

Minutes of the virtual Academy Committee Meeting of
Peacehaven Heights and Telscombe Cliffs Academies
Tuesday 26 April 2022 at 1700

Name	Position	Attendance
Mark Deacon (MD)	Co-opted Governor, Chair	Present
Lynne Giles (LG)	Co-opted Governor	Present
Dee Hughes (DH)	Head, TCA	Present
Dave Judd (DJ)	Co-opted Governor	Present
Abby Kilgariff (AK)	Head, PHA	Present
Mathew Matheson (MM)	Parent Governor, PHA and Vice Chair	Present
Rosemary Prust (RP)	Co-opted Governor	Present
Allan Wright (AW)	Staff Governor, PHA	Present
Lynn Bruce	Senior Governance Clerk	Present
Jeremy Meek (JM)	Executive Headteacher, TCA	Present
David Dowling (DD)	Deputy Head, PHA	Present
Tim Mills (TM)	Executive Director Primary	Present
Gaynor Newnham	Governance Clerk	Present

Item	Minute	Action
STEP First – <i>We are all one team</i>		
1.	<p>Welcome and Update (<i>people</i>)</p> <p>The Chair of Governors (CofG) opened the meeting and welcomed everyone to the inaugural meeting of the Peacehaven Heights and Telscombe Cliffs Academy Committee. CofG also explained that it is hoped to be able to meet in school once or twice a year.</p> <p>The CofG invited everyone to introduce themselves which they did.</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>CofG confirmed the virtual meeting protocol e.g., mute microphones, wear headphones, ensure a confidential, quiet area, and use ‘hands up,’ signal to raise questions.</p> <p>No notification was received by the CofG of any other business to be discussed later in the agenda, though TM requested to speak before the HT report section. Any other business was requested in advance for future meetings.</p>	
2.	<p>Apologies and Quorum (<i>people</i>)</p> <p>Governors confirmed they had added their attendance to this meeting via The Trust Governor (TTG).</p>	

	The CofG confirmed the meeting to be quorate.	
3.	<p>Academy Chair The appointment of Mark Deacon as Chair of Governors for 2022 was confirmed, from 1 February, as agreed by the Board of Trustees - Chair's action January 2022.</p> <p>Vice-Chair of Governors for 2022 Nominations were invited at the meeting. MM volunteered and was appointed Vice Chair.</p>	
4.	<p>Academy Committee Co-opted Governor appointments were noted with effect from 1 February 2022 (four years), (as agreed by Board of Trustees - Chair's action on January 2022) were</p> <ul style="list-style-type: none"> • Mark Deacon (PHA) • Lynne Giles (PHA) • Dave Judd (TCA) • Rose Prust (TCA) <p>Election of Staff Governor (four years)</p> <ul style="list-style-type: none"> • Allan Wright (PHA) • There a remains a vacancy at TCA, but DH advised that there will be a staff governor for the next meeting <p>Election of Parent Governor (four years)</p> <ul style="list-style-type: none"> • Matthew Matheson (PHA) • There a remains a vacancy at TCA, but DH advised that the recruitment drive is soon to be launched and it is hoped there will be a parent governor for the next meeting <p>Governors also noted that All appointments were subject to satisfactory DBS checks.</p> <p>Governors have updated The Trust Governor profiles to indicate that they have read the declaration of eligibility to serve as governors and the Undertaking to the STEP Academy Trust.</p> <p>Governors requiring a STEP lanyard were asked to forward their passport size photo to lynn.bruce@stepacademytrust.org before the end of term. Action: All.</p> <p>Declaration of Interests / Conflict of Interests All Governors confirmed they had updated their TTG profile with details of their business interests, any other educational establishments that they govern and any relationships to school staff.</p> <p>Governors declared no pecuniary or personal interests in any agenda item for this meeting.</p>	1

	<p>Governors noted their responsibility to publish the register of interests (including any members of staff with financial responsibility) on the academy websites.</p> <p>Term of Reference and STEP Scheme of Delegation Governors noted the current academy committee terms of reference is included in the Scheme of Delegation. MD advised governors to read this if they had not already done so. Action: All</p> <p>The Academy Committee structure and way of working, including Governor Monitoring Roles Governors affirmed their commitments, responsibilities, and way of working. Governor monitoring roles for the 2021-22, were agreed as follows:</p> <ul style="list-style-type: none"> • Safeguarding (well-being) - LG volunteered to cover this role though her main interest is in standards. MD and LG will discuss this outside the meeting, as TM also has the relevant experience. Action: MD & LG. • Standards (Curriculum, SEND & Inclusion & Pupil Premium) – TM advised that this could be covered by the Academy Committee. • Stakeholder engagement (community, pupils & parents) TM advised that this could be covered by the Academy Committee. 	<p>2</p> <p>3</p>
5.	<p>Board of Trustees Update Governors noted the Board of Trustees Update</p>	
6.	<p>Member Meeting Minutes Governors noted the Members meeting minutes. TM explained that the members meet annually, and the minutes are available to governors.</p>	
<p><i>STEP Way – We all agree to do things like this</i></p>		
7.	<p>Verbal Heads' Reports TM gave a verbal update on leadership at PHA and explained that a Head of School will be appointed for September.</p> <p>TM also explained that school leadership appointments are conducted by the trust and there are existing senior leaders available to step into leadership roles; there are also Executive HT and Executive Director posts across the trust.</p> <p>The role has been advertised and interviews will take place on the 29-04-2022. Governors will be notified when a Head of School has been appointed. There will also be an EHT – possibly TM - in the short term.</p> <p>TM explained that today’s reports will be verbal though there will be written reports for future meetings.</p> <p>PHA Safeguarding AK reported that:</p>	

- Robust procedures are in place; all members of the SLT are Deputy Designated Safeguarding Leads (DDSL's) and one Deputy HT (Wendy Wiltshire) and AK are DSL's.
- There are high caseloads of L4 children, and the cases are split between the SLT to enable good relationships with the families.
- Safeguarding is discussed each week at SLT meetings.
- 13% of the school have known safeguarding concerns and 6% are known to children's services.

Standards

AK reported that:

- The standards at PHA were falling and the last reported KS2 outcomes were in the bottom 4% of the country. In KS2 SATS – 27% achieved expected standard in reading, writing and mathematics.
- Baseline testing in March showed 11% of the school were on track for RWM reading, writing and mathematics.
- There had not been a consistent curriculum in place at the school, but there is now an embedded English and mathematics curriculum. Sounds Write phonics is in use for children from YR-6 – this has a positive impact on spelling.
- Whole class reading has been embedded at PHA from October 2020 – the school has become very confident in its practice and has been asked to support LA schools.
- In maths, it was decided to use Complete Maths to support with planning.
- There has been lots of work to improve writing this year; current data shows 40% of children are now where they need to be across the school.
- Y6 outcomes are predicted to be 50% combined reading, writing and mathematics. This small cohort has been affected by high mobility; in the last year there were 6 exits and 4 admissions to Y6. There are 44 children in the cohort, so each child is worth 4% in the data.
- PSHE and mental health has been a focus. There is a clear curriculum which enables children to communicate well and manage their feelings; AJ confirmed that this has had a positive impact.
- Attendance has been poor at PHA; prior to the pandemic it was around 92%, 4% below national. Current attendance is 93.8%, which is above national.
- The level of persistent absence (PA), and the cross over with PPG/ SEND is a concern; PA is 15.6% and 43% of PA are PPG and 32% are SEND.
- There is a robust system in place for managing attendance, including EWO support and work with the LA if court action is needed.
- The attendance team includes an inclusion DHT, admin' support and EWO. The attendance of poor attenders has declined.
- Number on roll is 378 – including nursery, which leaves 100 spaces.

TM explained that 50% combined scores at KS2 is a good outcome. Across the trust, combined scores are expected to be lower than pre-pandemic levels, at around 65%, though schools who have been with the trust for some time may reach 80%

	<p>combined. Other governors agreed that the improved combined score is impressive. It was noted that this year's data will not be reported.</p> <p>Governors asked if catch-up funding has been useful. It was explained that some has been used for resources and training; the national tutoring programme was not effective, as not enough staff wanted to participate.</p> <p>TM advised that STEP have bought Complete Maths tutoring across the trust – this has been rolled out from Y6 down at PHA. There has also been significant CPD for the teachers.</p> <p>Stakeholder Engagement</p> <p>AK reported that:</p> <p>The number of parental complaints has reduced. The local community had been upset about developments at the school, but the consultation ended in November and the interaction since then has been positive. The PTA will be set up, as it struggled during lockdown. There has been a recent coffee morning with parents, which MM also attended, which discussed the PTA. 16 parents attended and several more had wanted to attend. MM confirmed that the group is already active. SLT are prominent in the school, on the gate, and there is a focus on building positive relationships. This will also impact on teaching and learning, as there will be opportunities to discuss home agreements, support with reading and times tables, etc.</p> <p>TCA</p> <p>DH reported that:</p> <ul style="list-style-type: none"> • DH and JM joined the school in February and January, respectively. • The school was judged RI by OFSTED in the autumn; this judgement is correct, and we are at the start of the improvement journey. • The school is 3-form entry with 621 pupils on roll, from nursery to Y6. • Y1 is full but no other year groups are, and there are 55 spaces across the school. • Nursery is popular, with 47 children including one 2-year old • 16% of pupils are eligible for PPG/FSM • 13% of pupils are identified as SEND and there are 6 EHCPs, though these numbers are increasing. • 15% of pupils are EAL. • The SLT consists of a headteacher and 2 DHTs and 2 AHTs. The 2 DHTs are responsible for assessment, staff absence, staffing, behaviour and many other aspects of school life while the 2 SHTs are primarily responsible for phase leadership and teaching and learning. <p>Safeguarding</p> <p>DH reported that:</p>	
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- There is a lot of work to do to ensure safeguarding systems are robust and rigorous
- All members of SLT are DSL or DDSL; Peter Ediss, DHT, leads as DSL.
- A thorough safeguarding audit is underway
- 1st-day absence checks are a priority, as some vulnerable families are struggling to re-establish good routines post-lockdown.
- A welfare check has been completed and police were called to support with this.
- There is an audit of all vulnerable pupils being undertaken so that each DSL can be assigned a group of children and families to support.
- There has been work with EMCOR (who manage premises, ICT, catering) to ensure safeguarding expectations are matched, and manuals and systems have been amended as needed.
- An EWO has been commissioned to support with attendance and there will be an attendance audit.
- Currently, attendance sits at 95%, though there are many PA families. There have been referrals to ESBAS and children’s services.

Standards

DH reported that:

- The STEP Teaching School and the Trust have been supporting the school with teaching and learning, and the curriculum, for several years. This work continues and the curriculum will continue to be developed.
- There is ongoing work with the Hailsham schools, on writing, assessment, and maths.
- The 2 AHTs are ensuring that standards are improving; Sounds Write has been in place for over a year; the mastery approach to maths is in place. Both continue to be embedded.
- Writing planning is a focus – what should be taught, when, and how writing will evolve
- There is a significant number of children with significant needs; the inclusion lead is working well to progress EHCPS.
- Some early annual reviews being called to ensure children receive the support they need. In response to a question about whether governors can do anything to support the reviews, it was explained that the aim is to ensure every child receives the funding they are entitled to, to support their learning.
- 50-60% of children are currently on track to meet age-appropriate expectations; this has increased from 38% at the start of the year.
- Last year, around 50% if children reached expected standard.

Stakeholder Engagement

DH reported that:

- Parents are now familiar with DH and JM; there have been letters home, coffee mornings, and meetings to discuss the curriculum, personal development, etc. Workshops are available on the school website.

	<ul style="list-style-type: none"> • Though some parents were initially concerned about the school converting to join STEP, anxiety appears to have subsided. • The new school uniform will be launched, and every child will receive one free logoed item. In response to a question, it was reported that there will be a choice of a bag, bottle, jumper, or cardigan. • It is aimed to establish a PTA to fundraise and encourage engagement with the community. MM suggested linking the PTAs at PHA and TCA as this could be positive in terms of fundraising, community events and parental engagement. 	
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STEP Up – We all succeed together

8.	<p>Chair’s Actions / Correspondences / Updates</p> <p>The CofG stated he had not had any correspondence to circulate since joining the Trust.</p>	
9.	<p>2022-23</p> <p>Governors noted: Admission Arrangements for next year are unchanged and are on the website as are Term dates for the next academice year.</p>	

STEP Ahead – We invest in our future

10.	<p>Governor Training</p> <p>MD encouraged governors to attend as much training as possible however approval to attend must be sought beforehand as it is an audit requirement to raise a purchase order beforehand.</p> <p>Governors noted future training STEP In-house training 15 June 2022 6-8pm and STEP Race Charter Mark Training 23 June 2022 5-7pm. Governors will be invited to attend the remote sessions nearer the time via TTG.</p>	
11.	<p>Future Meeting Dates</p> <p>The next virtual Academy Committee meeting will be on 11 July 2022 at 5pm. MD asked if it might be possible for governors to visit the schools and attend a meeting in school. This will be arranged.</p>	
12.	<p>Any Other Business</p> <p>There were no items raised at the start of the meeting.</p>	
13.	<p>Closure</p> <p>There being no further business to discuss, the CofG closed the meeting at 18.15</p>	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	Governors requiring a STEP lanyard were asked to forward their passport size photo to lynn.bruce@stepacademytrust.org before the end of term.	All

2.	Read Term of Reference and STEP Scheme of Delegation	All
3.	Discuss safeguarding monitoring	MD / LG

These minutes are a true and accurate account of the meeting.

Chair	Mark Deacon
Senior Governance Clerk	Lynn Bruce
Date	23 May 2022