

Holy Trinity CE Primary Academy (Handsworth) Governing Body

Minutes of the Full Governing Body held on
Monday 5th February 2018 at 4.00pm

Present: Mr David Willey, Chairman (Chair)
Mrs Paula Burns, Head Teacher (HT)
Mrs Jacqui Page, Deputy Head Teacher (DHT)
Mrs Arwinder Kaur, School Bursar (AK)
Ms Helen Cross (HC)
Mr Graham Winfield (GW)
Miss Stephanie Walker, Parent Governor (SW) arrived at 4.32pm
Mr Joshua Oki (JO)
Mrs Lin Street, Vice-Chairwoman (Vice-Chair)
Mr John Burke, Staff Governor (JB)

Absent: None

In Attendance: Mrs Wendy Pickford, Clerk, SIPS Education Limited (Clerk)
Mrs Sarah Smith, Director of Education, Birmingham Diocesan Academies
Trust (BDAT) as well as Diocese Board of Educational Trust (DBET) and
Birmingham Diocese Board of Finance (DBF) (SS)
Mr Christopher Mansell, Chief Executive Officer (CEO) of BDAT.

1. OPENING PRAYER:

The meeting opened at 4.03pm with a prayer led by the Vice-Chair.

2. APOLOGIES and WELCOME:

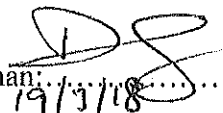
Governors accepted apologies from Reverend Eve Pitts (RevEP) and observed the absence of Mrs Mwanisha Kisule (MK) and Mrs Janet Hutchinson, Staff Governor (JH)

The Chair extended a warm welcomed to Mr John Burke the Academy's newly appointed Staff Governor, following the resignation of Mrs Liz Bennett.

3. WELCOME TO SARAH SMITH AND CHRISTOPHER MANSELL (BDAT).

The Chair welcomed Sarah Smith and Christopher Mansell from BDAT, inviting them to share with Governors details of BDAT and how a school within the Multi Academy Trust may run and the support received.

Page 1 of 8

Signature of Chairman: 
Date: 19/3/18

CM talked Governors through a presentation with the content of that presentation in the document titled BDAT Prospective Schools Information (Appendix 1). Questions from Governors and answers provided by CM and SS are summarised below:

- i. AK's, School Bursar enquired who in the structure, took responsibility for procurement, finance, General Data Protection Regulations (GDPR) and Recruitment. Responding to each point CM informed Governors that BDAT's Finance Director had been charged with reducing costs across all schools in the MAT.
- ii. Replying to CM's answer above, a Governor asked if that approach impacted on the systems in place and slowed down processes in school. CM admitted that was unknown but recognised that there may be a reduction in speed in terms of procurement. SS proposed that in the area of Catering and Utilities it may be slowed down as so many people delivered the service, with many caterers also providing and managing equipment in schools.
- iii. In reply to a question from the HT on accepting new contracts, SS proposed the school continue as normal, informing Governors that when making any decisions in the MAT there is the thought of others in the MAT and where they will all benefit.
- iv. A Governor asked whether BDAT intended to use their size and scale (i.e. 6 schools) to drive down costs and asked whether any decisions would be delayed whilst the MAT waited for other schools' contracts to end. CM replied that the MAT intended to do so but equally, would be influenced by when contracts were due to expire, adding the MAT were currently looking at supply teaching, developing a preferred suppliers list for schools.
- v. In reply to a question about the Academy's existing contracts, CM confirmed a contract would still be honoured under BDAT as the suppliers had a legal right to move across to BDAT.
- vi. In reply to AK's question about HR provision, CM reported BDAT to outsource to a company called Education Personnel Management (EPM), who won the tender. CM reported many of the advisors to work from home and were very responsive and in reply to a question from the HT confirmed that training on their system would be provided although the system was very easy to use, allowing the HT to see the progression of the request.
- vii. In reply to AK's earlier question regarding recruitment, CM reported recruitment to be managed by the Academy, other than with the HT and DHT appointments and in reply to a further question from AK regarding costs of recruitment, CM reported EPM to provide the whole package.
- viii. In reply to a question from AK on annual and monthly reports produced for Pensions, CM said he anticipated no change to what was currently done.
- ix. AK enquired about the appointment of auditors. CM reported auditors to be appointed for the whole MAT with internal controls undertaken by the Academies' advisory service and annual auditors which should be less time consuming for schools.
- x. In reply to AK's question about Condition Improvement Fund (CIF) applications, CM

- informed Governors that once the MAT had 3,000 pupils (2,500 the expected total from September 2018) it received a CIF grant to share amongst schools in the MAT.
- xi. A Governor enquired about BDAT's long term goals. CM reported the initial goal was to gain 20 schools (5 each year) but that there were 51 schools within the Diocese.
 - xii. A Governor enquired if there were any secondary schools within the Diocese. SS replied there to be two; one in St Albans which was with another Sponsor and another in Sandwell which was under a Private Finance Initiative, so a little more complicated.
 - xiii. In reply to a Governor's question about additional costs above the 5% monthly fee, CM confirmed that BDAT was unable to provide all services at present.
 - xiv. The DHT asked about the training provided by BDAT for staff and whether there was additional costs for it. CM replied that most of it was at no charge and included in the service (those mentioned on the slide) other than the Mental Health training course which was being delivered by Mental Health First Aid.
 - xv. In reply to a Governor's enquiry about Governance structure, CM proposed no change to existing structure other than the change in name to Local Advisory Boards (LAB).
 - xvi. A Governor enquired if Senior Staff status would remain the same on being TUPE'd across to BDAT. CM confirmed under the conditions of TUPE they would be the same as Birmingham City Council (BCC) with the HT remaining the HT. In reply to question from AK on the role of Bursars and Business Managers in BDAT, CM said that the organisation was looking at how to use specialist support within the structure but did not anticipate losing the role but extending the service provided to more than one school.
 - xvii. AK asked if the Academy would still need to source cover for insurance including cover staff absence insurance. CM confirmed the Academy would still need to take additional cover i.e. motor insurance and that BDAT was looking at cover staff absence insurance but that a better rate would hopefully be sourced.
 - xviii. A Governor asked if BDAT would use money from other schools i.e. surplus balance. CM replied that schools in BDAT currently kept their own reserves but may pool those reserves in future like the RPA insurance scheme. Regarding the use of Reserves, CM confirmed that having set a budget with BDAT, agreement would need to be sought from BDAT, before a school could spent their reserves.
 - xix. AK asked if BDAT was open to income being generated by a school. CM agreed they were and one school's caterer made cakes for special occasions and party bags which generated an income for the school.
 - xx. In reply to a Governor's question about the structure within the MAT at Trust Board level etc, CM provided a document summarising staff and Members of the Trust's Board (Appendix 2). SS confirmed that all Trustees had been appointed and not elected and all chosen for their skill set.
 - xxi. In reply to a Governor, CM confirmed BDAT was a 'not for profit' organisation with any profit channelled back into the service provided. CM reported the organisations long term goal was to bring the current outsourcing in and build a central operation.

- xxii. A Governor asked if the costs for the Academy's application to join BDAT was paid by the Academy. CM replied that it was and had been negotiated down as much as possible.
- xxiii. The Chair, informed SS and CM that the Solicitors Antony Collins used by BDAT also managed the Academy's conversion in 2013. CM agreed with the Chair's perception that processes required to be followed to join BDAT would be similar to what was completed when the school converted to an Academy.
- xxiv. In reply to the HT, CM reported the cost of the application to BDAT to be approximately £10,000.00 with an anticipated timescale with the Department for Education (DfE) at present being up to 4-5 months.
- xxv. In reply to the DHT, CM reported schools to maintain autonomy over many policies other than policies applicable to all schools.
- xxvi. The DHT enquired if BDAT planned to have a central assessment system. CM replied that 3 of the 6 schools were already using a package with School Pupil Tracker Online (SPTO) but that BDAT intended to keep its' own model but standardise testing.
- xxvii. The DHT asked if they anticipated any conflict of interest (i.e. personal development) amongst schools in the MAT. CM replied that it was not their intention to remove staff from schools but if there was an opportunity and following discussion with the HT a staff member may wish to work in another school in the MAT for their personal development. SS reiterated that it was their intention for BDAT to be a good employer with happy staff.
- xxviii. Staff Governor JB, enquired whether BDAT intended to develop a pool of young Teachers in response to the skills gap in the profession as a whole. CM reported BDAT to be working on an initiative with Newman College as there were always 1-2 vacancies open. In reply to the DHT's question on whether a placement would be offered, CM said that decision would be up to individual schools but that BDAT would commit to offering training in Church of England values.
- xxix. In reply to the HT, CM said that the school was not obliged to consult with parents with Governors to cast a vote on submitting an application to join BDAT.

The Chair thanked SS and CM for attending and with no further questions from Governors, SS and CM were excused from the meeting at 5.25pm.

Governors agreed to reflect on the supplementary material provided from BDAT (Appendices 1 and 2) and agreed a vote would be conducted at the next meeting (AP1).

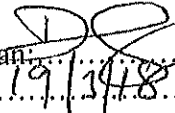
PB also left the meeting at 5.25pm to return at 5.30pm.

4. DECLARATION OF BUSINESS INTERESTS and ANY CONFLICTS OF INTERESTS:

No change recorded.

5. MINUTES FROM THE PREVIOUS MEETING HELD ON THE 19th December 2017:

Page 4 of 8

Signature of Chairman: 

Date: 19/12/18

Governors accepted the minutes from the last meeting as a true and accurate record.

6. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:

Governors reviewed the actions that were recorded at the meeting on the 19th December 2017:

| Action Point | Actor | Description | Update received during the meeting |
|--------------|---------------|---|---|
| AP1 | All Governors | Review Fixed Assets Policy | FUTURE DATE: 31 st March 2018 (AP2) |
| AP2 | JP | Investigate whether Science benchmarking data could be gained. | Carried forward (AP3) |
| AP3 | MK | Observe and provide feedback on children's outside play at school | Carried forward (AP4) |
| AP4 | Clerk | Add Year 6 progress and attainment to next meeting agenda as discussed. | Completed |
| AP5 | AK | Share GDPR information with Governors. | Completed and on today's agenda |
| AP6 | Clerk | Share Governor School Email addresses with School and Governor Support in order to receive the fortnightly bulletins. | Completed. Governors confirmed receipt of email from School and Governor Support. |

7. CHAIRMAN'S REMARKS:

- a. **AGM Feedback:** The Chair confirmed Trustees had formally recorded their approval of the Annual Report and Accounts and

RESOLVED to re-appoint Feltons as Auditors for this year.

- b. **Re-appointment of Governors:**

RESOLVED to re-appointment Governors GW, HC, RevEP and SW.

RESOLVED to welcome to the GB Staff Governor John Burke following the resignation of Liz Bennett. The Chair recorded his thanks to Liz Bennett.

- c. **General Data Protection Regulations (GDPR):**

The Chair invited AK to provide feedback following her attendance at GDPR training events. AK informed Governors that new legislation was being introduced from the 25th May 2018 and the school had started to acquire knowledge of the changes and

how it was to impact on processes and procedures in school. AK reported staff to be briefed in school in April 2018. The HT reported that it was unclear on the role of a Data Protection Officer other than the officer having a background in law and could not be fulfilled by anyone in school due to any potential conflict of interest.

8. SUB COMMITTEE REPORTS:

a. **Facilities:** *Prior to the meeting, draft minutes from the last meeting had been distributed to Governors.* The Chair highlighted the achievement of Anne Belcher, Office Manager who had secured the services of Lovell to paint the school's halls over half term at no cost to the school.

b. **Achievements, Standards and Improvement (ASI):**

The Vice-Chair, Chair of the committee, informed Governors that a review of the data revealed that the children had moved forward but that progress was not a whole step with Year 6 remaining static. Having identified no progress in Year 6 interventions were in place to address it.

Mobility continued to be an issue in school and the committee had heard of the challenges from the school's SENCo. The Vice-Chair concluded that the committee remained concerned at the pace of progress with staff and Governors monitoring the situation closely.

c. **Finance, Staffing and Audit (FSA):**

JO presented the following synopsis:

- i. **FINANCIAL ACCOUNTS:** All deadlines had been met with a further report to the Education Skills and Funding Agency (ESFA) due the end of April 2018.
- ii. **INTERNAL AUDITS:** Nigel Smith a consultant working for DRB explained his role and the completion of internal audits with praise awarded to AK for saving money on the contracts in school and tightening internal control procedures.
- iii. **NURSERY APPLICATIONS DOWN:** A meeting was to be held to evaluate the school's Nursery provision as only 12 applications (compared to 20 received last year) had been received for September 2018.
- iv. **SCHOOL DEVELOPMENT PLAN (SDP):** Focus remained on Reading and Behaviour with the DHT saving income in delivering training in house.
- v. **NEW SCHOOL WEBSITE:** Governors had heard about the re-development of the school's website by Phenix Education from April 2018.

9. POLICES FOR APPROVAL:

- a. Academy's Scheme of Delegation (Updated January 2018): Following a review of the document at sub-committee meetings, Governors

RESOLVED subject to the change of Staff Governor being recorded, to accept the Scheme of Delegation.

10. CORRESPONDENCE RECEIVED:

Governors duly noted the correspondence received with the Chair drawing Governors attention to the fortnightly bulletins and consultation on the document Keeping Children Safe in Education.

11. ANY OTHER BUSINESS:

- i. HC requested sand for the Nursery. The HT confirmed the request was being dealt with.
- ii. The Chair confirmed a report on PP feedback was to be tabled at the next meeting (AP5).
- iii. Thanks were recorded to the Clerk following her resignation from SIPS Education Limited.

12. DATE OF NEXT MEETING: Monday 19th March 2018 at 4pm.

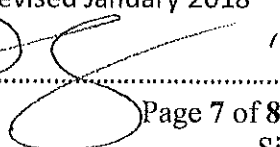
The meeting closed at 5.25pm

| Action Point | Actor | Description | Date to be actioned by |
|--------------|---------------|--|--|
| AP1 | All Governors | Vote on joining BDAT at the next meeting, Clerk requested to add it to the agenda. | 19 th March 2018 |
| AP2 | All Governors | Review Fixed Assets Policy | FUTURE DATE: 31 st March 2018 |
| AP3 | JP | Investigate whether Science benchmarking data could be gained. | Carried forward: 19 th March 2018 |
| AP4 | MK | Observe and provide feedback on children's outside play at school | Carried forward: 5 th February 2018 |
| AP5 | GW | PP review report to be tabled at the next meeting. | 19 th March 2018 |

Appendices:

1. BDAT Prospectus
2. BDAT Trust Board Staff
3. Scheme of Delegation revised January 2018

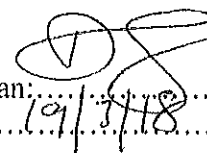
Signature of Chairman:



Page 7 of 8

Signature of Chairman:

Date:.....19/3/18.....



Date:

Signature of Chairman:.....

Date:.....