

**PERRY HALL MULTI ACADEMY TRUST**

**MINUTES OF THE MEETING OF PERRY HALL PRIMARY SCHOOL  
HELD REMOTELY  
AT 6.00 PM ON WEDNESDAY 16 SEPTEMBER 2020**

- PRESENT:** Mr D Collinswood  
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)  
Mrs A Cheema – CEO  
Mrs M O’Rourke – Associate Member  
Mrs L Rush - Clerk
- APOLOGIES:** Mr S Cox
- NO APOLOGIES** Mrs A Tranter

Minute Number	Minutes	Action
0474	<p><b><u>APOLOGIES AND WELCOME</u></b></p> <p>The Chair welcomed everyone to the first meeting of the academic year.</p> <p>Apologies from Mr S Cox were accepted.</p>	
0475	<p><b><u>APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BOARD</u></b></p> <p><b>RESOLVED:</b> That Services4Schools be appointed as Clerk to the Local Governing Board for the 2020/21 academic year.</p>	
	<p><b><u>DECLARATION OF INTEREST/ CONFIDENTIALITY/ CONFIDENTIAL ITEMS</u></b></p>	

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.

The following interests were noted:

Mr Asbury sat on the Trust Board of ConnectEd  
Mrs O'Rourke is a Director of Concept FM and Concept Education Services

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.

The Perry Hall MAT Register of Business Interest form (Appendix 1) had been circulated in advance of the meeting and Governors were requested to complete the form for the 2020/21 academic year and return it to the Clerk. Governors were advised that there was now a requirement for any changes to Business Interests should be reported as soon as possible and that, if they were aware of any amendments, Governors should contact the Clerk who would ensure that these were recorded.

The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or S4S Governor Services Department. Governors were also reminded that they were able to check and update their own

0476	<p>details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.</p> <p>Governors had received the NGA Code of Conduct (Appendix 2) with their agenda packs.</p> <p><b>RESOLVED:</b></p> <p>i. That Governor email addresses and phone numbers be shared amongst the Local Governing Board, solely for the purposes of communication in relation to the role of Governor;</p> <p>ii. That the NGA Code of Conduct be approved for the 2020/21 academic year.</p>	
0477	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There were no items of Any Other Business.</p>	
0478	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting, held on 4 May 2020, be approved as a correct record.</p>	
0479	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p>There were no matters arising from the minutes.</p>	
0480	<p><b><u>MINUTES OF THE STANDARDS COMMITTEE</u></b></p> <p><b>RESOLVED:</b> That the minutes of the Standards Committee, held on 4 March 2020 (Appendix 3 – on GovernorHub) be adopted</p>	
	<p><b><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></b></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>The Clerk noted that the following terms of office needed reviewing:</p> <ul style="list-style-type: none"> <li>• Mr S Cox – Co-opted Governor - 28 November 2020</li> </ul>	

0481	<ul style="list-style-type: none"> <li>• Mr D Collinswood – Parent Governor - 11 September 2020</li> <li>• Mr A Fisher – Parent Governor - 28 November 2020</li> </ul> <p>And that as Parent Governors, an election would need to take place. Governors discussed their options at this point and agreed that it would be beneficial to co-opt Mr Collinswood and Mr Fisher to the Governing Board and then go out to elect two new parent Governors.</p> <p><b>RESOLVED:</b> That the following changes be made:</p> <ul style="list-style-type: none"> <li>• Mr Collinswood move from Parent Governor to be Co-opted onto the Local Governing Body</li> <li>• Mr Fisher move from Parent Governor to be Co-opted onto the Local Governing Body</li> <li>• Mr Cox be Co-opted back on to the Local Governing Board for a further term of office</li> </ul> <p>The Clerk raised concerns over the attendance of one Governor who had not sent apologies to this and the last meeting. It was suggested that the Chair make contact with the Governor to discuss their position.</p>	Chair to contact Governor as discussed
0482	<p><b><u>COMMITTEE TERMS OF REFERENCE 2020/21</u></b></p> <p>Governors considered the report regarding the delegation of Governing Board functions to committees, together with suggested terms of reference. Governors noted that, although the report suggested committee names, the committee names used by the Governing Board could differ but the terms of reference could still be used.</p> <p><b>RESOLVED:</b> i) That the terms of reference for committees, as detailed in Appendix 4, be approved for use until the first meeting of the 2021/22 academic year</p> <p>ii) That the quorum for each Committee be set at three Governors unless where stated.</p>	
	<b><u>COMMITTEE MEMBERSHIP</u></b>	

0483	<p>Governors considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.</p> <p><b>RESOLVED:</b> i) That the membership of committees, as detailed in Appendix 5, be approved for use until the first meeting of the 2020/21 academic year;</p> <p>ii) That the membership of ad hoc Committees be set as any three Governors without a conflict of interest;</p> <p>iii) That the membership of appeals Committees be set as any three Governors without an interest and without any prior knowledge of the issue being considered; unless otherwise stated</p>	
0484	<p><b><u>LINK GOVERNOR ARRANGEMENTS</u></b></p> <p>Governors considered arrangements for Link Governor activities and Governor monitoring in the current situation. It was agreed that virtual/telephone Link Governor visits take place until further notice to reduce the number of visitors to site.</p> <p><b>RESOLVED:</b> That the Link Governors detailed in Appendix 5 be approved until the first meeting of the 2021/22 academic year.</p>	
0485	<p><b><u>SCHEME OF DELEGATION</u></b></p> <p><b>RESOLVED:</b> That the Scheme of Delegation from Perry Hall Multi-Academy Trust be adopted for the 2020/21 academic year (Appendix 6 – on GovernorHub)</p>	
0486	<p><b><u>ARRANGEMENTS FOR THE APPOINTMENT OF STAFF</u></b></p> <p><b>RESOLVED:</b> That the arrangements for the appointment of staff, as detailed in Appendix 6, be approved for use until the first meeting of the 2021/22 academic year.</p>	
0487	<p><b><u>STANDING ORDERS</u></b></p> <p><b>RESOLVED:</b> That the following arrangements be approved for use in the 2020/21 academic year:</p>	

	<p>i) That the Chair be authorised to take urgent action in situations where inaction could have a seriously detrimental effect on the School;</p> <p>ii) That arrangements for virtual meetings as agreed in the Summer term 2020 be extended and approved for use until the first meeting of the 2021/22 academic year;</p> <p>iii) That Governor allowances not be paid; Trust had a Governors Expenses Policy was however held by the Trust for specific circumstances.</p>	
0488	<p><b><u>URGENT ACTION TAKEN BY THE CHAIR</u></b></p> <p>The Chair reported that no urgent action had been taken.</p>	
	<p><b><u>LEADERSHIP REPORT</u></b></p> <p>Governors had received a copy of the Leadership Report pack (Appendix 7 on GovernorHub) in advance of the meeting. The following was noted:</p> <ul style="list-style-type: none"> <li>• A pre-meeting had been held with some Governors earlier that week, with all appendices having been reviewed. Questions were welcomed from Governors</li> <li>• Thanks were given to all staff for their hard work during this unprecedented period of time</li> <li>• Lots of support had been received from the MAT, this was the same across all Trust schools</li> <li>• Appendix 4 related to the SIP, which had been reviewed by the Chair and a Governor in advance of the meeting. <b>The Chair re-iterated that the SIP needed approving, on account of the fact that the Standards Committee would be reviewing data not yet available.</b> The CEO explained that baseline tests would be completed after half term, looking at levels children had returned to school at. Details of the SIP were shared from the Report at this point, namely around the priorities. Mrs Crotty explained that children were fully expected to return to school apprehensively, but the children had been fantastic in their first week, and keen to come back to school. Mrs Fergusson re-</li> </ul>	

0489(a)	<p>iterated what Mrs Crotty had said, and that children had taken the return in their stride, and had been responsible and mature. Pockets of children struggling with the new rules had been pinpointed, and systems and support put in place to address this. <b>The Chair asked if there were any succession plans for the Headteacher, bearing in mind the greater responsibilities she was taking in the MAT and the fact that other Trust Schools in similar positions had a Head of School.</b> The CEO responded that this was not the way they were thinking at the moment, but with a highly skilled Deputy Headteacher in place that could take on the role if required. <b>A Governor asked if there should be something included to describe how Link Governors would pick up any gaps from the Covid-19 impact.</b> The Headteacher agreed that this would be brought to the next Standards Committee meeting</p> <p><b>RESOLVED:</b> That the SIP as detailed in Appendix 4 of the Leadership Report be approved</p> <ul style="list-style-type: none"> <li>• Swimming outcomes were low. Governors were advised that a questionnaire had been sent out to Year 6 pupils, however the response had been low. The Trust had therefore taken the decision to stop all swimming lessons until January 2021. <b>A Governor asked whether sports clubs were taking place this year,</b> the Headteacher explained that they were not, but that this would be reviewed after half term and if the School were in the position to offer more then they would. The Sports Coach had been working with children in the after school club to get children talking about their feelings. Details of the work was shared at this point</li> <li>• <b>The Chair asked if lunchtime supervisors (LTS) were having an impact,</b> the Headteacher explained that the School were a few LTS down, one had retired after 38 years service and a few LTS had left. Support staff and other staff were currently covering these roles</li> <li>• <b>The Chair noted the positive attendance figures,</b> Mrs Crotty added that there had been a real sense of family during lockdown</li> <li>• Appendix 10 of the Leadership Report detailed the Net Current Assets, <b>a Governor asked what the plan was for finance meetings this term,</b> the CEO responded</li> </ul>	
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	<p>that the Trust had taken the decision to consider and manage finance at a Trust level, but that the Trust Board had recommended that a Governor form part of this Committee. The CEO shared details of the Finance, General Purpose and Audit Committee of the Trust Board at this point</p> <ul style="list-style-type: none"> <li>• A variety of training had been completed by staff during partial closure, implemented by the Trust, the impact from which was noted. The School had been working closely with the English and Maths Consultant across the MAT which would also bring a positive impact. <b>The Chair asked if any particular training had been particularly useful</b>, and was informed that there had been a lot of work around reading fluency and stamina which had been useful. <b>The Chair asked if all staff were comfortable with the IT solution in place</b>, the Headteacher responded that they were, with the School starting off with a blended approach using Microsoft Teams with children, and then build on this if needed with online sessions. A staff meeting had taken place that day to look at this. The only barrier to this was that some parents had said that they were not able to get online due to Wi-Fi and internet issues. <b>The Chair asked if the School would be able to support parents who had not got experience of using Teams</b>. The Headteacher responded that their priority lay with training staff, then children, then parents. The CEO added that their focus for the School would be to support parents appropriately with home learning, by either providing paper packs or putting learning online</li> <li>• The Ofsted self evaluation had not changed from the last time Governors had received it, due to the fact that further developments had not taken place in key areas due to the partial closure</li> <li>• <b>A Governor asked what strategy was in place for home reading, due to the situation with Covid-19</b>. The Headteacher responded that books were being sent home, but once returned, these were then kept in a box for 72 hours before redistributing. Governors were advised at this point that the reading bus would be going, due to weather damage and vandalism, but that in its place would be a new library. It was also noted that new toilets had been installed for Year 3. It was agreed that a video of the new library would be shared</li> </ul>	<p>RK to liaise with parents around contributions</p>
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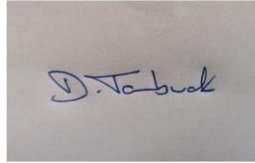


0489(b)	<p>with Governors when available. The CEO asked that parents be communicated with, as a number had donated towards the bus, that their contribution had gone towards the new library instead. The Headteacher added she would prepare a letter to parents advising them of the situation</p> <ul style="list-style-type: none"> <li>• <b>The Chair asked how it would be best for Governors to arrange Link Governor meetings.</b> The Headteacher agreed to arrange these with staff and Governors. <b>The Chair reminded Governor that Link Governor meetings should be covering the School Priorities and actions from Ofsted.</b></li> </ul> <p><b>RESOLVED:</b> That the Leadership Report as per Appendix 7 be approved.</p>	previously made towards the reading bus.
0490	<p><b><u>SAFEGUARDING</u></b></p> <p>The Clerk agreed to share the summary report from S4S outlining the main changes to Keeping Children Safe in Education (KCSIE) (Appendix 8 – on GovernorHub). Governors also noted that, all members of the Governing Board were expected to read and have regard to, sections 1 &amp; 2 of the KCSIE Guidance.</p> <p>The CEO explained that the updated KCSiE documents had also been shared on the School website and the Child Protection Policy updated accordingly.</p>	
0491	<p><b><u>REVIEW OF SCHOOL IMPROVEMENT PLAN</u></b></p> <p>This item had been covered under the Leadership Report.</p>	
0492	<p><b><u>GDPR UPDATE</u></b></p> <p>There were no GDPR breaches to note.</p>	
	<p><b><u>ADOPTION OF POLICIES</u></b></p> <p>The following policies had been shared in advance of the meeting:</p> <p>Curriculum Policy EAL Policy</p>	

0495	<p>Behaviour Policy Drug Education Policy Safeguarding Policy and Statement Home School Agreement SRE Policy Accessibility Plans</p> <p><b>RESOLVED:</b> That the above policies be approved/adopted</p>	
0494	<p><b><u>FINANCE UPDATE</u></b></p> <p>This item had been covered under the Leadership Report.</p>	
0495	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Governors were reminded that details of the S4S training programme for 2020/21 were online and a link had been shared on GovernorHub.</p> <p>It was noted that the following Governor had attended training courses since the last meeting:</p> <ul style="list-style-type: none"> <li>• Mr A Fisher - SEND</li> <li style="padding-left: 20px;">- Governor Visits</li> <li style="padding-left: 20px;">- Governor Accreditation Programme</li> </ul> <p>Governor agreed that the individual training session, as per their training package would be decided at the next Standards Committee.</p>	
0496	<p><b><u>FEEDBACK TO / FROM THE TRUST</u></b></p> <p>The LGB asked that their thanks be passed on to the Trust Board, to acknowledge the support given to the School during the past few months.</p> <p>Apart from the Trust Policies, covered under minute number 0493, there was nothing to note from the Trust Board.</p>	
0497	<p><b><u>CHAIR'S CORRESPONDENCE</u></b></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.	
0498	<p><b><u>ONLINE INFORMATION ABOUT GOVERNORS</u></b></p> <p>Governors were reminded of the need to provide up-to-date information on the Get Information About Schools website. This could only be updated via the school administration team. Governors noted that their names, categories and term of office details would be recorded and could be viewed publicly.</p> <p>Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests and attendance.</p>	
0499	<p><b><u>SCHOOL WEBSITE</u></b></p> <p>The Clerk outlined that information was available from the gov.uk site to indicate the information which should appear on the School website. Governors were reminded that OfSTED would scrutinise the School website prior to an inspection. Governors were advised that the Trust reviewed website compliance for all Trust Schools.</p> <p>As part of newly introduced requirements, all schools were now required to include details of any staff employed with a salary of over £100,000. In addition, the School website should also display a link to School's report on the DfE Benchmarking website.</p>	
0500	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p><b>RESOLVED:</b> That that date of the next LGB take place at 6pm on 20 January 2021. Depending upon the situation with Covid 19, Governors would be offered the opportunity to either attend the meeting physically or virtually.</p>	

**The meeting closed at 19:15pm**

A rectangular area containing a handwritten signature in blue ink that reads "D. Tabak".

Signed: ....Date ...20 January 2021.....  
(Chair of Local Governing Body)