

PERRY HALL MULTI ACADEMY TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
PERRY HALL PRIMARY SCHOOL
HELD AT THE SCHOOL AT 6.00 PM ON MONDAY 25 SEPTEMBER 2017**

PRESENT:	Mr A Brocklehurst	
	Mrs A Cheema	- CEO
	Mr D Collinswood	
	Mr S Cox	
	Mrs L Fergusson	
	Mr A Fisher	
	Ms R Kohli	- Headteacher
	Mrs J Purawal	
	Mr D Tarbuck	- Chair
	Mrs A Tranter	
IN ATTENDANCE:	Mrs A O'Rourke	- Associate
	Mr J Parkes	- Strategic Head of Finance & Business Administration
	Mrs R Rickwood	- Clerk
CONSENT TO ABSENCE:	Mr N Maidment	

Everyone was welcomed to the first meeting of the new academic year.

APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BODY

- 0298 **RESOLVED:** That Services4Schools be appointed as Clerk to the Local Governing Body for the 2017/2018 academic year.

**DECLARATION OF INTEREST/REGISTER OF BUSINESS INTEREST FORMS/
CONFIDENTIALITY/CONFIDENTIAL ITEMS/CONTACT DETAILS/CODE OF CONDUCT**

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

Governors' attention was drawn to 3.1.12 of the Academies Financial Handbook regarding the completion of a register of interests retained by the Trust and they were requested to complete the form for the academic year 2017/2018 and return it to the Clerk (Appendix 1).

There were no declarations of interest.

The Clerk advised that care should be taken to ensure that Governors were made aware of agenda items of a confidential nature.

In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as, once approved, these became public documents.

The Clerk advised that the information regarding Governors held on the government database (Edubase or Getting Information About Schools) should be updated to reflect any changes to the Governing Body or the Chair and Vice Chair. Governors were also reminded that their details should appear on the School website and this would need to be updated to reflect any declarations made on the Register of Business Interest forms. Governors were advised that members of the MAT Business team were responsible for updating Edubase and Mrs E Dyas, Communications and Relations Officer was responsible for updating websites across the Trust. Mr Parkes confirmed that the regular cycle of auditing and updating the information was underway.

The Clerk requested that if Governors had any amendments to their personal contact details they provide details to the clerk or to the S4S Governor Support Department.

Governors received a copy of the Trust's Local Governing Body Code of Conduct (Appendix 2).

0299 **RESOLVED:** That Governors unanimously adopt the Code of Conduct for the Local Governing Body (Appendix 2)

ELECTION OF CHAIR 2017/18

Mr Brocklehurst informed Governors he did not wish to be nominated as Chair for another term. He had been in the post some time and noted that the school had achieved a Good outcome during the OfSTED Inspection and that Miss Kohli was embedded in her role as Headteacher; he considered it was time to step down adding that succession was a positive thing. Mr Brocklehurst reminded Governors that he was also Chair of the Trust Board and Chair of the Local Governing Board of Dunstall Hill School.

Nominations were sought for the position of Chair and Vice-Chair.

MR D TARBUCK AND MR D COLLINSWOOD WITHDREW FROM THE MEETING AT THIS POINT.

Governors discussed the nominations referencing Mr Tarbuck's experience as a Governor and that he had been Vice-Chair for some time previously. Governors noted Mr Collinswood had been very hardworking, attentive and supportive of the school since becoming a Governor and unanimously concurred that the nominations would provide effective and stable succession; both were very knowledgeable in a range of areas.

- 0300 **RESOLVED:**
- i) That the term of office for the position of Chair and Vice Chair shall be two years
 - ii) That Mr D Tarbuck be elected Chair until the first meeting of the autumn term 2019; and
 - iii) That Mr D Collinswood be elected Vice-Chair until the first meeting of the autumn term 2019.

[MR TARBUCK AND MR COLLINSWOOD WERE INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR AND VICE-CHAIR RESPECTIVELY]

The Chair expressed thanks on behalf of the Governing Body for Mr Brocklehurst's hard work and dedication throughout his time as Chair of Perry Hall's LGB.

0301 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

- Teaching School
- Traffic outside school
- Reading Bus

MINUTES OF THE PREVIOUS MEETING

- 0302 **RESOLVED:** That the minutes of the previous meeting, held on 9 May 2017 be approved as a correct record, subject to the following amendments:

Correct the spelling of Gibbins and Maidment in relation to the relevant members of staff.

MATTERS ARISING FROM THE MINUTES

0303(a) Minibuses (Minute No. 0284(b))

Mr Parkes clarified that the charge for mini buses per month for each school was £300.

0303(b) Matters Arising – Leadership Reports (Minute No. 0284(c))

The Headteacher confirmed that moderation had taken place on 18 May noting that the outcome would be discussed at the next meeting of the Standards Committee.

Mr Parkes advised that the Credit/Debit card machine had been tested with staff and that it was in school; however, there were account coding issues which were being addressed with Lloyds Bank. **A Governor asked why the machines couldn't be supplied by another provider if there were issues** and was advised that Lloyds were the Trust's bank and as such received a preferential rate on the card machines. Mr Parkes noted that the implementation of being cashless was a challenge. The CEO concurred highlighting that attempting to go cashless without the machines in operation would be very difficult as this would force parents down the route of using Parent Pay which they may not want to do.

Governors considered that parents who were new to the school should be advised that they could only use Parent Pay as this would result in the majority of parents using it eventually. The CEO confirmed that parents who were new to the school were advised of Parent Pay as the go to payment method straight away.

A Governor asked what proportion of parents were using Parent Pay and was advised that it was approximately 50%. Mr Parkes considered that reluctance around using the system came from concerns regarding security, however, Parent Pay was as secure as other mainstream websites. **A Governor asked if there was the option to pay for everything on Parent Pay** and was advised that everything but milk could be paid for through Parent Pay and this would also be included soon. The Headteacher acknowledged that there had been some frustration expressed by parents regarding childcare vouchers and Parent Pay.

- 0303(c) **RESOLVED:** That Parent Pay/Debit Card Machine be an agenda item for the next meeting of the Resources Committee.

MRS A O'ROURKE JOINED THE MEETING AT THIS POINT

At this point Governors agreed to discuss the following item of Any Other Business as it was pertinent to the matters arising under discussion.

0303(d) TEACHING SCHOOL (ANY OTHER BUSINESS)

The Headteacher reported that the School had been successful in its application to become a Teaching School. There were three strands:

1. Initial Teacher Training (explained for the benefit of Governors and noted that an appendix to the Leadership Report demonstrated the impact of this work).
2. School to School Support – the school was already supporting other schools prior to becoming a teaching school and this had been a natural process as the Trust had expanded beyond one school. In addition the Trust now had several Specialist Leaders in Education which would support the Teaching School; although Perry Hall was the Teaching School skills were utilised across the Trust. An Action Plan was being built to set out the delivery of support and staff were developing their skills. This also led to natural professional development for staff, supported sustainability and the retention of Leaders and Staff.
3. Continual Professional Development – the Teaching School provided opportunities to develop training programmes and train other people which was a source of income.

To date things were going very well. The Headteacher noted that it would be good for there to be a Link Governor whose dedicated area of focus would be the Teaching School. Governors supported this.

Matters Arising continued....

0303(e) Leadership Report (Minute No. 0278)

A Governor asked if actions arising from the parental feedback board had been shared in a newsletter to parents. The Headteacher advised that it had been considered that there was too much information to include in a newsletter and that as an alternative a board was being placed in the foyer with last terms feedback/suggestions and the action plan setting out what action had been taken on. Information relating to this had been included in the Leadership Report for the current meeting.

The Headteacher referred to previous discussions regarding Pupil Premium and advised that 32% of pupils were in receipt of Pupil Premium and 20% of pupils were receiving Free School Meals which indicated that all pupils who were eligible were not claiming. In response to a question the Headteacher provided an explanation of Ever 6. **Governors noted that given the changing demographic it would be expected that the number of Disadvantaged Pupils would have increased.** The Headteacher concurred but noted that due to pupils in Key Stage 1 being able to receive a free meal through Universal Infant Free School Meals families were choosing not to apply for Free School Meals despite being encouraged to do so.

A Governor asked if the PTA had been successful in recruiting other parents/members. Governors were advised that a Treasurer had been appointed (who

was also a Governor). The CEO considered that moving forward the charitable status of the PTA would be dissolved and that it would become part of the school as the Trust was a registered charity; funds would be ring fenced but sit within the school budget and would be monitored through the Resources Committee.

Governors were advised that the outcome of the Elite Health & Safety Audit would be discussed at the next MAT SHE Committee.

A Governor asked if the changes to Good to be Green had been effective and were having a positive impact. The Headteacher considered that they were and having a very positive impact. The number of red cards being issued was much lower. The introduction of *daily* reflection time had also been positive; this time was used to allow pupils to collect platinum cards and certificates and for those in receipt of red cards to reflect on their behaviour. The non-negotiables had also been very positive and effective.

0303(f) Chair's Correspondence (Minute No. 0291)

A Governor asked if the parental complaint had been resolved and was advised that the Complaints Procedure had been followed, parents had been given the opportunity to respond and had chosen not to.

0303(g) Trust Items - Condition Improvement Funding (Minute No. 0292(c))

A Governor asked if the heating and asbestos works had been completed. Governors were advised that all work within the school building had been completed and the remainder of the work (boiler rooms) would be complete by the end of that week. The contractor had been very receptive and accommodating regarding any suggestions made and snagging work was dealt with promptly. When issues had arisen regarding dirt/mess the contractor had confirmed that they would complete a deep clean upon completion of the work.

Mr Parkes confirmed that all invoices had been paid and the project had been completed within budget; the £50,000 contribution from the Trust would be shown within the school's budget once transferred.

0303(h) Trust Items – Proposal to change the school week (Minute No. 0292(d))

A Governor asked how the changes to the school week had gone and what the impact had been. Governors were advised that from a school perspective the change was having a positive impact in terms of planning and preparation. Staff working with pupils on a Friday afternoon were enjoying the sessions. Approximately 60 pupils were accessing the provision for working parents on a Friday; it had initially been thought that there would be more and the school continued to support parents with providing evidence of work. **A Governor asked how pupils were finding the change** and was advised that they were really enjoying the change. **A Governor asked if staff were**

seeing benefits from the change in addition to planning and was advised that they were; NQT time was done on a Friday and was being managed well and effectively. A Governor asked how planning time was being facilitated for teachers working part time and was advised that planning time was pro-rated to hours worked; there was currently only one part time teacher and they were happy with the planning time they received.

A Governor asked if there had been any increase in the number of pupils arriving late to school following the change. The Headteacher advised that more pupils were arriving on time than previously; text messages had been sent to parents in advance of the change reminding them of the 8.35am start. The change had also resulted in the start of the day being much more positive.

0303(i) Trips & Residential Visits – Leadership Report (Minute No. 0287)

A Governor asked if the educational trips and residential visits schedule had been shared with parents to provide them with sufficient opportunity and time to make contributions and payments. The Headteacher advised she would share the schedule of visits with Governors. Parents had been advised of planned or booked trips/visits for their child/children's respective Year Group and the full cost of each via a letter. The destination of the Year 6 residential visit was yet to be resolved.

MINUTES OF THE RESOURCES COMMITTEE

- 0304 **RESOLVED:** That the minutes of the meetings of the Resources Committee, held on 8 March, 24 May and 5 July 2017 (Appendices 3, 4 & 5) be adopted.

MINUTES OF THE STANDARDS COMMITTEE

- 0305 **RESOLVED:** That the minutes of the meetings of the Standards Committee, held on 6 March and 19 May 2017 (Appendices 6 & 7) be adopted.

0306 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

The Clerk reported that there were no vacancies, no terms of office were due to expire and there were no issues relating to attendance.

COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2017/18

Governors received a copy of the Local Governing Body's Committee Structure (Appendix 8) together with the Terms of Reference for the Committees of Perry Hall Local Governing Body (Appendix 9).

It was noted that items for consideration and approval by the Local Governing Body's Pay Committee were to be considered and approved by Trustees with effect from July 2017; Pay Committee functions would no longer be delegated to Local Governing Bodies across the Trust. It was confirmed that the Performance Management Committee to consider the performance of the Headteacher would remain a function of the Local Governing Body.

It was highlighted that the delegated expenditure limits had changed and been approved by Trustees at their meeting on 24 July. The Clerk confirmed that those relevant to the Local Governing Body would be shown within the committee structure and had been detailed in the terms of reference for the Resources Committee.

- 0307 **RESOLVED:** That the Local Governing Body's Committee arrangements for 2017/18 (i.e. membership and terms of reference) as detailed in Appendices 8 and 9 be approved (and will remain in place until reviewed in the autumn term 2018).

LINK GOVERNORS

Governors reviewed their current Link Governor arrangements.

- 0308 **RESOLVED:** i) That the Link Governors detailed in the Committee Structure (Appendix 8) be approved; and
 ii) That Link Governor positions be an agenda item for consideration at the next meeting.

ARRANGEMENTS FOR THE APPOINTMENT OF STAFF 2017/18

Governors considered their current arrangements for the appointment of staff and an S4S Report which had been circulated with the Agenda (Appendix 10).

- 0309 **RESOLVED:** That the arrangements for the appointment of staff, as detailed in Appendix 11 be approved.

0310 **URGENT ACTION TAKEN BY THE CHAIR**

The Chair advised that no urgent action had been taken.

At this point Governors agreed to discuss agenda item 10(c) Safeguarding.

0311 **SAFEGUARDING**

Governors were reminded of the requirement to ensure the School is compliant with safeguarding requirements.

Mr Parkes reported that links had been sent to Governors via email so that they could complete their HAYS online Level 1 Safeguarding training. Governors held a discussion regarding Safeguarding Training and concluded that a session delivered by a facilitator would be beneficial. The Clerk reminded Governors that as part of their purchase of the S4S Training & Development service they were entitled to a whole Governing Body training session on a topic of their choosing.

The CEO suggested that a Safeguarding Training session be arranged noting the need for Safeguarding training to be high quality and asked the Clerk to confirm what training was available from S4S and who the facilitator would be. The Clerk confirmed she would action this. Governors noted that Wednesdays were preferable at or after 6pm.

It was highlighted that Governors should ensure that the latest version of part one of Keeping Children Safe in Education (KCSE) has been shared with staff. Governors were also reminded that they needed to be aware of the details in part two of the guidance: the management of safeguarding. Included in the inset on display in staff room and in foyer of school for access. **Governors noted that they, and staff, had completed additional Safeguarding Training sessions following the update to KCSE during the previous academic year.**

The CEO reminded Governors that Safer Recruitment training was being held on 3 November which they had been invited to attend.

Mr Parkes advised of the small number of staff who were yet to complete the HAYS online training. The Headteacher confirmed that staff such as lunchtime supervisors had been offered the opportunity to complete the training in school.

At this point Governors agreed to discuss two items for attention within the agenda item Leadership Report.

0312 **Staff Absence Reporting**

Mr Parkes reported that Staff Absence figures had been included in the appendices to the Leadership report. There were no particular areas for concern; the highest number of absences related to Maternity Leave. The Trust had purchased SAM (staff absence management software) which was linked to SIMS. Absence management triggers were loaded in the software which would make the process of tracking absence more efficient. The software also included automated correspondence once staff reached a trigger point. **A Governor highlighted the need for sensitivity regarding certain situations/health issues noting that if there was no human intervention in the process that the school would need to be mindful of this.**

0313 Sports Premium Funding

Mr Parkes reported that the school had spent all of its Sports Premium funding allocation (£9,000) for 2016/17; a summary had been included with the appendices to the Leadership Report (appendix 4 to the report). The most significant proportions of the funding spent related to Swimming and the cost of a Sports Coach in school. Governors were advised that the Sports Coach was not being used to cover PPA but was supporting clubs and assisting to develop the skills of staff.

The presentation format of the information going forward was under consideration to provide Governors with a more comprehensive breakdown.

Governors thanked Mr Parkes for the information received.

MR J PARKES LEFT THE MEETING AT THIS POINT

LEADERSHIP REPORT

Governors had received the Leadership Report in advance of the meeting. Governors' attention was drawn to the following items:

- Page 3 provided information regarding the context of the School. Pupils who had left the school due to house moves. There were seven places available across the school with waiting lists for some Year Groups.
- Page 4 provided an overview of Staff and their roles within school. It was highlighted that a member of staff was covering the Assistant Headteacher responsibilities in Mrs Dodd's absence whilst she was on Maternity Leave in Key Stage 1.

There were three vacancies for Lunchtime staff; interviews were due to take place the following week. A Governor asked how the posts were covered when they were vacant and was advised that there were already six Lunchtime Staff who were further supported by staff on the playgrounds one of whom was a Senior Leader. Governors were advised that there was a vacancy for an office administrator; interviews were due to take place the following Friday and applications had yielded a good field of candidates.

- Staffing changes were listed and included some staff returning from Maternity Leave. Three staff who were NQTs had been employed within the Trust previously in other roles; two were new to the Trust, however, one had been a supply teacher in the school during the previous academic year.
- Staff absence information was included and had been discussed prior to Mr Parkes' departure from the meeting.
- Leadership & Management items included a list of staff CPD completed during the term. **A Governor asked how the Headteacher would grade Leadership & Management at the School.** The Headteacher considered it was Good to Outstanding.

- Subject Leader reports and Subject Action Plans were included with the appendices to the report. **In response to a question** the Headteacher clarified what CHIMP management training was noting that it was about how leaders managed people and had been interesting.
- P10 referred to Initial Teacher Training (ITT). Governors' attention was drawn to appendix 5 to the report which provided an overview of the impact on and progression of ITT candidates during their placement. All had made progress during their block placements of up to twelve weeks. Tutors from the University completed observations with school staff. **A Governor asked if the students had an impact on pupils** and was advised that they did; class teachers worked alongside students which provided the opportunity to deliver interventions in class and observe pupils whilst providing support.
- SMSC opportunities were listed within the report. **A Governor asked if the School Council members had been elected** and was advised that they had; they had been elected democratically by pupils during the previous academic year to assist transition. School Council representatives would continue to attend meetings of the Resources Committee to share their projects with Governors.
- Parent's events were listed – attendance had been positive with the exception of workshops, where numbers continued to vary. Parent Questionnaire responses had been included with the appendices to the report. The return rate had only been 16%, however, this could include families with multiple children attending the school and could also be indicative that parents were happy with the school.
- Page 12 provided information regarding areas of strength and development from a parental perspective; feedback and the action taken were to be displayed as discussed previously. Some items had been shared during the 'Meet the Teacher' event. **A Governor asked if staff feedback had been considered** and was advised that it had; this had been discussed at the Governors Away Day on 9 June and an action plan had been created. **A Governor asked if staff had access to the Action Plan** and was advised that they did. Staff had suggested a Wellbeing and Sharing Board which was in progress and the Action Plan would be displayed on this too. **A Governor asked how parents had reacted to being instructed not to let their children into the school grounds riding bicycles.** Governors were advised that two children had come to school on scooters, class teachers had discussed this with parents and there had been no issues since. **A Governor asked if parents rode bikes on school grounds** and was advised that they had previously but this had now ceased.
- Information regarding the Quality of Teaching and Learning providing an overview of what takes place and development days for RWI, outcomes of internal monitoring were shown. Targets regarding expectations had been amended to accommodate the changes in staffing. **In response to a question** it was clarified that outcomes for pupils were and would not be compromised due to staffing changes. Outcomes for pupils had been very positive. One staff member's (an NQT) teaching had been judged as Requires Improvement at the end of the summer term. A significant amount of support and intervention had been in place which had not been successful in moving the quality of teaching on and the staff member was no longer at the school. Strengths and next steps to increase the proportion of Outstanding teaching were included.

- Pupil Voice outcomes had not formed an action plan as this would be a task for the school council task. It was considered that it would be useful for some of the answers to be unpicked. **Governors concurred requesting that the actions taken be reported back to them.** It was clear that pupils had picked up on the changes to the management of behaviour and noted that the changes had been made in consultation with them.
- A breakdown of the spending of Pupil Premium funding was included which would be discussed in detail by the Standards Committee. **A Governor asked if the analysis of the spend and impact would be provided to the Standards Committee** and it was confirmed that they would.
- Safeguarding – there had been an increase in the number of calls required to the Multi Agency Support Hub (MASH). **A Governor asked if this was a result of the change of demographics.** The Headteacher considered that it was; a significant number of plans were in place lower down in school and some children were starting school life with plans in place. A breakdown of the number of cases by Year Group had been included.
- Attendance was broadly in line with national expectations but had reduced; this was attributable to an increase in families taking holidays during the summer term. It was noted that there had been considerable coverage in the national press relating to a court case and a change in advice from the LA that anyone whose attendance was not below 90% would not be fined.

A Governor referred to attendance by Year Group noting that it was useful to have the detailed information. The Headteacher advised that 11.2% of pupils had Early Help Assessments in place and 7.4% had Educational, Health and Care Plans (EHCPs) in place, both of which were higher than the national average. **A Governor referred to EYFS and Nursery and asked why numbers were high.** The Headteacher advised that some parents struggled to define when their children were of statutory education age; some Reception pupils didn't turn five until the summer term. It was noted that in cases where circumstances were exceptional such as SEN pupils with sensory needs, holidays were approved following the advice of health care professionals. The Headteacher clarified that all holidays which were not approved due to exceptional circumstances were classed as unauthorised absences. **Governors requested that a comparison of the previous year's information be included so that any particular trends or patterns could be identified and discussed.**

P20 detailed the action taken to address absence. 50 letters had been sent to parents regarding their child's attendance dropping below 95%. **A Governor asked what the parental response was to this** and was advised that the school used to receive abuse from parents regarding this which had reduced. The format of the letter had been changed to outline the equivalent learning time lost.

- Behaviour – There had been an improvement during the summer term. **A Governor noted that there had been two Year Groups highlighted previously as having challenging behaviour and asked what had been done to address this going forward.** Governors were advised that one of the Year Groups had now left the school and the in the remaining year group classes had been mixed. In addition the Good to be Green behaviour system had changed which had impacted positively on behaviour across school

The Headteacher reported that although there had been no formal incidences of racism innocent comments had been made by pupils which was indicative that they had been party to such language being used which was a concern. It was confirmed that this was considered to be a repeating behaviour rather than understanding the concept of the language used. In response to this racism would be a focus during Anti-Bullying Week and in response to a question it was confirmed that one of the school's non-negotiables was that there was to be no racist language.

- Governors were advised that there had been three fixed term exclusions during the summer term (two of which related to one child); the Exclusion Prevention team had been involved. **A Governor asked if every attempt had been made to keep the child in question in school** and was advised that it had; a varied timetable had been created to ensure this and the school had exhausted every avenue to try and resolve this.
- **A Governor asked if there had been any conclusion to the incident relating to the Safeguarding incident which had occurred during the summer term** and was advised that it was still under police investigation. Action had been taken to ensure staff safety and systems were in place to support this.
- The local PCSOs had visited school as part of ESafety activities.
- Information regarding predictions and outcomes for pupils had been included with the appendices to the report. **Governors commended the staff and pupils in achieving such outcomes during what had been a challenging year. A Governor highlighted the discrepancy between predictions and outcomes for Science in Key Stage 1 (82% predicted vs 93% actual) and asked if teacher assessments were accurate.** Governors were advised that predictions were based on outcomes at end of Reception; mobility was also a contributory factor in that pupils with lower baselines may have joined the school during the year. It was highlighted that Teaching Staff in Year 2 were Outstanding.

All outcomes had exceeded results in previous years and were above national expectations. **A Governor asked if the results would be published on the school website** and was advised that once they had been validated they would.

A Governor asked if it was considered possible to better the results going forward. The Headteacher advised that the school would always strive to do better and that focus would be applied to at least sustaining the results. **A Governor noted that the school was performing well by comparison to schools in more affluent areas and Outstanding schools in the city; pupils came into school below national expectations and were leaving exceeding national expectations.**

Governors requested that their thanks be conveyed to staff for their continued hard work in achieving positive outcomes.

Governors referred to the Data information noting that it was easy to understand and identify areas where improvement was required; the inclusion of notes was considered particularly useful.

Governors thanked the Headteacher for the information received.

- 0314 **RESOLVED:** That the Leadership Report and its appendices (Appendix 12) be adopted.

TRUST ITEMS

0315(a) Policies

Governors were advised that the annual review of Policies had been completed across the Trust; policies had been approved by Trustees at their Board meeting held on 24 July 2017.

Policies were accessible in the school's shared area and on the school website.

0315(b) Staff appraisal and performance related pay recommendations

The CEO reported that all staff appraisals had been completed. Recommendations had been approved by the Trust Board at their meeting held on 24 July.

0315(c) School Budget 2017/18

Governors were advised that the School Budget for 2017/18 had been approved by Trustees on 24 July and the Trust's Budget had been submitted to the ESFA in line with requirements.

0316 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL**

Mr Collinswood had circulated two Governor Visit Reports (Appendices 13 & 14) at the beginning of the meeting.

Mr Collinswood provided a verbal precis of his visits the first of which had been on 30 June to participate as 'a Dragon' during Year 6 Enterprise Week. Mr Collinswood noted that he had enjoyed this immensely; pupils had been motivated and engaged, the competitive spirit and enthusiasm had been positive and uplifting. Pupils were a credit to the School and Mr Collinswood considered that staff should be applauded for their efforts.

The second visit had been to attend the Year 6 prom night event on 19 July; this had been a great opportunity to speak to staff in an informal setting away from school. Governors were advised that the DJ had not turned up but staff had all pulled together sorting out the lights and music. The event had been a success.

In response to a question the Headteacher confirmed that Staff would contact Link Governors to arrange visits to school.

0317 **GOVERNOR TRAINING**

The Clerk handed certificates to Miss R Kohli and Mr A Fisher for their attendance at the S4S Governors' Conference.

Mr Collinswood reported that he had attended Buildings and Accommodation Training during the summer term. The Clerk confirmed that she would ensure that a certificate of attendance was forwarded to Mr Collinswood.

0318 **CHAIR'S CORRESPONDENCE**

The Chair reported that they had received no correspondence since the previous meeting that they considered necessary to bring to the attention of Governors.

0319 **WEBSITE COMPLIANCE REMINDER**

Governors were reminded to ensure that the School website complied with the School Information (England) (Amendment) Regulations 2012 and a checklist was provided to assist with this.

The CEO advised that Mrs E Dyas, Communications & Relations Officer was responsible for updating websites across the Trust. Mrs J Purawal volunteered to review the website using the checklist provided and report her findings at the next meeting.

0320 **TRAFFIC OUTSIDE SCHOOL (ANY OTHER BUSINESS)**

The School had been informed recently of a forum event for schools to attend and discuss school gate parking and traffic issues with representatives of the Local Authority. The Headteacher advised she was unable to attend due to a prior commitment and Mr Fisher, Parent Governor, who had been supporting the school in getting issues resolved noted that he may not be able to attend due to rearranging work commitments at such short notice from the Local Authority regarding the meeting.

0321 **READING BUS (ANY OTHER BUSINESS)**

The Headteacher reported that the school had been raising money for the Reading Bus project. The Bus had not yet been delivered due to the pad/footprint required costing £6,000; to date £3,000 had been raised. A Fundraiser had been held, had been well supported and attended by ex-pupils and parents and would feature in the Wednesfield

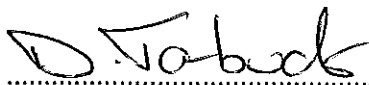
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The next phase of fundraising would commence once the pad/footprint had been constructed. Another fundraising event at a local restaurant was planned with 25/40 places being filled to date.

0322 **DATES OF FUTURE MEETINGS**

Governors confirmed that future meetings of the Local Governing Body would be held at the School at 6pm on Monday 22 January 2018 and Monday 23 April 2018.

The meeting closed at 19.56pm.

Signed: 
(Chair of Local Governing Body)

Date:22-1-18,.....