

LOCAL ACADEMY BOARD MINUTES

School	Holy Trinity CE Primary Academy (Handsworth)	BDAMT School Category	
BDMAT Advisor		Date of LAB meeting	Monday 20 th May 2019 4.30pm
Type of meeting	Local Academy Board	Chair of Local Academy Board	Mr David Willey
Headteacher	Mrs Paula Burns	Clerk to LAB	Ms Naomi Lewis
Present at meeting with voting rights	Name and role		Declarations of interest
	Mr David Willey – Diocesan		None
	Mrs Paula Burns – Ex-Officio		None
	Mr Joshua Oki - Diocesan		None
	Mr Graham Winfield - Diocesan		None
	Mrs Janet Hutchinson – Staff		None
	Mr John Burke – Staff		None
	Ms Stephanie Walker – Parent		None
	Mrs Arwinder Kaur – Staff		None
	Mrs Lin Street - Diocesan		None
In attendance without voting rights	Name and role		Declarations of interest
Prayers and reflections prior to the meeting - Mrs Street			
Apologies	Name	Accepted / not accepted	Number of meetings missed in the last 12 months
	Mrs Jacqui Page	Accepted	3
	Ms Helen Cross	Accepted	1
	Rev Eve Pitts	Accepted	2

Governors are reminded that the meeting discussions are confidential and that the means of communicating these discussions is via the minutes of the meeting

**BDMAT**Birmingham Diocesan
Multi-Academy Trust

Agenda item No. 1	Aspect:	Minutes of the previous meeting held on 4 th February 2019
Minute	The minutes of the Full Governing Body meeting held on 9th July 2018 having previously been distributed, it was Resolved that with the exception of a minor amendment, the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 2	Aspect:	Matters arising from the previous meeting
Minute	A member requested an amendment to the minutes to state governors agreed to send flowers to Mrs Page on behalf of the board.	
Key questions raised by LAB to leaders	A member asked for an update on the Day Care Provider lettings enquiries. AK stated there had been no further enquires due to the Day Care provider's BCC lease. It was noted there had only been 6 applications for September nursery places. The HT had met with BDMAT Chief Finance Officer and informed them of the nursery space for potential lettings. A member stated they were unable to access the policies on One Drive. AK confirmed the action had been completed however suggested any governor unable to view the files speak to IT in school about device system requirements.	
Actions	To amend the previous minutes – Clerk To send flowers to Mrs Page – Chair	

Agenda item No. 3	Aspect:	Membership Update
Minute	The clerk informed the board JH term of office had ended. The Chair proposed JH re-appointment for a further 4 year term. Resolved that Mrs Hutchinson be re-appointed to the board for a term of 4 years. The HT informed members 2 applications had been received for the parent governor vacancy and would go to ballot.	
Key questions raised by LAB to leaders		
Actions	To provide an update on the parent governor vacancy – HT	

Agenda item No. 4	Aspect:	Chairs Update
Minute	The Chair had attended the first BDMAT meeting and the following highlights were made; 5 out of 12 Chairs were in attendance with 2 Chief Officers representing Finance and Data along with the BDMAT CEO. Four primary schools were due to join the MAT in September 2019, bringing the total to 16 schools. The MAT had sought planning permission to build a secondary school near Birmingham.	

<p><i>JO joined the meeting at 4.45pm</i></p>	<p>New guidance on Ofsted Inspection Framework was now available and would be effective from September 2019. Ofsted would place less emphasis on outcomes and review 3 aspects; Intent, Implementation and Impact.</p> <p>The Chair highlighted from the meeting, BDMAT had settled on forming 3 specific meetings in accordance with the scheme of delegation.</p> <ul style="list-style-type: none"> - TASC Meetings (Team Around School Committee) with attendance from BDMAT Chief Officers, HT and Chair of LAB. - Data (Pupil) Meeting with attendance from HT and representative from LAB. - Chairs Update Meeting (as previously explained). <p>The Chair stated highlights from the meetings and/or minutes would be feedback at LAB meetings. It would be ideal for a representative from ASI committee to attend Data Meetings with the HT.</p> <p>BDAMT scheme of delegation removed the need for committee meetings and the board agreed to meet each term.</p> <p>Resolved that LAB would meet 4 times during the academic year from September 2019.</p>
<p>Key questions raised by LAB to leaders</p>	<p>With reference to Ofsted Inspection Framework, a member asked how Intent was proved. The Chair responded the school would demonstrate how it met the needs of the pupils through delivery of the curriculum.</p> <p>A member asked whether Ofsted Inspections would be more favourable to schools. The HT replied the new framework was more realistic. There had been pilot inspections, not on MAT schools, however no feedback had been received yet.</p> <p>A member stated during the recent school inspection there had been no direct questions to governors. The HT shared that a formal complaint had been submitted to Ofsted following the last inspection, the response had been included in the HT report.</p> <p>A member asked how many of the BDMAT Chief officers had an education background. The HT confirmed that all had education experience.</p> <p>Following a further question, the HT confirmed that BDMAT Data meetings took place 3 times a year; September, January and May.</p> <p>A member asked how the board could monitor adequately without committee meetings. The HT shared that link governors would be able to submit reports for review ahead of LAB meetings. The clerk and HT encouraged governor visits to school. It was agreed once the cycle had been embedded visits and meetings would be more informative.</p> <p>A member enquired how the new Ofsted framework and process would affect an RI school. There was uncertainty of whether the old report would form the basis of the new report.</p> <p>A member requested an update on the SATS results once available. The HT agreed to provide an update of outcomes at the next LAB</p>

Actions	<p>To circulate draft LAB handbook – Chair</p> <p>LS to consider attendance at Data Meetings and feedback to Chair - LS</p> <p>To circulate link governor role responsibilities – Clerk</p> <p>To update governors on SATs results once available – HT</p>
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Agenda item No. 5	Aspect:	Committee Meetings Feedback
Minute	<p>LS provided a verbal update on the recent ASI committee meeting 09/05/2019.</p> <p>Committee members noted that Year 2 SATSs results 2018 were much lower than National and lower than predicted results for this year showing that improvements had been made.</p> <p>LS referred to 2018 Year 6 national combined results at 64% and noted school predictions for this year were higher at 67%.</p> <p>Committee members also reviewed in-year progress data for SEND, EAL and PP pupils in each year group.</p> <p>Resolved to receive and note.</p>	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 6	Aspect:	Head Teacher Report
Minute	<p>The HT report dated 13th May 2019 was circulated in advance of the meeting. The following highlights were made;</p> <p>Pupil numbers had dipped slightly however 3 new pupils had started the school and 3 due to start after the half term. The HT informed governors that pupil numbers at October census would determine the funding for the school.</p> <p>With reference to the Ofsted Update, the HT informed governors of the concerns school had following the recent full Ofsted inspection. A complaint was submitted to Ofsted referring to some of the factual accuracy of the report. The revised report was more positive and the outcome of the complaint had been circulated to governors.</p> <p>The HT referred to the BDMAT update and updated governors that the secondment of Jo Shioleftou, as Deputy Head and Denise Gardener to strengthen the middle leaders.</p> <p>Attendance for Spring 2 was reported 96.43% for whole school.</p> <p>The HT referred governors to Safeguarding and highlighted recent calls and referral to CASS. Policy Central was used to monitor use of school computers by pupils and staff. Since January there had been no inappropriate use reported.</p> <p>Incidents since January 2019; Racist – 4, Homophobic – 0, Bullying – 1, Sexualised/ Inappropriate exposure – 2 and Theft – 2. There had been no fixed term exclusions and behaviour continued to improve.</p>	

<p><i>SW withdrew from the meeting at 5.55pm</i></p>	<p>The HT informed governors of the proposed restructure with the consultation process being followed with HR. All restructure was managed through voluntary redundancies;</p> <p>There were 3 teaching assistant posts for voluntary redundancy and 1 post held a fixed term contract that would not be renewed. 4 applications had been received and 2 staff agreed to reduce hours and job share one post. The remaining 3 applications for voluntary redundancy had been accepted.</p> <p>The HT shared the office manager and bursar would become one post. One voluntary redundancy application had been received and accepted. Governors were informed that Mrs Kaur would be leaving the school to progress on to another role from 01/07/2019. Mrs Kaur was thanked for all her hard work and contribution to the school and the governing board.</p> <p>Resolved to receive and note.</p>
<p>Key questions raised by LAB to leaders</p>	<p>A member enquired whether there had been any concerns from parents regarding recent Ofsted visit. The HT replied that parents had been more supportive, understood and valued the work in school.</p> <p>A member raised concern about the long term absence of the substantive DHT, how it had affected the delivery of the SIP and what financial toll it had taken on the school budget. The Chair assured governors the absence was managed by BDMAT CEO via the Absence Policy and all personnel issues remained confidential. The HT added the support of the seconded DHT addressed capacity in school.</p> <p>A member asked when the restructure would take effect from. The HT confirmed it was effective from 1st September 2019.</p> <p>A member added that one of the school's great assets were teaching assistants. The HT agreed however the decision to reduce staff was made due to school finance. Governors noted good observations of pupils working in school.</p>
<p>Actions</p>	

Agenda item No. 7	Aspect:	School Improvement Plan / SIA Spring Report
Minute	School Improvement Plans dated January 2019 – April 2019 and April 2019 – July 2019 were circulated in advance of the meeting. The Spring term report had been rag rated.	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 8	Aspect:	Safeguarding
Minute	The HT informed members the Section 175 had been submitted 25/3/19 within statutory deadlines.	
Key questions raised by LAB to leaders		
Actions		



Agenda item No. 9	Aspect:	Review of Policies
Minute	<p>The SRE Policy was circulated to governors in advance, along with website link to resources.</p> <p>The HT stated there had been a change in resources used to support staff in delivery of the topic in SRE lessons.</p> <p>Resolved to approve and adopt the SRE Policy</p>	
Key questions raised by LAB to leaders	A member asked if any concerns had been raised by staff around the delivery of SRE lessons. The HT shared that lesson plans had been explained to all staff.	
Actions		

Agenda item No. 10	Aspect:	Birmingham Update S & GS
Minute	The summer term briefing had been circulated for governor information	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 11	Aspect:	Governor Training
Minute	Birmingham School and Governor Support Training Brochure and SIPS Training Brochure was circulated for governor information. The Chair stated any training requests would be considered and to be made via the HT.	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 12	Aspect:	Any Other Business
Minute	<p>AK updated governors on the recent CIF Bid application.</p> <p>i. <u>Subsidence in kitchen</u> £7K had been ring-fenced from the school budget however the application had not passed funding bid with only 3-4 points below scoring level. AK stated that BDMAT would proceed with an appeal.</p> <p>ii. <u>Fire door replacements</u> The school had been awarded £54K following a successful bid. Work would be completed during summer holidays.</p> <p>AK shared the school had acquired additional capital funding for investment in 36 iPads to support pupils and staff maths and other subjects. The IT infrastructure would be updated for school to manage with more devices.</p> <p>Two stairwells to be re-carpeted during May half term.</p> <p>Resolved to receive and note.</p>	
Key questions raised by LAB to leaders		

Actions	
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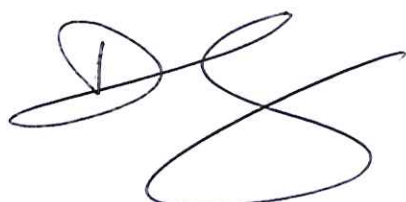
Items deemed confidential	N/A
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Actions	Who	When
To amend the previous minutes	Clerk	
To send flowers to Mrs Page on behalf of the governing board.	Chair	
To provide an update on the parent governor vacancy	HT	
To circulate draft LAB handbook	Chair	
LS to consider attendance at Data Meetings and feedback	LS	
To circulate link governor role responsibilities	Clerk	
To update governors on SATs results once available	HT	

Date and time of next meeting	Monday 8 th July 2019 at 4.00pm
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With no further items chair closed the meeting at 6.10pm

Copies to:
CEO, School Improvement Advisor, LAB members, Headteacher

 8 July 2019.