

**Minutes of a Meeting of the Strategic Governing Body of
 Angel Oak Academy
 Held on Monday, 12 June 2017 at 5.00pm at Angel Oak Academy**

| Name | Position | Attendance |
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| Nick Ambrose | STEP Co-opted Governor (Vice Chair) | Present |
| Sebastian Cross | Prospective Governor (Observer) | Present |
| Mark Deacon | STEP Co-opted Governor (Chair) | Present |
| Gemma Foster | STEP Co-opted Governor | Apologies (accepted) |
| Stacey Frier | STEP Co-opted Governor | Present |
| Paul Glover | STEP Deputy CEO | Present |
| Verity Griffin | Staff Governor | Present |
| Catherine Hewitt | Head of School | Present |
| Philippa Jackson | Governance Clerk (minutes) | Present |
| Tim Mills | Head Teacher | Present |
| Jessica Pero | Parent Governor | Apologies (accepted) |
| Terry Sotiri | STEP Co-opted Governor | Present |

STEP First – We are all one team

1. Welcome and Apologies

Mark Deacon, Chair, welcomed governors to the meeting, particularly Sebastian Cross, prospective governor, who attended the meeting as an observer.

Apologies of absence were received and accepted from Gemma Foster and Jessica Pero.

Governors noted the resignation of Jessica Pero, Parent Governor. Jessica had confirmed she would step down from the strategic governing body due to her increasing work and travel commitments.

2. Quorum

It was confirmed that the meeting was quorate.

3. Declaration of Pecuniary Interests and/or Conflict of Interests

No declarations of interest relevant to the agenda items were made.

4. Strategic Governing Body Membership

Sebastian Cross, prospective governor, introduced himself and provided some background information on his skills and experience. Sebastian had studied finance and economics and was employed as a rates strategist for Merrill Lynch Bank. He had a keen interest in education and would like to support his local community. He was also keen to apply some of his business skills and experience as a governor of the STEP Academy Trust.

5. Head Teacher's Report

Tim Mills presented the Head Teacher's report and raised the following key points:

Support for David Livingstone Academy

The Senior Leadership Team at Angel Oak continued to support David Livingstone Academy in teaching and learning and the curriculum. Angel Oak staff held twice weekly staff meetings and staff training sessions at David Livingstone. The training had been very well received by staff at David Livingstone and was an important part of the school's development. The staff at Angel Oak welcomed the opportunity to support the Academy as part of their professional development and CPD. The support would be continued over the next term.

New build and refurbishment

The school's refurbishment and building plans would be presented at the Cabinet meeting next week. Southwark were very positive about the project. The expectation was that building work would commence no earlier than summer 2018, this was as a result of planning delays and the section 77 agreement.

Q: Was there anything that governors could do to support the planning application? Do the Southwark Councillors like the plans?

A: The Councillors are supportive of the project and there is no indication to show that we need any further support from governors.

Q: Were the school happy with the project timeline?

A: We were not particularly happy with the timeline but there is nothing further that could be done at this stage until the Section 77 had been approved.

Q: Would it be helpful for the SGB to send an email to the local Councillor to explain the importance of the new school building and refurbishment project?

A: Yes, this would be helpful. I will contact the Planner and suggest this. **(Action: Tim to contact the Planner)**

Staffing

The school would be fully staffed in 2017/ 2018. The three teacher model would be implemented for every year group.

STEP Standards review

STEP's Head of Standards, Jennese Alozie, would carry out a one-day review at Angel Oak on 14 June to prepare the school for the pre-Ofsted review in November. Governors would also have the opportunity to participate in the review. Briefing documents would be prepared for governors to allow them to be fully prepared for an Ofsted visit.

ICT suite

The ICT suite and the book store were no longer required as the children's computing was now done through the I pads. The ICT suite and book store would be turned back into classrooms

Attendance

Attendance was currently at 96.1% and the school hoped to remain above the 96% target.

Numbers on roll

The number of children on the school's roll was 404 as of 26 May 2017. The families of the children attending the school continued to be very mobile.

Q: Does the number of children on the roll impact the school's finances?

A: Yes. To qualify for funding, children must be on roll on the 1 January census day.

Data

Tim Mills, Head Teacher, referred governors to the data documents circulated with the agenda for this meeting.

The Head Teacher reported that Reception children were on track to reach the 70% target. Year 1 children were on track to reach the 80% target for the phonics screening check. Not all Year 2 children were expected to reach the threshold in the phonics screening test. He explained that 3 out of the 12 children were not expected to reach target. Further interventions had been put in place for these children.

The school intended to complete GL assessments this year. The external marking review could be used as evidence to show a robust assessment progress and continued improvement over a three-year period.

The Head Teacher also reported that the evidence showed that the children's context of reading and maths was at a much greater depth. It was noted that there was still some work required to develop the children's arts and music curriculum.

Teaching and Learning

The school continued to focus on teaching and learning, pedagogy and subject knowledge. The school continued to hold 2 staff meetings each week, which were focused on pedagogy and subject knowledge. The depth of the teacher's knowledge was evident from discussions with staff and class observations. The Head Teacher explained that this continued to contribute to improved outcomes for the children.

Personal Development

The expectation of children's conduct and their level of learning within lessons remained high. Over the next year, the school would continue to develop the children's conduct in the playground and in class in order to maintain the high expectations.

Safeguarding

The Assistant Head Teacher and Inclusion leader continued to lead on Safeguarding for the school to deal with the high number of safeguarding issues and to ensure consistent provision for the children.

Exclusions

There were no exclusions to report this term.

Resources

A substantial amount of reserves had been allocated to expenses incurred to support the refurbishment and rebuilding of the school.

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| | <p><u>Support to Local Authority</u> The school hosted a number of events including a delegation of senior educational leaders from Spain, the LB Southwark Head Teacher breakfast briefings and a three-day visit from the Regional Schools Commissioner.</p> <p><u>School Surveys</u> A parent survey had been conducted and the results were very positive (98% of parents rated the school very positive). There were some issues related to homework in Year 4 and this would be investigated.</p> <p>A survey had been conducted with the children, which showed high satisfaction in their academic and social experiences.</p> <p>The Chair thanked the Head Teacher and Head of School for their progress report.</p> |
| 6. | <p>Academy Improvement Plans</p> <p>There were no further updates to report on the 2016/ 2017 AIP. The results and assessment criteria would be reviewed once the SATs results were received on 4 July.</p> <p>Catherine Hewitt, Head of School, took governors through the four key priorities for the 2017/ 2018 AIP. These included:</p> <ol style="list-style-type: none"> 1. Developing excellence in Teaching and Learning (aiming for 20% more children to work at greater depth) 2. Developing and supporting the personal and academic conduct of children 3. Developing the personal and cultural capital of the children through the curriculum 4. Support the refurbishment and building project <p>It was reported that a further priority on leadership may be included in the AIP to support the sustainability of the school.</p> <p>Governors confirmed they were content with the AIP priorities and noted the importance of the priorities around developing the cultural capital and greater depth working.</p> |
| 7. | <p>Asset Disposal</p> <p>The Chair approved and signed the list of the school’s asset disposals.</p> |
| 8. | <p>Charging Policy</p> <p>Governors approved the school’s charging policy.</p> |
| 9. | <p>Governor Monitoring Visits and Support</p> <p>The Chair encouraged governors to visit the school and explained that it was an important part of the role. Governors would contact the Head of School to arrange visit dates. (Action: Governors to confirm visit dates with CH)</p> |

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| <p>10. Finance</p> | <p>Governors noted the minutes of the Resources Committee meeting held on 18 May 2017. The Chair confirmed that the Resources Committee supported STEP's proposal to replace the SGB Resources Committee with a named governor to oversee the Academies finances. The Committee also supported STEP's proposal to manage and pool reserves, with a percentage remaining with Academies.</p> |
| <p>11. Standards</p> | <p>The Chair of the Standards Committee confirmed there was nothing further to be considered since the meeting held on 25 April 2017. It was noted that the results were presented prior to the SAT examinations. The Committee had found the revised data and statistics much easier to follow, in particular the progress of each year group against the expected targets.</p> |
| <p>12. Children, Families and Community</p> | <p>The Head Teacher explained that the school had not yet set up a Parents' and Teachers Association but supporting the local community was an important part of the schools work. Academic workshops had been set up to support the KS1 and KS2 children and parents and this would be continued next year.</p> |
| <p>STEP Ahead – We invest in our future</p> | |
| <p>13. Review of SGB and Committee Structure/ Effectiveness</p> | <p>Paul Glover, Deputy CEO, explained that he hoped to seek the views of governors on the proposal to pair David Livingstone Academy with Angel Oak Academy from September onwards. He explained that this would bring in more support and oversight for David Livingstone, particularly in relation to the changes to the Executive Head (to be Tim Mills) and additional support for the development of Teaching and Learning to be provided from Angle Oak. He explained that meetings of David Livingstone and Angel Oak SGB would alternate between the two academies. Gonville Academy would have its own governing body for the time being, although consideration might also be given to a link with another academy at some point in the future.</p> <p>Paul requested the views of governors and confirmed their comments would be reported back to the STEP Board of Trustees in July. Governors raised the following points:</p> <ul style="list-style-type: none"> • It was felt that given the results of the Ofsted report for David Livingstone, it was important to make the proposed changes to the governing body structure as soon as possible in order to support the school and the children • Governors were happy with the proposed changes in terms of practicality and meeting location • It was suggested that perhaps a governor from the current David Livingstone and Gonville Academies SGB could join the new SGB structure to provide specific knowledge on David Livingstone in relation to the pending Ofsted inspection <p>Governors raised the following questions:</p> <p>Q: Were the demographics of the David Livingstone families similar enough to Angel Oak? A: Yes, the family and community demographics were very similar and we are confident the new SGB structure would work well. The high quality curriculum developed at Angel Oak would work well at David Livingstone.</p> |

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| | <p>Q: Do we have the capacity to support David Livingstone without any effect on the children at Angel Oak?</p> <p>A: Yes, Angel Oak have the financial and staff capacity to offer support without any detrimental effect to the children of Angel Oak.</p> |
| 14. | <p>SGB Annual Evaluation and Impact Statement</p> <p>Governors agreed to complete the annual SGB evaluation and send to the Clerk to collate the responses. (Action: Governors to complete the SGB evaluation and send to Clerk).</p> |
| 15. | <p>Feedback from the STEP Board of Trustees</p> <p>Paul reported the resignation of the Chair and Vice Chair, Danny Sullivan and Sally Lawson- Ritchie, from the STEP Board of Trustees. Following their resignations, it had been agreed that Nikki King would step in as interim Chair until the Board were able to fill the vacancies on a permanent basis.</p> |
| 16. | <p>Governing Body Training</p> <p>Governors confirmed they had carried out training in the areas of British Values and Safeguarding. All governors were encouraged to participate in training on Safeguarding.</p> |
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| 17. | <p>Correspondence to the Chair</p> <p>There were no correspondence received by the Chair.</p> |
| 18. | <p>Minutes</p> <p>Governors approved the minutes of the meeting, including Part B confidential minutes, held on 27 February 2017.</p> <p>Governors approved the confidential minutes of the Extraordinary SGB meeting held on 25 April 2017.</p> |
| 19. | <p>Matters Arising from the Minutes</p> <p>There were no outstanding actions.</p> |
| 20. | <p>Any Other Urgent Business</p> <p>There were no urgent matters of business to be addressed.</p> |
| 21. | <p>Meeting Impact</p> <p>Governors felt very positive towards the support being offered to David Livingstone and they were keen to support the staff and children at David Livingstone Academy.</p> <p>Governors confirmed they were supportive of the schools key priorities for the 2017/ 2018 AIP.</p> |

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| 22. | Meeting Dates The dates of the 2017/ 2018 meetings would be circulated once available. |
| 23. | Publication of Minutes and Confidential Matters Confidential matters related to staffing issues would be recorded in Part B of the confidential minutes. |

Summary of Action Points

| Agenda Item | Action | Owner | Status |
|--------------------|--|-------------------|---------------|
| 5 | Contact school building planner and request an email be sent to the local Councillor to explain the importance of the new school building and refurbishment project. | TM | |
| 9 | Governors to confirm school visit dates with CH. | All Governors | |
| 14 | Governors to complete SGB evaluation and send to Clerk. | All Governors/ PJ | |

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| Signed as a true and accurate record of the meeting | |
| Chair's Signature | |
| Chair's Name | |
| Date | |