

LOCAL ACADEMY BOARD MINUTES

School	Holy Trinity CE Primary Academy (Handsworth)	BDAMT School Category	
BDMAT Advisor		Date of LAB meeting	Monday 8 th July 2019 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
	Mr Graham Winfield - Diocesan		None
	Mrs Janet Hutchinson – Staff		None
	Mr John Burke – Staff		None
	Ms Stephanie Walker – Parent		None
	Rev Eve Pitts - Diocesan		None
In attendance without voting rights	Name and role		Declarations of interest
Prayers and reflections prior to the meeting – Rev Eve Pitts			
Apologies	Name	Accepted / not accepted	Number of meetings missed in the last 12 months
	Mrs Jacqui Page	Accepted	4
	Mr Joshua Oki	Accepted	1
	Mrs Lin Street	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:	Minutes of the previous meeting held on 20 th May 2019
Minute	The minutes of the Full Governing Body meeting held on 20 th May 2019 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.	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 2	Aspect:	Matters arising from the previous meeting
Minute	The Chair informed members that Mrs Street was unable to attend Data (Pupil) Meetings and so it was agreed the Chair would represent the board at the next BDMAT Data (Pupil) meeting.	
Key questions raised by LAB to leaders	A member enquired about the school SATs results. The HT agreed to circulate the results when available after 09/07/19.	
Actions	To circulate SATs results to the board – HT	

Agenda item No. 3	Aspect:	Membership Update
Minute	<i>Parent Governor Vacancy</i> The HT informed members 2 applications for the parent governor vacancy had gone ballot, 23 votes were cast and the elected parent would be approved by governors once BDMAT documentation was available.	
Key questions raised by LAB to leaders		
Actions	To complete BDMAT paperwork for LAB approval of elected parent governor – HT/Chair	

Agenda item No. 4	Aspect:	Chairs Update
Minute	The Chair reported the following highlights for the last academic year; Members were assured that joining BDMAT had been positive for the school and would ensure the long term sustainability of the school whilst providing the best possible educational and financial support required in order to deliver a quality education for our pupils now and into the future. With the continued financial pressures that schools face and following a recent restructure, the school had regrettably lost staff to redundancies. In addition, for personal reasons, the school had seen the loss of Mrs Page (DHT) who had given the school many years' service. On behalf of the LAB, the Chair offered sincere best wishes to all those staff who had left and would be leaving shortly.	

	<p>It was noted that Jo Shioleftou had been appointed as the permanent DHT.</p> <p>The Chair updated members on changes to governor roles and referred to the guidance notes circulated by the clerk, curriculum lead reports and BDMAT finance reports. The Chair urged members to consider all reports in advance of meetings to encourage objective comments and challenge to be raised by governors and recorded in meeting minutes.</p> <p>The Chair sincerely thanked governors for their ongoing commitment freely given to the school,</p> <p>Mr Winfield shared words of thanks from a card sent to governors from Mrs Page.</p> <p>Resolved to receive and note.</p>
Key questions raised by LAB to leaders	
Actions	

Agenda item No. 5	Aspect:	Head Teacher Report
Minute		<p>The HT report dated 8th July 2019 was circulated in advance of the meeting. The following highlights were made;</p> <p>Pupil numbers had increased by 5 since the last meeting and there were 190 pupils on roll. The HT added pupil numbers were key to inform the October census.</p> <p>Following attendance at a recent briefing with the DHT, the HT explained to governor's highlights of the new Ofsted framework.</p> <p>Governors were referred to the staffing update 2019-20. The HT shared a class teacher for year 6 had been appointed subject to acceptance. The experienced teacher was also a Maths Lead.</p> <p>Through re-structure there had been some loss of staff. Teaching assistants would no longer be class based and would support SEN children across the school.</p> <p>The HT stated persistent pupil absence continued to be challenged with whole school attendance at 96.77% for summer 1.</p> <p>There had been 1 referral made to CASS, the HT added Ms Edwards, Pastoral Manager, worked closely with CASS to ensure families were fully supported.</p> <p>There had been no fixed term exclusions</p> <p>Resolved to receive the Head Teacher Report.</p>
Key questions raised by LAB to leaders		<p>A member asked how the new Ofsted Framework would affect the monitoring process.</p> <p>The HT explained short inspections were now 2 days instead of 2 days for good and outstanding schools. Feedback on new processes would be available over the coming</p>

	<p>months, with the Ofsted focus on the quality of education provided.</p> <p>A member referred to the year 6 teacher vacancy, commended the achievements of the year 5 teacher and sought assurance the new member of staff would commit to improve standards.</p> <p>The HT shared the appointed teacher had experience of teaching year 6. If the appointment proved unsuccessful, Jo Shioleftou would teach the class however with DHT responsibility would need additional support.</p> <p>A member enquired about the 2 reported sexualised/inappropriate bullying incidents within the HT Report.</p> <p>The HT stated the incidents had been addressed and were of no major concern.</p>
Actions	

Agenda item No. 6	Aspect:	School Improvement Plan / SIA Summer Report
Minute	<p>The School Improvement Plan dated April 2019 – July 2019 were circulated in advance of the meeting.</p> <p>The HT shared the SEF would be updated for September in line with New Ofsted Framework.</p> <p>The SIP had been evaluated since the spring term, however some areas were still rag rated amber. The HT added Sam Cosgrove, School Improvement Partner had agreed teaching and learning would remain a priority for the next academic year.</p> <p>Leadership and management would also continue to be developed next year.</p> <p>The HT informed governors the next SIAMS visit was due 2020 and would be included in 2019-20 School Improvement Plan.</p> <p>Resolved to receive and note</p>	
Key questions raised by LAB to leaders	<p>A member enquired how the school would address staff confidence with rigorous monitoring.</p> <p>The HT responded book scrutinies and learning walks would be a challenge if DHT was teaching year 6, so the school needed a quality year 6 teacher in post.</p> <p>The Pupil Premium governor shared a link visit would take place in Autumn term.</p> <p>A member referred to poor staff and pupil expectations around presentation.</p> <p>The HT shared school had introduced a new handwriting policy. Children and staff showed more pride in their achievements with work displayed around the school.</p> <p>The HT added 8 pen licences had been given to year 3 children within the last week.</p>	
Actions		

Agenda item No. 7	Aspect:	Curriculum Update
Minute	<p>English, Maths and SEND Impact Reports including the SEND Data dashboard were circulated for governor consideration.</p>	

	<p>The HT explained school middle leaders now produced termly impact reports for governors. SEN reports were also shared with SEND link governor.</p> <p>The HT had requested for questions from governors to be submitted via email in advance of the meeting for curriculum leads to prepare answers.</p> <p>The Chair encouraged governors to ask questions about what was happening in school and hold leaders to account, acting as a critical eye.</p> <p>Resolved to receive and note.</p>
Key questions raised by LAB to leaders	<p>A member asked for clarification on what is considered a 'poor cohort'.</p> <p>The HT explained it would refer to pupil outcomes.</p>
Actions	

Agenda item No. 8	Aspect:	Finance Matters
Minute	<p>Budget Monitoring and Finance KPI's at 30th April 2019 prepared by Chief Finance Officer was circulated for governor information.</p> <p>The Chair stated the report would prepared and circulated every term. Governors were encouraged to raise any queries or questions at the meeting.</p> <p>Resolved to receive and note.</p>	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 9	Aspect:	Link Governor Roles / Governor School Visits
Minute	<p>Governor Link roles responsibilities and school visits guidance was circulated in advance of the meeting.</p> <p>The HT stated strategic visits to school at least once a term were vital and governors were to utilise visit templates distributed following the governance review.</p>	
Key questions raised by LAB to leaders	<p>A member added that governors had given valuable support on school visits.</p> <p>A member agreed visits needed structure and the guidance was valuable.</p>	
Actions	To arrange RE Link visit for autumn term – Rev Eve	

Agenda item No. 10	Aspect:	Items for Information
Minute	<p>A web link to the following information was shared with governors</p> <ul style="list-style-type: none"> • Attainment of Pupils with English as an additional language (DfE) • City Wide Information Sharing Agreement (3) <p>The HT confirmed the Sharing Agreement had been signed by BDMAT.</p>	
Key questions		

raised by LAB to leaders	
Actions	

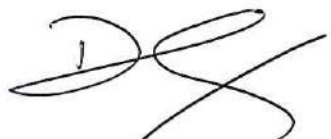
Agenda item No. 11	Aspect:	Any Other Business
Minute	<ul style="list-style-type: none"> Rev Eve updated members on the refurbishment of Holy Trinity church. The school were welcome to attend next Tuesday. A member enquired if there had been any concerns raised on the new RSE curriculum. <p>The HT confirmed that 5 year 6 children had been withdrawn from sessions by parents. The school had invited parents to view the resources used with the focus being positive relationships.</p> <ul style="list-style-type: none"> The HT shared that Bruce Warland would attend first meeting of the next academic year. The staff and governor social would take place on 27th September 2019. The HT shared with governors that an ex staff member of the school had recently been found guilty of sexual offences and sentenced. Chris Mansell had sent a letter to all parents in order to address any concerns. <p>BDMAT had a prepared statement for the media if required. The HT added parents had shown concerns but have been assured that current safeguarding procedures were as robust as possible.</p> <p>The Chair stated a review of all safeguarding policies and the employment selection process would take place in line with national and local guidance.</p> <p>The HT shared discussions had taken place with staff on how to minimise the risk of vulnerability or any accusations.</p> <p><i>Staff members JB and JH withdrew from the meeting at 5.05pm</i></p> <p>**CONFIDENTIAL ITEM – not for publication **</p>	
Key questions raised by LAB to leaders		
Actions		

Actions	Who	When
To circulate SATs results to the board	HT	09/07/19
To complete BDMAT paperwork for LAB approval of elected parent governor	HT/Chair	
To arrange RE Link visit for autumn term	Rev Eve	09/19

Date and time of next meeting	Monday 16 th September at 4.00pm
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With no further items the Chair wished all a peaceful and relaxing summer break and closed the meeting at 5.15pm

Copies to:
CEO, School Improvement Advisor, LAB members, Headteacher



DAVID WILLEY.
LAB Chair.