

Meeting of the STEP Board of Trustees
To be held on Monday 14 December 2015
6.30pm at Gonville Academy

AGENDA

Item		Lead	Relevant Documents	Time Allocation
1	Welcome and Apologies <ul style="list-style-type: none"> • To welcome trustees to the second Board meeting of the academic year • To agree whether any apologies received are to be accepted 	Chair		2 Minutes
2	Quorum <ul style="list-style-type: none"> • To confirm that the meeting is quorate 	Clerk		1 Minute
3	Declaration of Pecuniary Interests and/or Conflict of Interests <ul style="list-style-type: none"> • Trustees to declare any changes to their pecuniary interests • Trustees to declare any pecuniary or personal interests in any agenda item for this meeting (Any person present at the meeting with a pecuniary or personal interest regarding any item on this agenda should declare it at the outset of the meeting and may be asked to leave whilst the matter is discussed) 	Chair		2 Minutes
4	Disclosure and Barring Service (DBS) Checks To note that:- <ul style="list-style-type: none"> • All governors and trustees must have enhanced DBS checks due to their being the decision makers for children. • Checks have been undertaken checks for Rama Venchard, Kate Chhatwal and Ross Gardner. 	Company Secretary		2 minutes

STEP First – We are all one team				
5	Visit to STEP Academies <ul style="list-style-type: none"> Feedback on Chair’s visits to all the academies in the Trust. 	Chair		5 minutes
6	Key STEP Updates: <ul style="list-style-type: none"> Leadership changes at DLA and WJA Deployment of STEP Headteacher Delay to Heathfield Academy’s permanent site La Fontaine Academy’s permanent site 	CEO / Deputy CEO		10 minutes
7	Vision Statement: <ul style="list-style-type: none"> Confirm the Vision Statement (following further consultation) 	Deputy CEO		2 minutes
8	Communications: <ul style="list-style-type: none"> Developing a Communications Strategy 	CEO		2 minutes
9	STEP Events: <ul style="list-style-type: none"> STEP Graduation – agree date 			2 minutes
STEP Way – We agree to do things this way				
10	STEP Academy Trust Documentation <ul style="list-style-type: none"> STEP Scheme of Delegation – To note and approve amendments as recommended by STEP Committees 	Company Secretary	Amended Scheme of Delegation	5 minutes
11	STEP Governance Structure 2015/16 <ul style="list-style-type: none"> Board of Trustees <ul style="list-style-type: none"> To consider and agree a process for electing the remaining two Academy SGB Chair Trustees, in readiness for the spring term To consider a proposal to allocate secure LGFL email accounts for all trustees and governors STEP Committees <ul style="list-style-type: none"> To note Isabelle Dennigan’s decision to step down from the Operations and Audit Committee, creating a vacancy To note that there is currently a vacancy on the Standards Committee To discuss whether to appoint Trustees to fill the vacancies on each of the committees or 	Company Secretary Company Secretary		10 minutes

	<p>whether to hold the vacancies open until there are sufficient non-executive Trustees in place to accommodate this.</p> <ul style="list-style-type: none"> • Strategic Governing Bodies <ul style="list-style-type: none"> ➤ To note the election of David Livingstone /Gonville SGB Vice-Chair – Sharjeel Nawaz ➤ To ratify the appointment of Yvonne Aryeetey - Parent Governor Heathfield/La Fontaine Academies ➤ To ratify the appointment of Marisse Green, Parent Governor, Applegarth/Wolsey Academies ➤ To note minutes of the second autumn term strategic governing body meetings • Trustee/Governor Induction <ul style="list-style-type: none"> ➤ To approve STEP Trustee/Governor induction packs 		<p>STEP Governor application form</p> <p>STEP Governor application form</p> <p>Strategic Governing Body minutes:-</p> <p>Draft Trustee and Governor induction packs</p>	
12	<p>STEP Policies and Procedures</p> <ul style="list-style-type: none"> • To note the schedule of STEP Policy Reviews • To approve/ratify the following STEP Policies:- <p>HR & Finance Policies:-</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Teacher Appraisal Policy • Pay Policy <p>Recommended Policies</p> <ul style="list-style-type: none"> • Flexible Working Policy • Support Staff Adoption & Paternity Leave Policy • Teachers’ Adoption & Paternity Leave Policy • Support Staff Appraisal Policy • Teacher Capability Procedure • STEP Pay & Executive Group Policy • PDCS Scheme <p>Curriculum:-</p> <p>Recommended Policies</p> <ul style="list-style-type: none"> • RE & Collective Worship <i>(approved as Chair’s Action</i> 	Company Secretary/ CFOO	STEP Policy Review Schedule attached	15 minutes
			Policies attached	

	<p>26/11/15)</p> <ul style="list-style-type: none"> Physical Education Policy (approved as Chair's Action 26/11/15) <p>Governance Policies</p> <ul style="list-style-type: none"> Governor Induction Policy <p>Safeguarding Policies</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> Safeguarding (approved as Chair's Action 26/11/15) Child Protection (approved as Chair's Action 26/11/15) SEND (approved as Chair's Action 26/11/15) <p>Recommended Policies</p> <ul style="list-style-type: none"> Missing Child and Late Collection <p>Family & Community Policies</p> <ul style="list-style-type: none"> Nursery & Early Years Home Visits Policy Adverse Weather Policy 			
13	<p>Safeguarding</p> <ul style="list-style-type: none"> To note the Board of Trustees' responsibility to ensure that all appropriate safeguarding policies and procedures are in place across the STEP Academies 	Chair		5 minutes
14	<p>Signing of Legal Documentation (if any)</p> <ul style="list-style-type: none"> To receive any documentation requiring the Chair of Trustees' signature To note any legal documents signed by the Company Secretary/CEO since the previous meeting 	Company Secretary		5 minutes
15	<p>Approval of School Term Dates 2016/17 and INSET Days</p>	Company Secretary	Proposed 2016/17 term and INSET dates	2 minutes
STEP Up – We all succeed together				
16	<p>Finance and Operations</p> <ul style="list-style-type: none"> To receive a report from the STEP Operations and Audit Committee To receive and adopt the Annual Accounts To receive and approve the 	Committee Chair – Patrick McAleenan	STEP Operations and Audit Committee Minutes 23 November 2015 Annual Accounts Audited Financial	10 minutes

	audited financial statements		Statements	
17	Standards and Performance <ul style="list-style-type: none"> To receive a report from the STEP Standards Committee 	Committee Chair – Kate Chhatwal	STEP Standards Committee minutes 23 November 2015	10 minutes
STEP Ahead – <i>We invest in our future</i>				
18	STEP Growth Principles <ul style="list-style-type: none"> To establish a set of growth principles for the Trust 	CEO / CFOO		15 minutes
19	Potential partnerships <ul style="list-style-type: none"> Consider the submission of a FS Application to extend LFA Meeting with Croydon LA Other partnership opportunities 	HT of LFA / STEP PM CEO		20 minutes
20	Strategic Planning <ul style="list-style-type: none"> To review the STEP Risk Register 	CFOO	Risk Register	5 minutes
21	Correspondence to the Chair (if any) <ul style="list-style-type: none"> To note any correspondence received by the Chair 	Chair		2 minutes
22	Minutes <ul style="list-style-type: none"> To approve the minutes of the Board of Trustees meeting held on 12 October 2015. (previously circulated and copy attached) 	Chair	Board of Trustees minutes 12 October 2015 attached	2 Minutes
23	Matters Arising from the Minutes <ul style="list-style-type: none"> Update on actions agreed at the previous meeting ➤ Advise Companies House of the appointment of Kate Chhatwal ➤ Forward completed pecuniary interest forms to clerk ➤ Forward comments on STEP vision and non-negotiables to Deputy CEO ➤ Review Scheme of Delegation to see whether operational and strategic roles have been blurred ➤ Forward to Company Secretary any required edits to Trustee’s information published on the website ➤ Present updated policy review schedule at next Board Meeting ➤ Explore report formats to compare overall performance of the Trust ➤ Examine academies’ data 	Company Secretary All Trustees All Trustees STEP Standards Committee All Trustees Company Sec & Clerks Head of Teaching & Learning SGBs		5 Minutes

	<p>dashboard reports</p> <ul style="list-style-type: none"> ➤ Check whether provision supplied by contractors on school premises will be inspected as part of the Ofsted process ➤ Share core due diligence checklist with Trustees ➤ Liaise with Company Secretary regarding STEP Standards Committee meeting dates ➤ Carry out exercise to look at recruitment and retention of teachers 	<p>Head of Teaching & Learning</p> <p>Rama Venchard Kate Chhatwal</p> <p>STEP Operations & Audit Committee</p>		
24	Any Other Urgent Business (To be notified to the Chair in advance of the meeting where possible, or at the start of the meeting)	Chair		2 Minutes
25	Meeting Impact <ul style="list-style-type: none"> • To consider what impact this meeting will have on children at the STEP academies 	Chair		2 Minutes
26	Date of Next Meeting <ul style="list-style-type: none"> • To note the date of the next meeting – Monday 8 February 2016, 6.30pm at Gonville Academy 	Chair		1 Minute
27	Publication of Minutes <ul style="list-style-type: none"> • To identify any matters discussed to be recorded in the confidential Part B minutes 	Chair		1 Minute
28	Confidential Staffing Matters (if any) <p>Members of staff, as appropriate, will be asked to withdraw from the meeting for the discussion of this item</p> <ul style="list-style-type: none"> • Letter to LA re Wolsey Junior Academy • Recruitment/retention of Head teachers and other key staff – Report from Operations & Audit Committee • CEO and Deputy PM Review 	<p>CEO</p> <p>STEP Operations and Audit Committee Chair</p>		10 Minutes