

**Minutes of the Meeting of the Strategic Governing body of Angel Oak Academy
 Held on Wednesday 24th February 2016 at 5pm
 At Angel Oak Academy**

Attendance:

Mr Nick Ambrose	Community Governor, Vice Chair	Absent
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	Absent
Mr Cliff Robinson	Community Governor	Present
Mr Terry Sotiri	Community Governor	Absent
Ms Cathie Hewitt	Observer	Present
Ms Amanda Dickson	Academy Business Manager	Present
Ms Liz Parry	Clerk	Absent

STEP First – We are all one team

1	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • To welcome governors to the third meeting of the SGB of the academic year The Chair opened the meeting at 5:00pm and welcomed everyone to the meeting. • To agree whether any apologies received are to be accepted Apologies were received from Nick Ambrose and Terry Sotiri due to conflicting work commitments, from Jessica Pero due to childcare issues and from Liz Parry due to illness which were accepted by the SGB.
2	<p><u>Quorum</u></p> <ul style="list-style-type: none"> • To confirm that the meeting is quorate It was confirmed that the meeting was quorate.
3	<p><u>To review the register of Pecuniary and Business Interests</u></p> <ul style="list-style-type: none"> • Governors to declare any pecuniary or personal interests in any agenda item for this meeting

	<ul style="list-style-type: none"> • (Any person present at the meeting with a pecuniary or personal interest regarding any item on this agenda should declare it at the outset of the meeting and may be asked to leave whilst the matter is discussed) <p>Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared. The Chair asked that it be noted that Roehampton University students have been attending Angel Oak Academy for their placements, but that it didn't present a conflict of interest.</p>
4	<p><u>Governance Update:</u></p> <ul style="list-style-type: none"> • Membership <p>The Chair noted that he hasn't received any notifications to date.</p>
STEP Way – We agree to do things this way	
5	<p><u>Finance Update:</u></p> <ul style="list-style-type: none"> • Update on current budget position for Angel Oak Academy <p>Amanda Dickson took governors through the current budget position as outlined in her SBM report of 10.2.16.</p> <p>Currently the forecast outturn is £12,486 deficit (significantly less than the previous month's forecast of £108,344 deficit, which is due to an increase in Pupil Premium Funding and a revised forecast for expenditure against IT Equipment and IT Support Services). This is a variance of £188,301 from the original budget. However, The Balance Brought Forward at the beginning of the year was £321,088, therefore the forecast Carry Forward at year end is £317,231.</p> <p>Amanda confirmed the Final Pupil Premium Allocation for 15/16 which is £37,520 more than anticipated in the original budget. Amanda also confirmed a reduction in the anticipated expenditure against IT Equipment and IT Support Services.</p> <p>Amanda clarified the position of the brought forward figure as requested at the previous meeting and the Chair and members were satisfied with the explanation provided.</p> <p>Question: How will staffing increases impact the budget?</p> <p>Answer: Teaching staff have already received an inflationary rise of 2% in September. A 1% inflationary rise has been assumed for Support staff which will take effect in April.</p>

<p>6</p>	<p><u>Update planned building/refurbishment works</u></p> <p>Tim Mills explained that, following a redesign and a public consultation, the design team has submitted new plans again. The new plans would mean that an area on the playground will be difficult to manage and flats will be built on top of the admin/hall building. Mr. Mills expressed the school's desire to get the project underway, but not at the expense of the pupils and staff of Angel Oak Academy. Mr. Mills confirmed that we have rejected the latest plans and that the LA agreed that window replacement work and roof repairs could be carried out before any plans are agreed.</p> <p>Question: Does this mean that residents will be able to look down on the playground? How will this impact Safeguarding?</p> <p>Answer: The school will be look down on from all directions and we will have to work on how we mitigate the risks.</p> <p>Question: Where will the entrance to the school be then?</p> <p>Answer: Where it was originally, but with flats above it.</p> <p>The Chair and members of the SGB vigorously supported the Headteacher in not agreeing to the latest design.</p>
<p>7.</p>	<p><u>Policy Update:</u></p> <p>To note the approval by the Board of Trustees of reviewed policies</p> <p>No Policies to update.</p>

8. Safeguarding

Tim Mills presented the Safeguarding Action Plan. The following objectives have already been put in place:

- All SLT members have now received Level 3 Safeguarding Training
- The Assistant Headteacher for Inclusion is now the chief Safeguarding and Inclusion Officer
- We have bought in CPOMS which is a behavior and Safeguarding reporting system which will be rolled out across the school in the coming weeks.
- We have also bought in e-training on PREVENT which will be part of the whole school INSET in April.
- The SCR have been checked by Mark Deacon and Tim Mills and they were satisfied that the academy complies with Safeguarding legislation.
- We now have an e-safety team to ensure appropriate use of the internet. Our ICT Technician is part of this team to advise the team on technical matters.

STEP Up – *We all succeed together*

Headteacher's Report for Academy

- **Governors to raise any questions/observations having read the reports prior to the meeting**

Tim Mills highlighted the following points from the Headteacher's Report circulated to all SGB members.

Wrap-Around Care:

- Wrap-Around Care: will be managed in-house from 1st September 2016. Our main priority would be recruitment and ensuring that we have everything in place by this date to provide an invaluable service to the community.

Staffing:

- The Senior Learning Mentor has now left.
- We have provisionally offered the position of additional Premises Officer based on satisfactory checks. This position will be for a fixed term of 1 year and dependent of progress against the rebuild and successfully completing the probationary period. Tim made the members aware of the fact that the position was offered to our current Premises Officer's (Alan Maher) son. All recruitment processes were followed and Alan had no involvement in the recruitment process.

Pupil Numbers:

- The current number of children on roll was 401. This compares to 360 in the autumn term 2014. The Nursery is now almost completely full.
- Pupil numbers are gradually improving despite the high mobility rate.
- An advert to promote the academy is currently being displayed at Queens Road Peckham Station for a 12 month period.

Performance Data:

- Mr Mills explained the changes to KS1 and KS2 SATS to members of SGB. Attainment will no longer be measured using levels. Attainment will be measured using an expected standard which will be measured using a scaled score. Average attainment score will be equal to 100 points.
- Floor standards for KS2 would be for 65% to reach the expected standard in Reading, Writing and Maths combined.
- Mr Mills raised concern over the expected standards in writing, which is Teacher Assessed, as 0% of our Year 6 pupils will reach these standards at present. Exemplars of expected standards in writing were sent to the academy. These standards are equivalent to the Level 5 and Level 6 of old. Fischer Family Trust estimates that around 14,000 schools will fall below floor standards if this is the standards expected of KS2 SATS.
- The NAHT is very concerned about these standards and is likely to take some action in this matter. The DFE has responded to these concerns by stating that:
 - The Teacher assessment date would be moved to June 2016
 - They will provide further clarification on these standards
 - No school will face intervention based on 2016 results.
- Mr Mills assured members that the academy is giving its all to ensure our pupils are prepared. The following measures are in place at present:
 - 4 Teachers in Year 6
 - HT taking groups every morning
 - Literacy consultant
 - Holiday school

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| | <ul style="list-style-type: none">• Mr Mills asked the members whether it is reasonable for the academy to keep doing what it is doing using the curriculum and assessment system that we have put in place and has been agreed by STEP• Cathie Hewitt commented on how committed the Year 6 team is towards achieving the best results possible.• Members of SGB thanked both Year 6 and Year 2 teams for their commitment and hard work.• Mr Mills voiced his concern regarding KS1 attainment as our pupils enter school with a much lower skill set that elsewhere. Mr. Mills asked the members whether at some point we should consider discounting KS1 results and start teaching the children what they need to know to have all the knowledge needed when they are in Year 6.• Members of the SGB wholeheartedly supported the approach. |
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<p>10</p> <p>10.1</p>	<p><u>Academy Action Plan</u></p> <p>Please see HT report.</p> <p><u>Governor's Action Plan</u></p> <ul style="list-style-type: none"> • Mark Deacon is due to meet with Claire Slade. • Tim Mills went through progress against the priorities: <ol style="list-style-type: none"> 1. Constitute committees' structure, make-up, responsibilities, agendas and meeting dates and times. COMPLETE 2. Assign Governors specific areas of responsibility, both statutory and linked to the Academy Improvement Plan. COMPLETE 3. Ensure all GB specific policies are in place and all required documentation is completed and signed. ONGOING - STEP 4. Ensure all GB members have access to appropriate Governor training. ONGOING - STEP 5. Ensure all GB members are cognisant with changes to statutory assessment and reporting arrangements for EYFS, KS1 and KS2. COMPLETE 6. Ensure appropriate checks are carried out and monitored e.g. website information, ONGOING - STEP SEND report PENDING, safeguarding audit. COMPLETE 7. Ensure all GB members visit the academy to monitor areas of responsibility and have appropriate feedback protocol for the Academy and the GB. COMPLETE 8. Develop protocol and documentation to capture and distribute key academy performance information and GB involvement and impact. ONGOING -STEP
<p>11</p>	<p>To review the questions raised by Trustees' Standards Committee on issues arising from review of Autumn Term data.</p> <p>'Q: Progress for Year 6 SEND pupils at Angel Oak seemed notably lower than at the other STEP academies. What was the reason for this?'</p> <ul style="list-style-type: none"> • Tim Mills explained that the SEND data related to 5 pupils (2 of which didn't make sufficient progress). 1 of these children had no English when they entered the academy in Year 5. As the data was reported in % it does not reflect reality. Historically the academy's SEN provision wasn't very strong. This is now being addressed with Mr Gemio-Sanchez leading on Inclusion. The Chair of Governors commented that raw percentages could be misleading of the group reported on is quite small.
<p>12</p>	<p><u>Primary School Accountability: DfE guidance</u></p> <ul style="list-style-type: none"> • Tim Mills explained the DfE guidance to member: <ul style="list-style-type: none"> ➤ Floor standards would be for 65% of pupils to work at expected standards in Reading, Writing and Maths combined. <i>'In 2016, a school will be above the floor if:</i> <ul style="list-style-type: none"> • <i>at least 65% of pupils meet the expected standard in English reading, English writing and mathematics or</i> • <i>the school achieves sufficient progress scores in all of English reading and English writing and mathematics'</i> ➤ Progress will be measured against KS1 average point scores <p><i>'The percentage of pupils achieving the expected standard is a combined measure across the three subjects. To be counted towards the measure, a pupil must have a scaled score of 100 or more in reading and a scaled score of 100 or more in mathematics; and have been teacher assessed in writing as 'working at the expected standard' or 'working at greater depth in the expected standard'. Excerpt from guidance.</i></p>

<p>13</p>	<p><u>To ensure that membership of SGB subcommittees is agreed for meetings beginning in the Summer Term</u></p> <p>Membership to sub-committees has been agreed as follows: Standards Committee: Tim Mills, Mark Deacon and Nick Ambrose Resources Committee: Tim Mills, Cliff Robinson and Terry Sotiri Parent and Community Committee: Jessica Pero, Stacey Frier and Samantha Daly</p> <p>ACTION: Cliff Robinson asked if the first meeting of the Resources Committee could be rearranged as he would be unable to attend</p>
<p>14</p>	<p><u>Update on Annual Impact Statement proforma</u></p> <p>To be added to the next meeting’s agenda. Proforma not available.</p>
<p>STEP Ahead – <i>We invest in our future</i></p>	

15	<p><u>Minutes of the previous meeting held on 18th January 2016</u></p> <p>Members went through the minutes from the previous meeting held on 18th January 2016. The minutes were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and copy was passed to the Headteacher to be held on file in school.</p>
16	<p><u>Matters arising from the Minutes</u></p> <p>Item 5: Clarified position on the brought forward figure to be reported at the next meeting. Amanda Dickson provided clarity in the finance update. See item 5 above and Appendices circulated to SGB.</p> <p>593 – Surplus (76) – PP included in surplus, but also in management accounts as due anyway <u>(3) – EY funding in surplus, but also in management accounts as due</u> 514 – Revised surplus from LA (157) – Rev deficit (37) – Capital deficit <u>1 – Roundings</u> 321</p> <p>Item 10: Review of Governors’ Improvement Plan targets to be an agenda item at the next meeting. Progress against the Governors’ Action Plan Priorities were discussed under item 10.1 of this meeting.</p> <p>Item 15: Arrangements for completion of Annual Impact Statement to be an agenda item at the next meeting. This item was not discussed as the SGB did not have access to the proforma. To be added as an agenda item for the next meeting.</p> <p>Item 21: Governors to note the training session on 13th April 2016 in their diaries and feedback any further thoughts on requirements for future training. All members present noted the date of the training session on 13th April 2016 in their diaries.</p>
17	<p><u>Feedback from Board of Trustees</u></p> <ul style="list-style-type: none"> • Tim Mills confirmed that the Board of Trustees is satisfied with Angel Oak Academy’s progress.

18	<p>Governors to note the training session on 13th April 2016 in their diaries and feedback any further thoughts on requirements for future training.</p> <p>All members present noted the date of the training session on 13th April 2016 in their diaries.</p>
19	<p><u>Chair's Items: to provide governors with an update on any Chair's actions taken since the last meeting, and receipt of any correspondence.</u></p> <p>Chair had no Chair's actions or correspondence received to report on.</p>

20	<p><u>Any Other Urgent Business</u></p> <p>Chair received no notification of any other business.</p> <p>ACTION: Item to be added to the next agenda – Tom Garry to deliver a brief presentation of Maths Mastery to SGB.</p>
21	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> To consider how discussion and decisions at the current meeting will have a positive impact on the school and on children’s outcomes. <p>The SGB agreed that the most significant impact of the meeting was an explanation by Tim Mills on the assessment of standards under the new measures introduced from 2016. Governors felt that they now had a better understanding of the performance standards and how it will be expressed. Governors felt strongly that the change to the way performance is measured in KS1 and KS2 SATS have placed immense pressure on teachers and pupils and is in actual fact a distraction from teaching and learning. The Governors voiced their support for the direction that the academy has taken in respect of the curriculum and assessment.</p>
24	<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 was 1 item of a confidential nature recorded under Part B.</p>

Summary of Action Points

Item No	Action	Person responsible	Status
5	Clarified position on the brought forward figure to be reported at the next meeting	Amanda Dickson	Complete
10.1	Review of Governors’ Improvement Plan targets to be an agenda item at the next meeting.	Chair, all gobs	Open
13	First meeting of the Resources Committee to be rearranged as on member would not be able to attend the original date	Liz Parry?	Open
14	Arrangements for completion of the Annual Impact Statement to be an agenda item at the next meeting.	Chair, all gobs	Open
18	Governors to note the training session on 13th April 2016 in their diaries and feedback any further thoughts on requirements for future training.	All gobs	Open
20	Item to be added to the next agenda – Tom Garry to deliver a brief presentation of Maths Mastery to SGB.	Liz Parry	Open