

**Minutes of a Meeting of the Strategic Governing Body of
Breakwater Academy and High Cliff Academy
Wednesday 11th July 2018 @ 3.30pm at Breakwater Academy**

Name	Position	Attendance
Helen Hewitt (HH)	Co-opted STEP Governor (Chair)	Present
Cliff Robinson (CR)	Co-opted STEP Governor	Present
Helen Day (HD)	Co-opted STEP Governor	Present
David Laird (DL)	Co-opted STEP Governor	Apologies
Ian Rogers (IR)	Head Teacher, Breakwater Academy	Present
Becky Viner-Waite (BVW)	Staff Governor, Breakwater Academy	Present
Ian Davey (ID)	Parent Governor, Breakwater Academy	Apologies
Abby Kilgarriff (AK)	Head Teacher, High Cliff Academy	Present
Becky Packham (BP)	Staff Governor, High Cliff Academy	Present
Brendan Clemens (BC)	Parent Governor, High Cliff Academy	Present, from 4.55pm
Other Attendees		
John Halliwell (JH)	STEP Executive Head Teacher	Present
Tim Mills (TM)	STEP Head of Teaching & Learning	Present until 4.05pm
Sally Franceschi (SF)	Deputy Head Teacher, Breakwater Academy	Present
Jackie Wales (JW)	Business Manager, BWA and HCA	Present
Sarah Morgan (SM)	Clerk to the SGB	Present

No.	Agenda Item	Action
STEP First – We are all one Team		
1	<u>Welcome, Apologies and Housekeeping</u> HH welcome everyone to the meeting and thanked them for making the earlier time. Apologies had been received from ID and DL and these were accepted.	
2	<u>Quorum</u> SM 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>STEP Governance / SGB Membership</u> <ul style="list-style-type: none"> • Appointment of Ian Davey (official name was George), Parent Governor for Breakwater, noted • Resignation of Johnnie Davies, Co-opted Governor, noted. Johnnie had felt he was no longer able to commit to the SGB due to work commitments and he was thanked for his contribution. HD had agreed to step in as temporary Safeguarding Governor • AK reported that a parent at High Cliff had approached her regarding interest in becoming a governor. BC was already the elected Parent Governor for High Cliff but, if the parent had the right skill set, they could be considered for a Co-opted Governor. AK to discuss further with the parent • AK requested that, from September, Chloe Parks, Assistant Head for High Cliff, attend SGB meetings, as an observer (along with Sally Franceschi) and this was agreed • Noted that the Chair and Vice Chair would remain in position until the first meeting in November 	AK

5	<p><u>STEP Board of Trustees Update</u></p> <p>An update had been previously circulated and JH highlighted:</p> <ul style="list-style-type: none"> • The impact of SGBs had been discussed at a recent Development Day • Trustees had heard about the new approach to reading at Angel Oak (being used in a number of Academies now) • The Regional Schools Commissioner’s position had changed • An annual review of the Scheme of Delegation was taking place and this would affect the remit of the SGBs (ongoing discussion) • Two new members of the EMT had been appointed; Kirstie Martins – Director of Finance & Business Services and James Hooper – Director of Operational Services • The STEP Compass Priorities had been updated and approved • Turnham Primary was joining the STEP family on 1st August. JH had been working with the school since January <p>Before proceeding with the agenda, item 21 – Confidential Matters, was brought forward to enable Tim Mills to take part before he had to leave. JW, BP, BVW and SF left the meeting at this point (3.50pm) and returned at 4.05pm, when TM left.</p>	
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STEP Way – We agree to do things like this

6	<p><u>Safeguarding</u></p> <p>HD had carried out a check on the High Cliff SCR and there were no issues. HD had also seen a copy of the external safeguarding audit carried out by County. She had met with Carly Jones, Inclusion / SEND Leader, the previous week and she was due to carry out a check on the SCR at Breakwater on Friday. HD had submitted two reports for governors and HH thanked her for stepping in to the Safeguarding Governor role and carrying out checks before the Ofsted Inspection.</p> <p>HH had witnessed good practice at High Cliff around e-safety. AK reported that this was taught every half term to each year group. The Inspectors had questioned the pupils on online safety and they had responded well. Perhaps this could be shared with Breakwater? AK acknowledged that, whilst the children were older at Breakwater, the younger ones were still exposed to online dangers. A parents’ workshop was due to be delivered next term and parents also received regular updates on online safety. AK to let SM know when the workshop would be plus the safeguarding training on INSET.</p>	AK/SM
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STEP Up – We all succeed together

7	<p><u>High Cliff Educational Standards</u></p> <p><u>Results</u></p> <p>AK reported that the EYFS and KS1 tests had now been moderated and all pupils had achieved or surpassed their targets.</p> <p><u>AIP</u></p> <ul style="list-style-type: none"> • Very successful Ofsted Inspection (outstanding in all categories) • Two new staff in September • Ensure T & L, CPD expectations, assessment and moderation were consistent next year • All AIP priorities had been met <p>JH and HH praised AK and her team for the very impressive Ofsted report and this was something that should be celebrated.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Year 1 teacher was taking a gap year and would hopefully return • New, experienced Year 3 teacher joining • Graduate teacher joining in Year 2 (60% timetable), alongside an experienced teacher. There would be close monitoring 	
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<p>8</p>	<p><u>Breakwater Educational Standards</u></p> <p>IR had produced a Head Teacher Report and additionally, he tabled a results report. EYFS had met their target and this had been moderated and agreed. The target had been exceeded in Year 1 Phonics. However, Year 2 had not met their Phonics target as five pupils had joined during the year and were low attainers (all pupils who had started at the beginning of Year 2, passed).</p> <ul style="list-style-type: none"> • KS1 Reading – met target • KS1 Maths – met target • KS1 Writing – not met target. This was still an area for work and would be developed next year <ul style="list-style-type: none"> • KS2 had met or exceeded all but one target and these were challenging targets • KS2 Reading – up 23% • KS2 Maths – up 24% • KS2 Writing – down due to one child • KS2 SPAG – up 37% • KS2 Combined – up 28% <p>Noted that these results were the second highest increase across the Trust. Additionally, last year, there were only two schools in East Sussex with results below Breakwater. This year, there were 57. HH acknowledged that this was a significant improvement and she thanked IR, JH and the team.</p> <p>Looking ahead, the current Year 5 data looked strong and this painted a positive picture for next year. HH reported that she had seen much positive learning going on during a recent visit plus good behaviour. Consideration should now be given to promoting the impressive results.</p> <p>As the next SGB meeting was not until November and Ofsted were due at Breakwater, HH suggested arranging a meeting with the new Head Teacher, Zoe Griffiths, early in September. SM to arrange.</p> <p><u>Standards Lead Meeting</u></p> <p>BC had met with IR that morning to complete the latest Standards Report. This would be circulated in due course.</p>	<p>SM</p>
<p>9</p>	<p><u>General Educational Standards</u></p> <p><u>a) Local Risk</u></p> <p>AK reported that a significant risk in Newhaven was the high risk of self-harming, attempted suicide and depression amongst teenagers. This was prevalent in the locality. Pupils had older siblings who were being treated for mental health issues through CAHMS. The issues were addressed through the curriculum.</p> <p>IR reported that anti-social behaviour outside of school was an issue when it was then subsequently brought into school. Groups of youngsters hung around the multi-storey car park and the school worked closely with PC Holt to address the issues with pupils. ‘Philosophy for Children’ taught pupils that they had responsibilities and how their actions may affect others. The vulnerable pupils were the ones being drawn in.</p> <p>Q – Was drug running an issue in the area?</p> <p>A – There was a misuse, especially alcohol, as this was easy for pupils to get hold of. There was a direct link between drug and alcohol use and mental health issues</p> <p>Finally, AK reported that underlying neglect was a big risk that was hard to get to. A reduction in Early Help in the locality did not help. The risk issue would be re-visited later in the year.</p>	

	<p><u>b) Governors' Day</u> This had been cancelled as work commitments had made it difficult for sufficient governors to attend. It was agreed to defer to October when there would be an opportunity to meet with and discuss observations with the new Head Teacher.</p> <p><u>c) Self-evaluation Report</u> SM had asked governors to complete a Governance Self Review on The Trust Governor system and only AK had completed this. HH requested that governors complete this over the summer and SM would send a reminder.</p> <p><u>d) Autumn Term Visits</u> SM would schedule a Governor Day near October half-term and JH suggested looking at the new curriculum. HD would continue her safeguarding visits and CR would continue his finance meetings with JW. Consideration would be given to which areas ID and DL could link to and ID would be encouraged to visit High Cliff early in the new term.</p>	<p>SM</p> <p>SM</p> <p>ID</p>
10	<p><u>High Cliff Financial Management</u> A confidential minute was taken for this item.</p>	
11	<p><u>Breakwater Financial Management</u> A confidential minute was taken for this item.</p>	
STEP Ahead – We invest in our future		
12	<p><u>Admissions Update</u> IR reported that 27 Reception places for Breakwater had been allocated for September (one refused a place, one was appealing and one wanted their child to remain in Nursery). High Cliff were full for September (30). BC joined the meeting at this point (4.55pm).</p>	
13	<p><u>Governing Body Training</u></p> <ul style="list-style-type: none"> • HD had attended the STEP Governor Panel Training and found it very useful • Governors noted two STEP sessions for next year; STEP Compass Overview – 11th October and SEND (Provisional date - 16th January, time & venue TBC) • Governors would be interested in training on the new Ofsted framework 	
14	<p><u>GDPR</u> JW reported that James Hooper had delivered training to staff and USB sticks were no longer permitted. Additionally, new consent forms had been sent to parents. AK added that she had felt very well supported through the process and there was a specific STEP email for any GDPR issues.</p>	
STEP Ahead – We invest in our future		
15	<p><u>Correspondence to the Chair</u> HH reported that no correspondence had been received.</p>	
16	<p><u>Minutes of the Last Meeting and Matters Arising</u> The minutes of the meeting held on 25th April 2018 were approved and signed. There was one carry forward: <i>AK to provide a report at the next meeting on the impact of investment on the learning environment.</i></p> <p>All other action points had been addressed.</p>	AK
17	<p><u>Any Other Urgent Business</u> AK reported that a family had made a complaint about parking, as residents, but using their parental status also. They wanted AK to remove the cars that were parked outside their house and BC had</p>	

	<p>been involved also. AK had raised the issue at a STEP Up Premises Meeting. The parents wanted the land redesigned but ESCC owned the lease. The school could forward a proposal to ESCC but they would be responsible for any redesign. Another suggestion put forward was to open the other entrance, to save parents coming the long way round and this was a viable option. However, again, this would be down to ESCC to decide.</p> <p>Parents were constantly reminded in newsletters about the need to park considerately and AK had informed residents where to report parking violations. AK would send the parent a response letter and the Complaints Policy.</p> <p>Q – Was STEP writing to the Highways Department? A – They came last year and ticketed drivers. HH suggesting logging the complaint with the Highways Department</p>	
18	<p>Meeting Impact</p> <ul style="list-style-type: none"> • High Cliff receiving an Outstanding Ofsted • Big improvements for Breakwater results. But governors should continue to challenge • Impact of HD as Safeguarding Governor • Pupil Premium report • Data report 	
19	<p>Meeting Dates Governors had been sent the meeting dates for 2018/19 and were asked what start times they would prefer. All agreed to 5pm. The SGB would next meet on Thursday 8th November @ 5pm at Breakwater Academy.</p>	
20	<p>Publication of Minutes The financial items would be recorded as confidential (Part B).</p>	
21	<p>Confidential Matters This item had been covered earlier in the meeting and the confidential minutes from 25th April 2018 were approved and signed.</p> <p>Finally, as this was JH’s last meeting with the SGB, HH thanked him for his expertise, time and support for IR and AK this year. Similarly, HH also thanked IR for his tireless work in transforming Breakwater over the last two years and taking the staff with him. He was wished well in his new role as a father and HH looked forward to hearing about his impact in West Sussex.</p>	

The meeting closed at 5.15pm.
SM 230718

Summary of Action Points

Agenda Item	Action	Owner
4	AK to discuss Co-opted Governor position with parent	AK
6	AK to circulate, via SM, date of parent online safety workshop plus INSET date of staff safeguarding training	AK/SM
8	SM to arrange meeting between governors and Zoe Griffiths in September	SM
9	SM to send reminder to governors to complete self-evaluation	SM/ALL
9	SM to schedule Governor Day near Half-Term	SM
9	ID to visit High Cliff early in the new term	ID
16	AK to provide a report at the next meeting on the impact of investment on the learning environment	AK

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