

**Meeting of the STEP Board of Trustees
 To be held on Monday 11 July 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 Mins
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 <i>(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)</i> 	Chair		2 Mins
STEP First – We are all one team				
4	Key STEP Updates: <ul style="list-style-type: none"> • To note the following updates:- <ul style="list-style-type: none"> ➤ Trust name – to note that the name ‘STEP Academy Trust’ has been registered at Companies House with effect from 3 April 2016 ➤ Heathfield Academy’s permanent site ➤ La Fontaine Academy’s permanent site 	CEO STEP PM		10 mins

	<ul style="list-style-type: none"> ➤ Appointment of Acting Head of Teaching & Learning – Tim Mills ➤ Appointment of permanent Executive Head Teacher in New Addington – John Halliwell ➤ Appointment of Head of Standards – Jennese Alozie ➤ Appointment of Governance Clerks – Lynn Bruce and Louise Tomlinson ➤ Vote of thanks/farewell to Claire Slade, Head of Teaching & Learning 	<p>Deputy CEO</p> <p>CEO</p> <p>CEO</p> <p>CFOO</p>		
5	<p>STEP Events:</p> <ul style="list-style-type: none"> • STEP Graduation – Tuesday 12 July 2016 	<p>Company Secretary</p>		5 mins
STEP Way – We agree to do things like this				
6	<p>STEP Governance Structure 2015/16</p> <ul style="list-style-type: none"> • Board of Trustees ➤ Consider proposal to remove the elected Headteacher trustee position and reduce the Academy SGB Chair Trustees from three to two. ➤ To approve the re-appointment of Paul Glover as an Executive Trustee with effect from 14th October 2016 ➤ To note the new requirement for academy trusts to provide Companies House with details of People with Significant Control (PSCs) – as previously notified by email ➤ To agree the process for electing the Chair and Vice-Chair of Trustees in the autumn term • STEP Committees ➤ To appoint Trustees to the current vacancies on the STEP Standards Committee and STEP Operations & Audit Committees from September 2016. • Strategic Governing Bodies ➤ To note the White Paper proposal to withdraw the <u>requirement</u> for governing boards to have elected parent governors and to discuss 	<p>CEO</p> <p>Company Secretary</p>		10 mins

	<p>whether STEP will continue to do so.</p> <ul style="list-style-type: none"> ➤ To ratify the appointment of Christopher Mullan to the Applegarth/Wolsey SGB ➤ To ratify the appointment of Claudia Estephane to the David Livingstone/Gonville SGB ➤ To note that STEP's Board of Trustees will govern the East Sussex schools from 1 September until an SGB is established (by autumn half-term) ➤ To note minutes of the Summer term strategic governing body meetings (previously circulated) 		<p>Application form and references</p> <p>Application form and references</p>	
7	<p>STEP Policies and Procedures</p> <p>To note that the following STEP Policies have been reviewed, updated and presented for approval by the STEP Operations & Audit Committee:-</p> <ul style="list-style-type: none"> ➤ Scheme of Delegation ➤ Freedom of Information Policy ➤ Staff Expenses Policy ➤ Business Continuity Plan ➤ Disciplinary Policy ➤ Teacher Capability Procedure ➤ Support Staff Capability Procedure ➤ Whistleblowing Policy ➤ Staff Induction ➤ Social Media ➤ Teacher Maternity/Paternity ➤ Support Staff Maternity/Paternity ➤ Discretionary Leave ➤ Parental Leave ➤ Shared Parental Leave ➤ Information Management ➤ Restructuring & Redeployment ➤ Redeployment Guidance ➤ Employee Complaints (Grievance) 	Company Secretary		5 mins
8	<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 – and to note 	Head of Teaching & Learning		5 mins

	<p>evidence of governor monitoring recorded in SGB minutes</p> <ul style="list-style-type: none"> To note the 2016 version of 'Keeping Children Safe in Education' (statutory guidance for schools – valid from 5/9/16) 		Keeping Children Safe in Education 2016	
9	<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 Secretary/CEO since the previous meeting <ul style="list-style-type: none"> Deed of Variation regarding the change of name 	Company Secretary		2 mins
STEP Up – We all succeed together				
10	<p>Finance and Operations</p> <ul style="list-style-type: none"> To note the STEP Operations & Audit Committee minutes of 28th June 2016 and receive a verbal summary report from the Committee Chair To receive confirmation that audited financial statements for the year ended 31 August 2015 were submitted to Companies House by 31 May 2016 To receive budget forecast for 2016/17 (for submission to EFA by 31 July 2016) 	Committee Chair – Patrick McAleenan	STEP Operations and Audit Committee minutes 28th June 2016	10 mins
11	<p>Standards and Performance</p> <ul style="list-style-type: none"> To note the STEP Standards Committee minutes of 18 March 2016 (Chair's verbal summary provided at previous meeting) To note that the STEP Standards Committee's summer term meeting is scheduled for Friday 15th July, 11am at Angel Oak Academy To receive the headlines of STEP Academies 2016 KS1 and KS2 results 	Committee Chair – Kate Chhatwal Head of Teaching & Learning	STEP Standards Committee minutes 18 th March 2016	15 mins
12	<p>STEP Trading Subsidiary</p> <ul style="list-style-type: none"> To receive an update on the establishment of the STEP 	CFOO		5 mins

	Academy Trust's trading subsidiary.			
STEP Ahead – We invest in our future				
13	STEP Improvement Plan <ul style="list-style-type: none"> To agree 2016/17 STEP Priorities Growth plan 	CEO, Deputy CEO and CFOO	STEP Improvement Plan	15 mins
14	Potential partnerships <ul style="list-style-type: none"> Preparations in East Sussex To receive FS Application Update Consider further opportunity in East Sussex 	Deputy CEO STEP PM CEO		15 mins
15	Strategic Planning <ul style="list-style-type: none"> To review the STEP Risk Register 	CFOO	Risk Register	5 mins
16	Annual Governance Review 2015/16 and Annual Impact Statement <ul style="list-style-type: none"> To review the effectiveness of the STEP Governance Structure 2015/16 To evaluate the Chair of Trustees' performance 2015/16 To consider what impact the Board of Trustees has had on the STEP Academies during 2015/16 (for inclusion in STEP's Annual Impact Statement) To consider what impact the Strategic Governing Bodies have had on their academies during 2015/16 (as summarised in the summer SGB mins) 	CEO	STEP Board and SGB self-evaluation summaries (if available)	10 mins
17				
17	Correspondence to the Chair (if any) <ul style="list-style-type: none"> To note any correspondence received by the Chair 	Chair		2 mins
18	Minutes <ul style="list-style-type: none"> To approve the minutes of the Board of Trustees meeting held on 21 March 2016 (previously circulated and copy attached) 	Chair	Board of Trustees mins 21 March 2016	2 Mins
19	Matters Arising from the Minutes <ul style="list-style-type: none"> To note updates on actions agreed at the previous meeting ➤ Forward apologies to Ross Gardner for the lost telephone connection which had prevented him from taking part in the March meeting 	Clerk		10 Mins

	<ul style="list-style-type: none"> ➤ Add the agenda & minutes protocol appendix to the Communications Policy before publication ➤ Inform SGB chairs of the Board's recommendation for governors to submit questions in advance of meetings ➤ Explore the suggested software package with the facility to populate standard wording into STEP policies ➤ Seek HR advice regarding the suggested amendments to the Flexible Working Policy ➤ Submit notice of special resolution regarding the Trust's change of name to Companies House ➤ Feedback to the DfE Trustees' concerns over the provision of their personal details as part of the FS application process ➤ Liaise with the Committee Chair to agree a new date for the October STEP Standards Committee meeting ➤ Bring details of educational risks to the STEP Standards Committee for discussion and documentation in the Risk Register ➤ Arrange for December Board mins to be signed by Sally Lawson-Ritchie ➤ Arrange for the career development opportunities and retention incentives offered to STEP staff to be publicised on the Trust's website. 	<p>Company Secretary</p> <p>Governance Team</p> <p>Company Secretary</p> <p>Company Secretary</p> <p>Company Secretary</p> <p>Rama Venchard</p> <p>Company Secretary</p> <p>Head of Teaching & Learning</p> <p>Clerk</p> <p>Executive Team</p>		
20	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 Mins
21	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 	Chair		2 Mins

	a positive impact on the STEP academies and the children's outcomes			
22	Date of Next Meeting <ul style="list-style-type: none"> To note the date of the next meeting – Monday 17 October 2016, 6.30pm at Gonville Academy 	Chair		1 Minute
23	Publication of Minutes <ul style="list-style-type: none"> To identify any matters discussed to be recorded in the confidential Part B mins 	Chair		1 Minute
24	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"> Report on CFOO salary review Starting salaries of new executive roles Sept 2016: <ul style="list-style-type: none"> Acting Head of Teaching & Learning Executive Head Teacher in New Addington Head of Standards 	Chair of Audit & Operations Committee CEO		5 Mins