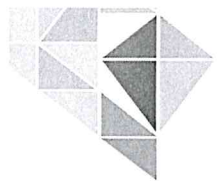


## MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 17<sup>TH</sup> MAY 2021 AT 4.00PM

<b>Chair</b>	Mr David Willey	<b>Clerk to board</b>	Ms Naomi Lewis
<b>Present at meeting with voting rights</b>	<b>Name</b>	<b>Role</b>	
	Mrs Paula Burns ( <i>from 4.40pm</i> )	Head Teacher	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Mrs Anne Belcher ( <i>from 4.40pm</i> )	Staff Governor (Support)	
	Ms Husseinatu Gibriel	Parent Governor	
	Mrs Maria Tabone ( <i>from 4.40pm</i> )	Staff Governor (Teaching)	
	Ms Helen Cross	Diocesan Governor	
	Rev Eve Pitts	Diocesan Governor	
<b>In attendance without voting rights</b>	<b>Name</b>	<b>Role</b>	
	Mrs Jo Shioleftou ( <i>in part</i> )	Deputy Head Teacher	
	Mr Christopher Mansell ( <i>in part</i> )	BDMAT CEO	
<b>Apologies</b>	Mr Alex Waldron	Diocesan Governor	

<b>Item 1</b>	<b>Governor Briefing</b>
<b>Minute</b>	<p>Mr Christopher Mansell was invited to the meeting to speak to non-staff governors about ways in which governors could offer challenge for School Leaders.</p> <p>Mr Mansell referred to the standardised Head Teachers Report and suggested areas where governors could review an aspect of the Report making comparisons term on term.</p> <p>Referring to the Head Teachers report, Mr Mansell suggested some sample questions for each section</p> <p><u>Section 1 – contextual information update</u></p> <ul style="list-style-type: none"> <li>• Figures for BAME pupils and staff?</li> <li>• Number of pupils on roll? Has there been any significant drops?</li> <li>• Staff absence? Are there any patterns of absence?</li> <li>• Track figures term on term</li> <li>• Staff appointments? Why staff had been appointed and / or left</li> <li>• What processes and checks had taken place?</li> <li>• Was a governor on the recruitment panel (where applicable)?</li> <li>• Was the panel Safer Recruitment trained?</li> <li>• Resignations? Are the numbers significant? What was the narrative</li> <li>• Governors to be aware that some issues may be confidential.</li> </ul> <p><u>Section 2 – Safeguarding</u></p>



- Review the number of pupil on Child Protection or Child In Need plans.
- What may be the narrative around the figures? Compare the figures from the last report.
- Referrals to LADO. Have the correct procedure been followed?
- Governors to be aware that some issues may be confidential and may be compromised should any matters progress to a panel hearing.
- Review actions from the Safeguarding audit had been followed up. If not, why not?
- School trips: those of high or medium risk should be brought to governors' attention ensuring that Risk Assessments were in place.

Section 3 – Dealing with the COVID-19 crisis at the school

- Governors to monitor and compare figures for any significant decrease or increase.

Section 4 – Pupil attendance

- Review Year Group figures that do not meet national figures.
- Holiday leave was only authorised in exceptional circumstances

Section 5 – Behaviour

- Monitor exclusion and incident figures term on term.
- Question how any incidents were dealt with.

Section 6 – School's current summary self-evaluation

- Overall school judgement reported as Requires Improvement
- Governors encouraged to seek assurance why leadership was graded good and higher than other areas in the school?
- SIAMS Inspections were now carried out every 5 years.
- Compare figures from previous reports

Section 7 – Quality of teaching & CPD programme

- Ofsted need reassurance that teaching was consistently good.
- Governors encouraged to question what support and challenge was in place for inadequate teaching.

Section 8 – Predictions for 2021 data

- Fisher Family Trust tracking data package was purchased by the Trust
- Governors encouraged to compare Year Group percentages.
- Question how Covid had impacted data.
- What is the plan for catch-up to close the gaps in learning?

Section 9 – Risk Register review

- Head Teacher would indicate area of focus for governors
- Governors encouraged to monitor term on term

Highlighting the school had received positive feedback from the recent Ofsted monitoring visit and were expecting full inspection, the Chair asked what information would be used to grade the school. Mr Mansell explained inspectors would focus on pupil books as the new Framework had an emphasis on learning experiences rather than data.

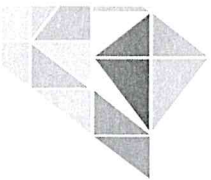
After a brief discussion, governors agreed to assign areas of the Head Teachers report to individual LAB members to term on term review and monitoring.

*With no further questions or comments, Mr Mansell was thanked for his attendance and contribution and withdrew from the meeting at 4.30pm.*



<b>Minute</b>	PB, MT, AB and JS joined the meeting at 4.35pm  Rev Eve welcomed everyone and opened the meeting with a prayer.
<b>Item 3</b>	<b>Apologies</b>
<b>Minute</b>	<b>Apologies accepted from:</b> Mr A Waldron
<b>Item 4</b>	<b>Review of Declarations of Business and Pecuniary Interests</b>
<b>Minute</b>	The Chair asked whether any member had any new direct, indirect or pecuniary interests. There were no new declarations received.  AB had completed the Declarations of Business and Pecuniary Interest form and was reported on Governor Hub.
<b>Item 5</b>	<b>Declarations of interest for specific matters on this agenda</b>
<b>Minute</b>	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.
<b>Item 6</b>	<b>Membership Update</b>
	<b>Staff Governor</b> A warm welcome was extended to Mrs Belcher who had been appointed as Support Staff governor for a term of 4 years.  <b>Resignation</b> The Chair reported that Janet Hutchinson and Joshua Oki had resigned from their role on the LAB. Both resignations had been accepted. A letter of thanks for their valuable contribution to the board and school would be sent on behalf of the LAB.  It was noted there was now a Parent Vacancy and Diocesan Vacancy on the board.
<b>Item 7</b>	<b>Minutes of the LAB board meeting on Monday 29<sup>th</sup> March 2021</b>
<b>Minute</b>	The minutes of the Local Academy Board meeting held on 29 <sup>th</sup> March 2021 having previously been distributed, it was  <b>Resolved</b> that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.
<b>Item 8.1</b>	<b>Progress to action points</b>
<b>Minute</b>	<b>Item 6.1 5/1 Parent governor vacancy recruitment process</b> The HT shared letters had been set out to all parents however no responses were received. It was agreed to review the vacancy in September when new parents joined the school community.  <b>Item 15 15/1 To liaise with the Diocese about a possible governor vacancy</b> The Diocese had been contacted and school was awaiting feedback.  All other actions were completed.
<b>Item 8.2</b>	<b>Other matters arising from the minutes</b>
<b>Minute</b>	There were no other matters arising
<b>Item 9</b>	<b>Report on Chairs' actions</b>
<b>Minute</b>	There were no chairs action to report since last meeting
<b>Item 10</b>	<b>School risk register update</b>

*DW*

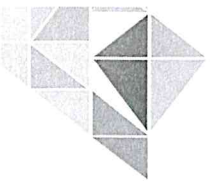


<b>Minute</b>	<p>A Copy of School Risk register updated for Spring term was circulated in advance.</p> <p>The main risks, with an amber rating, were highlighted.</p> <ul style="list-style-type: none"><li>• The curriculum is not broad and balanced.</li><li>• Failure to recruit adequate staffing</li></ul> <p>It was noted that Finance was covered under BDMAT Central Team</p> <p><b>Resolved</b> to receive and note.</p>
<b>Questions raised by members of the board</b>	<p>Following a member question, it was confirmed the Risk Register template was provided by BDMAT.</p> <p>A member recognised that Safeguarding, policies, facilities and fire precautions were not included within the document. The HT clarified facilities were overseen by the BDMAT Operations Manager and agreed to add a Safeguarding Section to the document.</p> <p>The Single Central Record was audited once each term.</p> <p>Members noted a lot of hard work was being carried out in school and agreed there were several high risk areas. As a Requires Improvement school there were a number of areas to monitor closely.</p>
<b>Actions</b>	<p>To add safeguarding to the Risk Register – HT</p>

<b>Item 11</b>	<b>Progress to-date in achieving the aims and success criteria in the School Improvement Plan (report from the head teacher to the LAB)</b>
<b>Minute</b>	<p>The updated School Development Plan was shared with governors in advance.</p>
<b>Questions raised by members of the board</b>	<p>A member enquired about the individual coaching for pupils and asked if this was carried out through catch up. The HT explained the 2 elements for catch learning; one strategy was to deliver quality teaching and interventions. With the use of catch up funding, school had also engaged with 4 national tutors to deliver 1:3 or 1:2 sessions to pupils.</p> <p>The HT continued the DfE had stated catch up was not around education but also childhood recovery. It was viewed as a 3-4 year programme.</p> <p>A member highlighted the end date for the School development Plan and asked if school was on track to meet all targets set. The HT acknowledged some targets would not be met however school had made huge strides, indicated in the BDMAT review. Teaching and Learning had been impacted by the recent lockdown in spring term and school leaders were reviewing teaching pedagogy which had been delayed due to the lockdown.</p> <p>A member asked if the support from BDMAT was sufficient. The HT replied BDMAT supported the school well. The Trust had engaged Ambition Institute to work with Holy Trinity and 2 other BDMAT schools. Work was due to begin in September with a focus on teaching and learning.</p> <p>A member queried whether some interventions were delivered by supply staff. The HT stated school was keen to limit the extra people in school and interventions were delivered by teaching assistants in the first instance. School had been impacted from bubble closures however the focus was now to move on from Covid.</p> <p>Since the full return to school, teachers continued to build the stamina of pupils whilst ensuring they were not overloaded. MT added staff have had to re-establish expectations of pupils; the standard of work, presentation and routines. Improvements in pupil books had been noted.</p> <p>The HT added Sam Cosgrove and an Ofsted inspector had worked with school. Behaviour for Learning was noted as very good.</p>



<b>Item 12</b>	<b>Predictions for end of year assessments</b>
<b>Minute</b>	The Spring 2 Termly Tracker was circulated in advance.
<b>Questions raised by members of the board</b>	<p>A member acknowledged pupils on track to achieve ARE were particularly low and asked if that the predications were due to the impact of Covid. The HT responded the scores were lower than school had hoped for however no formal end of Key Stage assessments would take place this summer. Teacher judgements allowed the school to take a realistic approach in moving forward.</p> <p>The HT added during the first lockdown, online learning was very new to both staff and pupils however the second lockdown school provided a much stronger Remote Learning Offer. Although a lot of work was done to engage pupils remotely, it was not as effective as face to face learning. School continued to work to fill the gaps</p> <p>A member asked how Ofsted may view the figures. The HT stated Ofsted now had a greater emphasis on pupil books and progress made. Inspectors were likely to talk to pupils about their learning experiences.</p>
<b>Item 13</b>	<b>Update LAB on the use and impact of COVID catch-up funds</b>
<b>Minute</b>	<p>The HT shared school had been awarded £15,240 Covid Catch Up Funding.</p> <ul style="list-style-type: none"> <li>• 3 members of staff would be paid to deliver numeracy interventions.</li> <li>• Sessions had begun for Year 1, 2, 3 and 4.</li> <li>• School had engaged 4 tutors from the National Tutoring Programme who would work with pupils 5 days a week for 3 hours a day.</li> <li>• Tutors would be working with 2 or 3 pupils from Year 1 to Year 5.</li> <li>• Tutors would see every pupil daily for 30 minutes for 5/6 weeks of interventions</li> <li>• £8,085 of the NTP costs were subsidised by government funding</li> </ul> <p>The HT continued tutors had met with teachers to identify gaps and focus learning. Pupils were enthusiastic and working well with tutors and it was hoped the impact would be seen through summer term assessments.</p> <p><b>Resolved</b> to receive and note.</p>
<b>Questions raised by members of the board</b>	<p>A member about how tutors were recruited. The HT explained tutors were qualified teachers and recommended by the government and were linked with Connex who had worked with other BDMAT schools. Tutors had access to a portal to view pupils work and assessments.</p> <p>Members thanked all staff involved for their hard work and commitment. The Chair added the LAB was impressed with the staff team, leadership and the HT and all the work around catch up learning.</p>
<b>Item 14</b>	<b>Update LAB on the use of Pupil Premium</b>
<b>Minute</b>	<p>The HT referred to the Pupil premium spending 2020/2021 plan which was available on the school website.</p> <ul style="list-style-type: none"> <li>• £54,096 was allocated to Staffing costs</li> <li>• Reading books had been purchased for Key Stage 1, to support early reading</li> <li>• £3,097 had been spent on quality books to engage Pupil Premium pupils</li> <li>• It was projected a further £88,000 would be allocated towards staffing coats</li> <li>• Additional resources would be purchased by the end of the school year.</li> </ul> <p><b>Resolved</b> to receive and note.</p>
<b>Item 15</b>	<b>The Voice of Stakeholders (LAB to discuss how it can effectively listen to the voice of staff, pupils, parents and the wider community)</b>
<b>Minute</b>	Governors were informed due to the restrictions there had been no school council meetings and governor and parent visits to school had been hampered.




	<p>Governors discussed various ideas to move forward and capture the voice of stakeholders once restrictions were lifted:</p> <ul style="list-style-type: none"><li>• Re-introduction of School Council</li><li>• Questionnaire to parents</li><li>• Coffee mornings</li><li>• Letters out to the wider community</li></ul> <p>A member commented it was important to engage with parents creatively and productively mindful that all have been impacted by the pandemic. A member suggested creating spaces and opportunities to talk and listen, acknowledging the impact of bereavement on some families.</p> <p>MT added parents of SEN pupils would be invited into school next half term to take part in reviews.</p> <p>The HT and Chair agreed to meet and discuss virtual meetings with governors and school staff. The HT shared school would review Pupil Voice within the MAT as would work with 2 other Head Teachers to develop a Pupil Voice questionnaire.</p> <p>In response to a question about visitors, the HT stated visitors in school were limited school however it was hoped the next governors meeting could take place in school.</p>
<b>Item 16</b>	<b>Any Other Business</b>
<b>Minute</b>	<p>i. <u>Safeguarding Update</u> The latest Safeguarding Bulletin had been uploaded to Governor Hub for information</p> <p>ii. <u>Head Teacher Report link governors</u> Referring to the briefing from Mr Mansell, governors were assigned the following links to the Head Teacher Report.</p> <p>Section 1 – Contextual information update – <i>Graham Winfield</i> Section 2 – Safeguarding – <i>David Willey</i> Section 3 – Dealing with the COVID-19 at the school – <i>Alex Waldron (Temporary)</i> Section 4 – Pupil attendance – <i>Helen Cross</i> Section 5 – Behaviour – <i>Graham Winfield</i> Section 6 – School's current summary self-evaluation – <i>David Willey</i> <i>SIAMS – Rev Eve Pitts</i> Section 7 – Quality of teaching &amp; CPD programme – <i>Graham Winfield</i> Section 8 – Predictions for 2021 data – <i>Alex Waldron</i> Section 9 – Risk Register review – <i>David Willey</i></p> <p>The Chair agreed to feedback to AW.</p>
<b>Item 17</b>	<b>Items to be marked as 'confidential'</b>
<b>Minute</b>	There were no confidential items raised.
<b>Item 18</b>	<b>Items to bring to the attention of the BDMAT executive team</b>
<b>Minute</b>	The HT and clerk agreed to liaise with the executive team around governors vacancies.
<b>Item 19</b>	<b>Date of next meeting</b>
<b>Minute</b>	Monday 12 <sup>th</sup> July 2021 at 4.00pm
<b>Item 20</b>	<b>Closing prayer</b>
<b>Minute</b>	<p>The Chair commended all staff in school and their continuing efforts and commitment through the challenging times</p> <p>Rev Eve closed the meeting in prayer.</p>

*The Chair thanked everyone for their contributions and closed the meeting closed at 5.50pm*

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 10	10/1	To add safeguarding to the Risk Register	HT	

  
DAVID WILLEY (CHAIR)  
12 July 2021

