

## LOCAL ACADEMY BOARD MINUTES

School	Holy Trinity CE Primary Academy (Handsworth)	BDAMT School Category	
BDMAT Advisor		Date of LAB meeting	Monday 16 <sup>th</sup> September 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
	Mr Joshua Oki – Diocesan		None
	Mrs Janet Hutchinson – Staff		None
	Mr John Burke – Staff		None
	Ms Stephanie Walker – Parent		None
In attendance without voting rights	Name and role		Declarations of interest
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 Graham Winfield	Accepted	1
	Rev Eve Pitts	Absent – no apologies received	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**

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Agenda item No. 2	Aspect:	Bruce Warland
<b>Minute</b>	<p>Mr Warland delivered a short presentation for governors on NPQH Improvement Plan 2019-20.</p> <p>It was outlined the project goal was to improve middle leaders in planning for the whole school. Impact was to increase capacity for Senior Leaders, reduce CPD expenditure and improve whole teaching in English and Science.</p> <p>Mr Warland explained the actions to achieve the two main priorities.</p> <p><i>SW joined the meeting at 4.12pm</i></p>	
<b>Key questions raised by LAB to leaders</b>	<p>A member stated the plan was comprehensive and looked forward to seeing the outcomes. The member questioned the timeline for the targets to be achieved.</p> <p>Mr Warland responded it was dependant on middle leader's capacity in school and how well the project ran operationally. Delivery of the project would continue throughout the school year from September to July and a review of all the targets set would take place at the end of summer term.</p> <p>With no further comments, Mr Warland was thanked for his presentation and withdrew from the meeting at 4.15pm</p>	
<b>Actions</b>	To circulate the NPQH document with all governors – <b>Clerk</b>	

Agenda item No. 3	Aspect:	Apologies
<b>Minute</b>	<p>Apologies were received and accepted from Mr Winfield. The absence of Rev Eve Pitts was noted who had earlier confirmed her attendance.</p> <p>The Chair informed the board that Mrs Lin Street had resigned from her governor role. Members offered thanks for her contribution to the school over many years and for her support to pupils on various activities (including school trips).</p> <p><b>Resolved</b> to receive and note</p>	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

Agenda item No. 4	Aspect:	Declarations of Interest
<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>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		






Agenda item No. 5	Aspect:	Minutes of the previous meeting held on 8 <sup>th</sup> July 2019
Minute	<p>The minutes of the Full Governing Body meeting held on 8<sup>th</sup> July 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>	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 6	Aspect:	Review of Action Points / Other matters arising from the minutes
Minute	<p><b>6.1</b></p> <p><i>Item 2/1;</i> To circulate SATs results to the board – COMPLETE</p> <p><i>Item 3/1;</i> To complete BDMAT paperwork for LAB approval of elected parent governor The HT reported there was no specific paperwork to however the new parent would attend the next LAB meeting subject to necessary DBS checks – ON-GOING</p> <p><i>Item 9/1;</i> To arrange RE link visit for autumn term There had been no date set – ON-GOING</p> <p><b>6.2</b> There were no other matters arising which were not agenda items.</p> <p><i>JO joined the meeting at 4.20pm</i></p>	
Key questions raised by LAB to leaders		
Actions		

Agenda item No. 7	Aspect:	Membership Review
Minute	<p><i>Parent Governor</i> – this had been discussed under item 6</p> <p><i>Terms of Office</i> – the clerk informed members that DW term of office had ended on 06/09/19. It was proposed by SW to re-elect DW as Chair of the board for a further term of 4 years. Members voted unanimously and it was</p> <p><b>Resolved</b> to re-appoint Mr Willey as Chair of the Local Academy Board for a further term of 4 years with effect from 07/09/19.</p> <p>The Chair shared with the board that the Diocese had been approached regarding governor vacancies and had offered support in the recruitment of governors. Members agreed it was a challenge to find committed governors.</p>	

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<b>Key questions raised by LAB to leaders</b>	JO offered to approach an individual who had previously expressed an interest.
<b>Actions</b>	To enquire about possible new member joining the board and feedback – <b>JO</b>

<b>Agenda item No. 8</b>	<b>Aspect:</b>	<b>Link Governor Roles</b>
<b>Minute</b>	<p><u>Vice Chair</u> The Chair asked for nominations for the role of Vice Chair. After a brief discussion and with a nomination received, it was</p> <p><b>Resolved</b> to appoint Ms Walker as vice Chair of the LAB for the academic year 19-20.</p> <p><u>SEN Governor</u> A nomination was received and it was,</p> <p><b>Resolved</b> to appoint Mrs Cross as SEN Governor</p> <p><u>Safeguarding Governor</u> A nomination was received and it was,</p> <p><b>Resolved</b> to appoint Mr Willey as Safeguarding Governor</p> <p><u>Pupil Premium Governor</u> A nomination was received and it was,</p> <p><b>Resolved</b> to appoint Mr Winfield as Pupil Premium Governor</p>	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

<b>Agenda item No. 9</b>	<b>Aspect:</b>	<b>Code of Practice</b>
<b>Minute</b>	This item was deferred whilst awaiting clarification from BDMAT	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>	Seek clarification from BDMAT on Code of Practice document to be signed annually – <b>Clerk/HT</b>	

<b>Agenda item No. 10</b>	<b>Aspect:</b>	<b>Report on Chairs' Actions</b>
<b>Minute</b>	There had been no Chairs actions taken since the summer term.	
<b>Key questions raised by LAB</b>		

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<b>to leaders</b>	
<b>Actions</b>	

<b>Agenda item No. 11</b>	<b>Aspect:</b>	<b>Receive and discuss the new School Improvement Plan 19-20</b>
<b>Minute</b>	<p>The School Development Plan 2019-2020 was circulated to governors in advance of the meeting.</p> <p>The HT explained the 4 main targets</p> <ul style="list-style-type: none"> <li>- To improve the quality of Teaching and Learning</li> <li>- Develop Middle Leadership</li> <li>- To improve outcomes in Maths across the school</li> <li>- Further strengthen the Christian ethos.</li> </ul> <p>The HT highlighted that Maths remained a concern where outcomes had been noted below National results. The HT shared some of the strategies and actions school would implement during the school year.</p> <p><b>Resolved</b> to receive the School Development Plan 2019/20</p>	
<b>Key questions raised by LAB to leaders</b>	<p>The Chair shared following an assessment meeting it had been agreed to encompass staff wellbeing under action 4 of the SDP.</p> <p>In response to a member question, the HT confirmed the plan had been set for the whole school year.</p>	
<b>Actions</b>		

<b>Agenda item No. 12</b>	<b>Aspect:</b>	<b>Annual Safeguarding Report</b>
<b>Minute</b>	<p>The Safeguarding Report for academic year 2018-19 was circulated to governors for governor's information. The online link to the updated Keeping Children Safe in Education 2019 was also shared with governors</p> <p>All members were advised to read the updated documents as part of their statutory duty in a governor's role.</p> <p><b>Resolved</b> to receive the annual Safeguarding Report</p>	
<b>Key questions raised by LAB to leaders</b>	<p>The Chair suggested that all governors should be part of safeguarding training in school.</p> <p>The HT shared throughout the school year, staff review areas of Safeguarding as part of staff meetings on Wednesdays from 3.45pm. All governors were invited to attend where issues of particular importance were covered.</p> <p>It was noted that DW would continue as Safeguarding Governor.</p>	
<b>Actions</b>		

<b>Agenda item No. 13</b>	<b>Aspect:</b>	<b>Review of Pupil Outcomes for 18-19</b>
<b>Minute</b>	Headline data for pupil outcomes was shared with governors in advance of the	

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	<p>meeting.</p> <p>The HT shared the positive findings from the Data Meeting attended however added there were still improvements to be made. The following highlights were made;</p> <ul style="list-style-type: none"> <li>- EYFS GLD 71% (2019) compared to 67% (2018) with National 72% in 2018, were the highest results in 3 years for the school.</li> <li>- Year 1 phonics 86% (2019) compared to 79% (2018) with National 82% in 2018 were also the highest results seen in 3 years at the school.</li> <li>- Key Stage 1 Reading 71% (2019), Writing 67% (2019) and Maths 67% (2019). The HT added Maths results were below National scores so consequently had formed part of School Development Plan.</li> <li>- Key stage 2 combined scores were 59% (2019) compared to 65% National results. The HT stated school had requested disapplication for 1 pupil who was new to country with very little English. The disapplication would change the result to 62%.</li> </ul> <p><b>Resolved</b> to receive and note</p>
<b>Key questions raised by LAB to leaders</b>	
<b>Actions</b>	

<b>Agenda item No. 14</b>	<b>Aspect:</b>	<b>Educational Visits</b>
<b>Minute</b>	<p>The HT gave a verbal report on Educational Visits.</p> <ul style="list-style-type: none"> <li>- Year 5 and Year 6 Residential Trip to Aberdovey (January 2020)</li> <li>- Year 3 and Year 4 residential Trip to Woodlands (July 2020)</li> </ul> <p>The HT explained the EVOLVE system would be introduced to school for planning visits and residential trips would need external approval via the EVOLVE.</p> <p><b>Resolved</b> to receive and note</p>	
<b>Key questions raised by LAB to leaders</b>	<p>A member enquired whether planned trips would still go ahead although not yet part of the EVOLVE system.</p> <p>The HT replied that planned visits would not be affected and the system was useful and easy to use</p>	
<b>Actions</b>		

<b>Agenda item No. 15</b>	<b>Aspect:</b>	<b>Finance</b>
<b>Minute</b>	<p>The website link to the Academies Financial Handbook updated 2019 was shared for information.</p>	
<b>Key questions</b>		

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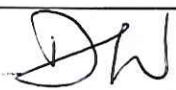


<b>raised by LAB to leaders</b>	
<b>Actions</b>	

<b>Agenda item No. 16</b>	<b>Aspect:</b>	<b>Risk Register Update</b>
<b>Minute</b>	<p>The School Risk Management Register dated October 2018 was circulated for governor review.</p> <p>The HT shared following a meeting with BDMAT, the school risk register would move away from the building risk and more focus on educational risk for pupils. The register would be monitored at an operational level.</p> <p>The current rag rated document would be updated and remain in place until the new system was implemented. A formal review of the Risk Register had been set for November 2019.</p> <p><b>Resolved</b> to receive and note</p>	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

<b>Agenda item No. 17</b>	<b>Aspect:</b>	<b>Policy Reviews</b>
<b>Minute</b>	<p>The following policies were circulated for governor review.</p> <ul style="list-style-type: none"> <li>- Health &amp; Safety Policy 2019</li> <li>- Safeguarding Policy 2019/20</li> </ul> <p><b>Resolved</b> to approve and adopt the above named policies.</p>	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

<b>Agenda item No. 18</b>	<b>Aspect:</b>	<b>Admission Arrangements 2020-21</b>
<b>Minute</b>	<p>The Determined Birmingham School Admissions criteria September 2021 was circulated to governors.</p> <p>The HT explained the school recently took part in a consultation process which took place every 7 years. There were no changes to criteria and it was,</p> <p><b>Resolved</b> to approve the school worked to Birmingham Local Authority admission arrangements.</p>	
<b>Key questions raised by LAB</b>		



<b>to leaders</b>	
<b>Actions</b>	

<b>Agenda item No. 19</b>	<b>Aspect:</b>	<b>Governor Training</b>
<b>Minute</b>	<p>The Chair shared with governors that BDMAT were collating governor requests for training.</p> <p>Following a brief discussion, members agreed sessions on Safeguarding and SEN would be beneficial.</p> <p>The HT added BDMAT Central Hub governor session would take place at the school on Wednesday 9<sup>th</sup> October 2019, 6-8pm.</p>	
<b>Key questions raised by LAB to leaders</b>	The Chair and HT agreed to meet, review the SDP and confirm any further training requests in line with school priorities.	
<b>Actions</b>	Review SDP to inform any further training needs – HT/Chair	

<b>Agenda item No. 20</b>	<b>Aspect:</b>	<b>Any Other Business</b>
<b>Minute</b>	<p>i. <u>Newsletters</u> A member enquired how parents were accessing school newsletters. The HT explained there were no more paper copies printed and parents were sent an alert to inform them the newsletter was available to view on the website.</p> <p>ii. <u>Training Day</u> The HT thanked governors who attended staff training day on 2/9/19. A member added following a challenging year for staff, it was a positive day with all committed to the vision of the school.</p> <p>iii. <u>Social Event</u> The HT shared the governor and staff social event had been cancelled due to low numbers.</p>	
<b>Key questions raised by LAB to leaders</b>	In response to a question, the HT confirmed governors were still able to attend the annual Diocese Conference	
<b>Actions</b>	To circulate a copy of the Vision Statement (had been included on the first newsletter of the academic year) – HT	

<b>Agenda item No. 21</b>	<b>Aspect:</b>	<b>Items for Information</b>
<b>Minute</b>	<p>The following was shared with governors for information;</p> <p>£33.5 million to support schools to improve New funding announced to encourage academy trusts to grow and drive school improvement.</p>	






<b>Key questions raised by LAB to leaders</b>	
<b>Actions</b>	

<b>Agenda item No. 22</b>	<b>Aspect:</b>	<b>Dates of future meetings</b>
<b>Minute</b>	Monday 9 <sup>th</sup> December 2019 at 4.00pm Monday 27 <sup>th</sup> January 2020 at 4.00pm Monday 30 <sup>th</sup> March 2020 at 4.00pm Monday 18 <sup>th</sup> May 2020 at 4.00pm Monday 6 <sup>th</sup> July 2020 at 4.00pm  The Chair referred governors to note the additional meeting dates in January and May.  <i>JH and JB withdraw from the meeting at 5.05pm</i>	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

<b>Agenda item No. 23</b>	<b>Aspect:</b>	<b>Performance Management</b>
<b>Minute</b>	** Confidential Item **	
<b>Key questions raised by LAB to leaders</b>		
<b>Actions</b>		

<b>Actions</b>	<b>Who</b>	<b>When</b>
<i>Item 3/1; LAB to approve elected parent governor</i>	LAB	12/19
<i>Item 9/1; To arrange RE Link visit for autumn term</i>	Rev Eve	09/19
<i>Item 2/1; To circulate NPQH document to governors</i>	Clerk	09/19
<i>Item 7/1; To enquire about possible new member joining the board and feedback</i>	JO	12/19
<i>Item 19/1; Review SDP to inform any further training needs</i>	HT/Chair	12/19
<i>Item 20/1; To circulate a copy of the Vision Statement</i>	HT	09/19

<b>Date and time of next meeting</b>	Monday 9 <sup>th</sup> December 2019 at 4.00pm
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With no further items the Chair thanked everyone for their contributions and closed the meeting at 5.25pm

Chair's Signature .....  ..... Date 9/12/2019