

# MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM

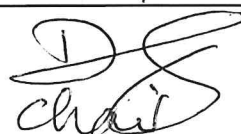
## MONDAY 28<sup>TH</sup> MARCH 2022 AT 4.25PM

<b>Chair</b>	Mr David Willey	<b>Clerk to board</b>	Ms Naomi Lewis
<b>Present at meeting with voting rights</b>	<b>Name</b>	<b>Role</b>	
	Mrs Paula Burns	Head Teacher	
	Mrs Maria Tabone	Staff Governor (Teaching)	
	Ms Helen Cross	Diocesan Governor	
	Ms Husseinatu Gibriel ( <i>from 4.30pm</i> )	Parent Governor	
<b>In attendance without voting rights</b>	<b>Name</b>	<b>Role</b>	
	Mrs Jo Shioleftou	Deputy Headteacher	
	Mr Rajan Bhatti	Assistant Head Teacher	
<b>Apologies</b>	Rev Eve Pitts	Diocesan Governor	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	

<b>Item 1</b>	<b>Welcome and opening prayer</b>
<b>Minute</b>	The Chair welcomed everyone and opened the meeting with a prayer.
<b>Item 2</b>	<b>Apologies</b>
<b>Minute</b>	<b>Apologies accepted from:</b> Rev Eve and Mr Winfield.
<b>Item 3</b>	<b>Review of Declarations of Business and Pecuniary Interests.</b>
<b>Minute</b>	The Chair reminded members to declare any new direct, indirect or pecuniary interests. There were no new declarations received.
<b>Item 4</b>	<b>Declarations of interest for specific matters on this agenda</b>
<b>Minute</b>	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.
<b>Item 5</b>	<b>Minutes of the LAB board meeting on Monday 7 February 2022</b>
<b>Minute</b>	<p>The minutes of the Local Academy Board meeting held on 7 February 2022 having previously been distributed, it was</p> <p><b>Resolved</b> that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.</p>

Approved:   
 Chair 16/5/22

<b>Item 6.1</b>	<b>Progress to action points</b>
<b>Minute</b>	<p><u>Item 6 6.1 Prospective governor</u> The Chair commented that contact was made with the prospective governor and information shared about the role and governor responsibilities. He had been invited to attend a meeting as an observer. The HT added Michele Fullwood at BDMAT had also liaised with another prospective governor.</p> <p><u>Item 6 6.2 Review of confirmations</u> The Governance Professional to review confirmations and update the Chair. Ongoing</p> <p><u>Item 8 8.1 Maths and English link governor visit.</u> Visit to be arranged on Mr Winfield's return.</p> <p><u>Item 10 10.1 Safeguarding Visit feedback</u> The Chair advised a visit took place on 11 February 22. An audit of the SCR took place, and no issues were raised. The Chair was able to review Safeguarding processes in school with the DSL and no concerns were highlighted.</p> <p>The next visit would take place in Autumn term 1 where pupils would be invited to share their knowledge or concerns about Safeguarding issues and a further audit of the Single Central Register would take place.</p>
<b>Item 6.2</b>	<b>Other matters arising from the minutes</b>
<b>Minute</b>	There were no other matters arising.
<b>Item 7</b>	<b>Report on Chairs' actions</b>
<b>Minute</b>	<p>i. Pupil Exclusion The Chair updated informed governors that a disciplinary committee was called to consider a pupil permanent exclusion. Unfortunately, the decision was upheld due to a serious breach of the Behaviour Policy. It was noted that school had previously had a visit from the police to talk to pupils about the effects of crime.</p> <p>ii. Resignation The Chair shared that Mr Waldron had resigned from the board as of 8 February 2022 due to increased work demands and commitments.</p>
<b>Item 8</b>	<b>Progress towards TASC actions</b>
<b>Minute</b>	The TASC Report dated 14 February 2022 was shared with governors in advance of the meeting. It was highlighted of the 13 targets; 9 were rated green, 3 were rated amber and 1 was rated red.
<b>Questions raised by members</b>	The Chair referred to the target rated red, 'to ensure that teaching is good in Y3' and asked if progress had been made. The HT explained some progress had been made since the rating and went on to describe the actions taken. Year 3 pupils had experienced a turbulent year, with the recent resignation of the class teacher. To stabilise the year group Mrs Shioleftou (DHT) was teaching the class to ensure the curriculum was delivered. Pupil behaviour had

Approved   
Chair



	<p>improved. However, the HT was mindful of the additional pressure this created for the Mrs Shioleftou in her DHT role.</p> <p>The Chair referred to the amber targets; 'to develop the curriculum area on the website'. The HT stated the website would be ready by the end of Spring 2. Mr Bhatti, Mrs Shioleftou and the staff team were thanked for all the hard work and the wealth of information now accessible via the website.</p> <p>The Chair then referred to the target, 'ensure that senior and middle leaders can clearly articulate the intent of the curriculum and the current state regarding implementation and impact. The HT updated governors that staff would take part in a Subject Champion training day on 8 April 22 to grow their knowledge and confidence.</p> <p>Referring to the amber target, 'ensure that all teaching staff are accurately delivering the planned curriculum and that there is clear impact being shown in pupil books. The HT shared that progress toward the target was more evident.</p> <p><b>Resolved</b> to receive and note.</p>
<b>Item 9</b>	<b>School Risk Register update</b>
<b>Minute</b>	The Risk Register had been circulated in advance of the meeting.
<b>Questions raised by members</b>	<p>The Chair referred to the item 'poor staff morale' where the risk had been reduced to a score of 4. The Chair queried if school leaders were satisfied with the rating and whether they envisaged an increase in the future. The HT acknowledged there were issues outside of their control, within society which impacted staff morale. There was a noted pressure among the staff team around the Ofsted visit and with increased monitoring, there was some work to do to ensure the next grade was Good. The HT continued, leaders were open and honest with staff and operated an open door policy. Where appropriate, staff were referred to external providers for further support. Governors agreed there were many challenges within the education system but were satisfied school continued to work hard for the benefit of the pupils.</p> <p>Governors recognise the national and local challenges around recruitment. The Chair noted item, 'failure to recruit adequate staffing' which remained amber with a score of 15 and asked if school had received sufficient and effective support from BDMAT regarding vacancies. The HT explained that BDMAT did not lead on general recruitment to school vacancies however executive team members would sit on interview panels for leader appointments. The national picture for recruitment was challenging but school had recently made some quality appointments, including the AHT, Office Manager and Year 6 teacher.</p> <p>Appreciating the location of the school did not always attract high numbers of candidates, a governor added a supply teacher had commented how lovely the pupils were. The HT hoped the introduction of a the My New Term portal, where candidates could access live education vacancies, would have a positive impact on recruitment.</p> <p><i>There were no further questions.</i></p> <p><b>Resolved</b> to receive and note.</p>

Item 10	GDPR Update
<b>Minute</b>	<p>The following was noted</p> <ul style="list-style-type: none"> <li>• Data breaches or near misses – none reported</li> <li>• Subject Access Requests – none</li> <li>• Freedom of Information requests – none</li> <li>• Training planned or taken place since the last LAB meeting – The Office Manager had taken part in GDPR training delivered by BDMAT.</li> </ul>
Item 11	Receive oral report from the Headteacher
<p><b>Minute</b></p> <p><b>Questions raised by members</b></p>	<p>The HT provided a verbal update, the following points were highlighted.</p> <ul style="list-style-type: none"> <li>• Sally Roberts, who had worked with a school from RI to Good, was supporting with monitoring</li> <li>• Leadership capacity had reduced, so Ms Roberts was also coaching one member of staff.</li> <li>• Subject Champions carried out learning walks and had their own monitoring cycles in place.</li> <li>• Despite support and work through some challenges an ECT made the decision to resign. The DHT was now teaching the Year 3 class 3 ½ days each week.</li> <li>• A teaching assistant had resigned from 7 March</li> <li>• An admin member of staff had secured another role at another school. An apprentice had been appointed with agency staff supporting in the school office until the apprentice was able to start.</li> <li>• HMI had carried out an evaluation of the Trust and six schools had been chosen for a visit. Holy Trinity leaders and Chair had met with inspectors.</li> </ul> <p><i>Covid Update</i></p> <p>The HT shared there had been one positive case among pupils and two known cases within the staff team. LFTs were no longer freely available from 1 April, so it would be difficult to monitor cases in school. The HT added families were asked to isolate if pupils showed symptoms however it was not a legal requirement anymore.</p> <ul style="list-style-type: none"> <li>• Last Friday, parents were invited to attend a Mothers' Day service which was led by Year 3 pupil.</li> <li>• School continued to work with Ambition Institute. Delivery of training sessions were still held virtually but school had recognised that staff would benefit more if sessions were in person. Training sessions were therefore on hold.</li> </ul> <p>In view of the recent pupil exclusion, a governor asked if there was an opportunity for pupils to raise and share any of their concerns. The DHT explained that PHSE sessions and class worship allowed pupils to discuss any issues. The Pastoral Manager worked full time and carefully planned interventions for those pupils referred by class teachers. School had noted the positive impact and intervention logs were kept up to date.</p> <p><i>There were no further questions.</i></p> <p><b>Resolved</b> to receive the Head Teacher's update</p>



<b>Item 12</b>	<b>Update on Safeguarding</b>
<b>Minute</b>	<p>The HT informed governors of the following.</p> <ul style="list-style-type: none"> <li>• There were four DSLs in school</li> <li>• Child in Need – 1</li> <li>• Child Protection Plan – 2</li> <li>• One referral was made to CASS</li> </ul> <p>Staff had taken part in additional training on sex abuse, FGM and exploitation.</p> <p>The HT shared some of the challenges liaising with external agencies. School was committed to the safety of its pupils and would insist cases of concern were kept open as well as refuse de-escalation of cases. Protection of pupils remained a high school priority.</p>
<b>Questions raised by members</b>	<p>Referring to the visit made to school, the Chair was assured that governors and school leaders worked hard to ensure safeguarding practice was robust.</p> <p><i>There were no further questions or comments.</i></p>
<b>Item 13</b>	<b>Progress to date in achieving the aims and success criteria in the school improvement plan</b>
<b>Minute</b>	<p>The School Improvement Plan September 2021 – July 2022 was circulated in advance of the meeting.</p>
<b>Questions raised by members</b>	<p>Members noted the progress for targets. A governor queried if any of the actions graded amber would be rated green for summer term. The HT was positive that much of the work was now being embedded over the summer term. The AHT added robust monitoring was ongoing.</p> <p>A governor referred to Key Issue 2: Teaching and learning across the school to be at least good. The rating for spring term was amber and the governor questioned whether 85% of teaching would be good by the end of term. The HT stated 66% of teaching in school was rated good and staff who required support received coaching from senior staff.</p> <p>A governor asked, since CanDoMaths had been replaced with White Rose, had it been seen to be more effective. The HT explained the White Rose Maths scheme was not yet fully embedded as it was implemented in January 22. There would be some catch up for staff and pupils as the sequences were different. The Maths Lead would ensure that all classes were making full use of White Rose resources by the end of summer term. The DHT added the scheme provided more variety and learning opportunities for pupils and there was lots of support for staff subject knowledge.</p> <p><i>There were no further questions or comments.</i></p> <p><b>Resolved</b> to receive and note.</p>
<b>Item 14</b>	<b>Strengths and areas for development for the school's curriculum</b>

<b>Minute</b>	<p>The AHT gave a verbal update. The following was noted.</p> <p><i>Strengths</i></p> <ul style="list-style-type: none"> <li>• ARK Curriculum – Science, Art, History had been implemented well and was positive.</li> <li>• Topic knowledge and skills were being embedded and pupils retained knowledge well.</li> <li>• Staff had attended ARK workshops.</li> <li>• The monitoring cycle had proved positive and there was noted progress in teaching and learning.</li> <li>• The curriculum was fully mapped with progression of documents, and it was evident where targets had been met.</li> <li>• The website was almost complete and showed impact and implementation.</li> <li>• Early Years curriculum had been evaluated and reviewed by BDMAT. The feedback was positive and Holy Trinity had been approached to use the curriculum at another Trust school.</li> <li>• Support from Lisa McIntosh was ongoing as was the support for English, Maths and Early Years Leaders.</li> </ul> <p><i>Areas for Development</i></p> <ul style="list-style-type: none"> <li>• To assess the impact of the new assessment system. Leaders to review data from Spring 1.</li> <li>• Subject Champions to prepare for Ofsted inspectors. As part of the training day, staff would be upskilled with the confidence to speak to inspectors about their subjects.</li> <li>• There was some inconsistency with marking and feedback in foundation subjects. Weekly book trawls were taking place and improvement had been noted.</li> </ul> <p>Governors thanked Mr Bhatti for his work in school.</p> <p><i>There were no questions.</i></p> <p><b>Resolved</b> to receive and note.</p>
<b>Item 15</b>	<b>Policy reviews</b>
<b>Minute</b>	<p>The Maths Policy was circulated for review. It was,</p> <p><b>Resolved</b> to approve and adopt the Maths Policy.</p>
<b>Item 16</b>	<b>Report on current pupil attainment and predictions</b>



<b>Minute</b>	The Achievement (ARE) Predictions 2022 were circulated to governors. The document compared scores to 2019 School and National results.
<b>Questions raised by members</b>	<p>A governor noted the percentage decline in pupils predicted to meet ARE in 2022 compared to 2019 and asked if the result were due to Covid and missed face to face learning. The HT confirmed the disruption to learning had affected pupils' progress. The last full academic year for Year 6 pupils was Year 3 and there were still some interruptions to consistent learning through staff and pupil absences. Year 2 pupils had seen the greatest impact as they were yet to experience a full academic year in school.</p> <p>The DHT explained assessments took place every half term and pupil progress meeting would review where pupils were. Barriers to learning were identified and interventions put in place.</p> <p>Governors were informed that moderation was carried out to ensure assessments were rigorous and leaders would challenge judgements.</p> <p>Curriculum subjects were assessed against the national curriculum, so staff could identify and address gaps in learning.</p> <p><i>There were no further questions or comments.</i></p> <p><b>Resolved</b> to receive and note.</p>

<b>Item 17</b>	<b>Training requirements of the LAB or individual governors to bring to the attention of the BDMAT Central Team</b>
<b>Minute</b>	There were no requests for training raised.

<b>Item 18</b>	<b>How are we collecting the 'voice' of stakeholders? What can we do better or differently?</b>
<b>Minute</b>	<p>The Chair highlighted the challenges of the last 2 years and the difficulties school had faced. It was noted the parent questionnaire had been sent out and a discussion took place at the last LAB meeting.</p> <p>Governors appreciated parents and families were now being invited into to school.</p>

<b>Item 19</b>	<b>Report from school leaders on the school's Christian distinctiveness</b>
<b>Minute</b>	<p>The HT shared collective worship took place every day and pupils focused on a different value each half term. Most values were taken from the Christian theme, but pupils were given the opportunity to celebrate other religious festivals.</p> <p>Pupils were invited to attend and lead services at Holy Trinity Church for Harvest, Advent, Christmas, Mothers' Day and Easter.</p> <p>Reverend Eve was invited to school to lead worship every other Monday.</p>
<b>Questions raised by members</b>	A governor asked if pupils were attending church for an Easter service. The HT confirmed pupils would be at church on Tuesday 5 April.



	<p>The Chair commented school provided good opportunities and maintained the Christian distinctiveness. It was acknowledged Rev Eve played a valued part.</p> <p><b>Resolved</b> to receive and note.</p>
<b>Item 20</b>	<b>Any Other Business</b>
<b>Minute</b>	Mrs Cross thanked the HT for the school contribution to the times capsule. Pupils were invited to attend the 'laid to rest' ceremony.
<b>Item 21</b>	<b>Items to be marked confidential</b>
<b>Minute</b>	There were no confidential items raised.
<b>Item 22</b>	<b>Dates of future meetings</b>
<b>Minute</b>	<p>The date and time of the next meeting was confirmed:</p> <ul style="list-style-type: none"> <li>Monday 16 May 2022 at 4.00pm in School.</li> </ul>
<b>Item 23</b>	<b>Closing prayer</b>
<b>Minute</b>	<p>On behalf of the board, the Chair offered his appreciation to all the staff team for their commitment and hard work through the challenging times.</p> <p>The Chair thanked all members for their contributions and closed the meeting in prayer.</p>

*The meeting closed at 5.40pm*

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 6	6.2	The Governance Professional to review confirmations and update the Chair	GP	
Item 8	8.1	Maths and English link governor, Mr Winfield offered to meeting with subject leads in school	GW	

Approved   
Chair  
16/5/22.