

**Meeting of the Strategic Governing Body of
Angel Oak and David Livingstone Academies
Thursday 25 January 2018 at 5.00pm
At Angel Oak Academy**

MINUTES

Name	Position	Attendance
Governors		
James Toop	STEP Co-opted Governor (Chair)	Present
Nick Ambrose	STEP Co-opted Governor (Vice Chair)	Present
Ryan Arde	Head Teacher – David Livingstone Academy	Present
Hannah Coburn	Parent Governor – David Livingstone Academy	Absent (apologies accepted)
Sebastian Cross	STEP Co-opted Governor	Absent (apologies accepted)
Gemma Foster	STEP Co-opted Governor	Present
Stacey Frier	STEP Co-opted Governor	Present
Verity Griffin	Staff Governor – Angel Oak Academy	Present
Catherine Hewitt	Head Teacher – Angel Oak Academy	Present
Caroline Johnson	Staff Governor – David Livingstone Academy	Present
Tim Mills	Executive Head Teacher	Present
Jessica Parada Olavarria	Parent Governor – Angel Oak Academy	Present
Terry Sotiri	STEP Co-opted Governor	Absent (without apologies)
Other Attendees		
Amanda Dickson	Business Manager	Absent (apologies accepted)
Alex Farley	Teacher – Angel Oak Academy	Present
Philippa Jackson	Governance Clerk (minutes)	Present

No.	Item	Actions
STEP First – We are all one team		
1	<p>Welcome and Apologies (people)</p> <p>The Chair welcomed governors to the meeting and outlined the evacuation procedures to follow in the case of a fire alarm sounding during the meeting.</p> <p>Apologies of absence were received and accepted from Sebastian Cross and Hannah Coburn. Terry Sotiri was absent without sending apologies before the meeting. Amanda Dickson, Business Manager, was unable to attend the meeting due to sickness.</p>	

	<p>The Chair of Governors, James Toop, introduced himself. James explained that he was currently Chair of Governors for a secondary school in Mitcham and had previously been Chair of Governors of a primary school. James was the Chief Executive of a charity that had a similar mission and values to STEP. He had previously visited Angel Oak and Applegarth Academies and was inspired by the work that STEP had done within these schools. He was delighted to join the Trust and thanked governors for allowing him to serve as chair.</p> <p>Jessica Parada, Parent Governor, was welcomed to the meeting. Jessica was from Bolivia and had been living in the U.K. for 13 years. She had two children at Angel Oak Academy.</p>	
2	<p>Quorum (people)</p> <p>The Clerk confirmed that the meeting was quorate.</p>	
3	<p>Declaration of Pecuniary Interests and/or Conflict of Interests (people/ accountability/ compliance)</p> <p>Governors confirmed they had no declarations of interest relevant to the agenda.</p>	
4	<p>STEP Scheme of Delegation (people/ accountability/ compliance)</p> <p>Governors noted the STEP Scheme of Delegation and Lead Governor Job Descriptions had been approved by STEP Board of Trustees and were available on the website.</p>	
5	<p>STEP Governance/ SGB Membership (structures)</p> <p>Governors noted the resignation of Mark Deacon, Chair of Governors, as of 31 December 2017. The Chair thanked Mark for his contribution to Angel Oak and David Livingstone Academies and explained that the Trust had very much valued his work.</p> <p>It was noted that the STEP Board of Trustees had appointed James Toop as Chair of Governors for 2017/ 2018 (as of 18 December 2017).</p> <p>The appointment of Jessica Parada, Parent Governor, Angel Oak Academy (as of 24 November 2017) was noted.</p> <p>Governors appointed James Toop as Safeguarding/ Children Looked After Lead Governor for 2017/ 2018.</p>	

	<p>The Clerk confirmed that that DBS checks had been completed for all new governors and that all new governors had signed the Undertaking to the STEP Academy Trust.</p> <p>Governors confirmed receipt of the Trust Governor login details and were encouraged to log on and update their Trust Governor profiles.</p>	
6	<p>Feedback from the STEP Board of Trustees (<i>strategic leadership</i>)</p> <p>Governors noted the STEP Board of Trustees update for January 2018. Tim Mills, Executive Head Teacher, provided an update on the key developments for the STEP Academy Trust.</p> <p>The Trust had recently been supporting a primary school in Lewisham under a Memorandum and Articles of Association and they may join the Trust in the future.</p>	
STEP Way – We agree to do things like this		
7	<p>STEP Policies and Procedures (strategic leadership/structures/compliance)</p> <p>Governors noted the STEP Policies reviewed and approved by the STEP Board of Trustees (December 2017) as detailed in the Board of Trustees update.</p> <p>Governors noted the STEP Charging and Remissions policy. They noted that it was important to be mindful of the support offered to the children and families in relation to the school budget.</p>	
8	<p>Safeguarding (accountability/compliance)</p> <p>Jessica confirmed that she had read and understood the Keeping Children Safe in Education statutory guidance. The Chair confirmed that he had read the guidance in his previous roles but would like to read the document again.</p> <p><i>David Livingstone Academy</i></p> <p>Ryan Arde, Head Teacher, confirmed that the Safeguarding governor had visited the school last term and carried out a safeguarding audit. The single central register was up-to-date and all staff had received the appropriate training. A written report would be circulated to governors in due course.</p> <p><i>Angel Oak Academy</i></p> <p>Cathie Hewitt, Head Teacher, confirmed that a safeguarding audit had been carried out by the Southwark and the school awaited the report.</p>	

The Chair confirmed that he would visit both schools to carry out a safeguarding visit and check the single central register.

STEP Up – We all succeed together

9 Educational Standards (strategic leadership/ accountability)

Head Teacher Report

Angel Oak Academy

Numbers on Role/ Attendance

There were 403 children on roll and a capacity of 480. The school had been working hard to fill these roles including a number of local campaigns.

Attendance levels had dropped to 95.8% following the Christmas holidays where children had been taken out of school for family holidays. The majority of the unauthorised absence was the Reception where the children were not of a statutory school age. 48 children were below the 90% attendance level and 36 of these children were from Reception. The school's EWO held regular meetings with those families that had poor attendance. There had been one exclusion of a Year 6 child during the Spring term.

Safeguarding

A safeguarding audit had been carried out by the local authority. The audit went well and the school would receive the report in due course.

Data

All year groups were on track to meet the end of year expectations. Pupil progress meetings had been completed at the end of last term and any children of concern were raised and planned for.

Governors noted the Puma and Pira data. The data showed the usual Autumn drop off but year on year for each term there was an upward trend over 3 years.

Premises

The Section 77 had been submitted to change the allocation of play space and awaited approval. The DfE had requested information from Southwark on Section 77 which was apparently a good indication of progress.

Premises work had taken place including the school roof repair, quotes for hoardings to go up around the playground, finger-guards installed and boiler repair work. The proposed work to improve the playground was on hold due to funding.

Staff

The professional development reviews would take place next week but overall the level of teaching and learning was high. Staff training had been positive. The new middle leadership team had worked exceptionally well and the senior leadership team was very strong.

Staff absence, since September, totalled 527 days, which was mostly long-term absence of support staff. The absence for teaching staff was 38 days.

Conduct

The conduct of the children had improved and there was a noticeable difference in the support from parents.

Partnership with David Livingstone Academy

The partnership with DLA continued to work well and there had been continued support from the Inclusion Lead and SENCO. The support for maths and English had reduced and the DLA senior leadership team had taken over this role.

Governors raised the following questions:

Question: Had there been any staff turnover?

Answer: No

Question: Had any steps been taken around increasing parent support?

Answer: Information on the curriculum had been improved and published on the website and sent out to parents. Workshops had also been held for parents to engage them in the children's learning. A new approach had been taken where particular issues had been raised with the children in assemblies and they were encouraged to discuss the questions with parents at home.

Question: What plans were in place for excluded children?

Answer: The school worked with the families of excluded children. We provided on-going support and build positive relationships with parents.

David Livingstone Academy

Numbers on Role/ Attendance

There were 202 children on roll and a capacity of 240. The school had been looking at ways to improve this but until the 'Requires Improvement' badge was removed this would be difficult. Staff had looked at the reasons for children leaving the school and the majority of these cases were families who had relocated. 9 new children had recently joined the school.

Attendance levels were at 96.3%. All year groups were above the 96% level apart from Year 4 (94.3%) due to high sickness levels and some authorised absence. 16 children were below 90% attendance and the EWO held regular meetings with those families that had poor attendance. The school had requested penalty notices for two families and one family had been issued with a penalty warning.

One child had been excluded and the support had been offered to the family. Meetings had been held with the local authority and the parents and more support had been offered to the child in the playground.

Safeguarding

A strong safeguarding culture had developed within the school. Ways to address safeguarding risks would be reviewed as part of the curriculum. In terms of safer recruitment, the single central register was up to date, all checks had been completed and the induction for new staff had been completed, including student teachers.

Data

All year groups were on track to meet the end of year expectations. Governors noted the Puma and Pira data which showed an upward trend over 3 years. The data had been reviewed with staff and their professional judgement continued to be challenged. The Year 6 children were on track to achieve the very high targets.

Premises

The Caretakers had received extra support from the STEP Premises Team to ensure a high quality service.

A new access controlled entry system had been installed. Premises work was expected to take place including the Year 5 classroom refurbishment, school office and dining hall refurbishment and painting, emergency lighting fitted, floodlights, fire doors in the Nest and a heating timer would be installed.

	<p><u>Staff</u> Extra support had been provided to a new teacher in Year 3. The teacher had been very dedicated and positive. Support had been provided to Heathfield Academy on whole class reading. Three new children had joined the school with significant needs and would need an EHCP and SEN provision.</p> <p>The professional development reviews would take place at the end of January but overall staff training had gone well. In the Spring term, 2 inset days and 20 staff meetings would be held. The middle leadership team had been supported across the school and the senior leadership team was strong.</p> <p><u>Conduct</u> The conduct of the children continued to improve and we had received positive comments on the children’s behaviour from visitors. There had been significant improvement in behaviour for learning.</p> <p>We would focus the children on greeting people over the Spring term. There had been a high number of detentions but this had reduced since May 2017 as the conduct had improved.</p> <p><u>Partnership with Angel Oak Academy</u> There had been continued support from the Inclusion Lead and SENCO. The support for Maths and English had reduced and the senior leadership team had taken this on. Further support would be offered in writing during the Spring term.</p> <p><i>Governor Monitoring Visits</i></p> <p>It was agreed that the Head Teachers would contact Governors to agree a schedule of governor monitoring visits for the Spring Term. Stacey Frier, SEN Lead Governor, confirmed that she had arranged to meet with the SEN Lead at David Livingstone Academy and would provide a report at the next meeting.</p> <p>Nick Ambrose would attend the mid-year Head Teacher performance review and carry out a governor monitoring visit on the same day.</p>	<p>CH/ RA</p> <p>CH/ RA</p>
<p>10</p>	<p>Financial Management (financial)</p> <p>Governors noted the Monthly Management Reports for December 2017 and the Termly Reports for both schools.</p>	

	<p><i>David Livingstone Academy</i></p> <p>A new budget forecasting tool had been used this month and a deficit of £39k had been predicted by the end of the year. The current teaching structure provided the best support and education to the children but would need to be reviewed in the Spring term. Steps would be taken in the Spring term to rectify the budget deficit.</p> <p><i>Angel Oak Academy</i></p> <p>High levels of staff sickness and staff absence had been covered this year which had impacted the budget. These issued had now been resolved and steps would be taken to rectify the budget by the end of the year.</p> <p>Governors raised the following questions which would be passed to the Business Manager for a response:</p> <p>Question: In the Termly Report, why does the take up of school meals drop suddenly?</p> <p>Question: In terms of the deficit and budget for both Academies, what is the expected change to the data and what plan is in place to recover the budget?</p> <p>Question: Is there a comparative budget to the same position last year?</p> <p>Question: Could the future budgets include a higher contingency for agency staff?</p> <p>It was agreed that a meeting would be held with the Finance Governor by the end of this term and the outcome of this meeting would be circulated to governors.</p> <p>It was agreed that a meeting would be held with the Standards Governor by the end of this term and an update would be circulated to governors.</p>	<p>HTs/ AD</p> <p>HTs</p>
<p>11</p>	<p>Website Compliance (compliance)</p> <p>Gemma Foster, website monitoring governor, confirmed that the websites for both Academies were up-to-date and met statutory requirements.</p>	
<p>STEP Ahead – We invest in our future</p>		
<p>12</p>	<p>Governing Body Training (people)</p>	

	<p>Governors noted the forthcoming STEP Safeguarding training to be held on Tuesday, 20 February 2017, 6pm at Heathfield Academy. Governors were encouraged to attend the safeguarding training if they had not already done so.</p> <p>Stacey Frier confirmed that she would attend SEN training with Octavo. The Clerk would confirm whether this training had been booked and paid for.</p>	PJ
13	<p>Correspondence to the Chair</p> <p>The Chair thanked Nick Ambrose for his recent email welcoming him to the governing body. There were no further correspondence received by the Chair.</p>	
14	<p>Minutes</p> <p>Governors approved and signed the minutes of the SGB meeting held on 6 December 2017.</p> <p>The Health and Safety reports would be sent to Gemma Foster to review.</p>	AD
15	<p>Meeting Impact (evaluation)</p> <p>Governors felt that discussions had been very positive. They thanked the Head Teachers for clarifying the position of the budget deficits and the reasons for the deficit. They felt that it was important to question and discuss the sustainability of the financial models and be aware of the financial impact of staff absence and supply staff.</p> <p>Governors found it helpful to hear about the collaboration in leadership between the two schools. They were also pleased to hear that middle leaders had been encouraged to step up and take responsibility which correlated with high performing schools.</p>	
16	<p>Meeting Dates (structure)</p> <p>The next meeting would be held on Thursday, 3 May 2018 at 5.00pm at Angel Oak Academy.</p>	
17	<p>Publication of Minutes (compliance)</p> <p>Staffing issues would be reported in the Confidential Part B minutes.</p>	

Agenda Item	Action Point	Lead	Status
9	Governor Monitoring Visits:		
	<ul style="list-style-type: none"> - Head Teachers to contact Governors to agree a schedule of governor monitoring visits for the Spring Term. - Nick Ambrose to attend the attend the mid-year Head Teacher performance review and carry out a governor monitoring visit on the same day. 	<p>HTs</p> <p>HTs</p>	<p>Dates circulated to governors</p> <p>Details to be confirmed with NA.</p>
10	Budget Deficit Update: Meeting to be held with the Finance Governor by the end of term and the outcome of the meeting to be circulated to governors.	HTs/ Business Manager	
10	Standards Update: Meeting to be held with the Standards Governor by the end of term and an update to be circulated to governors.	HTs	
12	Confirm whether the SEN training for Stacey Frier had been booked and paid for.	PJ	Completed
14	The Health and Safety report to be sent to Gemma Foster for review.	AD	Completed

To confirm these minutes are and accurate account of the meeting	
Chair's signature	
Chair's name	
Date	