

**Minutes of the Meeting of the Strategic Governing Body of
 Applegarth Academy and Wolsey Junior Academy
 Held on Thursday 24th September 2015 at 6pm
 At Applegarth Academy**

Name	Position	Attendance
Ryan Arde'	Headteacher, Wolsey	Present
Nadine Bernard	Observer	Present
Selina Boshorin	Community Governor	Present
Darlene Browning	Staff Governor, Wolsey	Present
Tammy Curtis	Staff Governor, Applegarth	Present
Rob Elliott	Parent Governor, Wolsey	Present
Lesley Fish	Community Governor	Absent
Paul Glover	Executive Headteacher, Wolsey	Present
Nina Goel	Community Governor	Present
John Halliwell	Headteacher, Applegarth	Present
Mark Riddaway	Community Governor, Chair	Present
Graham Smith	Community Governor	Present
Liz Parry	Clerk	Present

1	<p><u>Chair 2015/16</u></p> <ul style="list-style-type: none"> To note the STEP Board of Trustees' appointment of Mark Riddaway to serve as Chair of Governors for 2015/16 <p>The appointment of Mark Riddaway as Chair was formally noted and endorsed unanimously.</p>
2	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> Introductions and welcome to governors to the first meeting of the newly constituted strategic governing body <p>The Chair welcomed everyone to the meeting and introductions were made.</p> <ul style="list-style-type: none"> To agree whether any apologies received are to be accepted <p>Apologies for absence due to family bereavement were received from Lesley Fish which were accepted.</p>
3	<p><u>Quorum</u></p> <ul style="list-style-type: none"> To confirm that the meeting is quorate <p>The Clerk confirmed that the meeting was quorate.</p>

<p>4.</p>	<p><u>Proposal for new governor appointment.</u></p> <ul style="list-style-type: none"> • To receive a short presentation from Graham Smith, and subsequently SGB to take vote on appointment <p>The Chair invited Graham Smith to present a short statement indicating his interest in joining the SGB:</p> <p>Graham explained that he was keen to join the Strategic Governing Body as he has a wide range of relevant experience. He has been a Head Teacher in Newham for over 6 years as well as being The Head of a Behaviour Support Team and a Head of Service within another Local Authority. He is currently Head of a Special School working with pupils with challenging behaviour from the age of 5 -16. The school works with the aim of re-integrating pupils into mainstream life, and children sometimes have split placement at the school and at mainstream school. Graham said that his career has mainly been working with cohorts of pupils with a variety of SEN -under pinned by the agenda of Social Inclusion. Graham has implemented change in a number of educational settings to improve the opportunities for disadvantaged pupils and their families.</p> <p>Graham indicated his communications skills and his ability to look for the positive within any situation being solution focused in his approach and with a proven track record of working within teams.</p> <p>Graham also explained that he is a trained therapist in Psychodynamic Counselling and his school is a Thrive school (https://www.thriveapproach.co.uk/about/).</p> <p>In conclusion Graham said that he felt he had a lot to offer, and was keen to work in a completely different setting to that of his own school which he felt could be mutually beneficial. The Chair asked Graham if, given the nature of his own work, whether he felt he had sufficient time and opportunity to devote to being a governor for Applegarth and Wolsey? Graham said that clearly the distance was a challenge but that he was fully prepared to make the necessary commitment. The Chair asked Graham to leave the room whilst governors considered the nomination. Governors expressed the unanimous view that Graham’s educational skills, knowledge and experience will be invaluable and fully endorsed his appointment. On return to the room Graham’s appointment was formally ratified with thanks and Graham was welcomed as a member of the SGB.</p> <p>ACTION: Clerk to update the SGB Contact list and to inform the Company Secretary so the appointment can be recommended to the Board of Trustees for formal ratification.</p>
<p>5</p>	<p><u>Register of Pecuniary Interests and/or Conflict of Interests</u></p> <ul style="list-style-type: none"> • All governors to return a completed 2015/16 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships to school staff <p>All governors gave their completed pecuniary interests forms to the Clerk for collation of the Pecuniary interests register. It was noted that thereafter the pecuniary interests forms will be kept on file in both schools.</p> <ul style="list-style-type: none"> • Governors to declare any pecuniary or personal interests in any agenda item for this meeting

	<p>Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared.</p>
<p>6</p>	<p><u>Undertaking to the STEP Academy Trust</u></p> <ul style="list-style-type: none"> • All governors to complete and sign an Undertaking to the STEP Academy Trust <p>All governors signed the Undertaking to the STEP Academy Trust which was then passed to the Clerk to be held on file. It was noted that Lesley Fish will be asked to sign the Undertaking at the next meeting.</p> <p>ACTION: Clerk to ensure that the Undertaking is presented to Lesley for signature at the next meeting.</p>
<p>7</p>	<p><u>Terms of Reference and Scheme of Delegation</u></p> <ul style="list-style-type: none"> • To note the strategic governing body and committee terms of reference included within the STEP Scheme of Delegation <p>Governors confirmed receipt of the draft Scheme of Delegation, noting this was due to be ratified by the Board of Trustees.</p>
<p>8</p>	<p><u>How we plan to work as an SGB</u></p> <p>The Chair led discussion inviting all governors to provide their views on how the SGB will work to best advantage during the forthcoming year.</p> <p>In preface to the discussion the Chair set out his view of the core functions of the SGB, as follows:</p> <ol style="list-style-type: none"> 1) To provide strategic direction for the two academies, closely aligned to the long term and short term aims of the Academy Improvement Plans. 2) To hold the Headteachers to account, to provide challenge, support, and act as critical friends. 3) To ensure value for money on a strategic level. <p>All governors endorsed these functions and agreed that there was a key need to avoid being distracted by operational issues which are not the remit of the SGB. Governors agreed that it was important that they all felt comfortable and able to participate and contribute to meetings.</p> <p>Governors also recognized that as this was the first year of a SGB with a single body covering two academies, it was important to be flexible and reflective and willing to review how things are going during the course of the year, noting that there may be a need to change practices if things are not working, or could work better.</p> <p>Although governors had completed skills audits in the application process for the SGB, it was agreed that it would be helpful to revisit skills audits either at an away day or early in the Spring term, once governors have had a chance to begin working together and consolidating practices.</p> <p>It was agreed that to work effectively as a team it was important to ensure that:</p> <ul style="list-style-type: none"> • meetings are well organized, • information is presented in a streamlined and clear fashion • governors take full responsibility for reading and informing themselves fully in advance of meetings, coming prepared with questions

- Meetings are **kept to 90 mins where possible**, with a maximum of two hours, to ensure **maximum focus and efficiency**.

Governors discussed the issue of ensuring that they **cover work relating to both academies** within the meeting timeframe, and agreed that where possible they will **address issues through the AIP themes**, which are broadly common to both schools. The Headteachers confirmed that they are working closely together and will always ensure that in advance of meetings they plan how information will be presented to ensure that governors are able to cover both schools' key themes and priorities.

Governors **discussed the importance of making visits into the Academies**, to see the schools in operation and to gain an **insight into how the AIP themes are being addressed in practice**.

Governors agreed as a minimum, **one whole SGB visit per year to each academy**, where possible for a whole day.

Governors will also be able to make arrangements to visit the academies independently, in consultation with the Headteachers, at mutually convenient times. It will be particularly important for **governors with an allocated focus role to make regular visits to fulfil their remit** and report back to the SGB.

It was agreed that the immediate priority for the SGB was to **visit Wolsey**, noting that an Ofsted inspection is expected anytime after half term.

There was also agreement that it would be valuable for the SGB to hold an **Away Day** to discuss in greater depth the key issues at both schools, look at how governors can work together as a team successfully and provide challenge and support. It was suggested that the timing for a first Away Day will be in the second part of the autumn term, **to be held at Applegarth**, thereby giving governors an opportunity to also see Applegarth.

Governors discussed the importance of being fully prepared to meet the expectations of an Ofsted inspection and it was agreed that the Clerk will circulate details of the **new Ofsted Framework** for governors to read and digest.

Governors discussed the importance of **developing strong engagement with the whole school community** at both academies and agreed that initially their visits will provide a first step with this. Later on, when the committee structure is established, it was noted that one of the three committees ('Communities') will have the specific remit of working to develop engagement and partnership etc with the whole school community. In the shorter term it was agreed that it was important for governors to have their photos taken for a **display board in the foyers** of each academy and for governors to perhaps provide a short summary of their key priorities and any updates after visits they make to the academies. Governors agreed that photos could be organized to be taken at the first whole SGB visit. Governors also expressed their willingness to **attend school events** (eg parents' evenings, school assemblies, school productions) and to make an active commitment to meet and talk to parents and staff.

At the conclusion to discussion the Chair thanked all governors for their thoughtful and positive contributions.

	<p>ACTION: 1. Ryan Arde’ to circulate possible dates when Wolsey could host a SGB visit before half term, and governors to provide their availability as soon as possible so a date can be confirmed. 2. Date for an Away Day based at Applegarth to be confirmed subsequently.</p>
<p>9</p>	<p><u>Vice-Chair 2015-2016</u></p> <p>To Elect a Vice-Chair of Governors for 2015/16:</p> <p>One nomination for the position of Vice Chair had been received in advance of the meeting from Nina Goel. There was discussion about whether it would be of value to consider having two Vice Chairs to the SGB, but after due consideration the SGB agreed that there was only a real necessity at the current time for one Vice Chair. Going forwards there will be a need for people to step into other roles of leadership within the new committee structure, due to be introduced in the summer term.</p> <p>The Chair invited Nina to give governors a brief statement on the reasons for her application for the position.</p> <p>Nina said that she has seen STEP develop over the years and was excited about where STEP is now, and how it’s moving forward. Nina was a School Governor at Gonville Primary School for 7 years before it became part of STEP Academy; she was part of the transition to STEP Academy. At the time she was also Chair of the Personnel Committee, member of the Pupil Disciplinary and member of the Head Teacher’s Performance Management Committee.</p> <p>Nina’s career is within Generalist HR where she has gained almost 20 years’ experience of working across different sectors, including education, providing sound commercial HR advice to Board members/senior management team, covering all aspects of HR. Her previous role within the education sector also provided her with experience of safeguarding and child protection issues. She is currently a Trustee for a national charity associated with domestic violence perpetration, male victims & young people, where she sits as a member of Employment Management Group Committee.</p> <p>Nina said that she is passionate about utilising her professional HR skills within certain environments to make a difference. Building relationships and empowering staff to perform to the highest standard at all levels, at all times, is paramount for children to see, learn and follow throughout their childhood as well as to be inspired by it for continual development.</p> <p>As a positive and optimistic person, Nina aims to provide commercial solutions to problems for a win-win situation that are fit for purpose, both operationally and strategically. Nina expressed the view that the staff are an organisation’s biggest asset so should be always managed effectively. In conclusion Nina offered her skills and commitment to the role of Vice Chair.</p> <p>The Chair asked Nina to leave the room whilst the SGB considered the nomination. Governors agreed unanimously that Nina’s skills and commitment met the remit for a strong Vice Chair of the SGB and on return to the room, Nina’s appointment was confirmed with unanimous agreement and thanks to Nina for taking on the role of Vice Chair for the forthcoming year.</p>

<p>10</p> <p>10.1</p>	<p><u>Head Teachers' Reports</u></p> <p>To receive verbal Head Teachers' Reports and raise any questions arising from them:</p> <p>The Chair invited Ryan Arde' to present the Headteacher's Report for Wolsey Junior Academy. Ryan Arde' began by outlining the leadership structure in place at Wolsey, with Paul Glover as Executive Headteacher, Ryan as Headteacher, two Acting Deputy Headteachers and one Assistant Headteacher. This is proving to be a very effective structure enabling delegation of roles.</p> <p>Question: How is it working having two acting Deputies?</p> <p>Answer: This is very successful to date. Each member of staff has a subject lead (English and Maths and both are making an impact. Both have stepped up into the role for the first time.</p> <p>The results for last year were the best the school has achieved but they were still below floor targets in Reading and Maths. Progress is on track, especially in Years 4 and 5, where there has been accelerated progress so the school is on track to make improvements in KS2.</p> <p>The school has been working on developing assessment systems with life beyond levels, and is using the Frog system, with key performance indicators linked to statutory requirements and careful tracking of every child to ensure that any issues with children not making good progress are picked up and addressed.</p> <p>The teaching profile is currently 89% Good with 22% Outstanding. There are five new members of teaching staff including 2 NQTs. There is a new SENCO working across Applegarth and Wolsey.</p> <p>Question: How do you organize the work of the SENCO across the two schools?</p> <p>Answer: This is working well. At present Applegarth has a particular need on Mondays and Fridays, and the Senco spends Tuesday and half a day on Wednesday and Thursday at Wolsey.</p> <p>The new Year 3 group has settled well, and transition went smoothly. Behaviour continues to be good and there are high expectations of all children. There have been no exclusions to date. The school has two Children Looked After and two children Ever in Care.</p> <p>Attendance is currently 98.3% with 20 children under the 90% threshold (now classed as persistent absence).</p> <p>The school received a demountable classroom during the summer to accommodate the bulge class coming up from the Infant school. Unfortunately, whilst the school is able to use the classroom there is a list of 45 snagging points which have yet to be rectified by the contractors, Elliotts, and Wolsey is in a line with other schools in a similar or worse plight. Mark Pinnock is supporting the academy to move forwards with resolving the issues.</p> <p>Question: What is the impact of this issue?</p> <p>Answer: We do not have wireless which means that staff have to ensure that they upload their lesson information on a memory stick to use in the classroom. It had been planned that the Year 3 bulge class would be accommodated in the demountable but due to the problems it was decided to use the demountable as an additional classroom for Year 6 at the present, and to</p>
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house the Year 3 class in the main building.

10.2

The Chair then invited John Halliwell to present the Headteacher's Report for Applegarth Academy.

John reminded governors that Applegarth had received an Ofsted grading of Good last year.

There has been significant movement in staffing, mostly within Leadership and Management which is entirely new. The same model is in place as at Wolsey: ie Headteacher, 2 Deputy Headteachers and 2 Assistant Headteachers.

The Headteacher asked governors to be particularly aware that the results for last year were below floor targets in every progress measure apart from EYFS. Progress has not improved from the end of KS1 to end of KS2, and there is at present a significant concern about achievement .

Governors were also asked to note that there was a query about the validity of the EYFS assessment in the last academic year because the children's current performance does not reflect the data results.

Clearly this means that there are significant challenges for the whole school team and this is a key focus for the leadership team.

There are many strengths within the school most notably the staff team. John Halliwell said that this was a very able team who were working well together. There have been 14 new teachers employed this year (including the leadership team) and this represents a significant level of change for the children.

The year has begun extremely well. Behaviour has been exemplary.

The entire curriculum is new and the school has adopted the Success for All approach in literacy, streaming children from year 1 – 6, so that they are placed in a mixed age class according to their current level of ability, so that they can be taught exactly as their needs dictate at that time. This is already proving to have impact and is cutting down on the level of interventions which are required out of class. The aim is to accelerate children's progress and fill gaps in knowledge.

The school is also adopting a Mastery approach in Maths.

John said that he would provide more details on both approaches at future meetings/governors visits.

Attendance is an area where the school is working very hard to support good attendance. The Attendance Policy has been updated and to date the level of attendance is 97.9% (which is 2% higher than the same period last year).

There is significant concern about pupil numbers and there is a need to increase and fill places in order to be able to sustain the staffing at the current level. There has been an increase of 29 children since the end of last year and feedback from parents is very positive. John said that he recognized that word of mouth from the parent population will be very important in helping to boost numbers coming into the school.

The profile for quality of teaching and learning at the end of the summer term was 68% Good+.

At the present time the level of teaching and learning is 88% Good+. The school has 3 NQTs. At the current time two require improvement, though governors were reminded that this was a very early stage of the school year. The NQTs are being provided with tailored support to meet their specific needs.

Question: In which year groups are there spaces?

Answer: There are vacancies across the whole school, with a shortfall of 60 children

	<p>Question: Is there a negative impact on children’s self esteem when they are taught with children who are younger than themselves within the Success for All progamme?</p> <p>Answer: No, in fact the opposite is the case. Staff are trained and working together with a collaborative approach. Children are taught to their exact needs and this helps them to re-engage and develop their confidence. Older children within a class often develop team leadership skills and are given areas of responsibility to support the younger children. There is a collaborative and family feel where everyone regardless of age is becoming much more integrated and co-operative. This has huge benefits in developing team building and team working skills.</p> <p>Question: Do you have concerns about the NQTs</p> <p>Answer: No not at this stage, it is too early to make judgements, and there is an emphasis on providing very high quality support to help them with their pace and confidence. Senior leaders are able to provide support through modeling and working alongside the NQTs and they are also given lots of opportunities to see best practice.</p> <p>At the conclusion to discussion the Chair thanked both Headteachers for their reports. It was noted that at the next meeting governors will receive a written report. The format for Headteachers’ Reports across the Trust will be standardized , and this is currently being discussed and agreed among the STEP Senior leaders, being led by Claire Slade, Head of Teaching and Learning across the Trust.</p>
11	<p><u>Academy Improvement Plans</u></p> <ul style="list-style-type: none"> • To ratify the Academy Improvements Plans 2015/16 <ul style="list-style-type: none"> ➤ Applegarth Academy ➤ Wolsey Academy <p>Governors formally approved the AIPs for both schools.</p>
12	<p><u>Allocation of key Governor focus roles</u></p> <p>The following allocation to statutory roles was agreed:</p> <ul style="list-style-type: none"> • Safeguarding Selina Boshorin • Children Looked After Rob Elliott • Inclusion Graham Smith <p>It was noted that there was an immediate priority to undertake a Safeguarding Audit in both academies this term.</p> <p>ACTION: Selina Boshorin to liaise with both Headteachers to arrange suitable dates to come into the academies to undertake the Safeguarding audit /review of procedures/policy. Selina to provide a report to the next meeting of the SGB</p>
13	<p><u>Headteacher Performance Management Group</u></p> <p>The appointment of the following governors to form the Headteacher Performance Management Committee was agreed: Selina Boshorin and Nina Goel, to be supported by either Paul Glover or</p>

	<p>Mark Ducker.</p> <p>ACTION: Selina and Nina to liaise with the Headteachers to arrange a first meeting of the Headteacher performance Management Committee this term.</p>
14	<p><u>Approval of Residential School Trips</u></p> <ul style="list-style-type: none"> To approve the Applegarth Academy Year 6 school journey 2016 <p>It was noted that the Year 6 school residential trip to Marchants Hill PGL Centre in Hindhead Surrey had previously been approved by the former Applegarth Governing Body, and was taking place from Friday 25th to Monday 28th September 2015. Governors extended their best wishes to children and staff for a very enjoyable experience.</p> <ul style="list-style-type: none"> To approve the Wolsey Junior Academy Year 6 school journey 2016 <p>Ryan Arde' asked governors for formal approval for a residential school trip for the current Year 6 to Marchants Hill PGL Centre, to take place from Friday 10th June 2016 - Monday 13th June 2016. There are 60 children registered to attend this trip, to be accompanied by 7 adults. The cost is currently £177 per child, although the school is applying for a bursary of £550 through a charity, which if successful would enable the cost to be brought down by £10 per head. The trip has been fully risk assessed. The school will be booking a coach through Banstead Coaches at a cost of £615 and also using STEP Minibuses to transport some children</p> <p>Question: Will the school be able to offer any help to families in particular need, on application? Answer: Yes, as in previous years, where appropriate, funding from Pupil Premium can be used to support some costs.</p> <p>The SGB formally approved the Wolsey Junior Academy Year 6 school journey 2016 to Marchants Hill, with thanks to all staff involved for their support and willingness to provide the children with this excellent opportunity.</p>
15	<p><u>STEP Policies and Procedures</u></p> <ul style="list-style-type: none"> To receive the 2015/16 STEP Programme of Works (draft) <p>Governors were in receipt of the draft programme for works which provided an idea of the work to be covered by the SGB during the course of the year. It was noted that this was subject to amendment and was due to be ratified by the Board of Trustees.</p>
16	<p><u>Correspondence to the Chair</u></p> <ul style="list-style-type: none"> To note any correspondence received by the Chair <p>The Chair said that he had not received any correspondence and had nothing to report to the SGB under this item.</p>
17	<p><u>Minutes</u></p> <ul style="list-style-type: none"> To approve the minutes of the final Applegarth Academy governing body meeting held on 13th July 2015 <p>The minutes of the meeting of 13th July 2015 were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to John Halliwell to be kept</p>

	<p>on file in school.</p> <ul style="list-style-type: none"> • To approve the minutes of the final Wolsey Academy governing body meeting held on 9th July <p>The minutes of the meeting of 9th July 2015 were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to Ryan Arde to be kept on file in school.</p>
18	<p><u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> • To note actions taken since the previous meeting <ul style="list-style-type: none"> ➤ Applegarth Academy Minutes 13.7.15 ➤ Wolsey Academy Minutes 9.7.15 <p>There were no matters arising from either set of minutes which had not already been concluded or covered on the current meeting agenda.</p>
19	<p><u>Any Other Urgent Business</u></p> <p>There were no other items of urgent business raised.</p>
20	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> • To consider what impact this meeting will have on children at Applegarth and Wolsey academies <p>Governors agreed that the opportunity to discuss in detail their aims and values and the way in which they will be working together will have an impact on their effectiveness as a SGB which will in turn have a fundamental impact on the success of the academies and the opportunities for children at both Applegarth and Wolsey. Governors felt that they had had a very positive discussion and been able to set the remit for their work and had demonstrated commitment and challenge during the course of the meeting, to be followed up with action and visits to both academies during the autumn term.</p>
21	<p><u>Meeting Dates</u></p> <p>Governors noted the meeting dates which have been set for the year, and this schedule was formally approved.</p>
22	<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>It was agreed that there had been no confidential matters discussed during items 1 – 22.</p>
23	<p><u>Confidential Staffing Matters</u> (if any)</p> <p>Members of staff were asked to withdraw from the meeting for the discussion of this item which related to staff pay progression. The item is recorded under Part B of the minutes.</p>

There being no further business the meeting was closed at 8:00pm with thanks to everyone for their attendance and participation.

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	

Summary of Action Points

Action Points for SGB				
Date	No	Description	Owner	Status
24.9.15	4	Clerk to update the SGB Contact list.	Clerk	open
24.9.15	6	Clerk to ensure that the Undertaking is presented to Lesley for signature at the next meeting.	Clerk	open
24.9.15	8	Ryan Arde' to circulate possible dates when Wolsey could host a SGB visit before half term, and governors to provide their availability as soon as possible so a date can be confirmed. 2. Date for an Away Day based at Applegarth to be confirmed subsequently.	Ryan Arde' All governors	open
24.9.15	12	Selina Boshorin to liaise with both Headteachers to arrange suitable dates to come into the academies to undertake the Safeguarding audit /review of procedures/policy. Selina to provide a report to the next meeting of the SGB	Selina and Headteachers	open
24.9.15	13	Selina and Nina to liaise with the Headteachers to arrange a first meeting of the Headteacher performance Management Committee this term	Selina and Nina	open

MEETING

VENUE/TIME

CLERK

AUTUMN TERM

Mon 9th November

Applegarth/Wolsey SGB

Wolsey – 6.00pm

Liz Parry

SPRING TERM

Mon 11th January

Applegarth/Wolsey SGB

Applegarth – 6.00pm

Liz Parry

Mon 29th February

Applegarth/Wolsey SGB

Applegarth – 6.00pm

Liz Parry

SUMMER TERM

Mon 18 th April	Applegarth/Wolsey Standards	Applegarth – 6.00pm	Liz Parry
Thurs 28 th April	Applegarth/Wolsey PTA/Communities	Wolsey – 6.00pm	Liz Parry
Mon 16 th May	Applegarth/Wolsey Operations/Audit	Applegarth – 6.00pm	Liz Parry
Mon 6 th June	Applegarth/Wolsey SGB	Wolsey – 6.00pm	Liz Parry