

MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 10 OCTOBER 2022 AT 4.00 PM

Chair	Mr David Willey	Clerk to board	Mrs Claire Lockey
Present at meeting with voting rights	Name	Role	
	Mrs Paula Burns	Head Teacher	
	Ms Helen Cross	Diocesan Governor	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Jagdeep Saran	Staff Governor (Teaching)	
	Beata Anna Smal	Staff Governor (Support)	
	Rev Eve Pitts	Diocesan Governor	
	Ms Husseinatu Gibriel	Parent Governor	
In attendance without voting rights	Name	Role	
	Mrs Jo Shioleftou	Deputy Headteacher	
	Mr Rajan Bhatti	Assistant Head Teacher	
	Kim Yeomans	Governance Professional	
Apologies	None		

Item 1	Welcome and opening prayer
Minute	The Chair welcomed everyone to the meeting.
	Rev Eve opened the meeting with a prayer.

Item 2	Apologies
Minute	There were no apologies.

Item 3	Review of Declarations of Business and Pecuniary Interests.
Minute	The Chair reminded members to declare any new direct, indirect or pecuniary interests via the Hub.
	The Governance Professional would send a reminder via the Hub including the link for governors to complete their declarations. <b style="float: right;">ACTION

Item 4	Declarations of interest for specific matters on this agenda
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Minute	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.
Item 5	Minutes of the LAB board meeting on Monday 11 July 2022
Minute	<p>The minutes of the Local Academy Board meeting held on 11 July 2022 having previously been distributed, it was</p> <p>Resolved that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.</p>
Item 6.1	Progress to action points
Minute	Discussion with LAB governors and how could this be improved to be discussed at Autumn meeting. To be discussed part of the LAB agenda.
Item 6.2	Other matters arising from the minutes
Questions raised by members	There was none.
Item 7	Report on Chairs' actions
Minute	There was none to report.
Item 8	Membership update
Minute	<p><u>Parent vacancy</u> The HT reported there had been no success with the parent vacancy.</p> <p><u>Staff support vacancy</u> Beata Anna Smal had been appointed as the staff governor (support) who was in attendance.</p> <p><u>X2 Diocesan vacancy</u> The HT had met with a prospective governor who had expressed an interest and they had looked around the school. The Chair would meet with them on Wednesday morning to provide an introduction and overview of the governor role.</p> <p>A further prospective governor had expressed an interest however they had not followed up the email from the school to arrange an interview. The Chair advised various individuals had expressed an interest in the Diocesan vacancies although they had not come back to him.</p>
Item 9	No change to LAB Chair as agreed by the CEO and Chair and Election of Vice Chair
Minute	<p>The Governance Professional informed governors with no change to the LAB Chair that DW would be appointed as the Chair for the new academic year. It was,</p> <p>Resolved with no objections that DW be appointed as the Chair for the new academic year.</p>

<p>Questions raised by members</p>	<p><u>Vice Chair</u> The Governance Professional requested nominations for the appointment of Vice Chair. With no objections, it was</p> <p>Resolved that GW be appointed as the Vice Chair for the new academic year.</p>
<p>Item 10</p>	<p>Link Governor Role</p>
<p>Minute</p>	<p>Governors reviewed the statutory Link Governor roles and agreed the following:</p> <p><u>SEN Governor</u> Helen Cross</p> <p><u>Safeguarding Governor</u> David Willey</p> <p><u>Pupil Premium Governor</u> Graham Winfield – Governance Professional to send a copy of the pupil premium role descriptor.</p> <p>ACTION</p> <p><u>Maths and English Governors</u> Graham Winfield</p> <p>Governors reviewed the non-statutory Link Governor roles for the basis of the HT Report for governors to drill down within their specific section and question/comment on a termly basis.</p> <p>The following non-statutory Link Governor roles were agreed as follows:</p> <p>Risk Register: David Willey Schools Self-Evaluation: David Willey Pupil Attendance: Helen Cross SIAMS: Rev Eve Pitts Contextual information update: Graham Winfield Behaviour: Graham Winfield Quality of Teaching: Graham Winfield</p>
<p>Item 11</p>	<p>Ofsted Inspection</p>
<p>Minute</p>	<p>The HT reported that the Ofsted Inspection had taken place 2 weeks ago comprising of 2 days. The Inspector conducted deep dives and asked Heads to identify strengths or weakness. Early Reading and Maths deep dives were selected and the HT selected Science and Design and Technology. The Inspection was very positive and the draft report would be sent to the school within 18 school days and the final report within 30 working days, a copy of which would be shared with governors and parents once published.</p>
<p>Questions raised by members</p>	<p>The Chair expressed on behalf of the governing body thanks to the Headteacher, Senior Leadership Team and all the staff for their hard and detailed work that they had done over the past several years.</p>

	<p>academic year with some potential catch up for Maths for TAs to deliver. Furthermore, some of the pupil premium expenditure would be potentially used to subsidise experiences and trips for children to attend as well as for guest speakers within the school.</p> <p>It was, Resolved to receive and accept the Pupil Premium Strategy 2021-22.</p>
Item 15	Sports Premium
Minute	<p>The Sports Premium expenditure for the last academic year funded a 'Sports Apprentice' who delivered PE sessions and some in class support. The school also had a 'Hub PE Lead' who worked with Yr5 and the Central Hub Schools across the MAT providing inter school competitions. For this academic year, the person who led this role had given their resignation notice, thus an Apprentice was being funded and some of the money would be used for the West Bromwich Albion Foundation and awaiting to hear from the Trust if the PE Lead role would be replaced.</p> <p>Rev Eve commented it was really good to have young people in school to support activities.</p>
Item 16	Schools Improvement Plan 2022-23
Minute	<p>A copy had been circulated in advance, which the HT referred to. There were 6 key areas of focus for the Schools Improvement Plan 2022-23:</p> <ul style="list-style-type: none"> • Teaching and Learning • Challenge (something that had been recognised for pupils who had been offered a greater level of challenge and more of this to occur) • Distributed Leadership (thinking about Amber Leaders and Success Champions) • Attendance (a key area for all schools) • Developing the wider curriculum (some areas to be developed and there was a timetable of what this would look like across the academic year) • To further strengthen the Christian ethos of the school
Questions raised by members	<p>GW raised he would like to know more about the 'Teacher First Programme', the HT explained the programme was for people who had a degree who would like to go into Teaching and would receive support with planning and 60% dedicated for teaching. They would attend Teacher First sessions and allocated a Tutor.</p> <p>GW queried how was it decided if they were qualified or not? the HT advised there was a programme to determine who was selected and they would meet with their tutor.</p> <p>Rev Eve queried why the change? The HT explained schools still take on people who had a qualified teacher status and this was an option due to the previous Special Needs Coordinator leaving and having struggled with applicants. Thus, recruitment was reviewed and having a Teacher First allows the current SENCO to have some support and the process was a total of 3-years.</p> <p>The Chair raised various areas of the School Improvement Plan 2022-23: 1. The final item shown on page 5 'Teachers will be supported and more confident to deliver PE' querying were there meeting notes to show the support had taken place? the HT confirmed there was notes following support for staff that were kept and the support put in place was working.</p>

<p>Questions raised by members</p>	<p>2. <u>Subject champions and action plans. Have the action plans now been written?</u> the HT stated staff were allowed extra time due to the Ofsted Inspection and action plans were due to be submitted on Friday. RB added, by the end of half term action plans would be finalised and feedback provided.</p> <p>3. <u>What would constitute formalised support to parents?</u> the HT explained this related to attendance and formalised support whereby fines would be issued and be offered 'Early Help' to see if this could be utilised to support parents and ascertain why their child was not attending school. Noting parents must agree to working with Early Help before any support could be provided.</p> <p>4. <u>What does 'statutory intervention' mean and what is involved?</u> the HT advised statutory intervention would occur whereby the Local Authority would seek to fine parents based on poor attendance where there had either been lack of attendance, persistent absences or gone on holiday for a certain period of time. The school were required to collate the paperwork and ensure parents had been informed, information to be given to BCC who make the decision whether a fine would be issued.</p> <p>5. <u>Had the 'Curriculum Plan' be rewritten and was the school on track to roll out the plan for 2022-23?</u> The HT confirmed that the curriculum plan had been written and reviewed which subjects had been taught and areas to be developed; to be rolled out for 2022-23.</p> <p><u>GW queried if attendance was a significant issue?</u> the HT explained the school's attendance figures were above the national average (95%) for the last academic year and persistence absences was due to a lot of families who had travelled abroad last year following the borders being reopened; to visit their extended family.</p> <p>It was, Resolved to receive and accept the School Improvement Plan 2022-23.</p>
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<p>Item 17</p>	<p>Discussion with LAB governors how do they perceive their role within BDMAT and how could this be improved?</p>
<p>Minute</p> <p>Questions raised by members</p>	<p>Following a discussion, Governor comments and views were as follows:</p> <p>A governor felt they could not see anyway to improve the role of the LAB Governors and thus felt the role was currently part of the large Trust which was reasonable and appropriate.</p> <p>All governors were in agreement and the Chair agreed to respond to the Trust accordingly.</p>
<p>Item 18</p>	<p>Policy review</p>
<p>Minute</p> <p>Questions raised by members</p>	<p>The following policies had been circulated in advance, which governors had reviewed.</p> <p><u>Safeguarding policy</u> Following the Birmingham LA model policy, the Safeguarding policy had been adapted by the Trust and specific for the school. It was, Resolved to receive and accept the Safeguarding policy.</p> <p><u>Admissions policy 2024 - 2025</u> Last year there was an overhaul of the admissions policy in line with new requirements and this year there had been no major changes. It was,</p>

Resolved to receive and accept the Admissions policy 2024-2025.

Anti-bullying policy

The policy had been updated in line with new guidance.

It was,

Resolved to receive and accept the Anti-bullying policy.

Charging and Remissions policy

The policy had been updated in line with new guidance.

It was,

Resolved to receive and accept the Charging and Remissions policy.

Equality and Inclusion policy

The policy had been updated in line with new guidance.

It was,

Resolved to receive and accept the Equality and Inclusion policy.

Induction of new staff policy

The Chair referred to page 5 'health and safety procedure' and raised to be reassured that a new member of staff would be given appropriate information about Epi-pens usage and storage. The HT provided governors with reassurance that all new staff receive the appropriate information about the usage and storage of Epi-pens.

It was,

Resolved to receive and accept the Induction of new staff policy.

Intermate Care policy

The policy had been updated in line with new guidance.

It was,

Resolved to receive and accept the Intermate Care policy.

Online safety policy

There were no changes to report.

It was,

Resolved to receive and accept the Online Safety policy.

Schools attendance policy

The policy had been updated in line with new guidance.

It was,

Resolved to receive and accept the Attendance policy.

	<p><u>Uniform policy</u> Schools need to ensure that school uniform was affordable and the school had lost property to support families.</p> <p>It was, Resolved to receive and accept the Uniform policy.</p> <p><u>Behaviour policy</u> The policy had been updated in line with new guidance.</p> <p>It was, Resolved to receive and accept the Behaviour policy.</p>
Item 19	Admissions
Minute	<p><u>Admissions Guidance</u> A copy had been circulated in advance, which governors had reviewed.</p>
Questions raised by members	<p>An Admissions Committee panel to meet comprising of 3 governors to review admission application forms and when in receipt of the in-year applications to meet as a committee to look at the number on roll to consider applications. The membership would comprise of the Chair, staff governor (Teaching) and Rev Eve and meetings can be convened either via telephone or virtual.</p> <p>It was, Resolved to receive and accept the Admissions Guidance.</p>
Item 20	Governor training needs for 2022-23
Minute	<p>The HT raised governor training for 2022-23 and if governors felt any visitors should be invited to future LAB meetings either from BDMAT or external speakers regarding governance matters or required specific training, to let her know.</p>
Questions raised by members	<p>New Governors to attend the Governor Induction Training on 25 November (5 – 6 pm) virtually.</p>
Item 21	Any Other Business
Minute	<p>GW raised the school hall to be decorated for Christmas and whether he could possibly use the main hall on Friday PM.</p>
Item 22	Items to be marked as 'confidential'
Minute	<p>There was a confidential minute recorded.</p>
Item 23	Date of next meeting
	<p>The date and time of the next meeting was confirmed:</p> <ul style="list-style-type: none"> Monday 12 December 2022, 4.00 pm in School
Item 24	Closing Prayer
Minute	<p>On behalf of the board, the Chair offered his appreciation to all the staff team for their commitment and hard work through the challenging times.</p> <p>Rev Eve closed the meeting in prayer.</p>

The meeting closed at 5.35pm

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 3		Send reminder via Hub for outstanding Governors to review their annual Declarations of Business and Pecuniary Interests.	GP ALL	Completed ASAP
Item 10		To send GW a copy of the pupil premium role descriptor.	GP	Completed
Item 12		To re-issue the notification via the Hub to request governors to confirm that they had received the KCSiE guidance 2022 and read part 1 and 2.	GP ALL	Completed ASAP
Item 12		Governors to undertake their annual safeguarding training. JS would send a link to governors to complete the online training and quiz.	All	ASAP

David Willett
DAVID WILLETT,
chair.
12/12/2022.