

**Minutes of the Meeting of the Strategic Governing Body of  
 Angel Oak Academy  
 Held on Monday 16<sup>th</sup> November 2015 at 5pm  
 At Angel Oak Academy**

**Attendance:**

Mr Nick Ambrose	Community Governor, Vice Chair	Present
Ms Sam Daly	Staff Governor	Present
Mr Mark Deacon	Community Governor, Chair	Present
Ms Stacey Frier	Community Governor	Present
Mr Tim Mills	Headteacher	Present
Ms Jessica Pero	Parent Governor	Absent
Mr Cliff Robinson	Community Governor	Present
Mr Terry Sotiri	Community Governor	Absent
Ms Cathie Hewitt	Observer	Present
Ms Amanda Dickson	Academy Business Manager	Present for items 1 - 4
Ms Liz Parry	Clerk	Present

**STEP First – We are all one team**

<b>1</b>	<p><b><u>Welcome and Apologies</u></b></p> <ul style="list-style-type: none"> <li>• <b>To welcome governors to the second meeting of the SGB of the academic year</b>            The Chair opened the meeting at 5:00pm and welcomed everyone to the meeting.</li> <li>• <b>To agree whether any apologies received are to be accepted</b>            Apologies for absence due to the need to complete urgent course work had been received from Jessica Pero which were accepted by the SGB.</li> </ul>
<b>2</b>	<p><b><u>Quorum</u></b></p> <ul style="list-style-type: none"> <li>• <b>To confirm that the meeting is quorate</b>            The Clerk confirmed that the meeting was quorate.</li> </ul>
<b>3</b>	<p><b><u>To review the register of Pecuniary and Business Interests</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governors to declare any pecuniary or personal interests in any agenda item for this meeting</b>            Governors were asked if they had any known pecuniary or other potential conflicts of interest</li> </ul>

in the current agenda and none were declared.  
It was noted that since the last meeting the Clerk had compiled the register of Business Interests which has been published on the Academy website in accordance with statutory requirements.

**STEP Way – We agree to do things this way**

**4 Finance Update:**

• **Update on current budget position for Angel Oak**

Governors were in receipt of the monthly budget report circulated by Amanda Dickson in advance of the current meeting. Governors commented that the format and presentation of information so clearly was very helpful.

Governors noted the fact that there is currently an in-year deficit of £149,000, a total which has been brought down by some in-year savings from the beginning of the year. Amanda said that it was anticipated that the school will have a finalised brought forward figure of between £500,000 - £520,000 which will be incorporated into the accounts after the figure has been confirmed.

Amanda drew governors' attention to the fact that on conversion to academy status she had applied for rate relief with the EFA and last year the academy received £7,000. Subsequently the school has made ten monthly payments for an annual rates bill of £42,000 but the LA will be paying back £21,000 in relief.

Amanda also pointed out there will be some elements of budget revision necessary and the revised budget will be presented at the next meeting.

**Question:** A total of 7 teachers have opted out of the **Pension**. Are these members of staff making an informed decision?

**Answer:** Amanda explained that all staff are given correct information for contacting the pensions department to make sure that they know the benefits of paying into the pension scheme and are aware of the impact of not doing so. Amanda's role is to provide the relevant information but not to provide advice to staff. Staff governors present also confirmed that teaching union reps had also highlighted the benefits to their members and said that they were confident that staff were making an informed decision, but that their decision for opting out was likely to be due to the expense of living in London and housing costs.

Amanda drew governors' attention to the fact that the original budget plan had allowed a contingency for window replacement and snagging items (£75,000) but the school has since learned that the costs are being met by the LA.

There is some adjustment to the original budget under course fees following the Board's decision to **fully fund the costs of staff undertaking MAs/CPD courses**. Staff members present

	<p>said that Angel Oak staff were very grateful to the Trust for taking this decision,, and governors commented on the importance of this in helping to influence recruitment and retention of high quality staff.</p> <p>Amanda said that within a revised budget plan she would recommend the inclusion of a marketing budget heading to enable the school to develop a <b>marketing strategy</b> for the purpose of increasing the numbers of pupils on roll. It was noted that the school has already taken out an advert which is at Peckham station, for a cost of £1,800, which it is hoped will pay for itself with increased pupils.</p> <p>During discussion it was noted that at the present time the pupil numbers on roll are 385, which is expected to rise to 412 by January, and there is an aim to increase numbers to 420 by the end of the year. Governors recognized that the school has a very fluid population which is a reflection of the local community where there is a high degree of mobility with families changing housing /being moved to other areas of the country.</p> <p>Governors discussed the importance of promoting the school and changing reputation associated with the old Gloucester Primary. It was also recognized that the change to the building provision should also have a positive impact, improving the outer look of the school and the school site, and the exposure of the playground.</p> <p>The Headteacher said that the school had recently undertaken a Parents’ survey and the results would be analysed and reported at the next meeting.</p> <p><b>ACTION: 1. Update on revised budget to be an agenda item at the next meeting. 2. Update on development of a marketing strategy to be reported at a future meeting. 3. Analysis of Parent Questionnaire to be reported at the next meeting.</b></p>
5	<p><b><u>Safeguarding:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Update on Safeguarding</b></li> </ul> <p>The Headteacher reported that the full Safeguarding audit took place at Angel Oak in February. Arrangements will be made for a Governors’ safeguarding report, to be undertaken by Mark Deacon in his capacity as Safeguarding Governor.</p> <p>The Headteacher also asked governors to note that the Single Central Register had been checked and everything was fully in order, and this will be checked again when Mark makes his Safeguarding Visits.</p> <p><b>ACTION: Mark Deacon to arrange a mutually convenient time to undertake a visit and conduct a Safeguarding check, and report back to the next meeting.</b></p>
6	<p><b><u>SEND:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Appointment of governor with SEND responsibility</b></li> </ul> <p>It Stacey Frier volunteered to take on this role and to meet with the school’s SENCO/Inclusion Manager as soon as possible.</p> <p><b>ACTION: Stacey Frier to liaise with the Headteacher to confirm availability for a visit to discuss SEND as soon as possible. Stacey to report back to the next meeting on the outcome</b></p>

of her visit/discussions.

**STEP Up – We all succeed together**

**7 Headteacher's Report**

- **Governors to raise any questions/observations following the circulation of the Headteacher's Report in advance of the meeting:**

***Children on Roll:***

**Question:** There is a gender imbalance in some classes. Does this have any impact or consequences?

**Answer:** There may be some changes in dynamics and resourcing but overall this is not a particular issue.

**Question:** Noting that since the beginning of term 9 children have left the school and 10 children have joined, are there any common reasons for the movement of the children?

**Answer:** The major reason is because families move areas. There is a history of high mobility and this will continue to be a factor, but the school is very focused on delivering high quality education and meeting the needs of all the children who come to Angel Oak, however long they are with the school.

**Question:** Whilst it is excellent that the school is so inclusive and focused on meeting children's needs, nevertheless there must be consequences and disruption for teachers/classes with frequent movement of pupils?

**Answer:** Yes, it is the case that staff need to be very skilled and dedicated to ensure that children coming into the school become settled and assimilated as soon as possible. Many of the children coming in have very complex needs, particularly in relation to emotional and behavioural needs. It is a credit to staff that children with highly complicated and difficult backgrounds are accommodated so well and helped to settle into the school's environment and to learn.

***Building development:*** It was noted that the school building development programme was currently 6 weeks behind schedule. A consultation meeting was scheduled to take place on Thursday 26<sup>th</sup> November to discuss and provide more detail on the arrangements as they impact on residents, the school and the Community Centre. The LA has agreed that building work will begin as soon as a contractor has been appointed.

***Assessment:*** it was noted that a full discussion of the school's assessment would be covered under item 10. The Headteacher's report included an update on the GL Assessment results which took place at the beginning of term to provide a baseline. The school and SGB recognized that the results were low and indicated the need to build security and depth in children's knowledge of fundamental principles.

<p>8</p>	<p><b><u>Academy Improvement Plan:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Update on progress against priorities/milestones</b></li> </ul> <p>The progress against key priorities was largely covered during discussion of assessment and the Headteacher’s Report. It was reported that progress was underway and on track for each of the key priorities, with a particular focus on embedding the new assessment programme.</p> <p><b>Priority 1:</b> Improve the quality of teaching and learning to ensure that 100% of children make expected or accelerated progress and are on target to meet or exceed national expectations by the time they finish KS2.</p> <p><b>Priority 2:</b> Introduce and embed new assessment programme in line with new national assessment requirements.</p> <p><b>Priority 3:</b> Develop a CPD strategy that improves teaching and learning, enhances retention of staff and develops teaching and leadership (particularly middle leadership) capacity across the Academy Trust.</p> <p><b>Priority 4:</b> Further improve the physical environment to ensure that grounds, buildings and resources enhance the learning and development of all children.</p> <p><b>Priority 5:</b> Improve the quality of behaviour for learning to promote independent learning, industry, perseverance and children’s ability to manage distractions.</p> <p><b>Priority 6 :</b> Put the United Nations Convention on the Rights of the Child (CRC) at the heart of a school’s planning, policies, practice and ethos.</p> <ul style="list-style-type: none"> <li>• <b>Feedback from governors who have made any monitoring visits into school since the previous meeting</b></li> </ul> <p>Governors committed to making visits into school during this term and would report back at the next meeting.</p>
<p>9</p>	<p><b><u>Governors’ Action Plan</u></b></p> <p><b>To set a framework for the year to ensure a programme for feeding back on governor visits, ensuring monitoring roles are regularly made.</b></p> <p>Governors <b>formally approved the Governors’ Action Plan</b> which had been circulated in advance of the meeting. The Chair said that he was very keen to ensure that governors’ visits are as productive as possible and add value to the school and governors’ understanding.</p> <p>It was agreed that by the end of the autumn term all governors would endeavour to make a first visit into school in relation to their particular area of focus/link to the strands of the Academy Improvement Plan.</p> <p>The Chair reminded governors that it was important that they make a written record of their visits, but are careful to ensure that they do not use judgemental language. The reports of visit will be completed on an agreed proforma, to be circulated after the current meeting. All governors would ensure that they share their completed visit reports with the Headteacher before forwarding them to the Clerk for circulation to the whole SGB for information.</p>

	<p><b>ACTION: 1. Chair to circulate a proforma record form for governor visits. 2. All governors to email the Headteacher with their availability for a visit so that mutually convenient dates can be arranged.</b></p>
<p><b>10</b></p>	<p><b><u>Assessment: update on systems in place</u></b></p> <p>The Headteacher explained that the changes in assessment also mirrored a change in emphasis in delivery of the curriculum, with a focus on building <b>depth of children’s understanding</b>, and ensuring that every single child has a security in their understanding. Key to this is an ability to <b>articulate understanding clearly</b> and to be able to <b>explain learning</b>. The school has been working to develop <b>key performance indicators</b> for each year group for each area of the curriculum. Behind each of these is a wealth of teacher and subject knowledge supporting each key indicator.</p> <p><b>Question:</b> Are the Key Indicators moderated?</p> <p><b>Answer:</b> Yes, and there is a lot of work on-going to develop the work and expectations which sit behind the Key Indicators.</p> <p>There was a recognition that ‘Life beyond levels’ had presented the school with great challenges, but also a huge opportunity for really addressing the needs of the children, ensuring that the curriculum and learning and assessment methods enable security in learning so that children are equipped at the end of their primary school years to access the secondary school curriculum. It had become increasingly clear that the previous leveling and testing did not have a strong enough focus on ensuring that children had a secure grasp of fundamental principles of learning, and this was now integral in the school’s approach.</p> <p>Cathie and Sam also spoke about the development of teachers’ ability to more specifically meet children’s needs through this mastery approach to teaching of the curriculum, and it was noted that the whole staff team is fully aligned with the approach and confident and happy in the way in which the whole school team is working.</p>
<p><b>11</b></p>	<p><b><u>2015/2016 Pupil Premium Action Plan &amp; Sports funding Action Plan</u></b></p> <p>It was noted that at Angel Oak overall PPG children perform slightly better than non PPG children. The vast majority of children attending the school have a level of disadvantage or deprivation and the school therefore takes a holistic approach in meeting the needs of all the children. As discussed in depth previously, and fully endorsed by the SGB, the allocation of pupil premium money is invested in Quality First teaching, with the provision of three teachers across each year group.</p> <p>The Sports Funding allocation supports two sports coaches and resourcing. There has been an increased take up in sporting opportunities for all children and the development of sports teams which are also successful within the borough and in inter-school tournaments.</p> <p>The Chair drew the school’s attention to a specialist research project in PE being undertaken</p>

	<p>by London Sport and it was agreed that the school would be interested in finding out more about participation in this initiative, designed to encourage children’s involvement in sport.</p> <p><b>ACTION: Chair to pass the school’s details to the co-ordinator for the research project.</b></p> <p><b>School to upload the Pupil Premium Action Plan and Sports Funding Action Plan to the Academy website.</b></p>
12	<p><b><u>Agree 2016 KS1 and KS2 performance targets</u></b></p> <p>The Headteacher provided governors with updated performance targets. It was noted that these were aspirational and challenging and the school would be working extremely hard to support the children to achieve in line with the targets which also matched the National average during 2015.</p>
	<p><b>2016 KS1 SATs targets: (targets based on last year’s 2B and 4B as expected level and 5C+ as greater depth)</b></p>
	<ul style="list-style-type: none"> <li>• At least <b>83%</b> of pupils work ‘at the expected standard’ for reading. (National Average 82%)</li> <li>• At least <b>30%</b> of pupils work ‘at greater depth within the expected standard’ for reading.</li> <li>• At least <b>72%</b> of pupils work ‘at the expected standard’ for writing. (NA 72%)</li> <li>• At least <b>22%</b> of pupils work ‘at greater depth within the expected standard’ for writing.</li> <li>• At least <b>82%</b> of pupils work ‘at the expected standard’ for maths. (NA 82%)</li> <li>• At least <b>20%</b> of pupils work ‘at greater depth within the expected standard’ for maths.</li> </ul>
	<p><b>2016 Year 1 Phonics Screening Test target:</b></p>
	<ul style="list-style-type: none"> <li>• At least <b>77%</b> children above the threshold. (NA 77%)</li> </ul>
	<p><b>2016 EYFS Good Level of Development target:</b></p>
	<ul style="list-style-type: none"> <li>• At least <b>66%</b> get a Good Level of Development; (NA 66%)</li> <li>• 74% of children at ELG in READING, 67% WRITING, 79% MATHS and at least 5% exceeding in all areas. (NA read 74%, writ 67%, ma 79%)</li> </ul>
	<p><b>2016 KS2 SATs targets</b></p>
	<ul style="list-style-type: none"> <li>• At least <b>78%</b> of pupils work ‘at the expected standard’ for reading. (Na 78%)</li> <li>• At least <b>33%</b> of pupils work ‘at greater depth within the expected standard’ for reading.(Na 48%)</li> <li>• At least <b>78%</b> of pupils work ‘at the expected standard’ for writing. (Na 78%)</li> <li>• At least <b>20%</b> of pupils work ‘at greater depth within the expected standard’ for writing. (Na 36%)</li> <li>• At least <b>76%</b> of pupils work at expected standard for maths (NA 76%)</li> <li>• At least <b>30%</b> of pupils work ‘at greater depth within the expected standard’ for maths.</li> </ul>

	(Na 41%)
	The Strategic Governing Body formally approved the targets for 2016.
13	<p><b><u>New Ofsted Framework:</u></b></p> <p><b>Outcome of governors' reading and understanding of expectations</b></p> <p>Governors confirmed that they had read and understood the new Ofsted framework, and it was noted that STEP was providing bespoke training on 18<sup>th</sup> November which a number of governors would be attending.</p> <p><b>ACTION: Brief feedback on Ofsted training on 18<sup>th</sup> November/learning outcomes for governors, to be reported and discussed at the next meeting.</b></p>
<b>STEP Ahead – We invest in our future</b>	
14	<p><b><u>Performance Management:</u></b></p> <p><b>Update on progress of PM cycle</b></p> <p><b>To note that new HT targets for 15/16 have been set and agreed.</b></p> <p>It was confirmed that the Headteacher performance management meeting had taken place and three targets had been set, one relating to pupil progress, one to Leadership and Management and a third relating to personal development in the context of STEP Ahead – Tim was undertaking a Doctorate.</p> <p>The Headteacher confirmed that all teachers' performance management reviews had taken place by 31<sup>st</sup> October.</p>
15	<p><b><u>Governors' Training:</u></b></p> <p><b>To review governors' training needs and priorities for development during the forthcoming year</b></p> <p>It was noted that Claire Slade, STEP Head of Teaching and Learning, would be beginning in her new role from January 2016 and in this capacity would be developing a training programme for STEP governors. All governors and Trustees were therefore invited to feedback their views and training requirements.</p> <p>It was agreed that the Chair and Clerk will liaise with a view to sending governors and updated proforma to record their training requirements.</p> <p><b>ACTION: Mark Deacon and Liz Parry to liaise with a view to circulating a training audit for governors to update their ideas and training requirements.</b></p>
16	<p><b><u>Governors' Day in School:</u></b></p> <p>It was agreed that a date will be set in the Spring term.</p>



17	<p><b><u>Correspondence to the Chair</u></b> To note any correspondence received by the Chair</p> <p>Mark Deacon had received a letter from the Teachers' Unions inviting attendance at a rally. There were no further items of correspondence or issues from the Chair to report to the SGB.</p>
18	<p><b><u>Minutes</u></b></p> <ul style="list-style-type: none"> <li>• To approve the minutes of the first meeting of the SGB held on 17<sup>th</sup> September 2015 (previously circulated and copy attached)</li> </ul> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the Headteacher to be held on file in school.</p>
19	<p><b><u>Matters Arising from the previous Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Update on actions agreed at the previous meeting not previously covered on the current agenda.</li> </ul> <p><b><i>Update on outcome of school journey which took place in September:</i></b> Cathie Hewitt reported that the school journey to Marchant's Hill Surrey had been extremely successful and a very good bonding experience for children at the beginning of Year 6. The Centre had provided exciting and creative activities which the children had enjoyed and responded to well. Cathie said that the school would be undertaking a visit next year to the same venue, but may thereafter look at creating a bespoke school journey possibly involving camping.</p> <p>Cathie also paid tribute to the staff team who had accompanied the school trip in September, explaining that they had all been outstanding. Governors also extended their sincere thanks to all staff who had arranged and attended the trip.</p>
20	<p><b><u>Website Compliance</u></b></p> <ul style="list-style-type: none"> <li>• To ensure that the academy is compliant with statutory requirements for publication of information on the academy website</li> </ul> <p>Paul Glover confirmed that he had made a check on the academy website and reported that the website was compliant with statutory requirements (noting that the Pupil Premium and Sports Funding Reports were due to be uploaded by the end of the current week).</p> <p>It was agreed that it would be helpful for the SGB to maintain a watching brief/overview on website compliance noting that the requirements are published on the DfE website.</p>
21	<p><b><u>Feedback from Board of Trustees</u></b></p> <p>Paul Glover drew governors' attention to four key developments:</p> <ol style="list-style-type: none"> <li>1. The appointment of Nadine Bernard to the role of Acting Headteacher at David Livingstone Academy from January 2016</li> <li>2. The decision by the STEP Board to award a 2% pay rise to all teaching staff (noting that the national agreement is to pay 1%)</li> <li>3. The decision by the STEP Board to fund 100% CPD for staff doing Masters</li> </ol>

	<p>degrees/further education which will have a direct bearing on their work within STEP.</p> <p>4. The appointment of a new STEP Headteacher, Jeremy Meek, who will be beginning in post from January 2016.</p>
22	<p><b><u>Any Other Urgent Business</u> (To be notified to the Chair in advance of the meeting where possible, or at the start of the meeting).</b></p> <p>None.</p>
23	<p><b><u>Meeting Impact</u></b></p> <ul style="list-style-type: none"> <li><b>To consider what impact this meeting will have on children</b></li> </ul> <p>Governors considered that the tone of the current meeting and the thorough discussion on assessment and curriculum development had been superb. Governors had gained a greater insight into the ways in which the school was addressing and meeting the children’s needs and were whole heartedly supportive of the school’s direction and aims to build depth into the curriculum to enhance positive outcomes for children.</p> <p>Governors also considered that their commitment to make visits into the academy before the end of term would have a direct impact on their knowledge and support</p>
24	<p><b><u>Publication of Minutes</u></b></p> <ul style="list-style-type: none"> <li><b>To identify any matters discussed to be recorded in the confidential Part B minutes.</b></li> </ul> <p>There were no matters within the discussion to date, items 1 – 24, which were deemed to be confidential.</p>
25	<p><b><u>Confidential Matters</u></b></p> <p>There were five staffing matters of a confidential nature recorded under Part B. Staff governors left the meeting for discussion of these items.</p>

<b>DATE</b>	<b>MEETING</b>	<b>VENUE/TIME</b>	<b>CLERK</b>
<b>SPRING TERM</b>			
Mon 18 <sup>th</sup> January	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry
Weds 24 <sup>th</sup> February	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry
<b>SUMMER TERM</b>			
Mon 25 <sup>th</sup> April	Angel Oak Standards	Angel Oak – 5.00pm	Liz Parry
Thurs 5 <sup>th</sup> May	Angel Oak PTA/Communities	Angel Oak – 5.00pm	Liz Parry
Mon 23 <sup>rd</sup> May	Angel Oak Operations/Audit	Angel Oak – 5.00pm	Liz Parry
Mon 13 <sup>th</sup> June	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry

**Summary of action points from previous minutes**

<b>Action Points for SGB</b>				
<b>Date</b>	<b>No</b>	<b>Description</b>	<b>Owner</b>	<b>Status</b>
17.9.15	7	<b>Chair and Headteacher to meet and discuss the outcomes of the discussion with a view to establishing a Visit protocol for governors' visits and an initial plan for developing engagement and communications. Update at the next meeting</b>	Mark Deacon and Tim Mills	closed
17.9.15	11	<b>Feedback on governors' reading of the new Ofsted documentation at the next meeting</b>	All	closed
17.9.15	13	<b>Update on outcome of school journey to be reported at the next meeting.</b>	Headteacher/ Cathie Hewitt	closed
17.9.15	18	<b>Nick Ambrose to circulate the link/log in details for The Key for Governors, and governors to report if they have found it useful at the next meeting.</b>	All governors	closed
16.11.15	4	<b>1. Update on revised budget to be an agenda item at the next meeting. 2. Update on development of a marketing strategy to be reported at a future meeting. 3. Analysis of Parent Questionnaire to be reported at the next meeting.</b>	Amanda Dickson  Headteacher	open
16.11.15	5	<b>Mark Deacon to arrange a mutually convenient time to undertake a visit and conduct a Safeguarding check, and report back to the next meeting.</b>		
16.11.15	6	<b>Stacey Frier to liaise with the Headteacher to confirm availability for a visit to discuss SEND as soon as possible. Stacey to report back to the next meeting on the outcome</b>	Stacey Frier	open
16.11.15	9	<b>1. Chair to circulate a proforma record form for governor visits. 2. All governors to email the Headteacher with their availability for a visit so that mutually convenient dates can be arranged.</b>	Chair  All governors	open

16.11.15	11	<b>Chair to pass the school's details to the co-ordinator for the research project. School to upload the Pupil Premium Action Plan and Sports Funding Action Plan to the Academy website.</b>	Chair	open
16.11.15	13	<b>Brief feedback on Ofsted training on 18<sup>th</sup> November/learning outcomes for governors, to be reported and discussed at the next meeting.</b>	All governors	open
16.11.15	15	<b>Mark Deacon and Liz Parry to liaise with a view to circulating a training audit for governors to update their ideas and training requirements.</b>	Chair and Clerk	open

<b>Signed as a true and accurate record of the meeting.</b>	
<b>Chair's signature</b>	
<b>Chair's name</b>	
<b>Date</b>	