

Holy Trinity C.E. Primary Academy

Minutes from the Full Governing Body meeting held on Monday 1st October 2018 at 4.30pm

Present: Mr David Willey (Chair)
Mrs Paula Burns (HT)
Mrs Arwinder Kaur, Business Manager (AK)
Mr John Burke, Staff Governor (JB)
Mrs Janet Hutchinson, Staff Governor (JH)
Ms Helen Cross (HC)
Mrs Lin Street (LS)
Mr Graham Winfield (GW)
Mr Joshua Oki (JO)
Ms Stephanie Walker (SW)

Apologies: Mrs Jacqui Page, Deputy Head Teacher (DHT)
Rev Eve Pitts (EP)

In attendance: Mr Christopher Mansell, BDMAT (CM) (*in part*)
Ms Naomi Lewis, Clerk (NL)

FGB 44/18 Welcome and Opening Prayer

The Chair welcomed everyone to the meeting and LS opened the meeting with a prayer

FGB 45/18 Christopher Mansell (BDAT)

In a change to the order of the agenda, item 2; BDMAT was deferred.

FGB 46/18 Apologies

Apologies were received and accepted from Mrs Jacqui Page and Rev Eve Pitts.

FGB 47/18 Annual Declaration of Business Interests and any Conflicts of Interests

Governors were asked to complete annual declaration of business interests' forms and returned to the school for the matrix to be updated. There were no other expressions of direct or indirect pecuniary interests declared.

Mr Mansell joined the meeting at 4.40pm

The Chair referred back to item 2; BDAT

FGB45/18 Christopher Mansell (BDAT)

Mr Mansell addressed governors and informed that DfE had approved the merger for Holy Trinity CE Primary Academy to join the BDAT. The school would not receive a new Ofsted number and the established inspection schedule would remain the same.



10/12/18

It was expected for Holy Trinity to join the BDAT on 1st January 2019 and the due diligence process had begun. The process would look for major/high risk issues; with finance, estates and legal. Mr Mansell added that if any concerns arose through due diligence, an investigation would take place. The staff TUPE process was dealt with separately and BDAT would duly meet with staff. Mr Mansell continued that a community consultation had started and any objections would be addressed at the next FGB.

The BDAT growth was based on mergers as the National Agenda encouraged stand-alone academies and small schools to move into Multi-Academy Trusts (MATs) and support each other. By April 2019, BDAT was expected to have 16 schools and by August 2020 a newly built secondary school would be ready to open.

Mr Mansell stated that BDAT would be changing their name as BDAT had been trademarked by Bradford Diocesan Academies Trust. BDAT would be known as Birmingham Diocesan Multi-Academies Trust (BDMAT).

In response to a governor question, Mr Mansell clarified that the Governing Board would become a Local Governing Board (LGB). The Chair would be part of a BDMAT network, who met on a termly basis and received updates from the MAT. Mr Mansell added committee structures would remain within the school, the LGB would receive monthly management financial reports and as a company Holy Trinity CE Academy would close. Holy Trinity directors would remain registered with Companies House until the formal process was complete. Governor's term of office would continue within the LGB.

In response to a further question, Mr Mansell confirmed that Anthony Collins Solicitors would manage the process and the Diocese and Education Team would still have an involvement.

With no further questions or comments, Mr Mansell was thanked for his attendance.

Mr Mansell left the meeting at 5.00pm

FGB 48/18 Governor Membership

a. Review Governors Term of Office

The clerk informed governors that the term of office had ended for LS and JP. After a short discussion, governors approved to re-appoint LS and JP for a further 4 year term.

b. Parent Governor vacancy update

The HT informed governors that the parent vacancy had been advertised and school had received two responses after the closing date. Governors agreed to re-advertise the position.

Action – HT

c. Governor Code of Conduct

Governors were asked to review the Code of Conduct for Holy Trinity CE Governing Board. The Chair signed to confirm that the Code of Conduct had been adopted for 2018-19.

Resolved

- a) to re-appoint LS and JP for a four year term until 20/09/2022.
- b) to re-advertise the parent governor vacancy.
- c) that Governors adopt the Code of Conduct for Holy Trinity CE Governing Board.

FGB 49/18 Review of Committee Members for Academic Year 2018-2019

The HT referred to Committee Membership.



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Facilities Committee – Membership as follows:

Mrs Burns, Mr Willey, Mrs Kaur, Mrs Hutchinson and Parent Governor Vacancy.

Achievements, Standards and Improvement Committee – Membership as follows:

Mrs Street, Ms Walker, Mrs Page, Ms Cross and Mr Burke

Finance, Staffing and Audit Committee – Membership as follows:

Mrs Burns, Mr Oki, Mr Winfield, Rev Eve and Mrs Kaur

Resolved to adopt the agreed Committee Membership for Academic Year 2018-19.

FGB 50/18 Review of Class Governors and Subject Governors for Academic Year 2018-2019

Governors had a brief discussion around Class and Subject link governors and agreed the following:

Reception – Mrs Kaur

Year One – Ms Walker

Year Two – Ms Cross

Year Three – Mr Winfield

Year Four – Mr Oki

Year Five – Mrs Street

Year Six – Rev Eve

SEN – Mrs Street

Safeguarding – Mr Willey

Pupil Premium – Mr Winfield

Resolved to approve the named Class and Subject link governors.

FGB 51/18 Minutes from the previous meeting held on 9th July 2018

The minutes of the Full Governing Body meeting held on 9th July 2018 having previously been distributed, it was

Resolved that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.

FGB 52/18 Matters arising from the minutes of the previous meeting held on 9th July 2018

FGB 42/18b - Cleaning Contract: Mrs Kaur confirmed following contact, the current provider had implemented a communication log book and audit checklist for school staff and cleaners. Mrs Kaur added the quality of the service had begun to improve.

FGB 53/18 School Improvement Plan

The Birmingham Diocesan Academies Trust School Improvement Plan dated September 2018 – December 2018 was previously circulated for governor's information. The HT highlighted the SIP was focused for the school to be ready for the next Ofsted inspection. The SIP included easier to manage targets and dates had been set to meet with the SIA to prepare the next term action plan. With no comments or questions, it was

Resolved to receive and note

FGB 54/18 SATs Results

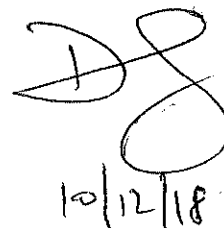
The HT shared the school's SATs results with governors.

- EYFS – GLD = 67%

- Year 1 Phonics = 79%

Page 3 of 6

Holy Trinity C E Primary Academy
Full Governing Board meeting
1st October 2018



10/12/18

Key Stage 1

Subject	Expected +	Greater Depth
Reading	48%	3%
Writing	45%	0%
Maths	59%	3%
Science	55%	

Key Stage 2

Subject	Expected	Greater Depth/High score 110+
Reading	70% 73%	11% 12%
Writing	78% 81%	7% 8%
Maths	59% 62%	19% 19%
GPS	85% 85%	30% 31%

- Year 6 combined = 56% 58%

The following was highlighted;

The HT explained that the SEF was being developed to include a case study for Year 2; at the time of SATs testing, children from more able groups had left the school and some children were new to country with little English and SEN. An application had been made to disapply one year six pupil who was new to country. As the cohort was small the decision would affect the overall results.

The HT shared that the results were the highest combined results since she had been in post and was pleased. It was noted that Maths was a particular challenge for EAL pupils with the language used to problem solve. Maths was now a focus on the SIP. The HT added that the children had particularly enjoyed SPAG and embraced learning a 'new' language.

In response to a governor concern for how Ofsted may interpret the results, another governor added that clear progress had been made and they were confident all interventions had been put in place to improve results. The HT stated that in-house school data needed to show good progress across all cohorts

With no further comments or questions, it was

Resolved to receive and note

FGB 55/18 Annual Safeguarding Report to Governors

The Chair referred governors to the Safeguarding Report for Academic year 2017-2018, having been circulated in advance of the meeting for governor information. With no comments or questions, it was

Resolved to receive and note.

FGB 56/18 Policies for approval:

The following policies had been circulated to governors prior to the meeting for review:

- Safeguarding and Child Protection Policy
- KCSiE 2018
- SEND Statement


10/12/18

d. SEND Policy

The HT referred governors to the updated KCSiE 2018 document and highlighted for governors to be particularly familiar with parts 1 and 2. The HT added there had been a codicil insert for the Safeguarding and Child Protection Policy and proposed that the Chair signed the approval of the amendment on the on behalf of the board. It was,

Resolved to approve and adopt the above named policies.

FGB 57/18 Chairs Remarks

- a. BDAT Scheme of Delegation
- b. Proposal to transfer to BDAT

The Chair referred to the BDAT Scheme of Delegation which had been previously circulated to governors for information. The Chair stated the transfer process had been outlined by Mr Mansell and would generate standard documents to be signed off at different stages. To ensure a timely response without delay, the Chair proposed the HT be delegated to sign documents as they came through. *In response to a governor question, the Chair confirmed the documents would come through via solicitors and that he would verify what had been signed off.*

The HT shared that she had been invited by BDAT to attend network meetings and a 2-day conference. Both events had a financial cost but this had been waived by BDAT and there would be no charge for the school.

Resolved that a) the HT duly sign documents throughout the transfer to BDAT process.
 b) the Chair to verify documents signed through process.

FGB 58/18 Performance Management

This item was deferred until the end of the meeting.

FGB 59/18 Governor Conference

The Chair referred governors to details of the Education Team, Governors Conference, which had been circulated for information.

FGB 60/18 Correspondence received

The Dear Accounting Letter dated 18th September 2018 had been previously circulated for governor's information.

FGB 61/18 Any Other Business

- a. Admissions Criteria

Governors were referred to the Birmingham School Admissions Criteria for September 2020.

Resolved that the school would continue to follow the Birmingham School Admissions procedure for Holy Trinity CE Primary Academy for 2020-21.

- b. Wrap Around Care



10/12/18

The HT shared with governors that Breakfast Club was open from 7.30am and After School Club until 5.45pm. Since the previous provider had left, school staff had volunteered their own time to support parents and children. The HT added the staff had been a credit to the school. *The Governing Board expressed gratitude to the school staff who had offered their own time.*

AK informed governors that another provider had been secured and would start within 2 weeks.

c. Coombs Catering

The HT shared that a recent Environmental Health Officer visit gave the school kitchen a 5 Star rating which was previously a 2 Star rating. *The Chair added that the Facilities committee Health and Safety Walkabout had provided an action plan which supported the EHO visit.*

d. Finance

JO informed governors that the Approved 2018-19 Budget had been submitted in July 2018. JO added that teaching staff wage increases may add some pressure to the budget however there would be some funding from the government. The school would have some income generated from lettings.

e. Website

AK shared with governors that the new school website was in operation and awaited the digital prospectus. *In response to a governor question, it was confirmed the Single Central Register was up to date.*

FGB 62/18 Date and time of next meeting

The next meeting would take place on Monday 10th December 2018 at 4.00pm following the AGM at 3.45pm.

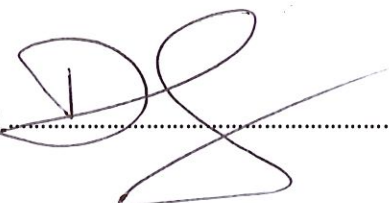
JB, AK and JH left the meeting at 5.45pm

FGB 58/18 CONFIDENTIAL MINUTE – Performance Management

With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 6.00pm

ACTIONS AGREED		
AP1	FGB 48/18: Re-advertise Parent governor vacancy.	HT

Chair Signature:



Date:

10/12/2018