

MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 6 FEBURARY 2023 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	
	Ms Jagdeep Saran	Staff Governor (Teaching)	
	Ms Beata Anna Smal	Support Staff	
	Ms Millicent Broomes	Foundation check Diocese	
	Ms Husseinatu Gibriel	Parent Governor	
In attendance without voting rights	Name	Role	
	Mrs Jo Shioleftou	Deputy Headteacher	
	Mr Rajan Bhatti	Assistant Head Teacher	
Apologies	None		
Absent	Rev Eve Pitts	Diocesan Governor	

Item 1	Welcome and opening prayer
Minute	The Chair welcomed everyone and opened the meeting with a prayer.
Item 2	Apologies
Minute	There were no apologies received and noted Rev Eve Pitts was not in attendance.
Item 3	Review of Declarations of Business and Pecuniary Interests.
Minute	The Chair reminded members to declare any new direct, indirect or pecuniary interests. There were no new declarations received.
Item 4	Declarations of interest for specific matters on this agenda
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 12 December 2022

Minute	<p>The minutes of the Local Academy Board meeting held on 12 December 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	<p>Governors reviewed the matters arising from the previous meeting:</p> <p><u>3.1 Ms Gibriel to complete a Business Interest form</u> – completed and the Governance Professional confirmed the publication of matrix had been updated and submitted to the school to be published on the school website.</p> <p><u>6.1.1 MB/JS to complete Safeguarding training</u> – JS reminded governors to complete the KCSiE quiz and safeguarding governance online training. The Governance Professional had sent the information via email and would re-send for governors to complete ASAP. Action – Clerk</p> <p><u>8.1 To arrange a school visit and meet with teachers</u> – GW to arrange. Action - GW</p> <p>It was noted that MB had booked to attend the 'new governor induction training' in May.</p>
Item 6.2	Other matters arising from the minutes
Questions raised by members	<i>There was none.</i>
Item 7	Report on Chairs' actions
Minute	<p>The HT reported there was no action required in relation to the proposed 'strike action' because no members of staff went on strike last week and the school was open.</p> <p><u>Governors were pleased to receive the feedback from the school.</u> The HT stated it was pleasing that the staff were willing to have the dialogue prior to the strike day to give parents notification should the school close.</p>
Item 8	Admissions Subcommittee Report
Minute	<p>The HT provided an update in relation to the Admissions Sub Committee data for the whole academic year and noting some children were admitted prior to the Admissions Subcommittee:</p>
Questions raised by members	<p>29 children had been admitted into school since September 2022:</p> <ul style="list-style-type: none"> • Reception - 7 pupils • Yr1 – 3 pupils • Yr2 – 8 pupils • Yr3 – 4 pupils • Yr4 – 1 pupil • Yr5 – 2 pupils • Yr6 – 4 pupils

	<p>The HT and Chair had considered 3 admission application forms today, 1 new admission had been offered a place for Yr1 and 2 admissions for Yr2 which were currently full and thus, now had 3 children on the waiting list for Yr2. Currently there were full classes for Yr2, Yr4 and Yr5.</p> <p>A Governor queried if this was due to being new to Birmingham or to the area? In response, the HT explained the reasons varied and the vast majority were new to the country and had moved into the area.</p> <p>A Governor queried if admissions were made how would the new children for yr7 come into the school. The HT explained parents would be helped to do a late application form for Yr7. The offer day was on 1 March 2023 when the school would know which children had not been given a place and assist parents to aid with secondary school places. There were currently 3 places in Yr6 and if there were more applications, parents would be supported if they were new to the area.</p>
--	---

Item 9	Risk Register
Minute Questions raised by members	<p>A full copy of the Risk Register had been circulated in advance, which was last reviewed in May 2022 as a governing board. As part of the termly HT report there was an area where risks were highlighted since May and the progress. A session was held recently with the Trust to review the Risk Register and there were currently 10 risks on the register. Following a discussion with other Heads, the risks highlighted were similar to other schools.</p> <p>The Chair commented there was a discussion at the previous meeting whether we could recruit sufficient pupil numbers to keep the school open. The likelihood figure was 2 however the paper circulated for this meeting had increased to 3. In response, the HT confirmed the likelihood was 2 for recruiting sufficient numbers and thus the number should be a 2.</p> <p>Resolved to receive and accept the Risk Register.</p>

Item 10	Half termly safeguarding report
Minute	<p>The HT informed governors she met every half termly with Michelle Forward and LAB Chair and completed a form, which was included in the HT report. There were no major safeguarding issues arising.</p> <p>The Chair raised since the previous meeting the number of pupils receiving pastoral support was 7 reported previously and had increased to 21 pupils, the HT added, this was due to staff developing relationships with the children and seeing a greater need for pastoral support, thus the number of referrals throughout the year had increased. The amount was a true reflection of the number of children receiving support and shows the emotional resilient support put in place.</p> <p>A governor queried what support was put in place for the children. In response, the HT explained this depends on the need of the child and may entail one to one basis support, self esteem being developed through a period of 6-weeks via programmes, group work to develop friendships and positive relationships. Each child had tailored support. The Pastoral Worker</p>



	also goes into classes to observe and identify any barriers that may be causing specific behaviour.
--	---

Item 11	Headteachers Report (written)
Minute	A copy had been circulated in advance, which governors had reviewed.
Questions raised by members	<p>A governor commented if staff were finding the expectations overwhelming was there anything to be done, the HT explained support was put in place to provide support to staff and offered a solution that worked. There were several factors as to why teaching staff were leaving the teaching profession, and this was a picture across the board. Always consider work life balance for staff.</p> <p>It was, Resolved to receive and note the Headteacher's Report.</p>

Item 12	School Improvement Plan 2022-2023 progress report
Minute	A copy had been circulated in advance, which governors had reviewed. The SIP had been updated and identified actions and progress to date.
Questions raised by members	<p>A governor queried whether the school was likely to hit all the targets within the plan, the HT highlighted attendance was not great and actions were being followed. Attendance prior to Christmas was really hit with sickness and since returning in January attendance had not been great due to children being taken out of school on holiday. The due processes for attendance were being followed and fines were being progressed through BCC.</p> <p>A governor enquired if children remain at the school if parents were taken to court, the HT advised this had never occurred before and 2 parents had been taken to court due to not paying the fine. In response to a follow up query, the HT advised a pupil had gone on holiday in December and not yet returned.</p> <p>A governor raised the Christian distinction, the HT believes SARMs would return next academic year and the SIAMS inspection format was changing where excellent, good or requires improvement from September there would be 2 judgements. The RE curriculum would be reviewed by the RE Diocesan Lead since it was of high profile.</p> <p>A governor raised the quality of teaching and learning, a high proposition requires high improvement, the HT explained there was 2 staff members requiring improvement, 1 of which was an Unqualified Teacher and would be commencing their PGCE training and 1 staff member was an ECT (Early Careers Teacher) in their first year of teaching. Both staff members were being supported and working closely with JS.</p> <p>It was, Resolved to receive and note the School Improvement Plan.</p>

Item 13	2023 Assessment predictions (are we on track for the 66% target set by BDMAT and other indicators against national?)
Minute	JS referred to Section 5 of the HT Report, which outlined the predictions noting 66% refers to end of Key Stage Yr6 data. The Governments White Paper set a target of 90% for all children to achieve the expected target by 2030 however the White Paper had been shelved however as a Trust we always look at raising standards.
Questions raised by members	<p>The Trust had set a target of achieving 66% for reading, writing and maths. Currently predicting 66% for reading would be achieved for all children and gaps had been targeted where needed. There were four new children in Yr6 which had made a difference in terms of being new to the English system and country.</p> <p>JS highlighted the following:</p> <ul style="list-style-type: none"> • GLD 75% was predicted and halfway, given the baseline in September there was no children at age-related. • Yr1 phonics predicted to be in line with national average. • Yr2 predicting broadly in line for writing, above for reading and below for maths which was a focus and targeted children. • KS1 children were being prepared to sit tests. • Yr4 multifurcation predicted 72% of children would receive 20 or above, noting there was no pass mark for the test. • FFT (Fisher Family Trust) percentages were higher than predicted due to 7 children in the predictions which were not in the education system in this country, thus they did not have results to make any predictions hence the discrepancy.
Item 14	Items to pass on to the BDMAT Executive Team
Minute	There was none to report.
Questions raised by members	
Item 15	Policies for Review
Minute	A copy had been circulated in advance, which governors had reviewed.
Questions raised by members	<p>a. ECT policy</p> <p>It was,</p> <p>Resolved to receive and accept the ECT policy.</p>
Item 16	Any Other Business
Minute	HC queried if there were any dates for church visits, the HT confirmed Mothering Sunday 17 March for Yr3, Easter on Tuesday 28 March and Monday 24 July (summer visit).

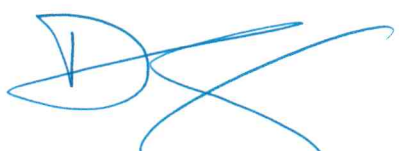
Questions raised by members	<i>There was no further business.</i>
------------------------------------	---------------------------------------

Item 17	Items to be marked confidential
Minute	There was none.
Questions raised by members	
Item 18	Date of next meeting
	The date and time of the next meeting was confirmed: <ul style="list-style-type: none"> Monday 27 March 2022, 4.00 pm in School
Item 19	Closing Prayer
Minute	The Chair thanked governors and staff for their continued commitment and hard work. The Chair closed the meeting in prayer.

The meeting closed at 16.55 pm

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
6.1.1		Governors to complete the KCSiE quiz and safeguarding governance online training. The Governance Professional to resend the information via email.	All	ASAP
6.1.1		To arrange a school visit and meet with teachers	GW	ASAP


DAVID WILLEY
Chair of LAB
27/3/2023

