

# **Holy Trinity CE Primary Academy (Handsworth) Governing Body**

Minutes of the Full Governing Body held on  
Tuesday 19th December 2017 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)  
Reverend Eve Pitts (RevEP)  
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 4.15pm  
Miss Stephanie Walker, Parent Governor (SW) arrived at 4.25pm  
Mr Joshua Oki (JO)

Absent: None

In Attendance: Mrs Wendy Pickford, Clerk (WP)

**1. OPENING PRAYER:**

The meeting opened at 4.00pm with a prayer from Reverend EP.

**2. APOLOGIES and WELCOME:**

Governors accepted apologies from Mrs Lin Street, Vice-Chairwoman (LS).

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

No change recorded.

**4. MINUTES FROM THE PREVIOUS MEETING HELD ON THE 9th October 2017:**

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

**5. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:**

Governors reviewed the actions that were recorded at the meeting on the 9th October 2017:

Page 1 of 6

Signature of Chairman:

Date: 5/12/2018

Action Point	Actor	Description	Update received during the meeting:
AP1	All Governors	Return completed Annual Declaration forms.	Completed
AP2	WP	Add Sarah Smith to the FGB Agenda	Completed
AP3	WP	Contact Sarah Smith and Peter French	Completed
AP4	All Governors	Review Fixed Assets Policy	<b>FUTURE DATE:</b> 31 <sup>st</sup> March 2018 (AP1)
AP5	JP	Investigate whether Science benchmarking data could be gained.	<b>Carried forward</b> (AP2) The DHT informed Governors here search for data continued.
AP6	DW	Invite Sarah Smith to a future meeting.	Completed
AP7	MK	Observe and provide feedback on children's outside play at school	<b>Carried Forward</b> (AP3)
AP8	WP	Add agenda item for GW to provide feedback to FGB once a term.	Completed and on today's agenda.
AP9	AK	Arrange a meeting with JO, RevEP and GW to discuss fundraising ideas.	Completed
AP10	AK	Request IT Technician re-issue school email guidance to all Governors.	Completed

## 6. CHAIRMAN'S REMARKS:

- a. **AGM Feedback:** The Chair informed Governors that further to the school's closure due to snow on the 11<sup>th</sup> December 2017, the AGM had been postponed and rearranged prior to the next Full Governing Board (FGB) meeting on Monday 5th February 2018. To adhere to regulation, Members, having received a clean set of accounts from the Auditors, had approved the accounts. Those accounts had been submitted to the Education Funding and Skills Agency (EFSA) ahead of the deadline of the 31st December 2017.
- b. **Re-appointment of Governors:** Deferred until the AGM on the 5th February 2018.

## 7. SUB COMMITTEE REPORTS:

- a. **Facilities:** DW, Chair of the committee reported the meeting to have been cancelled as there was no business to be discussed.
- b. **Achievements, Standards and Improvement (ASI):** *Prior to the meeting, draft minutes from the last meeting of the committee, was distributed to Governors.*

In the Chair's absence, the Deputy Head Teacher (DHT) informed Governors that on analysis of the data, Governors had expressed concern that children in Years 2 and 6 were not at Age Related Expectations (ARE). A further review of data scheduled for January 2018 would seek evidence that those children were making progress and attainment at ARE.

On hearing from the DHT that she had concerns about the progress and attainment of Year 6 pupils, a Governor asked what may be done to assist those children to improve their outcomes. The DHT replied that she was awaiting the outcomes from the next data checkpoint, gathered from the Autumn Term 2. That data would illustrate what was happening and how to assist the children in terms of interventions supported by additional staff in Year 6, although one member of that team would be leaving at the start of next year.

The HT informed Governors that data from recent assessments suggested an improvement and reminded Governors that Teacher assessments were often cautious in the first half term.

In reply to the Chair's question on what may be done to help Year 6 pupils, the DHT suggested that more could be done at home by Parents to support their child's learning. The HT proposed that to ask any more of staff, would be difficult, in the interests of their wellbeing. Reflecting on the poor behaviour of the children when in Year 5 last year, a Governor asked what was being done to address behavioural disruption in class this year. The DHT replied that there was targeted support from the Pastoral Manager as well as the class divided into three groups, which had also had a positive impact.

In reply to a Governor's question about the impact of the disruption in class on other children's learning as well as the time taken from teaching across the school, the DHT reported children's behaviour in school to have impacted on middle learners in Key Stage 1 (KS1) who were not progressing as well as staff would like.

Having heard the problems, the Chair asked what could reasonably be done, having heard of the current demands on staff and pupils, in the four months in the New Year before SATs. After much discussions amongst Governors about the current barriers to learning in terms of behaviour and support in and out of school, the Clerk was requested to prioritise the issue on the next meeting's agenda, to include feedback from the school's challenge advisor Mr Andrew Saunders (AP4). It was accepted by Governors that some items, including the HT's report would be postponed to the second spring term FGB meeting on the 19th March 2018.

- c. **Finance, Staffing and Audit (FSA):** *Prior to the meeting, draft minutes from the last meeting of the committee, was distributed to Governors.*



JO presented the following synopsis:

- i. **AUDIT:** Following a clean set of audited accounts, many issues that would have been on the Auditors Management Letter had been addressed, following the change in the school's financial system from LINK2ICT to SIMS.
- ii. **GENERAL DATA PROTECTION REGULATIONS (GDPR):** Following the school's Business Manager's attendance on GDPR training, the committee recommended that AK's share her knowledge with Governors at a future meeting (AP5).
- iii. **PROJECTED CARRY FORWARD:** The Academy predicted a carry forward balance of £19,000.00 at the end of the financial year, with that projection remaining under pressure due to rising costs and loss of income due to Nursery Funding. JO reported one of the greater pressures to be staffing costs, which represented 85% of their budget.
- iv. **RISK REGISTER:** Prior to the meeting Governors had been provided with a copy of the school's Risk Register. AK informed Governors that the register would be updated once the GDPR changes were fully known and sought Governors approved of the current Risk Register. Governors

**RESOLVED** to accept the Risk Register.

**9. FEEDBACK FROM PUPIL PREMIUM (PP) GOVERNOR (GW):**

**DEFERRED** until the FGB on the 19th March 2018.

**11. FEEDBACK FROM INCOME GENERATOR GROUP (AK):**

AK informed Governors that having met twice there were some ideas and that the group continued to source income from different funding streams:

- i. The Group had proposed a change to the school's website to promote the school, should the premises be hired out.
- ii. AK was pleased to inform Governors that Anne Belcher (Office Manager) had been successful in gaining support from Lovell's the Builders with decorators coming on site to see what they could do, at no cost to the school.
- iii. A questionnaire distributed to parents and carers revealed an interest in Parents and Carers attending fitness groups and slimming groups at school.
- iv. The group had discussed strengthening links with the local community via the creation of a Community Library on the current caretaker's house. [The Chair reminded Governors that a survey completed in 2015 estimated costs of £150,000.00 to convert the house to allow multipurpose and multi](#)

occupancy.

**11. POLICES FOR APPROVAL:**

- a. Birmingham City Council (BCC) Model Pay Policy (issued w/c 18.10.2017):  
The Chair recommended Governors accept the policy having been reviewed by Governors in the Finance, Staffing and Audit committee and recommended by BCC. Governors

**RESOLVED** to accept BCC's Model Pay Policy 2017.

**12. CORRESPONDENCE RECEIVED:**

- a. Fair Access Protocol – The Chair informed Governors that the Academy was to decline the protocol as it would remove what little control it had on admissions at present. The HT informed Governors that the acceptance of pupils late in the year and potentially with barriers to learning (e.g. non-English speaking) impacted significantly on the Academy as they dealt with existing challenges. The Chair reported that the Academy was not the only school to have declined the protocol.
- b. BCC School Funding Consultation – response provided by the FSA Committee
- c. General Data Protection Regulations (GDPR, May 2018)
- d. Dear Accounting Officer Letter dated 17th November 2017
- e. Fortnightly agenda briefings from School and Governor Support (S&GS). The Clerk requested Governors approval to share their school email address with S&GS to enable them to receive the communication from S&GS. Governors

**RESOLVED** that the Clerk could share their school email addresses with S&GS for the purpose of receiving the 'Fortnightly briefings' (AP6).

- f. Spring Term Agenda briefing from S&GS.

**13. ANY OTHER BUSINESS:**

- i. RevEP informed Governors that the Church had been successful in its' application for Heritage Lottery Funding with exciting plans shared with the community at their official launch on the 3rd December 2017. Governors heard that the children in school had been asked to provide a time capsule.
- ii. The HT informed Governors that open morning and afternoons for Parents and Carers to attend Maths and English lessons had been insightful for Parent and Carers having observed the pace of the children's learning. The feedback from Parents and Carers had highlighted the challenges in providing support at home. The HT thanked staff for their support. LB informed Governors that the children had thoroughly enjoyed having their Parents and Carers in school.
- iii. The Christmas Fayre held at school had generated an income of £500.00 with parent having donated items on the non-uniform day.

**DATE OF NEXT MEETING:** Monday 5th February 2018 at 4pm. Governors were invited to attend the Annual General Meeting (AGM) beforehand at 3.45pm.

The meeting closed at 5.25pm

Action Point	Actor	Description	Date to be actioned by
AP1	All Governors	Review Fixed Assets Policy	<b>FUTURE DATE:</b> 31 <sup>st</sup> March 2018
AP2	JP	Investigate whether Science benchmarking data could be gained.	<b>Carried forward:</b> 19 <sup>th</sup> March 2018
AP3	MK	Observe and provide feedback on children's outside play at school	<b>Carried forward:</b> 5 <sup>th</sup> February 2018
AP4	Clerk	Add Year 6 progress and attainment to next meeting agenda as discussed.	31 <sup>st</sup> January 2018
AP5	AK	Share GDPR information with Governors.	19 <sup>th</sup> March 2018
AP6	Clerk	Share Governor School Email addresses with School and Governor Support in order to receive the fortnightly bulletins.	31 <sup>st</sup> January 2018

Appendices:

1. Annual Report and Accounts Year ending August 2017
2. Management information letter dated 28<sup>th</sup> November 2017
3. Risk Register
4. BCC Model Pay Policy 2017
5. Dear Accounting Officer letter dated 17<sup>th</sup> November 2017 and 13<sup>th</sup> December 2017
6. School Funding Consultation dated 30<sup>th</sup> October 2017

Signature of Chairman: 

Date: 5 February 2018