

SUMMIT LEARNING TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
ERDINGTON HALL PRIMARY SCHOOL
HELD AT THE SCHOOL AT 4.30 PM ON TUESDAY 30 APRIL 2019**

PRESENT: Mrs W Cotterill – Principal
Ms C Denby-Knight
Mr J Halstead
Miss A Norwood
Ms G Turner – Chair

IN ATTENDANCE: Miss U Devi – School Improvement Director
Mrs L Evans - Clerk

CONSENT TO ABSENCE: Mrs R Hussain
Ms S Murfin
Ms N Rane

The Chair welcomed Ms Denby-Knight to her first meeting.

0040 **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 and Related Party Transactions.

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.

0041 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed:

Governors were asked to consider a number of policies including Anti -bullying, Missing in Education and Behaviour. Governors were asked to feedback comments on these to the Principal by the end of the week.

MINUTES OF THE PREVIOUS MEETING

0042 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 5 February 2019, be approved as a correct record.

0043 **MATTERS ARISING FROM THE MINUTES****Principal's Report (Minute No. 0028)**

The Chair reported that, since the last meeting, three parent mornings had been held and had led to some positive discussions with parents. The Chair was pleased to report that there was now a higher level of parental support for new initiatives and the school in general. **Ms Denby-Knight asked what the purpose of these meetings was** and the Chair said that they were to promote greater parental engagement.

The Principal confirmed that the Attendance newsletter had been adapted and sent out and was now being done on a fortnightly basis. **Ms Denby-Knight asked how the school received comments from parents** and was advised that they were mostly face to face but also via emails.

MEMBERSHIP OF THE LOCAL GOVERNING BODY

The following Governor appointments were confirmed:

Ms Claire Denby-Knight (Trust appointed) and Ms Mina Hilali (Parent Governor).

The Clerk reported that there were no terms of office were due to come to an end before the date of the next meeting.

Governors were informed that there were no vacancies and no attendance issues to report.

0044 **RESOLVED:** That the SEND Link Governor be confirmed as Mrs R Hussain.

0045 **ANY URGENT ACTION TAKEN BY THE CHAIR**

The Chair reported the following urgent action taken since the last meeting (based on the Chair's powers to act if inaction could have a seriously detrimental effect on the School, its pupils, staff or parents):

The Chair had been contacted directly by two Erdington Hall parents at her place of work who wished to complain about the school. The Chair had been shocked and surprised to be contacted in this manner. The Chair was aware that, in one of these cases, there had been a number of issues with the parent and child. However, the Chair felt that to be contacted in this way was inappropriate. It appeared that the Chair's contact details had been given to the parent by the school office. The Chair had written to the parent and had advised that they should consult the school's Complaints Policy but nothing further had been received. Governors agreed that a formal complaint procedure should be followed. The Principal assured Governors that contact details would not be given out again. The Principal had visited the parent referred to at their home along with a family support worker. The parent had indicated they were going to come in to see the Principal but the child had been brought back into school without this happening. Nothing further had been heard from the family. A Parents' Code of Conduct was now in place and the Complaints procedure had now been updated.

The Principal then informed Governors of an exclusion which had taken place due to a pupil bringing a kitchen knife into school and threatening another pupil with the knife. A five day exclusion had been issued and further advice had been taken which had resulted in a permanent exclusion. Support had been provided by Mr Halstead who had chaired the appeal. The decision of the Principal to permanently exclude had been upheld. The whole incident had been deliberately kept low key and the school was planning some work with Urban Devotion. Ms Denby-Knight made the point that she believed in targeted exclusions and had taken a different approach previously and felt that educating the entire school around knife issues could be beneficial. However, Ms Denby-Knight stated that she understood the reasons for the school's actions.

The Chair advised that she had signed off the reduction in Reception numbers from 60 to 30. Reception would now be a one form entry.

0046

VERBAL REPORT OF THE PRINCIPAL

Governors had received the OTrack Summarative Analysis for Erdington Hall for the Spring End of Term 2018-19 via GovernorHub in advance of the meeting (Appendix 1). An Achievement Information Analysis was also provided at the meeting (Appendix 2). Governors' attention was drawn to the following matters:

- There had been an overall 20% improvement since the autumn term headline. When the data was further drilled down into, it had been possible to identify some strengths and weaknesses across the school. Although there were more weaknesses than strengths identified, the school was moving in right direction. The Principal reported that staff now had more of an awareness of how the non-linear system worked. In the full analysis, the combined results had been made available. This data will be used to inform pupil progress meetings with staff who will look at pupils individually. The overview provided at the meeting detailed specific groups who were not performing. The main issues were identified as boys' performance in all subjects, writing, lower ability, SEND and disadvantaged pupils. Teachers were becoming better and better at identifying the different groups and how they were performing. Miss Norwood said that there was now a whole school focus by staff, not just a focus on years 2 and 6. An action identified in Writing for example was the need to look at more CPD for Writing. Staff would need to revisit specific areas to ensure that all staff were aware of what

needed to be improved. Miss Norwood referred to a discrepancy in year 5 data and **the School Improvement Director asked if such issues could be noted and shared with staff as it would also be possible to alert other schools within the Trust to this.** The Chair asked where the ITAFs came from and suggested that schools generated their own and the School Improvement Director advised that she will look into this as she has queried the year 5 data previously. The Principal agreed that there was an issue as in Writing for year 5 was at 47% which was low for the cohort as it was a strong one. This was just one example of what would become apparent in pupil progress meetings with staff. **The Chair asked if ITAFs were the right way to go** and the School Improvement Director suggested using a combination of methods. Miss Norwood understood that some work on this had previously been done by a colleague and this could sit alongside the ITAFs. The Principal added that the school was also doing collaborative external moderation and this would continue.

- In terms of low ability and SEN pupils, a new SENCO had been appointed who was primary trained. The SENCO will now be able to help with planning, support of teachers and differentiation and will be able to offer CPD for staff on special needs. The Principal was asked for numbers of pupils with special needs and advised that it was quite a high percentage with the majority of pupils with special needs being in the lower years of the school. However, a detailed report will be provided for Governors.
- For disadvantaged pupils, it was important for staff to know which children these are. O track allows for easy identification of these pupils. Teachers now know who the different groups are. **Mr Halstead asked if these pupils were seated in a different way** but the Principal responded that the school was flexible in its approach. Miss Norwood agreed with this. Boys were underachieving and it was necessary to find literature and topics which engaged boys. The school had revitalised trips and Cornerstones currently helps with this. **The Chair asked if staff had done any interviewing of pupils to ask what the barriers are.** The Principal said that there had been initial conversations at school council meetings and there were now new staff who will be picking up on this in a number of areas. The School Improvement Director said that it would be good to look specifically at boys. It was proposed that Ms Denby-Knight take this on as an action and **Ms Denby-Knight asked what the disadvantaged criteria was** and was advised that it was mainly those pupils who were financially disadvantaged. An overview was given by the School Improvement Director who gave information on funding and impact. The School Improvement Director added that there had not previously been a focus on disadvantaged pupils as a priority but the focus was now on quality first teaching which impacts on all pupils and interventions could then be added as necessary. The School Improvement Director suggested that link governors could be involved in looking at how Pupil Premium funds were spent. The Pupil Premium strategy was posted on the website and the Principal suggested that Ms Denby-Knight may wish to look at this.
- In terms of assessments at year 2, the School Improvement Director advised that they were inaccurate and the school will need to live with this for a couple of years. Miss Norwood agreed and added that the issue was in getting boys to read. The School Improvement Director then said that a competitive element was good for boys and would need more focus on this. An action for the school was to develop a strategy or competition to encourage boys to read at home and the Principal was asked to report back on this. Ms Denby-Knight would come into school to talk to boys. The Principal

reported that reading workshops were planned as parents have highlighted that they are unsure of how to support their child in Reading and Writing. The Chair suggested holding lads and dads sessions. **Mr Halstead suggested asking older boy students to come in and read to or with the younger ones and this could be done as part of their Duke of Edinburgh award. The School Improvement Director asked if Birmingham University students came in** and Miss Norwood said they only worked with years 1 and 2 but she was not sure of the impact of these visits.

- The Chair had looked at the data in detail and queried the Year 6 predicted outcomes. Miss Norwood said that they were stronger in Reading and Writing than last year. SPAG was about the same or a little stronger but Mathematics was the worry for this cohort. However, more Greater Depth pupils in Mathematics were expected this year. The School Improvement Director referred to the issue that last year, pupils had not been taught the full curriculum. Miss Norwood felt that, with some focused work, this could lead to a result of 65%. The Principal said that some pupils have had extra time allocated and added that the SATs Inspector last year had been pleased with how the SATs had been conducted. The Principal was now happy to support extra time and special conSchool Improvement Directorerations. Reading was already better but it was expected that Writing and SPAG would also increase. Attendance at the Easter club had been very good and the Chair suggested rewarding the pupils who had attended this.

0047 **ACHIEVEMENT UPDATE**

This item had been covered within the previous item, minute no. xx.

0048 **SEND REPORT**

This item would be covered at the next Local Governing Body meeting.

0049 **FEEDBACK FROM GOVERNOR VISITS**

The Chair had been into school to do a Mathematics learning walk with Mrs Rane. This had raised a number of questions as to whether the Mathematics system was meeting the needs of all pupils. The School Improvement Director gave some context and added that previously there had been some Mathematics elements which had not been taught. The Mathematics system used had been introduced by the School Improvement Director's predecessor. This had been a short term action but the Trust was now ready to look at other developments. Miss Norwood gave an overview of the work being done and will develop a bespoke scheme for all year groups. **The Chair welcomed this move and felt that this would lead to increased results.** Miss Norwood said that staff welcomed the change as would pupils. The Chair was pleased as she had had some real concerns in this area. Years 2 and 6 had moved away from the previous Mathematics system already. The School Improvement Director advised that staff will be provided with a range of resources and this will enable them to use their professional judgement to determine which resources to use. Miss Norwood reported that year 6 pupils were now enjoying Mathematics.

The Chair suggested that Governors come in to school to look at specific aspects on their visits. The Principal advised that she had a Governor Visit form which she would email to the Clerk who would then upload it to GovernorHub

0050 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 4.45 pm on Tuesday 9 July 2019.

The meeting closed at 5.50 pm.

Signed:
(Chair of Local Governing Body)

Date: