

## MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 27 MARCH 2023 AT 4.00 PM

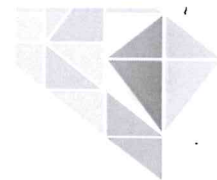
<b>Chair</b>	Mr David Willey	<b>Clerk to board</b>	Mrs Claire Lockey
<b>Present at meeting with voting rights</b>	<b>Name</b>	<b>Role</b>	
	Mrs Paula Burns	Head Teacher	
	Ms Helen Cross	Diocesan Governor	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Ms Jagdeep Saran	Staff Governor (Teaching)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

<b>Item 1</b>	<b>Welcome and opening prayer</b>
<b>Minute</b>	The Chair welcomed everyone to the meeting and invited governors to give a one-minute silence for Ruth the Headteacher who took her own life. Governors observed the one-minute silence.
	Rev Eve opened the meeting with a prayer.
	The Chair stated before we proceed further with the agenda this afternoon, he would like to acknowledge something on behalf of the Governing Body. As Chair he would like on behalf of the Governing Body to congratulate Rev Eve for the 'Lifetime Achievement Award', which she had been presented as part of the 2023 Pride of Birmingham Awards. Rev Eve was the first black vicar in the Church of England and the award was given due to her continuous fighting against racism and raising awareness of slavery and racism. Congratulations Eve, an award well deserved.

<b>Item 2</b>	<b>Apologies</b>
<b>Minute</b>	There were no apologies received and the meeting was quorate.
<b>Item 3</b>	<b>Review of Declarations of Business and Pecuniary Interests</b>
<b>Minute</b>	The Chair reminded members to declare any new direct, indirect, or pecuniary interests. There were no new declarations received.
<b>Item 4</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 5</b>	<b>Minutes of the Board meeting on Monday 06 February 2023</b>
<b>Minute</b>	<p>The minutes of the Local Academy Board meeting held on 06 February 2023 having previously been distributed. It was,</p> <p><b>Resolved</b> that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.</p>
<b>Item 6.1</b>	<b>Review of Action Points/Other Matters Arising from the Minutes</b>
<b>Minute</b>	<p><u>Progress towards action points</u> Governors reviewed the matters arising from the previous meeting:</p> <p><u>6.1 Governors to complete KCSiE and Safeguarding Governance online training</u> GW had completed the first part of the KCSiE online training however he could not complete the second part and BS had completed the KCSiE module. The Deputy agreed to check the list and confirm which governors were outstanding to complete the training.</p> <p><i>MB joined the meeting at 16.10 pm.</i></p> <p><u>6.1.1 To arrange a school visit and meet with teachers</u> GW had conducted a school visit and discussed the school development plan, looking at different levels of what staff required and training. It was evident from his school visit that the school development plan was happening.</p>
<b>Item 6.2</b>	<b>Other matters arising</b>
<b>Questions raised by members</b>	There was none.
<b>Item 7</b>	<b>Report on Chairs' actions</b>
<b>Minute</b>	The Chair reported on the 9 <sup>th</sup> March he was in discussion with the Headteacher, and parents were allowed to collect their child earlier. On the 10 <sup>th</sup> March the Chair and Headteacher discussed the prediction about the snow and agreed to close the school.
<b>Item 8</b>	<b>Admissions Subcommittee Report</b>



<p><b>Minute</b></p> <p><b>Questions raised by members</b></p>	<p>The HT advised governors an admissions sub-committee must be convened if there are any admission applications received. Since the previous LAB meeting there had been 9 new children join the school where there were spaces in the following year groups:</p> <ul style="list-style-type: none"> <li>- 2 - reception</li> <li>- 3 - Yr1</li> <li>- 1 - Yr3</li> <li>- 2 - Yr6</li> </ul> <p>A further child had joined the school in Yr5 under the 'Fairer Access' process whereby the city deemed reasons for a child being out of education and/or leaving a refugee or had been excluded. A panel deem which is the closet school and request if the school can take the child. If there were exceptional circumstances and the school cannot take the child, this was discussed.</p> <p>Yr5 was stable and there were now 31 children in Yr5 that was over pan, which the city had taken into consideration if there was a further 'Fairer Access' request. The new child had settled in well.</p> <p>Currently three other applications had been received, two children for Yr2 and one child for Yr5 which the school had not been able to take due to being full in those year groups. This afternoon the Chair and Headteacher had met again and would be admitting this week four further children (2 for Reception and 2 in Yr1). Thus, the pupil numbers would increase to over 190.</p> <p>A governor raised that it had been on the news about the increase for nursery aged pre-school children funding for parents to receive free. Would there be any significance? The HT advised there would be no significance due to the school not having a nursery and was unsure whether it would have any impact on the Tiny Steps Day Care Nursery who had good links with the school. The funding from the government would be rolled out gradually.</p>
<p><b>Item 9</b></p> <p><b>Minute</b></p> <p><b>Questions raised by members</b></p>	<p><b>Half termly Safeguarding report completed with Head of School Support</b></p> <p>A copy had been circulated in advance following a meeting with the Headteacher, Chair and Michelle Fullwood, which governors had reviewed.</p> <p><i>JS Joined the meeting at 16.18 pm.</i></p> <p>A governor queried STICK, the HT explained STICK was part of Birmingham Forward-Thinking (Screening, Training, Intervention, Consultation and Knowledge Team) whereby schools can make referrals and screen as to what was best support for the child or young person. The Team had provided intervention work for our Pastoral Manager to complete over a 6-week period.</p> <p><b>Resolved</b> to receive and note the half termly Safeguarding report.</p>



Item 10	Headteacher's Report (verbal)
Minute	<p data-bbox="316 322 416 353"><u>Staffing</u></p> <p data-bbox="316 360 1495 427">The Headteacher provided a verbal update and was happy to report that it had been a quiet half term.</p> <ul data-bbox="363 468 1495 864" style="list-style-type: none"><li>- There was one staff change since the previous meeting to report, a member had joined the school as the Sport's Apprenticeship who had settled in really well.</li><li>- It continues to prove difficult to find long term supply staff to fill the Yr4 vacancy and some staff would be moved around after Easter.</li><li>- The Assistant Headteacher would be moved to teach Yr4 due to them being unsettled.</li><li>- Reception was on track to reach their end of year goals.</li><li>- A HTL would also take a class in the afternoons.</li><li>- In reception there was currently a TA who commenced in September who was from Hong Kong. The government had recognised a shortage of teachers and had changed the process to convert overseas qualifications, thus their qualifications would be recognised and would teach Reception after Easter.</li></ul> <p data-bbox="316 904 576 936"><u>School Development</u></p> <p data-bbox="316 943 1495 1043">To improve the quality of teaching and learning across the school. The Improvement Advisor visit took place last week who could see the improvement across the school in helping and an improvement of teachers across the whole school.</p> <p data-bbox="316 1084 1495 1151">There had been two new referrals to the Children's Trust both for the same family and had been accepted.</p> <p data-bbox="316 1191 1495 1335">There was a lovely Mother's Day service in Church on Friday 17 March, Yr3 led the service and the children, and the choir sang beautifully. A further visit to the church would take place tomorrow for the Easter Service whereby Year 4 pupils would lead the service. Governors were invited and welcome to attend the service.</p> <p data-bbox="316 1375 1495 1478">Since the previous LAB meeting there had been World Book and Red Nose Day. There was a visit from two West Bromwich Albion Team players on 28<sup>th</sup> February with a Q&amp;A with Yr5 and other year group pupils. This was well received by children.</p> <p data-bbox="316 1518 1495 1585">The school continues to have four visits from the School Improvement Advisor, and it was likely to be the same School Improvement Advisor for next year.</p> <p data-bbox="316 1626 1495 1841">Since the previous LAB meeting the HT had met with the Diocesan RE Lead where there was a successful meeting potentially in the SIAMs window for 2024 and aware that we need to develop the RE curriculum. The Diocesan RE Lead and HT had mapped out the RE Curriculum and the RE Lead would lead on two staff meetings next year to go through the RE resources for staff and relaunch the revamped curriculum in Summer 2. The HT would attend the Diocesan Training for SIAMs.</p> <p data-bbox="316 1881 1495 1948">The HT informed governors that a pupil was suspended for 5 days on Thursday. A further pupil was suspended today for 5 days regarding physical aggression shown to staff members.</p>



Item 11	Report to LAB governors on pupil attendance and persistent absence in comparison to national - how we are tackling any specific issues.
<p><b>Minute</b></p> <p><b>Questions raised by members</b></p>	<p>A copy had been circulated previously, which the HT referred to.</p> <p>The Dfe were providing a week-by-week attendance analysis and whole national attendance averages up until 24<sup>th</sup> February 2023 collated within the circulated report a like for like comparison. The whole school attendance was 92.93% which was below the national average 93.8%. Attendance was not coming back to pre-pandemic levels and the main issues being holidays taken during the term time, some leave was up to 4 weeks and massively impacting on attendance and persistent absence rates. The school employ the services of the Attendance Officer who monitors closely those below 90% constantly analysing and holds parent meetings, taken legal action for those who had taken their child on holiday resulting in a £60 fine per parent, per child. There were some families who had failed to pay the fines, which was going through the court system whereby the fine would increase.</p> <p>Attendance was included in the school's fortnight newsletters and some children have had chicken pox and prior to Christmas some children also had hand, foot and mouth and sickness bugs. SARM meetings were taking place for children's attendance falling below 90% and meetings held with parents and offering school-based interventions.</p> <p>A governor enquired what was the legal position in terms of children losing their place after a period of time being absent, the HT advised if a child goes on holiday for a week, they cannot be removed off roll and if they state they are coming back, their place will remain open. There was a case currently where a child was missing in education who had moved house during the holiday which was ongoing since January and waiting for the city to confirm that they can be taken off roll. A family had moved abroad who had provided a school and home address who had been taken off roll.</p> <p>A governor commented the LA posing fines for parents for keeping children out of school, does not help to improve attendance because the fines imposed are lower than what the parents will have to pay if they take their child abroad during term time.</p> <p>A governor stated it was vital since a lot of importance was put on attendance and disadvantaged children, the HT advised one pupil in Yr5 who were absent for 6 weeks it was evident when they returned that their standard of writing had dipped and lost their stamina, their absence had a massive impact.</p> <p>A governor enquired if parents would have a conversation about attendance? the HT explained parents' book and take their child on holiday whereby some parents would state it was a family emergency. A governor raised from experience parents were usually open about taking their child on holiday. The HT started generally with the exception of one child this academic year and parents were completing the request for absence forms. A governor raised there seems to be a culture about taking children back to their home country to learn and be exposed to their own culture. There needs to be a conversation as a society and school about how we enable schools and teachers to have an honest conversation with parents about the impact.</p> <p>A governor raised there was a social economic factor, and all schools were experiencing the same issues in relation to poor attendance.</p>

	<p>The HT highlighted since the pandemic there had been a significant impact to attendance and looking at implementing a reward system by the student council and putting systems in place to develop awards for classes.</p> <p>Rev. Eve queried when the children come back to the school environment does it take a long time to readjust, The Deputy advised for some children it did take a long time for them to adjust. A child had come back who had struggled to get back into a routine, form relationships with their peers and had a fantastic experience on holiday however there was an impact with both their learning and socially. Rev Eve enquired why do you think parents were not accepting to have conversations, the HT stated some parents would and some do not understand why some leave requests were not authorised, they find it very hard to understand.</p> <p>A governor queried the definition for persistent absence, the HT confirmed a persistent absence was attendance below 90%.</p> <p>It was, <b>Resolved</b> to receive and note the attendance and persistent absence data.</p>
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Item 12	Report to LAB on the use of Pupil Premium and Sports Premium and its impact this year
Minute	A copy had been circulated in advance, which governors had reviewed.
Questions raised by members	<p><u>Pupil Premium</u></p> <p>The HT reported the vast majority of the pupil premium expenditure continues to be spent on staffing to ensure quality teaching and some money had been used to subsidise the Reception and Yr4 school trips. Closely tracking the attainment and progress of disadvantaged children across the school and staff were a lot more aware of pupil premium children across the school and monitoring their progress.</p> <p><u>Sports Premium</u></p> <p>Some of the money for sports premium was paying for the work of the West Albion Foundation who come into school one afternoon per week and deliver PE sessions and an after-school club. Aspire also offer one after school club and potentially will be able to do a day of PE support to offer four PE lessons and support/develop staff ability to deliver PE.</p> <p>The Sport's Apprenticeship had finished before Christmas and a new Sports Apprenticeship had been appointed on 13<sup>th</sup> March 2023 which was a really good use of the sports premium money. The Sport's Apprenticeship was within the school 5 days per week and attends college one morning virtually and time is put aside to complete their college work. They were also class support based during mornings and afternoons starting to support PE sessions as they develop and engage in their course, they will take on more responsibility within PE sessions.</p> <p>It was, <b>Resolved</b> to receive and note the Pupil Premium and Sports Premium Report.</p>

Item 13	School Improvement Plan 2022-2023 progress report
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<p><b>Minute</b></p> <p><b>Questions raised by members</b></p>	<p>A copy had been circulated in advanced, which governors had reviewed.</p> <p>A governor raised it was interesting during his school visit since it very much reflected the SDP, and it was evident that the less experienced teachers were getting more input and shows the awareness of where the need is.</p> <p>A governor queried how the collective workshop was coming along, the HT confirmed this was in progress.</p> <p>A governor raised the top of page 6 the identification of appropriate levels of challenge for the more able. Has the training been completed or are we on target to start in the new spring term? In response, the HT stated the Assistant Headteacher had led a session in relation to English for the more abled and training for more abled in Maths had also been completed.</p> <p>A governor raised the bottom of page 8 the fast-track training querying who was SD and was they upskilled on fast-track but had not attended the training session yet? In response, the HT confirmed SD was Sarah Duffy (Office Manager) and TW was Tracey Ward (Education Ward Officer). SD was due to attend the fast-track training and TW had attended the training and upskilled SD about the process in terms of sending letters.</p> <p>A governor raised the top of page 12 querying if the meeting had taken place with Jill Stolberg on 9<sup>th</sup> February and what was the outcome? The HT confirmed that she had met with Jill for a morning and had two staff meetings scheduled. There was a curriculum plan from Reception to Yr6. RE was progressive and meets the needs of being a church school and represents the faith of the school community. Jill had two staff meetings next half term where she would train staff to use the two resources in teaching RE.</p> <p>As the Chair of LAB, he fully understands the overt pressures all staff had experienced during the last few years. These pressures which had been caused unnecessarily by Ofsted in the way in which they carry out inspections and report on the school in an outdated fashion. However, the SIP had a large number of items rated as 'action started but not met in full'. Would the majority of such actions be met in full by the end of this academic year or will some have to be carried over until the next academic year? In response, the HT explained the actions had been RAG rated due to being ongoing throughout the year and would be met this academic year. The monitoring cycle would have been completed and there would be a new monitoring cycle for the next academic year.</p> <p>A governor queried what does it mean to be more able? The Assistant Headteacher stated he had led the meeting and it was defining for the staff which children within their classes were classed as more able and not just children working at a higher level than others. A list had been devised for each class, a whole school clear definitions and those identified would be closely monitored for children to be pushed to achieve greater depth for English and Maths. A governor enquired if English and Maths were considered to being the main subjects? The Assistant Headteacher clarified that those subjects were the main focus.</p> <p>It was, <b>Resolved</b> to receive and note the School Development Plan 2022/23 progress report.</p>
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<b>Item 14</b>	<b>Items to pass on to the BDMAT Executive Team</b>
<b>Minute</b>	There was none.
<b>Item 15</b>	<b>Any Other Business</b>
<b>Minute</b>	<p>HC informed governors that she will be meeting with the Deputy Head after Easter and would feedback at the next meeting in relation to Special Needs.</p>
<b>Questions raised by members</b>	<p><u>BDMAT Code of Practice</u></p> <p>The Chair informed governors that the BDMAT Code of Practice had been revised and reissued, a copy of which had been uploaded onto the Hub. The Governance Professional will send the link via the Hub notification for governors to read and confirm they have understood the new practice.</p> <p style="text-align: right;"><b>ACTION</b></p> <p>GW requested a pass to gain access to the main school entrance as his current pass does not work. The HT noted this and explained new passes were waiting to be issued by IT.</p> <p>The Deputy Head confirmed there were two separate online courses for governors to complete which the Governance Professional had sent the link and information. The KCSiE online training was based on the updated document including governance. To date, the Chair, MB and HC had completed the KCSiE training. The Chair had also completed the online Safeguarding for Governance and Trustees training.</p> <p>The Governance Professional agreed to re-send the training link and information to governors' via the Hub to complete both training courses.</p> <p style="text-align: right;"><b>ACTION</b></p>
<b>Item 16</b>	<b>Items to be marked confidential</b>
<b>Minute</b>	There was none.
<b>Item 17</b>	<b>Date of next meeting</b>
	<p>The date and time of the next meeting was confirmed:</p> <ul style="list-style-type: none"> <li>Monday 15 May 2023, 4.00 pm to be held at the school.</li> </ul>
<b>Item 18</b>	<b>Closing Prayer</b>
<b>Minute</b>	<p>The Chair thanked governors and staff for their continued commitment and hard work.</p> <p>Rev Eve closed the meeting in prayer.</p>

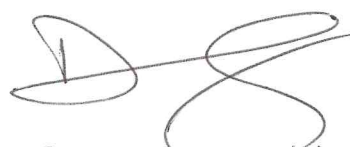
*The meeting closed at 17.07 pm.*

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
6.1.1		<u>Governor Online Training</u>	All	ASAP



		Governors to complete the KCSiE quiz and safeguarding governance online training.  The Clerk to resend the training link and information.	Clerk	Completed
15		<u>BDMAT Code of Practice</u> The Clerk to send the link for Governors to read and confirm that they have understood the new BDMAT Code of Practice via the Hub.	All	ASAP

  
DAVID WILLEY,  
Chair of LAB.  
15 MAY 2023