

**Minutes of the Meeting of the Local Governing Body of Angel Oak Academy
Held at the School on Monday 23rd February 2015 at 5pm**

Mr Cliff Robinson	Community Governor, Chair	Present
Mr Mark Deacon	Community Governor, Vice Chair	Present
Mr Jonathan Davis	Community Governor	Absent
Mr Marc Elliott	Community Governor	Absent
Mr Terry Sotiri	Community Governor	Absent
Ms Jackie Croasdaile	Staff Governor	Present
Ms Jessica Pero	Parent Governor	Present
Mr Tim Mills	Joint Headteacher Governor	Present
Mr Paul Glover	Joint Headteacher Governor	Present
Ms Amanda Dickson	School Business Manager, Observer	Present
Ms Catherine Hewitt	Acting Deputy Headteacher, Observer	Present
Ms Sam Daly	Acting Deputy Headteacher, Observer	Present
Ms Liz Parry	Clerk	Present

1. Welcome and Introductions

The Chair opened the meeting at 5:00pm and welcomed everyone to the meeting. Introductions were made noting that this was the first meeting of the Governing Body of Angel Oak Academy and the first meeting attended by the Clerk, Liz Parry.

Apologies for absence had been received from Terry Sotiri and Jonathan Davis which were accepted.

Prior to the business of the inaugural meeting of Angel Oak Academy Governing Body, the Chair asked governors if they were happy to approve the minutes of the last meeting of the Gloucester Primary School Governing body, held on 27th January 2015. The Governing Body agreed that the minutes were an accurate record and they were duly signed and dated by the Chair.

2. Declaration of Interests in the Current Agenda and collation of Annual Pecuniary Interests Forms.

Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared. Governors were requested to complete a STEP annual Pecuniary Interest form and return it to the Clerk as soon as possible.

ACTION: All governors to ensure that they complete the pecuniary interests form and return it to Liz Parry.

3. Confirmation of the Local Governing Body membership and update on contact information.

The composition of the Governing Body was confirmed (see attendance list). It was noted that at the present time there was one vacancy for a Community Governor. The Governing Body requested the Clerk to contact the School Governor One Stop Shop (SGOSS) to obtain support in finding suitable candidates to fill the vacancy. The key skills gaps were noted as law and buildings & maintenance. It was recognised that whilst there was financial and personnel expertise on the Governing body it would always be helpful to recruit additional members with this skill set.

The Governing Body also felt that it would be helpful for everyone to complete a Skills Audit to clarify the current strengths and weaknesses of the Governing Body and identify any areas where training would be particularly beneficial.

Governors were also reminded to provide the Clerk with their up to date contact details

ACTION: 1. Clerk to contact SGOSS to request support in finding suitable candidates for the Community Governor vacancy. 2. Clerk to circulate a Skills Audit to governors, with a request that this is completed and returned to the Clerk for collation of results no later than Friday 20th March. 3. Update on outcome of Skills Audit to be reported at the next meeting. 4. All governors to provide the Clerk with their up to date contact details.

4. Appointment of a Safeguarding Governor and Formation of a Resources Committee in line with STEP requirements

It was agreed that **Mark Deacon would be the nominated Safeguarding Governor**, and will also encompass monitoring progress and provision for **Looked After Children**.

Governors agreed that a **Pupil Premium Governor** and an **SEN/Inclusion Governor** will each be appointed at the next meeting.

It was recognised that there was a need to form a **Resources Committee**, a requirement for all STEP schools. It was agreed that Mark Deacon and Tim Mills will sit on the Committee,

with at least one other governor. The Governing Body agreed that Terry Sotiri or Jonathan Davis should be appointed if willing, noting their particular expertise.

ACTION: Clerk to write to Terry and Jonathan to ask for their willingness to sit on the Resources Committee. Provisional date for the first meeting of the Resources Committee agreed as 15th June 2015 at 5pm.

5. Update on Land transfer

The Executive Headteacher and Headteacher reported that the Local Authority had entered into an agreement to retain some of the land, following the cancellation of plans to expand the school. This land will then be used at some point in the future for non-educational use, though the precise use was not known at this stage.

Governors recognised that the site was very big and originally supported a school size of 800 pupils (now down to 400). The release of a part of the site will enable the LA to provide funding for refurbishment of the school. The Headteacher and Executive Headteacher were due to meet with the architects the following day and the full details of the planned refurbishments and time scale for developments would be reported to governors at the next meeting.

It was anticipated that some priority work (such as provision of double glazing at the front of the building) would be scheduled to take place in the short term, and other works would be scheduled over a longer period.

A governor asked if the Senior Leadership team was satisfied that the withdrawal of some of the school's current land space would mean that there was sufficient outdoor space for the children? The Headteacher confirmed that the final agreement on plans will ensure that there is sufficient space for the school size and that the sporting and playground facilities will be upgraded to provide children with more creative and a greater range of play and sporting opportunities.

ACTION: Update on land transfer and school refurbishment plans and timescale to be reported at the next meeting of the Governing Body.

6. Headteacher's Verbal Report and Feedback on the recent Review/Mocksted

The Headteacher provided governors with an update on key developments since the last meeting in January 2015:

The Conversion to academy status has been fully completed.

Uniforms have been distributed to children.

New signage is in place

The process for transferring the catering contract from the current provider Harrisons to the in-house STEP catering provision was underway and an initial meeting with Harrisons to make the necessary transfer arrangements had taken place. The staff were very positive

about the prospect of transfer, and will be paid on at least the same rate as currently, noting that STEP is a London Living Wage employer. There will be greater freedom under the STEP catering service with menu choice, and any profits generated will go back into the school.

Staffing Changes:

Sam Daly and Catherine Hewitt are in place as Acting Deputy Headteachers

Izzy Dennes is the new EYFS Co-ordinator and has been making changes

Alicia Hughes has been appointed to Year 1 starting from 1st May 2015 (though this may possibly be earlier)

Two new Sports coaches began on 23rd February 2015. They will cover all sporting provision and have already begun to develop initiatives and changes such as football matches and tournaments. Catherine Hewitt will be monitoring.

Anna Crocket has been contracted as PPA cover working three days a week, beginning on 23rd February 2015. Anna has a music speciality so will be delivering music lessons as part of her teaching role.

A new Premises Officer, Daniel, has been appointed.

A new Mid-day supervisor has been appointed, beginning 23rd February 2015.

A STEP ICT Technician will be based at Angel Oak shortly. (The contract with Turn it On ICT ends in April).

Update on Review/Mock Ofsted:

The Headteacher tabled a copy of the report following the recent Mock Ofsted Inspection carried out by ECM Education. This had been an extremely thorough and rigorous process which followed the same structure and expectations as a full Ofsted Inspection under the current framework.

The Headteacher extended thanks to The Chair and Vice Chair who had both been available to come into school during the inspection and had met with the consultants undertaking the review.

The overall conclusions of the report were very encouraging and highlighted a remarkable achievement of the staff group considering the starting point of the school when STEP came in. The inspectors considered that if the school continues to progress along the current trajectory of rapid improvement it will be a Good school within 6 – 8 weeks time.

The Headteacher took governors through the key elements identified which need to be put in place to enable further improvement.

These relate to the continued focus on **raising standards, improving the quality of teaching and learning, developing TAs** and ensuring that they are always **effectively deployed** to maximise their impact on children's learning and progress in lessons.

The inspection had highlighted that there was a lot of **Good/Outstanding practice** within the school and this needs to be shared more within the school,

The inspection recognised that children were well behaved, polite, and very proud of their school. However, there is an identified need to **ensure that behaviour for learning is developed further**, helping children to become **active and engaged** in their learning, rather than passive in lessons. The inspectors recognised that in tackling the behaviour problems that existed in the school when STEP took over the management, there had been an imperative need to ensure that children were in a controlled and quiet environment but the school now needs to develop appropriate ways to relax some of that control and ensure that **children become active learners**.

The inspection endorsed the school's self evaluation with the exception of the judgement on behaviour, due to the issue of behaviour for learning (rather than behaviour for safety, quality of children's relationships with one another and with adults)

The majority of the teaching was judged to be Good and the inspection verified the SLT judgements. The inspection team judged that there was more work to be done to ensure that Good teaching is typical and consistent across the school.

Lesson planning and lesson objectives were praised. The inspectors had suggested that the school moves away from the emphasis on judging quality of teaching through the performance in the classroom to a more a fully triangulated approach of **teaching over time**. The Headteacher said that he understood the point that was made but had also explained that the priority at the time STEP came into management of the school was to raise the quality of teaching across the board and there had been a need to manage the quality of delivery in the classroom/address poor teaching. Clearly as the school develops and improves further there will be much more focus **on judging quality of teaching** over time through progress and attainment data, book scrutiny, classroom environment, as well as quality of delivery in the classroom.

With regard to Achievement the low starting point of the pupils was acknowledged, meaning that it would not be possible at this stage to receive a judgement of Good. The focus for the school is to drive through rapid progress and undertake a lot of catch up/fill gaps in children's learning.

The Headteacher explained some of the significant factors which were in place to drive through the improvements:

2 staff meetings per week focussing on teaching and learning

A literacy consultant employed in Year 6

Booster lessons during half term

A maths consultant booked to provide input
Headteacher to teach maths in Year 6

With regard to quality of teaching the progress from Autumn 1 2014 to Spring 2015 was as follows:

Autumn 1 2014: 43% Class teachers Good or Outstanding

Autumn 2 2014: 77% class teachers Good or Outstanding

Spring 1 2015: 87% class teachers Good or Outstanding

Spring term Data:

The Headteacher said that there will be a full analysis of data presented and discussed at the next meeting but he was able to provide governors with the key headlines on assessment data for average point score progress since September 2014. Governors were reminded that the expectation for **Good progress is 3 APS points over the course of a year.** Data since September indicated that all year groups were making above expected progress and significantly above expected progress in some subjects.

Year Group	APS Progress since September 2014				
	READING	WRITING	MATHS	COMBINED	COMBINED APS
6	5	4.9	2.9	4.3	24 – 3A
5	2.6	4.4	2.3	3.1	20.1 – 3C
4	4.8	4.4	4.5	4.5	20.1 - 3C
3	4	3.4	2.3	3.3	15.4 – 2A
2	2.9	4.4	3.7	3.7	12 – 1A
1	2	3.8	2.4	3	8.7 – 1B

Safeguarding:

Governors were asked to note that there would be a Local Authority Safeguarding Audit during the forthcoming week. It was also noted that Chevonne has completed Level 3 Safeguarding training and Catherine Hewitt will also undertake the L3 Safeguarding course soon.

Attendance:

The current level of attendance is 96.6% which is Good. The school continues to work hard to promote the importance of good attendance. Chevonne works 10 hours a week on attendance and has weekly meetings with the LA and the Executive Headteacher. There are approximately 15 families who present persistent problems with their children's absence. The school gates are locked at 8.50am and this is having a positive impact on encouraging families to get their children to school on time.

Mobility:

Since the beginning of term the school has taken 4 new children to the school, all from West Africa, and one non-English speaker in Year 6 who will be disapplied from SATs.

Resources:

All service level agreements will be analysed for their value for money as they come up for review, with a view to ensuring that when new SLAs are taken out that they provide the right level of service for the best possible value, noting that there may be opportunities for economies of scale across STEP.

ICT requirements:

The Headteacher said that the school was keen to purchase 75 ipad minis (15 for EYFS, 30 for Yr1 and Yr2 and 30 for Yr3 and Yr4) The total cost including cases, AirWatch licences and and Ipad trolley was **£19,962.00**. The school would also like to purchase 100 cases for existing Ipads at a total cost of **£2,363**.

The STEP ICT Manager had sought quotes and this was the best value for money option in each case.

During discussion **governors asked** about the advantages of moving to use of ipads rather than using the existing ICT suite?

The Headteacher explained that there were a number of frustrations and difficulties for staff and children with the ICT suite, principally the time taken to log on to the computers, and the fact there are only enough computers in the suite for one computer between two children. The computers are also more prone to problems than the Ipads. The time spent in getting children into and out of the ICT suite can be prohibitive compared to the ease of using Ipads in the classroom. The Ipads are of high specification and enable almost instant access with the school's good Wifi access. The Ipads are intuitive and children find them easier and more engaging to use. They have a very long battery life and a very wide range of Aps for use in all the core subjects.

A governor asked if the Ipads will be used in delivering the new computing curriculum and the Headteacher confirmed that there are a number of excellent Aps for teaching coding and programming skills which the school will be using.

A governor asked if the ICT suite will be utilised in another way? The Headteacher said that the SLT was looking at options to develop the space as a part of a Learning Resource Centre/library for the children and possibly opening up to parents too. These plans will be further developed and brought to the governing body in the future.

At the conclusion to discussion **the Governing Body formally approved expenditure of £22,325 on up-grading IT with purchase of new iPad minis, licences and cases.**

At this point the Chair thanked the Headteacher for his full and thorough Headteacher's Report.

7. Budget position

Governors were in receipt of a financial forecast provided by Amanda Dickson. Amanda stressed that the current budget figures were based on a 'worst case scenario' which enables the school to plan cash flow and map out any differences following transfer from Gloucester School bank account to Angel Oak Academy bank account.

During the first month of transfer the school is aiming to make no expenditure except on salaries which enables a balanced budget. The expectation is that the transferred budget from Gloucester Primary will mean that the school ends the year with a surplus of £500,000 carried forward from Gloucester Primary together with an in-year surplus of £8,208. Governors were asked to note that this balance reflects payment of £75,000 made for window replacement.

Amanda explained that the budget figures do not yet include PE Sports funding or Universal Free school meals funding..

The budget does not include capital funding, but there will be approximately £9,000 coming through as a capital allocation

At present the school is still paying outstanding invoices through the Gloucester primary account which are signed by the authorised signatories. These are then signed and authorised through the LA. All outstanding invoices will have been fully paid and reconciled within 2 months of transfer

It was noted that Amanda has monthly budget review meetings with the STEP Bursar Ben March and the Resources Committee will have a greater in-depth monitoring overview of the budget going forwards.

The Chair thanked Amanda for her explanation of the current budget position.

8. Policy Review

Governors were in receipt of the model Southwark HR policies which had been circulated via email on 13th February 2015: These were:

Code of conduct

Respect at Work

Grievance

Disciplinary

Capability, non-teaching staff

Governors confirmed that they had read the policies **and formally approved all.**

9. Next Steps and Work planning

Governors were asked to note that the IT manager will be arranging Fronter log-ins for all governors, so they are able to access all STEP policies (NB Fronter is the managed learning environment used in Croydon and by STEP).

The Headteacher said that work was being undertaken on a revised Safeguarding Policy and this will be circulated as soon as possible.

As the work of the Governing Body moves forwards there will be planned opportunities for governor visits and training, to ensure that governors are able to monitor and evidence the work of the school against school improvement targets etc. The Headteacher said that all governors were welcome to arrange a visit in the meantime, and were requested to email to arrange a visit if they wish to do so at a mutually convenient time.

10. STEP Update

The Executive Headteacher reported that STEP now has a total of 7 schools within the Trust, 6 of which are now open, and Heathfield due to open in September 2015. STEP has recently made successful Headteacher appointments for Applegarth Academy and Wolsey Academy: John Halliwell has been appointed as STEP Headteacher at Applegarth Academy with effect from 1st September 2015 and Alun Evans will move across from Wolsey to Applegarth as Acting Headteacher for the summer term. Ryan Arde has been appointed as STEP Headteacher at Wolsey Junior Academy from 1st May 2015.

11. Any Other Urgent Business

Contract for the Play Shelter Ltd Provision at the school.

Jackie Croasdaile asked the Governing body to give consideration to the Play Shelter's current hire arrangements for provision of the After School club and holiday schemes at the school, noting that there was a previous contract with Gloucester Primary.

Jackie tabled a letter outlining current arrangements and in particular asking governors to consider waiving a hire fee of £250 per week during the holiday periods for the Holiday Play

scheme. Having presented the information Jackie stepped outside the meeting to allow governors to discuss the matter.

Governors felt that they did not have enough information to make an informed decision on the matter at the present time and they requested that more information is made available (including more detail on the provision that is offered, the number of children who attend, the make up of the children who attend ie numbers of Angel Oak children and numbers of children who attend from other schools etc). Governors asked the Resources Committee to take on this issue as a matter of urgent consideration.

Governors were also concerned to learn that Jackie currently undertakes locking up of school premises on her own both at the end of the After school club sessions and the holiday play scheme sessions. Governors considered that this was an unacceptable health and safety risk and therefore requested that other arrangements are made to ensure that Jackie is not alone when locking up.

It was agreed that Jackie will meet with Tim Mills to discuss possible ways to improve this situation.

ACTION: 1. Resources Committee to review arrangements for contract and fees for Play Shelter After School Club and Holiday Schemes. 2. Jackie and Tim to liaise with a view to ensuring that there is an improved way of locking up 3. Update on progress to be reported at a subsequent meeting of the full Governing Body.

12. Setting of Meeting Dates for the Spring and Summer Terms

Tuesday 14th April 2015 5pm: Full Governing Body meeting (main items to be staffing structure and update on school data)

Monday 29th June 2015 5pm: Full Governing Body meeting

Monday 15th June 2015 5pm: Resources Committee meeting

13. Confidential Items

There were no items of a confidential nature.

There being no further business, the meeting was closed at 6.45pm

Signed.....Chair of the Governing Body

Date.....

Summary of Action Points

Item No	Action	Person responsible
2.	All governors to ensure that they complete the pecuniary interests form and return it to Liz Parry	All
3.	1. Clerk to contact SGOSS to request support in finding suitable candidates for the Community Governor vacancy. 2. Clerk to circulate a Skills Audit to governors, with a request that this is completed and returned to the Clerk for collation of results no later than Friday 20 th March. 3. Update on outcome of Skills Audit to be reported at the next meeting. 4. All governors to provide the Clerk with their up to date contact details.	Liz Parry All governors
4.	Clerk to write to Terry and Jonathan to ask for their willingness to sit on the Resources Committee. Provisional date for the first meeting of the Resources Committee agreed as 15 th June 2015 at 5pm.	Liz Parry
5.	Update on land transfer and school refurbishment plans and timescale to be reported at the next meeting of the Governing Body.	Tim Mills
11	1. Resources Committee to review arrangements for contract and fees for Play Shelter After School Club and Holiday Schemes. 2. Jackie and Tim to liaise with a view to ensuring that there is always an approved way of locking up. 3. Update on progress to be reported at a subsequent meeting of the full Governing Body.	Members of Resources Committee

