

PERRY HALL MULTI ACADEMY TRUST

**MINUTES OF THE MEETING OF PERRY HALL PRIMARY SCHOOL
HELD AT THE SCHOOL
AT 6.00 PM ON WEDNESDAY 5 FEBRUARY 2020**

PRESENT: Mr D Collinswood
Mr S Cox
Mrs L Crotty
Mrs S Ferguson
Mr A Fisher
Ms R Kohli – Headteacher
Mr D Tarbuck - Chair

IN ATTENDANCE: Mr D Asbury – Executive Headteacher for Standards (EHTS)
Mr S Caine - Chair at Hanbury Farm
Mrs A Cheema – CEO
Mrs M O’Rourke – Associate Member
Mrs L Rush - Clerk

APOLOGIES: Mrs A Tranter

The Clerk suggested that introductions be made around the room for the benefit of the new Governor and the visitor in attendance. The Chair welcomed Mrs Crotty to the Local Governing Body.

Minute Number	Minutes	Action
0447	<p><u>DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ CONFIDENTIAL ITEMS</u></p> <p>Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.</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 of interest were noted:</p>	

	<p>Mr Asbury is a director on the board of ConnectEd.</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 the draft minutes were considered public documents as soon as approved by the Chair of the meeting.</p> <p>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.</p>	
0448	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items to be considered.</p>	
0449	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on 18 September 2019, be approved as a correct record.</p>	
0450(a)	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Matters Arising from the Minutes, Trust Items (Minute No 0432(d))</u></p> <p>A Governor asked whether there had been any movement with the reading bus, the EHTS responded that she had been looking for a way forward with the Head of Estates and Facilities, the School were now reluctant to use this as a working reading bus, due to recent vandalism. Alternative options were being explored. The CEO asked if there had been any further vandalism since the bus had been boarded up, which was denied. The Chair asked whether it would be possible to find the best solution possible and get this ready for the summer fayre. The EHTTS hoped that this could be facilitated.</p>	
0450(b)	<p><u>Appointment of Link Governors (Minute No 0437)</u></p>	

<p>0450(c)</p>	<p>A Governor asked whether the documentation for Link Governor visits had been revisited and was informed that a new form had been shared on Governorhub by the Trust.</p> <p><u>Leadership Report (Minute No 0441) - Safeguarding</u></p> <p>Although an online link to the Hayes Safeguarding training had been sent to all Governors, it was noted that not all Governors needed to complete this training as it had been done at the Governors away day. The CEO agreed to liaise with the SHFBA to make contact with the Governors that were required to complete the training.</p>	<p>CEO to liaise with the SHFBA around Governors required to completed Hayes Safeguarding Training</p>
<p>0450(d)</p>	<p><u>Leadership Report (Minute No 0441) - Safeguarding – GDPR Update</u></p> <p>There had been a GDPR review that week, completed by S4S. No breaches or concerns had been found. The report from the review had been received that day. The CEO requested that a copy be sent to her and the Chair. The CEO asked the Clerk to inform S4S that a copy would need to be sent to her and Emma Dyas in future.</p>	<p>Clerk to liaise with S4S to ensure that the CEO and Emma Dyas are copied in to any future reports.</p>
	<p><u>MINUTES OF THE STANDARDS COMMITTEES</u></p>	
<p>0451</p>	<p>RESOLVED: That the Minutes of the Standards Committee held on 13 November 2019 (Appendix 1) be adopted.</p>	
<p>0452</p>	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>The Clerk noted the appointment of the new staff Governor and asked whether any update was available on the parent Governor situation following the discussion held at the last meeting. It was noted that letters were being prepped to send out to parents informing them of the vacancies. The Clerk suggested that the current parent Governors remains so until new parents are identified.</p> <p>There were no specific vacancies on the LGB as per the terms of reference, however the LGB were able to recruit more co-opted Governors should this be required.</p> <p>There were no attendance issues to note and no terms of office due to expire prior to the next meeting.</p>	

0453	<p><u>URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>The Chair reported that no urgent action had been taken.</p>	
0454	<p><u>LEADERSHIP REPORT</u></p> <p>Governors had received a copy of the Leadership Report pack (Appendix 2 on GovernorHub) in advance of the meeting. The following was noted:</p> <ul style="list-style-type: none"> • A draft Ofsted report had been received after the inspection, the final version of which was expected the following week. An overview of the two-day inspection was provided for those who had been unable to participate in the process. It was reported that the inspection had been a positive experience. The main findings were shared. Governors were advised that the inspector had commented on the exemplary practices observed and that the School were aware where they were with curriculum development. It was noted that leaders (inc subject leads) had clear direction of where the School was going and that the School was engaging well with community. Responses from parent questionnaire were overwhelmingly supportive of the School. The draft report was a positive one, and recognised the journey the School was on. It had been noted that Governors had also worked hard to get the School where it was. The CEO advised Governors that the next inspection would not be due for another three to five years, however if results remained as they were then this would more than likely be between four and a half to five years' time. The EHTTS noted that the report and conversations held with the inspector, showed how well Governors know the School. It had also been fortunate that deep dives had taken place the previous week in core subjects, as this had highlighted the fact that the findings of the inspector correlated with those of the Schools. Governors commended the hard work of the staff at this point. It was reported that an action plan would be completed once the final report had been received. The Chair asked what Link Governors should be focusing on now during their visits, The CEO suggested that this be curriculum development and standards. A discussion 	

	<p>ensued around looking at putting a Governors curriculum group and standards group together at the away day. The Chair asked how other Governors had felt during the inspection, and was advised that they felt positive, and that the inspector had been a good one, with questions angled in the correct way. Staff had also felt that it was a positive experience too, having been interviewed at the end of lessons. It was reported that Year 6 staff had been on a residential at the time of the inspection. The responses from staff questionnaires had also come out positive, the details of which were shared by the CEO</p> <ul style="list-style-type: none"> • A Governor referred to Appendix 1 of the Leadership Report pack and asked why the information on PP children did not tally between the two tables. The EHTTS explained that the top table referred to the numbers of PP in Year 6, and the bottom table pertained to Years 2 to 6 • The CEO asked whether the School were on track to achieve RAP targets, particularly with reading. The EHTTS responded that these had been reviewed and amended slightly, but that they were on track to meet RAP targets at this point in time. A slight dip was noted in Year 6 but that was in part attributed to the time the children had spent on a residential. The CEO was interested to see if other schools in the Trust had a similar challenge • The EHTTS did not however, feel that Year 2 would meet the RAP targets, but would still be above the NA with the interventions taking place • The CEO noted that the attendance of PP children had dropped, with a lot of sickness noted, and quite a lot of PP children had left the School • The EHTS asked whether the increase in EAL numbers, has this affected attendance levels, and was advised that there had been an increase in unauthorised holidays. Governors discussed attendance levels at this point, and the effect unauthorised holidays were having on attendance at the School. Governors were informed that that had been 12 requests approved due to exceptional circumstances • A Governor asked why there had been an increase in behaviour issues, which had jumped from 24 the 	
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	<p>previous term to 46. The EHTTS responded that this figure was in fact a decrease from the same point in the previous year, however, the drop from the previous term was due to the ‘honeymoon’ period having ended. Governors were informed that there had also been several issues with stealing, which were shared. The exemplar behaviour of the children was commented on by the inspector, and another HoS who had visited the School had also commented on the good behaviour observed at lunchtime</p> <ul style="list-style-type: none"> • A Governor asked whether any improvements had been seen with the child that had received a fixed term exclusion (FTE). It was reported that an Early Help assessment had taken place and would be working with the child on a weekly basis. The Governor asked if all mechanisms had been put in place to avoid permanent exclusion, which was confirmed. A Governor noted that having been involved with two previous permanent exclusions, the work the Trust completed to avoid them was thorough • A Governor asked whether staff had time to complete training online training in school time and was advised that the expectation was for them to complete this in the first week, in own time, however, if they struggled then support would be offered to them in school time. A Governor enquired how the School identified training needs and was advised that this was raised in 1-2-1’s and at appraisals. Ongoing statutory training was also undertaken. The Chair asked whether staff completed evaluation forms when training had been completed, which was confirmed. It was also noted that the teaching school were putting together an online booking system, with evaluation included as part of this to identify any gaps • The Chair referred to the staff absence report included as part of the Leadership Report and asked why absence was high for classroom-based staff, it was reported that there had been several hospital appointments, staff taking time off with sick children, funerals and graduations. Two members of staff had also been off due to immediate family bereavements. 20 days of the absence would have been classed as authorised absence. A member of staff had a child in the armed forces who would be allocated 	
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	<p>compassionate leave for their passing out ceremony. Two members of staff had also taken time off for exams. A Governor believed it would be pertinent to include a comparison of all Trust schools to help Governors put the information into context</p> <ul style="list-style-type: none"> • Two Governors had met with the Strategic Head of Finance and Business Administration (SHFBA) to review the cashflow for the School, it was noted that after period 2 everything was going well. The carry forward had been higher than expected, and no concerns were held. Governors were informed that the next meeting with SHFBA would be held on 9 March 2020 a report would be completed for Governors from this • The success of the electronic invites for parents evening were discussed, it was noted that on the first evening of the link being sent out, 62% of parents had already booked an appointment. The CEO asked how parents were being communicated with, who were not as technologically astute as others, and was informed that these parents were being supported to book appointments electronically, and that some parents that were not as technologically minded as others had approached the School and commented on how easy the system had been to use. The CEO asked what was being done to support the EAL parents, the EHTTS responded that as the system was so easy to use, the children had supported their parents where necessary with booking appointments. Governors were informed that there were six to seven children in each class where structured appointments were in place due to specific needs, due to this links had not been sent to these parents. A Governor asked what had happened with the parents where email addresses were not available, and was informed that the link to booking had been sent out via text message. Feedback overall had been positive • A Governor asked how much the Christmas Fayre had raised as the information could not be found, it was reported that this information had been shared via the newsletter, and that this information was not available to hand 	<p>Comparison table of staff absence, to be included on overview sheets for all Trust schools</p>
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	<ul style="list-style-type: none"> • It was noted that since the documents had been circulated, an EY review had taken place, details from which would be shared on GovernorHub and considered at the next meeting • A safeguarding review had also taken place, comments from which had been positive, and the School were green across the board, although the MAT policy required a slight amendment. Details from this would also be uploaded to GovernorHub 	Details of the EY review and Safeguarding Review to be shared on GovernorHub.
0455	<p><u>SAFEGUARDING</u></p> <p>This had been covered as part of the Leadership Report. There was nothing additional to note.</p>	
0456	<p><u>GDPR UPDATE</u></p> <p>This had been covered as part of the Leadership Report. There was nothing additional to note.</p>	
0457	<p><u>POLICIES</u></p> <p>There were no policies to be received.</p>	
	<p><u>GOVERNOR TRAINING</u></p> <p>There were no certificates to present. The Clerk asked if anyone had attended any external training relevant to their role as Governor, the following was noted:</p> <p>Mr Fisher – Advance Governor Training and Pupil Exclusions Mrs O’Rourke – Early Years Governor Training</p> <p>It was noted that a Governor had also booked onto the S4S training course on Governor Mental Health.</p> <p>Governors noted how pertinent this topic was at present, a discussion was held around a topic that had been covered with children that week around being brave, a Governor asked how this had been received, and was advised that it had been an interesting project, and that some children had got upset at recognising things that may be happening to someone in their family. KS2 children were far more aware of issues, than</p>	

0458	<p>initially expected. The topic had opened several conversations.</p> <p>A taster session for Relaxed Kids had taken place, which KS1 children had enjoyed. Governors were advised that Year 6 had received these sessions last term, an afternoon a week. Next half term would see Year 5 taking part in the sessions.</p> <p>Behavioural issues mirrored that of the previous years' Year 6 cohort, with not as many behaviour issues to report on.</p> <p>A Governor noted that pupil mental health was a focus for the School and asked what was being done to ensure that the mental health of staff was also a focus, particularly with some of the issues that may have come from the topics they had been covering with children. The Executive Headteacher for the Teaching School (EHTTS) explained that there were support systems in place, and that a Trust wide staff working party was taking place with two members of staff from each school, looking at things such as lessening the workload. A staff Governor commented on how being able to talk to the SLT was also a big thing for staff, and supported with their wellbeing, along with having protected time with SLT on a Friday. Governors also noted that the Trust had implemented a confidential staff helpline. Systems were in place within the MAT to offer counselling and at the head of the Trust was a caring CEO.</p> <p>RESOLVED: That an LGB training session on IDSR and how this could be incorporated into Link Governance take place.</p> <p>The Clerk agreed to try to facilitate the requested date of Wednesday 17 June 2020 at 5pm, with the Training department.</p>	
0459	<p><u>ISSUES ARISING FROM THE SCR</u></p> <p>There were no issues to report.</p>	
	<p><u>FEEDBACK TO/FROM THE TRUST</u></p> <p>The Clerk explained that a copy of the revised Appointment of Staff Grid (Appendix 3) and the LGB Terms of Reference (Appendix 4) as agreed at the November Trust Board meeting, had been included as part of Governor packs.</p>	

0460	<p>RESOLVED: That the Appointment of Staff Grid and LGB Terms of Reference be adopted.</p> <p>Governors asked that their thanks be passed on to the Trust Board for their support during their inspection.</p>	
0461	<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>	
0462	<p><u>DATE OF NEXT MEETING</u></p> <p>RESOLVED: That the next meeting of the LGB be held at 6pm On 6 May 2020</p>	

The meeting closed at 19.27pm

Signed: 
Mr D Tarbuck (Dec 20, 2020 16:49 GMT)
 (Chair of Local Governing Body)

Date: **damian tarbuck**



PHPLGB050220

Final Audit Report

2020-12-20

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