

RECORD OF MEETING

South-East England and South London (SESL) Headteacher Board

12 January 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Sir Andrew Carter (HTB)

Mark Ducker (HTB)

Alison Beane (HTB)

Karen Roberts (HTB)

Nikki King (HTB)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Lord Nash (Minister)

Apologies

None

Cross-cutting discussion points

The Board met and discussed:

- **Stocktake (progress within SESL)**

The Board considered how best to assist with these meetings.

- **HTB members**

Discussion on how expertise can best be used.

- **Open Academies**

SESL has been meeting with trusts to discuss plans and progress.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Sponsor Application

Project	Decision	Key Points	Conflicts of interest
Veritas Multi Academy Trust	Approve with conditions	<ul style="list-style-type: none"> Governance Finance experience. 	
Action required: Governance structure to be examined.			
St Mary's Catholic Primary, West Sussex,	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Letter to be sent to school.			

Converter Academy Order

Project	Decision	Key Points	Conflicts of interest
St Teresa's Catholic Primary School, Kent - to join KCSP	Approve	<ul style="list-style-type: none"> Governance Performance 	
Action required: Academy Order to be sent.			
Rosendale Primary School to form Great FA North Wood Education Trust • Additional information to be	Approve conditions •	with • Governance. Finance sought.	
Action required: Academy Order to be sent.			
Elmgreen School, Lambeth - to join Great North Wood Education Trust	Approve with FA conditions	<ul style="list-style-type: none"> Performance Finance Governance 	
Action required: Academy Order to be sent.			
Barnsole Primary, LA - to join Barnsole Primary Trust	Approve with FA conditions	<ul style="list-style-type: none"> Governance, accountability. Finance 	
Action required: Academy Order to be sent.			

New Horizons Federation, Bexley - to join Bromley Education Trust	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Academy Order to be sent.			
Highbury Primary, Portsmouth - to join UCAT	Approve	<ul style="list-style-type: none"> • Governance • Performance 	
Action required: Academy Order to be sent.			
Castledown Primary School, LA - to join ARK	Approve	<ul style="list-style-type: none"> • Performance • Finance 	
Action required: Academy Order to be sent.			
Northlands Wood, West Sussex	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
Action required: Academy Order to be sent.			
East Preston Junior School, West Sussex	Defer	<ul style="list-style-type: none"> • Governance • Performance 	
Action required: Trust to consider performance and governance.			

Significant Change

St John's Catholic Primary, LA – expansion of premises	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
Action required: Letter to be sent to school.			
Westbourne Primary School, Sutton, - physical expansion of premises	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Letter to be sent to school.			
Hayes School, LA - SAT to join Apollo learning trust	Defer	<ul style="list-style-type: none"> • Governance 	
Action required: Governance structure to be reviewed.			

Mytchett Primary School, Surrey capacity increase and age range change	Approve with conditions	<ul style="list-style-type: none"> • Governance • Performance • Provision for budget plan 	
Action required: Letter to be sent to school.			
Warden Park Junior School, –West Sussex, capacity increase, add nursery	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
Action required: Letter to be sent to school.			

RECORD OF MEETING

South East England and South London Headteacher Board

9 February 2017, meeting held at the Ebbsfleet Academy

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Mark Ducker (HTB)

Alison Beane (HTB)

Nikki King (HTB)

Karen Roberts (HTB)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Carol Morris (CEO, Brook Learning Trust)

Apologies:

Sir Andrew Carter (HTB)

Cross-cutting discussion points

The Board met and discussed:

- Dioceses

The Regional teams' approach to Dioceses and how better relationships can be built between the region and the dioceses.

- MAT Growth Checks

How MAT Growth checks should be used in the region and what support should be provided as a result of the checks.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
Torfield and Saxon Mount academy trust, East Sussex, to become a sponsor in East Sussex	Approve	<input type="checkbox"/> Governance	
Action required: None			

Converter Academy Order

Project	Decision	Key Points	Conflicts of interest
East Preston Junior School, West Sussex.	Approve	<input type="checkbox"/> Governance	
Action required: Academy Order to be sent			
Meon Junior School, Portsmouth	Approve	<input type="checkbox"/> Governance	
Action required: Academy Order to be sent			
Moorings Way Infant School, Portsmouth	Approve	<input type="checkbox"/> Governance	
Action required: Academy Order to be sent			
Peacehaven Community School, East Sussex	Approve	<input type="checkbox"/> Capacity	
Action required: Academy Order to be sent.			

Significant Changes

Project	Decision	Key Points	Conflicts of interest
Pyrford Primary School, Surrey, adding a Nursery	Approve	<input type="checkbox"/> Capacity	
Action required: None			
Coombe Boys, Kingston, Published Admission Number reduction	Approve	<input type="checkbox"/> Capacity	
Action required: None			
Minister in Sheppy, Kent, Published Admission Number increase	Approve	<input type="checkbox"/> Capacity	
Action required: None			
South Borough, Kent - increase to two form entry	Approve	<input type="checkbox"/> Capacity	
Action required: None			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
LWS Academy, Hampshire, Single Academy Trust to Multi Academy Trust	Approve	<input type="checkbox"/> Governance	
Action required: Send letter to school/trust to inform of the decision.			
Eastbourne Academy, East Sussex, to join Swale	Approve	<input type="checkbox"/> Capacity	
Hayes School SAT, Bromley, to join Impact MAT	Approve	<ul style="list-style-type: none"> • Governance • Finance 	

RECORD OF MEETING

South East and South London Headteacher Board

2 March 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Sir Andrew Carter (HTB)

Angela Barry (HTB)

Ian Bauckham (HTB)

Alison Beane (HTB)

Karen Roberts (HTB)

Nikki King (HTB)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Jonathan Slater (DfE)

Apologies

Rhona Barnfield (HTB) Mark

Ducker (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **The Teaching School Council (TSC)**

Discussion about the structure of the TSC.

- **Strategic School Improvement Funding**

Discussions on this item are ongoing. The development of networks and hubs was explored.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Northwood Primary School, Bexley, to join Trinitas Academy Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent			
Bligh Infant School and Bligh Junior School to join Barnsole Primary Trust	Approve	<ul style="list-style-type: none"> Governance Performance 	
Action required: Academy Order to be sent			
St Michael's CoE aided Infant School, Surrey, to join the Good Shepherd Trust.	Approve with condition	<ul style="list-style-type: none"> Governance – suitable arrangements needed. 	
Action required: Confirmation that suitable governance arrangements have been put in place.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Ebbsfleet Academy, Kent - add sixth form	Defer	<ul style="list-style-type: none"> Financial 	
Action required: Legal advice to be provided			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Portslade Aldridge and Brighton Aldridge to join the Aldridge Education MAT.	Approve with condition	<ul style="list-style-type: none"> Governance 	
Action required: Ensure appropriate structure in place			

Decision on Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
Rosherville CofE Primary School to be sponsored by Aletheia Anglican Academy Trust.	Approve	<ul style="list-style-type: none"> Finance Governance 	
Action required: RSC to write to School			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
CSNET, Kent, to be a sponsor in the South East and South London region.	Decline	<ul style="list-style-type: none"> Performance Governance 	
Action required: RSC to send letter to the trust.			

RECORD OF MEETING

South East and South London Headteacher Board

23 March 2017, ARK Blacklands School, Hastings

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Sir Andrew Carter (HTB)

Angela Barry (HTB)

Ian Bauckham (HTB)

Alison Beane (HTB)

Rhona Barnfield (HTB)

Mark Ducker (HTB)

Nikki King (HTB)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Apologies

Karen Roberts (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **National Funding Policy**

Discussion about the new National Funding Formula.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
West Hill Primary, Kent, to join The Galaxy Trust.	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent			
Oakwood School to join the University of Brighton Academy Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent			
Merstham Primary, Surrey, to join GLF Schools	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Academy Order to be sent			
Langstone Infant and Junior Schools, Portsmouth, to join University of Chichester Academies Trust.	Approve with conditions	<ul style="list-style-type: none"> Governance Performance Growth 	
Action required: Confirmation that a suitable plan and structure is in place for governance and performance.			
St Patrick's Catholic Primary School, Southampton, to join Catholic Academy Trust	Approve	<ul style="list-style-type: none"> School Improvement 	
Action required: Academy Order to be sent			

Significant Changes

Project	Decision	Key Discussion Points	Conflicts of interest
Springfield Primary, Surrey, to lower age range and add a nursery	Approve	<ul style="list-style-type: none"> Pupil numbers 	
Action required: Ensure appropriate structure in place			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Newstead Wood, Bromley, to join United Learning Trust.	Approve	<ul style="list-style-type: none"> Governance Finance 	
Action required: Send letter/email to school/trust to inform of the decision.			
Borden CoE, Bredgar CoE, Minterne CoE and the Oaks Infant School, Kent - to form the Swale Unitas Multi Academy Trust.	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Send letter/email to school/trust to inform of the decision.			

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Sun Hill Junior School to be sponsored by Perrins Trust	Approve	<ul style="list-style-type: none"> Finance 	
Action required: Inform relevant parties.			
Riverview Juniors to be sponsored by the Pathway Academy Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			

Removal of Pre-Warning Notice

Project	Decision	Key Discussion Points	Conflicts of interest
Sir Robert Woodard Academy, West Sussex	Approve	Governance	
Action required: Letter to be sent to school.			

RECORD OF MEETING

South East and South London Headteacher Board

21 April 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE) Jonathan

Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Alison Beane (HTB)

Rhona Barnfield (HTB) **Apologies**

Mark Ducker (HTB) Sir

Andrew Carter (HTB)

Karen Roberts (HTB)

Nikki King (HTB)

Cross-cutting discussion points

The Board met and discussed:

- [Pre-Election Period](#)

The RSC informed the Board that as of midnight on the 21 April the department would be entering the pre-election period called Purdah and RSC decisions will be taken until this has finished.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only.

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Farnborough Grange Nursery and Infant School, Hampshire, to join the Good Shepherd Trust	Approve	<ul style="list-style-type: none"> Performance 	
Action required: Academy Order to be sent			
Sandcross Primary, Surrey	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent			
Aragon Primary, Merton, to join Glenthorne High School MAT	Approve	<ul style="list-style-type: none"> Performance 	
Action required: Academy Order to be sent			
St Augustine's Catholic Primary School, Kent, to join Kent Catholic School's Partnership	Approve	<ul style="list-style-type: none"> Performance 	
Action required: Academy Order to be sent			
Sutton-At-Hone School, Kent, to join Aletheia Anglican Academies Trust	Approve	<ul style="list-style-type: none"> Performance 	
Action required: Academy Order to be sent			
Link Primary and Secondary to join OHCAT.	Approve	<ul style="list-style-type: none"> Growth Governance 	
Action required: Academy Order to be sent			

Weston Park Primary School, Southampton, to join HAMWIC	Approve	<ul style="list-style-type: none"> • Governance • Structure 	
Action required: Academy Order to be sent			

Significant Changes

Project	Decision	Key Discussion Points	Conflicts of interest
Beaufort Primary, Surrey, Capacity increase and age range decrease	Approve	<ul style="list-style-type: none"> • Capacity 	
Action required: Send letter to school/trust to inform of the decision.			
Cliffdale Primary, Portsmouth, to change SEN designation	Approve	<ul style="list-style-type: none"> • Financial 	Alison Beane was not present for this item and did not receive papers.
Action required: Send letter to school/trust to inform of the decision.			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Wray Common Primary, St John's Primary, Holmesdale Community Infant School, Reigate School and Dovers Green School to form Greensand Multi Academy Trust, Surrey	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to schools/trust to inform of the decision.			
Burntwood Academy, Wandsworth, expanding to form the Burntwood Multi Academy Trust.	Approve	<ul style="list-style-type: none"> • Finance • Capacity 	
Action required: Send letter to school/trust to inform of the decision.			

Glenthorne High School, Sutton, to form the Willow Learning Trust.	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
Action required: Send letter to school/trust to inform of the decision.			
Glebe School, Bromley, to form the Specialist Partnership Trust.	Approve	Governance	
Action required: Send letter to school/trust to inform of the decision.			
Ludlow Infant School, Southampton, to join HAMWIC	Approve	Governance	
Action required: Send letter to school/trust to inform of the decision.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Townley Grammar School, Bexley.	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to school/trust to inform of the decision.			
Dove House School Academy Trust, Hampshire.	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to school/trust to inform of the decision.			
ACE Learning Trust, Kent	Defer	<ul style="list-style-type: none"> • Finance • Governance 	
Action required: Send letter to school/trust to inform of the decision.			

Decisions made between March 23 Meeting and this meeting

Project	Decision	Key Discussion Points	Conflicts of interest
Significant Change Ark Charter, Southsea application to close sixth form	Approve	<ul style="list-style-type: none"> • Capacity 	
Action required: Send letter to school/trust to inform of the decision.			
Converter Academy Order St Thomas Moore Catholic Primary School, Hampshire	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to school/trust to inform of the decision.			

RECORD OF MEETING

South East and South London Headteacher Board

25 May 2017 – date HTB meeting held to advise RSC.

Due to Purdah restrictions, the RSC made the decisions on 15 June 2017.

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Alison Beane (HTB)

Mark Ducker (HTB)

Karen Roberts (HTB) Nikki King
(HTB)

Apologies

Sir Andrew Carter (HTB)

Rhona Barnfield (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **School Improvement**

The Board received an update on the School Improvement work that is taking place in the region.

- **Map of MATs and Sponsors in SESL**

The Board received a demonstration of the map of MATs and Sponsors in the SESL region.

- **Delivery plan for the region**

The Board received an update on the SESL plan to achieve more good or outstanding academy places in the region.

- **Review of HTB**

The Board discussed an evaluation of the HTB process and how it can be improved for the future in light of HTB elections and change of Board membership.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
St Marks CofE Primary School, Kent, to join The Pilgrim Multi Academy Trust	Approve with Conditions	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent			
Jubilee Primary School, Bexley, to join Trinitas Academy Trust	Approve	<ul style="list-style-type: none"> Leadership Finance 	
Action required: Academy Order to be sent			
Northern Parade Infant and Junior Schools, Portsmouth, to join King's Group Academies	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Academy Order to be sent			
The Marist Primary School, Surrey, to join Xavier Catholic Education Trust.	Approve	<ul style="list-style-type: none"> Finance 	
Action required: Academy Order to be sent			
Maundene School, Medway, to join Inspire Partnership	Approve with conditions	<ul style="list-style-type: none"> Governance 	Nikki King was not present and did not receive papers for this paper.
Action required: Academy Order to be sent			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Brent Primary School, Bromley - expansion of premises to accommodate additional form of entry.	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Send letter to school/trust to inform of the decision.			
Dartford Grammar School, Kent - expansion of premises	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Send letter to school/trust to inform of the decision.			
Greenshaw High School, Sutton - expansion of premises to accommodate additional two forms of entry.	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Send letter to school/trust to inform of the decision.			
Hawes Down Infant and Junior Schools, Bexley, to form Hawes Down Primary school	Approve	Finance	
Action required: Send letter to school/trust to inform of the decision.			

RECORD OF MEETING

South East and South London Headteacher Board

29 June 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE) Jonathan

Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Mark Ducker (HTB)

Sir Andrew Carter (HTB) Nikki

King (HTB)

Apologies

Karen Roberts (HTB)

Alison Beane (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **Safeguarding**
The Board discussed how the RSC team could help to promote and learn about safeguarding in schools.
- **Ofsted results in the region**
The Board discussed the Ofsted results from the last month and the impact they have on the regional picture.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Orders

Project	Decision	Key Discussion Points	Conflicts of interest
Churchfields Primary School and The Alton Primary School to join Quality First Education Trust	Defer	<ul style="list-style-type: none"> Governance 	
Action required: To be brought to HTB at a later date.			
Greenacres Primary School and Nightingale Primary School Greenwich to join Maritime Academy Trust	Approve	<ul style="list-style-type: none"> Growth Governance 	
Action required: Academy Order to be sent.			
Cheam Common Infants and Manor Park Primary to join LEO	Defer	<ul style="list-style-type: none"> Finances 	
Action required: To be brought to HTB at a later date.			
Bromley Road, Bromley, to join the Harris Federation	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			
Hazel Court School to join The Southfield Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			
Thornhill Primary to join HAMWIC Education Trust	Approve	<ul style="list-style-type: none"> Finance 	
Action required: Academy Order to be sent.			
St John the Baptist Catholic Primary and St Anne's Catholic Primary School to join The Catholic Academy Trust.	Approve	<ul style="list-style-type: none"> Finance 	
Action required: Academy Order to be sent.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Tubbenden Primary School, Bromley - to expand premises and capacity.	Approve	<ul style="list-style-type: none"> Capacity 	
Action required: Send letter notifying the school.			
HAMWIC Education Trust to transfer open academies from umbrella trust to new single Multi Academy Trust.	Approve	<ul style="list-style-type: none"> Finance Growth 	
Action required: Send letter notifying the trust			

Removal of Pre-Warning Notice

Project	Decision	Key Discussion Points	Conflicts of interest
Frogmore Junior School, Hampshire	Defer	<ul style="list-style-type: none"> Leadership Performance 	
Action required: To be brought to HTB at a later date.			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Roseberry School, Surrey to join GLF	Approve	Governance	
Action required: Appraise trust's three-or-four-year plan.			

RECORD OF MEETING

South East and South London Headteacher Board

13 July 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Alison Beane (HTB)

Sir Andrew Carter (HTB) Mark

Ducker (HTB)

Nikki King (HTB)

Apologies

None

Cross-cutting discussion points

The Board met and discussed:

- **Sixth-form college academisation**

The Board discussed how this process could be monitored and managed.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Orders

Project	Decision	Key Discussion Points	Conflicts of interest
Potters Gate CofE Primary School, Surrey, to join The Good Shepherd Trust	Defer	<ul style="list-style-type: none"> Finance 	
Action required: Defer until assurances around finances obtained.			
Crawley Ridge Infants School, Crawley Ridge Juniors School, Windlesham School and Holy Trinity C of E Primary School, Surrey, to join Lighthouse Academy Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Orders to be sent.			
South Camberley Primary School, Surrey, to join Engage, Enrich, Excel Academies	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			
Sholing Infants School, Southampton, to join Hamwic Education Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			
Chesterton Primary School, Wandsworth, to join Wandle Learning Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent.			

Blenheim Primary School, Bromley, to join Education for the 21 st Century	Approve	<ul style="list-style-type: none"> • Governance • MAT growth 	
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Action required: Academy Order to be sent.

Trust Change

Stanley Park Infant School, Sutton, to form the Sequoia Learning Trust.	Approve	<ul style="list-style-type: none"> • Governance 	
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Action required: Send letter to school/trust to inform of the decision.

Spires Academy, Kent, to join E21C.	Approve with conditions	<ul style="list-style-type: none"> • Governance • Capacity 	
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Action required: RSC office ascertain trust's growth and comms plan.

The Laurels Primary School, West Sussex, join Durrington Academy Trust from New Horizons Academy Trust	Approve	<ul style="list-style-type: none"> • Governance • Experience • Safeguarding training 	
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Action required: Send letter to school/trust to inform of the decision.

Sponsored Route

Durand Academy, Lambeth, options for alternative trusts.	Defer	<ul style="list-style-type: none"> • Governance • Performance 	
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Action required: Decision escalated to Lord Nash.

Bacon's College, Southwark, to join United Learning	Defer	<ul style="list-style-type: none"> • Governance • Experience 	
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Action required: Decision escalated to Lord Nash.

Archbishop Tenison's School, Lambeth, to join Southwark Diocesan Board of Education (SDBE) Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to schools/trust to inform of the decision.			
Featherby Junior School, Medway, to be sponsored by Maritime Academy Trust	Approve	<ul style="list-style-type: none"> • Finance • Capacity 	
Action required: Send letter to school/trust to inform of the decision.			

Free School Presumption – Sponsor Approval

Chilmington Green, Kent, to be sponsored by Stour Academy Trust	Approve	<ul style="list-style-type: none"> • Finance • Governance 	
Action required: Send letter to school/trust to inform of the decision.			

Decisions made between 29 June 2017 and this HTB meeting

Project	Decision	Key Discussion Points	Conflicts of interest
Trust Change West Malling Single Academy to join Tenax Schools Trust	Approve	<ul style="list-style-type: none"> • Governance 	Ian Bauckham did not receive papers for this item.
Action required: Send letter to school/trust to inform of the decision.			
Significant Change Darrick Wood School, Kent – (expansion of premises)	Approve	<ul style="list-style-type: none"> • Capacity 	
Action required: Send letter to school/trust to inform of the decision.			

RECORD OF MEETING

South East and South London Headteacher Board

21 September 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Alison Beane (HTB)

Sir Andrew Carter (HTB) Mark

Ducker (HTB)

Nikki King (HTB)

Cross-cutting discussion points

The Board discussed:

- **HTB elections**
The Board discussed the turnout for the poll and lessons learned which could improve the running of future elections.
- **DfE officials observing MAT board-meetings**
Board-members emphasised the need to ensure that these observations allowed officials to gain a clear sense of good practice across the region and a formative evaluation of trusts' governance structures and practices, without influencing decision-making with regard to matters such as presented to the HTB.
- **KS2 results**
The Board talked over the results provided and the emerging picture for the region which they suggested.
- **SESL MAT-review programme**
The chair gave the Board an overview of the annual-appraisal meetings he and his deputies were currently conducting with all the trusts, dioceses and local authorities in the region.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Orders

Project	Decision	Key Discussion Points	Conflicts of interest
Hankham Primary School, East Sussex to join Aurora Academies Trust	Defer	<ul style="list-style-type: none"> Academic performance (KS2) 	
Action required: RSC office to speak to trust at annual-review meeting about performance and capacity, before making a decision.			
RADIUS Trust nonmaintained special schools to join OHCAT	Defer	<ul style="list-style-type: none"> Speed of growth School-improvement plans Finance 	
Action required: RSC office to review points raised before presenting papers to HTB again.			
Westfield Primary School to join Engage, Enrich, Excel Academies Trust	Defer	<ul style="list-style-type: none"> Academic performance Capacity 	
Action required: RSC office to speak to trust at annual-review meeting about points raise before making a decision.			
Waterfield Primary, West Sussex to join Collegiate Academy Trust	Defer	<ul style="list-style-type: none"> Academic performance School-improvement strategy Capacity and growth Governance 	
Action required: RSC office to ask trust for more data before a decision can be made.			
College Park Infant School, Portsmouth to join King's Academy Trust	Approve	<ul style="list-style-type: none"> Leadership 	Mark Ducker was not present and did not receive papers for this item
Action required: Academy Order to be sent.			
Sholing Junior School, Southampton to join Hamwic Education Trust	Approve with conditions	<ul style="list-style-type: none"> Governance Growth Academic performance 	

Action required: Send letter to school/trust informing them of the decision.			
King Richard School, Portsmouth to join United Learning	Approve	<ul style="list-style-type: none"> • Governance • Finance • Academic performance • Capacity • Schoolimprovement plan 	
Action required: Send letter to school/trust informing them of the decision.			
Vale View Primary, Kent to join Whinless Down Academy Trust	Defer	<ul style="list-style-type: none"> • Governance • Leadership • Growth 	
Action required: Send letter to school/trust informing them of the decision.			
Folkestone Academy to join Turner Schools	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to school/trust informing them of the decision.			

Trust Changes

Worthing High School, SAT to MAT	Defer	<ul style="list-style-type: none"> • Safeguarding • Governance • Academic performance 	
Action required: RSC office to ask trust for more data before making a decision.			
Nexus Education Trust, Bromley, Six Primary • Governance SAT to MAT Transfers	Approve • Cap		
Action required: Send letter to schools/trust informing them of the decision.			
Amalgamation of Hawes Down Infant and Junior Schools	Approve	<ul style="list-style-type: none"> • Leadership • Governance 	
Action required: Send letter to school/trust informing them of the decision.			

Sponsored Route

Corelli College, Greenwich, to join the Leigh Academy Trust	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Send letter to school/trust informing them of the decision.			

Spelthorne School, Surrey, to join the Howard Partnership Trust	Approve	<ul style="list-style-type: none"> • Finance • Action plan	Rhona Barnfield was not present and did not receive papers for this item
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Action required: Send letter to school/trust informing them of the decision.

Removal of Pre-Warning Notice

Spires Academy, Kent	Defer	<ul style="list-style-type: none"> • Academic performance 	
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Action required: RSC office to ask trust for more data before a decision can be made.

Decisions made between 22 July 2017 and this meeting

Project	Decision	Key Discussion Points	Conflicts of interest
Sponsored Route Erith School Bexley to be sponsored by Odyssey Trust for Education.	Approve		
Action required: Send letter to school/trust informing them of the decision.			
Significant Change Sythwood Primary School, Surrey – SACRE Application	Approve		
Action required: Send letter to school/trust informing them of the decision.			
Significant Change Finberry Primary Academy, age range change from 4-11 to 2-11	Approve		
Action required: Send letter to school/trust informing them of the decision.			
Significant Change Biggin Hill Primary School, Bromley, Extension of Lower-Age Limit.	Approve		
Action required: Send letter to school/trust informing them of the decision.			
Significant Change Hoo St Werburgh School, Medway, Age range change from 4-11 to 3-11 including the addition of a nursery.	Approve		
Action required: Send letter to school/trust informing them of the decision.			
Significant Change Chipstead Valley Primary School, Age Range change from 4-11 to 2-11	Approve		
Action required: Send letter to school/trust informing them of the decision.			

RECORD OF MEETING

South East and South London Headteacher Board

5 October 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Angela Barry (HTB)

Ian Bauckham (HTB)

Rhona Barnfield (HTB)

Mark Ducker (HTB)

Sir Andrew Carter (HTB)

Nikki King (HTB)

Alison Beane (HTB)

Cross-cutting discussion points

The Board discussed:

- **Headteacher board elections**
The board discussed the HTB elections and the ability for the RSC to appoint/coopt new board members to fill any skills gap that may occur.
- **Ofsted results in the region**
The board discussed the Ofsted results from the last month, the impact they have on the regional picture and how relationship between Ofsted and the RSC office can be developed.
- **MAT Review programme**
The board received an update from the RSC on the MAT review programme in the region. The board discussed progress, and what the RSC is learning from these meetings.
- **SESL MAT CEO Conference**
The RSC discussed plans for the upcoming conference and the seminars following on from that.
- **School Improvement Strategy**
The board received an update from the RSC on the developing strategy to support school improvement in academies in the region.
- **HTB Member feedback session**
HTB members fed back on their experiences so far and how the RSC office can try to ensure that the transition to the new board members is as smooth as possible.

Converter Academy Order

Project	Decision	Key Points	Conflicts of interest
Hilltop Primary School, Medway, to join Greenacre Academy Trust.	Approve	<ul style="list-style-type: none"> • Governance • Pupil Exclusion 	Nikki King did not receive papers for and did not participate in discussions around this item.
Action required: Academy Order to be sent to the school, trust to be informed of conditions arising from the decision.			
Manor Park Primary and Cheam Common infants to join the LEO Academy Trust.	Approve	<ul style="list-style-type: none"> • Governance • Capacity 	
Action required: Academy Order to be sent.			
Penhale Infant School and Nursery, Portsmouth, to join The Thinking Schools Academy Trust	Approve	<ul style="list-style-type: none"> • Growth • Capacity • Academic performance 	
Action required: Academy Order to be sent.			

Trust Change

William Willet Learning Trust to join Education for the 21 st Century.	Approve	<ul style="list-style-type: none"> • Governance • Capacity • Academic performance 	
Action required: Letter to be sent to the trust informing them of the decision.			

RECORD OF MEETING

South East and South London Headteacher Board

2nd November 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Jon Chaloner (HTB)

Stephen Carey (HTB) Paula

Farrow (HTB)

Mark Ducker (HTB)

Sir Andrew Carter (HTB)

Nikki King (HTB)

Alison Beane (HTB)

Justin Smith (HTB)

Cross-cutting discussion points

The Board discussed:

- **KS4 Results analysis and KS2 Results update**
A discussion took place regarding KS4 and KS2 2017 results in the region and how the RSC will respond to this.
- **National Funding Formula**
The board discussed the national funding formula and its implications for schools in the region
- **MAT Development and Improvement Fund (MDIF)**
There was a discussion around the MAT Development and Improvement Fund (MDIF) and how it will be used in the region.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Order

Project	Decision	Key Points	Conflicts of interest
Steeple Bumpstead, Essex, and Abbots Green, Suffolk, to join the Samuel Ward Academy Trust.	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
<p>Action required: Ensure that trustee and member vacancies are filled by Christmas; RSC to assess sustainability of trust's growth plans; RSC to check that the trust's financial position is healthy before FA is signed.</p>			
Wyke Primary, Surrey, to join the Kite Academy Trust.	Approve	<ul style="list-style-type: none"> • Finance • Governance 	
<p>Action required: Academy Order to be sent; trust to secure independent governance at trustee level; RSC to check we are satisfied with financial position of the trust before FA is signed; trust to respond in writing to RSC on how their finance officer responsibilities are managed.</p>			
Hankham Primary School, East Sussex, to join Aurora Academy trust.	Defer	<ul style="list-style-type: none"> • School Improvement 	
<p>Action required: To be brought to board members at a later date – RSC to review their School Improvement plan.</p>			
Castillion Primary, Bexley, to join the Amadeus Primary Academies Trust	Defer	<ul style="list-style-type: none"> • School Improvement • Finance 	
<p>Action required: RSC to receive the trust's School Improvement and Due Diligence plans.</p>			

Sponsor Application

Tenterden Schools Trust, Kent, to be a sponsor	Decline.	<ul style="list-style-type: none"> • Governance • Academic Performance 	
Action required: Trust to be Informed of the decision.			
Coaction Academy Trust, to be a sponsor.	Approve	<ul style="list-style-type: none"> • Governance 	
Action required: Trust to be informed of the decision. RSC team to work with trust on moving to more independent layers of governance.			

Significant Change

Mayplace Primary School, Bexley, Expansion from 2FE to 3FE.	Approve	<ul style="list-style-type: none"> • Academic performance • Financial viability 	Justin Smith was not Present and did not receive papers for this item.
Action required: Letter to be sent to trust.			
Phoenix Junior School, Nikki Medway, to all-through Primary.	Decline • become an • and did not	Academic performance Financial viability King receive	Justin Smith and were not Present papers for this item.
Action required: Trust to be informed of the decision.			

Trust Change

Worthing High School, West Sussex, SAT to MAT	Defer	<ul style="list-style-type: none"> • Governance 	
Action required: To be brought to board members at a later date.			

Free School Presumption – Sponsor Approval

North West Horley, Surrey, Aurora Academy Trust approved as sponsor.	Approve	<ul style="list-style-type: none"> • School Improvement • Senior Leadership Structure 	Jon Chaloner was not Present and did not receive papers for this item.
Action required: Letter to be sent to the trust, DCS and MP.			
Chestnut Avenue, Hampshire, University of Winchester Trust approved as sponsor.	Approve	<ul style="list-style-type: none"> • School Improvement. 	
Action required: Letter to be sent to the trust, DCS and MP.			

Sponsored Route

Downsbrook Primary School, West Sussex, to be sponsored by Schoolsworks Academy Trust.	Approve	<ul style="list-style-type: none"> • Viability 	
Action required: Trust to be informed of the decision.			
Elaine Primary School, Medway, to be sponsored by the Inspire	Defer	<ul style="list-style-type: none"> • Capacity • Academic performance 	
Action required: To be conducted via correspondence in the future.			

Removal of Pre-warning Notice

Frogmore Junior School, Hampshire	Approve	<ul style="list-style-type: none"> • Academic performance 	
Action required: Letter to be sent to the trust			

RECORD OF MEETING

South East and South London Headteacher Board

14 December 2017

Members of Board, RSC, and guests in attendance

Dominic Herrington (RSC, Chair)

Maria Dawes (DfE)

Jonathan Duff (DfE)

Paula Farrow (HTB)

Alison Beane (HTB)

Stephen Carey (HTB)

Mark Ducker (HTB)

Justin Smith (HTB)

Apologies

Sir Andrew Carter (HTB)

Nikki King (HTB)

Jon Chaloner (HTB)

Cross-cutting discussion points

The Board discussed:

- **'Associate membership' of trusts**
The board discussed schools working with academy trusts in an 'associate member' capacity, and shared their experiences of this and how it has helped in the past.
- **Regional Delivery Plan**
The board discussed the RSC delivery plan, which has been developed to structure the RSC team's work.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Converter Academy Order

Project	Decision	Key Points	Conflicts of interest
Bickley Primary School, Bromley, to join the Nexus Education Schools Trust.	Approve	<ul style="list-style-type: none"> Governance Capacity 	Paula Farrow did not receive papers for this and did not participate in discussions around this item.
Action required: Academy Order to be sent to the school, trust to be informed of conditions arising from the decision.			
Franciscan Primary School, Wandsworth, to join Graveney Trust	Approve	<ul style="list-style-type: none"> Governance 	
Action required: Academy Order to be sent to the school, trust to be informed of conditions arising from the decision.			
Meon Infant School, Portsmouth, to join the Thinking Schools Academy Trust (TSAT)	Approve	<ul style="list-style-type: none"> Growth Capacity School improvement 	
Action required: Academy Order to be sent.			

Trust Change

Alexandra Infant School, Bromley, to transfer to Nexus Education Schools trust	Approve	<ul style="list-style-type: none"> Governance Capacity 	Paula Farrow did not receive papers for this and did not participate in discussions around this item.
Action required: Letter to be sent to the trust informing them of the decision.			
Inspire Multi Academy Trust and Hinkler Multi Academy Trust, Southampton and Hampshire, MAT Merger	Approve	<ul style="list-style-type: none"> Leadership 	
Action required: Letter to be sent to the trust informing them of the decision.			

Significant Changes

Milestone Academy, Kent, satellite expansion.	Approve	<ul style="list-style-type: none"> Capacity Place planning 	
Action required: Letter to be sent to the trust informing them of the decision.			
Riverside Primary School, Medway, expansion to 2FE	Approve	<ul style="list-style-type: none"> Place planning 	
Action required: Letter to be sent to the trust informing them of the decision and conditions arising from the decision.			
Hundred of Hoo, Medway, in-year variations.	Decline	<ul style="list-style-type: none"> Place planning Local need 	
Action required: Letter to be sent to the trust informing them of the decision.			

Sponsor Application

The Island Learning Trust, Kent, to be a sponsor in the South East.	Approve	<ul style="list-style-type: none"> School improvement Governance 	
Action required: Letter to be sent to the trust informing them of the decision and conditions arising from the decision.			
Brockhill Park Performing Arts College, Kent, to be a sponsor in the South East.	Decline	<ul style="list-style-type: none"> Finance School Improvement Governance 	
Action required: Letter to be sent to the trust informing them of the decision.			