

**Minutes of a Meeting of the Strategic Governing Body of
 Gonville Academy
 Held on Thursday, 15 June 2017 at 6.00pm at Gonville Academy**

Name	Position	Attendance
Ryan Arde	Interim Head of School, David Livingstone Academy	Present
Hanna Cadman	Parent Governor, David Livingstone Academy	Absent without apologies
Claudia Estephane	Co-opted STEP Governor	Present (Chair for items 6-9)
Paul Glover	Executive Head Teacher	Present
Katie Harbourne	STEP Inclusion Manager	Present (item 1 only)
Philippa Jackson	STEP Governance Clerk	Present (minute taker)
Oliver McAdoo	Parent Governor, Gonville Academy	Present
Sarah Mitchell	Head Teacher, Gonville Academy	Present
Andrew Musson	Co-opted STEP Governor	Present
Sharjeel Nawaz	Co-opted STEP Governor	Present (item 10 onwards)
Steven Perian	Prospective Governor (Observer)	Present
Susan Powell	Co-opted STEP Governor, Chair	Present
Barbara Roberts	Co-opted STEP Governor	Present
Lucy McSwiggan	Staff Governor, Gonville Academy	Present

STEP First – We are all one team
1. SEND Tracking

Katy Harborne, STEP Inclusion Manager, gave a presentation on SEND tracking. Katy set out the current tracking systems and intervention tracking systems at Gonville Academy, as per the slides attached to these minutes.

The following questions were raised:

Q: Have you found any trends with the SEND tracking system?

A: There have been no particular trends but the tracking system provided evidence of where a child was in terms of their progress and what they found difficult. It enabled the teacher to assess the child's next steps and what they could move onto.

Q: How can you demonstrate what the children were working towards?

A: We use OTrack, a customised pupil tracking system. There were three bands within each year group. The children working well below could be tracked at the band of the previous year group. In the new year, we would move away from OTrack to SIMs and hoped to develop a point system to improve the tracking of the SEND children.

Q: Is the information held on Edukey restricted?

A: Yes, access restrictions had been applied.

	<p>Katy reported that as of September, an ASD portfolio would be used to determine clear objectives for the children including social objectives. The Edukey system allowed teachers to add or amend the strategies and track the provision and outcomes of the children.</p> <p>Q: What governance structure was in place to ensure that teachers maintained the system? A: Particular cases could be shown to governors during a school visit.</p> <p>Q: Does the system take long to update? A: Not particularly, not once the children’s names had been entered, as the data in the system was linked to SIMs. All the current SEN children had already been entered.</p> <p>The Chair reported that Katy would be leaving at the end of the summer. Governors thanked Katy for her work at the school and wished her success for the future.</p>
<p>2. Welcome and Apologies</p>	<p>Susan Powell, Chair, welcomed members to the meeting, particularly Steven Perian, prospective governor, who attended the meeting as an observer.</p> <p>Sharjeel Nawaz had confirmed prior to the meeting that he would arrive late due to urgent work commitments.</p> <p>Hannah Cadman was absent without apologies.</p>
<p>3. Quorum</p>	<p>It was confirmed that the meeting was quorate.</p>
<p>4. Declaration of Pecuniary Interests and/or Conflict of Interests</p>	<p>No declarations of interest relevant to the agenda items were made.</p>
<p>5. Strategic Governing Body Membership</p>	<p>Governors noted the resignation of Oliver McAdoo, Parent Governor, with effect from September 2017. Oliver would step down from the strategic governing body of David Livingstone and Gonville Academies due to his increasing work commitments. The Chair thanked Oliver for all the work he had done for both academies during his time as a governor and wished him the best for the future.</p> <p>The Chair confirmed that the governing body would require a governor to take on the safeguarding monitoring role as of September.</p> <p>The Chair introduced Steven Perian, prospective Governor. The Chair reported that she had met with the Steven who had confirmed that he wished to take up the role of Co-opted STEP governor.</p> <p>Governors noted that DBS checks had been completed for all new governors and that all new governors had signed the Undertaking to the STEP Academy Trust.</p>
<p>STEP Way – We agree to do things like this Children, Families and Community Committee</p>	

<p>6. Terms of Reference and Scheme of Delegation</p>	<p>Governors noted the Terms of Reference and Scheme of Delegation for the Children, Families and Community Committee. It was confirmed that Claudia Estephane had been nominated as Chair of the Committee in September last year. Claudia chaired the meeting for agenda items 6 to 9.</p>
<p>7. Parent Teachers Association</p>	<p>The Head Teacher provided an update on the PTA. Governors noted that the current role of the PTA included organising the Christmas and Summer fetes and other school social events. She explained that the new Assistant Head Teacher would take on the responsibility of parental engagement from September onwards and would work on developing the remit of the PTA.</p> <p>It was hoped that the PTA would have parent representatives from each year group and would focus on raising money for the school and organising social events for the children.</p> <p>Q: Has the PTA been set up as a charity? A: Yes</p> <p>Q: How much responsibility would the parents have over spending money? A: The needs of the children would be recognised through the student body and the funds would be allocated accordingly.</p>
<p>8. Communication with parents and community</p>	<p>The Head Teacher reported that governors currently attended parents evening and ‘meet and greet’ sessions parents during the governor monitoring visits.</p> <p>The feedback received from parents showed that parents felt it was important for governors to meet parents and children to show engagement. This was an area that the school wished to develop in the future, particularly as the Ofsted visit focused on parental engagement.</p> <p>The Head Teacher suggested a number of future options for governors to engage with parents including coffee mornings, governor biographies on the school website and ‘meet the governor’ interviews in the school newsletter.</p> <p>Q: Do you hold workshops for parents? A: Yes. We have held parent workshops on homework, reading and maths mastery.</p>
<p>9. Parental Engagement</p>	<p>The Head Teacher reported that the school engaged with parents through the annual parent survey and by having a member of the SLT on the school gates. The Head of Pastoral Care also engaged a lot with parents on behalf of the school.</p> <p>The Head Teacher explained that the school actively engaged and consulted with parents on changes to SRE education, school uniform and through the school newsletter. She also explained that the school hoped to raise the profile of E Safety with parents and would arrange for the local police carry out some workshops for parents to help them protect their children on line.</p>

	<p>It was reported that the next parents evening would be held on 11 and 12 July. Governors should contact the Head Teacher if they would like to attend. (Action: Governors)</p> <p>The Head Teacher agreed to circulate the newsletter to governors by email. (Action: SM)</p> <p>Sharjeel Nawaz joined the meeting at 6.55pm.</p>
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STEP Up – We all succeed together

Strategic Governing Body Meeting

<p>10.</p>	<p>Head Teacher’s Report</p> <p>Sarah Mitchell presented the Head Teacher’s report and raised the following key points:</p> <p>Completion of national end of key stage tests The end of year SATs tests had been completed in Year 6 and Year 2.</p> <p>New staff induction During summer term 2, staff induction days would be held to prepare staff for returning in September.</p> <p>Academy Improvement Plan 2016/ 2017</p> <p>Governors noted the AIP updates for 2016/ 2017 and raised the following questions:</p> <p>Q: What CPD could be offered to support staff in teaching music? A: The Assistant Head Teacher was passionate about music and very keen to take on the role of overseeing music. A teacher skills audit would be carried out and CPD developed to support this. A number of activities were planned including a guitar club and choir. A previous student would be assisting in music and supporting the choir. A specific music and arts leader for STEP would be recruited in the future.</p> <p>Q: Has there been an improvement in the budget allocated to arts and music? A: The budget allocated for art and music was a little less so a music teacher had not been included in the staff structure.</p> <p>Q: How had context and experience been linked to the curriculum for 2017 - 2018? A: A number of school visits had been organised including a university campus, the Shakespeare Globe theatre, the ballet and camping in Cornwall with a partner school.</p> <p>Q: Are there any links between primary and secondary schools to help the children transition? A: The Inclusion Manager liaises re: SEND, and all secondary schools do transition days. We are working on this. The key issue with this is that currently the curriculum and assessment process do not correlate from KS2 to KS3.</p>
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<p>11.</p>	<p>Standards</p> <p>The Chair of the Standards Committee confirmed there was nothing further to be considered since the last meeting.</p>
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<p>12.</p>	<p>Academy Improvement Plans</p> <p>The Head Teacher took governors through the key priorities for the 2017/ 2018 AIP. The key priorities had been identified at the leadership team away day and were taken from the Ofsted actions and school data. These included:</p> <ul style="list-style-type: none"> • Developing humanities • Developing the most able students particularly in KS2 • Developing handwriting quality and rolling out a continuous style of handwriting across the school • Developing parental engagement • Improving progress outcomes for SEND and FSM children <p>Governors confirmed they were content with the AIP priorities felt it would be useful to attend the away day next year to enable them to contribute to the AIP priorities. (Action: SM)</p>
<p>13.</p>	<p>Governor Monitoring Visits and Support</p> <p>Governors agreed that a monitoring visit schedule for next year should be set around the school timetable and AIP.</p>
<p>14.</p>	<p>Finance</p> <p>The Chair of the Resources Committee provided an update on the Committee meeting held on 22 May 2017 and raised the following points:</p> <ul style="list-style-type: none"> • It had been difficult to set a balanced in-year budget (with a small surplus of £6k) but the core staff costs had been met • The building and maintenance costs had been reduced by 22%/23% due to the efficiencies of being part of a Multi Academy Trust • Governors raised concerns with the implications of setting a balanced budget for the children in Year 4 who had significant educational needs • The budget for extracurricular activities and field trips had been limited and the school were now looking for free trips and activities for the children to take part in • Governors discussed future options of raising funds for the school and the benefits of creating links with local business and CSR to continue to provide the best possible learning environment and educational opportunities for the children • STEP had recently recruited a Business Manager to look at CSR • Governors agreed to raise the school meal price from £1.95 to £2.10 • Governors agreed to approve the budget for recommendation to the SGB <p>The SGB approved the budget for 2017/ 2018.</p> <p>A contact at STEP would be provided to Barbara Roberts to link to their sponsorship/funding section of the bank. (Action: PG)</p>
<p>STEP Ahead – We invest in our future</p>	
<p>15.</p>	<p>Review of SGB and Committee Structure/ Effectiveness</p> <p>Governors notes the briefing paper, which proposed replacing the SGB Standards Committees with a named Governor responsible for strategically overseeing standards. Governors raised the following points:</p>

	<ul style="list-style-type: none"> • The advantage of a Standards Committee was that it broadened the experience and oversight of standards within the school • Having a specific role for overseeing standards could create inadequate supervision of standards and could undermine the collective responsibility of the governing body • Concerns were raised over the time commitments and expectation of the role • Standards matters take up a large part of the SGB time and therefore the SGB agenda would need to be carefully structured to allow enough time to fully review these matters • The role and level governor training would be important to support the Standards governor role • STEP should carefully consider external training to strengthen the skills and experience of the Standards governor role <p>Paul Glover, Deputy CEO, asked governors whether they had any further views 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. Governors confirmed they had no further comments since the last meeting.</p> <p>Paul explained that the outcome of the decision would be reported back to Governors following the STEP Board of Trustees meeting on 17 July.</p> <p>It was agreed to invite the Chair of Governors, Angel Oak Academy, to the SGB meeting at David Livingstone on 10 July. (Action: PJ)</p>
<p>16. SGB Annual Evaluation</p>	<p>Governors noted the SGB evaluation sheet which had been created in line with the governor competency framework. Some areas of improvement were suggested in relation to governor parental engagement, regularly reviewing the AIP, linking monitoring visits to the AIP, reviewing staff objectives, performance management and a governor improvement plan.</p> <p>Governors agreed to prepare some notes ahead of the SGB meeting at David Livingstone on 10 July. (Action: Governors)</p>
<p>17. Feedback from the STEP Board of Trustees</p>	<p>The Deputy CEO reported that an Ofsted inspection had been carried out at La Fontaine Academy and the result of the inspection would be reported in due course.</p> <p>Governors noted the minutes of the STEP Board of Trustees meeting held on 24 April 2017. It was noted that Trustees had discussed the DfE’s Competency Framework for Governance at the Members and Trustees’ meeting on 1 February 2017 and looked at how STEP’s current governance structure fitted with the recommendations.</p> <p>Governors asked whether STEP’s proposed new governance structure fitted with the recommendations of the Competency Framework. Paul Glover agreed to look into this and report back at the SGB meeting on 10 July. (Action: PG)</p>
<p>18. Governing Body Training</p>	

	Governors were encouraged to participate in governor training and CPD. The STEP training dates for next year would be circulated in due course.
19.	Correspondence to the Chair The Chair had received a letter of complaint and had was carrying out an investigation.
20.	Matters Arising from the Minutes There were no outstanding actions.
21.	Any Other Urgent Business There were no urgent matters of business to be addressed.
22.	Meeting Impact The governors reported that they felt the outcome of the meeting was very positive. Governors were particularly supportive towards the AIP priorities for 2017/ 2018, SEND tracking and the development of parental engagement. Governors were keen to link next year's monitoring visits to the AIP.
23.	Meeting Dates The dates of the 2017/ 2018 meetings would be circulated in due course. Governors agreed to hold the Autumn Term SGB meeting on Thursday, 14 September at 6.30pm. The meeting date would be confirmed with the Governance team and SGB. (Action: PJ)
24.	Publication of Minutes and Confidential Matters Confidential matters related to the staffing structure 2017/ 2018 would be recorded in Part B of the confidential minutes.

Summary of Action Points

Agenda Item	Action	Owner	Status
9.	Governors to contact the Head Teacher if they would like to attend Parents evening on 11 and 12 July. School newsletter to be send to governors by email.	All Governors/ SM SM	
12.	Governors to be invited to next year's away day.	SM	
14.	A contact at STEP to provided to Barbara Roberts to link to their sponsorship/funding section of the bank.	PG	
15.	Chair of Governors, Angel Oak Academy, to be invited to SGB meeting at David Livingstone on 10 July.	PJ	Completed – Chair unable to attend but STEP Co-opted

			governor to attend as observer.
16.	Governors to prepare some notes for SGB annual evaluation ahead of the SGB meeting on 10 July.	Governors	
17.	To confirm whether STEP's proposed new governance structure fitted with the recommendations of the DfE's Competency Framework.	PG	PG to report back on 10 July.
23.	Autumn Term SGB meeting Thursday, 14 September at 6.30pm to be confirmed with Governance team and SGB.	PJ	Completed

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