

Holy Trinity C.E. Primary Academy

Minutes from the Full Governing Body meeting held on Monday 19th March at 4.00pm

Present: Mr David Willey (Chair)
Mrs Paula Burns (HT)
Mrs Jacqui Page, Deputy Head Teacher (DHT)
Mrs Arwinder Kaur, Bursar (AK)
Mr Graham Winfield (GW)
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)

In attendance: Ms Naomi Lewis, Clerk (NL)
Mrs Joanna Cooper, SIPS Education (JC)

Absent: Rev Eve Pitts (EP)

FGB 01/18 Welcome and Opening Prayer

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

FGB 02/18 Apologies

No apologies were received. It was noted that Rev Eve Pitts was not in attendance at the meeting.

FGB 03/18 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. LS declared being known to a new member of staff at the school. It was noted that this would form LS's annual declaration. There were no other expressions of direct or indirect pecuniary interests declared.

FGB 04/18 Minutes from the previous meeting held on 5th February 2018

The minutes of the Full Governing Body meeting held on 5th February 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 05/18 Matters Arising from the minutes of the previous meeting

Action	Actor	Update
AP1: Review of Fixed Assets Policy	All Governors	To be discussed
AP2: Investigate whether Science benchmarking data could be gained	JP	ongoing
AP4: Observe and provide feedback on outside play	MK	ongoing

The Chair reported that Graham Poole had left as a trustee last year. The Chair proposed that JO was put forward as trustee on governing board and it was

Resolved Mr J Oki was elected as trustee on the governing board.

FGB 06/18 GB to vote on whether to apply to join BDAT

This item was deferred to the end of the meeting.

FGB 07/18 Head Teacher Report

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

Ofsted Update

The HT informed members that following a recommendation from HMI to offer MFL to children, the school would be liaising with Hannah Saunders at Woodcock Hill primary who offered a more cost effective scheme. The HT shared that with restrictive budgets, the school was not in a financial position to employ a specialist teacher. The scheme would cost £150.

SDP

The HT explained that the SDP showed progress made against the four main areas of the Plan. Following a question from a governor regarding the Dojo system, the HT explained that the system was a web based reward system used by teaching staff and lunchtime supervisors. Children were rewarded for demonstrating school values; Listening, Learning and Respect. Parents were able to

log in and view their child's rewards and add their comments. The HT stated that the SDP would be continually reviewed and evaluated.

Staffing

The HT shared the staff changes within the school since the autumn term and made particular reference to year 1 and year 4. She acknowledged that it had not been ideal for these classes to experience the staffing changes they had and she was striving for stability and the best staff for the children.

The following was noted:

- Ms McKnight on supply until the end of the Summer 1.
- Current Reception teacher would be moving into Year 1
- Qualified Early Years Teacher to move into Reception
- Year 4 teacher leaving at Easter. It was noted that the school was currently in the process of recruiting to this position.

The Chair shared, with his knowledge, that staffing changes were an issue for many schools and this presented even more of a challenge for a school striving to improve. The HT added that it was increasingly difficult to recruit experienced teachers with budgets becoming increasingly tighter. She informed governors that the GAG funding had reduced by £48,000 and this had significantly impacted on the school budget

The Chair questioned what the school can do to alleviate the issues and was a re-structure an option. The HT stated that although re-structure was an option, the school needed quality staff in the classrooms to move the school out of 'Requires Improvement' and therefore it was very much a balancing act.

Governors supported the HT's view that it was essential to have high quality staff in school and that this should be the main focus. The DHT concurred and explained that having less experienced staff had a knock on effect for SLT as a substantial amount of support was needed.

A governor asked if the school was still experiencing issues with behaviour. The HT confirmed they were and that the inconsistency in staffing did not help this.

No further questions were raised.

Resolved to receive and accept the Head Teachers report.

FGB 08/18 PP Governor Report

GW explained to members the Pupil Premium spending, the school received £122,760 and of 209 pupils, 93 were eligible for the funding. It had been noted that there were a number of children who had no recourse to public funds and the school was unable to receive funding for those children but understood that they would still benefit from additional support in school. **A Governor asked to have the number of these children in school confirmed.**

ACTION – DHT

GW tabled an Assessment - On Track Report for Checkpoint Spring 1 and shared with members the percentage of PP children working below ARE for reading, writing, maths science and SPAG. The numbers were particularly concerning for year 2 and year 6. GW added that the school's desired outcomes are for increased numbers of eligible PP children working at ARE from Early Years through to year 6.

With further reference to the report, GW explained that reading stood out as a significant concern for year 1, 2 and 3. He added that children's progress was being tracked and there was a focus on pushing those children who were almost at ARE. The DHT added that there were additional factors which made the progress more challenging such as SEND and EAL.

In terms of how the school spent PP funding, a governor asked how the PP funding was used to support the children. The DHT stated that the funding had been used to deliver phonics training to upskill, staff, and provide assistance to support school trips.

The Chair asked whether tracking PP progress demonstrated that the interventions were working. The DHT responded that PP children were provided with class based interventions and EAL/SEN support. The results varied for a variety of reasons such as complex learning needs and the impact of inconsistency in staffing.

The Chair agreed that budgets were limited but asked what a realistic course of action to improve outcomes was. The DHT responded that more accountability was being placed on teaching staff and teaching assistants to achieve better results. **The Chair asked how this was being evidenced.** The DHT confirmed that the children's progress was evidenced through a session log of

interventions and assessments carried out in classrooms. Senior Leaders carried out half termly pupil progress meetings and examined the children's books.

The staff governor added that the pupil progress meetings were rigorous and were made clear of the required expectations.

In response to a governor question, the HT stated that the school used a provision map that was kept by the Inclusion Manager.

A governor asked if the spend of PP funding was monitored. The Business Manager responded that it was tracked and funding spend reports were produced each term.

JP reminded the governing board that the reports and related documents were confidential in line with GDPR regulations.

Resolved to receive and note.

FGB 09/18 Sub-Committee feedback

Facilities (5.3.18)

The meeting had been cancelled, therefore no minutes/feedback were available.

Finance, Staffing and Audit (14.3.18)

The following matters were raised as key discussion points:

Nursery Funding: application numbers were low for September 2017 intake and this had resulted in a claw back of funding. The actual amount would be known by 31.3.18. An estimated amount of the clawback was requested and an update was to follow.

School Meals Provider: The HT reported that school was in negotiations with the current provider. The school budget was subsidising meals at a cost of 30p per meal and the school was currently in dispute regarding the invoicing from current provider. The Chair confirmed that this was currently under review and feedback would be provided at the next meeting.

Budget Monitoring Report: The members were informed that it had been suggested that £49,000 from teaching staff budget be transferred to reserves. The Chair responded that the school was

pursuing quality teaching staff to raise standards and queried whether only a portion of the money could be transferred to reserves. JO offered to examine the budget report and offer suggestions of the amount of funds required once a figure in principle was known for the clawback. The members agreed to put the £49,000 virement on hold and ring fence all or a portion for a year 4 teacher for the autumn term.

ACTION - OK

Resolved to agree the actions proposed

GDPR: All members had been issued with a secure school email account. It was noted that GDPR to be added to summer agenda.

ACTION – Clerk

Nursery Provision: The HT updated members that the number of applications for the nursery was reducing considerably and only 13 applications had been received for this year. The school subsidised the nursery at a cost of £1500 per pupil and could not continue to finance it. The HT had sought advice from Sharon McKenzie at Birmingham City Council around the viability and next steps. In commitment for the nursery to stay open, the HT presented a marketing proposal to encourage increased numbers and members agreed they would support the campaign. An update would be provided at the next meeting.

ACTION - HT

Resolved to agree the actions detailed above

Achievements, Standards and Improvement (8.3.18)

The following matters were raised as key discussion points:

LS informed members that although children were not seen to have made substantial progress, the class-based interventions were supporting children's learning. Staff were making good use of the assessment system and this had proved effective. Lesson observations had taken place and good teaching had been observed.

The challenges continued to be English language development for some children and the high expectations from the curriculum were challenging for them.

The DHT reported that in terms of monitoring, a recent round of lesson observations had taken place and some really good practice had been seen.

Resolved to receive and note.

FGB 10/18 Dear Accounting Letter

The Chair referred to the financial returns requirements for 2018, contained within the Accounting Letter and having been circulated in advance of the meeting, it was noted the school were on target to meet all deadlines.

Resolved to receive and note

FGB 11/18 Policies for approval

The Chair referred to the following policy, having been circulated in advance of the meeting for governors' consideration:

- Whistleblowing Policy

Resolved to adopt the Whistleblowing Policy as presented.

FGB 12/18 Governor Agenda briefing

The S & GS Agenda Briefing had been previously circulated in advance of the meeting for information. The Chair confirmed that the Section 175 Safeguarding Audit was completed and would be submitted by the deadline, 30th April.

All members were made aware that the governor's skills matrix was due for annual renewal. AW agreed to circulate a copy of the current matrix to the governors in order for them to provide updates.

ACTION - AK

Resolved to receive and note

FGB 13/18 Fortnightly Briefings from S & GS

The Fortnightly Briefing had been previously circulated in advance of the meeting for information.

Resolved to receive and note

FGB 14/18 Any Other Business

Easter School

The HT shared with members that there would be an Easter School running 2 days during the holidays. Staff had volunteered their time to support children with reading, writing and SPAG clubs, which would take place on Tuesday after school, Wednesday before school and Friday from 1.15pm when school day ends. Some staff were also providing breakfast for the children on Wednesday mornings.

Governor Visit

Following a school visit, a governor expressed thanks to staff at the school and had been impressed with all the hard work and commitment from the staff and the children.

Holy Trinity Church AGM

A member informed governors of the forthcoming Church AGM on 15th April 2018. The HT stated that the Headteacher Report would be submitted ahead of the meeting.

Resolved to receive and note

FGB 06/18 GB to vote on whether to apply to join BDAT

The chair referred back to item 6 on the agenda for discussion:

The Chair informed members that he believed the school had a limited future as a stand-alone academy and for longevity would benefit from joining a Multi-Academy Trust. The Chair welcomed questions and comments from members regarding the school joining the Birmingham Diocesan Academies Trust (BDAT).

Governors felt that the opportunity to join a trusted MAT with a model of co-operative governance and church values was positive and Holy Trinity would also be able to continue as a faith school. Governors believed this was a good time particularly as the school budget would become increasingly tighter and being part of the MAT would provide best value for procurement.

A governor raised a concern for the leadership roles, staff jobs and the governing body. The HT responded that there had been some concerns with headship with some academy trusts; with the Diocese model the school could be reassured that the HT would continue the day to day

management but the extended networking and support would be available for the school to access which would be invaluable.

In response to a query about how staff may react, the HT reassured members that Christopher Mansell CEO of BDAT would consult with staff as part of the due diligence process and provide transparency. All members agreed that joining the BDAT was the best decision for the school.

- I. The Chair presented a Proposal for action by the Board that Holy Trinity CE Academy should apply to join the Diocesan Multi Academy Trust (BDAT).
- II. This was seconded by GW.
- III. No other proposals were received and the chair asked members to cast their vote in agreement.
- IV. The vote was unanimous

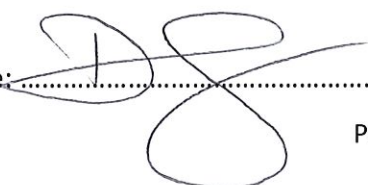
Resolved to unanimously approve that Holy Trinity CE Academy apply to join BDAT.

FGB 15/18 **Date of next meeting:** Monday 21st May 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

ACTIONS AGREED	
FGB 08/18: Provide the number of pupils with no recourse to public funds	DHT
FGB 09/18: Provide feedback on £49,000 virement and EYFS clawback	OK
FGB 09/18: GDPR to be added to summer agenda	Clerk
FGB 09/18: Feedback on Nursery Provision marketing	HT
FGB 12/18: Circulate copy of governors skills matrix for updates	AK

Chair Signature:



Date: 21 May 2018

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19th March 2018

Chair Initials:
Date:

