



HA/LFA SGB Minutes 02/05/2018

▶ Heathfield Academy ▶ Wednesday, May 2, 2018 ▶ 6.30pm ▶ Chair:  
Chris Stevens ▶ Clerk: Lynn Bruce

FINAL: The minutes are confirmed and locked.

Governors Attending:	>Mark Anderson, Karl (Freddie) Meier, Allison Allen, Laura Tully, Sebastien Chapleau, Laura Macinnes, Jennifer Taylor, Chris Stevens, Sarah Mackay, Annabel Bates, Rachael Atkinson, Paul Glover,
Governors Apologies:	>Michael Speziale, Paul Glover
Non Governors Attending:	>Lynn Bruce, Diane Williams, Kelly Edwards, Mark Ducker
Non Governors Apologies:	

<b>Agenda Item 1</b>	▶ <b>Welcome, Apologies and Housekeeping (STEP First)</b>
<b>MINUTE</b>	The Chair welcomed everyone to the meeting especially Laura Tully and outlined the evacuation procedures to follow should a fire alarm sound during the meeting.  Apologies were received and accepted from Michael Speziale (work commitment) and Paul Glover (work commitment).
<b>Agenda Item 2</b>	▶ <b>Quorum (STEP First)</b>
<b>MINUTE</b>	The Clerk confirmed the meeting to be quorate.

<b>Agenda Item 3</b>	▶ <b>Declaration of Interests (STEP First)</b>
<b>MINUTE</b>	<p>Governors were asked to report any updates to their declaration of interests forms for 2017/18. None were declared.</p> <p>Governors were asked to declare any pecuniary or personal interests relating to agenda items for this meeting. None were declared.</p>
<b>Agenda Item 4</b>	▶ <b>Governance/SGB Membership (STEP First)</b>
<b>MINUTE</b>	<p>Governors noted there were no resignations and Laura Tully was newly appointed since the previous meeting.</p> <p>Some Governors are yet to sign the undertaking to the STEP Academy Trust.</p> <p>Governors confirmed receipt of The Trust Governor login details and have updated their profiles. They were reminded to check emails and TTG weekly to ensure nothing is missed.</p> <p>In the short term, Governors would like to be reminded when a document has been added to a set of meeting papers and that all meeting papers should be sent to the Clerk 10 days before each meeting (where possible). Finance papers were delayed for this meeting due to Easter holidays and the tight deadlines for reporting finances.</p>
<b>ACTION</b>	Eva Alloytey, Michael Speziale and Ashana Graham to sign undertaking to the STEP Academy Trust.
<b>Agenda Item 5</b>	▶ <b>Board of Trustees updates (STEP First)</b>
<b>MINUTE</b>	<p>Governors received the Board of Trustees' termly update for SGBs and noted the Scheme of Delegation is currently being reviewed including the number of papers required for each meeting.</p> <p>Clear roles and responsibilities are being looked at within the Board as is improving communication.</p> <p>The Trust will grow by one Academy with the Partnership between Turnham and the Trust. Wolsey Infants and Juniors will become a single Academy from September and will be called Tudor Academy.</p>

SGB pairings will change with from September with Heathfield and Gonville Academies becoming one SGB and La Fontaine Academy to stand alone.

Q: Will the outsourcing of HR have any financial impact on the schools - i.e. will they pay if they need HR advice or will this be covered by the existing STEP charge?

A: This will come under the STEP charge.

**Agenda Item  
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**▶ GDPR (STEP Way)**

Paul Glover has taken responsibility for GDPR as the Data Protection Officer (DPO) for STEP. The ultimate responsibility is with the Board of Trustees. As one organisation, we are expected to demonstrate how systems and processes are robust, if it cannot be evidenced, then fines can be applied by the ICO.

Governors noted any queries regarding GDPR, can be sent by email to [GDPR@stepacademytrust.org](mailto:GDPR@stepacademytrust.org) where one of the GDPR team will respond.

Q: Have staff been trained?

A: Yes.

Some basic understanding is required by SGBs to understand their part in the wider scheme.

Q: What is the plan for historic data?

A: The Team have been guided heavily by solicitors and are looking at every possible angle.

Q: Will Ofsted be asking questions regarding GDPR?

A: There is no indication at this point that they will ask any questions on GDPR.

Q: What is the process (and personnel) for checking security and having contracts altered if necessary? e.g., education Apps or software?

A: As this is managed centrally, the central team are currently reviewing all contracts and SLAs.

The PTA or class list app is used for liaising and organising amongst parents which means the PTA or class list app will become data controllers.

**MINUTE**

<b>Agenda Item 7</b>	 <b>Policies &amp; Procedures (STEP Way)</b>
<b>MINUTE</b>	<p>Governors noted the STEP Policies reviewed, updated and approved by STEP Board of Trustees (March 2018) as detailed in the Board of Trustee update.</p> <p>Lettings Policy for LFA and Business Continuity Plan LFA.</p> <p>Q: Are leaders trained in incident response? A: LFA is developing scenarios to practice over the next few weeks (e.g. lockdown).</p> <p>Page 15 of the Policy should read Croydon and not Bromley.</p>
<b>ACTION</b>	<p>Lettings Policy and Business Continuity Plan will be added to the Policy review schedule.</p>
<b>DECISION</b>	<p>Governors agreed the approval of the Lettings Policy (LFA) and Business Continuity Plan (LFA).</p>
<b>Agenda Item 8</b>	 <b>Safeguarding (STEP Way)</b>
<b>MINUTE</b>	<p>All but two Governors have signed to confirm that they have read and understood 'Keeping Children Safe in Education' document.</p> <p>Governors confirmed they have taken Safeguarding Training since September 2017.</p> <p>Both Allison Allen and Chris Stevens have undertaken the Safer Recruitment Training and certificates have been uploaded to TTG.</p> <p>Chris Stevens reported he completed a Safeguarding Governor visit at HA back in January and will be completing another next week. The new site at LFA was visited shortly after everyone moved in. The Kier containers are taking up some of the space for the children and access to the site can now be closed off from the public as the school now has a key to the gate. Road safety around the area has been addressed and brought to the attention of the local Councillor. There have been some construction delays that do not hinder the children. All other procedures are being followed correctly.</p>
<b>ACTION</b>	<p>Michael Speziale and Ashana Graham to sign to confirm that they have read and understood 'Keeping Children Safe in Education'. Allison Allen &amp; Chris Stevens to add training to their profiles.</p>

<b>CHALLENGE</b>	<b>The Single Central Record at LFA has been checked and all procedures are being followed correctly.</b>
<b>Agenda Item 9</b>	<b>▶ Educational Standards (STEP UP)</b>
<b>MINUTE</b>	<p>Governors were in receipt of reports from both Head Teachers and noted the Spring 2018 assessment data headlines.</p> <p><b>Heathfield</b>  Q: P3 “Projected surplus/deficit: -£68,805” What is the reason &amp; any associated risk?  A: There have been some changes to support the school as the Head of Standards has also been supporting pre-Ofsted. The school are recruiting for a stronger teacher/long term cover which has previously been provided by agency staff. Any deficit budget will be owned centrally and ways to reduce this budget will be looked at.</p> <p>Q: How will that affect the school going forward and what liabilities are there?  A: Finances are looked at across all STEP schools and whether there is likely to be an impact to outcomes.</p> <p>Q: 56 days staff absence includes 50 days absence for one teacher on long term absence - is there an anticipated end date and will the teacher be supported if/when he/she returns?  A: This teacher has resigned after the sick leave so this will not impact.</p> <p>Q: % of teaching consistent with academy’s approach has dropped to 66% in 2016, is this improving?  A: This figure is due to capability related issues from last year. There is a very different picture now.</p> <p>Q: Is the SEF updated during the year and does this reflect the current position?  A: Yes, this is updated termly to ensure reflected correctly.</p> <p>Q: Have there been any significant improvements in the educational outcomes since the spring data shown in the Standards Report (particularly greater depth in Maths at KS1)?  A: Yes, this data is the data that is submitted as a Trust and will look different at the end of the term.</p> <p>Currently, Year 2 is at 70% Expected Standard (ES) in Reading and 20% Greater Depth (GD), 80% ES in Writing and 18% GD and Maths 86%, 18%GD. Year 1 is 87% Reading, 80% Writing and 87% Maths with 10-</p>

26% GD. Changes that have been made during the last term are now being embedded.

Q: How many of the Year 2 teachers are being replaced?

A: One is on secondment and the other is a supply teacher. In September, an outstanding practitioner will be moved to Year 2. Three other teachers are being recruited and two interviews have taken place to date with another tomorrow.

It would be good to see staff vacancies within future HT reports.

Q: Are there any areas for concern in relation to progress towards the goals set out in the Academy Improvement Plans?

A: Teaching is strong and the children are on track to reach the targets set. Good level of Development (GLD) is just over 50% and on target (A group of EAL and SEND children need a little more time to achieve ELGs). Year 1 phonics has a target of 97%. 10 children have joined Year 2 this year thus changing data percentages.

#### **La Fontaine**

Q: Our 2018/19 admissions has been reduced from 90 to 60, why is this?

A: The temporary site and small playground. There is work on-going with ESFA to mitigate issues of overcrowding. A business case was approved by the ESFA. Bromley have been kept informed throughout.

Q: P7 - PIRA data for % of SEN at or above expected standard seems high, why is this?

A: Typically, children are doing well in Phonics and early reading. They then go on to consolidate that in terms of comprehension. Year 5 readers are being monitored closely to ensure the data is accurate. The class teacher is being supported with that and the English Lead is aware that this is a priority. The SENDco is working more closely with teachers in terms of ensuring that SEND children working below can access the curriculum more adequately.

Q: The report states that LFA have 30 children (11%) on the SEND register and that none have an EHCP, have they been applied for, what is the criteria for applying for extra support/funding and is there anything which would make the process easier as and when needed?

A: LFA are currently applying for two EHCPs. Before applying, one needs to ensure that class-based strategies have been put in place, Ed Psych advice has been sought and put in place, external agencies will be consulted. The threshold is therefore very high. Once an EHCP application has been submitted, it typically takes up to 20 weeks to hear back from the LA where the child resides. Not much can be done to make the process easier. Parents can apply for a EHCP via their GP.

Q: Does the Trust have access to Educational Psychiatrist?

A: Not at this stage.

Q: Looking at overall attainment progress across 3 areas, term on term, the results show good steady improvement overall, which is fantastic especially given the added challenge of moving location mid-way through the school year. Taking the comments on board about teacher support and added focus across years 1, 2 and 5, the percentage of children making expected progress in maths in Year 4 has decreased from 85% to 58%. Please can you explain possible reasons? Is further support with maths, for year 4, planned for this term?

A: Year 4 didn't receive adequate teaching in the Autumn Term. Their teacher left at Christmas. The Spring Term was spent addressing the gaps which became apparent due to poor teaching. The majority of the class is now on track, but there's still a group of 7-8 children who are needing extra support. This is being addressed through interventions at the moment, with both our KS2 and Maths leaders overseeing this process.

It was pointed out that LFA has set some ambitious targets that could show as Red or Amber whereas other schools with less ambitious targets would be Green. Trustees are aware of these targets.

Q: The latest La Fontaine newsletter refers to fines for unauthorised absences. Are these fines imposed by the School or by the LA? How common is the imposition of fines in other schools?

A: Fines are managed, as a statutory duty, by the LA.

Q: Are there any areas for concern in relation to progress towards the goals set out in the Academy Improvement Plans?

A: LFA is on track to reach high standards again this year. The move led to some areas of teaching and learning dropping slightly. Coaching didn't happen systematically in the Spring Term, nor did planning support. This means that weaknesses have appeared in Year 1 (one class) and Year 5. Plans are now in place to support teachers.

Q: What is recruitment like at LFA at present?

A: This is on-going for next year and one appointment has already been made. Deadlines for resignations is 31 May 2018.

### **Standards Lead Report for Heathfield.**

RA provided numerous reports before the visit and during the visit was asked a range of questions. The learning walk showed a huge change with the children working hard and following their books well. A useful conversation was had with the SENDco who has produced sheets requested and about the EHCP being refused. Progress over time

	<p>documents and additional sheets evidence the full SEND progress.</p> <p>Areas of strength - how well teachers know their children; context sheet, data and PP action plan. Children were well behaved and wanted to talk about their school. EYFS is outstanding.</p> <p>Future developments - growth and size of the school; recruitment; child mobility and parental involvement.</p> <p><b>Standards Lead Report for La Fontaine.</b>          Populated data is helpful. Nice to see everyone settled in a calming school. Useful to see data trends and year 5 maths input. Data drop was fraction of details being taught that term.</p> <p>Long term sick leave has now been resolved.</p> <p>Lots of disruption to teaching and learning due to the move including site issues. EYFS fine with good GLD and phonics had improved.</p> <p>Areas of strength - detailed knowledge of children, desire to avoid children stress over tests and school community coming together.</p> <p>Future developments - support for SEN, monitor well-being of staff due to the move, site related issues and staffing levels.</p> <p>AA, RA &amp; SC were thanked for their reports.</p> <p>Governors' Day in school for Summer Term - 13 July 2018 at LFA.</p>
<b>ACTION</b>	AIPs to be added to the Governors Day agenda.
<b>DECISION</b>	Governors' Day to be held 13 July 2018 at LFA
<b>Agenda Item 10</b>	<p> <b>Financial Management (STEP UP)</b></p>
<b>MINUTE</b>	<p>Governors confirmed they had sight of both financial reports circulated at short notice.</p> <p>Q: The commentary on the Budgets for both schools uses the words: "The budget supports the objectives of the Headteacher by facilitating a staffing structure where the emphasis is on quality first teaching to enhance the outcomes for the children". Should we focus on more specific objectives for each school - e.g. for La Fontaine, should we consider the requests for additional tuition in French and Music made by some parents earlier in the year? For Heathfield, should we have a particular focus on children in the most senior age group?</p>

**Heathfield**

A: There was a teacher on secondment in year 2. The staffing structure will be mapped out.

**La Fontaine**

A: Every class is currently taught French 3-4 times a week, and the aim is to carry on doing so over time. There is a possibility to increase the French provision. Recruitment for next year is on-going and LFA will have a better idea, in terms of the financial position, over the coming weeks.

Q: Both commentaries also use the words: "This budget is challenging. Resources and services must be chosen carefully, with opportunities taken wherever possible to reduce costs over the course of the year. Finance should be tightly controlled and any deviation scrutinised. To what extent are the Budget constraints impacting on educational standards and the quality of the premises - e.g. were they factor in some of the teaching appointments at Heathfield which were not successful? In La Fontaine, will some LSAs be working shorter hours than others next year because of financial considerations and how pressing is the need for changes to the buildings?

**Heathfield**

A: Budget restraints do not have an impact on the quality of teachers appointed. A grand opening is planned later in the year. Children leaving the school is due to accommodation changes and not because they dislike the school.

**La Fontaine**

A: Contractual hours aren't being changed. An extra LSA has been recruited, full time, for September. They are budgeting for a Graduate LSA to ensure that they can teach across the primary age range, contrary to what was argued by some LAs recently, when hours were being looked at, they cannot, at the moment, work across all age groups due to their lack of Maths and English skills.

Q: Your staffing levels are 1% above the recommended cap, are you constrained by this?

A: The quality first teaching is the priority and is a temporary measure. Regular letting incomes were in place at the old site and not all moved with the school thus reducing the income.

Where in the Budgets is the contingency?

The contingency for LFA was set at £32,650 and this is held under 'Supplies & Services' in the summary report.

	<p>At La Fontaine, should we apply to the EFA for a Capital Grant to help with modifications to the Buildings? LFA are in discussion with STEP regarding capital funding for outside toilets and fencing for the playing field at the rear of the site. Applications have been submitted, which have received positive feedback and the result is awaited. The submitted bids address safeguarding and health &amp; safety risks.</p> <p>As part of a MAT with more than five academies and 3,000 children STEP receives a School Condition Allocation to deploy strategically across their schools addressing priority maintenance needs. In most circumstances, this money will be directed to permanent works that have a long term benefit, as LFA is in a temporary phase it is unlikely that requests for finance for general modifications will be agreed.</p> <p>Q: What are the major items under the 'Supplies and Services' and 'Academy Generated Income' headings? A: Supplies and services: Catering food/drink/equipment/maintenance/repairs; Breakfast Clun and STEP zone expenses; Telephone cost including mobile phones; Postage; Stationery for school admin support; Professional services e.g. Teacher2Parent communication system; General office costs; STEP first fund contribution; STEP Way recharges; General furniture/equipment and contingency fund.</p> <p>Academy Generated Income: Breakfast Club/STEP Zone after school club; Lettings; Catering; Trips; Uniforms and Sale of other goods &amp; services (e.g. photographs, water bottles. workshops, training courses).</p>
<b>DECISION</b>	Governors agreed and approved the 2018/19 Academy budgets.
<b>Agenda Item 11</b>	▶ <b>Admissions (STEP Way)</b>
<b>MINUTE</b>	<p>Governors considered an application for admission outside of age range for LFA for two children and after discussion was approved.</p> <p>Governors noted Reception offers for September 2018 to be 45 for Heathfield and 60 for La Fontaine with a large waiting list.</p>
<b>ACTION</b>	Template letter to be sent to CofG
<b>DECISION</b>	Governors approved admission outside of age range for two children.

<b>Agenda Item 12</b>	<b>▶ Governor Training (STEP Ahead)</b>
<b>MINUTE</b>	<p>Governors enjoyed STEP Governor Training on Safeguarding (Feb/Mar 2018) and Safer Recruitment has been attended by Laura Macinnes, Jennifer Taylor and Chris Stevens.</p> <p>Governors noted the dates of forthcoming STEP Governor Training: STEP Governor Panel Training - 9 May 6pm Heathfield and 23 May 6pm Burfield Academy.</p>
<b>Agenda Item 13</b>	<b>▶ Correspondence to the Chair</b>
<b>MINUTE</b>	<p>Veronica Mitchell has created a petition for a secondary provision in Bromley. This has been referred to the Trustees and Mark will formally reply. Karl Meier will have a conflict of interest should further discussion be had.</p>
<b>Agenda Item 14</b>	<b>▶ Minutes 24/01/18</b>
<b>MINUTE</b>	<p>Governors agreed and approved the minutes of the meeting held on 24 January 2018 as an accurate account of the meeting. The CofG signed the minutes and gave the to the Clerk for the school file.</p>
<b>DECISION</b>	<p>Governors agreed and approved the minutes of the 24 January as an accurate account of the meeting.</p>
<b>Agenda Item 15</b>	<b>▶ Matters arising from minutes and Action Points</b>
<b>MINUTE</b>	<p>There were no matters arising however the CofG and Clerk had updated the action points.</p>
<b>Agenda Item 16</b>	<b>▶ Any Other Urgent Business</b>
<b>MINUTE</b>	<p><b>Staircase at Heathfield</b></p> <p>Q: Following discussions, can it be clarified that the proposal involves removing the lower rail from the glass side of the stairwells?</p> <p>Q: Is there any information regarding any adverse impact on the stability of the glass/handrail?</p>

	<p>The lower handrail will only be removed from the landings but not the staircase due to the age of the children. Mark Pinnock has sought the quotes to carry out the work. Kelly Edwards asked for quotes to be signed off by the builders and then again on completion of the work.</p> <p>Ellis Whitham have been consulted and have agreed the report/works.</p> <p>Additional clarification is needed to identify the best way forward.</p> <p><b>Governor Newsletter</b> SGB newsletter for Spring to be allocated.</p>
<b>ACTION</b>	<p>Clerk to email Governors for a volunteer to complete the Spring Newsletter.</p> <p>Kelly Edwards will speak with Mike Peircey at Croydon Council to seek further clarification of the glass side handrail.</p>
<b>Agenda Item 17</b>	<b>▶ Meeting Impact</b>
<b>MINUTE</b>	Discussions have taken place and decisions made which will have a positive impact on the children's outcomes.
<b>Agenda Item 18</b>	<b>▶ Meeting Dates</b>
<b>MINUTE</b>	<p>Governors noted the date of next meeting to be moved until after the Governors' Day on 13 July 2018.</p> <p>The draft AIPs with key priorities will be discussed and agreed at the Governors' Day.</p> <p>2018/19 meeting dates will be circulated when available.</p>
<b>ACTION</b>	Clerk to create a doodle poll for the SGB meeting to be held after 13 July 2018
<b>Agenda Item 19</b>	<b>▶ Publication of Minutes</b>
<b>MINUTE</b>	Governors confirmed there were no confidential matters discussed for recording in the confidential Part B minutes.
<b>Agenda Item 20</b>	<b>▶ Confidential Staffing Matters (if any)</b>

**MINUTE**

There were no matters for discussion.

**Governor Agreed Actions set during this meeting: 0**

HA LFA SGB *dated:* 02/05/2018

Minutes approved by Lynn Bruce