

Minutes of the virtual Academy Committee Meeting of
Angel Oak and David Livingstone Academies
15th March 2022 at 1700

Name	Position	Attendance
Charlotte de la Peña (CD)	Co-opted Governor, DLA	Absent
Alex Farley (AF)	Head, AOA	Apologies
Isabelle Forrester-Muir (IF)	Staff Governor, DLA	Present
Sarah Grant (SG)	Staff Governor, AOA	Present
Michelle Holmes (MH)	Co-opted Governor, AOA	Absent
Robert Mapp (RM)	Co-opted Governor, AOA - Chair	Apologies
Claire Mitchell (CM)	Head, DLA	Present
Tiana Oyelayo (TO)	Parent Governor, DLA	Apologies
Chi Bui (CB)	Prospective Parent Governor, AOA	Apologies
Alun Evans (AE)	Executive Head Teacher, DLA	Present
Gaynor Newnham (C2G)	Clerk	Present

Item	Minute	Action
STEP First – We are all one team		
1.	<p>Welcome and Update (people) The Executive Head Teacher (EHT) opened the meeting and welcomed everyone in the absence of the Chair.</p> <p>Governors consented to the virtual meeting being electronically recorded. This recording will be used by the Governance Team and deleted once the draft minutes are completed.</p> <p>The EHT confirmed the virtual meeting protocol e.g., mute microphones, wear headphones and ensure a confidential, quiet area.</p> <p>No notification was received by the EHT of any other business to be discussed later in the agenda.</p>	
2.	<p>Apologies and Quorum (people) Governors confirmed they had added their attendance to this meeting via The Trust Governor (TTG).</p> <p>Apologies were received and accepted from Chi Bui (internet issues) and Alex Farley (personal commitment).</p> <p>Charlotte de la Peña and Michelle Holmes were absent from the meeting with no apologies. Action: EHT to follow up absences and it will be ensured that the new governors are inducted into meeting protocols.</p>	1

	The EHT confirmed the meeting to be quorate.	
3.	<p>Declaration of Pecuniary Interests and/or Conflict of Interests <i>(people/accountability/compliance)</i></p> <p>Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p>	
4.	<p>Board of Trustees' Update</p> <p>Governors noted the Board of Trustees' update from Autumn Term 2021.</p> <p>The EHT highlighted that:</p> <ul style="list-style-type: none"> • There have been some changes to Academy Committee (AC) pairings resulting in some AC now overseeing 2 academies, rather than 3. • The Communication Plan is focussed on marketing the academies to their local communities, in the context of falling pupil numbers in many London local authorities • A range of policies and procedures have been agreed at trust level • There will be ongoing work on the STEP Standards document, which will then inform trust and school policies <p>It was also reported that</p> <ul style="list-style-type: none"> • Baroness Barran visited Applegarth Academy • Challenge Partners visited Angel Oak 	
5.	<p>Member Meeting Minutes</p> <p>Governors noted the Members meeting minutes.</p>	
STEP Way – We all agree to do things like this		
6.	<p>Governors Membership</p> <p>Governors noted Chi Bui is due to join the AC as parent governor for AOA.</p> <p>Governors noted the creation of two new Academy Committees: Benedict and Park Academies (BDA PKA) and the new schools from East Sussex that joined the Trust; Peacehaven Heights and Telscombe Cliffs Academies (PHA TCA). The EHT suggested that visits to the new academies will be planned.</p>	
7.	<p>Minutes</p> <p>Governors agreed and approved the minutes of the 23 November 2021 as an accurate account of the meeting.</p> <p>Governors noted the PDF version of the minutes uploaded to TTG will now replace the signed version and will be available to auditors for inspection should the need arise.</p> <p>Governors noted the action point was completed, re. potential dates for training.</p>	
8.	Report from Head	

	<p>Governors noted the written reports from Heads and confirmed they had read them.</p> <p>DLA</p> <p>The Head was invited to give updates since the report was circulated</p> <ul style="list-style-type: none"> • The Early Career Teachers (ECT) are progressing well there are strong mentors in place • There is good progress with developing the teaching of writing and working across two academies allows planning support for teachers. Assessment is also going well and there will also be work with Angel Oak • KS2 targets have been reduced slightly following recent assessments • Attendance is consistent and there have been slight improvements this term; there is work with an Education Welfare Officer (EWO) on persistent absence, including PSHE lessons and assemblies • There is a focus on oracy. Staff CPD has been provided and teachers have been made aware of the expectation for quality talk, zones of regulation and shared language • Community development is a focus, following a stilted start to inviting parents in. Usual schedules have resumed. Parents meetings and coffee mornings have begun, and the World Book Day was a successful whole school event. Movie Nights are planned and there will be a parent survey and poetry performances, linked to oracy. <p>Governors were invited to ask strategic questions. No questions were raised.</p> <p>AOA</p> <p>The EHT gave updates on behalf of the Head since the report was circulated</p> <ul style="list-style-type: none"> • Trainee teachers from other STEP Academies enjoyed their alternative placement at AOA and were pleased with the positive support they received • The Deputy Headteacher was asked to speak on inclusion at Brighton University and has been invited back to give workshops • There has been positive work on developing the history curriculum • Pupil targets have been revised and, though the combined score has dropped a little, the figures remain very positive. • There has been moderation with other schools, in KS1 and KS2; this was a welcome opportunity to work with other academies and share good practice. • Changes to the Y6 playtimes had an immediate impact on conduct; pupils' conduct was praised during the visit from Challenge Partners. • Opportunities for parents to visit have increased, and the end of day procedures have changed, so that parents can come into school and collect their children. <p>Governors were invited to ask strategic questions. No questions were raised.</p>	
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9.	<p>Safeguarding</p> <p>There were no reports available for this meeting, though a governor has completed monitoring of the Single Central Record at AOA.</p> <p>Residential Trip for AOA and DLA agreed.</p>	
10.	<p>Standards</p> <p>Please refer to the Head's Report.</p>	
11.	<p>Stakeholder Engagement</p> <p>Please refer to the Head's Report.</p>	
12.	<p>RACE Charter Mark</p> <p>Race Charter training has taken place. Governors who were unavailable have been emailed offering new dates (24 March, 5 May, 26 May or 23 June). It is expected that all governors attend. Staff governors had the option of attending the school training instead.</p>	
13.	<p>Governors in School</p> <p>It was reported that there will be a Governors' Day, in school. Action: Heads to circulate possible dates.</p> <p>It was suggested, going forward, for governors to meet in person for governor day / visits / socials in school where possible and virtually for an Academy Committee to feedback and discuss areas observed.</p>	2
STEP Up – We all succeed together		
14.	<p>Chair's Actions / Correspondences / Updates</p> <p>The EHT reported no action had been taken on behalf of Governors and there were no documents to circulate since the last meeting.</p>	
STEP Ahead – We invest in our future		
15.	<p>Governor Training</p> <p>Governors noted the virtual STEP in-house training took place on 26 January 2022.</p> <p>The next virtual STEP Governor Training is scheduled for 15 June 2022 at 6pm.</p>	
16.	<p>Future Meeting Dates</p> <p>The next virtual Academy Committee meeting will be on 5 July 2022 at 5pm.</p>	
17.	<p>Any Other Business (people)</p> <p>There were no items raised at the start of the meeting.</p>	
18.	<p>Closure</p> <p>There being no further business to discuss, the EHT closed the meeting at 17.33</p>	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	Follow up on governor absence	EHT
2.	Circulate possible dates for Governors' Days	Heads

These minutes are a true and accurate account of the meeting.	
Name	Alun Evans on behalf on Rob Mapp
Senior Governance Clerk	Lynn Bruce
Date	18 March 2022