

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy and High Cliff Academy
11th July 2017 @ 6pm at High Cliff 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	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 8.15pm
Craig Marsh (CM)	Parent Governor, Breakwater Academy	Apologies
Abby Kilgarriff (AK)	Head Teacher, High Cliff Academy	Present
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present until 8.15pm
Paul Glover (PG)	STEP Executive Head Teacher	Present
Other Attendees		
Sally Franceschi (SF)	Deputy Head Teacher, Breakwater Academy	Present until 8.15pm
Amanda Dickson (AD)	Business Manager, Angel Oak Academy	Present until 8.15pm
Jackie Wales (JW)	Business Manager, Breakwater Academy	Present until 8.15pm
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	<u>Welcome, Introductions and Apologies</u> HH welcomed everyone to the meeting. Apologies had been received from CM and these were accepted.	
2	<u>Quorum</u> HH established that the meeting was quorate.	
3	<u>Declaration of Pecuniary Interests and/or Conflict of Interests</u> There were no interests declared by those present regarding agenda items.	
4	<u>Governing Body Membership</u> There were no changes to the SGB membership.	
STEP Up – We all succeed together		
5	<u>Head Teachers' Reports</u> a) Breakwater Academy Copies of a Head Teacher's Report and Staffing Structure had been previously distributed. IR highlighted the following: <ul style="list-style-type: none"> • A KS1 moderation had taken place and was a rigorous but fair process. The judgements were agreed • EYFS attended a County external moderator. The GLD (good level of development) was quite high and above national average • The staffing structure for September had been set and there would be a stable team next year 	

- Sue Hyde had been employed as the new **Learning Mentor** and she brought much experience with her
- Jackie Wells would be the **School Business Manager** across both Academies from September
- Staff development had focused on **assessment** this half term. IR was confident with the data coming through and progress was looking strong
- Two training sessions on **Maths Mastery** had taken place for staff taking on the lead for this. The programme was then shared with the remaining staff
- **EYFS data and phonics** was looking strong (just below national average)
- One Year 3 pupil had received a **fixed term exclusion** the previous day, for persistent, disruptive behaviour

Staffing

In his absence, CM had pre-submitted a question. He asked, bearing in mind that the current Year 4 cohort were challenging, was IR confident in allocating them an NQT next year. IR responded that Holly Bishop had been working with the class this year and done a very good job in stabilising them and they were now quite calm. Chloe Avenell, the NQT teacher, had already been working at the school as a student so she knew the school and the expectations. She was a very strong and very confident teacher.

HH felt that, as CA was an NQT, she would need support and she was mindful that the parents may need reassuring. IR felt that the parents needed to trust his judgement and he did not wish to write to parents to reassure them as he felt this was unnecessary. HB would be offering support and SF confirmed that she had seen good practice from CA and indeed, she had covered HB when she was off sick recently and had done a sterling job. No concerns had been expressed from the parents and the class had really improved.

SATs Results 2017

IR tabled the SATs results for 2017, which had just been received. The attainment results were not as high as IR hoped. Reading had dropped from 60% last year to 44%. Three appeals had been made and IR was confident that these would be successful thereby increasing the results to 56%. Appeals had also be submitted for the SPAG tests and if these were successful, the results would increase from 36% to 44%.

Maths had improved significantly but was still lower than hoped and progress had significantly improved across all areas. BC asked how the results compared to national averages and IR responded that they were considerably lower.

There was a disparity between the teacher assessment predictions and the actual results and IR explained that this was due to two factors. For reading, the pass mark in 2016 was 21/100 but this year it was 26. BWA had set their pass mark at 24 and six pupils scored 24 and 25. If this had been the pass mark then the overall score for reading would have been 72% rather than 44%. The second reason was pupil performance on the day. Evidence in books showed that the pupils were capable of completing the work but had not managed to perform on the day.

IR reported that they were in a stronger position for next year as Carly Jones, SENCo, would be working with Year 6 for three afternoons a week to extend them and the data for the current Year 5 was stronger, giving a better base for next summer.

Governors asked the following questions:

- JD asked how IR felt about the results. IR was disappointed. He knew there were pupils on the cusp but the five-mark increase in the pass rate had impacted significantly. Previous poor quality teaching also had to be taken into account. IR did emphasise though that much progress had been made

- JD asked about expectations versus outcomes. IR stated that they had been optimistic as they had the evidence that pupils could meet the standards, which he was happy to share with any individual governors. In the actual tests though, pupils could forget the information they had retained from a year's work
- CR asked if the school had thoroughly prepared the pupils for the tests. IR responded that they had and sample tests had taken place every week. They were just not expecting the pass mark to increase by five marks (one child was worth 4%)
- HH asked if we should be concentrating on progress. PG emphasised that progress was good. However, the results were just below the national average but he was confident that attainment would increase next year
- HH asked about targeted support. IR explained that in the morning sessions, he would ensure that first quality teaching was taking place. Then intervention work would take place in the afternoons, initially focusing on Year 6. As data filtered through, then other year groups would be considered for specific interventions. Noted however, that there were two Teaching Assistants covering general interventions in KS1 and KS2

STEP Support

From September, John Halliwell would be supporting Breakwater for one day a week. JH was currently the Executive Head of Applegarth and Wolsey and his expertise lay in improving outcomes for pupils, as demonstrated by the impact he had had at Applegarth. PG added that there was significantly more support being offered to the East Sussex Academies next year with three STEP Executive Heads being deployed.

Quality of Teaching

The quality of Maths teaching had increased this year due to the intervention from Holly Bishop. She had shown what good quality first teaching looked like and teachers understood expectations now such as challenging pupils using Assessment for Learning.

HH asked if variations in lessons were still being observed. IR replied less so, but there were still inconsistencies and support would be provided into next year.

b) High Cliff Academy

Copies of a Head Teacher Report and Assessment Report had been circulated prior to the meeting. AK highlighted the following:

- A caretaker had been recruited that day leaving two non-teaching vacancies for September
- A strong teaching team was in place for next year
- Two new teachers, NQTs, had been brought in early (three weeks ago) and they were working alongside staff and pupils
- Four out of the five teachers would require a day release
- A Sports Coach had been employed since May and he offered class support in the mornings and taught sport in the afternoons
- 75% of teachers required improvement
- Maths Mastery training was currently underway
- Two teachers were partaking in a Teacher's Research Group next year, at Angel Oak Academy
- Regarding results:
 - EYFS GLD was 68% predicted with 100% making the expected + progress
 - Year 1 Phonics was broadly in line with last year (80%)
 - Year 2 results for next year were predicted to be in line with national averages
- HH commented on the low attainment figures for Nursery and AK explained that the pupils joined the Academy at an already low level, particularly in speech and language. They were also a small cohort (15) and so each child equated to 8%. AK was pleased to report however, that they had made strong progress this year

	<p><u>Traffic issues</u></p> <p>AK reported the current difficulties in managing traffic flow in the car park at the beginning and end of the school day. This was a health and safety issue. If the gates were shut, this would cause more problems as the school was on a no through road. Parents were coming from further afield now and there was nowhere else to park in the immediate vicinity. This was a real concern especially with 20 additional pupils joining next year. AK stated that the cost to remodel the car park was £40-50k.</p> <p>A parent's working party had been set up and they were due to meet with AK the following week to discuss options. AK would report back at the next meeting on the parents' views, comments from the local highway department and the views from the neighbouring Seahaven Academy.</p> <p>IR and AK were thanked for presenting their reports.</p>	AK
6	<p>Finance Management & Monitoring</p> <p>A confidential minute was taken for this item.</p>	
7	<p><u>Pupil Premium and Sports Grant Funding</u></p> <p>a) Breakwater Academy</p> <p><u>Pupil Premium</u></p> <p>IR tabled the Pupil Premium Grant Actions & Development 2016/2017 and he highlighted the following:</p> <ul style="list-style-type: none"> • £108k funding had been received this year for 91 pupils • Attendance was below national average for PP pupils • Progress was strong however, with 90-100% making the expected progress <p>BC praised the report, which was a thorough one but HH asked if there was a simpler version available. There was not. IR acknowledged that it was a long document but the detail did need to be shown and it was a statutory requirement for the report to be on the school website.</p> <p>CR requested a breakdown of the SATs results showing PP pupils. IR to action.</p> <p><u>Sports Grant</u></p> <p>IR tabled a report on Sports Premium 2016-2017. £9k funding had been received and had been spent on after school clubs, more sports and activities being offered and sports tournaments. The impact had been significant including very well run Sports Days which parents had been very positive about.</p> <p>b) High Cliff Academy</p> <p><u>Pupil Premium</u></p> <p>AK tabled a report and explained that High Cliff's PP funding was far less than Breakwater's and targeted 14 pupils. Two outcomes had been to offer extra Nursery hours plus purchase additional reading books for PP pupils. Both initiatives had had a good impact. However, the gap was still significant.</p> <p>PP funding had been used for SALT (Speech and Language Therapy) this year, However, the SEND budget would be used next year. Noted the importance of ensuring all parents of pupils eligible for PP applied and completed the relevant forms.</p> <p><u>Sports Grant</u></p> <p>AK tabled a report and added that High Cliff had received £8k funding this year and a Sports Coach had been used for specialist teaching and after school clubs.</p>	IR

8	<p>Team Reports – updates on Premises, Catering and ICT</p> <p>a) Breakwater Academy JW reported on the following:</p> <ul style="list-style-type: none"> • A redistribution of roles in the school office had taken place • JW to start her new role across both Academies from September • The Academy were looking to move to a cashless system for parents (Parent Pay) • A premises inspection had taken place and rooms had improved from ‘C’ to ‘B+’ • Two catering staff were due to be TUPEE’d over to STEP as they took over the catering in September • An ICT Technician was proving valuable support two days a week <p>b) High Cliff Academy AD reported on the following:</p> <ul style="list-style-type: none"> • One member of the admin team had left and another member was covering well. The school were advertising for a replacement for 15 hours a week • An additional cleaner was required (and being advertised for) and the work was currently being covered by the other two cleaners 	
STEP Way – We agree to do things like this		
9	<p>Health and Safety Audit AD reported that a Health and Safety Audit was completed once a year and any progress was recorded in the H & S Action Plan. H & S items were incorporated in the finance reports to governors and AD updated on one additional item; High Cliff were looking in to purchasing a mechanical floor cleaner.</p>	
10	<p>Responsible Officer Report This item pertained to the internal finance audit and the audits were currently being carried out every term by Croydon Council. They would not be so frequent in the future. Agreed that CR would look at the audits in detail in future and report back to the SGB.</p>	CR
STEP Ahead – We invest in our future		
11	<p>Governor Visits Programme Governors had previously received copies of a Monitoring & Evaluation Programme and the STEP Visits Policy. Visit training had been scheduled for 28th September and AK suggested that a dummy visit could be set up with feedback after. But in the meantime, AK advised governors to read the Visits Policy which explained the process very clearly. PG added that the AIP would be set in September and visits could then be linked with this.</p> <p>HH stressed the need to recruit another governor and felt it prudent to defer the training until a new member was on board. A date would therefore be set once recruitment had taken place.</p>	ALL SM
12	<p>STEP Proposal for Future Governance Structure At the previous meeting, governors had approved of STEP replacing SGB Resources Committees with a named governor charged with strategic resources oversight. STEP were now proposing to replace SGB Standards Committees with a named governor charged with strategic standards oversight and a briefing paper had been previously distributed. The Board of Trustees were meeting on 17th July and SGBs were invited to comment on the proposal.</p> <p>AK preferred this option as information sharing was done in one place at one time and not repeated, as was often the case with committees. PG agreed that this method was more effective.</p> <p>HH emphasised the need to recruit a governor with strong skills in this area and it may even require two governors to take responsibility. Training must also be provided and a formal report included on the agenda (template to be provided). With these provisos, the SGB approved of the proposal.</p>	

13	<p><u>SGB Self Evaluation for 2016/2017</u></p> <p>A document had been previously circulated and this asked governors to consider the impact that the SGB had had on its Academies this year. HH asked, how did we evaluate impact? Governors felt it would be helpful to RAG rate the questions on impact in the document and SM was therefore requested to complete this and circulate. Governors were requested to complete the document, with comments, and return to SM by 31st August. HH suggested that it important to focus on actions for next year and proposed a Governor Action Plan to run alongside the AIP, based on the responses to the questionnaire.</p>	SM ALL
14	<p><u>Plans for 2017/18 and beyond</u></p> <p><u>National Funding Formula</u></p> <p>AD reported that the indicative figures for the new National Funding Formula were available online but these had not been formally agreed.</p> <p><u>ICT Plans</u></p> <p>High Cliff had produced a ‘wish list’ for ICT items but expected to only receive the essentials. JW reported that the broadband costs had increased from £3k per annum to nearly £10k as STEP had changed suppliers from East Sussex to London Grid for Learning (lgfl). Governors queried the £7k increase in the context of the tight budget and SM was asked to check with James Hooper, STEP Head of Projects & Communication, what the rationale was for changing.</p> <p><u>Planned Summer Building Work</u></p> <p>AK reported that there was a design fault with the roof at High Cliff, which was leaking. The same defect had occurred at Burfield Academy in Hailsham (an identical building). The investigation was ongoing.</p> <p>Plans for the pool area at Breakwater included clearing the area, removing the fences, erecting gates at the front of the property, installing a cabin with working space and perhaps running a community shop as there were no provisions nearby. The latter could be a project, an enterprise scheme for Year 5 and 6 pupils, with perhaps funding from a community grant. HH felt that a business partner was needed and for this reason, it would be useful to recruit a community governor with good local business links.</p>	SM
15	<p><u>Feedback from the STEP Board of Trustees</u></p> <p>Copies of the STEP Board of Trustees meeting minutes from April had been circulated and PG added:</p> <ul style="list-style-type: none"> • Wolsey Infant School were merging with Wolsey Junior Academy on 1st September • John Wentworth, STEP Executive Head who had been supporting the Hailsham Academies, was relinquishing his role the following week • La Fontaine had received an Ofsted Inspection four weeks ago and the report was due the following week • A new Chair and Vice Chair of the STEP Board of Trustees were due to be elected at the Board meeting on 17th July 	
16	<p><u>Notes from the Clerk</u></p> <p>SM reported that:</p> <ul style="list-style-type: none"> • All governors had now received their new STEP email addresses. SM would continue to use both addresses until September when just the STEP ones would be used. CR and BC requested that both addresses be used permanently • SM was still having difficulties establishing which Academies had access to The Key (Breakwater definitely did) • Governors had been previously asked to read and understand the DfE document ‘Keeping Children Safe in Education’ and sign to that effect. However, SM had heard that an updated 	

	<p>version was due to be published in September. This item was therefore deferred until then</p> <ul style="list-style-type: none"> All governors had now undertaken appropriate safeguarding training JD and IR had already undertaken Safer Recruitment training. Additionally, CR had been provided with details for completing the training online and HH requested access to refresh her training Governors were asked to complete their Skills Audits by 31st July, to enable SM to collate the responses before the next meeting. SM to re-send the audit 	<p>SM</p> <p>SM</p> <p>ALL SM</p>
17	<p><u>Governing Body Training</u></p> <ul style="list-style-type: none"> JD had completed safeguarding training with STEP and felt the session was excellent HH had completed DSO (Designated Safeguarding Officer) training JW asked for confirmation that the SGB did not wish to renew their governor training subscription with East Sussex and HH confirmed this SM to re-send the STEP training information for the autumn 	SM
18	<p><u>Minutes of Previous Meeting</u> The minutes of the meeting held on 16th May 2017 were approved and signed.</p>	
19	<p><u>Matters Arising from Minutes</u> All action points had been completed.</p>	
20	<p><u>Any Other Business</u> There was no other business presented.</p>	
21	<p><u>Meeting Dates</u> Governors had been sent provisional dates for the Autumn term but these still required approval from the Trust at their meeting on 17th July. SM would notify governors of the outcome. Noted that the provisional date for the next meeting was Monday 11th September @ 6pm at High Cliff.</p>	
22	<p><u>Publication of Minutes</u> The finance items and any sensitive staffing issues would be recorded as confidential (Part B).</p>	
23	<p><u>Confidential Matters</u> Staff members (BVW, SF, BP, AD and JW) were asked to leave at this point (8.15pm) and a confidential minute was taken.</p>	

The meeting closed at 8.25pm.
SM 180717

Summary of Action Points

Agenda Item	Action	Owner	Status
5	<i>AK to report back on comments from parents, the local highway department and Seahaven Academy re. traffic issues</i>	AK	<i>Next meeting</i>
7	<i>IR to circulate a breakdown of the SATs results showing PP pupils</i>	IR	<i>Emailed 13/7</i>
10	<i>CR to look at the finance audits in detail in future and report back to the SGB</i>	CR	<i>Ongoing</i>
11	<i>All governors to read the Visits Policy</i>	ALL	<i>Medium</i>
11	<i>SM to arrange a date for governor visits training once a new governor had been appointed</i>	SM	
13	<i>SM to RAG rate the Self Evaluation form & governors to complete & return by 31st August</i>	SM/ALL	<i>High</i>

14	<i>SM to check the rationale for changing broadband suppliers with James Hooper</i>	<i>SM</i>	<i>Completed 13/7</i>
16	<i>KCSIE to be reviewed in September</i>	<i>SM</i>	<i>September</i>
16	<i>SM to request access to Safer Recruitment training for HH</i>	<i>SM</i>	<i>Completed 12/7</i>
16	<i>SM to re-send Skills Audits and governors to complete by 31st July</i>	<i>SM/ALL</i>	<i>High</i>
17	<i>SM to re-send STEP training information for the autumn</i>	<i>SM</i>	<i>Emailed 18/7</i>

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