

## LOCAL ACADEMY BOARD MINUTES

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| School   | Holy Trinity CE Primary Academy (Handsworth) | BDAMT School Category           |   |
| BDMAT Advisor  |  | Date of LAB meeting             | Monday 9 <sup>th</sup> December 2019 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  |
|  | Ms Stephanie Walker – Parent                 |                                 | None  |
|  |  |                                 |   |
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| In attendance without voting rights                                | Name and role                                |                                 | Declarations of interest                        |
|  | Mr Christopher Mansell ( <i>in part</i> )    |                                 |   |
| Prayers and reflections prior to the meeting – Mr D Willey (Chair) |  |                                 |   |
| Apologies  | Name   | Accepted / not accepted         | Number of meetings missed in the last 12 months |
|  | Mr Joshua Oki                                | Apologies received and accepted | 1   |
|  | Mr John Burke                                | Apologies received and 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<br>No. 1                   | Aspect:   | Welcome and opening prayer |
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| Minute                                 | <p>The Chair opened the meeting with a prayer. A warm welcome was extended to Mr Mansell.</p> <p>Mr Mansell updated governors on the developments within BDMAT with the following highlights made;</p> <ul style="list-style-type: none"> <li>- Holy Trinity CE Primary Academy was part of the Birmingham Central Hub</li> <li>- Collaborative working for training, funding etc.</li> <li>- BDMAT Priorities; Life in its fullness for all, Success for all and Positive well-being for all. All priorities had been linked to the Ofsted Framework.</li> <li>- BDMAT offered increased capacity to support teachers in school.</li> </ul> <p>Mr Mansell delivered a short presentation around the BDMAT Strategic aims and the New Ofsted Framework.</p> <p><i>SW joined the meeting at 4.20pm</i></p> <p>Under the new Ofsted framework inspectors will review Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management. Mr Mansell explained Intent, Implementation and Impact and shared on Deep Dives.</p> <p>It was noted that Holy Trinity could expect an inspection early 2021.</p> |                            |
| Key questions raised by LAB to leaders | <p><u>The Chair enquired how governors could be best prepared for the next Ofsted inspection.</u></p> <p>Mr Mansell stated that governors need to have a good overview of the school and areas of development. Governors were encouraged to review the SIP regularly being mindful of staff workload and well-being.</p> <p><u>A member asked how the scrutiny would be evidenced.</u></p> <p>Mr Mansell shared that meeting minutes provided some evidence however it was unlikely inspectors would review them in detail. Governors would be asked to articulate their knowledge of the school when speaking to inspectors.</p> <p><u>A member referred to concerns last year around restructure and redundancies.</u></p> <p>The HT explained that because of the pressures on school finance cuts had to be made. BDMAT had been able to offer emergency funding to prevent school closure.</p> <p>The Chair thanked Mr Mansell and BDMAT for all the on-going support.</p> <p><i>CM withdrew from the meeting at 4.35pm.</i></p>   |                            |
| Actions                                | BDMAT presentation to be circulated to governors – CM/Clerk   |                            |

| Agenda item<br>No. 2 | Aspect:  | Apologies |
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| Minute               | Apologies were received and accepted from Mr Oki and Mr Burke and these were accepted. |           |





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| <b>Agenda item No. 3</b> | <b>Aspect:</b>                           | <b>Review of Declarations of Business and Pecuniary Interests</b> |
| <b>Minute</b>            | There were no new declarations received. |   |

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| <b>Agenda item No. 4</b> | <b>Aspect:</b>   | <b>Declarations of Interests 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. |  |

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| <b>Agenda item No. 5</b> | <b>Aspect:</b>  | <b>Minutes of the previous meeting held on 16<sup>th</sup> September 2019</b> |
| <b>Minute</b>            | <p>The minutes of the Full Governing Body meeting held on 16<sup>th</sup> September 2019 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> |   |

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| Agenda item<br>No. 6 | Aspect:  | Review of Action Points / Other matters arising from the minutes |          |                |
| Minute               | 6.1  |  |          |                |
|                      | Ref:   | Actions  | By       | Deadline       |
|                      | Item 3/1;  | LAB to approve elected parent governor                           | LAB      | Complete       |
|                      | Item 9/1;  | To arrange RE Link visit for autumn term                         | Rev Eve  | Deferred 01/20 |
|                      | Item 2/1;  | To circulate NPQH document to governors                          | Clerk    | Complete       |
|                      | Item 7/1;  | To enquire about new member joining the board                    | JO       | Deferred 01/20 |
|                      | Item 19/1;   | Review SDP to inform any further training needs                  | HT/Chair | Complete       |
|                      | Item 20/1;   | To circulate a copy of the Vision Statement                      | HT       | To action asap |
|                      | 6.2 There were no other matters arising which were not agenda items. |  |          |                |

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| <b>Agenda item No. 7</b> | <b>Aspect:</b>  | <b>Code of Practice</b> |
| <b>Minute</b>            | <p>The Code of Practice for Governors of a Local Academy Board within the Birmingham Diocesan Multi-Academy Trust had been circulated in advance of the meeting.</p> <p>The document was duly signed by the Chair on behalf of the LAB and retained by the school for their record.</p> <p><b>Resolved</b> to adopt the BDMAT Code of Practice.</p> |                         |

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| <b>Agenda item No. 8</b> | <b>Aspect:</b>   | <b>Report on Chairs' Actions</b> |
| <b>Minute</b>            | 1. The Chair reported a serious Safeguarding issue had been raised in school. The Chair had investigated to ensure that processes had been followed correctly and with no further concerns raised the matter was closed. |                                  |

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|  | <p>2. The HT shared TASC meetings would no longer take place however the school would still receive on-going support from BDMAT.</p> <p>3. The HT stated that Sam Cosgrove (Chief School Effectiveness Officer, BDMAT) would work directly with the school to develop the curriculum.</p> <p>4. The Chair thanked staff, particularly members of the support team, for their hard work whilst covering a long term sickness absence.</p> <p><b>Resolved</b> to receive and note.</p> |
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| Agenda item<br>No. 9                   | Aspect: | Receive and discuss the new School Improvement Plan   |
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| Minute                                 |         | <p>The School Development Plan had been circulated to governors in advance of the meeting. The following highlights were made;</p> <p>The Monitoring / Evaluation column had been updated to show progress and development.</p> <p>With reference to Teaching and Learning, the HT explained that some actions had not yet been completed due to staff changes and absence.</p> <p>Governors were informed that the School Improvement Plan would remain a standing agenda item for continued monitoring.</p> <p>The HT shared due to the RI judgement the school had been awarded a National Leader of Education. The DfE Tier 2 support included 3 days' support from a NLE and £16,000 to address school needs and development. The assigned NLE, Kate Brunt (CEO at Rivers MAT Worcester), would co-ordinate support with BDMAT and BEP. Maths and Early Years had been identified as an area for focus with the work to start next term.</p> <p><i>EP joined the meeting at 4.50pm</i></p> <p>With no further comments or questions, it was</p> <p><b>Resolved</b> to receive the School Improvement Plan.</p> |
| Key questions raised by LAB to leaders |         |   |
| Actions                                |         |   |

| Agenda item<br>No. 10 | Aspect: | Receive Head Teachers Report   |
|-----------------------|---------|--|
| Minute                |         | <p>The Head Teacher Report to the LAB and the Executive autumn term 2 2019 was circulated to governors in advance of the meeting. The following highlights were made;</p> <p>The October census reported pupil numbers at 192 compared to 185 in the previous year. The HT stated school would see an increase to funding next year.</p> |



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|  | <p>Staff absence for leadership and teachers was reported as 40 days lost. The HT clarified that this was due to 2 members of the teaching team on long term sickness absence. The absence was being managed in line with the Managing Attendance Policy and HR.</p> <p>The HT continued there were some concerns around capacity in school with a supply teacher in Year 5 and Reception class covered in-house with a change to the HTLA contract on a temporary basis.</p> <p><i>The HT briefly withdrew from the meeting at 5.00pm</i></p> <p>In the absence of the HT, the Chair referred to item 11; Policy Reviews</p> |
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| Agenda item<br>No. 11                  | Aspect:  | Policy Reviews |
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| Minute                                 | <p>a) Governors were informed that the following Policies had been implemented by BDMAT:</p> <ul style="list-style-type: none"> <li>- Dying to Work Charter (new)</li> <li>- Revised Staff Disciplinary Policy</li> <li>- Volunteer Policy (new)</li> <li>- Revised Pay Policy</li> <li>- LAB and School Complaints Policy against BDMAT (new)</li> <li>- Revised Probationary Policy</li> </ul> <p>b) Birmingham City Schools Safeguarding codicil<br/>The Chair shared that a codicil had been inserted to the current Policy, October 2019 which had been adopted by the school.</p> <p><i>The HT re-joined the meeting at 5.03pm</i></p> <p>c) The following school policies had been circulated for governor consideration</p> <ul style="list-style-type: none"> <li>- Anti-Bullying Policy</li> <li>- Early Years Foundation Stage</li> <li>- First Aid Policy</li> <li>- Induction of New Staff Policy</li> <li>- Intimate Care Policy</li> <li>- Medicine Administration Policy</li> <li>- Online Safety</li> <li>- Physical Restraint Policy</li> <li>- Safer Recruitment Policy</li> <li>- Behaviour Policy</li> <li>- SEN Policy</li> </ul> <p><b>Resolved</b> to receive and adopt the above named policies</p> |                |
| Key questions raised by LAB to leaders |  |                |

| Agenda item<br>No. 10                  | Aspect:  | Receive Head Teachers Report |
|--|--|------------------------------|
| Minute                                 | <p>The Chair referred back to item 10; Head Teachers Report</p> <p>It was noted that 3 referrals had been made to social care, 2 pupils were subject to a CPP and 2 pupils were classed as CIN since the previous report.</p> <p>Whole school attendance was reported as 96.94% for Autumn 1 compared to 96.46% for 2018/19. The HT added despite a sickness bug in school, office staff continued to work with EWO to maintain good pupil attendance.</p> <p>The SEF summary had been included within the HT Report with Quality of Education graded RI. The HT explained there was still work to do on the curriculum.</p> <p>The SIAMS report had graded 'The Effectiveness of Religious Education' as RI due to staffing changes. The HT stated that following training a new framework would be developed for this academic year. The Collective Worship Leader of the Diocese would work in school from January 2020.</p> <p>The HT shared that a new NQT would join the school in January 2020.</p> <p>The Risk Register had been rag rated. Governors were informed that the HT had attended a BDMAT residential where Head Teachers reviewed Risk Registers and educational risks in school.</p> <p><b>Resolved</b> to receive the Head Teachers Report</p> |                              |
| Key questions raised by LAB to leaders | <p>A member gave positive feedback to the school assembly led by Rev Eve which had included scripture, reflection and prayer.</p> <p>With reference to the FFT50 Data Predictions for 2020 a member shared it was positive to see interventions taking place in school with small groups of 4/6 pupils.</p> <p>Members noted the support from BDMAT had been invaluable.</p> <p>In response to a question about governor vacancies, the HT shared the new parent governor would join the board in January 2020. There had been no feedback as yet from the Diocese about the foundation vacancy.</p>   |                              |
| Actions                                |  |                              |

| Agenda item<br>No. 12 | Aspect:  | Examine the school's annual staff survey |
|-----------------------|--|--|
| Minute                | <p>The Perspective Staff Feedback Questionnaire dated 22/11/2019 had been shared with governors ahead of the meeting.</p> <p><b>Resolved</b> to receive the annual staff survey results.</p> |  |
| Key questions         | Members noted that a few members of staff had responded 'disagree/ strongly  |  |



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| <b>raised by LAB to leaders</b> | disagree to the question, 'I feel valued'. The HT shared staff viewpoints had been acknowledged and the DHT had a performance target for staff wellbeing. Staff had taken the opportunity to raise concerns via 'Frank and Open' meetings and the HT offered an open door policy. |
| <b>Actions</b>                  |   |

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| <b>Agenda item No. 13</b>                     | <b>Aspect:</b>  | <b>Safeguarding governors' review of the Single Central Record</b> |
| <b>Minute</b>                                 | <p>The Single Central Record had been audited and no issues had been raised. BDMAT had digital access to the record.</p> <p>The Safeguarding Governor, DW would audit the SCR next term.</p> <p><b>Resolved</b> to receive and note</p> |  |
| <b>Key questions raised by LAB to leaders</b> |   |  |
| <b>Actions</b>                                |   |  |

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| <b>Agenda item No. 14</b>                     | <b>Aspect:</b>  | <b>Pupil Premium Strategy</b> |
| <b>Minute</b>                                 | <p>The Pupil Premium Spending Report had been circulated for governor consideration.</p> <p>The HT clarified some barriers to learning and how pupils were best supported. Parental engagement was a challenge due to language barriers and adult experiences of school however the HT added the pastoral manager continued to work with families.</p> <p>Grow to Learn allotments gave pupils nurturing opportunities.</p> <p>The HT stated, with NLE support, the school would review the Pupil Premium Strategy and funding in February 2020.</p> <p><b>Resolved</b> to receive and note</p> |                               |
| <b>Key questions raised by LAB to leaders</b> | <p>Referring to residential trips, a member enquired whether the trips were subsidised. The HT responded some of the cost was funded through Sports Premium and confirmed that pupils would attend Aberdovey Outward Bound Centre 13/01/2020 for a week.</p> <p>Following a further question, the HT stated pupils would still attend in bad weather and the trip provided pupils with a great experience.</p>  |                               |
| <b>Actions</b>                                | Pupil premium link governor to take part in PP Review – GW  |                               |

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| <b>Agenda item No. 15</b> | <b>Aspect:</b>                         | <b>Governors to set dates for reviewing the following and reporting back to the main board in Spring term 1 2020</b> |
| <b>Minute</b>             | <i>Health and Safety in the school</i> |  |

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|   | <p>The Chair shared that the Health &amp; Safety walkabout had taken place with the site manager. It was noted that many actions had been completed.</p> <p><i>The schools Christian distinctiveness, ethos and pupil behaviour</i></p> <p>It was agreed a visit by EP would be arranged in spring term and referred to action item 9/1.</p> |
| <b>Key questions raised by LAB to leaders</b> |  |
| <b>Actions</b>                                | Health and Safety walkabout report to be presented to LAB – Chair / HT   |

| <b>Agenda item No. 16</b>                     | <b>Aspect:</b>   | <b>Finance Update from BDMAT</b> |
|---|--|----------------------------------|
| <b>Minute</b>                                 | <p>BDMAT Management Accounts Reports dated September and October 2019 were shared with governors</p> <p>Governors were referred to the commentary stating the school financial position.</p> <ul style="list-style-type: none"> <li>- No accruals for school meals in July and August resulting in additional expenditure of £8,317</li> <li>- Long term staff sickness had impacted the budget</li> <li>- The forecast for income for the end of the year was down by £2,840 due to match day parking not materialising however another lettings opportunity may offset a large part of the shortfall.</li> </ul> <p><b>Resolved</b> to receive the Finance Report.</p>   |                                  |
| <b>Key questions raised by LAB to leaders</b> | <p>A member sought clarification on the cover arrangements for absent staff. The HT explained one supply teacher was in school and the other position was covered internally with a temporary change to HTLA contract which had affected the budget.</p> <p>Following a further question, the HT stated Finance reports were produced monthly and changes to spending was monitored.</p> <p>A member enquired about the school lettings. The HT clarified school was let for before and after school club and added it had been agreed to hire the building for private celebrations.</p> <p>A member referred to the government announcement of more pre-school funding and asked how it may affect the school. The HT replied the area was over- saturated and not all parents qualified for the extra funded hours however the school would continue to review the nursery provision.</p> |                                  |
| <b>Actions</b>                                |  |                                  |

| <b>Agenda item No. 17</b> | <b>Aspect:</b>  | <b>Risk register review</b> |
|---------------------------|---|-----------------------------|
| <b>Minute</b>             | This item had been covered under item 10 Head Teachers Report |                             |





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| <b>Agenda item No. 18</b>                     | <b>Aspect:</b>  | <b>Governor Training</b> |
| <b>Minute</b>                                 | <p>The Chair had completed NSPCC Safeguarding refresher training.</p> <p>SEN training requests had been forwarded to BDMAT.</p> <p>Governors were encouraged to direct any training requests to the HT for consideration.</p> |                          |
| <b>Key questions raised by LAB to leaders</b> |   |                          |
| <b>Actions</b>                                |   |                          |

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| <b>Agenda item No. 19</b> | <b>Aspect:</b>  | <b>Any Other Business</b> |
| <b>Minute</b>             | <p>i. EP thanked the school for supporting the church activities.</p> <p>ii. GW was thanked for the donation of Christmas decorations</p> <p>iii. HC and 3 volunteers from the church congregation were thanked for walking pupils to the advent service.</p> |                           |

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| <b>Agenda item No. 20</b> | <b>Aspect:</b>   | <b>Date of the next meeting</b> |
| <b>Minute</b>             | <p>The next meeting was confirmed to take place on Monday 27<sup>th</sup> January 2020 at 4.00pm</p> |                                 |

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| <b>Agenda item No. 21</b> | <b>Aspect:</b>                              | <b>Closing Prayer</b> |
| <b>Minute</b>             | <p>EP closed the meeting with a prayer.</p> |                       |

| <b>Actions</b>   | <b>Who</b> | <b>When</b> |
|--|------------|-------------|
| <i>Item 9/1; To arrange RE Link visit for autumn term</i>                            | EP         | 02/20       |
| <i>Item 7/1; To enquire about possible new member joining the board and feedback</i> | JO         | 01/20       |
| <i>Item 1/2; BDMAT presentation to be circulated to governors</i>                    | CM/Clerk   | 01/20       |
| <i>Item 14/2; Pupil premium link governor to take part in PP Review</i>              | GW         | 02/20       |
| <i>Item 15/2; Health and Safety walkabout report to be presented to LAB</i>          | Chair/HT   | 01/20       |

With there being no further items of business, the Chair thanked everyone for their valuable contributions, wished all a Merry Christmas and the meeting closed at 5.45pm.

Chair's Signature .....

Date 27 January 2020