

MINUTES OF A VIRTUAL MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 6TH DECEMBER 2021 AT 4.00PM

Chair	Mr David Willey	Clerk to board	Mrs Claire Lockey
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	
	Mrs Jo Shioleftou	Deputy Headteacher	
In attendance without voting rights	Name	Role	
	Mr Rajan Bhatti	Assistant 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	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 4	Minutes of the LAB board meeting on Monday 20 September 2021
Minute	<p>The minutes of the Local Academy Board meeting held on 20 September 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 5	Progress to action points
Minute	<p>Governors reviewed the action points from the previous meeting held on 20 September 2021.</p> <p><u>Item 8: To share feedback on the LAB vacancies</u> The HT informed governors a parent had expressed an interest in the parent governor vacancy.</p>

Action	The HT reported there had been no progress from Birmingham Diocese in relation to the Foundation Governor vacancy. Ms Cross had contacted Rev. Eve who had advised there may be an interested person.
Action	<u>Item 10a: To seek any expressions of interest for the role of Pupil Premium Governor</u> The HT agreed to approach Mr Waldron to enquire if he would be interested in the role.
Action	<u>Item 13: To confirm part one and two of Keeping Children safe in Education has been read and understood via Governor Hub</u> The Governance Professional agreed to carry out an audit of GovernorHub to ensure this action had been completed and follow up with Governors directly, where outstanding.

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	School Risk Register Update
Minute	A copy had been circulated in advance, which governors had reviewed. There were no changes to report since the previous meeting.

Item 9	Headteachers Report
Minute	<p>A copy had been circulated in advance, which governors had reviewed.</p> <p>The HT informed governors since submitting her report the BDMAT Safeguarding Review had taken place and highlighted 3 indicators following the review, 2 of which had been addressed today (in relation to the policies) and the final indicator would be addressed by the end of this week, in relation to the Safeguarding Form for Club lettings.</p>
Questions raised by members of the board	<p>Mr Winfield raised following his school visit on Friday he had spoken to a staff member and queried if there were any particular difficulties with the Yr3 class. The HT advised NQTs had changed to ECT and last term a staff member who was in the class had completed their PCG qualification. They had found it a massive step from training to becoming a full time Teacher. This had impacted greatly, on their mental health. The member of staff had raised their concerns and queried the process of leaving and due to being in their probation period they could leave with immediate effect. Several support strategies, mentoring and coaching had been provided however they found the role was not suitable for them. Thus, the member of staff had left on 12 November and a supply teacher had covered the role. An ECT member of staff had commenced today, to cover the role.</p> <p>Ms Cross raised having reviewed the attendance figures, they looked good and highlighted the number of days loss (33) due to holidays. The Headteacher explained when the children returned in September, some pupils had not returned due to being overseas and a family of 3 had gone on holiday for 3 weeks. It was noted holiday requests were not authorised.</p> <p>A governor echoed the pupil attendance was good with the exception of SEN pupils down to 7.8%. The Headteacher confirmed 2 children in particular had impacted attendance figures and the family mentioned above had unauthorised holiday leave. The Yr2 pupil attendance had been hit and miss, which was not COVID related. Mrs Tabone echoed this and stated the percentage was high due to both siblings were on the SEN Register, which had increased the absences significantly.</p>

	<p>A governor queried section 1 commenting it appears there had been a 10% decrease of pupils on roll and enquired if this was affected by the deducted birth rate. The HT confirmed the majority of the reduction of pupils was due to the declining birth rate since the Reception class had 16 pupils for this academic year. Also, there had been quite a few families who had moved out of the area. There was a decline in the birth rate and the LA was consulting with schools to consider reducing their PAN.</p> <p>Mr Winfield commented he was in school this morning and had spoken to a parent in the Nursery area and was thrilled to hear; whilst the Handsworth Day Care had moved children continue to come to the school.</p> <p>A governor queried section 2 where there was a number of amber flags on the Safeguarding Audit and clarified if this was what the HT had referred to as above. The HT confirmed as of this evening, the policies would be addressed and there would be 1 issue remaining. There would be no amber flags by the end of the week.</p> <p>A governor queried section 6 in relation to the quality of education, early years and overall effectiveness all of which were self-evaluated as 'Requires Improvement' and enquired if all matters would be 'good' by the end of the Spring term and would Ofsted likely be satisfied; should there be an early inspection. The HT explained the support within Early Years had altered by Mr Bhatti being part of the Senior Leadership Team with extensive Early Years' experience who had been working closely with the Early Years Teacher to provide coaching, which had impacted significantly.</p> <p>Mr Bhatti added he felt a lot of progress had been made. The HT confirmed the school were still receiving support from the BDMAT. The Quality of Education 'Requires Improvement' would be discussed as part of the schools' curriculum agenda item 11 in relation to the strengths and weaknesses. There was potential to be a 'Good' School by the end of the Spring term. Six schools had recently been inspected across the Trust and some had moved from 'Requires Improvement' to 'Good' schools.</p> <p>A governor queried section 9 relating to the Risk Register Review, in particular staff recruitment and enquired if the school were receiving appropriate support in relation to the finance and expertise with recruitment panels. The HT confirmed the teacher positions had recently been recruited to, herself and Mrs Shioleftou also had the relevant finance and recruitment expertise.</p> <p>A governor queried the curriculum and the involvement of the ARK, clarifying if the ARK curriculum was likely to be considered by Ofsted as being a broad and balanced curriculum. The HT explained the ARK resource was part of the curriculum for history, geography and science and meets all the national curriculum requirements, which was challenging and rich for children. The topics were very diverse.</p> <p>Mr Winfield commented the school deliver JIGSAW (PHSE resources) which he found to be an extremely good resource and was pleased to see that the school were using this.</p> <p><i>There were no further questions.</i></p>
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Item 10	Progress to date in achieving the aims and success criteria in the School Improvement Plan and TASC Report
Minute	<p>A copy had been circulated in advance, which governors had reviewed. The HT referred to the SIP highlighting the salient points:</p> <p>During the pandemic there had been challenges and recently several staff absences not COVID related. As of today, 3 Senior Leaders were working with 1 child and staffing had been impacted by absences greatly.</p>



<p>Questions raised by members of the board</p>	<p>The Foundation Subjects 'Intent' were clearly in place and each subject had an intent as well as working on the implementation. Since Mr Bhatti's appointment this had increased the staffing capacity to move and drive English forward with supporting staff in terms of planning. Mr Bhatti had also met with staff regularly where any issues had been identified. It was evident that English was moving forward and all staff had taken on board the critique.</p> <p>The Maths Leader was due to leave at the end of the team and a new Maths Leader to commence in January 2022.</p> <p>The Teaching and Learning Consultant had completed a handover with Judy and would provide support to the Maths leaders.</p> <p>The Middle Leadership 'Requires Improvement' and there was an option to add two additional training days, which the school had opted to do on the 6 and 7 January 2022 to support the development of Subject Champions.</p> <p>As part of Teaching and Learning, the HT, Mrs Shioleftou and Mr Bhatti were coaching staff, which had already had a significant impact across the school.</p> <p>The Chair commented the SIP fits in with the TASC Report, of which a copy had been circulated in advance. As part of the curriculum there was a requirement to embed the TASC for SEN pupils to support their progress and queried if the school were well developed for this. The HT stated under Section 11 of the report included comments. The curriculum currently does not fully support SEN pupils and a meeting had been arranged within the MAT as part of the ARK trial. Mrs Shioleftou informed governors that she had attended the meeting and as part of the development for the curriculum, it was hoped her comments would be taken on board, to review the resources for SEN children to access reading. Furthermore, the workbooks would be adapted after Christmas for two Year Groups to see if this would have an impact.</p> <p>A governor enquired if there had been any specific progress in relation to history and geography middle leadership. The HT confirmed Emma would lead on history only and a new Yr6 Teacher had experience of leading on geography who would take on this responsibility. The Trusts School Improvement Partner had also worked closely with Emma and visited the school to provide support. As part of the review last week, a request to review history and was progressing.</p> <p>A governor raised the Phonics data and whether the Trust was looking to advise on the reasons why some pupils had not met the expected standards. The HT stated this was known as part of the predictions. Yr3 was currently undertaking their Phonics test this week and those pupils predicted who would not achieve this were quite a way off and may not pass the phonics test. The SEN children who had been absent (2 of which had an EHCP) may potentially pass their phonics test and 1 pupil would not pass. It was noted several children may not pass their phonics test and 1 child to be considered to be added to the SEN Register. A case study would be carried out.</p> <p><i>There were no further questions.</i></p>
<p>Item 11</p>	<p>Report from HT on strengths and developments</p>
<p>Minute</p>	<p>The HT reported a Curriculum Review took place last Thursday across all MAT schools, which was led by 2 Headteachers within the Trust, both of which had been through positive Ofsted Inspections. The outcomes of the review were as follows:</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> • Knowledge and rich curriculum specific for geography, history and science. • Staff were supported across the board for all subjects and support mechanisms in place for subject areas.

	<ul style="list-style-type: none"> • The ARK resource for history and geography and PAL resource for DT, Art and Computing with how to videos. • The National Curriculum was covered across the board. • The children were retaining the knowledge and throughout a lesson, children speak positively and it was evident children really enjoy the curriculum. <p><u>Developments</u></p> <ul style="list-style-type: none"> • The implementation of the curriculum and the ARK curriculum had workbooks and had been used for history, geography and science. • Yr2 and Yr5 to be trialled where they had not used workbooks and a massive amount of content, to be adapted and would be cut and pasted, specify parts of the lessons must be included within the children's books. • Catering was working well and requested staff to not print all workbooks. • Geography books had not been looked at. • Year Groups to be adapted for SEN. <p>The ARK Curriculum was a very knowledge base resource but not necessarily skilled, thus other areas of knowledge to be developed of the curriculum and tailored for the children's needs to represent the diverse community. This work had commenced where Mr Bhatti had written the Early Years Curriculum that reflects the skills and experience of children.</p> <p>Mr Winfield commented he was very pleased to hear comments about Art where children had known about the subject, the balance was great which had been addressed and lovely to see that children were experiencing Art. In response, the HT felt there was more evidence of Art and Design Technology being carried out. Mr Winfield said he had seen some excellent and interesting Art work throughout the school corridors during his recent school visit.</p> <p><i>There were no further questions.</i></p>
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Item 12	Update for the LAB on use of COVID catch-up funds and the continued Headteacher impact of the virus
Minute	<p><u>Continued impact of the virus</u></p> <p>The HT reported since September there had been 1 confirmed COVID case and some children had been absent daily due to being tested, therefore parents were being vigilant by ensuring children were tested. This was a different picture across the Trust and tends to be more leafy areas which had been hit hard.</p> <p>The school had introduced mask wearing across the staff team and a key stage workshop would be held rather than a whole school. A Christmas nativity would not be held this year and each class to learn a song and tell part of the story, which would be videoed and shared with parents.</p> <p><u>COVID Catch Up Funding</u> School Led Tutoring: £10,500 allocated. Recovery Premium: £13,775 allocated. COVID catch up funding remained from the previous financial year: £6,000.</p> <p>The School Led Tutoring programme had a specific remit for spending the money. A new Yr1 Teacher to commence in January 2022 to work 3 days per week and a supply teacher in Yr1 to work 2 days teaching and 3 days on COVID catch-up work as well as lead on the School Led Tutoring with effect from January.</p> <p>The Chair expressed his thanks to the HT and staff for supporting pupils with COVID catch up.</p>

Item 13	Policies for Review
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Minute	<p>The following policies had been circulated in advance, which were reviewed.</p> <p><u>First Aid Policy</u></p> <p>The HT highlighted the First Aid Policy and requested some thoughts on the wording. The school use an online recording system, which was reviewed regularly. The level of information was shared with parents however the school do not traditionally send home a slip for every minor bump and accident. Also, a bumped head letter would be sent home if a child had any head injury or bump. If a child had a noticeable injury i.e. banged elbow and no mark, a compress would be applied and no slip would be sent home. The school would either speak to parents at the end of the day or by telephone.</p> <p><u>The Chair queried if there was any guidance from DfE or City Council on this subject.</u> The HT confirmed there was no guidance and was discussed as part of the Safeguarding Review. it was up to the school to decide and include in the policy.</p> <ul style="list-style-type: none"> a. Accessibility b. EYFS c. English d. First Aid e. Induction of new staff f. Intimate Care g. Medicine Administration h. Safer Recruitment i. SEN j. Single Equality k. Safeguarding (<i>updated since previous approval</i>) l. Violence and aggression to staff m. Phonics and Early Reading <p>Following a discussion, it was</p>
Action	<p>Resolved to receive and accept all of the above policies with the exception of the First Aid policy subject to review/research and governors to feedback to the HT by the end of week.</p>
Item 14	Governors to set dates and foci for their learning walks for the year
Minute	<p><u>The Chair stated the focus of Governors School Learning Walks should be part of Governor Link roles.</u> The HT confirmed Mr Bhatti was the new English Lead and the Maths Lead would commence in January.</p> <p><u>Planned School Visits</u></p> <p>Ms Cross - Monday 17 January (am)</p> <p>Chair - 8 February (am) to focus specifically on Safeguarding and also review the SCR.</p>
Item 15	Risk Register Review (in light of discussions this evening)
Minute	<p>A copy had been circulated in advance, which governors had reviewed. Governors agreed there would be no change to the Risk Register.</p> <p><i>The Chair requested a change in the agenda and referred to agenda item 17.</i></p>
Item 16	Items for Information

Minute	<p><u>School Support Bulletin (12 November 2021) and (26 November 2021)</u></p> <p>A copy had been circulated in advance. The Governance Professional drew governor's attention to the latest School Support Bulletin(s) and highlighted the instrument of governance/constitution of the Governor Board to be reviewed.</p> <p><u>The Chair explained he had emailed his availability in regards to meeting to discuss the instrument of governance and was waiting a reply.</u></p> <p><u>Handling Complaints Training materials</u></p> <p>A copy had been circulated in advance, for governor's information.</p>
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Item 17	Any Other Business
Minute	<p>Ms Cross thanked the HT and the school for their ongoing support to the Church.</p> <p><u>The Chair stated he hoped to visit the school prior to Christmas and if this was not possible, he wished all staff members a happy and peaceful Christmas. Also, he expressed thanks to the school for what they had done to support pupils and thanks to be passed onto all staff members on behalf of the LAB. Staff to be congratulated for all their efforts this year.</u></p> <p><i>There was a confidential minute.</i></p>

Item 18	Dates of future meetings
Minute	<p>The date and time of the next meeting was confirmed:</p> <ul style="list-style-type: none"> Monday 7 February 2022 at 4.00pm (to be held virtually)
Item 19	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 17.29pm

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 5	6.1	An update in regards to LAB vacancies.	HT / HC	
Item 5	6.1	To approach Mr Waldron to enquire if he would be interested in Pupil Premium Governor role.	HT	
Item 5	6.1	To confirm part one and two of Keeping Children safe in Education has been read and understood via Governor Hub.	All/Clerk	ASAP
Item 13	13	Comments to be sent to the HT regarding the First Aid policy.	All	10.12.21

D. G. Chew
7/2/2022

