

**Meeting of the STEP Board of Trustees
 To be held on Monday 21 March 2016
 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 meeting 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
STEP First – We are all one team				
4	Key STEP Updates: <ul style="list-style-type: none"> Heathfield Academy’s permanent site La Fontaine Academy’s permanent site 	STEP PM		10 minutes
5	STEP Events: <ul style="list-style-type: none"> STEP Graduation – Tuesday 12 July 2016 			5 minutes
STEP Way – We agree to do things like this				
6	Communications: <ul style="list-style-type: none"> Developing a Communications Strategy 	CEO		5 minutes

7	<p>STEP Governance Structure 2015/16</p> <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. (Election to be held in the summer term in readiness for September 2016) ● STEP Committees <ul style="list-style-type: none"> ➤ To note that the current vacancies on the STEP Standards Committee and STEP Operations & Audit Committees will be held open until the remaining Academy SGB Chair Trustees have been elected. ● Strategic Governing Bodies <ul style="list-style-type: none"> ➤ To note the resignation of Luke Chapman, governor of David Livingstone /Gonville Academies ➤ To ratify the appointment of Barbara Roberts as a Co-opted Governor for David Livingstone/Gonville Academies ➤ To ratify the appointment of Racquel Tomlinson-Lawrence as a Co-opted Governor for David Livingstone/Gonville Academy ➤ To ratify the appointment of Sarah Mackay, as a Staff Governor for Heathfield/La Fontaine Academies ➤ To note minutes of the Spring 1 and 2 strategic governing body meetings 	Company Secretary	<p>Application attached</p> <p>Application attached</p> <p>Application attached</p> <p>SGB Minutes attached</p>	5 minutes
8	<p>STEP Policies and Procedures</p> <p>To approve/ratify the following STEP Policies:-</p> <p>HR & Finance Policies:-</p> <ul style="list-style-type: none"> ● Staff Expenses Policy ● Flexible Working Policy ● Staff Code of Conduct ● DBS Policy 	Company Secretary/ CFOO/Head of Teaching & Learning	Policies attached	10 minutes

	<p>Premises Policies</p> <ul style="list-style-type: none"> •Business Continuity and Emergency Plan •Health & Safety Policy <p>Curriculum:- (*Approved by STEP Standards Committee 29 January 2016)</p> <ul style="list-style-type: none"> • RRS Policy* • Behaviour Policy* • Anti-Bullying Policy* • Intimate Care Policy* • Positive Handling Policy* • Use of Images of Children* • Assessment Rationale/Policy • Off-Site Policy <p>Governance Policies</p> <ul style="list-style-type: none"> • Communications Policy • Freedom of Information Policy • Governor Expenses Policy <p>Family & Community Policies(Subject to Standards Committee approval on 18 March 2016)</p> <ul style="list-style-type: none"> • Attendance Policy • Food/Nutritional Standards Policy • Packed Lunch Policy • Home/School Agreement 			
9	<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 – Head of Teaching & Learning to give a short briefing on how this is being carried out. 	Chair/Head of Teaching & Learning		10 minutes
10	<p>Signing of Legal Documentation (if any)</p> <ul style="list-style-type: none"> • To receive any documentation requiring the Chair of Trustee's signature • To note any legal documents signed by the Company 	Company Secretary		2 minutes

	Secretary/CEO since the previous meeting ➤ Secondary free school bid – signed and submitted 2 March 2016			
11	Approval of Board and SGB Meeting Dates 2016/17	Company Secretary	Proposed 2016/17 Board and SGB meeting dates	2 minutes
STEP Up – We all succeed together				
12	Finance and Operations <ul style="list-style-type: none"> To note the Operations & Audit Committee minutes of 7 March 2016 To receive a verbal summary report from the STEP Operations & Audit Committee Chair Funding for those schools requiring more support 	Committee Chair – Patrick McAleenan	STEP Operations and Audit Committee minutes 7 March 2016 to follow	10 minutes
13	Standards and Performance <ul style="list-style-type: none"> To note the STEP Standards Committee minutes of 29 January 2016 To receive a verbal summary report from the STEP Standards Committee Chair, including feedback from the learning walks at Applegarth and Wolsey Academies 	Committee Chair – Kate Chhatwal	STEP Standards Committee minutes 29 January 2016 (minutes of 18 th March 2016 to follow)	10 minutes
14	STEP Trading Subsidiary <ul style="list-style-type: none"> Consider proposal to establish a trading subsidiary for STEP Academy Trust 	CFOO		10 minutes
STEP Ahead – We invest in our future				
15	Potential partnerships <ul style="list-style-type: none"> FS Application Update Approval of RSC sponsorship proposal 	STEP PM CEO	Due Diligence reports	20 minutes
16	Paired strategy <ul style="list-style-type: none"> Consider appointment of a permanent EHT in New Addington 	CEO		10 minutes
17	Strategic Planning <ul style="list-style-type: none"> To review the STEP Risk Register 	CFOO	Risk Register	5 minutes
18	Correspondence to the Chair (if any) <ul style="list-style-type: none"> To note any correspondence received by the Chair 	Chair		2 minutes

19	Minutes <ul style="list-style-type: none"> To approve the minutes of the Board of Trustees meeting held on 14 December 2015. (previously circulated and copy attached) To approve the minutes of the Board of Trustee's extra-ordinary meeting held on 24 February 2016 (previously circulated and copy attached) 	Chair	Board of Trustees minutes of 14 December 2015 and 24 February 2016 attached	2 Minutes
20	Matters Arising from the Minutes <ul style="list-style-type: none"> Update on actions agreed at the previous meeting (see list below) 			5 Minutes
21	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
22	Meeting Impact <ul style="list-style-type: none"> To consider what discussions have taken place at this meeting, and what decisions the Board of Trustees has made, that will have a positive impact on the STEP academies and the children's outcomes 	Chair		2 Minutes
23	Date of Next Meeting <ul style="list-style-type: none"> To note the date of the next meeting – Monday 11 July 2016, 6.30pm at Gonville Academy 	Chair		1 Minute
24	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
25	Confidential Staffing Matters (if any) Members of staff, as appropriate, will be asked to withdraw from the meeting for the discussion of this item <ul style="list-style-type: none"> Recruitment/retention of Head teachers and other key staff – Report from Deputy CEO (to include discussion of proposals put forward by SGBs) 	Deputy CEO	Recruitment and Retention Paper Starters and Leavers Report	10 Minutes

Action Points from December Meeting

Date	No	Description	Owner	Status
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14/12/15	8	Consider a proposal from Champollian to represent the Trust in media engagement	Operations & Audit Committee	
14/12/15	10	Email due diligence document to Trustees	Company Secretary	
14/12/15	14	Forward induction material to new governors	STEP Governance Clerks	
14/12/15	15	Add names of policy portfolio holders to review schedule	Governance Team	
14/12/15	16	Provide Trustees with a ten minute safeguarding briefing at the Board's spring term meeting	STEP Head of Teaching & Learning	
14/12/15	16	Disaster Recovery:- Arrange for the Disaster Recovery Plan to be tested with the Trust's health and safety advisors Discuss Disaster Recovery Plan at SLT meeting	CFOO	
14/12/15	17	Arrange for final accounts to be signed by Chair of Trustees	Company Secretary	