

LOCAL ACADEMY BOARD MINUTES

School	Holy Trinity CE Primary Academy (Handsworth)	BDAMT School Category	
BDMAT Advisor		Date of LAB meeting	Monday 27 th January 2020 at 4.00pm
Type of meeting	Local Academy Board	Chair of Local Academy Board	Mr David Willey
Headteacher	Mrs Paula Burns	Clerk to LAB	Ms Naomi Lewis
Present at meeting with voting rights	Name and role		Declarations of interest
	Mr David Willey – Diocesan		None
	Mrs Paula Burns – Ex-Officio		None
	Mrs Helen Cross - Diocesan		None
	Rev Eve Pitts - Diocesan		None
	Mrs Janet Hutchinson – Staff		None
	Mr Graham Winfield – Diocesan		None
In attendance without voting rights	Name and role		Declarations of interest
	Mrs Jo Shioleftou – Deputy Head Teacher		None
Prayers and reflections prior to the meeting – Rev Eve Pitts			
Apologies	Name	Accepted / not accepted	Number of meetings missed in the last 12 months
Not received	Mr Joshua Oki	Not accepted	2
Received	Mr John Burke	Accepted	2
Received	Ms Stephanie Walker	Accepted	1
Not received	Mr B Demba	Not accepted	1

Governors are reminded that the meeting discussions are confidential and that the means of communicating these discussions is via the minutes of the meeting

Agenda item No. 1	Aspect:	Welcome and opening prayer
Minute	The Chair welcomed everyone to the meeting and Rev Eve provided opening prayers.	

Agenda item No. 2	Aspect:	Apologies
Minute	Apologies were received and accepted from Ms Walker and Mr Burke and these were accepted. The absence of Mr Demba and Mr Oki was noted and no apologies had been received.	

Agenda item No. 3	Aspect:	Review of Declarations of Business and Pecuniary Interests
Minute	Members were asked to provide the dates of any declared business or pecuniary interest. There were no new declarations received.	
Actions	The Clerk to update Governor Hub with dates.	

Agenda item No. 4	Aspect:	Declarations of Interests for specific matters on this agenda
Minute	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.	

Agenda item No. 5	Aspect:	Minutes of the previous meeting held on 9th December 2019
Minute	The minutes of the Full Governing Body meeting held on 9 th December 2019 having previously been distributed, it was <i>Resolved</i> that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.	

Agenda item No. 6	Aspect:	Review of Action Points / Other matters arising from the minutes		
Minute	6.1			
	Ref:	Actions	By	Deadline
	Item 9/1;	To arrange RE Link visit for Spring term	Rev Eve	03/20
	Item 7/1;	To enquire about new Diocese member joining the board	JO	On-going
	6.2.1 The Chair highlighted that BDMAT made reference to both School Improvement Plan (SIP) and School Development Plan (SDP). The HT confirmed both documents were the same however it was suggested that the same term was used to provide consistency.			
6.2.2 The Chair stated the Single Central Record (SCR) review was completed				

	<p>14/01/20. All aspects of safeguarding audit process were in line with Ofsted requirements with no issues or concerns on the records held.</p> <p>Governors were informed that the audit was carried out 3 times over the last year; 2 internal and 1 external. The Chair offered thanks to Ms Belcher for maintaining comprehensive records.</p> <p>6.2.3 The HT shared the Diocese continued to support with recruitment to board vacancies.</p> <p>6.2.4 The HT updated governors the Pupil Premium review would take place next Monday and Mr Winfield (link governor) would be invited to attend.</p> <p>There were no other matters arising which were not agenda items.</p>
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Agenda item No. 7	Aspect:	Report on Chairs' Actions
Minute	There were no actions to report.	

Agenda item No. 8	Aspect:	Progress towards the School Improvement Plan
Minute	<p>The School Improvement Plan had been circulated with updated priorities and commentary.</p> <p><i>GW joined the meeting at 4.20pm</i></p> <p><u>Target - Improve the quality of Teaching and Learning.</u></p> <p>The HT shared the new NQT had joined the school and was fully supported with relevant training as well as support with maths planning and delivery.</p> <p>It was noted the school had not met the target for 71% of teaching and learning to be at least good by December 2019 due to staff absence.</p> <p><u>Target – Improve outcomes in Mathematics across the school.</u></p> <p>The HT stated that Maths was an area of priority and shared that with the Maths lead had visited a Kidderminster school who had a success story in maths. The link built with the school was positive and staff would have the opportunity to observe maths lessons.</p> <p>The HT added the Maths lead had also joined a Maths hub and was part of a 3 year project.</p> <p>Resolved to receive the School Improvement Plan.</p>	
Key questions raised by LAB to leaders	<p>A member asked if the teaching and learning target would be achieved. The HT explained teaching was nearer to target now than at end of last term. The concerns had been around staff absence and illness. The HT gave governors a brief update on staffing arrangements in school, highlighting that reception class now had a quality teacher.</p>	

	<p>A member enquired what impact the staffing changes had made in school. The HT responded there had been a massive impact on teaching and supply staff were not always reliable to deliver on school priorities. This effected pupils and permanent staff whilst supply staff were supported through school systems and processes.</p> <p>A member asked if the school would be graded good at the next Ofsted visit. The HT shared the grading would be difficult to predict however at the last School Effectiveness meeting staffing concerns were put forward to BDMAT.</p> <p>A member questioned how the staffing challenges had affected leadership. The HT explained recruiting and supporting new and supply staff in school was time consuming. Consideration had been given to the impact of staff movement around the school and consistency for pupils. The HT assured governors that BDMAT was aware of the challenges.</p> <p>A member commented that following recent visits to school, pupils appeared well and content and added the Christmas Choir was very uplifting and positive. Governors agreed staff and pupils were seen as a strength of the school.</p>
Actions	

Agenda item No. 9	Aspect:	Receive Head Teachers Report
Minute	<p>The Head Teacher's report to the Local Academy Board and Executive – Spring term 1 had been circulated in advance of the meeting. The following highlights were made;</p> <p>Current pupil numbers were reported at 193, an increase of 3 since the last report. The HT added this would impact 2020/21 funding.</p> <p>Staff absence in autumn term – Leadership and teachers was reported as 112.5 days lost. The HT stated that welfare meetings continued to take place with absent staff.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> - Referrals made to social care since the last report – 1 - Referrals accepted by social care since the last report – 1 - Pupils subject to child protection plan – 2 - Pupils classed as 'child in need' by social care – 2 <p>The HT shared there had been a lot of engagement with children's services with school pursuing professional meetings for cases which would have otherwise been closed. Staff were committed to ensure the wellbeing of pupils remained a priority.</p> <p>The residential trip to Aberdovey was very positive and valuable experience for the pupils. The HT shared that pupils had taken part in challenging activities and experienced different environments. Thanks was offered to staff for giving their time to attend and accompany the pupils.</p> <p>It was noted that Year 5 pupils would be visiting Planetarium this half term. The HT added all staff were trained on Evolve to plan trips.</p>	

	<p>Whole School attendance was reported as 96.35% at the end of autumn term. The HT stated there had been a lot of pupil sickness before Christmas but overall attendance was good.</p> <p>With reference to School's summary self-evaluation, the HT explained that Early Years had been graded Requires Improvement (RI) due to inconsistency in staffing however current staff were pushing pupils on.</p> <p>Resolved to receive the Head Teachers Report</p>
Key questions raised by LAB to leaders	<p>A member commented that Aberdovey provided great activities for pupils and was a good challenge for pupils.</p> <p>A member congratulated on the positive attendance figures with most classes over 96%. It was noted that reception class was reported as 95.13%, the HT added it was the first term in school for pupils.</p> <p>Members offered sincere thanks to Ms Tabone who had been very flexible in her approach and duties in school and valued her continued her hard work and dedication to the pupils of Holy Trinity.</p>
Actions	

Agenda item No. 10	Aspect:	Receive Reports from governors who completed Health and Safety and Christian Distinctiveness, ethos and behaviour walks.
Minute	<p>Health and Safety Walk Report dated 09/12/19 was shared with shared with governors in advance of the meeting.</p> <p>The Chair highlighted 3 main areas:</p> <ul style="list-style-type: none"> - Allotments – cracked paving slabs, benches on the path. - Playgrounds – following ROSPA inspection, it was noted that the majority of the trim trail in KS2 playground was rotting. - Halls – a number of lights without covering which could be an issue if balls hit the lights during PE sessions. <p>It was agreed the Christian Distinctiveness, ethos and a formal behaviour walk would take place during Spring 2.</p> <p>Resolved to receive and note.</p>	
Key questions raised by LAB to leaders	<p>A member asked how the trim trail had been in school. The HT confirmed over 10 years so was outside of any guarantee or warranty.</p> <p>A member commented how fond the pupils were of the equipment. The Chair suggested to raise the health and safety concerns to BDMAT as a building assessment was due to take place.</p> <p>Following a query whether the trail could be repaired, the Chair explained up to 70-80% of the trail needed to be replaced and could cost around £6,000- £7,000.</p>	

	<p>A member asked if the hall lights could be added to the risk register. The HT shared only educational risks were identified on the risk register and the matter would need to be referred to BDMAT to review at the building inspection.</p> <p>Following a question about regulating the ball games in the hall, the Chair shared approximately one third of the lights across both halls were missing covers and added it was a health and safety concern with a degree of urgency</p> <p>Members queried the cost of repairs. The HT and Chair agreed to refer the matter to Chris Manning, BDMAT Chief Finance and Operations Officer</p>
Actions	HT/ Chair to refer health and safety issues to Chris Manning

Agenda item No. 11	Aspect:	Report from school leaders on the impact of Pupil Premium spending in the autumn term.
Minute		<p>The HT explained Pupil Premium funding was allocated to staffing costs to accelerate the learning of pupils in school.</p> <p>Staff in school covered self-esteem/behaviour, SEN Pupils and teaching assistants would carry out targeted interventions.</p> <p>It was noted that all allocated funding had been utilised, including costs for coach travel for Pupil Premium pupils who attended the residential.</p> <p>Governors were informed the Pupil Premium review would take place on Monday 3rd February and Mr Winfield, Pupil Premium link governor would attend.</p> <p>Resolved to receive and note.</p>
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 12	Aspect:	Finance Update from BDMAT
Minute		<p>Birmingham Diocesan Multi-Academy Trust, Annual Reports and Financial Statements for the year ended 31st August 2019 had been circulated for governor information.</p> <p>It was noted the November finance report had been uploaded to Governor Hub by Chris Manning.</p> <p>The HT shared an over spend related to staff absence was highlighted on the report and the redundancies from the previous year were still impacting the current year's budget.</p> <p>Resolved to receive and note.</p>
Key questions raised by LAB		Following a member query, the HT confirmed school leaders continued to have an oversight of the budget and some control in how it was spent. The HT added

to leaders	governors still needed to be aware of how the funding was spent and the school financial challenges.
Actions	

Agenda item No. 13	Aspect:	2020/2021 Term Dates
Minute	<p>Birmingham Term dates and proposed term dates for Holy Trinity were presented to governors for consideration.</p> <p>The HT explained the proposed changes to 2 dates at the end of Autumn term and the start of Spring term. Staff had been consulted and the majority had agreed.</p> <p>The Chair confirmed in line with the Scheme of Delegation, the Local Academy Board would accept the proposal to then forward to BDMAT for approval.</p> <p>With all members in agreement it was,</p> <p><i>Resolved</i> to receive and accept the proposed term dates.</p>	
Key questions raised by LAB to leaders	Members were assured that all teaching days would still be observed.	
Actions		

Agenda item No. 14	Aspect:	Policy Reviews
Minute	<p>The Educational Visits Policy was circulated to governors for consideration.</p> <p>The HT explained the policy had been updated to reflect the Evolve system and had been formulated via an external reviewer to include adventurous trips.</p> <p><i>Resolved</i> to approve and adopt the Educational Visits Policy subject to a minor amendment on page 4.</p>	
Key questions raised by LAB to leaders	A member referred to page 4 and stated 'all required actions' appeared to be a very open ended statement and sought clarification that there may be actions in addition to the policy. The HT confirmed that full responsibility remained with the Visit Leader.	
Actions	The HT to add detail to the policy for clarity around 'all required actions'	

Agenda item No. 15	Aspect:	Risk Register review (in light of discussions held today)
Minute	<p>After a brief discussion, members agreed to update the Risk Register with the following;</p> <ul style="list-style-type: none"> - Staffing - Maths–KS2 results - Curriculum 	

Key questions raised by LAB to leaders	
Actions	

Agenda item No. 16	Aspect:	Any Other Business
Minute	<p>i. GW shared the Christmas events in school had been enjoyable.</p> <p>ii. The HT updated governors on the recently formed choir, led by Year 4 teacher. Pupils had been invited to sing Christmas carols at Asda and raised £144 in one hour for the school. The choir were invited back to help raise money for Birmingham Children's hospital. The HT added Asda would like to put school forward for green token scheme in April where the school could be awarded up to £500.</p> <p>Members thanked Year 4 teacher for bringing choir together.</p>	

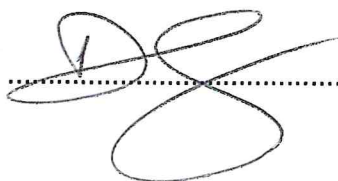
Agenda item No. 17	Aspect:	Date of the next meeting
Minute	The next meeting was confirmed to take place on Monday 30 th March 2020 at 4.00pm	

Agenda item No. 18	Aspect:	Closing Prayer
Minute	EP closed the meeting with a prayer.	

Actions	Who	When
Item 3/1: To update Governor Hub with business and pecuniary interests dates	Clerk	31/01
Item 10/1: To refer health and safety matters to Chris Manning	HT/Chair	30/03
Item 14/1; Referring to page 4 of Educational Visits Policy more detail to be added.	HT	30/03

With there being no further items of business, the Chair thanked everyone for their valuable contributions and closed the meeting at 5.20pm.

Chair's Signature



Date 14/7/2020