

**Minutes of a Meeting of the Strategic Governing Body of
 Angel Oak Academy
 Held on Monday 21 November 2016 at 5.00 pm**

Name	Position	Attendance
Mr Nick Ambrose	Community Governor, Vice Chair	Present
Mr Mark Deacon	Community Governor, Chair	Present
Ms Gemma Foster	Prospective Governor (observing until appointment ratified by Board)	Present
Ms Stacey Frier	Community Governor	Present
Mr Paul Glover	Deputy CEO, STEP Academy Trust	Absent
Ms Verity Griffin	Prospective Staff Governor	Absent
Ms Catherine Hewitt	Acting Head of School	Present
Mr Tim Mills	Head Teacher	Present
Ms Jessica Pero	Parent Governor	Present
Mr Terry Sotiri	Community Governor	Present
Miss Philippa Jackson	Governance Clerk	Present

STEP First – We are all one team

1.	<p>Welcome and Apologies</p> <p>The Clerk welcomed governors to the meeting and introduced Gemma Foster, prospective governor. Apologies were received and accepted from Verity Griffin and Paul Glover.</p>
2.	<p>Quorum</p> <p>It was confirmed that the meeting was quorate.</p>
3.	<p>Declaration of Pecuniary Interests and/or Conflict of Interests</p> <p>All governors had completed the 2016/17 pecuniary interest form. There were no pecuniary or personal interests relating to any agenda item for this meeting.</p>
4.	<p>Strategic Governing Body Membership</p> <p>Governors noted the appointment of Verity Griffin with effect from 17 October 2016.</p> <p>Gemma Foster, prospective governor, introduced herself and provided some background</p>

	<p>information in relation to her appropriate skills to be considered as a prospective member of the SGB. Gemma confirmed that she was a qualified surveyor and specialised in residential property. She would provide expertise in building plans, building defects, facilities and premises management.</p> <p>It was confirmed that a DBS check had been carried out for Gemma.</p> <p>All members had signed the Undertaking to the STEP Academy Trust.</p>
STEP Way – We agree to do things like this	
5.	<p>Terms of Reference and Scheme of Delegation</p> <p>Governors noted that the Strategic Governing Body and committee Terms of Reference included within the STEP Scheme of Delegation 2016/17, following approval by the Board of Trustees.</p>
6.	<p>STEP Policies and Procedures</p> <p>Governors noted the STEP Policies had been updated and approved by the STEP Board of Trustees. All policies were published on the STEP website.</p>
7.	<p>Safeguarding</p> <p>The Head Teacher confirmed that the Safeguarding audit had been completed and returned to the Local Authority. All actions had been completed and PREVENT training had been carried out across the School.</p>
8.	<p>Admissions Consultation</p> <p>The STEP Academy Trust still awaited some information from the Solicitor's in relation to the Admissions Consultation process. The information would be shared with all SGB's once it had been received.</p>
STEP Up – We all succeed together	
9.	<p>Ofsted</p> <p>Governors noted the Ofsted document that had been produced by STEP Head of Standards. It was noted that 'Governance' would be included in the academies' self-evaluation document.</p>
10.	<p>Head Teacher's Report</p> <p>Tim Mills presented the Head Teacher's Report and highlighted the following key developments:</p> <p><u>New build and refurbishment</u></p> <p>There had been a proposal from Southwark to relinquish the land for housing. Southwark had appointed a specialist to guide the section 77 application to reallocate the sports field through this process. The main building would be refurbished and a new building and playground built. The</p>

building work would be expected to start in the second half of 2017. The public consultation had reassured residents that the new buildings and refurbishment would be extremely beneficial to Angel Oak. The cost of repairing the water damage and leaking roof had been covered by the Local Authority and they had also offered to replace the windows and guttering to the main building.

Wrap around care

The new wrap around care facility had been set up and provided a breakfast club, after school club and school holiday club. The feedback received from parents had been very positive. The school had adopted a very low pricing policy to ensure the care was accessible for all children. It was reported that the facility had been running at a loss. Jessica Pero, Parent Governor agreed that the facility for the children was excellent and her son had really benefited from it. The office staff were very engaging and the service they offered was excellent.

Staffing

Isabelle Tickner had been seconded to New Haven Academy as Head of School. Alex Farley (Deputy Head) had been seconded from Wolsey Academy. Tom Garry had been made acting Deputy Head to cover this absence. There were strong benefits of seconding staff to support the STEP Academy Trust. An Early Year's teacher had returned from maternity leave which meant that the staffing levels had reached its capacity. The number of children on the attendance roll was 391 and the aim of the school was 400 by the end of the year.

Statutory testing results

Members noted the strong statutory data. The statutory assessment outcomes had been excellent and the RAISE on line data showed the results were well above the national average. The strong data was a result of the quality of teaching and learning across the Academy.

Quality of teaching and learning

It was reported that a standard approach to teaching and learning across all academies within the Trust had been adopted. The reading and writing tests and the teacher's professional judgement of the pupil's expected progress by the end of the year had aligned to that. The subject knowledge of teachers was important to help explain pupil skill set and assessment. Teachers ensured that the pupils had learnt and understood the subject knowledge in depth before they moved on. Governors noted that the statutory targets formed part of the performance management process for staff.

Governor question: Had the new teachers within the Academy progressed well?

Answer: All new teachers had progressed well. They were well supported and the Head Teacher was very happy with their overall performance. The 'Assessment' had been developed through 'lesson interrupted'. Teachers were encouraged to dig down into what the pupil had learnt and understood before moving on. This assessment method would be built upon in the future.

Personal development, conduct and welfare

Governor question: Is the conduct policy discussed with children?

Answer: The biggest challenge within the Academy was the hope to build pupil's self control in order to influence other elements of conduct. The importance of self control is regularly discussed with the children.

Governor questions: Why had there been a large number of conduct incidents?

Answer: 41 % of these incidents relate to safeguarding incidents. All home or potential safeguarding incidents and small conduct issues in class had been included in the data. Standards of conduct had been raised which had lead to an increase in detentions and fixed term exclusions.

Effectiveness of leadership and management

The Head Teacher reported that the cohesive and supportive SGB during the challenging and innovative times had been a vital part in moving the Academy forward and making improvements.

Resources

The iPad order, approved by the SGB Resources Committee, had been actioned.

Support from/ for Local Authority

It was reported that Angel Oak Academy continued to be one of the highest performing schools in Southwark and would be supporting other schools in Southwark in Maths Mastery and Assessment.

Some pupils had taken part in a visit to the Shakespeare's Globe Theatre. This had been highly beneficial to the children and assisted with their depth of learning and subject knowledge.

The Chair thanked the Head Teacher for the impressive amount of work carried out and requested that he passed on the appreciation and recognition to teachers and staff.

11. Finance

Terry Sotiri, provided report of the Resources Committee meeting held on 16 November 2016. The following points were noted:

- The in-year review of outturn showed a surplus of £96k. Added to the capital income and outgoings, and the funding brought forward from 2014/15, this totaled £858k. This equated to a surplus of £321k overall, which had previously been £425k. This was a result of the external financial audit.
- The confirmed funds for 2015/16 were £502k. This was a large difference, as the audit adjustments went through the fixed asset purchases and were added to the funds carried forward.
- Three quotes for purchasing iPads for each child had been obtained (185 ipads). The cheapest quote from our regular company was £37,127.65k. Six charging trolleys were also required. Licenses for the iPads would be required at a one off cost of £1480k. The total

	<p>cost for the iPads was £45,147.65k. The school required permission to go outside of the current year budget, despite the funds being taken from the surplus.</p> <ul style="list-style-type: none"> • The remainder of funds left would be £134k, which was a sufficient buffer for contingencies. • A total of £530k funds were carried forward. • The admin team had worked exceptionally hard since and carried out work outside of the office. Some thank you cards had been sent to office staff to thank them on behalf of the committee for all of their hard work. • There was some debt management which related to free school means, the Wraparound care service and outstanding fees for residential trips. <p>Governor question: Does the school have the technical staff to support the additional iPads? Answer: The School has a very efficient IT Technician to provide support as well as the central STEP IT team. The governors noted the clear benefits to the children of having one iPad for each child. It was reported that the digital library allowed children to access books at home.</p> <p>The SGB ratified the decision to purchase the additional 185 iPads at a cost of £35, 127.65k.</p> <p>It was agreed that Gemma Foster would be elected as the Health and Safety champion and would conduct a Health and Safety walk once a term.</p>
12.	Academy Improvement Plans Tim Mills provided an update to the Academy Improvement Plans for 2016/17. Developments in teaching and learning, personal academic conduct and the refurbishment and rebuild had been covered in the Head Teacher’s Report. A cultural map of experiences and visits and how this fits with the curriculum would be produced.
13.	Website Compliance Governors noted the STEP Academies’ website checklist. The Angel Oak website had been monitored against the statutory requirements. All STEP websites would be reviewed and modified in the new year.
STEP Ahead – We invest in our future	
14.	Feedback from the STEP Board of Trustees Governors noted the minutes of the STEP Academy Board of Trustees meeting held on 17 October 2016.
15.	Governing Body Training Governors received feedback on STEP’s pupil exclusion training on 10 November. There were no training needs for 2016/17 identified.

16.	Correspondence to the Chair
	There was no correspondence from the Chair.
17.	Minutes
	Governors approved the minutes of the meeting held on 12 September 2016 and the Part B confidential minutes as being an accurate account of the meeting.
18.	Matters Arising from the Minutes
	There were no matters arising that had not already been discussed.
19.	Any Other Urgent Business
	There were no other matters of business to discuss.
20.	Meeting Impact
	Governors felt it was helpful to hear about the activities of the school and to genuinely offer advice and support on these matters. Governors felt that the agenda and Head Teacher's report showed clear progress for the school and hoped that governor visits help to put matters into context.
21.	Meeting Dates
	Governors noted the date of the next meeting as Monday 27 February 2017.
22.	Publication of Minutes
	Areas within item 10 had been recorded in the confidential Part B minutes.
23.	Confidential Matters
	The Head Teacher's performance management review had been scheduled for 13 December 2016. Issues related to an exclusion, staff restructure and exit interview had been reported in the Part B confidential minutes.

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	