

**Meeting of the Strategic Governing Body of
Heathfield and La Fontaine Academies
Wednesday 13th September 2017 at 6.30pm
At La Fontaine Academy**

MINUTES

Name	Position	Attendance
Allison Allen (AA)	STEP Co-opted Governor (Interim Vice-Chair)	Present
Mark Anderson (MA)	Co-opted Governor	Present
Rachael Atkinson (RA)	Head Teacher – HA	Present
Sebastien Chapleau (SC)	Head Teacher – LFA	Present
Mark Ducker OBE (MD)	STEP CEO	Present
Beth Faherty (BF)	Staff Governor- LFA	Apologies
Sarah Mackay (SM)	Staff Governor – HA	Present
Karl (Freddie) Meier (FM)	STEP Co-opted Governor	Present
Lana-Lea O’Keefe (LO)	Head Teacher – HA	Present
Chris Stevens (CS)	STEP Co-opted Governor (Interim-Chair)	Present
Jennifer Taylor (JT)	STEP Co-opted Governor	Present
Eva Vieira (EV)	Parent Governor, LFA	Present
Carol Fagan	Senior Governance Clerk	Present

Item	Minutes	Action
STEP First – We are all one team		
1	<p>Welcome and Apologies</p> <p>The clerk opened the meeting and welcomed Governors. She extended a particular welcome to Karl (known as Freddie) Meier (FM) and Jennifer Taylor (JT), Co-opted Governors appointed with effect from 1 September 2017.</p> <p>Beth Faherty had sent apologies for absence. Governors accepted her apologies.</p> <p>Governors introduced themselves. FM and JT briefly outlined their backgrounds and the skill sets they could bring to the SGB. FM explained that he was a secondary teacher and Assistant Head Teacher at Eltham College, with considerable safeguarding experience. JT worked as a project manager for a national mental illness support organisation and had experience of budget management and safeguarding. Governors thanked FM and JT for their interest in becoming governors and welcomed them to the team.</p>	
2	<p>Quorum</p> <p>The Clerk confirmed the meeting to be quorate.</p>	
3	<p>Election of Chair and Vice-Chair 2017-2018</p>	

	<p>Mark Ducker (MD), STEP CEO, explained that STEP’s procedure was normally for SGBs to elect their Chairs at the first meeting of the autumn term, subject to ratification by the Board of Trustees. Isabelle Dennigan had chaired the SGB for Heathfield and La Fontaine Academies for the last three years and was now stepping into the role of Chair of the Board of Trustees. In order to give governors time to discuss and consider the expectations of the role before putting themselves forward for election as Chair, the Board had decided to appoint an interim Chair for the autumn term. Mark was pleased to report that, following discussions, Chris Stevens (CS), former Vice-Chair of Governors, had agreed to take on the role of interim Chair for this term. Governors thanked CS for his continued commitment to the SGB.</p> <p>CS took the Chair at this point, extending his own welcome to the newly appointed governors.</p> <p>CS invited governors to put themselves forward for the role of interim Vice-Chair for the autumn term. Allison Allen volunteered to take on the role. Governors thanked Allison and approved her appointment as interim Vice-Chair.</p> <p>Governors would elect the Chair and Vice-Chair for the remainder of the academic year at the first meeting in the spring term.</p>	<p>Clerk (agenda item)</p>
<p>4</p>	<p>Declaration of Pecuniary Interests and/or Conflict of Interests</p> <p>The Clerk asked all governors to complete and return the pecuniary interest forms circulated with the agenda, to enable the Governance Team to complete the SGB’s Register of Interests 2017/18. Those governors who had not brought completed forms to the meeting would email them to the clerk as soon as possible.</p> <p>The Clerk asked governors to declare any pecuniary or personal interests they might have in any agenda item for this meeting. No governors declared any interests.</p>	
<p>5</p>	<p>STEP Governance/SGB Membership</p> <p>Governors had received the EMT report confirming STEP’s revised governance structure for 2017, together with the draft Scheme of Delegation, incorporating Lead Governor job descriptions. The Board of Trustees would be approving the Scheme of Delegation at its meeting on 18th September. The STEP Governor training in September would explain how the new roles would work.</p> <p>Governors noted the following SGB membership changes;</p> <ul style="list-style-type: none"> • The resignations of Isabelle Dennigan and Jason Hewer, STEP Co-opted Governors. On behalf of governors, CS recorded thanks to Isabelle for her excellent stewardship of the SGB for the last three years and for the way she had led La Fontaine Academy through its Ofsted inspection. It was a credit to Isabelle’s leadership that Ofsted had judged governance strong. Governors were pleased to note that Isabelle would continue involvement with the schools through her new role as Chair of STEP’s Board of Trustees. • The appointment of Karl Meier and Jennifer Taylor, with effect from 1 September 2017. • The amendment of SGB records to show Eva Allotey’s name as Eva Vieira to ensure consistency with her DBS documentation. Eva stated a preference to be known by her married name of Allotey. The Clerk therefore asked her to provide new DBS documentation in that name in order for STEP to update its records again. 	<p>EA</p>

<ul style="list-style-type: none"> • There were currently vacancies for one Co-opted Governor and one Parent Governor for Heathfield Academy. A governor application from Annabel Bates, an education professional known to the SC and the STEP organisation, would be put to the STEP Board of Trustees for approval at its meeting on 18th September. Another prospective governor, Ashsana Graham, would be visiting both academies this month and could potentially be offered a position as Associate Governor until a Co-opted Governor arose. Allison Allen (AA) and CS would be visiting Heathfield Academy on 20th September to talk to parents about the Parent Governor vacancy. Governors had previously discussed the size of the SGB, and questioned whether there were currently enough governors to carry out the various roles effectively. MD stated that STEP's Articles of Association set a maximum SGB membership of 12, which Trustees considered an effective number. The draft Lead Governor booklet provided some clarity around the roles. As STEP's central team and Board carried out a great deal of the scrutiny required by governing bodies of stand-alone schools, Trustees considered the roles manageable. The rationale for the change was to make governors' workload more manageable and to ensure there was no replication of work already carried out by the EMT. STEP would be streamlining reporting mechanisms to ensure that governors received the right information. The Board of Trustees would regularly review the new structure to ensure that it was working effectively. Governors would receive further information about the roles at the forthcoming STEP Governor Training. Governors highlighted a need to monitor the availability of governors for Governor Days, visits and appeal panels, noting that forward planning was key to this. The Head Teachers would look at a governor's suggestion to share dates across an Outlook calendar or via 'Doodle'. • FS and JT confirmed that they had provided the required documentation to enable DBS checks to be completed • The clerk would ask new governors to sign the Undertaking to the STEP Academy Trust at the next meeting. • The SGB's Annual Attendance Record for 2016/17 showed a generally good level of attendance. Governors noted the importance of maintaining as close to 100% attendance as possible and that the academies could arrange for people to dial into meetings on any occasion when it was impossible for them to attend in person. • Governors had received the SGB Skills Audit Analysis September 2017. In response to a governor's question, CS explained that the SGB would use this information to identify any skills gaps to target in future governor recruitment. The analysis showed that the SGB was well placed in terms of analytical experience, but there were currently skills gaps in the areas of finance and premises. MD reminded governors that STEP had a good level of experience within its Premises and Estates Team, led by Mark Pinnock, and could draw on the expertise of Rama Venchard, advisor to the Board of Trustees. He emphasised that the key role of governors was to focus on teaching and learning within their academies. Whilst it would be useful to have a governor with finance experience, STEP had a very skilled finance team, responsible for scrutinizing the detailed budget figures, and STEP's Audit Committee Chair was the former Finance Director of a multi-national company. The Finance Governor role was designed to provide an extra layer of challenge at SGB level to ensure that academies were spending their budgets in the best way for the children. Any governor with some basic knowledge of budget sheets would be able to ask the type of questions required. STEP would be providing regular training for Finance Governors, starting with the session in November. 	<p>Head Teachers</p> <p>Clerk</p>
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	<p>Governors appointed governors to the following Lead Governor Roles for the academic year 2017/18:-</p> <ul style="list-style-type: none"> ➤ Safeguarding: Chris Stevens (with support from Freddie Meier) ➤ Looked After Children: Allison Allen ➤ SEND/Inclusion: Allison Allen ➤ Pupil Premium: Allison Allen ➤ Finance: Jenny Taylor (with support from Mark Anderson) ➤ Standards: Allison Allen ➤ Head Teachers' Performance Management: Allison Allen ➤ Website Monitoring: Chris Stevens <p>Governors confirmed that they had access to their new STEP email addresses, noting STEP's intention to cease the use of personal email accounts from the autumn term.</p>	
STEP Way – We agree to do things like this		
6	<p>Terms of Reference for (TOR) and Scheme of Delegation</p> <p>Governors confirmed they had read the draft Lead Governor Job Descriptions included within STEP's Scheme of Delegation 2017/18, noting that these were pending approval by the STEP Board of Trustees next week. Governors would receive the final version at the training on 21st September. The document would also be available on the new STEP website.</p>	
STEP Up – We all succeed together		
7	<p>STEP SGB Programme of Works 2017/18</p> <p>Governors noted the STEP SGB Programme of Works for 2017/18.</p>	
8	<p>Academies Financial Handbook 2017</p> <p>Governors confirmed receipt of the Academies Financial Handbook 2017, noting the changes listed on page 5.</p>	
9	<p>STEP Policies and Procedures</p> <p>Academy Admissions Policies 2019/20: Governors had received the draft Academy Admissions Policies for 2019/20. MD assured governors that these had been through a rigorous process and legal scrutiny by STEP's solicitors to ensure compliance.</p> <p>Governors raised the following questions relating to the Admissions Policies:-</p> <p>Q: Was the admission number of page 1 of Heathfield Academy's policy correct? A: The Head Teachers confirmed that, whilst the number was capped to 30 this year, the academy's published admissions number (PAN) was still 60.</p> <p>Q: Would it be beneficial to add 'The child's views' - under 'Applications for Admissions outside normal age group'? A: The Head Teachers did not feel this to be necessary or appropriate.</p> <p>Governors approved both academy Admission Policies for 2019/20.</p> <p>STEP Policies: Governors noted that the STEP Board of Trustees had reviewed and approved the following STEP Policies in July 2017:-</p>	

	<ul style="list-style-type: none"> ➤ Complaints Policy ➤ Equality Policy ➤ Inclusion Policy ➤ Adverse Weather Policy ➤ Minibus Policy ➤ Teacher Appraisal Policy ➤ Support Staff PDC Policy ➤ Recruitment Policy ➤ Safeguarding & Child Protection Policy ➤ Sabbatical Leave Policy ➤ Fraud Policy ➤ Addendum to Finance Policy ➤ Addendum to HR policy <p>These policies were available on the STEP Academy Trust website.</p>	
<p>10</p>	<p>Safeguarding</p> <p>Governors noted the Keeping Children Safe in Education Document 2016, and understood the DfE would be announcing some updates this term. Governors signed to confirm that they had read and understood the current document. The Clerk asked any governors who had not yet completed and returned the KCSIE quiz to do so as soon as possible.</p> <p>FM stated that he undertook regular safeguarding training in his professional capacity within the independent education sector, but would welcome information about Ofsted’s expectations in terms of safeguarding in academies. CS would share a guidance sheet produced by STEP’s Head of Standards, Jennese Alozie.</p> <p>CS had recently carried out a safeguarding visit to Heathfield Academy, where he had seen good practices in place. He had seen that staff clearly understood policies and procedures in respect of referrals and the use of the CPOMS system to record any concerns. During his visit, CS had undertaken a spot check of the academy’s single central record and seen good systems in place to ensure that this was up to date. He had recommended that Head Teachers look into adopting an automatic notification system to flag up when checks were due.</p> <p>Governors asked the following questions relating to safeguarding:-</p> <p>Q: Were there systems in place for any children leaving the academies throughout the year, to check that they remained in education? A: The academies referred any cases where they were not notified of children’s new schools to Croydon’s Children Missing from Education team or Social Services</p> <p>Q: Governors had received the ‘London Protects’ updates and noted the heightened sense of security around schools. Did the academies have a ‘Lock Down’ procedure? A: Individual academies were looking at their systems and Head Teachers were looking at how to talk to children about building resilience in an age appropriate way. MD would take this back to the Board of Trustees as an action to develop formal policies.</p>	<p>CS</p> <p>Head Teachers</p> <p>MD</p>
<p>11</p>	<p>Head Teachers’ Reports</p> <p>Head Teachers provided brief verbal updates on the start of the academic year:-</p>	

Heathfield Academy:

- Heathfield Academy had made its third and final move over the summer into its permanent building. Lana O’Keefe (LO) stated that the contractors, Wilmott Dixon, had been extremely good and were ahead of schedule in terms of handing over the remainder of the building.
- At the INSET days at the start of term, the whole team had spent time looking at raising the profiles of all members of staff to imbed the culture of ‘STEP First – We are all one Team’. An excellent example of this was a new member of the kitchen staff who had come into school to help before her contract had started.
- Heathfield’s staffing structure had more than doubled in the last year.
- The SLT had started coaching for teachers this week and would be commencing formal lesson observations next week.
- STEP’s Head of Standards, Jennese Alozie, would be carrying out a teaching and learning review in the next few weeks.
- There were currently 100 children on roll, 44 boys and 56 girls from a wide ethnic diversity and speaking 27 languages. 62% of children had English as an additional language (EAL).
- The academy had started up its wraparound care provision again. This was proving to be very popular, and was aiding pupil recruitment.

Governors asked the following **questions** relating to the Heathfield Head Teachers’ Report;-

Q: Did the academy have any language specialists to support EAL children?

A: Whilst the school did not have any language specialists as such, its HLTAs and SENDCO were doing an excellent job in supporting EAL children. Teachers had made home and nursery visits to get to know children before they started school in September and this had enabled the academy to put interventions in place very quickly to pre-empt any challenges that might occur. The children had all settled very well.

Q: When would the teaching and learning review take place, and would governors be involved?

A: Jennese Alozie would be carrying out the review on 26th and 27th September and would attend the next SGB meeting to share her findings with governors. Governors would be very welcome to be present for the review and the Chair had already indicated his intention to be attend on 26th. The Clerk would invite Jennese to the SGB meeting on 6th December and include feedback from the teaching and learning review on the agenda.

Q: What were the expectations for interventions in EYFS EAL for greater numbers exceeding in reading and writing?

A: Heathfield’s EAL children, many of whom came in with no English at all, made good progress and did very well in reaching the early learning goals but not quite exceeding them.

Q: The report started that Heathfield now had a SENDCO. How had this role been covered previously?

A: In previous years, Heathfield had shared a SENDCO with La Fontaine Academy. With the growth of the two schools, this had become a challenging role for one person and Heathfield had therefore appointed its own SENDCO from September.

Clerk

Q: The end of year data showed good results. What were the expectations for interventions in EYFS/EAL to greater numbers exceeding and what was the reason for the frustrating drop regarding three persistent absentees?

A: Only 1 PA child, who was new to the school and to English, did not pass the phonics screening. Attendance had not affected the child's ability to reach the expected standard in the screening. Attendance had increased from the previous year and the school was working closely with the EWO to support families.

La Fontaine Academy:

- As of today, Kier had obtained a contract to start work on La Fontaine Academy's permanent site, which should be available for occupation from January. In the meantime, La Fontaine was accommodating the additional children in a new demountable building erected over the summer. STEP had registered its concerns around the delays on the part of the ESFA's project management.

Governors asked the following **question** relating to La Fontaine's site:-

Q: How had the academy communicated the delays to parents, and how had parents received the news?

A: The academy had kept parents informed through regular newsletters. The project managers had held their first public meeting with parents today to explain the delays on their part. Whilst parents were understandably frustrated by the delays, they recognised that the ESFA was accountable. The academy would continue to keep parents regularly updated on the project's progress and would be looking at installing a live webcam to allow people to see this for themselves.

- La Fontaine's staffing structure had grown and now comprised 30 members, including additional STEP Zone staff and four new teachers. All new members of staff had settled well.
- La Fontaine was full in reception (60), and all of the children had settled well. Fifty percent of the reception children were siblings of other children in the school, meaning that parents already knew the school well. Ethnicity and EAL percentages were the same as last year. The reception cohort was similar to previous years and the school expected children to achieve as well as last year's group.

Governors asked the following **questions**:-

Q: Did La Fontaine have more support staff this year than last year?

A: Yes, the increased pupil numbers provided more capacity for staffing. Feedback from staff was that staffing levels were becoming more manageable.

Q: La Fontaine had achieved excellent results in 2016. There was a slight dip from last year in early years and Year 1. What was the reason for this?

A: This was cohort specific. Whilst children had made very good progress, some had not quite achieved the Good Level of Development (GLD) in reception. As the phonics screening result from two years ago was 100% there would inevitably be a slight dip at some point.

Q: The data reports circulated for this meeting were rather brief. What was the reason for this?

	<p>A: The data report circulated for this meeting was a brief update on the full report given at the previous meeting. Going forward, the Head Teacher had delegated responsibility to the SLT for their own data reports.</p> <p>Governors thanked Head Teachers for their reports.</p>	
<p>12</p>	<p>Academy Improvement Plans</p> <p>Governors confirmed receipt of the draft Academy Improvement Plans for 2017/18. The Head Teachers thanked governors for their input into the plans and would look at rewording of some of the items in line with their suggestions.</p> <p>Heathfield Academy: Governors asked the following question;-</p> <p>Q: The targets looked very ambitious. Were they realistic and achievable? A: Heathfield Academy was committed to ensuring that all children made at least expected progress. Whilst not all children would achieve age related expectations, because of their individual needs, the academy’s target for all children to make at least expected progress was achievable. Heathfield had achieved this particular target for the last two years.</p> <p>La Fontaine Academy: Governors noted that La Fontaine Academy’s Improvement Plan was a response to Ofsted feedback. The SLT was currently working through their action plans, which would form the basis of their performance management discussions.</p> <p>In response to a governor’s question, MD corrected an error on the SGB Programme of Works, in that SGBs were not required to approve Academy Improvement Plans until the second autumn term meeting, once the EMT and Board of Trustees had seen them. The Senior Governance Clerk would amend the SGB Programme of Works accordingly.</p> <p>Governors thanked Head Teachers for their draft AIPs. A governor expressed a view that the receipt of written reports from the EMT and/or the attendance of the Head of Standards at SGB meetings would help assure governors that the EMT/Trustees had carried out the required level of scrutiny.</p> <p>Governor Monitoring Visits Linked to AIPs: Governors had undertaken monitoring visits at Heathfield Academy, and spent time with the children, as part of the Annual Governors’ Day in July. Governors had found the day very informative, productive and inspirational. They particularly highlighted the children’s graduation event and excellent turnout of parents, the children’s behaviour in class and the calm and happy atmosphere throughout the school.</p> <p>AA had undertaken a SEND monitoring visit to Heathfield, meeting with the Head Teachers and undertaking a learning walk. She had noted as particular strengths the achievement board, context sheet, up to date notes, attendance of pupil premium children and excellent EYFS data. AA would circulate a written visit report in due course.</p> <p>AA’s planned SEND monitoring visit to La Fontaine had been postponed as the SENDCO was on sick leave on the day. AA would re-schedule her visit.</p>	<p>Senior Clerk</p> <p>AA</p>

	<p>The Head Teachers would liaise with the clerk to send out proposed dates for governor visits this year.</p> <p>Annual Governors' Day 2018: Governors agreed a provisional date of Friday 13th July 2018 for a Governors' Day at La Fontaine Academy.</p>	HTs and Clerk
13	<p>Finance</p> <p>STEP's Business Managers were in the process of finalising their end of year accounts 2016/17 and would share their reports with governors within the next two weeks.</p>	Business Managers
14	<p>Premises</p> <p>The Head Teachers had provided premises updates earlier in the meeting.</p>	
15	<p>Residential School Journeys</p> <p>Academy staff had not yet drawn up any proposals relating to residential journeys. Governors would receive reports outlining any proposals for discussion at the next meeting.</p>	Head Teachers & Clerk (agenda item)
16	<p>Performance Management</p> <p>Governors noted that the academies were currently carrying out performance management reviews for all staff and were due to present proposals for performance related pay increases at the next SGB meeting. Any such pay increases would be backdated to September. A governor asked whether it was possible for the SGB to approve pay increases via email, in order to minimise delays in payment. Governors agreed this course of action, confident in the knowledge that the academies had robust performance management procedures in place.</p> <p>Governors asked the following questions around the performance management cycle;-</p> <p>Q: What were the performance management targets for teachers and how did management judge whether individuals had met them?</p> <p>A: Management and staff met at the beginning of the cycle to agree three targets for each teacher; one linked to standards, one to CPD and one to the Academy Improvement Plan, for example leading on a particular area of the plan. Each of the targets linked to the national teaching standards.</p> <p>Q: How had staff performed against last year's targets?</p> <p>A: The senior leadership team was just starting to review performance against last year's targets. The review process would be slightly different this year as some members of staff had automatically received salary increments by progressing into more senior roles.</p> <p>Q: What evidence would governors have that staff had met their targets?</p> <p>A: Governors would have the assurance of the Head of Standards' involvement in the performance management process. Governors could also be assured that, as a multi-academy trust, STEP had additional layers of accountability with the EMT and Board of Trustees.</p> <p>The Head Teachers' performance management reviews, would take place on Wednesday 18th October 2017, between 1pm and 4pm at Heathfield Academy. MD and AA would liaise with Head Teachers regarding the specific timings.</p>	MD, AA & HTs
17	<p>Website Compliance</p>	

	<p>Governors thanked CS for taking on responsibility for monitoring the statutory content of the academy websites. The Clerk pointed out that the Governance Team would also be regularly monitoring the governance pages to ensure that these were up to date. In response to a governor's question, MD explained that STEP had produced a helpful checklist for website monitoring governors, confirming that SGBs were responsible for ensuring that websites were compliant.</p>	
STEP Ahead – We invest in our future		
18	<p>Feedback from the STEP Board of Trustees</p> <p>Governors had received the minutes of the STEP Board meeting held on 17th July 2017.</p> <p>MD highlighted the following items:-</p> <ul style="list-style-type: none"> • From September 2017, Isabelle Dennigan would Chair the Board of Trustees, with Ross Gardner as Vice-Chair. Isabelle and Ross worked together in the same organisation and had a well-established working relationship that would enable them to lead the board effectively. • The Board had recently appointed Alan Armstrong to serve as a Trustee. Alan was a retired secondary head teacher and National Leader of Education (NLE), and brought a wealth of secondary experience to the Board. Alan would be chairing the Gonville SGB for the coming year. • Angel Oak Academy was supporting David Livingstone Academy in addressing action points arising from last term's Ofsted inspection. To closer align the partnership, the Board had amended the SGB pairings with one governing body now responsible for Angel Oak and David Livingstone and a separate one for Gonville. MD highlighted the flexibility of STEP's governance structure to meet the changing needs of its academies. • Wolsey Infant School had become a STEP Academy with effect from 1st September, joining the established New Addington cluster of Wolsey Junior Academy and Applegarth Academy. STEP was working to bring the two Wolsey academies together as one school. 	
19	<p>Governing Body Training</p> <p>Governors noted the forthcoming STEP Governor training dates for September and November. The September sessions (21st September at Gonville Academy or 28th September at High Cliff Academy in East Sussex) would focus on the Role of a STEP Governor, outlining the new Lead Governor JDs. The session would also provide an overview of assessment and Head Teacher reports. The November sessions (7th November at Gonville Academy or 14th November at High Cliff Academy) would give an overview of STEP's financial management systems and outline the new Finance Governor role. All governors were strongly encouraged to attend a session on each topic if possible.</p> <p>In addition to STEP's in-house training, newly appointed governors were strongly encouraged to attend induction training provided by the local authority. Clerks had provided forthcoming dates with the new governor induction packs.</p> <p>Once the SGB had completed its skills audit analysis, governors would be able to identify any specific areas of training required to fulfil the Lead Governor roles. CS felt it would be helpful for one or two more governors to undertake pupil exclusion panels training. MD added that, whilst this would be beneficial, STEP academies were able to call on governors from other SGBs to serve on panels if required.</p>	<p>All governors</p> <p>FM & JT</p>

	<p>FM stated that he had undertaken Safer Recruitment training. CS would also arrange to do this. The Clerk would update the SGB's training log to reflect this.</p> <p>Governors identified a need for training on the Analyse School Performance (ASP) service (replacing RAISEonline) and Online Safety (either within Safeguarding Training or as a separate entity). The Clerk would feed this back to the Governance Team for incorporation into STEP's Governor Training programme for the spring term.</p>	<p>CS & Clerk</p> <p>Clerk</p>
20	<p>Correspondence to the Chair</p> <p>The Chair shared one item of confidential correspondence (recorded in Part B of the minutes)</p>	
21	<p>Minutes</p> <p>The SGB approved the minutes of the meeting held on 14th June 2017 for signature by the Chair. The clerk would forward signed copies to each Head Teacher for their files and pass the original to the Company Secretary for the Trust's records.</p>	Clerk
22	<p>Matters Arising from the Minutes</p> <p>Governors confirmed that actions from the previous meeting were complete.</p> <p>Governors had spoken to Heathfield Academy parents about the role of a Parent Governor at last term's Governors Day and would be doing so again next week.</p>	
23	<p>Any Other Urgent Business:</p> <p>Governor Questions: Noting the SGB's process of requesting governors' questions in advance of meetings where possible, a governor asked whether the questions could be shared with all governors ahead of the meeting to enable them to fully understand what was being discussed. The clerk explained that it was the usual practice for the SGB clerk to collate and distribute the questions to governors prior to the meeting. She apologised that in this particular case, as a covering clerk, she had not shared the questions with everyone in advance. She would ask Lynn Bruce to ensure that this was done going forward.</p> <p>The Head Teachers asked each governor to keep to a limit of two or three key questions for each meeting if possible, to ensure that they had sufficient time to prepare full responses.</p>	Clerks
24	<p>Meeting Impact</p> <p>Governors felt this had been a useful meeting, building on last year. Governors were particularly pleased to note the success of La Fontaine Academy's Ofsted inspection and that Heathfield Academy was now in its new premises. It was clear from governors' questions at this meeting that the SGB was continuing with the strong governance identified by Ofsted.</p>	
25	<p>Meeting Dates</p> <p>Governors had received the SGB meeting dates for 2017/18.</p> <p>The next meeting would take place on Wednesday 6th December 2017, 6.30pm at Heathfield Academy.</p>	
26	<p>Publication of Minutes</p>	

	Governors identified items of a confidential nature to be recorded in Part B of the minutes. Following approval at the next meeting, the Part A minutes would be made public and published on the academy websites. The Part B minutes would remain confidential to the SGB.	
27	Confidential Matters Governors discussed one confidential staffing matter.	
	Closing Remarks There being no further business for discussion, the Chair thanked everyone for attending and closed the meeting at 9pm.	

Action List

Agenda Item	Action	Lead	Status
3	Include election of Chair and Vice-Chair on Spring 1 SGB agenda	Clerk	
5	Provide updated DBS documentation in married name to enable SGB records to be updated	EA	
5	Look at sharing key dates across an Outlook or Doodle Calendar	HTs	
5	Arrange for new governors to sign an Undertaking to the STEP Academy Trust at the December meeting	Clerk	
10	Share Safeguarding guidance produced by Head of Standards with FM	Chair	
10	Take back to STEP Board an action to develop formal 'Lock Down' procedures	MD	
11	Invite Head of Standards to SGB meeting on 6 th December and include feedback from teaching & learning review on agenda	Clerk	
12	Amend SGB Programme of Works to note that SGBs will approve AIPs at the second meeting in the autumn term	Senior Clerk	
12	Share written report of SEND Monitoring Visit (Heathfield) and rearrange SEND monitoring visit to La Fontaine	AA	
12	Liaise to send out proposed dates for governor visits	HTs and Clerk	
13	Circulate end of year reports	Business Managers	
15	Provide written reports of any proposed residential journeys for discussion at next SGB meeting.	HTs & Clerk (agenda item)	
16	Liaise to agree specific timings for Head Teacher performance management reviews on 18 th October	AA, MD & HTs	
19	Attend STEP Governor training – Role of a STEP Governor 21 st September and Finance 7 th November	All governors	
19	Attend new governor induction training provided by the local authority	FM & JT	
19	Attend pupil exclusion training	Any governors	
19	Undertake Safer Recruitment Training	CS	
19	Update SGB Training Log to note that FM has undertaken safer recruitment training	Clerk	
19	Feedback request for governor training on ASP and Online safety	Clerk	

21	Forward copy of signed minutes to head teachers and pass original to Company Secretary	Clerk	
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Signed as an accurate record of the meeting	
Chair's signature	
Chair's Name	
Date	