

**PERRY HALL MULTI ACADEMY TRUST**

<b>MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF PERRY HALL PRIMARY SCHOOL HELD AT THE SCHOOL AT 6.00 PM ON WEDNESDAY 23 JANUARY 2019</b>
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PRESENT:	Mrs A Cheema	- CEO
	Mr D Collinswood	
	Mr S Cox	-Chair
	Mr S Davis	
	Mrs S Fergusson	
	Mr A Fisher	
	Miss R Kohli	-Headteacher
	Mr D Tarbuck	
IN ATTENDANCE:	Miss S Hughes	- Observer
	Mrs L Rush	-Clerk
NO APOLOGIES:	Mr D Asbury	- Executive Headteacher for Standards
	Mrs M O'Rourke	
	Mrs A Tranter	

Minute Number	Minutes	Action
0380	Introductions were made around the room at this point, for the benefit of the newly appointed staff Governors, Mrs Fergusson and Mr Davis.	
0381	<p><b><u>DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ CONFIDENTIAL ITEMS</u></b></p> <p>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.</p> <p>There were no declarations at this point, however as Mrs Cheema was delayed to the meeting, a standing declaration of interest was noted as follows:</p>	

	<ul style="list-style-type: none"> <li>• The CEO was on the Trust Board for UCAT</li> </ul> <p>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, once approved, these became public documents.</p>	
0382	<p><b><u>ANALYSING SCHOOL PERFORMANCE (ASP)</u></b></p> <p>Governors received copies of the Primary Inspection Data Summary Report (Appendix 1) and the School Performance Report Summary (Appendix 2) at this point.</p> <p>A suggestion was made that these would be considered in depth at the forthcoming Standards Committee, however, the CEO provided a brief synopsis of these documents.</p> <p>It was noted that the information contained at the top of page 3 of Appendix 1 had been taken from January 2018 and therefore may not be the most up to date.</p> <p>Governors were advised that the green areas on page 5 of Appendix 1 showed strengths and those boxes greyed out were not classed as a significant group.</p> <p>Progress data was shared with Governors.</p> <p>Appendix 2 (School Performance Summary) showed that the School was well above average with reading and maths, however writing was average, and had been included as a priority on the School Improvement Plan (SIP).</p> <p>Average progress data for disadvantaged pupils in reading, writing and maths showed strong progress in maths and reading, however, writing was not as high, the CEO suggested that this be analysed further at the Standards Committee.</p> <p>The Headteacher advised Governors that the School had been ranked 10<sup>th</sup> on the league table in the LA for maths progress, <b>a Governor asked out of how many schools</b>, and was advised that this was out of 64 schools. The School had also come 32<sup>nd</sup> on the league table for reading.</p>	

0383	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There were no items of any other business identified at the meeting.</p>	
0384	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting, held on 19 September 2018, be approved as a correct record.</p>	
	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p><u>Matters Arising - Reading Bus (Minute No 0363(c))</u></p> <p><b>A Governor asked if the windows had since been replaced, the Headteacher explained that this was still ongoing and that National Express had been contacted to enquire if they may possibly have some replacement windows and a response was awaited. Governors were advised of the reasons for the delay in getting the bus to a point of use, and that although works had been carried out, the delay was now due to the inability to make contact with the company or parent that had been supporting the School initially. The Headteacher suggested that the final works would need to be funded by the School themselves, with the support of the PTA, although the Strategic Head of Finance and Business Administration had advised the School that there may be funding available in the budget for these works to be completed. A discussion was held around the best time to launch the bus, it was believed that this may be at the summer fayre, although it may be pertinent to tie the launch in with the 70<sup>th</sup> celebration of the School which would be taking place that year, a Governor asked what date the School would be 70, and was advised that this would be on the 6 July 2019. A suggestion was made to approach some historic staff members and pupils. A discussion ensued around this.</b></p> <p><b>A Governor asked how much money would be required to get the bus to a completed stage, and was informed by the Headteacher that £7,000 had already been spent on it, but it was believed that the total may be in the region of £25,000. A number of donations had already been received towards the bus and planters for outside of the bus. It was agreed that a plan of action would be compiled within the next 3 weeks.</b></p> <p><b>A Governor asked for a re-evaluation for the true cost of completion for the bus. Governors discussed their options at length.</b></p>	<p>Action Plan for completion of Reading Bus to be completed.</p>

0385(a)	<b>RESOLVED:</b> That quotes were to be obtained for finalisation of works to the bus, and that Governors agreed to spend up to a maximum of £20,000, with exact costs to be provided at the Trust Board.	Quotes for final works to Reading Bus to be obtained.
0385(b)	<p><u>Leadership Report (Minute No 0370)</u></p> <p><b>A Governor asked for an update on the meeting with the finance team, relating to the 2's provision.</b> The CEO explained that there had been an increase in numbers from December 2018, and the Strategic Head of Finance and Business Administration was looking into the viability of continuing this provision. If continuation impacted finances, then this provision would be pulled. A report would be given to Governors when available.</p> <p><b>It was enquired whether the notice had been put on the board in the staff room pertaining to the staff questionnaire and Governors contact details,</b> it was confirmed that it had, however, the staff Governors had already made a positive impact. <b>The Chair asked if there had been a good response to the staff survey</b> and was informed that there had, with staff completing as part of their training day.</p> <p><b>Thanks were given for the MAT newsletter being produced, as this had been very useful.</b> The CEO added that the parents at Woodthorne had expressed their thanks for this also, as it was informative and useful to see what other schools within the Trust were up to.</p>	<p>Report of 2's provision to be compiled and viability of provision to be investigated.</p> <p>Feedback from the staff questionnaire to be provided.</p>
0386	<p><u>MINUTES OF THE STANDARDS COMMITTEE</u></p> <p><b>RESOLVED:</b> That the minutes of the Standards Committee, held on Wednesday 14 November 2018, be approved as a correct record.</p>	
0387	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>The Clerk welcomed the two new staff Governors, it was noted that their term of office had been agreed on a 12 month basis as at the last meeting. Governors were informed that there were no terms of office due to expire and no attendance issues to note.</p>	
0388	<p><u>CHAIRS ACTION</u></p> <p>There were no Chairs actions to be reported.</p>	

	<p><b><u>LEADERSHIP REPORT</u></b></p> <p>A copy of the Leadership Report had been circulated on GovernorHub in advance of the meeting (Appendix 4 – on GovernorHub).</p> <p>The Headteacher provided an overview of the report, noting that the key priorities from the School Improvement Plan (SIP) were linked into the report.</p> <p>The following was noted from the report:</p> <ul style="list-style-type: none"> <li>• There had been an increase in the number of 2's from the data on the report</li> <li>• Mobility of numbers was detailed, noting that children were leaving due to things such as; housing issues and domestic violence cases</li> <li>• Three members of staff were on maternity leave, one member of staff had retired and an unqualified teacher would be joining the School in February 2019</li> <li>• 71 days had been lost to staff absence, with one long term sick case having had a major impact on this data. The member of staff in question had however now returned to work</li> <li>• 16 days of dependence leave were noted for staff, this was more prevalent in the autumn term. The CEO suggested that a reminder be given to staff around the changes to the policy. <b>The Chair suggested that this information be analysed across the Trust,</b> and was advised that comparisons were already being made. <b>A Governor asked if this data may be comparable with a national average,</b> the CEO agreed to look into whether this could be done. A discussion was held around staff absence monitoring at this point. The CEO confirmed that she would be happy to share an anonymised report on staff absence</li> <li>• Thanks were given to staff for their support in the whole school event</li> <li>• The CEO advised at this point that she had found a national average comparison for sickness data for 16/17 which was 5.5 days lost per teacher, whereas the School were sitting at 4.1 days, therefore the School were below the national average for days lost to staff absence</li> <li>• A board had been implemented in the staff room enabling staff to raise concerns anonymously, <b>the Chair suggested</b></li> </ul>	<p>CEO to look into comparing dependence leave days with a national average Anonymised report to be shared</p>
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	<p>that any feedback from this, whether it was negative or positive would be useful for Governors to hear. It was also suggested that a copy of the signed minutes from LGB meetings could be left in the staff room</p> <ul style="list-style-type: none"> <li>• Afterschool clubs were proving successful. <b>The Chair asked if pupils were able to offer suggestions as to the kinds of clubs they would like to see, this was confirmed</b></li> <li>• <b>A Governor asked for more information around PE CPD, this was provided by the Headteacher</b></li> <li>• All student teachers at the School were proving to be high quality, although due to some issues detailed, a support plan had been put in place to develop one of these students further</li> <li>• Regular meetings were taking place between the Chair, Vice Chair and Headteacher along with Link Governor Visits. Reports from these had been included as an appendix in the Leadership Report</li> <li>• <b>The Chair asked if any other Governor would be interested in completing the Governor Newsletter, Mr Collinswood agreed to assist with this and send to the Deputy Headteacher when completed</b></li> <li>• <b>Governors commended the School on the recent Christmas performances and how they were of a high quality</b></li> <li>• <b>A Governor noted during their Link Governor visit the additional issues staff were having to deal with, another shared their experience of having observed the low levels of social skills in some children</b></li> <li>• <b>It was noted that the School was the second highest in the area for MASH involvement, and the added demand this placed on the School</b></li> <li>• With the input of the children, the core values of the School had been re-designed (page 15 of the report). Details of these were shared. Feedback had also been obtained from staff too. The Headteacher requested that Governors also review and offer their feedback so that this could be considered by the School Council. <b>A Governor offered their support with this at the next School Council meeting.</b></li> <li>• Feedback from parent workshops had been positive, however, attendance was not as high as it was hoped for. <b>The Chair explained that even if a small number of parents attended, this was better than none at all</b></li> </ul>	<p>Mr Collinswood to complete Governor Newsletter</p> <p>Governor support at next School Council meeting</p>
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0389	<ul style="list-style-type: none"> <li>• There had been two fixed term exclusions for two different children</li> </ul> <p><b>RESOLVED:</b> That the Leadership Report (Appendix 4) be approved.</p>	
0390	<p><b><u>PUPIL PREMIUM ACTION AND SPENDING PLAN 2018/19</u></b></p> <p>The Pupil Premium Strategy Statement was tabled at the meeting (Appendix 5) and the Spending Plan had been included in the Leadership Report. It was suggested that this be reviewed in depth at the Standards Committee.</p>	
0391	<p><b><u>SPORTS PREMIUM ACTION AND SPENDING PLAN 2018/19</u></b></p> <p>A copy of the Sports Funding Premium Strategy for 2018/19 was tabled (Appendix 6). It was suggested that this also be reviewed at the Standards Committee.</p>	
0392	<p><b><u>SAFEGUARDING</u></b></p> <p>Staff had received updated Safeguarding Training.</p> <p><b>The Chair asked if there had been any further update on the incident where a cistern had come away from the wall in the toilets, the CEO provided an overview of the follow up that proceeded this event and explained that this was being investigated formally. The parents of the child involved in the incident had reported it to Ofsted and the Headteacher was dealing with this. The Chair noted that there had been a lot of time spent dealing with this issue and asked whether it had been documented fully and whether the complaints procedure was well structured, which was confirmed.</b></p>	
0393	<p><b><u>TRUST ITEMS</u></b></p> <p>The CEO explained that the Trust were in the process of looking at offering a health benefits package to staff, which would be implemented across the Trust once finalised by the Trust Board.</p> <p>The Trust were also in the process of updating the Scheme of Delegation (SOD) which would be approved by the Trust Board in March and then brought to all LGB meetings once approved.</p> <p>The Clerk explained that the Trust Board had also approved to give voting rights to the Executive Headteacher for Standards and the</p>	



	Executive Headteacher for the Teaching School at all LGB meetings, in the CEO's absence.	
0394	<p><b><u>GOVERNOR AWAY DAY</u></b></p> <p>The Governor Away Day would take place on 1<sup>st</sup> July 2019. An overview of the day was provided by the CEO at this point, it was noted that Governors would receive further information closer to the time.</p>	
0395	<p><b><u>LINK GOVERNOR REPORT / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT</u></b></p> <p>The Clerk explained that Mrs O'Rourke had emailed in regards to sharing details of a finance meeting with the Headteacher that day. The Headteacher provided an overview of this meeting. It was noted that the accounts had been signed off with no concerns raised. The Trust as a whole was financially stable.</p> <p>Governors were informed that 15% was taken from each Trust School's budget to contribute to a capital pot.</p> <p>Monitoring of the 2's provision finances were to be monitored.</p> <p><b>Progress on finances were commended at this point.</b></p> <p><b>A Governor enquired how the School were getting on with obtaining aged debts back, and was advised that these were still being paid back. The Headteacher agreed to contact some of these families. Governors requested that a print out of debt reports be brought to the next meeting.</b></p> <p>It was agreed that outstanding residential payments be written off for PP children as this had been covered with PP funding.</p> <p>Governors thanked the office staff for their work on this area and noted that these were not comfortable conversations to be having with parents.</p> <p>Two Link Governor reports (Appendix 7 and 8) had been circulated and considered in advance of the meeting.</p>	<p>Aged debtors report to be considered at next meeting.</p> <p>Outstanding PP children's residential money to be written off.</p>

0396	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Governors had recently received training on 'Preparing for an Ofsted'. It was reported how useful this training had been.</p> <p>Governors asked that the Clerk chase the slides from the training as promised by the trainer.</p> <p>The Clerk asked if anyone had attended any external training that may be pertinent to their role as Governor. There was none to note.</p>	Clerk to chase slides
0397	<p><b><u>SKILLS AUDIT FEEDBACK</u></b></p> <p>The Clerk reminded Governors of the importance of obtaining a full complement of responses to ensure that the analysis was a fair reflection.</p> <p><b>The Chair suggested that Governors be given until Friday 1 February 2019 to complete and return to the Clerk.</b></p>	Skills audit forms to be completed and returned to the Clerk by 1 February 2019
0398	<p><b><u>CHAIRS CORRESPONDENCE</u></b></p> <p>There were no items of Chairs correspondence.</p>	
0399	<p><b><u>PROPOSED STAFFING RESTRUCTURE FOR SEPTEMBER 2019</u></b></p> <p>The CEO explained that staffing structures were reviewed annually and discussions were currently taking place Trust wide. An update would be provided at the meeting in the summer term.</p>	Staffing structure changes to be considered at next meeting if any.
0400	<p><b><u>SIP EVALUATION</u></b></p> <p>Governors had received a copy of the SIP report and evaluation in advance of the meeting (Appendix 9 and 10) . Any questions on this should be raised at the next Standards Committee meeting. A discussion ensued around looking at splitting the Standards Meeting into a separate meeting for data. It was suggested that a one of meeting be held to consider the SIP as opposed to splitting the meeting.</p>	
0401	<p><b><u>ISSUES ARISING FROM THE SCR</u></b></p> <p>This had been reviewed by the Safeguarding Link Governor, no anomalies or concerns had been found.</p>	

	<b><u>DATE OF NEXT MEETING</u></b>	
0402	<b>RESOLVED:</b> That the date of the next meeting be held at the School on Wednesday 15 May 2019 at 6.00pm	

The meeting closed at 20.00pm

Signed: D. Tebbel  
(Chair of LGB)

Date: 15.5.19

