

**Minutes of the Meeting of the Strategic Governing Body of
 Angel Oak Academy
 Held on Thursday 17th September 2015 at 5:00 pm – 7:00pm
 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	Present
Mr Cliff Robinson	Community Governor	Present
Mr Terry Sotiri	Community Governor	Present
Ms Cathie Hewitt	Observer	Present
Ms Liz Parry	Clerk	Present

1	<p><u>Chair 2015/16</u></p> <ul style="list-style-type: none"> To note the STEP Board of Trustees' appointment of Mark Deacon to serve as Chair of Governors for 2015/16 <p>The appointment of Mark Deacon was formally noted and fully endorsed by the SGB. Mark said that he was very pleased to take on the role and also extended the grateful thanks of the SGB to his predecessor in the role of Chair, Cliff Robinson.</p>
2	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> To welcome governors to the first meeting of the newly constituted strategic governing body <p>The Chair welcomed everyone to the inaugural meeting of the SGB.</p> <ul style="list-style-type: none"> To agree whether any apologies received are to be accepted <p>There were no apologies for absence as all appointed governors were present. It was noted that Paul Glover, Deputy Chief Executive, would be attending future meetings in his role as link with the Board of Trustees.</p>
3	<p><u>Quorum</u></p>

	<ul style="list-style-type: none"> • To confirm that the meeting is quorate <p>It was confirmed that the meeting was quorate with a full attendance.</p>
4	<p><u>Register of Pecuniary Interests and/or Conflict of Interests</u></p> <ul style="list-style-type: none"> • All governors to return a completed 2015/16 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships to school staff <p>All governors gave their completed pecuniary interests forms to the Clerk for collation of the Pecuniary interests register. It was noted that thereafter the pecuniary interests forms will be kept on file in school.</p> <ul style="list-style-type: none"> • Governors to declare any pecuniary or personal interests in any agenda item for this meeting <p>Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared.</p>
5	<p><u>Undertaking to the STEP Academy Trust</u></p> <ul style="list-style-type: none"> • All governors to complete and sign an Undertaking to the STEP Academy Trust <p>All governors signed the Undertaking to the STEP Academy Trust which was then passed to the Clerk to be held on file.</p>
6	<p><u>Terms of Reference and Scheme of Delegation</u></p> <ul style="list-style-type: none"> • To note the strategic governing body and committee terms of reference included within the STEP Scheme of Delegation <p>Governors confirmed receipt and understanding of the draft Scheme of Delegation, noting this was due to be ratified by the Board of Trustees.</p>
7	<p><u>How we plan to work as a Strategic Governing Body</u></p> <p>The Chair invited governors to provide their thoughts about working together as a Strategic Governing Body and there was unanimous agreement that the focus of the SGB must be to provide strategic vision and direction, and to avoid becoming distracted by operational matters.</p> <ul style="list-style-type: none"> • Skills set around the table <p>It was recognised that everyone brought different skills and experiences and following the skills analysis conducted in the application process for the SGB, it was noted that there were currently no major skills gaps.</p> <ul style="list-style-type: none"> • What we want to change/what we want to keep the same <p>Governors agreed that it was important that the meetings are structured in such a way that there is always time to ask enough questions. Governors recognized that they must also be able to assure themselves that the information they receive (in the Headteacher’s reports etc) can be evidenced</p>

and that therefore that they can satisfy themselves of the veracity of information provided. Governors recognised that their ability to **scrutinize school data** was very important, and it was agreed that the data in itself provides a clear picture of the levels of children's attainment and progress and therefore how well the school is doing in terms of academic achievement. Governors also recognised the importance **of pupil and parental surveys** and the **external verification** provided by Mocksted/Ofsted and other educational professionals.

Governors discussed ways of ensuring that they improve their **knowledge and understanding of the school**, and the **importance of making regular visits** into school, to see the school in action was discussed. Governors also discussed the importance of ensuring that they all have a clear understanding of **protocol for visits** and to know that they are not coming in to visit as inspectors/make professional judgements, but to improve their understanding of the implementation of the AIP.

Governors agreed that they hoped to **become more outward looking** and develop their role by **improving communication with the staff, children and with the parent body**. It was recognised that necessarily there had been a need to concentrate energies last year on supporting the school to make rapid improvement and with the transfer to academy status etc, but now it was incumbent upon the SGB to ensure that it develops improved communications.

Governors discussed some of the ways in which they could envisage possible ways of managing improved communications including;

- To establish a programme of governor visits tied in with links to the Academy Improvement Plan
- To set a Governors' Day in School (to also include an element of training)
- To have a designated 'governor of the month'
- To arrange governor presence at school events such as Parents' evenings, coffee mornings, school performances

Governors also discussed an aim to improve **parental engagement** and agreed that there were discussions to be had about how best to support parental involvement. The Headteacher said that there could be an opportunity to think about developing a Parent Forum whereby there are representatives from each year group who will meet and discuss issues. The Headteacher said that the first coffee morning held the previous week, initiated by the Learning Mentor team, had been very successful and 30+ parents had attended. There was also a newly designated Friends of Angel Oak parents association for fundraising initiatives which will require support and development.

- **What do we think we need to do to be a really effective strategic governing body**

Governors agreed that the elements they had discussed should contribute to them becoming a highly effective SGB: ie:

- To ensure a strategic focus
- To ensure that governors are well informed and have access to relevant training

	<ul style="list-style-type: none"> ➤ To ensure that information provided to governors is succinct, clear and relevant ➤ To ensure that governors prepare and read everything thoroughly in advance of meetings, coming to meetings prepared with questions etc ➤ To set up a programme of governors' visits ➤ To ensure that governors are able to provide challenge and hold the school to account as critical friends ➤ To ensure that the SGB develops a more outward looking strategy with the development of strong communications with the whole school community. <p>• What are the risks that need to be mitigated</p> <p>Governors recognised that they need to be mindful of succession planning within the SGB and ensuring that good quality governor candidates are encouraged to apply to the Trust. Governors recognised that moving forwards they were likely to be paired with another academy as and when another school is brought on board and sponsored by STEP, and this too will bring a new community which will require representation on the SGB. It was noted too that to date very strong appointments had been made through SGOSS.</p> <p>Governors were also aware of the importance of being abreast of changes in national legislation. In particular, governors recognized the importance of becoming acquainted and up to speed with the new assessment systems in place at Angel Oak, and the changes to the Ofsted framework.</p> <p>At the conclusion to this discussion the Chair thanked all governors for their very thoughtful contributions and positive ideas and suggestions.</p> <p>ACTION: 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.</p>
8.	<p><u>Election of a Vice Chair to the SGB</u></p> <p>One nomination for the position of Vice Chair had been received, for Nick Ambrose. This was formally seconded, and Nick confirmed his willingness to take on the role. There were no further nominations. The SGB then formally appointed Nick with a unanimous vote and thanks for taking on the role of Vice Chair for the forthcoming year.</p>
9.	<p><u>Appointment of governors to key statutory roles:</u></p> <ul style="list-style-type: none"> • Safeguarding • Children Looked After • Inclusion <p>It was noted that Mark Deacon had taken on these roles during the previous year and in his professional role and with his background experience was well positioned to lead on these areas. Mark also confirmed that he had the time and commitment necessary to give to these roles, and it was therefore agreed that for the forthcoming year Mark will cover these statutory roles, and</p>

	provide regular feedback to the SGB.
10	<p><u>Head Teacher's Report</u></p> <p>To receive verbal Head Teacher's Report and raise any questions arising.</p> <p>It was noted that the SGB had received a full data pack and update on end of year results in July 2015.</p> <p>The Headteacher provided an update on some key developments since the end of the summer term:</p> <p>School Refurbishment: The local consultation has taken place and feedback has been received from the local residents. The designs are being updated to take account of the consultation and the intention is for the project to be submitted for Planning permission. The school has been told that the projected start date for work will be February 2016, with works due to take a year to complete. A further update will be provided as and when more information is received.</p> <p>Staffing: The staffing team is strong and cohesive, and three staff are employed across each year group as agreed at the end of the last academic year. The school has three NQTs and 1 member of staff who transferred from another STEP academy. The school continues to run two staff meetings per week where there is a focus on ensuring that pedagogy is embedded, that teaching and learning is discussed and appropriate training and support provided.</p> <p>Six members of staff are doing an MA through Roehampton which indicates the very strong level of commitment from the staff for their professional development. The staff in turn are very grateful to STEP for the co-funding they are receiving to do the training.</p> <p>Within the staffing team two leading teachers are undertaking the Future Leaders programme. Two teachers are undertaking the NPQSL qualification (National professional qualification for senior leadership), and one teacher is undertaking the NPQH (National professional qualification for headship).</p> <p>SEF: Governors were in receipt of the updated SEF which followed the new Ofsted framework headings. During discussion under Behaviour, it was noted that a key focus for the year ahead is to help all children become secure with behaviour for learning, and develop independence and the relevant resources to take charge of accessing their own learning.</p> <p>Governors formally endorsed all the judgements made (Good) based on the evidence provided but also recognised that the SEF was an evolving document and there were arguments particularly for Effectiveness of Leadership and Management to make a judgement of Outstanding (noting the level of progress the school has made).</p> <p>Teaching and Learning: Development of the new assessment systems is a major focus for the school at the current time. Governors were aware that the improved results across the board meant that the school was in line with local and national averages, and in year progress had been exceptional. However, the key emphasis going forwards is raising attainment and this will be dependent on sustained high quality first teaching across the whole school.</p>

At this point governors asked a number of questions:

Question: Is our school meeting the needs of the more able children? Are we ensuring that able children are attaining well?

Answer: The academy was starting from a low point at the time STEP took over and had to fill a lot of gaps in children's learning and knowledge, as well as supporting children with the skills to enable them to become independent learners, and this is an on-going process. The data does however include children who are higher attaining (20% L5) but this is not good enough yet and does not reflect the potential for **all** children to succeed. The Headteacher re-iterated the school's underlying principles that children's potential should not be limited, and the belief that all children should and could have the opportunities to succeed. The school will do everything within its power to provide the cultural capital which enables children to succeed. One of the ways in which the school/SGB has demonstrated its commitment to improving children's opportunities is to invest in provision of three teachers per year group which should have a significant impact.

Question: Is there anything we can do to help parents who have not had the benefits of a good education themselves which may in turn impact on their ability to support their children's learning? Can we offer workshops, education and training for parents?

Answer: Our priority at the present time has to be provision of education for the children, but yes, looking at practical ways of providing educational support for parents is something which we can look towards in the future. In the short term the school will be providing parental workshops to explain areas of the curriculum and teaching, and provide information on how parents can support their children at home with their learning.

Question: Do we know how many children have access to a computer at home?

Answer: We know that 80% have access to the internet, although that is often through a mobile phone rather than a computer. The school has a lot of excellent on-line resources (eg Frog) which can be accessed at home.

Question: How is the school helping children from the moment they come to the school with development of skills for learning?

Answer: There is a key focus on oracy and how children articulate. All staff have high expectations and will always ensure that good sentence structure is modeled and corrected (sensitively) when children speak incorrectly.

Pupil Premium pupils: The Headteacher said that the impact of pupil premium funding was very positive as PP pupils were achieving in line with or better than their peers. However, the data for FSM (as opposed to Ever 6 data) indicates a different picture, and this group is slightly below, so there will be further investigation and analysis to unpick the issues and try and ensure that this group of pupil makes improved progress/attainment.

It was noted that PP accounts for funding of £1300 per pupil and this funding is targeted towards

the provision of Quality First teaching. The school received £283,4000 in PP funding for the year but the Headteacher reminded governors that there is an issue for the school with a significant number of families who qualify for PP funding not making the necessary application. The onus is on the school to chase and encourage families to make the application and the relevant forms and support are provided at every available opportunity.

Sports Funding: The school received £9,995 in sports funding and this has been used to support the employment of two sports coaches. These members of staff have done a fantastic job in increasing the participation of children in sport and in providing a wide range of sporting/physical activity opportunities. There are 95 children in sports clubs at the school and 50 participating in sports teams. During the Sports Day at the end of the summer term, which took place across two days in Burgess Park, every single child in the school took part. The Headteacher described his recent observation of a Tag Rugby session which had been excellent and also noted the high quality of dance and gymnastics.

Teaching Profile: At the present time the judgement on quality of teaching is 95% Good or Outstanding (which is in direct contrast to the same time last year). The Headteacher described the emphasis within Ofsted now to move away from giving judgements to teachers on observed lessons, but rather to develop a culture where feedback is about professional development and professional dialogue. This is very much the emphasis in school and teachers are encouraged to undertake peer observations but must always have a constructive and professional conversation.

Pupil Voice Questionnaires: These have been circulated and results will be fed back.

The school is participating in a trial of a software programme and approach to children's emotional wellbeing called Thrive <https://www.thriveapproach.co.uk/approach/> which aims to identify the support required for individual children based on a thorough assessment founded on neurological research. This is being trialled with 8 identified children and the school will assess its impact later in the year before deciding whether or not to roll this out on a larger scale. This is also being trialled at another STEP academy.

Behaviour: The Headteacher and Cathie Hewitt explained that the school has transferred its school behaviour records onto the SIMs system which enable a more sophisticated and effective monitoring and tracking of behaviour across the whole school. Cathie explained that she was working with the school's IT manager, Jason, to set up a bespoke system for the school with the appropriate functions to meet the school's needs. Already teachers are able to track children who are finding it very difficult to sustain controlled behaviour and this is enabling the provision of targeted support.

Question: Does information automatically get relayed to parents when their children appear on the behaviour log?

Answer: Yes, the school contacts the parents via text if a detention is set, with an invitation to contact the school if they wish to discuss the issue. If there are on-going issues the school is

	<p>working to fully engage and work alongside the parents to help the child with developing self control and tackling the underlying issues.</p> <p>Number of pupils on roll: There are currently 392 children on roll. This is lower than last year, but there have been LA issues with allocation of places to Reception and Nursery. It is anticipated that by January all places in the lower school will be full.</p> <p>Question: Are we doing any work to market ourselves, particularly noting the significant improvement in results last year?</p> <p>Answer: Yes, through the school website. There may be more scope for being more proactive.</p> <p>At the conclusion to discussion the Chair thanked the Headteacher for his full and informative Headteacher's Report.</p>
<p>11.</p>	<p><u>New Ofsted Framework:</u></p> <p>The Headteacher provided governors with a summary of the key changes to the new Ofsted framework. It was agreed that governors will read the summary and undertake their own reading of the Ofsted documentation, bringing back any thoughts and queries to the next meeting.</p> <p>https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015</p> <p>ACTION: Feedback on governors' reading/understanding of the new Ofsted documentation at the next meeting.</p>
<p>12</p>	<p><u>Academy Improvement Plan</u></p> <ul style="list-style-type: none"> • To ratify the Academy Improvement Plan 2015/16 <p>The SGB formally approved the AIP.</p> <ul style="list-style-type: none"> • To allocate governors to specific strands of the AIP <p>It was agreed that governors will be allocated to each key strand of the AIP and this will form a focus for their visits into school:</p> <p>Priority 1: 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. Mark Deacon and Sam Daly</p> <p>Priority 2: Introduce and embed new assessment programme in line with new national assessment requirements. Nick Ambrose</p> <p>Priority 3: 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. Jessica Pero</p>

	<p>Priority 4: Further improve the physical environment to ensure that grounds, buildings and resources enhance the learning and development of all children. Terry Sotiri</p> <p>Priority 5: Improve the quality of behaviour for learning to promote independent learning, industry, perseverance and children’s ability to manage distractions. Cliff Robinson</p> <p>Priority 6 : Put the United Nations Convention on the Rights of the Child (CRC) at the heart of a school’s planning, policies, practice and ethos. Stacey Frier</p>
13	<p><u>Approval of Residential School Trips</u></p> <ul style="list-style-type: none"> • To approve the Angel Oak Academy Year 6 school journey 2015/2016 <p>Governors had previously approved the Year 6 school journey to Marchants Hill which was due to depart the following day, returning on Monday 21st September. All risk assessments were fully in place and had been circulated for governors’ information. Governors extended their sincere thanks to the staff who were accompanying the trip and were pleased to note that they will be able to take time off in lieu for the weekend they are away. Governors hoped that the children would find the experience exciting and adventurous as well as being a very good opportunity to bond as a year group.</p> <p>ACTION: Update on outcome of school journey to be reported at the next meeting.</p>
14	<p><u>STEP Policies and Procedures</u></p> <ul style="list-style-type: none"> • To receive the 2015/16 STEP Programme of Works <p>Governors were in receipt of the Programme of Works noting that this was currently in draft, awaiting ratification by the Board of Trustees, and was likely to include some amendments.</p> <ul style="list-style-type: none"> • To receive the 2015/16 STEP Governor Handbook <p>It was noted that the STEP Governor Handbook was due to be completely re-written to reflect the changes to governance structure, and will be re-issued when the update has been completed.</p>
15	<p><u>Correspondence to the Chair</u></p> <p>The Chair had not received any correspondence and had nothing to report.</p>
16	<p><u>Minutes</u></p> <ul style="list-style-type: none"> • To approve the minutes of the Angel Oak Academy governing body meeting held on 29.6.15 & 10.7.15 <p>The Chair took governors through each set of minutes page by page and the minutes of both meetings were agreed as true and accurate accounts of proceedings. The minutes were duly signed and dated by the Chair and passed to the Headteacher to be held on file in school.</p>
17	<p><u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> • To note actions taken since the previous meetings not already covered on the current agenda

	<ul style="list-style-type: none"> ➤ 29.6.15 Angel Academy Minutes ➤ 10.7.15 Angel Academy Minutes <p>There were no matters arising which were not already covered on the current agenda.</p>
18	<p><u>Any Other Urgent Business</u></p> <p>Nick Ambrose drew governors’ attention to an opportunity for free membership of The Key for Governors, and offered to circulate the link and log in details. It was noted that this is a very useful resource for governors and it was agreed that all will evaluate its effectiveness from their own point of view and report back at the next meeting.</p> <p>ACTION: 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.</p>
19	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> • To consider what impact this meeting will have on children at Angel Oak Academy <p>Governors agreed that their discussions on ensuring that the SGB has full engagement and develops a comprehensive picture and understanding of the school, will have direct impact on the outcomes for the children. Governors agreed that the opportunities for the children of Angel Oak to succeed remain at the forefront of their thinking in everything they do in relation to their work as governors.</p>
20	<p><u>Meeting Dates</u></p> <ul style="list-style-type: none"> • To note and agree meeting dates for the academic year <p>The SGB formally approved the meeting dates which have been set for the academic year and it was noted that the start time for all meetings will be 5pm.</p>
21	<p><u>Publication of Minutes</u></p> <ul style="list-style-type: none"> • To identify any matters discussed to be recorded in the confidential Part B minutes <p>There were no discussions arising from items 1 – 21 which were of a confidential nature.</p>

DATE	MEETING	VENUE/TIME	CLERK
AUTUMN TERM			
Mon 16 th November	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry
SPRING TERM			
Mon 18 th January	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry
Weds 24 th February	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry
SUMMER TERM			
Mon 25 th April	Angel Oak Standards	Angel Oak – 5.00pm	Liz Parry
Thurs 5 th May	Angel Oak PTA/Communities	Angel Oak – 5.00pm	Liz Parry

Mon 23 rd May	Angel Oak Operations/Audit	Angel Oak – 5.00pm	Liz Parry
Mon 13 th June	Angel Oak SGB	Angel Oak – 5.00pm	Liz Parry

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

Summary of action points

Action Points for SGB				
Date	No	Description	Owner	Status
17.9.15	7	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	Mark Deacon and Tim Mills	open
17.9.15	11	Feedback on governors' reading of the new Ofsted documentation at the next meeting	All	open
17.9.15	13	Update on outcome of school journey to be reported at the next meeting.	Headteacher/ Cathie Hewitt	open
17.9.15	18	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.	All governors	open