

# Holy Trinity C.E. Primary Academy

## Minutes from the Local Academy Board meeting held on Monday 4<sup>th</sup> February 2019 at 4.00pm

**Present:** Mr David Willey (Chair)  
Mrs Paula Burns (HT)  
Mr John Burke, Staff Governor (JB)  
Mrs Janet Hutchinson, Staff Governor (JH)  
Ms Helen Cross (HC)  
Mr Graham Winfield (GW)  
Rev Eve Pitts (EP)  
Ms Stephanie Walker (SW)  
Mrs Lin Street (LS)

**Apologies:** Mrs Jacqui Page, Deputy Head Teacher (DHT)  
Mr Joshua Oki (JO)  
Mrs Arwinder Kaur, Business Manager (AK)

**In attendance:** Ms Naomi Lewis, Clerk (NL)

### **LAB01/19 Opening Prayer**

Mrs Street opened the meeting with a prayer

### **LAB02/19 Welcome and Apologies**

The Chair welcomed everyone to the meeting, with a special welcome back extended to Mrs Street. Apologies were received and accepted from Mrs Page, Mrs Kaur and Mr Oki.

### **LAB03/19 Declaration of Business Interests and any Conflicts of Interests**

There were no other expressions of direct or indirect pecuniary interests declared.

### **LAB04/19 Minutes from the previous meeting held on 10<sup>th</sup> December 2018**

The minutes of the Full Governing Body meeting held on 10<sup>th</sup> December 2018 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.

### **LAB05/19 Matters arising from the minutes of the previous meeting held on 10<sup>th</sup> December 2018**

FGB 48/18 (b) - Parent Governor Vacancy; was an agenda item.

FGB 64/18 – Budget Plan; the Chair referred to the school staffing costs and stated although the school submitted a balanced budget for 2018-19, the BDMAT would review the budget for 2019-20 and staffing costs would continue to be monitored.

*EP joined the meeting at 4.05pm*

A member asked if there had been any updates on the nursery unit leasing enquiry. The HT responded that the school were still waiting for feedback from the Day Care Provider.

A member enquired how governors could access all the Policies the school held. The Chair added that policies for review were presented to governors for approval. The HT agreed to publish school policies via BGfL 365 portal for governor information.

**ACTION – AK**

#### **LAB06/19 Committee Meetings Feedback**

- **Facilities Committee meeting** held on 14<sup>th</sup> January 2019

The minutes for the Facilities committee meeting had been previously circulated for governor's information. The Chair highlighted that 2 CIF Bids had been submitted; i) Replacement of fire doors in school and ii) Kitchen block structural repairs.

- **Achievements, Standards and Improvements** arranged for 24<sup>th</sup> January 2019.

The committee meeting was cancelled due to the Ofsted visit.

- **Finance, Staffing and Audit** held on 30<sup>th</sup> January 2019

The HT gave a verbal update and highlighted to governors the school finance was now managed through BDMAT via the Hoge100 financial system. The Chair and HT would attend TASC meetings where budgets would feature.

A member enquired how the Board would be informed of the financial status of the school. The HT explained that the Chair would feedback to governors from TASC meetings at Local Academy Board meetings. Members were also advised the BDMAT Finance Officer had been into school and set the budget.

*GW joined the meeting at 4.15pm*

It was noted that the school finance system had changed to Hoge100. School orders were processed and managed through BDMAT central finance team.

A member enquired whether the segregation of duties would make processes easier for the school.

The HT responded there would be reduced financial responsibility with one less process for the school to manage.

Members were informed the BDMAT Finance and Credit Card Policy had been received and adopted by the school.

**Resolved** to receive and note

#### **LAB07/19 Ofsted Update**

The Chair referred to the recent Ofsted monitoring visit. The HT informed the Board the draft report had not yet been received.

Members discussed the feedback they had received from the Ofsted Inspector and noted the small development points.

The HT referred governors to the Ofsted consultation on the proposed education framework for September 2019 and encouraged members to have their say. The HT agreed to share the findings of the recent inspection with governors and parents once the report was available.

In response to a member question about the staff response to the inspection and how new staff had settled in to the school environment,

The HT shared that new staff had established themselves within the team and one to one meetings were taking place with staff who had requested them.

A member asked if parents had questions about the recent Ofsted visit.

The HT stated that parents had been supportive of the school through the process and the Diocese would assist in responding to any parent concerns.

#### **LAB08/19 BDMAT Update**

The Chair shared with governors a draft document of delegation listing what BDMAT considered the responsibilities of the now Local Academy Board.

The HT added the BDMAT had sourced a DHT as a secondment post for 5 days a week. BDMAT were subsidising the costs for the school and Jo Shioleftou would be in post as DHT for the foreseeable future.

The Chair stated the support received from BDMAT and during Ofsted had been invaluable for the school.

**LAB09/19 School Improvement Plan**

The School Improvement Plan January – April 2019 had been previously circulated to governors. The HT highlighted the SIP had been revised for the Spring term. The SIA from the Diocese would continue to work with the school until Easter when the BDMAT SIA would then support.

A member queried the rag rated status of actions.

The HT replied the rag rated was commonly used. As it was the start of the term some actions were shown as red however the report would be updated to show developments for the next LAB meeting.

*Resolved* to receive and note.

**LAB10/19 Risk Register**

The Annual Risk Management Register was circulated to governors in advance of the meeting. It was highlighted that the current report had included GDPR and the main risks were noted as funding and budget pressures. With no questions it was

*Resolved* to approve the Risk Register.

**LAB11/19 Review of Policies**

The Safeguarding Policy updated for Birmingham January 2019 was circulated for governor's information.

*Resolved* to approve and adopt the Safeguarding Policy.

**LAB12/19 Parent Governor Vacancy Update**

The HT informed governors that school had received one written statement for the parent governor vacancy. Governors would be updated once the other statement was received.

**LAB13/19 Birmingham Update S & GS**

There were no updates from Birmingham S & GS.

**LAB14/19 Any Other Business**

- a. SW thanked all school staff for all the hard work in school.
- b. EP updated the board on the building work being carried out at the church via Heritage Lottery Fund. EP hoped the school would be able to attend for Easter services.

- c. GW shared with governors the recent visit to Woodlands with year 5. GW witnessed a great atmosphere and learning and thanked the staff for their input and hard work in creating lasting memories for the children.
- d. HT gave a special thanks to GW for the donation of Christmas decorations.
- e. Governors agreed to send flowers to Mrs Page.

**ACTION – Chair**

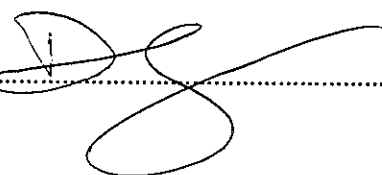
**LAB15/19 Date and time of next meeting**

The next meeting would take place on Monday 20<sup>th</sup> May 2019 at 4.00pm.

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*With there being no further items of business, the Chair thanked everyone for their attendance and valuable contributions and closed the meeting at 5.15pm*

<b>ACTIONS AGREED</b>		
<b>AP1</b>	<i>LAB05/19: Publish school policies via BGfL 365 for governor information</i>	<i>AK</i>
<b>AP2</b>	<i>LAB14/19: To purchase flowers for Mrs Page</i>	<i>Chair</i>

Chair Signature:  Date: *8 July 2019*