

MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 12TH JULY 2021 AT 4.00PM

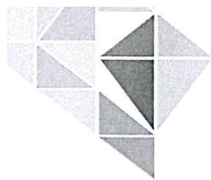
Chair	Mr David Willey	Clerk to board	Ms Naomi Lewis
Present at meeting with voting rights	Name	Role	
	Mrs Paula Burns	Head Teacher	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Mrs Anne Belcher	Staff Governor (Support)	
	Ms Husseinatu Gibriel	Parent Governor	
	Mrs Maria Tabone	Staff Governor (Teaching)	
	Ms Helen Cross	Diocesan Governor	
	Rev Eve Pitts	Diocesan Governor	
	Mr Alex Waldron	Diocesan Governor	
In attendance without voting rights	Name	Role	
	Mrs Jo Shioleftou	Deputy Head Teacher	
	Ms Gurpreet Dhariwal (<i>in part</i>)	School Finance Partner	
Apologies	N/A		

Item 1	Welcome and opening prayer
Minute	The Chair welcomed everyone and Rev Eve opened the meeting with a prayer. A warm welcome was extended to Gurpreet Dhariwal, School Finance Officer.

Item 2	Apologies
Minute	Apologies accepted from: There were no apologies received as all members were in attendance.

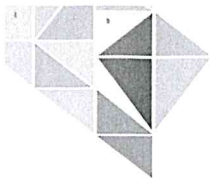
Item 3	Finance Update
Minute	<p>The Management Accounts for April had been uploaded to Governor Hub for information. GD shared the document on the screen and highlighted the following to governors;</p> <p><u>Surplus/Deficit</u></p> <ul style="list-style-type: none"> Annual forecast was currently £21.8k which was favourable to budget Year To Date (YTD). The forecast included adjustments to staffing, CRISP funding, catering adjustments and prior year rates relief that were unbudgeted. School had also received a FSM supplementary grant totalling £11,250. <p><u>Income</u></p>

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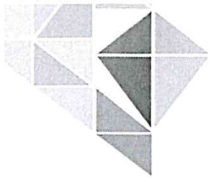
	<ul style="list-style-type: none">YTD income was reported as £24.9k favourable to budget due the FSM grant, prior year rates relief, unbudgeted CRISP funding for two pupils and increased Pupil Premium funding. <p><u>Staffing</u></p> <ul style="list-style-type: none">The staffing forecast was reported as £0.2k adverse to budget, mainly due to the unbudgeted SEN Teaching Assistant and replacement of a teacher at Leadership scale. This was offset by savings in the pastoral manager position, increment savings and agency cover savings.It was noted the Secondment position was due to end at the end of July. <p><u>Other Expenditure</u></p> <ul style="list-style-type: none">Subject resources were reported £9k favourable to budget, this was due to timing of spend.Utility costs were £2.4k favourable based on invoices received.Curriculum enrichment costs were £3.5k favourable with savings due to no trips taking place. <p><u>Catering</u></p> <ul style="list-style-type: none">The Catering position was £6.9k adverse to budget, mainly due to the national lockdown. <p><u>Other</u></p> <ul style="list-style-type: none">Pupil numbers were currently 9 less than funded pupil numbers. The school was currently 87% full. <p>The Final Budget to be shared with governors once finalised by BDMAT Central Team.</p>
Questions raised by members of the board	<p><i>Referring to the forecasted surplus of just under £22k, a member asked if the savings were due to the current staffing vacancies.</i> GD confirmed staffing changes had created some budget savings and included the Pastoral Manager post.</p> <p><i>A member enquired where budget savings were allocated.</i> GD clarified savings went back to BDMAT Central and assured governors if the school was in a deficit position funds would be taken from central reserves as financial support.</p> <p><i>Following a question about whether Covid19 had helped school to save some money,</i> GD stated school had made some savings to catering and trips however staffing costs were unpredictable.</p> <p><i>A member asked if school reviewed agency costs for the most competitive prices.</i> It was confirmed agency cover was managed by schools individually. The HT explained, with budgets so tight, school always tried to source the best prices. More recently due to national restrictions, school had tried to cover in-house where possible.</p> <p><i>A member asked where school leaders had control of how the funding was spent.</i> GD explained, school had control of how educational resources and staffing cost were allocated. IT costs were non-negotiable and agreed via the Central Team.</p> <p><i>With no further questions, GD was thanked for the report and withdrew from the meeting at 4.15pm</i></p>
Item 4	Review of Declarations of Business and Pecuniary Interests
Minute	<p>The Chair asked whether any member had any new direct, indirect or pecuniary interests.</p> <p>The HT shared she was now a governor at Regis Academy.</p>

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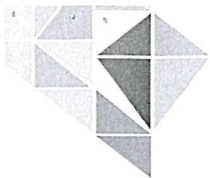


Action	New declaration to be updated on Governor Hub and Business Interest Matrix. – Clerk
Item 5	Declarations of interest for specific matters on this agenda
Minute	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.
Item 6	Minutes of the LAB board meeting on Monday 17th May 2021
Minute	<p>The minutes of the Local Academy Board meeting held on 17th May 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 7.1	Progress to action points
Minute	<p>Item 6.1 5/1 Parent governor vacancy recruitment process The HT updated governors that a parent had expressed an interest to join the board although the closing date for applications had passed. Governors agreed to move forward with the recruitment process to appoint the parent governor.</p> <p>Item 15 15/1 To liaise with the Diocese about a possible governor vacancy Ongoing.</p> <p>Item 10 10/1 Risk register Update The Risk Register had been updated with a Safeguarding Section.</p> <p>Referring to Behaviour and Development, a member suggested the board appointed a link governor for Maths and English. Governors agreed to review link roles at the first meeting of the new academic year.</p> <p>All other actions were completed.</p>
Action	To add link governor roles to the September meeting agenda – Clerk
Item 7.2	Other matters arising from the minutes
Minute	There were no other matters arising
Item 8	Report on Chairs' actions
Minute	<p>The Chair reported action had been taken to close the Year 3 bubble due to a positive Covid19 case.</p> <p>Resolved to accept the Chairs action as reported.</p>
Item 9	School risk register update
Minute	<p>A Copy of School Risk register updated for Summer term was circulated in advance.</p> <p>The HT informed governors the document had been updated with a Safeguarding Section as requested.</p> <p>Resolved to receive and note.</p>

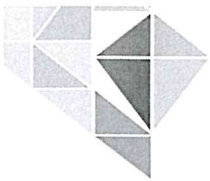
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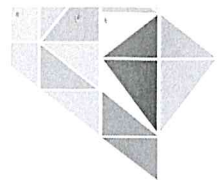
<p>Questions raised by members of the board</p>	<p><i>A member referred to the Requires Improvement Ofsted judgement and stated this may present a potential risk to growth of pupil numbers with neighbouring schools graded Good. The member queried whether this should be highlighted on the Risk Register.</i> The HT shared there were a number of elements which could lead to the school not graded as Good at next Ofsted inspection. These elements were considered on the Risk Register and included staff retention, curriculum and strategic direction.</p> <p><i>The Chair stated the Curriculum Statement provided a clear vision for improvement and asked if the statement satisfied the Ofsted recommendations.</i> The HT replied that school continued to work on 'Intent' throughout the year. It was unfortunate progress of the curriculum had been hindered due to the pandemic however staff continued to address the gaps in pupils' knowledge. JS was working with Julie Macintosh, School Improvement Partner from BDMAT. The HT continued school had an opportunity to work with Ark Curriculum Plus and had joined the pilot programme for History and Geography Mastery.</p> <p><i>Referring to staff recruitment, a member asked if the school had the finance support recruitment of quality teachers.</i> The HT shared school did liaise with the Trust Finance Officer about adverts for posts. To attract quality candidates, school would look to advertise vacancies as leadership roles, rather than teachers with TLR responsibilities.</p> <p><i>A member enquired about the Pastoral Manager vacancy and sought assurance that pupils' needs would still be met.</i> The HT stated there was a lot of responsibility linked to the Pastoral Manager position and school had been without role since February. The HT agreed pupils needed valuable pastoral support particularly since the return to school following the lockdown and acknowledged many families required support.</p> <p>The HT explained the advertised post had been reduced from 5 days to 4 in order to save on staffing costs.</p> <p><i>Following a request for an update on the current vacancy,</i> the HT stated school was interviewing for the third time. Governors were updated on the challenges around securing a quality candidate. The HT shared shortlisting had taken place with interviews due to be held on Wednesday 14th July.</p>
<p>Item 10 Minute</p>	<p>Receive written report from the Head Teacher</p> <p>The Head Teacher Report to Local Academy Board and the Executive Summer Term 2021 was circulated in advance. The following highlights were made;</p> <ul style="list-style-type: none"> • Number of pupils on roll (not including nursery) – 180 • Staff appointments made since last report – 1 Assistant Head Teacher, 1 Early Career Teacher • Staff resignations received since last report – Senior Office Manager, 1 Teaching Assistant and 1 Teacher (NQT) <p>Safeguarding</p> <ul style="list-style-type: none"> • Number of referrals made to social care since last report – 1 • Number of pupils subject to a child protection plan – 2 • Number of pupils classed as 'child in need' by social care – 4 • Whole School attendance reported as 95.37% <p>Behaviour</p> <ul style="list-style-type: none"> • Fixed-term exclusions - 0 • Permanent exclusions - 0 • Bullying incidents - 0



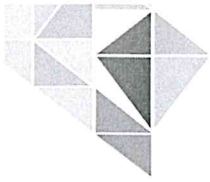
	Resolved to receive the Head Teachers Report.
Questions raised by members of the board	<p>A member requested to meet with the lead on the Transforming Teacher Programme. The HT explained the programme was part of the Ambition Institute and also involved St Georges and St Michaels School. The HT offered to try and arrange for Mr Winfield to join a session.</p> <p>Following a question, it was confirmed the Behaviour Policy was available on the school website.</p> <p>Referring to pupil attendance, a member asked how the results compared to national figures. The HT stated 96% was the target and most classes had good attendance. Year 1 was noted to have the lowest attendance at 85.6%.</p> <p>A member highlighted concerns with families abroad. The HT replied this academic year had seen 3 families 'stranded' abroad unable to get flights home due to the pandemic travel restrictions.</p> <p>Referring to SEND pupils, MT shared attendance was discussed at SEN reviews and staff worked to engage families with notably low attendance to look at ways to improve attendance. There were some high needs pupils on part time timetables in Year 1 which had affected attendance figures.</p> <p>The Chair queried the number of CIN pupils had increased from 1 to 4 since the last report. The HT clarified the level of support for a family of 3 had been reduced from Child Protection now Child in Need which was positive.</p> <p>A member commented on the raised public awareness of sexual violence and harassment and asked how this may influence policies and working practise as school moved into a new academic year. The HT assured governors that staff regularly attended training. The Keeping Children Safe in Education document had recently been updated and would form part of the Safeguarding Policy which would be in place from September 2021.</p>
Item 11	Progress to-date in achieving the aims and success criteria in the School Improvement Plan (report from the head teacher to the LAB)
Minute	<p>The updated School Development Plan (June 2021) was shared with governors in advance.</p> <p>The HT shared progress on priorities had been hindered this year and would be carried over into next academic year.</p> <ul style="list-style-type: none"> <i>Improve the quality of Teaching and Learning</i> Due to the pandemic CPD was delayed from spring term to summer term. The HT added Ambition Institute would support this area. <i>Improve outcomes in Mathematics across the school</i> The HT shared improvements in Maths had been noted by Ofsted during the recent inspection. It was now expected for this to translate into pupil outcomes. Governors noted no national testing would take place this year. <i>Improve outcomes in Reading across the school</i> The HT stated the new AHT would lead on Reading next academic year.
Questions raised by members of the board	<p>A member noted that priority end dates were all set for the end of summer term and asked what percentage of progress could be shown as completed. The HT stated to grade the progress was difficult however BDMAT Central Team were reviewing the format of the SDP in order to rag rate actions. It was hoped this could be presented to governors next academic year.</p>



	<p><i>The Chair added, the last Ofsted inspector had suggested school leaders, with the support of the Head Teacher, were responsible for some priority areas.</i> The HT highlighted named staff were noted within the criteria to move areas forward.</p> <p><i>Following a member question,</i> the HT explained RQT was a Recently Qualified Teacher in their second or third year of their teaching career. From September, newly qualified teachers would be known as ECT, Early Career Teachers and the induction period was extended from 1 year to 2 years.</p>
Item 12	Plans for September (classes / staffing etc.)
Minute	<p>The Proposed Staffing List for 2021/22 was shared with governors.</p> <p>The HT stated there had been a slight change since the documents was circulated.</p> <ul style="list-style-type: none">• The HLTA post was advertised internally and school had successful appointed an applicant on a one-year temporary contract.• Interviews were due to take place on Thursday 15th July for a temporary Teaching Assistant post.• JS would provide management cover and 2 PPA sessions each week. <p><i>Resolved</i> to approve the Staffing Plans for September 2021.</p>
Item 13	Policy reviews
Minute	<p>There were no policies presented for review</p>
Item 14	Proposed Timings of the School Day
Minute	<p>The Proposed times of the school day with shared with governors in advance of the meeting.</p> <p>The HT shared with governors, a consolation took place in 2014, to approve closure of the school to pupils on Friday afternoons to allow teachers sufficient PPA time. At the time, the idea was rare but over time had become more popular with other local schools. BDMAT had recognised that Holy Trinity was the only school within the MAT to close to pupils on Friday afternoons and were now looking for pupils to attend school for 5 full days.</p> <p>The HT stated Central Team had reviewed the finance and PPA time for teachers would need to be covered throughout the week. School had consulted with parents and the majority of families were happy to reinstate Friday afternoons. From September pupil would be required to attend school for 5 full days with timings of the school day subject to any continued Covid-19 restrictions.</p> <p><i>Monday to Friday</i></p> <ul style="list-style-type: none">• Doors to open at 8.45am for a 'soft start'• Bell to ring at 8.55am. This will be the official start to the school day.• Lunchtime Reception – 12.00-1.00• Lunchtime Year 1 – 12.05-1.00• Lunchtime Year 2 – 12.15-1.00• Lunchtime KS2 – 12.30-1.15• End of the school day 3.15pm <p><i>Resolved</i> to approve the new timings for the School Day.</p>



Questions raised by members of the board	<p><i>A member asked how PPA cover would be provided internally.</i> The HT replied a HTLA would provide some cover and JO would cover 2 sessions each week.</p> <p><i>A member commented the new timings may well make the school more attractive to prospective parents.</i></p> <p><i>Rev Eve shared she had met with the Christian Distinctiveness representative who had commended staff and their work through some challenging times. It was noted that staff had also missed peer support and social interaction. Rev Eve enquired about the impact on staff and how they could be supported to cope.</i></p> <p>The HT shared she had an open door policy and staff did work closely in bubbles. Staff had been very resilient and a lot had been learned. BDMAT offered Health Assured EAP which offered staff helpline support.</p> <p><i>Following a question about government guidance on pupils being sent home,</i> the HT shared pupils and staff would continue to work in bubbles until the end of summer term. School would await further guidance around the Track & Trace testing.</p>
Item 15	Progress towards the section 175 annual return to the local authority regarding safeguarding
Minute	The annual Section 175 had been completed and would submitted within the statutory guidelines.
Item 16	Any Other Business
Minute	<p>i. <u>Pupil Premium</u> <i>GW had attended a Pupil Premium training session.</i> The HT added school had engaged with the Education Endowment Foundation to support teachers to improve practice and boost learning for disadvantaged pupils.</p> <p>ii. <u>Ofsted</u> The HT updated governors on the recent monitoring visit. The HMI had visited school to review points raised at the last inspection in January 2019. The Inspector was confident that school was taking effective action to move forward.</p> <p>iii. <u>Staffing Update</u> Linda Watts would be retiring having worked at the school since 2002. Governors wished her all the best on her retirement</p> <p>Ann Belcher would leaving the school on 3rd September. Governors agreed Mrs Belcher would be missed and thanked her for her tremendous support to the leadership team and her diligence applied to safeguarding records. On behalf of the LAB, the Chair wished Mrs Belcher all the best for the future</p>
Item 17	Items to be marked as 'confidential'
Minute	There were no confidential items raised.
Item 18	Items to bring to the attention of the BDMAT executive team
Minute	There were no items for the attention of BDMAT Executive Team
Item 19	Dates of future meetings
Minute	<p>The dates and times for LAB meeting for academic year 2021/22 were circulated for information;</p> <ul style="list-style-type: none"> Monday 20th September 2021 at 4.00pm Monday 6th December 2021 at 4.00pm Monday 7th February 2022 at 4.00pm Monday 28th March 2022 at 4.00pm Monday 16th May 2022 at 4.00pm Monday 11th July 2022 at 4.00pm




Item 20	Closing prayer
Minute	The Chair thanked all members for their contributions wished everyone a restful summer break. Rev Eve 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
4	4.1	New declaration to be updated on Governor Hub and Business Interest Matrix.	Clerk	
7	7.1	To add link governor roles to the September meeting agenda	Clerk	


DAVID WILLEY. (CHAIR)
20 September 2021.