

PERRY HALL MULTI ACADEMY TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
PERRY HALL PRIMARY SCHOOL
HELD AT THE SCHOOL AT 6.00PM ON MONDAY 23 APRIL 2018**

PRESENT:	Mrs A Cheema	- CEO
	Mr D Collinswood	
	Mr S Cox	
	Mrs L Fergusson	
	Mr A Fisher	
	Ms R Kohli	- Headteacher
	Mr D Tarbuck	- Chair
	Mrs A Tranter	
IN ATTENDANCE:	Mrs A O'Rourke	- Associate
	Mr J Parkes	- Strategic Head of Finance and Business Administration
	Mrs L Rush	- Clerk
APOLOGIES	Mr A Brocklehurst	

0340 ANALYSING SCHOOL PERFORMANCE (ASP)

The CEO explained that this item had been deferred from the previous meeting.

Governors received a copy of ASP presentation (Appendix 1), which was also viewed on the whiteboard.

ASP had replaced RAISEonline, with initial indications showing that ASP was a more purposeful system, offering a good starting point for Ofsted, giving an overview on the performance of the School on progress and attainment.

The CEO detailed how meaningful group were compared, and that these groups must contain more than five children for comparison purposes.

A document was circulated to Governors containing ASP data for the School (Appendix 2), other document accompanied this, drilling down further into this data in finer detail (Appendices 3 to 8).

Governors received an overview of the ASP data at this point, and were assured that the School had not been deemed to be a coasting school.

It was noted that the only real area of concern for Governors to be aware of was prior attainment for Year 3 (current Year 4) which had been based on KS1 outcomes.

Three year trends were detailed, with positive results noted overall.

Progress data was detailed at this point.

A Governor noted that the report appeared easier to understand in comparison to Raiseonline data, this sentiment was echoed around by other Governors. The CEO welcomed questions from Governors, there were none to address. Governors were advised to contact the CEO if any queries around the data came to light at a later date.

0341 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

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.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were 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 the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

0342 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0343 **RESOLVED:** That the minutes of the previous meeting, held on Monday 22 January 2018, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

0344(a) **Traffic Outside School (Matters Arising from the Minutes) (Minute No. 0327(a))**

A Governor enquired if there had been any update on the proposed traffic restrictions outside of the School, it was reported that traffic management proposals had been circulated to residents in the street, however, a copy had not been received by the School, nor local councillors. Proposed traffic restrictions were detailed at this point, which included preventing the movement of vehicles during standard school hours, concerns were raised by Governors around the impact these proposals may have on the School. It was noted that the circulated proposals had been classed as a formal consultation.

Governors were advised that the street had been included in a footpath renewal scheme, although further information on this was awaited. The School were looking to resolve any issues and work with the LA on addressing some of the traffic problems, however, this would have been hampered by the fact that the School had not been included in any consultations that had taken place.

0344(b) Matters Arising – Leadership Report (Minute No. 0327(c))

Mr Parkes explained that bank statements were still being received from the School Funds Co-operative account, however, a new Lloyds bank account had been opened that week which would mean that money could be transferred over and the Co-operative account could be closed.

0344(c) Governor Training (Minute No. 0327(g))

A Governor enquired whether a record had been kept of those Governors that had undertaken safeguarding training, Mr Parkes responded that they had kept a record. A discussion was held around the potential of running this course again, as not all Governors had been able to attend. Mr Parkes explained that any Governor who had been unable to attend the last training session had been sent the link for the Hays training.

ACTION: Mr Parkes agreed to re-send the link to this training.

The Chair commended the training from Mrs Baker, the CEO added that it may be an option to book this in for the forthcoming Governor away day, this would allow the training to be reviewed annually at each away day.

0344(d) Reading Bus – Matters Arising (Minute No 0327(h))

The Chair enquired if there had been any movement with the Reading Bus, the Headteacher explained that the bus was now on site, and the School were in talks with a Arconic, a company where an ex parent was an employee, who funded and completed projects such as this. The Headteacher had met with the company and electricians had now been fitted to the bus, although these were to be PAT tested.

The School council had met and discussed what they would like to see on the bus, and a visit had been made to another local school to observe their reading bus.

It was hoped that the launch and celebration would take place at the summer fayre, however, timescales for this were not practical, and therefore the possibilities of holding an autumn fayre were being explored to incorporate the launch of the bus.

Other companies were also supporting the School with raising money for the bus and a Just Giving page had also been set up.

ACTION: The Headteacher agreed to circulate details of the Just Giving page to Governors and parents the following week.

0344(e) Minutes of the Resources Committee (Minute No 0328)

Governors were informed that the percentage of accounts activated on Parent pay had reached 83%. It was noted that detailed figures of accounts not activated showed that these were predominantly Year 6 children.

The Chair enquired if there were any indications as to whether Year 6 pupils would be leaving big debts around dinner money, Mr Parkes reported that this would be investigated, however, the current level of debt was minimal due to the amount of work undertaken by the front office team. The Headteacher added that the no cash principal had been working well and a saving had been noted on the Security Plus collection arrangements, moving to once a month from once a week.

0344(f) Leadership Report (Minute No 0331)

The Chair asked for confirmation that the policies were now up to date on the website, the Headteacher responded that they were, and that a Governor had reviewed the website recently, and a few actions had arisen from this which had that day been completed.

0344(g) Trust Items – Oaks Consultancy (Minute No 0335(b))

Mr Parkes reported that Oaks Consultancy had now tabled their business plan, which was being reviewed, the plan generated some good opportunities for the MAT. **A Governor asked how this worked in terms of paying for the provision,** Mr Parkes explained that this was being paid for by the MAT, rather than each individual school.

0344(h) Trust Items – Internal Reviews (Minute No 0335(c))

The Chair enquired when an internal review had been planned for the School, the Headteacher responded that a date had been confirmed for week commencing 4 June 2018.

MINUTES OF THE STANDARDS COMMITTEE

0345 **RESOLVED:** That the minutes of the Standards Committee, held on 4 December 2017 (Appendix 9) be adopted.

0346 MEMBERSHIP OF THE LOCAL GOVERNING BODY

The Clerk reported that the following terms of office were due to come to an end in the near future:

Mrs Fergusson – 18 November 2018

Governors were informed that following the resignation of Ms Purawal that day, there was now one Co-opted Governor Vacancy. **The Chair believed that it would be pertinent to review this in the autumn term.**

The Clerk added that there were no attendance issues to report.

0347 **URGENT ACTION TAKEN BY THE CHAIR**

There were no items of urgent actions to report.

LEADERSHIP REPORT

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

- There were 506 children on role, excluding the 21 T4T's places and the five paid for places. **The Chair enquired whether an impact had been noted in the Year Groups that had gone over PAN**, the Headteacher responded that these were not all at capacity, although some Year Groups had gone over by two or three pupils, however, it had become apparent that space in classrooms was an issue. The School were exploring breakout rooms, and an unqualified teacher was being recruited to assist in this area. The CEO enquired if the additional money had been claimed for the additional children

ACTION: Mr Parkes agreed to chase the LA about this funding.

- There had been more mobility than usual, the reasons behind this was detailed. One child was being home schooled, due to medical reason, and it was anticipated that a further child would also be home schooled due to medical reasons. The EWO was assisting the School to ensure that they were compliant with the support offered to these families
- An increase in FSM was noted, with more parents on board. It was noted that the threshold had increased for FSM which would assist the take up
- Ethnic minority groups were steady, although there had been a 1% increase. More EAL children had been reported, therefore the School were looking at training support staff to further assist EAL children. Governors were informed of a specific case in Year 6, where a child had required a substantial amount of support with EAL needs
- There had been an Increase in children in receipt of EHCP's at the School
- An NQT in Year 5 had since left the School requiring a career break. An experienced teacher had replaced this vacancy
- Staffing changes were detailed from page 8 of the Leadership Report, noting that three members of staff had now returned from maternity leave, with one having left
- Staff absences were included in appendix 10a of the Leadership Report, Mr Parkes apologised as the report should read as 2017/18, not 2016/17. Governors were advised that an average of 2.6 days had been lost per head, these were positive results
- The action plan from the staff questionnaire had been evaluated during the spring term, this would be repeated in the summer term. The outcome of this had been positive. CPD had been reviewed to ensure this was more focused. An improvement had been noted from staff around having PPA time on a Friday afternoon when the children had left. Staff felt more comfortable leaving on a Friday, knowing that the majority of work had been achieved
- Approximately 70 children remained at School on a Friday afternoon, past the early closure, the provisions for these children were working well
- **The Chair queried the percentage of staff who disagreed that they received regular feedback from the SLT (57%).** The Headteacher believed that this was more to do with progress meetings and follow up. There was an open door policy at the School and

staff were a lot more open with their phase leaders, therefore results around this would now look more positive. **A Governor asked if the staff questionnaire would be repeated** and was advised that it would be repeated in the autumn term

- Positive feedback had been received around the well-being afternoons that had been allocated to staff
- Governor visibility in the School was discussed at this point, following on from some comments made on staff questionnaires. The Headteacher welcomed Governors to visit the School at any point, **the Chair believed it was pertinent for Governors to meet with staff Governors to look at the feedback from these questionnaires** and for Governors to also to meet with the School Council
- **A Governor asked whether there were any expectations around the sports funding being received, reducing** and was advised that it was anticipated this would remain the same
- Over £1,000 had been raised for sports equipment by the sports coach charged £1 per club
- The School football team had been a key focus in played a match in Reading and had also been invited to attend the Molineux for winning all heats of the midlands cup?
- A discussion had taken place around how the MAT were looking to spend the increased sports funding, the possibility of employing two apprentices across the MAT was being explored to work across the schools to support PE, Health and Wellbeing, and Healthy Minds
- **A Governor asked what was happening with swimming lessons**, the Headteacher responded that each class, from Year 4 to Year 6, would receive lessons for half a term each. It was reported that each child in Year 6 needed to be able to swim 25 meters. The School would monitor this via charts and tables which would be produced at the end of the year
- **A Governor enquired if the Trust were utilising the apprentice levy by employing an apprentice**, it was reported that a Trust apprentice had been explored to cover maternity leave, however, the Trust were not currently paying the apprentice levy but would be when the fourth school joined the Trust
- The Teach First student had been proving well
- Weekly meeting between the Chair and Headteacher were now moving to bi-monthly meetings. Thanks were given to Governors for their continued support. **A Governor commended the School on the recent science fair**
- Link Governor reports had been circulated with the Leadership Report (See Appendix 10 – on GovernorHub), not all reports had been received, but it was believed that this would become easier in the future with the new forms. **The Chair suggested reviewing these next term**
- A newsletter had been circulated to parents (See Appendix 10 – on GovernorHub), on behalf of the Governing Board, **a Governor enquired if there had been any feedback from parents** and was advised that there had not been any comments received from parents, the Headteacher believed it would be useful to obtain feedback on these newsletters at the next parents evening
- Parents evening had been well attended, with an increase in structured meetings having taking place, due to the level of complex needs
- Communication received from Parent Voice had been positive and issues that parents would like to discuss with their child's leader having been brought to light
- Approval had been sought from the Chair of the Trust, for the purchase of 60 new iPads
- Morning booster classes were working well

- Actions highlighted for the summer term was around supporting behaviour, with areas of staff development being to use stronger discipline tactics
- Thanks were given to all staff and parents for their input into the fundraising for a running blade for Connor John
- An increase in the number of initial safeguarding concerns was noted, at 42. LAC remained the same and Child Protection had increased to eight. This was a considerable number for the School, although the skills of the staff assisted in supporting these children
- A Safeguarding Audit had been completed with a Governor in attendance, some actions had been identified from this, around items such as safer recruitment, the SCR and prohibition checks that were to be carried out

ACTION: The CEO requested that Mr Parkes ensured that all actions were completed from this

- Attendance had been affected by the recent snow fall, with some students having taken the subsequent days afterwards off too, there had also been a breakout of scarlet fever, several deep cleans had arisen due to this. **The Chair enquired if the School was receiving sufficient support from the EWO**, the Headteacher confirmed that they were. **A Governor asked if any of the attendance issues related to children taking Friday mornings off**, and was advised that this was not a strong day, but neither was Monday. **A Governor enquired if this had been affected since the School had moved to closing early on a Friday**, the Headteacher confirmed that it had. The School had attempted to combat this by setting homework and holding celebration assemblies on a Friday morning to encourage attendance. Governors were advised that the previous week and that week had seen attendance in the 97%'s
- There had been 164 attendance letters sent out during the spring term and six legal letters, with one legal meeting having taken place
- Ten penalty notices had been issued during the spring term, with several parents having appealed these notices

[MRS TRANTER LEFT THE MEETING]

- Holiday requests received were detailed at this point
- Governors discussed attendance at length
- Key changes had been made to behaviour policy, **the Chair noted that the Good to be Green system seemed to be working well, but asked if this captured repeat offenders**, the Headteacher explained that it did not, the CEO detailed the two tier system at this point and explained that these children were monitored but behaviour management was handled differently
- There were no formal racist incidents to report
- Two fixed term exclusions had taken place for the same child
- The E safety profile continued to be raised with parents
- Governors attention was drawn to the outcomes as contained within the Leadership Report pack (See Appendix 10 – on GovernorHub) Questions were invited by the Headteacher. **A Governor asked if there were any issues with Year 5 as all percentages were down**, the Headteacher explained that children were stronger than what data suggested, and concerns were more to do with the confidence of staff in agreeing assessments for children
- Governors were invited in to quality assure the process of the School during the forthcoming SATs week, week commencing 14 May 2018

0348 **RESOLVED:** That the Leadership Report (Appendix 10 – on GovernorHub) be adopted.

0349 **PUPIL PREMIUM ACTION AND SPENDING PLAN 2017/18**

A Pupil Premium (PP) Strategy Statement (Appendix 11) was circulated. Governors' attention was drawn to page 2 of the document which detailed the number of children for the current term, which were identified with blue text. Concerns were raised with the increase in PP numbers in Year 4 and 5.

Mid-term evaluations were detailed at this point, see page 8 of the document. It was noted that 78% of children had achieved ARE in Communication and Language.

100% of Teaching and Learning at the School was good, with no RI staff.

An increase in parental attendance was noted with phonic workshops. **The Chair asked whether further improvements may be seen if children were encouraged to attend the workshops with parents.** A discussion was held around this.

0350 **SPORTS PREMIUM ACTION AND SPENDING PLAN 2017/18**

This had been Included in the pack distributes with the Leadership Report, see Appendix 10 – on GovernorHub).

0351 **SAFEGUARDING**

This had been covered in the Leadership Report, minute number 0348.

0352 **TRUST ITEMS**

Leave of Absence Procedure for reasons other than Sickness

The Clerk had circulated a copy of this document in advance of the meeting. The CEO explained that minimal changes had been made to the document, and that these were predominantly around compassionate leave, changing from five days per term to five days per year and any further leave would be would be unpaid.

0353 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

This had been covered under minute number 0348.

0354 **GOVERNOR TRAINING**

The Clerk drew attention to the replacement for RAISEonline which was called Analysing School Performance or ASP. Governors needed to ensure that they were sufficiently trained to be able to understand and interpret this information.

The Clerk presented the following certificates:

Mr D Tarbuck	- Safeguarding for Governors
Mr S Cox	- Safeguarding for Governors
Mrs O'Rourke	- Safeguarding for Governors

0355 **CHAIR'S CORRESPONDENCE**

No correspondence had been received by the Chair.

0356 **GOVERNOR SKILLS AUDIT**

The Clerk had circulated a copy of the skills audit (Appendix 12), in advance of the meeting.

ACTION: The Clerk agreed to circulate a word version of the skills audit to GovernorHub for Governors to complete and return via email.

DATE OF NEXT MEETING

A Governor suggested that consideration be made into presenting papers on the whiteboard as opposed to printing them out, as these were also circulated on GovernorHub. The Headteacher agreed to this at the next meeting.

0357 **RESOLVED:** That the date of the next meeting of the Local Governing Body be advised to the Clerk following the Governors away day.

The meeting closed at 19.49pm.

Signed: D. Tarbuck
(Chair of Local Governing Body)

Date: 19-9-18.

