governing Body supported the deficit, in the interests of the young people. It was important to be appointing key personnel such as the SENCo and the Learning Mentor and they were making a significant, positive impact 	
24	<p>Meeting Dates The SGB would next meet on Tuesday 16th May @ 6pm at Breakwater Academy.</p>	
25	<p>Publication of Minutes Items concerning staffing would be recorded as confidential (Part B).</p>	
26	<p>Confidential Matters A confidential minute was taken and staff members (BVW, SF, AD and JW) were asked to leave at this point (7.55pm).</p>	

The meeting closed at 8.05pm.
SM 260317

Summary of Action Points

Agenda Item	Action	Owner	Status
1	HH to write to Philippa Jackson	HH	High

9	<i>SM to re-circulate the STEP Finance Training date</i>	<i>SM</i>	<i>Governors notified 240317</i>
11	<i>PG to report back to the Trust re. parent communication</i>	<i>PG</i>	<i>High</i>
12	<i>CR to meet with JW to look at the budget</i>	<i>CR/JW</i>	<i>High</i>
18	<i>SM to confirm the status of the SLA with ESCC for governor training</i>	<i>SM</i>	<i>Governors notified 240317</i>
18	<i>SM to circulate Skills Audit for completion in September</i>	<i>SM</i>	<i>September</i>
20	<i>SM to amend minutes and bring to next meeting for signing</i>	<i>SM</i>	<i>Next meeting</i>
21	<i>PG to request Safeguarding training for governors from STEP</i>	<i>PG</i>	<i>High</i>
21	<i>IT to re-schedule Learning Walk</i>	<i>IT</i>	<i>High</i>

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