

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

MONDAY 20TH SEPTEMBER 2021 AT 4.00PM

Chair	Mr David Willey	Clerk to board	Ms Naomi Lewis
Present at meeting with voting rights	Name	Role	
	Mrs Paula Burns	Head Teacher	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Ms Husseinatu Gibriel	Parent Governor	
	Mrs Maria Tabone	Staff Governor (Teaching)	
	Ms Helen Cross	Diocesan Governor	
In attendance without voting rights	Name	Role	
	Mrs Jo Shioleftou	Deputy Head Teacher	
Apologies	Mr Alex Waldron	Diocesan Governor	
	Rev Eve Pitts	Diocesan Governor	

Item 1	Welcome and opening prayer
Minute	The Chair welcomed everyone and opened the meeting with a prayer.
Item 2	Apologies
Minute	Apologies accepted from: Mr Waldron and Rev Eve Pitts
Item 3	Review of Declarations of Business and Pecuniary Interests
Minute	The Chair asked whether any member had any new direct, indirect or pecuniary interests. There were no new declarations received.
	Governors were asked to confirm their annual declaration of business and pecuniary interests via Governor Hub.
Item 4	Declarations of interest 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.
Item 5	Minutes of the LAB board meeting on Monday 12th July 2021

Minute	<p>The minutes of the Local Academy Board meeting held on 12th July 2021 having previously been distributed, it was</p> <p>Resolved that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.</p>
Item 6.1	Progress to action points
Minute	It was noted all actions had been completed.
Item 6.2	Other matters arising from the minutes
Minute	There were no other matters arising
Item 7	Report on Chairs' actions
Minute	There were no Chair's action to report.
Item 8	Membership Update
Minute	<p>The clerk highlighted the terms of office for Rev Eve Pitts, Mr Graham Winfield and Ms Helen Cross were due to end on 30/11/2021.</p> <p>All had all expressed an interest to continue their appointment for a further term. It was proposed to reappoint Rev Eve, Mr Winfield and Ms Cross, with no objections and all in favour it was,</p> <p>Resolved to appoint Rev Eve, Mr Winfield and Ms Cross as a Diocesan governor for a further term of four years.</p> <p><u>Parent Vacancy</u> The HT explained the newly appointed parent governor would join the next LAB meeting subject to DBS checks.</p> <p><u>Staff Support Vacancy</u> The HT shared there had been no expressions of interest received from support staff for a position on the LAB. The new AHT, Mr Bhatti, had expressed an interest to join the board. Referring to the BDMAT LAB Handbook 2021/22, it was highlighted that staff governors should not be members of the school's senior leadership team. The HT raised the query with Head of School Support and the CEO was awaiting.</p> <p><u>Diocesan Vacancy</u> Ms Cross agreed to request any expressions of interest from church parishioners and feedback.</p>
Action	To share feedback on LAB vacancies – HT / HC
Item 9a	Confirmation of appointment of the LAB Chair by their Board of Directors.
Minute	<p>The Chair was appointed by the board of directors. Mr Winfield proposed governors accept the appointment of Mr Willey as Chair of the LAB. The proposal was seconded by Ms Cross and with all in favour it was,</p> <p>Resolved to appoint Mr Willey as Chair of the LAB for the academic year 2021/22.</p>
Item 9b	Election of Vice Chair of LAB for the academic year 2021/22
Minute	<p>The Chair nominated Mr Winfield for the election of Vice Chair. The proposal was seconded by Ms Cross and with all in favour it was,</p> <p>Resolved to appoint Mr Winfield as Vice Chair of the LAB for academic year 2021/22.</p>

Item 10a	Link Governor Roles
Minute	<p>After a short discussion the following appointments were made;</p> <ul style="list-style-type: none"> • SEN Governor – Ms Cross • Safeguarding Governor – Mr Willey • Maths and English Governor – Mr Winfield • Pupil Premium Governor - <i>Vacant</i> <p>Resolved to appoint the above named governors for link roles.</p>
Action	To seek any expressions of interest for the role of Pupil Premium Governor – Clerk
Item 10b	Head Teacher Report Link Roles
Minute	<p>After a brief discussion, the following Head Teacher link roles were agreed;</p> <ul style="list-style-type: none"> • Contextual information update – Graham Winfield • Safeguarding – David Willey • Dealing with the COVID-19 at the school – Alex Waldron (Temporary) • Pupil attendance – Helen Cross • Behaviour – Graham Winfield • School's current summary self-evaluation – David Willey • SIAMS – Rev Eve Pitts • Quality of teaching & CPD programme – Graham Winfield • Predictions for 2022 data – Alex Waldron • Risk Register review – David Willey <p>Resolved to appoint the above Head Teacher Report link roles.</p>
Item 11	Receive and discuss the new School Improvement Plan
Minute	<p>The School Improvement Plan September 2021 – July 2022 (Draft) was circulated to governors for information.</p> <p>The HT stated the key areas for development had been discussed with the School Improvement Partner. Key areas for development were as follows:</p> <ul style="list-style-type: none"> • To implement a broad and balanced foundation curriculum, that raises attainment across all foundation subjects <p>The area would be led by Mr Bhatti, AHT. The HT added school had links with ARK schools to drive forward the new curriculum, with continued monitoring of History Geography and Science.</p> <ul style="list-style-type: none"> • Teaching and learning across the school to be at least good <p>It was noted the school had made strides with improved teaching and learning. The HT added school continued to work with Ambition Institute and staff had begun to take part in the Transforming Teaching programme.</p> <ul style="list-style-type: none"> • All subject champions to lead their subject effectively and thereby raise attainment in foundation subjects <p>The AHT would lead on this area and support with upskilling staff.</p> <ul style="list-style-type: none"> • To embed the maths curriculum leading to raised standards and accelerated progress across the school. <p>The HT shared school had moved forward and was now looking to embed learning.</p>

	<ul style="list-style-type: none"> To embed structures introduced in reading and writing to accelerate progress and raise standards. Further strengthen the Christian ethos of the school, leading to being judged as 'good' at our SIAMS inspection <p>It was highlighted that there were some delays to the SIAMS inspection schedule due to the pandemic. School continued to maintain a strong Christian ethos.</p> <p>Resolved to receive the School Improvement Plan.</p>
Questions raised by members of the board	<p>A governor referred to 'the new foundation curriculum not tailored to the diversity of our cohort.' The HT explained the school population was very diverse with up to 39 languages spoken. School leaders were committed to meeting the challenges presented and adapting the curriculum to meet the needs of all pupils. The school would also look at opportunities to link with other schools.</p> <p>A governor noted the reference to lessons and suggested they be described as 'learning experiences'. The HT clarified the reference to lessons was a sequence of lessons, where pupils build knowledge and skills.</p> <p>A governor asked if there was sufficient cover for PPA time. The HT replied a TA now had HTLA status and would cover PPA afternoons. The DHT would also support and cover management release</p> <p>A governor queried whether the SIP addressed all of the Ofsted recommendations to move the school to GOOD. The HT responded there was a huge focus on the curriculum as well as teaching and learning and English and maths which were all identified as areas for improvement by Ofsted. Subject leads would also have deep dives with inspectors.</p> <p>Mr Winfield agreed to arrange a meeting with the AHT and Maths and English subject leads.</p>
Item 12	Progress on TASC actions
Minute	<p>TASC judgements and actions dated 16/07/2021 was shared with governors in advance of the meeting.</p> <p>The Chair explained the purpose of TASC meetings was to address how the MAT could support the school's move towards a GOOD Ofsted rating. BDMAT had requested the latest TASC report to be shared with LAB however governors were to be mindful the report could contain some sensitive information about staff.</p> <p>Resolved to receive and note.</p>
Item 13	Safeguarding training update for LAB governors
Minute	<p>Keeping Children Safe in Education updated for September 2021 and the Safeguarding Report 20/21 was shared with governors.</p> <p>It was a requirement for all governors to confirm they had read and understood part one and two as part of their governor role.</p> <p>The Chair drew particular attention to the following areas of concern: Sexual abuse, bullying, cyber bullying, exploitation, mental health, peer on peer abuse, contextual safeguarding and safer recruitment</p> <p>Governors were also directed to review the DfE Safeguarding children and safer recruitment in education document for further information.</p>



	<p>It was also a requirement for all governors to undertake annual online Safeguarding training. The link to complete the training to be circulated via email. The HT requested once completed governors forward their certificates for file.</p> <p>Resolved to receive and note.</p>
Questions raised by members of the board	<p>A governor enquired whether external agencies were held accountable for their responsibility to safeguard pupils.</p> <p>The HT shared external agencies were also subject to the scrutiny of Ofsted inspections. Governors were assured that staff in school were committed to fight for the best support for pupils and communication logs were maintained in school.</p> <p>A member referred to the 34 pupils reported as vulnerable on the Safeguarding Report and asked what kind of concerns had been raised.</p> <p>The HT clarified these were pupils known to social services or domestic violence had been reported in the household. Operation Compass in Birmingham would inform the school the child attends of any known domestic violence incidents or sometime the disclosure could come from the child themselves. The HT added other concerns for pupils were experiences of homelessness, housing issues or inappropriate physical chastisement. It was also noted that due to the nature of some SEN needs, pupils could be considered vulnerable.</p>
Actions	<p>To confirm part one and two of Keeping Children safe in Education has been read and understood via Governor Hub – All</p>

Item 14	Financial probity
Minute	<p>New Academies Trust Handbook updated for September 2021 and the BDMAT Code of Practice for LAB governors were circulated in advance.</p> <p>Resolved to receive the BDMAT Code of Practice for LAB governors.</p>
Questions raised by members of the board	<p>Referring to Stakeholder and community engagement, a member shared as part of a diverse community, Holy Trinity had the opportunity to engage with neighbouring schools and share experiences. The Chair welcomed suggestions on how the school approach increased engagement locally.</p>

Item 15	Review the school's Sport Premium statement for 2020/21 and examine proposed spending for 2021/22
Minute	<p>The Sports Premium 2020/21 Report and Sports Premium 2021/22 Report were both circulated.</p> <p>The HT explained Sports Premium funding was received centrally before being awarded to individual schools. A sports apprentice had been appointed at the school who would work throughout the academic year and deliver some PE sessions with pupils. The funding would also cover the costs for a teaching assistant who was also a Hub PE leader.</p> <p>The HT continued, BDMAT was looking to introduce interschool competitions within the Trust.</p> <p>It was noted that some funding had been carried over from the previous year. The HT shared Albion Foundation attended school to deliver activities to Year 5 pupils and offered lunchtime and after school club sessions.</p> <p>Resolved to receive the Sports Premium 2020/21 Report and Sports Premium 2021/22 Report.</p>
Questions raised by members	<p>A member enquired about the Trim Trail. It was confirmed the trail was part of an outdoor project 10-12 years but was deemed unsafe and had been removed.</p>



of the board	
Item 16	Review the school's Catch-Up Premium statement for 2020/21 and examine proposed spending for 2021/22
Minute	<p>The Covid 19 Catch Up Spending Report updated March 2021 was shared with governors.</p> <p>The HT reminded governors that school had sought the services of the National Tutoring programme and every pupil had in Year 1 – 5 had received dedicated time with a tutor. The feedback had been positive.</p> <p>The HT would be meeting with Ms Dhariwal, School Finance Partner to review the plans for the current academic year. It was a requirement that the Catch-Up Premium Statement was uploaded to the school website by 31.12.21.</p> <p>Governors agreed to review the document at the next LAB meeting.</p> <p>Resolved to receive the Covid 19 Catch Up Spending Report.</p>
Item 17	Policy Reviews
Minute	<p>The following policies were circulated in advance of the meeting;</p> <ul style="list-style-type: none"> • Health and safety (school-based policy at this point) • Safeguarding (New 21-22 policy from local safeguarding board) • Behaviour Policy in light of KCSIE 2021 amendments • Staff Code of Conduct in light of KCSIE 2021 amendments DRAFT (to be approved by Board) • Online Safety in light of KCSIE 2021 amendments <p>The Chair proposed adoption of the Staff Code of Conduct, seconded by Mr Winfield.</p> <p>Resolved to adopt all above named policies.</p>
Item 18	Admissions
Minute	<p>The following was circulated to governors: BDMAT Model Admissions Policy for academic year 2023-2024, the Academy Supplementary Information Form and the Admissions Criteria.</p> <p>The HT clarified the main updates referred to overseas pupils who had been in care and would now have greater priority for a place at school. There was also an amendment to the nursery class admissions.</p> <p>Referring to the admissions criteria for 2022/23, it was noted the HT and Chair had attended a briefing during the summer and some of the criteria had changed. The HT explained the MAT Policy would be presented to the Local Authority for consultation.</p> <p>Governors were assured that the ;</p> <p>A) Update BDMAT 2023-2024 Model Admissions policy matched school processes.</p> <p>B) Update 2021-2022 in year criteria document would be returned to Local Authority by 01/10/21 and placed on school website by 31/10/21</p> <p>Resolved to receive and note.</p>
Item 19	Governor training
Minute	All governors were in attendance for the CEO Briefing in Summer term.

	The Chair encouraged governors to share any training requests for consideration.
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Item 20	Items for Information
Minute	The BDMAT Local Academy Board Handbook was circulated for information.

Item 21	Any Other Business
Minute	<p>i. <u>Christian Distinctiveness Visit</u> There was no report as yet</p> <p>ii. <u>SEN meeting</u> Ms Cross had attended a meeting with Faye Russell, SEN Consultant for the MAT</p> <p>The HT reported volunteer were now welcome to attend reading sessions with pupils.</p> <p>iii. <u>Reception Numbers</u> The HT confirmed there were 14 pupils in reception class.</p> <p>iv. <u>School Lettings</u> An independent nursery had secured a 2 year lease to rent the nursery unit from September 2021. The Chair asked the HT to confirm with BDMAT that, with Safeguarding in mind, staff running the nursery were able to continue using School facilities. It was noted that all Nursery staff had been DBS checked by their employer.</p> <p>v. <u>Holy Trinity – 50 Years</u> The HT shared that Holy Trinity was celebrating 50 years this year. It was hoped that staff and pupils could take part in various activities throughout the year including a service of thanksgiving in November and a family Picnic in the Summer.</p>

Item 22	Dates of future meetings
Minute	<p>The dates and time of the next meeting was confirmed as</p> <ul style="list-style-type: none"> Monday 6th December 2021 at 4.00pm

Item 23	Closing prayer
Minute	The Chair thanked all members for their contributions and closed the meeting in prayer.

The Chair thanked everyone for their contributions and closed the meeting closed at 5.20pm

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 8	8/1	To share feedback on LAB vacancies	HT / HC	
Item 10a	10/1	To seek any expressions of interest for the role of Pupil Premium Governor	Clerk	
Item 13	13/1	To confirm part one and two of Keeping Children safe in Education has been read and understood via Governor Hub	All	

Chair.
6/12/2021.

