

**Minutes of a Meeting of the Strategic Governing Body of
 La Fontaine Academy
 9 October 2018
 5.30pm at La Fontaine Academy**

Governors		
Eva Allotey (EA)	Parent Governor	Present
Mark Anderson (MA)	Co-opted Governor	Present
Annabel Bates (AB)	Co-opted Governor	Apologies
Sebastien Chapleau (SC)	Head Teacher	Present
Paul Glover (PG)	STEP Deputy CEO	Present
Karl (Freddie) Meier (FM)	Co-opted Governor	Present
Chris Stevens (CS)	Co-opted Governor (Chair)	Present
Jennifer Taylor (JT)	Co-opted Governor	Apologies
Other Attendees		
Lynn Bruce (Clerk)	Governance Clerk	Present
Ashana Graham (AG)	Associate Governor	Present
Laura Tulley (LT)	Associate Parent Governor, LFA	Present

Item	Minutes	Actions
STEP First – We are all one team		
1.	<p>Welcome, Apologies and Housekeeping (People) The Chair welcomed everyone to the meeting.</p> <p>Governors received apologies for absence from Annabel Bates (work commitment) and Jennifer Taylor (work commitment).</p> <p>The Head outlined the evacuation procedure to follow should a fire alarm sound during the meeting.</p>	
2.	<p>Quorum (People) The Clerk confirmed the meeting to be quorate.</p>	
3.	<p>Declaration of Pecuniary Interests Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p> <p>Governors were asked to complete areas on The Trust Governor (TTG) to ensure an up to date Register of Interests can be produced. Action: All</p>	1
STEP Way – We agree to do things like this		
4.	<p>Purpose of the meeting The Chair explained the purpose of the meeting was to cover any gaps arising from the departure of Heathfield Academy from this SGB.</p>	

	<p>He also highlighted that Ofsted had complimented Governance within previous reports.</p> <p>Governors agreed to;</p> <ul style="list-style-type: none"> • continue to gather paperwork in a timely fashion so it can be uploaded to TTG giving plenty of time to read and reflect on each area; • read all papers before each meeting; • ask questions before the meeting giving a minimum of two clear working days for answers to be collated; • attend all meetings where possible; • focus on strategic matters and not to cross over into operational matters where possible; • allocate focus roles across all Governors and • link Governors to feedback to each meeting. <p>Governors discussed what worked well over the last year which included;</p> <ul style="list-style-type: none"> • high level of attendance; • good level of strategic challenge around pupil outcomes by Governors; • knowing the Academy improvement plan priorities; • looking at ways to improve and • holding the school to account with the school performance. <p>Areas of the recent training session were shared including the overlapping areas of each group e.g. Members, Trustees, SGBs and removal of duplicating areas.</p> <p>At the session responsibilities were looked at with the plan to widen the gap between Executive Management Team and the SGB and to remind all Governors of their roles and responsibilities within the Trust. The main areas of duplication appeared to be around finance, personnel and standards.</p>	
<p>5.</p>	<p>Roles and Responsibilities</p> <p>Link roles are currently under review by the Trust and should be shared at the January meeting meanwhile current roles will remain.</p> <p>The Chair asked Governors to give thought to available roles for the coming year e.g. Safeguarding; Standards; LAC & Inclusion and Pupil/Community voice and look at how the role will support the school to achieve priorities with a clear focus on outcomes and well-being. The Chair is willing to talk through any role with interested parties.</p> <p>Some roles could be split and monitoring via telephone is acceptable.</p> <p>The new Scheme of Delegation will show the responsibility within Governor link for each role.</p> <p>The three Governor vacancies will be recruited to.</p>	
<p>STEP Up – We all succeed together</p>		
<p>6.</p>	<p>Site update</p> <p>The Head met with the builders who are on track. The next phase will be over the half term and then the back of the building will be demolished. Building completion</p>	

	is expected for the end of August 2019 and then the landscaping by end of September 2019.	
STEP Ahead – We invest in our future		
7.	Any Other Urgent Business There was no any other business for discussion.	
8.	Meeting Impact The Chair hoped the meeting had impacted all Governors and reiterated he is available for further discussions.	
9.	Meeting Dates Governors noted the next meeting is scheduled for 14 November 2018 at 6pm.	
There being no further business for discussion, the Chair thanked everyone for attending and closed the formal part of the meeting at 6.15pm.		

Item	Action	Lead
1	To check TTG profile and ensure 100% completed as this will inform the Register of Interests.	Governors

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