

# Holy Trinity C.E. Primary Academy

## Minutes from the Full Governing Body meeting held on Monday 21<sup>st</sup> May 2018 at 4.30pm

**Present:** Mr David Willey (Chair)  
Mrs Paula Burns (HT)  
Mrs Jacqui Page, Deputy Head Teacher (DHT)  
Mrs Arwinder Kaur, Bursar (AK)  
Mr John Burke, Staff Governor (JB)  
Mrs Janet Hutchinson, Staff Governor (JH)  
Ms Helen Cross (HC)  
Mrs Lin Street (LS)  
Mr Joshua Oki (JO)  
Ms Stephanie Walker (SW)  
Mrs Mwanaisha Kisule (MK)  
Rev Eve Pitts (EP)

**Apologies:** Mr Graham Winfield (GW)

**In attendance:** Mrs Gerardine Lawson-Lotarew, SIPS Education (GL)  
Ms Naomi Lewis, Clerk (NL)

### **FGB 16/18 Welcome and Opening Prayer**

The Chair welcomed everyone to the meeting and EP opened the meeting with a prayer

### **FGB 17/18 Apologies**

Apologies were received and accepted from Mr Graham Winfield.

### **FGB 18/18 Declaration of Business Interests and any Conflicts of Interests**

The Chair enquired whether any member had any direct or indirect pecuniary interests in the business to be declared. There were no expressions of direct or indirect pecuniary interests declared.

### **FGB 19/18 Minutes from the previous meeting held on 19<sup>th</sup> March 2018**

The minutes of the Full Governing Body meeting held on 19<sup>th</sup> March 2018 having previously been distributed, it was

**Resolved** that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.

### **FGB 20/18 Matters Arising from the minutes of the previous meeting held on 19<sup>th</sup> March 2018**

Action		Actor	Update
<b>AP1 - FGB 08/18</b>	<i>Provide the number of pupils with no recourse to public funds</i>	<i>DHT</i>	<i>ongoing</i>
<b>AP2 - FGB 09/18</b>	<i>Provide feedback on £49,000 virement and EYFS clawback</i>	<i>JP</i>	<i>To be discussed</i>
<b>AP3 - FGB 09/18</b>	<i>GDPR to be added to summer agenda</i>	<i>Clerk</i>	<i>Completed</i>
<b>AP4 - FGB 09/18</b>	<i>Feedback on Nursery Provision marketing</i>	<i>HT</i>	<i>To be discussed</i>
<b>AP5 - FGB 12/18</b>	<i>Circulate copy of governors skills matrix for updates</i>	<i>AK</i>	<i>Completed</i>

The Chair requested on behalf of Governing Body and the HT, that special thanks were given to clerk for settling in so quickly and producing quality minutes.

No other matters were raised which were not already agenda items.

#### **FGB 21/18 Sub-Committee feedback**

Draft minutes of the following meetings had been circulated to governors previously for consideration:

- Facilities Committee meeting held on 23<sup>rd</sup> April 2018
- Achievements, Standards & Improvement Committee meeting held on 3<sup>rd</sup> May 2018

The following matters were raised from the Facilities minutes:

- I. FSC 06/18 CIF Bid: The HT reported that, the bid for the subsidence works in the kitchens was unsuccessful. The bid was based on a scoring system and following feedback, the HT had agreed to meet with Gareth Miller in September with the view of discussing the possibility of another CIF bid for the work in the kitchens.

The following matters were raised from the Achievements, Standards and Improvement minutes:

- II. ASI 14/18 Progress Data: The Committee Chair reported that with regular review of the progress data for pupils, the Committee were satisfied that staff had implemented interventions despite the challenges and remained committed to the pupil's progress.

Some feedback was provided to the governors on the recent SATS. The HT shared that the reading test was fair but maths proved difficult for some of the pupils due to the language used for questions and the children worked well through the challenges.

**Resolved** that the draft Committee Minutes be received for information

- Finance, Staffing and Audit meeting held on 16<sup>th</sup> May 2018
- The following matters were raised as key discussion points:

Budget Monitoring Report: The Committee Chair shared with governors that £49,000 was to be ring-fenced for staff recruitment for the next academic year. The committee was made aware of an authority error in nursery funding and around £8,000 in the budget was to be paid back.

There had been a reduction in GAG funding and a fall in pupil numbers that meant the school had to be more cautious around spending in order to balance the budget and the projected carry forward was £49,774.

Staffing costs were at 85.7% and the recommendation from the local authority was 80-85%. There were due to be some changes made next academic year that would reduce the staffing spend.

The Committee received a detailed Internal Controls Report that included RAG rated projects in development at the school. All areas were rated green with the exception of purchases due to a minor discrepancy with postage charges.

*JP joined the meeting at 4.45pm*

School meals provider: The HT updated the governing board on the recent issues with the Raddish contract. As previously identified the school was subsidising school meals at £50 per day. The school currently had a £11,000 outstanding with supplier Raddish and an offer had been made to reduce the amount if the school continued with the contract for the next 5 years. The HT stated that this was not an option considering the upcoming join to BDAT, therefore a decision was made to change school meals provider.

The Finance Committee received proposals from suppliers Dolce and Coombs. The Committee decided that Coombs had presented the most clear and transparent proposal for school meals and offered a bespoke service.

*In response to a governor question, the DHT stated that the school would need to give three months' notice to end the contract with Raddish.* This would reduce the school meal spend for summer term 2. The kitchen staff would be reduced from three to two and there would be two meal choices offered or sandwiches. Raddish currently offered five lines of meal choices that were seen as value for money. *The Chair added that despite the inconvenience the disruption would only be for 7 weeks.*

*A Staff Governor asked if there was a way to reduce money owed and clawback any of the £11,000 currently outstanding.* The HT responded that the invoices were still valid and the only way to lessen the amount owed was to reduce kitchen staff and meal choices. *In response to a further question, the HT added the school had the right to cancel if contract terms were breached by Raddish.*



A governor stated that some parents may prefer children to have choice of a hot meal and not just sandwiches, especially if paying for a school meal, to justify the cost. It was noted that this may be the only hot meal children receive in a day.

- I. The Chair presented a proposal for action by the Board that Holy Trinity CE Academy should serve notice on the Raddish, school meal provider contract.
- II. Take up the provision of two hot meal choices and request additional sandwiches until the end of summer term.
- III. Start the process for Coombs contract to begin September 2018
- IV. Subject to satisfaction, Coombs to be invited to FGB in July.

With no further comments it was,

**Resolved** to agree the actions proposed

#### **FGB 22/18      GDPR**

AK updated the governors on how the school were progressing with GDPR responsibilities and reported that; staff briefings had taken place, the IT staff were updating the Data Asset register and the school was involved with on-going training. It was noted that Safeguarding concerns would always take priority over GDPR.

A governor asked if the school had provision for a Data Protection Officer (DPO). AK stated that a DPO would have to be in place as a GDPR requirement however, Birmingham City Council had not yet appointed a DPO and BDAT were making enquiries. The Chair added that GDPR would feature in future Ofsted inspections. The governors agreed to wait for guidance and updates from BDAT.

A short video was played for governor's information: DfE GDPR Guidance for Schools. GDPR to be added to Autumn FGB agenda.

**ACTION - Clerk**

#### **FGB 23/18      Nursery Provision Update**

The HT updated the members on the recent marketing campaign to increase applications for the nursery. Leaflets were distributed to local surgeries, homes and churches but unfortunately little interest was generated and with only 12 applications on the current list for September admission, it was not financially viable to run the nursery in the next academic year. It was therefore decided with great regret to propose closure of nursery provision.

In response to a governor question, the HT confirmed that the school would follow the consultation process involving Birmingham City Council and parents who had applied for places would be signposted to

alternative provision. The HT added, in response to another question, said the nursery would need at least 22 children to be cost effective. The HT assured governors that the school would still receive applications for 2019/2020. The Chair added that there would be a review of nursery provision each year

#### **FGB 24/18      BDAT Update**

The HT shared with governors that a verbal acknowledgement of the application to join BDAT had been received. The DfE would review the application in July and Holy Trinity could join the BDAT as early as January 2019.

The Chair acknowledged that this was a positive move for the school's future. The school would comply with the due diligence process. A staff meeting was to take place on the 4<sup>th</sup> July and parents would be informed during the autumn term. The HT was due to meet with Chris Mansell and would update the governing body at the autumn term meeting.

#### **FGB 25/18      Policy for Approval**

The following policy had been circulated to governors prior to the meeting for review:

##### **I.      Sex Relationship Education Policy**

The DHT stated that the only amendments were to dates and personnel.

**Resolved** that with an amendment to the date and personnel, the Sex, Relationships Education Policy was approved and adopted.

#### **FGB 26/18      Governor Agenda Briefing / Training**

The Chair referred to the Governor Agenda Briefing and drew governor's attention to Guidance for Policy Reviews. The Chair suggested that the checklist be used to enable committees and school staff to carry out effective review of all policies.

The skills matrix was previously circulated and updated by governors. The Chair stated that it was pleasing that the governors at Holy Trinity had many skills, which contributed to a balanced governing body. Any members who had individual training requirements were to forward requests to the HT.

#### **FGB 27/18      Correspondence received**

There was no relevant correspondence to discuss.

#### **FGB 28/18      Any Other Business**

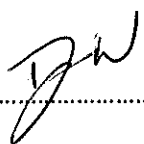
- a) 18-19 Meeting Dates: The schedule of next academic meeting dates was to be shared at the next FGB.

- b) Diary Dates: HC updated the governors on the date for the Summer Fayre and Community meeting.
- c) Heritage Lottery Fund: EP thanked the school for support in the Lottery Fund application.

**FGB 29/18**      **Date of next meeting:** Monday 9<sup>th</sup> July 2018 at 4pm

*With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 5.40pm*

<b>ACTIONS AGREED</b>		
AP2	FGB 22/18: GDPR to be added to Autumn FGB agenda	Clerk

Chair Signature:  ..... Date: 9/7/18 .....