

**Minutes of a Meeting of the Strategic Governing Body of
 Angel Oak Academy
 Held on Monday 12th September 2016 at 6.30 pm**

Name	Position	Attendance
Mr Nick Ambrose	Community Governor, Vice Chair	Present
Mr Mark Deacon	Community Governor, Chair	Present
Ms Stacey Frier	Community Governor	Present
Mr Paul Glover	Deputy CEO, STEP Academy Trust	Absent
Ms Verity Griffin	Prospective Staff Governor	Present
Ms Catherine Hewitt	Acting Head of School	Present
Mr Tim Mills	Head Teacher	Present
Ms Jessica Pero	Parent Governor	Absent
Mr Terry Sotiri	Community Governor	Present
Ms Amanda Dickson	Academy Business Manager	In attendance for item 5.
Ms Lynn Bruce	Governance Clerk	Present

STEP First – We are all one team

1.	<p>Welcome and Apologies</p> <p>The Chair opened the meeting by welcoming both Catherine Hewitt, Acting Head of School and Lynn Bruce, SGB Clerk to their new roles within STEP. The Chair introduced Verity Griffin, prospective Staff Governor to everyone at the meeting.</p> <p>No apologies were received in advance of the meeting.</p>
2.	<p>Quorum</p> <p>The Chair confirmed the meeting to be quorate.</p>
3.	<p>Chair and Vice-Chair 2016/17</p> <p>The Clerk invited nominations for Chair of Governors for the year 2016/17. Mark Deacon was nominated by Catherine and seconded by Nick.</p> <p>The new Chair invited nominations for Vice-Chair of Governors, Nick Ambrose was duly elected.</p>
4.	<p>Register of Pecuniary Interests and/or Conflict of Interests</p> <p>All governors were asked to return a completed 2016/17 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships to school staff. The Clerk received completed forms from all Governors present at the meeting which will be scanned. The originals will be returned to the school office file for auditors</p>

	<p>to have sight of.</p> <p>Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p>
<p>5.</p>	<p>Governors <u>agreed</u> to change the order of the agenda to allow the Business Manager to leave after her input.</p> <p>Finance</p> <p>Amanda informed Governors that the financial year ended with a carry forward around £400,000. The auditors will now scrutinise the accounts. iPads will be purchased in due course as agreed.</p> <p>Governors <u>noted</u> that the August and September budget reports will be considered at the SGB Resources Committee meeting to be held on 31st October and that key headlines will be fed back to the November SGB meeting.</p> <p>Governors discussed the financial limits of ordering authority and <u>approved</u> the academy Scheme of Financial Delegation.</p> <p>Q: Those staff that have dual authority, what is the total sum of authority? A: Amanda confirmed it is the higher amount not the aggregated sum that is used.</p> <p>Q: £400,000 is the agreed carry forward figure, how does that compare to that year's opening figure? A: The opening balance for last year was £320,000 brought forward from the previous year. The next Resources Committee will breakdown the actual management report.</p> <p>Q: Is there any more information about the proposed fair funding changes and its impact? A: No, not yet.</p> <p>Amanda mentioned the staff responsibilities for the pecuniary interests and that she has issued forms to those staff to complete. The Clerk informed Governors that it is only staff with financial responsibility that need to declare any interests and this will be included on the SGB's register and those staff will be identified on the academy's schemes of financial delegation.</p> <p>The Clerk received completed staff pecuniary interest forms from Amanda and Tom Garry which will be scanned. Other forms will be sent to the clerk. The originals will be returned to the school office file for auditors to have sight of.</p> <p>Amanda left the meeting at 6.40pm.</p>
<p>6.</p>	<p>Strategic Governing Body Membership</p> <p>Governors <u>noted</u> the resignation of Cliff Robinson with effect from 31 August 2016. The Chair will draft a letter of thanks and send to the Clerk to add to headed paper.</p> <p>Application was received from Verity Griffin who was in attendance.</p> <p>Gemma Foster (surveyor) has expressed an interest and has agreed to visit the school next week.</p>

Andrew Clark (Secretary to an MP) has also expressed an interest. The Governing Body will approve a Governor with the appropriate skills and the other could be considered as an Associate member of the SGB.

Q: Other STEP schools have two schools at each SGB, what is the timeline of another school joining?

A: Whilst it is the STEP model, no one has mentioned another school joining as yet.

7. Governing Body Self-Evaluation

Governors noted the outcome of the 2015/16 governing body self-evaluation exercise.

Governors also noted the request for the 360° review of the Chair's performance and agreed to respond as soon as possible. This will be discussed by the Chair and STEP's Head of Standards before the November meeting addressing areas of development that may arise.

8. Committee Membership

Governors agreed the Committee Membership and governor monitoring roles for 2016/17

Operations & Resources Committee	Standards Committee
Terry Sotiri (Chair)	Nick Ambrose (Chair)
Stacey Frier	Mark Deacon
Tim Mills	Tim Mills
Children, Families and Community	Head Teacher's Performance Management
<i>Jessica Pero tbc</i>	<i>Paul Glover tbc</i>
Stacey Frier	Mark Deacon
Verity Griffin	Nick Ambrose
Tim Mills	

Link Role Responsibility	Governor
Safeguarding/Children Looked After*	Mark Deacon
SEN/Inclusion*	Stacey Frier
Assessment & Outcomes	Nick Ambrose
Personal Development, Behaviour & Welfare	Terry Sotiri
Teaching & Learning	Tim Mills
Academy Website Content	Stacey Frier
*statutory	

STEP Way – We agree to do things like this

9. Terms of Reference and Scheme of Delegation

Governors noted that the Strategic Governing Body and committee Terms Of Reference currently remain unchanged from 2015/16 and that the STEP Scheme of Delegation will be presented at the November meeting, following approval by the Board of Trustees.

10. SGB Programme of Works 2016/17

Governors noted the SGB Programme of Works 2016/17.

11. Governor Monitoring

Governors noted that last year's visits were carried out on an ad hoc basis that suited the school. It was felt this is the best route rather than Governor days. Governors will contact Cathy and Tim to arrange a visit in relation to their link role and are welcome to visit at any time. Tim will mail

	<p>everyone regarding an Autumn visit. The visit pro-forma that was circulated will be used.</p> <p>Nick and Terry offered to talk with children in years 5 and 6 around professional roles and looking to the future. Tim will write a schedule of monitoring visits for the Autumn term, linked to the Academy Improvement Plan.</p>
12.	<p>Academies Financial Handbook 2016</p> <p>Governors <u>noted</u> the key changes (especially pages 5-7) to the Academies Financial Handbook for 2016.</p>
13.	<p>STEP Policies and Procedures</p> <p>Governors <u>noted</u> the draft 2016/17 Angel Oak Academy Staff Handbook. The final version will be circulated in due course. Induction for Governors seemed an extremely good area.</p> <p>Governors also <u>noted</u> the listed STEP Policies which have been reviewed, updated and approved by the STEP Board of Trustees. Governors were asked to pay particular attention to the statutory policies marked with an *</p> <ul style="list-style-type: none"> ➤ Freedom of Information Policy* ➤ Staff Expenses Policy ➤ Business Continuity Plan ➤ Disciplinary Policy* ➤ Teacher Capability Procedure* ➤ Support Staff Capability Procedure* ➤ Whistleblowing Policy ➤ Staff Induction ➤ Social Media ➤ Teacher Maternity/Paternity ➤ Support Staff Maternity/Paternity ➤ Discretionary Leave ➤ Parental Leave ➤ Information Management ➤ Restructuring & Redeployment ➤ Redeployment Guidance ➤ Employee Complaints (Grievance)*
STEP Up – We all succeed together	
14.	<p>Standards</p> <p>Nick, the Standards Committee Chair gave a brief verbal report from the SGB Standards Committee meeting held just before this meeting.</p> <p>The Committee talked through results for key stage assessments and internal data from other year groups. KS1 were 84% across all areas. The LA questioned working at a greater depth. KS2 showed strong results compared to the national percentages. This was more of a reflection of the weaker national results.</p> <p>Internal assessments highlighted year 5 (current year 6) performance which is relatively poor. Targets set for 2016-17 for KS1 were 80% in line with national for this year, KS2 were 65% floor standard for combined and 78% for reading, writing and maths.</p> <p>All Governors agreed to pass thanks and congratulations to the staff for the national achievement.</p>

15.	<p>Safeguarding</p> <p>Governors <u>noted</u> the key changes to the DfE document ‘Keeping Children Safe in Education’ from September 2016.</p> <p>The Chair confirmed he checked the Single Central Record (SCR) when he arrived and all was satisfactory.</p>
16.	<p>Premises</p> <p>The Head updated Governors on the work that took place over the summer.</p> <p>The LA paid for the roof to be repaired over year 6 classrooms. The windows will be replaced next year as refurbished windows were not wanted. The roof on the south side is being looked at. Water damage from the roofs has been made good.</p> <p>There were holes dug around the sites for analysis to take place for the rebuild. Public consultation will take place on 9th October however the new plans have been adapted and expanded as car park is now on site. There will be a roof garden and shelter for outside.</p> <p>Architects have provided some excellent designs and the rebuild should commence next summer and may take up to a year to complete.</p>
17.	<p>Head Teacher’s Report</p> <p>The Head informed Governors that his next report will be using the STEP format report which he will prepare for the next meeting.</p> <p>The key areas reported were that;</p> <ul style="list-style-type: none"> • there is a new leadership team in place with Cathy as Head of school, Tom Garry as an AHT; • the LA requested mentor support for other schools which will be considered; • in the short term, other schools are welcome to visit the school to evidence the way of doing things at STEP; • there are some small classes with intense teaching and learning taking place; • engaging with parents on a wider level is being monitored (parents asking children what they did that day). • conduct instead of behavior will be used and monitored; • there will be a focus on table manners this term with staff modelling. • the school day will end at 3.15pm with 45 minutes for lunch (there have been no issues regarding the changes). <p>Staffing has been reported in the confidential minutes.</p>
18.	<p>Academy Improvement Plans</p> <p>Governors <u>noted</u> the draft summaries of the long term priorities 2015-18 and identified priorities for 2016/17 and that detailed AIPs will be presented for approval at the November meeting.</p>
19.	<p>Residential School Journeys</p> <p>Governors <u>approved</u> the residential school journeys for 2016/17.</p> <p>Year 6 will be going to PGL Marchant’s Hill from 30/09/16 until 03/10/16. The risk assessment has been completed. Funding was gained which means all children are able to participate. There is an summer camp proposed in East Sussex at the end of the year.</p>

20.	Performance Management Governors <u>reviewed</u> performance management arrangements to ensure appropriate procedures are in place in accordance with the regulations. Staff reviews will be completed by 31 October 2016 using the STEP format.
STEP Ahead – We invest in our future	
21.	Feedback from the STEP Board of Trustees An update from the CEO/Deputy CEO on key developments for the STEP Academy Trust will take place at the next meeting.
22.	Governing Body Training Safeguarding training will be required however Southwark may be running such a course.
23.	Correspondence to the Chair There was no correspondence from the Chair at this first meeting.
24.	Minutes Governors <u>agreed</u> and <u>approved</u> the minutes of the meeting held on 13 June 2016 and the Part B confidential minutes as being an accurate account of the meeting.
25.	Matters Arising from the Minutes There were no matters arising that had not already been discussed.
26.	Any Other Urgent Business There were no 'any other business' items to discuss.
27.	Meeting Impact Governors felt this meeting has supported the school, and acknowledged the level of challenge that is being set in all aspects of the school. The Governors framework is in place.
28.	Meeting Dates Governors <u>noted</u> the date of the next meeting as Monday 21 November 2016 at 5pm and the meeting dates for the academic year.
29.	Publication of Minutes Areas within item 17 have been recorded in the confidential Part B minutes.
30.	Confidential Matters Staffing issues have been reported in the Part B confidential minutes.

There being no further business for discussion, The Chair thanked everyone for attending and closed the meeting at 7.50pm.

Summary of Action Points

Agenda Item	Action	Owner	Status
	There were no action points.		

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