

Holy Trinity CE Primary Academy (Handsworth) Governing Body

Minutes of the Full Governing Body held on
Monday 9th October 2017 at 4.00pm

Present: Mr David Willey, Chairman (DW)
Mrs Paula Burns, Head Teacher (PB)
Mrs Lin Street, Vice-Chairwoman (LS)
Mrs Jacqui Page, Deputy Head Teacher (JP)
Mr Joshua Oki (JO)
Mrs Arwinder Kaur, School Bursar (AK)
Reverend Eve Pitts (RevEP) arrived at 4.04 pm
Mrs Janet Hutchinson, Staff Governor (JH)
Ms Helen Cross (HC)
Mr Graham Winfield (GW).
Mrs Liz Bennett, Staff Governor (LB)
Mrs Mwanaisha Kisule (MK) arrived at 4.05pm

Absent: None

In Attendance: Mrs Wendy Pickford, Clerk (WP)

1. OPENING PRAYER:

The meeting opened at 4.00pm with a prayer.

2. APOLOGIES and WELCOME:

Governors accepted apologies from Miss Stephanie Walker, Parent Governor (SW).

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

- i. No change recorded.
- ii. WP distributed to Governors the Annual Declaration of Business Interests forms for completion and return (AP1).

4. ELECTION OF CHAIR AND VICE-CHAIR:

Nominations for Chair: Governors accepted GW's proposal for DW to continue as Chairman for another year. DW accepted Governors invitation to continue as Chairman.

Nominations for Vice-Chair: DW proposed LS be re-elected as a Vice-Chairwoman for

Page 1 of 8

Signature of Chairman.....

Date: 19/10/2017.....

another year. All Governors expressed their agreement of LS's appointment as Vice-Chairwoman of the Governing Body (GB). LS accepted Governors invitation to be Vice-Chairwoman for another year.

5. APPOINTMENT OF GOVERNORS TO KEY RESPONSIBILITIES:

Governors expressed their agreement with the following appointments to key roles on the GB:

- i. Safeguarding Governor: **DW**
- ii. SEN Governor: **LS**
- iii. Link Skills and Training Governor: **SW**
- iv. Pupil Premium Governor: **GW**

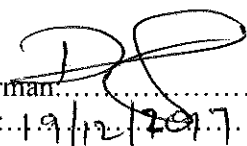
6. MINUTES FROM THE PREVIOUS MEETING HELD ON THE 10th July 2017:

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

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

- i. DW asked PB if Sarah Smith from the Diocese had been invited to attend a future Governing Body meeting. PB confirmed that Sarah Smith was to attend the next GB meeting on the 11th December 2017. DW requested WP add Sarah to the meeting agenda and accepted WP's invitation to inform Sarah Smith and Peter French at the Diocese of the Academy's AGM which would also be held that day at 3.45pm (AP2 and AP3).
- ii. DW informed Governors that he had written to Graham Poole to thank him for his contribution as Governor for many years.
- iii. Governors reviewed actions that arose at the previous meeting, observing that all but two actions had future dates.

Action Point	Actor	Description	Update received in the meeting:
AP1	All Governors	Review Fixed Assets Policy	FUTURE DATE: 31 st March 2018 (AP4)
AP2	JP	Investigate whether Science benchmarking data could be gained.	11 th December 2017 (AP5)
AP3	DW	Invite Sarah Smith to a future meeting.	11 th December 2017 (AP6)
AP4	MK	Observe and provide feedback on children's outside play at school	11 th December 2017 (AP7)
AP5	JO	Share a copy of Finance training notes with RevEP.	Completed



AP6	PB	Share PP Information with Parents and Carers in school newsletters.	Completed
AP7	WP	Add agenda item for GW to provide feedback to FGB once a term.	11 th December 2017 (AP8)
AP8	AK	Arrange a meeting with JO, RevEP and GW to discuss fundraising ideas.	11 th December 2017 (AP9)

8. CHAIRMAN'S REMARKS:

- a. **Ofsted's Re-Visit (Letter dated 06/09/2017, Appendix 1):** Governors confirmed receipt of a copy of the letter and agreed to discuss the contents under Head Teacher's Report.
- b. **Safeguarding S175 Audit Report to Governors from Safeguarding Governor (Appendix 2):** DW confirmed that he had distributed a report in advance of the meeting.
- c. **Governor School Email Addresses:** DW informed Governors that he was in favour of Governors using the Academy's email address to receive confidential and sensitive material from school. AK reported that the Academy's IT technician had set up an email for each Governor and sent instructions on how to access their Academy email address. Governors accepted AR's invitation to ask the IT Technician to re-send that information to Governors (AP10).
- d. **Governors Code of Conduct (Birmingham City Council Model Code of Conduct revised September 2017, Appendix 3):** Governors agreed to abide by the code.

9. HEAD TEACHER'S REPORT:

PB invited Governors questions in response to her report distributed prior to the meeting (Appendix 4).

PB informed Governors that a call from an Ofsted Inspector, the penultimate day before the end of term in July 2017, was a surprise but ended very positively and staff left for the summer break having seen their efforts acknowledged by the Ofsted inspector. Given the positive progress made, another full visit would not be undertaken until October 2018. PB thanked LS and SW for their assistance in meeting with the Inspector who had been impressed with their knowledge.

- i. A Governor asked if the school was to teach a modern language in school as suggested in the inspector's letter dated 6th September 2017 (Appendix 1). PB replied that the school would have to do so and planned to address that absence this year, as it was suggested that the school would not be perceived as having good features or be 'Outstanding' if a modern foreign language was not taught. PB reported that she had reminded the Inspector that many of the children already spoke two languages; English and their native language.

Page 3 of 8

Signature of Chairman: 

Date: 19/12/2017

- ii. A Governor enquired about staff morale following the inspection and outcomes. JP reported that the visit had been a positive experience for staff and spurred them on to deliver on the School's Development Plan (SDP), although she and PB had recognised that a very different outcome could have ruined morale.
- a. **School Development Plan (SDP) (Appendix 5):**
PB summarised the key aims of the SDP informing Governors that it had been a collaborative effort with staff contributing many good ideas.
 - i. Regarding staff levels, a Governor asked why there was a Teaching Assistant (TA) only in the mornings in year 4, and enquired whether that would have a detrimental effect on the children's learning outcomes. PB replied that there was no TA in the afternoon due to funding constraints although there was a Special Educational Needs (SEN) TA in the afternoon delivering interventions to SEN children.
 - ii. A Governor sought clarification of the children's assessment of learning approach. JP informed Governors that the approach taught children how to assess other pupil's learning as a learning skill, leading to reflection on their own learning. JP added that the children were at first taught how to look for improvements with the Teacher using the example of a butterfly and asking children how that butterfly may be improved i.e. an extension of the butterfly's wings. In reply to a Governor's question as to when the child may be provided an opportunity to undertake the assessment of learning, JP replied that it would in the first instance be initiated by the Teacher. A Governor asked if the approach was always led by a Teacher. PB reported that it was initially with a success criteria used. PB reported progress against the SDP would be provided each term, in her Head Teacher's report.

10. SUB COMMITTEE REPORTS:

- a. **Facilities:** DW invited AK to summarise this year's Academy's bid for Condition Improvement Funding (CIF). AK informed Governors that the school had previously bid for a refurbishment of the boys' toilet which had been unsuccessful but Gareth Evans from the Derek Evans Partnership who wrote the bid, suggested the Academy re-apply again this year. In addition, there was a subsidence issue in the floor in the kitchen. A survey completed on the 6th October 2017 and would form part of the Academy's bid for CIF to address the issue. AK added that having spoken to the caterers should their bid to fix the kitchen floor be successful, meals would be prepared outside of the school and brought in. PB concluded that the Academy would not know if either bid had been successful until April 2018.
- b. **Achievements, Standards and Improvement (ASI):** LS informed Governors that their first meeting on the 21st September 2017 had been to examine what the committee wished to examine and review, incorporating the feedback from both

Ofsted inspections. Committee members, LS reported, had expressed a desire to interrogate data in 'LIVE' reports during the meetings and in data reports presented in preparation for the meeting. The committee also planned to meet with the Academy's Special Educational Needs Co-Ordinator (SENCO) in January 2018.

GW, as Pupil Premium Governor, asked whether it was fitting, given his focus on PP, he join the ASI committee. After a brief discussion, GW accepted DW's invitation to join the Finance, Staffing and Audit Committee to examine PP income and expenditure before attending a meeting with the ASI, examining PP progress and attainment. MK proposed she replace GW on the Facilities Committee, being unable to attend the revised meeting times on the Finance, Staffing and Audit committee. **All Governors agreed with the change in committee membership.** WP agreed to share with GW the Finance, Staffing and Audit committee meeting dates.

c. Finance, Staffing and Audit (FSA):

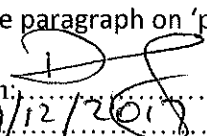
At the start of a new financial year, JO provided the following verbal update:

- I. The installation of the Academy's new Financial Management System, SIMS had gone well with support on producing reports being provided by DRB's Financial Consultant. AK reported that she and The Senior Office Manager had undertaken training and continued to add information to the new system. JO concluded that there had been no Budget Monitoring Report because of that work.
- II. External auditors were due onsite to complete this year's audit on the 30th October 2017. JO reported that as Chairman of the Committee he was to meet and greet them and attend a pre-clearance meeting with DRB before the official sign off of the Annual Report and Accounts.
- III. Following a virement of £7,000.00 to the General Repairs and Maintenance Cost Centre, Reserves totalled £25,792.00 down from £32,000.00. AK reported there had been some internal movement of funds following the introduction of the new system allowing the separation of funds. PB agreed and reported the change allowed subject areas to be separated rather than gathered in one cost centre.
- IV. There had been changes to the Academies Financial Handbook predominantly on financial control, which DRB had talked Governors through.

d. Curriculum and Community (C&C):

- I. HC reported the committee to have reviewed two policies which Governors had been asked to approve (A Safeguarding and Child Protection Policy and SEND Information Report for the Academy's website). JP informed Governors that BCC had this year combined the policies and that the committee had chosen to add to the new policy the paragraph on 'positive

Page 5 of 8

Signature of Chairman: 

Date: 19/12/2018

touching' previously in the Academy's Safeguarding Policy, recognising as a Church of England School the wish to put an arm around a child in times of comfort.

- II. A Governor asked how and when other policies would be approved; expressing concern at the number of policies previously reviewed by the C&C committee. JP replied that she was in the process of reviewing Statutory policies but that it was recognised that some policies would have to be reviewed in other committees. DW proposed the committee structure continue, with the C&C committee meeting annually, with policies distributed to the other three committees as agreed.
- III. A Governor invited feedback from staff on the recent report in the news regarding the number of incidents of abuse of children by other children. JP replied that the Government had provided schools with age related appropriate sexual behaviour information.
- IV. In reply to a Governor's question as where incidents of abuse of children by other children were reported, PB replied any incidents were reported to the Children's Advice and Support Service and Harmful Sexual Behaviour Team.
- V. A Governor asked when dealing with such incidents, if the school would contact the child's parents and in what circumstances. PB replied that the advice encouraged schools to speak with Parents and provided guidance, on a sliding scale, of whom to contact and when, depending on the incident.

11. POLICES FOR APPROVAL:

- I. Safeguarding and Child Protection Policy dated September 2017 (Appendix 6): **All Governors expressed their approval of the policy.**
- II. SEND Information Report (Appendix 7): **All Governors approved the report and publication on the Academy's website.**

12. Admissions Criteria 2019/20 (Appendix 8): PB reported that there had been no change. **All Governors accepted the document.**

13. CORRESPONDENCE RECEIVED:

- a. **Keeping Children Safe in Education:** DW reiterated that all Governors must have read this document. All Governors confirmed receipt.
- b. **Dear Accounting Officer Letter dated 25th September 2017 (Appendix 9):** PB informed Governors that the Academy had to submit a new return on information on the Academy's land and building. PB added that the Academy had to source the assistance from DRB at a cost (approximately 10 hours of work) to complete the request by the deadline of the 31st October 2017.
- c. **Diocese Conference – Saturday 14th October 2017 10am – 1pm:** PB confirmed

Page 6 of 8

Signature of Chairman.....

Date: 19/12/2017.....

that HC and JO were attending and would provide feedback at the next meeting.

14. ANY OTHER BUSINESS:

- i. GW offered to decorate the school for Christmas. PB accepted GW's invitation and a date of the 2nd December 2017 was agreed.
- ii. A Governor enquired about the Years 5 and 6 Residential trip. PB informed Governors that they were very welcome to join children in Years 5 and 6 who had been invited to attend a residential trip at Woodlands in Streetly, Birmingham, week commencing 29th January 2018.
- iii. PB thanked Staff and Governors for attending the Social Event at the Boars Head.
- iv. PB invited sponsorship from Governors for the Birmingham Marathon on Sunday 15th October 2017 reporting any money raised would be donated to her chosen charity and work with children in Kenya.
- v. Staff enquired if Support Staff were to receive a rise in pay this year, linked to inflation. PB reported any statutory rises in pay linked to inflation were passed on to staff.
- vi. MK reported positive feedback from Parents on the discipline provided in school and in particular the presence of male Teachers and the positive role model particularly for boys.
- vii. AK sought a meeting with Governors who were interested in forming a group to look at ways to generate income for the school. A date of Thursday 12th October 2017 at 11am was agreed.
- viii. LB asked if GW still had access to any games for the children to play with at Christmas. GW replied that unfortunately previous games he once had were broken and at community fun days such games were hired from other providers.
- ix. Staff were invited to leave the meeting to allow Governors to appraise Staff Pay. AK, JP, JH and LB left the meeting at 5pm. A confidential note was recorded.

15. DATE OF NEXT MEETING: Monday 11th December 2017 at 4pm. Governors were invited to attend the Annual General Meeting (AGM) beforehand at 3.45pm.

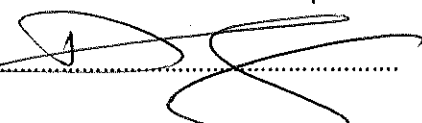
The meeting closed at 5.15pm

Action Point	Actor	Description	Date to be actioned by
AP1	All Governors	Return completed Annual Declaration forms.	30 th October 2017 as Auditors expected.
AP2	WP	Add Sarah Smith to the FGB Agenda	1 st December 2017
AP3	WP	Contact Sarah Smith and Peter French	30 th October 2017
AP4	All Governors	Review Fixed Assets Policy	FUTURE DATE: 31 st March 2018

AP5	JP	Investigate whether Science benchmarking data could be gained.	11 th December 2017
AP6	DW	Invite Sarah Smith to a future meeting.	11 th December 2017
AP7	MK	Observe and provide feedback on children's outside play at school	11 th December 2017
AP8	WP	Add agenda item for GW to provide feedback to FGB once a term.	11 th December 2017
AP9	AK	Arrange a meeting with JO, RevEP and GW to discuss fundraising ideas.	11 th December 2017
AP10	AK	Request IT Technician re-issue school email guidance to all Governors.	30 th October 2017

Appendices:

1. Ofsted Re-Visit Letter dated 6th September 2017
2. Safeguarding S175 Report from Safeguarding Governor 2016 - 2017
3. Revised Model Code of Conduct 2017
4. Head Teacher's Report dated 9.10.17
5. School Development Plan 2017-2018
6. Safeguarding and Child Protection Policy
7. SEND Information Report
8. Admissions Policy
9. Dear Accounting Officer Letter dated 25th September 2017

Signature of Chairman: 

Date: 19 December 2017