

**Minutes of a Meeting of the Strategic Governing Body of
Heathfield and La Fontaine Academies
17 July 2018
6.30pm at La Fontaine Academy**

MINUTES – PART A

Governors		
Allison Allen (AA)	Co-opted Governor (Vice-Chair)	Present
Eva Allotey (EA)	Parent Governor, LFA	Present
Mark Anderson (MA)	Co-opted Governor	Present
Rachael Atkinson (RA)	Head Teacher, HA	Present
Annabel Bates (AB)	Co-opted Governor	Apologies
Sebastien Chapleau (SC)	Head Teacher, LFA	Present
Paul Glover (PG)	STEP Deputy CEO/EHT, HA	Present
Laura MacInness (LM)	Parent Governor, HA	Present
Sarah Mackay (SM)	Staff Governor, HA	Present
Karl (Freddie) Meier (FM)	Co-opted Governor	Absent
Michael Speziale (MS)	Staff Governor, LFA	Absent
Chris Stevens (CS)	Co-opted Governor (Chair)	Present from 6.45pm
Jennifer Taylor (JT)	Co-opted Governor	Present
Other Attendees		
Lynn Bruce (Clerk)	Governance Clerk	Present
Kelly Edwards (KE)	School Business Manager – HA	Present from 6.50pm
Ashana Graham (AG)	Associate Governor	Present from 6.40pm
Laura Tulley (LT)	Associate Parent Governor, LFA	Present
Diane Williams (DW)	School Business Manager – LFA	Present from 6.40pm

Items	Minutes	Actions
STEP First – We are all one team		
1	<p>Welcome, Apologies and Housekeeping (<i>People</i>)</p> <p>The Vice Chair welcomed everyone to the meeting and explained the Chair was travelling back from London and will join the meeting shortly.</p> <p>Governors received and approved apologies for absence from Annabel Bates (personal commitment).</p> <p>The Head outlined the evacuation procedure to follow should a fire alarm sound during the meeting.</p>	
2	<p>Quorum (<i>People</i>)</p> <p>The Clerk confirmed the meeting to be quorate.</p>	
3	<p>Declaration of Pecuniary Interests and/or Conflict of Interests (<i>people/accountability/compliance</i>)</p>	

	<p>The Vice Chair asked Governors to declare any pecuniary or personal interests they might have in any agenda item for this meeting. No Governor declared any such interests. The Chair also asked governors to advise the Clerk about any changes to their pecuniary interests shown on the SGB's Register of Interests.</p>	
4	<p>STEP Governance/SGB Membership (structures) Governors noted there were no membership changes however with the change to SGB pairings HA will link with Gonville Academy from 1 September 2018 and Allison Allen, Laura Macinness and staff will move to the GA HA SGB.</p> <p>Vacancies for LFA will be addressed from September 2018.</p> <p>Business Managers confirmed that DBS checks for Governors were in place.</p> <p>Governors confirmed they had updated their Trust Governor (TTG) profile. Over the summer the Clerk will check all details are up to date for everyone. Action: Clerk.</p> <p>Governors noted that the STEP Board of Trustees had approved the appointment of Chris Stevens to remain as SGB Chair for the next academic year. A Vice-Chair is yet to be appointed.</p> <p>Business Managers joined the meeting at this point.</p>	1
5	<p>STEP Board of Trustees Updates Governors noted the STEP Board of Trustees update.</p> <p>PG highlighted the two main changes with two new appointments to the Executive Management Team - Kirstie Martin, Director of Finance and Business Services and James Hooper, Director of Operational Services. The way the Academy Improvements Team will work will be to advised the Board of Trustees.</p> <p>Q: Looking at the update, there were some external reviews to improve the STEP Scheme of Delegation, SGB remit to increase the Governor focus on Education Standards, can you tell Governors how this will work? A: The last Governance review was around three years ago when the Governance structure was changed. Recent feedback from Governors was to address Governor workload and to look at reducing responsibility – this is being addressed.</p>	
STEP Way – We agree to do things like this		
6	<p>STEP Policies and Procedures (strategic leadership/structures/compliance) Governors noted the STEP Policies recently reviewed and approved by Trustees, as detailed in the Board of Trustees' Update.</p>	
7	<p>Safeguarding (accountability/compliance) Governors confirmed that they had read the DfE's safeguarding document 'Keeping Children Safe in Education' and have ticked the box on TTG to confirm this. A new version will be implemented on 4 September so Governors will be required to re-confirm they have read and understood the document in the new Academic year.</p> <p>Q: Did we ever get access to RAISE online or its new equivalent?</p>	

	A: Only Business Managers and Head Teachers were given access via ASP. Governors are advised to speak with them directly if they require access. Clerks via the Governance Team requested access and ASP administrators would not give it at that time. Action: Clerk to take the access issue back to the Governance Team as Governors feel this will be useful to have access. Training will need to be provided once access has been granted.	2
	Safeguarding INSET training will take place on 4 September 2018 at LFA. Action: Head to inform Governors of time.	3
8	Complaints (people) There were no complaints to be shared at this point.	

STEP Up – We all succeed together

9	<p>Educational Standards (strategic leadership/accountability) Head Teachers provided verbal reports on the end of the summer term, highlighting the following areas: -</p> <p>Heathfield Academy</p> <ul style="list-style-type: none"> • Fully staffed with two new teachers joining year 1 and year 3; • Linda Musiba will be joining Early Years (EY); • Two new Learning Support Assistants (LSAs) for KS1 and EY; • 98 pupils currently; • 50 children due to start Reception in September (final numbers due soon); • Performance Management cycle will be completed on the next INSET day; • Outcomes across EY and Year 2 - the school has met or exceeded targets with EY getting 90% Good Level of Development (GLD); • Year 1 Phonics screening checks gained 100%; • Year 2 SATs - Reading 82%, Writing 87%, Maths 92%, Greater Depth (GD) 23% and 30%; • Attendance dipped slightly to just below 96% and • No safeguarding referrals or exclusions. <p>The Head was thanked for her report.</p> <p>La Fontaine Academy</p> <ul style="list-style-type: none"> • Fully staffed for September with two new teachers for years 1 & 3; • Four unqualified teachers will be trained over time; • Two graduate LSAs – due to capacity and support and is financially viable; • Pupil numbers are stable with one child relocating in the Summer; • 60 reception children due in September and a waiting list is held; • Performance Management cycle will be completed by the end of the week; • Year 2 – 97% across Reading, Writing and Maths also 50% Reading at GD, 40% Writing and 42% Maths; • Phonics 96.6% two children did not pass - one only joined the school two weeks previously; • GLD 89.8% - six children did not participate and the Average Point Score (APS) has increased; • Attendance 96.3%; • No safeguarding referrals; 	
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- Two fixed term exclusions for severe behavioural issues.

The Head was thanked for his report.

AA completed a Standards Lead visits last week and will circulate the report on completion. **Action: AA** The visit was delayed to tie in with the data drops.

3

Heathfield Academy

Targets met. Interventions and maps are really useful and effects can be seen.

La Fontaine Academy

There are some gaps in attainment for SEN & PPG children with a small number of children impacting raw numbers.

Heathfield Ofsted

RA informed Governors that Ofsted arrived at the end of May with two Inspectors. HA took control immediately and changed the agenda that was sent out to fit with the school.

Over the two days, the school was calm, teachers were strong and children were engaged. The input from the Trust was incredible and the school staff felt confident as they had prepared well. The 'STEP one team' was felt throughout the whole process and was invaluable. The power of the Trust was felt as both Paul and Jennese were available throughout.

Three main areas to remember were data, progress over time and books – specific in their tracking requests and they read with the children on both days, checking their judgements.

Everyone was thanked for their input.

Chris Stevens joined the meeting at this point.

Q: For a new school, is there a difference in the timing for the next inspection?

A: For a good judgement, Ofsted may return within three years and for an outstanding judgement it may well be longer.

Finance Lead Governor

JT went in to LFA and discussed

- The new school whilst having a tour;
- Construction issues over the next few years and
- Changes to the Finance Governor role into next year.

One Governor mentioned that role of the Finance and Operations Governor in the Scheme of Delegation doesn't cover just finance as it's also aimed at HR and personnel and the work Governors are expected to do is quite daunting. The same Governor wanted clarification around the expectations and the number of times Governors are expected to visit a school and participate in additional HR or exclusion panels. Well-being, reward and recognition of staff was mentioned by another Governor.

<p>The Sports Hall was discussed around parent fund raising. There were thoughts around solar panels reducing the cost of electricity. It was suggested to create a list of priorities and grants available to apply for. Schools that are set up as a charity and have their own bank account can apply for PTA grants that are not available to the schools. SBMs are willing to offer their support in a writing bid applications. Letting out the sports hall will also generate an income that could be ring fenced.</p> <p>James Hooper, Project Manager, to be invited along to a future meeting for discussion on a joint way forward. Action: Clerk</p> <p>The Chair was handed over to CS at this point.</p> <p>A Governors Day was held last week at LFA. Governors discussed funding, took learning walks, spoke with children from the school council which was informative and gave the children a chance to discuss any concerns they may have. The playground is small which causes some problems. Ideas around using some of the car park was discussed and also how some people leave their cars in the car park and go and catch a train. This will cause more problems with another 60 children joining the school.</p> <p>Parents had requested specific arts to be taught to children however the issues surrounding the funding of more teachers are difficult due to the current budget restrictions. Suggestions were made for parents to fund a teacher. Consultations would need to be made with parents around what type of teacher e.g. French, music etc. Commitments by parents to fund a salary would need to be made. PTA is not permitted to assist as a charity. Discussions would need to be had with the Trust to see if this is an option to pursue.</p> <p>Q: Does the school not have sufficient funds to support the wider curriculum e.g. music? A: The school is covering a statutory curriculum however this is to enhance the arts provision further.</p> <p>Q: When schools have drama workshops, parents pay via parent pay, how is this any different? A: One-off events can be run this way. Outsiders will not necessarily provide 1:1 teaching. Clarification would need to be sought from parents and their expectations and those choosing not to pay will automatically be included in the provision.</p>	4
<p>The school will look into the legalities of whether this is possible before speaking with parents as it may raise hopes unnecessarily. Action: Head will complete a rationale document to present to the Board of Trustees.</p>	5
<p>Governor monitoring visits will be with LFA as a stand-alone SGB and will be linked into the AIP. Action: All to liaise with the Head for availability.</p>	6
<p>Allison Allen's link responsibilities will be re-allocated at the SGB meeting in the Autumn term.</p> <p>Q: Will there be any changes to link responsibilities?</p>	

	<p>A: Yes, there need to be changes to ensure the workload is manageable for Governors.</p> <p>The Heads demonstrated the STEP Compass Priorities; STEP First - a growing school and the re-launch of the compass to make sure new staff get on board. The compass forms part of staff induction. STEP Way - makes sure the curriculum is working across all schools and constantly enhanced against evidence based practices. STEP Up – both HA & LFA are leading in Early Years methodology across the Trust. STEP Ahead - making sure the all schools are developing leaders.</p>	
10	<p>Financial Management (compliance) Heathfield Academy KE drew Governors’ attention to the following areas;</p> <ul style="list-style-type: none"> • Budget Carry Forward is around £31,000; • The contingency was used to ensure a satisfactory Ofsted Inspection was gained; • Pupil numbers are hoped to increase due to a ‘outstanding’ Ofsted report and • Predictions for income and wrap around-care were spot on. <p>Q: Will the Executive Head role finish at the end of this term? A: No, this will continue into the next academic year. Mark Ducker will continue with school improvement, Paul Glover, school performance and John Halliwell will be Executive Head for Heathfield from September for two half days.</p> <p>The Chair thanked KE for her report.</p> <p>La Fontaine Academy DW drew Governors’ attention to the following areas;</p> <ul style="list-style-type: none"> • The Carry Forward has reduced • Toilets have been completed from the contingency budget; • Higher level of staff sickness last term with some additional agency costs and • Pupil Premium (PP) and Free School Meals (FSM) numbers have been confirmed therefore income forecast is more accurate. <p>The Chair thanked DW for her report.</p>	
11	<p>Community Engagement (people) Discussions have already taken place regarding funding for specific areas around La Fontaine Academy and there is now a new PTA Chair in place. Parents are extremely engaged with the school. Updates regarding the next phase in building development will be mailed to parents next week.</p> <p>Parents from Heathfield Academy have been really helpful especially with the move to the current site.</p> <p>As proved from the recent Governors’ Day, communication is key. Both schools have good relationships with parents.</p>	

12	<p>Admissions Update (<i>people</i>)</p> <p>Heathfield Academy has 50 children in Reception from September with regular conversations with the LA regarding the remaining vacancies.</p> <p>Q: How far out does your catchment cover? A: Most parents walk to school however there are a couple of parents who are at some distance.</p> <p>La Fontaine Academy are fully subscribed from September with a healthy waiting list.</p>	
13	<p>Governing Body Training (<i>people</i>)</p> <p>Governors enjoyed the STEP Governor Panel training held in May 2018. There have been no other training sessions attended by Governors. Governors felt Exclusion Panel training has a different process therefore training in this field would be useful.</p> <p>Governors noted forthcoming training dates;</p> <ul style="list-style-type: none"> • Safeguarding – INSET days at school; • STEP Compass Overview – 3 October 2018 (SSL) and 11 October 2018 (SES) and • SEND (Provisional dates 10 January 2019 (SSL) and 16 January 2019 (SES). <p>There were no other specific training requests made.</p>	
14	<p>Correspondence to the Chair (<i>people</i>)</p> <p>The Chair had received one letter which will be discussed later in the meeting and confirmed no other correspondence had been received.</p>	
15	<p>Minutes (<i>compliance</i>)</p> <p>The SGB agreed and approved the minutes of the meeting held on 2 May 2018 as a true and accurate record of the meeting. The signed minutes were signed and given to the Clerk. Action: Clerk to forward signed copies to each Head Teacher for their files and pass the original to the Company Secretary for the Trust’s records.</p>	7
16	<p>Matters Arising from the Minutes and Action Points (<i>compliance</i>)</p> <p>Heathfield – Handrail</p> <p>KE explained the handrail situation to everyone and the fact the Building Control would not allow the handrail on the stairs to be removed as recommended by the Safety Adviser; the handrail had therefore been removed from only the landings. It was recognised that this was not an ideal situation and that care would need to be exercised by the school to ensure that children were not allowed access to the stairs unless they were accompanied by a member of staff.</p> <p>Governors confirmed that all other actions from the previous meetings were complete.</p>	
17	<p>Any Other Urgent Business</p> <p>LFA - Gifted and Talented Commitment</p> <p>This was reported in the Confidential Part B minutes.</p>	

	<p>LFA Project – Secondary School This was reported in the Confidential Part B minutes.</p> <p>LFA Wrap around Care This was reported in the Confidential Part B minutes.</p>	
18	<p>Meeting Impact (compliance) The Chair commented on a very positive meeting, particularly highlighting areas reported in the Confidential Part B minutes. He thanked Governors for their questions.</p>	
19	<p>Meeting Dates (structures) The Chair confirmed this is the last meeting of Heathfield and La Fontaine Academies joint SGB. From September Heathfield Academy will pair with Gonville Academy forming a new SGB and LFA will stand alone as an SGB. Both SGBs will start at 6pm.</p>	
20	<p>Publication of Minutes (compliance) Governors identified items of a confidential nature for Part B of the minutes. Following approval at the next meeting, the Part A minutes would be made public and published on the academy websites. The Part B minutes would remain confidential to Trustees and Governors.</p>	
21	<p>Confidential Staffing Matters (people) Members of academy staff, withdrew from the meeting for the discussion of confidential staffing matters. (Recorded in Part B of the minutes).</p>	
<p>There being no further business for discussion, the Chair thanked everyone for attending and closed the meeting at 8.55pm.</p>		

Item	Action	Lead
1	To check TTG profiles for Governors have been completed	Clerk
2	ASP access for Governors	Clerk
3	Safeguarding Training – Governor attendance time to be confirmed for INSET day on 4 September 2018.	Head
4	Standards Lead report to be circulated	AA
5	James Hooper and other relevant parties to be invited to a future meeting.	Clerk
6	To complete a rationale document around funding an extra-curricular teacher to present to the Board of Trustees.	Head
7	Governors to liaise with the Head for best time to complete Governor Link visit.	All
8	To forward signed copies of minutes to each Head Teacher for their files and pass the original to the Company Secretary for the Trust's records.	Clerk
9	To await advice on Gifted and Talented Commitment from the Board.	Chair

Signed as a true and accurate record of the meeting.

Chair's Signature

Chair's Name

Date	
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Chair's signature/initials
