

# Holy Trinity C.E. Primary Academy

## Minutes from the Full Governing Body meeting held on Monday 10<sup>th</sup> December 2018 at 4.00pm

**Present:** Mr David Willey (Chair)  
Mrs Paula Burns (HT)  
Mrs Arwinder Kaur, Business Manager (AK)  
Mr John Burke, Staff Governor (JB)  
Mrs Janet Hutchinson, Staff Governor (JH)  
Ms Helen Cross (HC)  
Mr Graham Winfield (GW)  
Mr Joshua Oki (JO)  
Rev Eve Pitts (EP)  
Ms Stephanie Walker (SW)

**Apologies:** Mrs Jacqui Page, Deputy Head Teacher (DHT)  
Mrs Lin Street (LS)

**In attendance:** Ms Naomi Lewis, Clerk (NL)

### **FGB 59/18 Welcome and Opening Prayer**

The Chair welcomed everyone and Rev Eve Pitts opened the meeting with a prayer

### **FGB 60/18 Apologies**

Apologies were received and accepted from Mrs Jacqui Page and Lin Street.

### **FGB 61/18 Declaration of Business Interests and any Conflicts of Interests**

There were no other expressions of direct or indirect pecuniary interests declared.

### **FGB 62/18 Minutes from the previous meeting held on 1<sup>st</sup> October 2018**

The minutes of the Full Governing Body meeting held on 1<sup>st</sup> October 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 63/18 Matters arising from the minutes of the previous meeting held on 1<sup>st</sup> October 2018**

The Chair informed the board the re-appointment of governors Mrs Page and Mrs Street were approved at the AGM.

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FGB 48/18 (b) - Parent Governor Vacancy: The HT updated governors that the parent vacancy had been re-advertised however there were no responses. The original advert had prompted two late responses and governors agreed to put both applications to ballot. It was,

**Resolved** for original parent governor vacancy applications to be put ballot.

#### **FGB 64/18 Committee Meeting Feedback**

- **Facilities Committee meeting**

There had been no business to discuss therefore no meeting had taken place.

- **Finance, Staffing and Audit** held on 21<sup>st</sup> November 2018

The following matters were raised as key discussion points:

The Budget Plan had been updated reflecting total income of £1,170,519 with total expenditure £1,253,237. An in year deficit of £82,718 was projected and the projected carry forward was £1,762. Governors were informed that use of school and governor fund accounts were not required to balance the budget.

The Teacher Pay Grant had been awarded to the school. It was noted that 85.5% of the budget was used for staffing costs.

The Internal Control Report was positive and had not presented any concerns. The current ICT supplier service would end on 31.12.18 saving the school £3,160. The new supplier Link2ICT offered a more cost effective service. Governors were informed that the Finance Due Diligence process had been completed with no issues.

The Chair stated that 85.5% of the budget used for staffing costs were very high and ideally most schools worked at 80% or lower and many Academy schools operated at 75% or less. Governors were advised to consider the year on year budget within the current school financial climate. The Chair added BDMAT would no doubt give this consideration.

A member added, following attendance at the governor's conference, that schools were being encouraged to generate income. The Chair agreed to review this under agenda item 8.

The Chair thanked Mrs Burns, Mrs Kaur and Mr Oki for their hard work on the committee.

- **Achievements, Standards and Improvements** held on 3<sup>rd</sup> December 2018

The following matters were raised as key discussion points:

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Mr Willey and Mrs Burns attended the meeting in Mrs Page and Mrs Street's absence.

Governors gave consideration to the Inspection Data Summary Report and identified areas to investigate and what the school was doing to address weaknesses. The HT informed the board of external DHT support from the Diocese in school; one to support Teaching and Learning and challenging more able pupils and another to support Maths interventions focusing on weak areas.

*SW joined the meeting 4.20pm*

The HT updated the board that the progress of Pupil Premium children was being tracked carefully with a focus on the interventions for pupils in school.

The Analyse Performance Data detailed that 56% of pupils at Key Stage 2 were achieving ARE, the scores were positive for the school and not significantly below national scores. The progress data for Autumn 1 was presented to the committee with a review of school strengths and what needed action.

Mr Winfield shared that he had met with the DHT support and would be meeting in the new term to discuss progress for Pupil Premium pupils.

**Resolved** to receive and note

#### **FGB 65/18      Head Teacher Report (Autumn Term)**

The HT referred governors to her report, having been circulated in advance of the meeting. The following highlights, additional comments and questions were raised:

The HT shared that additional information had been added to the report for governor consideration; number of SEN pupils, 28 (15%) and Pupil Premium pupils, 76 (41%).

The HT stated that the school was in the window for Section 5 re-inspection and Ofsted would be due to visit before April 2019.

Governors were informed that the updated SDP would be written on a term by term basis. The school 3 year strategy would be sent through to Diocese by the end of term. As part of next term's SDP dates had been agreed for learning walks and book scrutinies.

In response to a member question, the HT confirmed governors were welcome to attend the Maths training session taking place on January 7<sup>th</sup> 2019.

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With the long term absence of the DHT, the HT stated that the Diocese support of two DHT had been valuable in the operational function of the school. In response to a member question, the HT added that despite the challenges with no DHT and middle leaders being class teachers, DW had made regular visits to school to support.

It was noted that the Diocese support could not be maintained long term. Following a further question, the HT added the cost of full time agency staff would have an unfavourable effect on the school budget and a more sustainable solution would be reviewed with BDMAT.

Members had a brief discussion around the decision to release the NQT in Year 4 class who would now be fully supported at another school. A replacement NQT had been appointed and would start in January 2019. The HT shared that good teaching had been observed and Ms Swords from St Marys would act as the NQT mentor.

The HT referred governors to the BDMAT Update. It was noted that all reports had been submitted timely and Mrs Kaur was thanked for her hard work through the due diligence process. The HT commented that BDMAT had expressed concerns about the long term absence of the DHT and the school budget. The school had been classed as vulnerable and a meeting would take place with Mr Mansell to discuss moving forward.

In response to a member question, the Chair stated the picture of education was changing and the school had financial pressures. Following a further question about the absence of the DHT, the HT added the school was consulting with HR and followed the sickness policy and procedures.

There were no fixed term exclusions reported and no incidents of racial or homophobic bullying. Mr Winfield was thanked for the donation of a bike as a prize following the Behaviour Policy.

In response to a member question, the HT confirmed staff teach music as part of the curriculum with online resources.

With no further comments or questions, it was

**Resolved** to receive and note

#### **FGB 66/18      School Lettings**

Details of a Lettings Enquiry from an external Nursery Day Care provider for the empty nursery unit had been circulated to governors ahead of the meeting. AK presented the main highlights;

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The Day Care Provider had expressed an interest to lease the nursery unit for a minimum term of 5 years. A breakdown of the apportioned analysis was shared with governors and it was noted the school had the potential to generate an income between £12,000 and £13,000 per annum.

Governors discussed the letting opportunity. The Chair commented from January 2019 BDMAT would form part of the process however would support income generation and any revenue would be ring fenced for the school.

AK stated a draft proposal of costs had been sent to Day Care Provider and the school should have feedback following their committee meeting. Governors agreed that the letting opportunity offered flexibility and with benchmarking a rent review could form part of the lettings agreement. With no further comments or questions, it was unanimously

**Resolved** to consult the Diocese and investigate the 5 year lettings opportunity with the external Day Care Provider.

**FGB 67/18 Policies for approval:**

The Charging and Remissions Policy had been circulated to governors prior to the meeting.

The HT shared the policy had been updated in line with new guidance and approved at Finance, Staffing and Audit committee meeting.

**Resolved** to approve and adopt the Charging and Remissions Policy.

**FGB 68/18 Parent Governor Vacancy**

The Parent Governor Vacancy had been discussed under item FGB 63/18. Governors agreed for 2 applications to go to ballot.

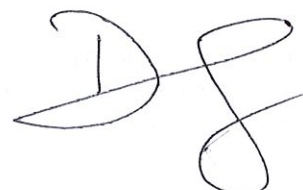
**Action – HT**

**FGB 69/18 Birmingham S&GS Briefing Update**

The Spring Term Briefing had been circulated for to governors for information.

**FGB 70/18 Any Other Business**

- a. HT Performance Management. HC shared the HT objectives and targets agreed following the recent performance review with the SIP.
- b. HC thanked the school for publishing recent events.



- c. EP shared she continued to manage the HLF funding projects and apologised for absence at some meetings.
- d. SW reported that she had attended the Year 5/6 trip to Blackpool and with Year 3 to Cadbury World. The behaviour of the children was commended. – commended behaviour of children.
- e. HT gave a special thanks for the donation of Christmas decorations.
- f. AK shared the website continued to be updated and now included an events section. A gallery area was being developed. Governors were encouraged to continually check the school website.
- g. JO offered thanks to the HT and AK for their recent hard work with budgets and due diligence process.
- h. Special Responsibility Governor. After a short discussion Rev Eve Pitts was nominated as Curriculum governor. With no further nominations, it was

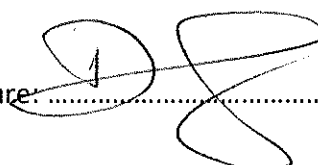
**Resolved** for Rev Eve Pitts to act as Curriculum Governor.

**FGB 71/18      Date and time of next meeting**

The next meeting would take place on Monday 4<sup>th</sup> February 2019 at 4.00pm.

*With there being no further items of business, the Chair thanked everyone for their valuable contributions, wished all a Merry Christmas and closed the meeting at 5.20pm*

<b>ACTIONS AGREED</b>		
<b>AP1</b>	FGB 68/18: Parent governor applications to go to ballot.	HT

Chair Signature:  .....

Date: 4 February 2019