

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 WEDNESDAY 15 MAY 2019**

PRESENT:

Mrs A Cheema - CEO - ~~UCAT~~
 Mr D Collinswood
 Mr S Cox
 Mr S Davis
 Mrs S Fergusson
 Miss R Kohli - Headteacher
 Mrs M O'Rourke
 Mr D Tarbuck - Chair
 Mrs A Tranter

IN ATTENDANCE:

Mr D Asbury - Executive Headteacher for Standards
 Mrs Pritchett - Observer - ~~HT~~ Berrybrook *Head of School*
 Mrs M Hart - Clerk

APOLOGIES:

Mr A Fisher

| Minute Number | Minutes | Action |
|---------------|---|--------|
| 0403 | Mrs Pritchett – Headteacher at Berrybrook attended as observer and was welcomed to the meeting. Introductions were made around the table. | |
| 0404 | <p><u>DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ CONFIDENTIAL ITEMS</u></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>The following declarations were made:</p> | |

| | | |
|---------|---|---|
| | <p>Mrs Cheema declared that she was CEO on the Trust Board for UCAT</p> <p>Mrs O'Rourke declared that she was a Director of Concept Education Services and Concept FM.</p> <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> | |
| 0405 | <p><u>ANY OTHER BUSINESS</u></p> <p>There were no items of any other business identified at the meeting.</p> | |
| 0406 | <p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on Wednesday 23 January 2019, be approved as a correct record with the following amendments:</p> <p>Mrs Tranter, Mrs O'Rourke and Mr Asbury had tendered their apologies.</p> | |
| 0407(a) | <p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Leadership Report (Minute No.0389)</u></p> <ul style="list-style-type: none"> • Governors noted that there were no absence comparisons. There were comparisons for national average but none against the Trust. • Governors asked if LGB meeting minutes were being left in the staff room. It was confirmed that once minutes had been approved they were made available in the staff room. • A Staff Governor said that staff had requested that Governors contact details be made available in the staff room. Governors agreed for email addresses to be made available. The Clerk pointed out that some email addresses were personal. It was recommended under the new General Data Protection Regulations (GDPR) that School email addresses should now be | <p>HT to follow up – dependents leave average requested.</p> <p>HT to follow up – circulation of School email addresses for all Governors. Details to be displayed in the staff room.</p> |

| | | |
|---------|--|--|
| 0407(b) | <p>used. It was confirmed that School email addresses would be circulated to all Governors.</p> <ul style="list-style-type: none"> • Governors asked if any Governors had attended the School Council meeting. It was confirmed that Mr Asbury and the Chair had attended the meeting. The School logo, E-safety and School dinners were amongst the discussions. Mr Asbury had volunteered to come in to have lunch. A further meeting would be arranged. The Headteacher confirmed that during Governors Away Day there would be opportunities to speak to Eco Worriers, the Peer Support Group and the School Council to enable any questions to be raised. <p><u>Aged Debtors Report – (Minutes No. 0395)</u></p> <ul style="list-style-type: none"> • The Headteacher confirmed that debt control was working very well. | <p>Mr Collinswood</p> |
| 0408 | <p><u>MINUTES OF THE STANDARDS COMMITTEE</u></p> <p>RESOLVED: That the minutes of the Standards Committee, held on Wednesday 6 March 2019, (Appendix 1) be approved as a correct record.</p> | |
| | <p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>Governors were informed that there were vacancies for the following categories of Governors; two Co-opted Governors. Governors were reminded that they had previously discussed the membership of the Governing Body. The Clerk explained the various categories and confirmed terms of office.</p> <p>The Clerk reported that the following term of office had ended:</p> <p>Mrs M O'Rourke Associate Member 26 April 2019</p> <p>The Clerk reported that the following terms of office were due to end in the autumn term:</p> <p>Mr D Tarbuck Co-opted Governor 13 September 2019</p> <p>Both Mr Tarbuck and Mrs O'Rourke expressed a wish to continue in their roles.</p> | <p>Membership of the Governing Body to be discussed in more detail in the autumn term.</p> |

| | | |
|------|---|--|
| 0409 | <p>[MR TARBUCK AND MRS O'ROURKE LEFT THE MEETING AT THIS POINT]</p> <p>Governors were happy for both Mr Tarbuck and Mrs O'Rourke to continue in their roles on the Governing Body.</p> <p>RESOLVED: That Mr Tarbuck and Mrs O'Rourke be re-appointed.</p> <p>[MR TARBUCK AND MRS O'ROURKE RETURNED TO THE MEETING AT THIS POINT]</p> <p>The Clerk informed Mr Tarbuck and Mrs O'Rourke that they had been re-appointed which appointments would be taken to the Trust Board for approval.</p> <p>The Clerk added that there were no attendance issues to be reported.</p> | |
| 0410 | <p><u>URGENT ACTION TAKE BY THE CHAIR</u></p> <p>There were no actions to be reported.</p> | |
| | <p><u>LEADERSHIP REPORT</u></p> <p>A copy of the Leadership Report had been circulated on GovernorHub in advance of the meeting.</p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> • There was a rising number of pupils with English as an Additional Language (EAL) and an increase in Pupil Premium (PP) pupils. • The number of Looked After Children (LAC) had also increased to seven, which was the highest in the Trust. Governors asked if there were any staffing implications in terms of the increased numbers. Not at the present time. Governors asked in which year group pupils were placed. The pupils were spread across the year groups with some also having special needs. • Safeguarding – There were currently seven pupils on Child Protection, 13 on Child in Need, 14 Early Help | |

| | | |
|--|--|--|
| | <p>Assessments which had been agreed with parents and another 14 where parents had not agreed.</p> <ul style="list-style-type: none"> • Data – it was confirmed that data would be discussed in more detail by the Standards Committee. Pupils in Early Years were on track. Phonics was also on track in Y1 and pupils were doing well. Y2 was in line with where they should be. It was hoped that pupils would meet WRAP targets but data showed they were above national. Y6 teacher assessments showed that pupils were on track to meet national. There had been some issues during SATs tests as a number of pupils had not handled the tests well. However, in an environment that they felt comfortable in they had met expected. Governors asked if other Schools in the Trust had the same experience. Mr Asbury responded and said that there had been issues especially with pupils with EAL. Mrs Pritchett explained that Berrybrook had found that stamina throughout the tests had been an issue and five minute breaks had been administered. It was confirmed that there had been some issues with stamina in other Schools in the Trust. Careful monitoring was being carried out by the Trust to better see how Schools could prepare pupils for the tests. • The new Ofsted Framework had been issued and would be scrutinised by the Trust. • Governors asked about the mental health of pupils. The Trust were looking at how they could best support pupils in all Schools. A Working Party was reviewing Physical, Social, Health & Education (PSHE), mental health and wellbeing. Base 25 had visited the School and worked alongside a third of pupils in Y6 to support their wellbeing and help them to control their emotions. Berrybrook had trialled an on-line programme called Zumus which included a worry box but there were cost implications for this system. It was confirmed that funding may be available. Other programmes were also being investigated such as “Shut Up” and SUMO for Schools. This would be discussed in more detail by the Standards Committee with Leads being invited to give further information. Governors were concerned that expectations of staff were also being managed. It was explained that expectations were raised by the contents of the tests | |
|--|--|--|

| | | |
|--|--|--|
| | <p>which were out of the Schools control. Governors wanted to ensure that pupils were adequately prepared. The Headteacher explained that each year expectations rose. Staff attended regular training to ensure judgements were secure. The School did as much as possible in terms of training to provide support to teachers. The Headteacher said that both pupils and staff did their best. Governors asked if it was known where the stress was coming from. Some would be from external factors.</p> <ul style="list-style-type: none"> • Attendance – The Education Welfare Officer (EWO) continued to work with families carrying out home visits and issuing letters. Penalty notices were issued where necessary. Issues arose around families taking holidays during term time. Requests from families with Special Educational Needs & Disability (SEND) and medical needs had been authorised. Governors asked for data relating to persistent absence to be included, particularly whether absences were authorised or not. In Early Years – Time for Two’s and Nursey there had been a number of persistent absences which would be filled by those on the waiting list if non-attendance continued. • It was noted that mobility figures had increased. In the main this was due to families moving areas. The School also had a number of pupils who were new to the Country. Governors asked about mobility in Y6. It was confirmed that a number of pupils had arrived into Y6 just before SATs. • Behaviour had improved which was due to the nurture programme and strategies which had been implemented. <p>[MRS CHEEMA ARRIVED AT THIS POINT IN THE MEETING]</p> <p>Governors asked Staff Governors if they felt recent CPD around managing behaviour had been useful. This was confirmed. Different strategies had been discussed and all staff were working to the same procedures including lunchtime staff. The Good to be Green programme was working well.</p> <ul style="list-style-type: none"> • Staff Absence – Governors raised the issue of the impact of staff absence on the Leadership Team and | |
|--|--|--|

| | | |
|--|---|--|
| | <p>asked what impact this had had on the Headteacher in particular. It was explained that the absences had been taken into account on the new staffing structure. One Deputy Headteacher was on maternity leave and another teacher had an operation which was unforeseen. An Action Plan had been implemented and discussed with staff. Changes made led to minimum impact. Senior Leaders had taken on additional responsibilities and support had been received from the Teaching School for Y6. An English Consultant had also been working in School. The MAT had supported Senior Leadership Team (SLT) changes but staff had been stretched. The Headteacher thanked staff for their hard work and support.</p> <ul style="list-style-type: none"> • Sport Premium funding – Governors noted that this was overspent. Additional funds were made available from the main School budget. Governors asked if coaching and mentoring continued. This was confirmed. Hours had been monitored with actual PE time of 40 minutes per week. Active Mile would be increased to 40 minutes with lunchtime activities being included. The Sports Coach was also available at lunchtime. The Sports Coach worked with each year group as well as Teach First and Newly Qualified Teachers (NQT). All staff had been requested to book slots to enable the Coach to support them. Wake up Shake Up continued in KS1. An Action Plan was being devised to use as an audit tool to inform support in September. • Pupil Premium Funding – Governors asked if any additional resources would be purchased. It was intended to purchase the PE passport - an APP which identified gaps where further development was needed and would ensure that Gifted & Talented pupils were also being supported. Governors asked what could be done to improve progress for pupils in KS1. It was confirmed that this would be discussed in more detail by the Standards Committee. • Finance Report – Governors asked if the Time for Two's provision was sustainable. Mrs O'Rourke attended the Trust Finance meeting and reported that 19 pupils attended in April. Funding was being monitored closely. Predicted numbers were 33 in autumn and 27 in spring. Governors asked how the | |
|--|---|--|

| | | |
|--|---|--|
| | <p>increase in numbers had been achieved. Leaflet drops and contacting families directly. Numbers would be reviewed on a termly basis. Governors requested would an update in the autumn term. It was confirmed that a positive budget had been set with £22k net current assets. Staff had been very prudent and had not overspent on resources. Governors noted the 33% variance in expenditure on rates. CEO confirmed that this expenditure was estimated and a lump sum would be refunded if overpayments had been made. It was confirmed that the School had received rates relief which had not been expected. Governors were requested to send questions for the Trust Board Finance Committee to Mrs O'Rourke or the Headteacher.</p> <ul style="list-style-type: none"> ● Attainment & Progress would be discussed in more detail by the Standards Committee. ● SEND visit report - Governors asked for details of how funding was spent in this regard. The School currently had seven pupils on Education Help Care Plans (EHCP). Each pupil would have a lump sum dependant on their needs. Some had 1:1 support depending on their needs. Funding was spent on training for staff, Educational Psychologist, sensory resources, and interventions and any physical building alterations. Ramps and a disabled toilet were being added. Funding received could range from £3k to £6k and was topped up by the School. The Special Educational Needs Co-ordinator (SENCo) costed the annual spend which was reviewed by the Local Authority (LA). LAC pupils also received funding in addition to PP funding which was also reviewed. ● Safeguarding Audit – Governors noted that compliance was rated at 96.9% and thanked the Headteacher and staff for their continued hard work. The Safeguarding Link Governor said that areas of work were administrative rather than legislative. It was confirmed that the Working Party would be looking to develop some areas which would inform the next Action Plan. ● Website compliance – Information relating to swimming provision had been missing. The Headteacher confirmed that this had been addressed. Governors asked the strategies implemented to | |
|--|---|--|

| | | |
|------|---|--|
| 0411 | <p>improve outcomes for pupils in terms of swimming. The Working Party were looking at a new format with the MAT. Not all pupils were able to experience swimming outside of School. It was intended to increase swimming time for all pupils as targets had not yet been achieved. Two classes would go swimming each term to try and build on their skills. This would have cost implications. An Action Plan would be implemented.</p> <ul style="list-style-type: none"> • Parents Events - Governor asked if workshops were proving effective as it was noted that these had been better attended in the autumn term. The School were considering workshops to take place during open afternoons and to include pupils. Governors asked if some of the workshops could be combined. This would prove difficult as workshops were limited to 30 minutes. Governors discussed various options, one being a number of workshops being available at one time giving parents the opportunity to move between them and decide which to attend. The School were looking at how best to support EAL families possibly with workshops in their own language. Governors asked if there were any predominate languages in the School. Currently these were Punjabi and Italian. • Subject Action – Governors requested leads from English and Writing to attend the next Standards Committee meeting. • Update on Teaching School – Continued Professional Development (CPD) had taken place across the Schools and staff had identified needs based on standards. A number of CPD opportunities had taken place across MAT Schools. Dunstall Hill Early Years had received maths support. The impact on Perry Hall had been very positive as access to CPD helped staff to develop their skills by going into other Schools. Feedback was also positive from Berrybrook. Staff were keen to attend further CPD and take advantage of opportunities to work together. All Schools in the MAT were benefiting from resources through the Teaching School. • School Development Plan (SDP) would be discussed in more detail at the next Standards Committee meeting. <p>RESOLVED: That the Leadership Report (Appendix 2) be approved.</p> | |
|------|---|--|

| | | |
|------|--|--|
| 0412 | <p><u>PUPIL PREMIUM ACTION & SPENDING PLAN 2018/19</u></p> <p>This item was discussed as part of the Headteacher's Report (Minute No. 0411)</p> | |
| 0413 | <p><u>SPORTS PREMIUM ACTION & SPENDING PLAN 2018/19</u></p> <p>This item was discussed as part of the Headteacher's Report (Minute No. 0411)</p> | |
| 0414 | <p><u>SAFEGUARDING</u></p> <p>This item was discussed as part of the Headteacher's Report (Minute No. 0411)</p> | |
| 0415 | <p><u>TRUST ITEMS</u></p> <p>Governors received a copy of the Scheme of Delegation (Appendix 3) at this point. CEO explained any decisions made would involve consultations from the LGB.</p> <p>RESOLVED: That the Scheme of Delegation (Appendix 2) be adopted.</p> <ul style="list-style-type: none"> • Buildings – Break out space/toilets had be completed. Corridor lights completed. Condition Improvement Fund (CIF) bid had been successful and work would begin in July on KS1 heating system. Resealing of the Infant Hall floor had been approved. The Headteacher thanked Mark Webb from MAT team for organising the work. • Reading Bus – The proposal from Trust Board was that tenders be obtained with funds allocated from the School budget. <p>CEO confirmed that the following would be passed to the Trust Board:</p> <ul style="list-style-type: none"> • Governors asked how the School had managed the absence of the Deputies • Questions around how much time pupils get for PE • Questions asked around coaching and mentoring - Head was able to confirm that this is still continuing | |

| | | |
|------|--|--|
| | <ul style="list-style-type: none"> • The Time for Twos provision would continue as marketing has had an impact on numbers • Governors requested the assistant EP attends the next full governors meeting so that they can talk through the needs and what is being done • Governors ask for an overview on SEND money and spend • Governors suggested that parent workshops only be carried out in the Autumn term as the attendance of these workshops is low • Mr Tarbuck and Mrs O'Rourke terms of office - Governors re-elected them and seek approval from the Trust • Skills matrix returned | |
| 0416 | <p><u>FEEDBACK FROM FINANCE MEETING</u></p> <p>This item was discussed as part of the Headteacher's Report (Minute No. 0411)</p> | |
| 0417 | <p><u>LINK GOVERNOR REPORTS/GOVERNOR VISITS INTO SCHOOL/STRATEGIC GOVERNOR INVOLVEMENT</u></p> <p>The following Link Governor reports were received at the meeting:</p> <p>SATs Observations Visits Mr Fisher (Appendices 4(a)) EYFS Mr D Tarbuck (Appendices 4(b)) PE Mrs M O'Rourke (Appendices 4(c))</p> <p>It was agreed that future reports would be uploaded to GovernorHub in advance of meetings by Governors.</p> | |
| 0418 | <p><u>GOVERNOR TRAINING</u></p> <p>Governors were reminded that details of any S4S training courses attended would be added to GovernorHub and a report could be generated to summarise this. Should Governors attend any other training, it could also be added to GovernorHub (either by themselves or the clerk).</p> <p>Governors Away Day had been arranged for Monday 1 July 2019. CEO gave a brief overview of what would be included. It was confirmed that Level 1 Safeguarding training would also be taking place.</p> | |

| | | |
|------|---|--|
| 0419 | <p><u>SKILLS AUDIT</u></p> <p>Governors received the analysis of the Skills Audit in advance of the meeting (Appendix 5) the contents of which was noted.</p> | |
| 0420 | <p><u>CHAIR'S CORRESPONDENCE</u></p> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p> | |
| 0421 | <p><u>PROPOSED STAFFING RESTRUCTURE FOR SEPTEMBER</u></p> <p>CEO confirmed that the Trust Board had approved the staffing re-structure for September which was discussed. It was confirmed that Leadership would be Headteacher and Executive Headteacher of Teaching School with two Deputy Headteachers.</p> | |
| 0422 | <p><u>SUMMARY OF CHANGES TO THE DfE GOVERNANCE HANDBOOK</u></p> <p>Governors received a summary of changes that had been made to the DfE Governance Handbook (Appendix X) which came into effect in March 2019. The Clerk reminded Governors that a full copy of the Handbook was available from https://www.gov.uk/government/publications/governance-handbook.</p> | |
| 0423 | <p><u>GUIDES FROM THE DfE</u></p> <p>The Clerk drew Governors' attention to two new guides from the DfE that could be used to help address teacher workload. The change in requirements from OfSTED in terms of data was also highlighted as collection and analysis of data impacted on teacher workload and, therefore, additional information regarding the use of data had also been released by the DfE.</p> <p>The guides could be found using the following links: Workload Reduction Toolkit https://www.gov.uk/government/publications/supporting-governing-boards-and-trustees-reducing-teacher-workload</p> | |

| | | |
|------|--|--|
| | <p>Making Data Work</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/754349/Workload_Advisory_Group-report.pdf</p> | |
| 0424 | <p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting would be confirmed at the Governors Away Day.</p> | |

The meeting closed at 7.40 pm

Signed: 

(Chair of Local Governing Body)

Date: 18.9.19

