

SUMMIT LEARNING TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
 ERDINGTON HALL
 HELD REMOTELY AT 4.00 PM ON MONDAY 17 MAY 2021**

PRESENT:	Mrs W Cotterill	Principal
	Mr J Halstead	Vice Chair
	Miss A Norwood	
	Ms K Oliver	
	Mrs N Raneer	
	Mrs G Turner	Chair
IN ATTENDANCE:	Ms K Bryant	Seconded Vice Principal
	Mrs R Walker	Clerk
APOLOGIES:	Mrs R Hussain	

0216 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.

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.

0217 **ANY OTHER BUSINESS**

The Missing Child Policy had been circulated after the other papers and would be covered under Minute No 0224.

The Principal also raised the funding from the Erdington Consortium which would be discussed under Minute No 0229.

MINUTES OF THE PREVIOUS MEETING

- 0218 **RESOLVED:** That the minutes of the previous meeting, held on 8 March 2021, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES0219(a) **Link Strategic Governor Involvement (Minute No. 0211)**

The Chair asked if the Pupil Premium (PP) Link Governor had visited school and she advised that the external meeting which she was to attend had been postponed. **The Chair asked what the meeting was about**, and the Principal advised that it was with Gill Sparrow, an external evaluator of the Pupil Premium Strategy. She had previously visited the School in 2018 and had been due to visit last year but this was postponed due to the pandemic. It was felt that it would be more worthwhile for her to attend once the pupils had been back in School for a significant time and this was likely now to be the Autumn term at the earliest.

The PP Link Governor advised she would attend this term to look at the review of the current PP strategy and the Principal would contact her directly to advise of the dates. The Chair agreed this was a good idea as the impact of this strategy would have been impacted by the interrupted learning this year. PP pupils nationally had struggled this year and that would be a useful focus.

0220 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were two vacancies for Trust Appointed Governors. The Chair and the Principal noted they would continue to look for people to fill these roles.

There were no terms of office due to expire before the date of the next meeting and the Clerk advised there were no issues with regards to attendance.

0221 **URGENT ACTION TAKEN BY THE CHAIR**

The Chair advised she had spoken to the Principal following a staffing restructure. The Principal advised there had been a decision made, three days before Easter, that the Vice Principals of the School and The Oaklands Primary would be swapped as a secondment for one term and this was based around staff development. Ms Bryant had taken over safeguarding and was teaching in Y6, as well as acting as Vice Principal for this term.

The Chair advised this had been a quickly organised move and both the Principal and the Vice Principal had dealt with this professionally and were keen to support the Trust as required. The Chair noted it was a shock as it had happened with little notice, especially for the Vice Principal as he had plans for the summer term, but he had been able to see the benefits and potential growth for him that this opportunity allowed.

0222 **PRINCIPAL'S REPORT**

The Principal had circulated a number of reports prior to the meeting and Governors' attention was drawn to the following points: -

The Principal advised there had been two Associate Principals appointed, Amber **Norwood** and Katie Rainbow, who was the YR/EYFS lead. These had been appointments for two terms with primary responsibility for behaviour. The Principal noted they had been supporting Ms Bryant in her secondment, as well as doing work to support the Principal. The appointment had originally been for one person, but due to the strength of the candidates, two had been taken on covering KS2 and KS1/EYFS. The Assistant Principals had got off to a good start, supporting with behaviour and behaviour linked to the pupils with SEND.

The Principal advised there were currently two teaching vacancies and two TA vacancies for September. The Nursery teacher had resigned, and the second teaching post was in Y6.

Anti-Discrimination and Diversity update

The Principal advised that the Trust had invested in Diversity training across the Trust, starting with the Trust conference prior to Easter. There was also coaching taking place across schools and at senior level there was 2.5 hours coaching per month along with one-to-one coaching, which the Principal advised was very useful and she had found it very helpful. Middle leaders received 2 hours coaching per month. There was a Diversity lead in School who formed part of the Trust-wide steering group. There was lots of literature provided around Diversity and now there was a Diversity flag outside School. There had been textbooks in class rooms and displays around the School looking at all aspects of Diversity. **The Chair asked if there had been lots of support from parents or any concerns raised regarding this** and the Principal advised there had been no feedback received at all.

March Assessment Analysis (Appendix 1)

There had been some inaccuracies in the data shared and the Principal shared the revised data with Governors on screen.

The data that had been shared with Governors had December to March (Appendix 1), instead of October to March as it should have been. The figures presented were now correct and the October baseline was present. This showed the gains made from October to March. The end column showed the difference between March 2020 and March 2021 in Y6, so it was a different cohort. It could be seen that there was a drop in the data between this year's Y6 and last year's Y6, although the cohort had improved across this academic year. **A Governor asked why Reading had not dipped as much** and the Principal advised that Reading had been the easiest to access at home throughout lockdown and the Chair noted that Writing and Mathematics had dropped nationally across this year, due to how much schooling had been missed. Reading could be covered at home, but the other subjects could not be supported as easily.

The Principal advised that pupils who were not at Age Related Expectation (ARE) or above, would be 'working towards' and those percentages were included. In March in Y6 there was a high percentage of 'working towards+' pupils who were those expected to achieve ARE by the end of the year.

Across the rest of the School there was a positive green picture and pupils had moved and made progress, although the Principal advised there were concerns around Y3 December data. It was not the same as compared to a lockdown year, but that was to be expected.

RSE Curriculum Overview

The Principal advised the Trust had renamed this from Relationships and Sex Education to Relationship and Health Education and the Principal shared a presentation covering this. All the primaries across the Trust had worked on this and the supporting documents used were listed for Governors' information.

In the documents there was a background to the education, an overview and details about Jigsaw, which was the scheme of work which would be used to teach the subject, and the policy, which had been shared with Governors.

The Principal advised that Relationship and Health Education was compulsory in Primary schools, but they were not required to teach sex education, other than what was covered under Science in the National Curriculum. The focus was on family relationships and how they were built as well as the difference between different families. The Principal noted it was sensitive, but it was important to understand that families could be single parents, LGBT, adopted or foster families and so on.

This would be used for staff training and Governors feedback was welcomed on any of this content. It was important to be clear what was required to be taught and what was not required to be taught.

Health education covered mental and physical wellbeing as well others, such as first aid and changes in the body.

Jigsaw was a PHSE compliant scheme of work which covered Nursery to Y6, and this had been edited as the Principals saw fit. The sex education part was detailed, and this only included reproduction of some animals and plants. The timeline was shared with Governors (Appendix 2) and this was the opportunity for Governors to provide feedback. There would then be a parents' working party followed by a period of consultation with all parents from 22 June to 2 July. The new curriculum would be started in September. The Principal would share this with Governors, including the Timeline.

Safeguarding

The Absence, Behaviour and Safeguarding report (Appendix 3) had been shared with Governors and the Principal advised that the Safeguarding Link Governor had been into site and reviewed the SCR.

Single Central Record (SCR) Check (Appendix 4)

Ms Bryant advised the SCR audit was carried out on 7 May by the Principal and an HR representative from the Trust. Part of the check was making sure that staff files were accurate. There had been a requirement to update some records, with information such as reference dates and one person had been required to provide their evidence of their NVQ. The current staffing list from Cintra had matched the SCR, which was good.

The presentation detailed some of the details that had needed to be updated, such as proof of address for a staff member, QTS details for two teaching staff, two EU workers still needed to provide their proof of the right to work, and a TA also needed to provide this detail. A teacher was still required to provide her passport as photographic evidence. Staff suitability for four staff was still outstanding.

Governors information was correct, although roles needed to be assigned along with start dates for some Governors.

One volunteer was listed with no gaps identified.

It had become clear that the audit carried out by the Safeguarding Link Governor had not been with the correct SCR. This had now been resolved and the internal audit would now take place on a half-termly basis.

There were some confirmations outstanding for the cleaning company as well.

A Governor asked if the two students who had been added were PGCE students and Ms Bryant confirmed they were. Some leavers needed to be removed from the tab

Centrally employed staff were on a separate list and their DBS numbers were present. Agency staff were also listed including their DBS numbers.

Actions from the Audit

These were all administrative, which included updating proof of addresses, confirming start dates for Governors and updating Governor roles as well as reformatting this tab. Staff files also needed to be updated to be accurate. Staff suitability forms needed to be completed and colour photocopies of all passports taken. The Leavers tab needed to be updated.

Ms Bryant advised these were all easy fixes and overall, the audit was very positive. The Principal noted that previously the SCR was held by the Business Manager and since 31 December, when HR was centralised, HR had taken over the responsibility for that and it was now held in a different area, on Sharepoint. Unfortunately, when the internal audit had been undertaken, this had not been communicated, hence reviewing a different document. This was now aligned and updated.

The Safeguarding Governor asked if there was an audit tool that the Trust wanted using at his next audit and Ms Bryant advised there was.

Risk Assessment Checks (Appendices 5-8)

The way in which the Trust SENDCo reviewed the checks completed by the School SENDCo was reviewed and had been shared with Governors.

0223

STAFF WELLBEING

The Chair asked how the Principal was and she advised there had been a great few weeks since returning from Easter and there had been lots of fun activities in School. Spirits were really high, and the Staff Governor agreed that everyone was in high spirits and getting back into the swing of fulltime school attendance again. It was noted that the Principal was considerate of workload and everyone was feeling positive. Ms Bryant noted how supportive and welcoming staff had been since she joined.

The Principal advised this rolled down to the pupils and there had been good behaviour in the classrooms, and they were focussed on their learning and enjoying their activities. There had been some staff absence due to Covid, so there were some challenges but on the whole it was a positive picture.

POLICIES

The Relationships and Health Education (RHE) policy (Appendix 9) had been circulated in advance of the meeting and the Chair noted there had been a lot of work with regards to this.

The Missing Child Policy (Appendix 10) had also been shared from a Safeguarding policy and the Chair noted there had been a Child Missing in Education (CME) during the lockdown. **The Chair asked the Safeguarding Governor if he had reviewed this policy** and he advised he had not yet, but he would review it and provide feedback. The Chair asked the Safeguarding Governor could formally approve this as soon as he had read it, as other Governors were in agreement.

- 0224 **RESOLVED:**
- i. That the RHE Policy be approved.
 - ii. That the Missing Child Policy be approved, subject to the Safeguarding Governor's approval.

0225 **LINK STRATEGIC GOVERNOR INVOLVEMENT**

The Safeguarding Governor advised he had attended and reviewed the SCR, which had been previously mentioned. Whilst at School, he visited all areas and advised he was very impressed by site safety. He had visited all areas and he noted how well set up the Nursery was. He was also impressed by the Teaching and Learning he had observed and noted the pupils' behaviour was very good. Y6 had been keen to talk to him about secondary school and he had a very positive visit. There had been no Safeguarding concerns at all.

The Chair advised she had visited prior to Easter, and again a few weeks ago. She had looked around the School with the Principal and pupils had been busy and on task. Teachers seemed to be happy to be back and doing their jobs and it all felt positive. There had also been some plans made to look at writing moderation later in the term.

0226 **GOVERNOR TRAINING**

There was nothing to discuss under this item.

0227 **FEEDBACK TO/FROM THE TRUST**

The Trust Bulletin (Appendix 11) had been circulated prior to the meeting, along with the Trust Round Up for Spring Term (Appendix 12).

The Principal advised she had visited other primaries across the Trust and worked closely with the other primary Principals and the Education Director. All was very supportive. There was another conference on 7 June which was a primary conference,

with an interesting agenda. There was a new Professional Learning Lead, Rebecca Lillington, who worked across the Trust and the CPD for teachers had improved so much. A Governor agreed that she had been very effective with regards to this and was supporting the OfSTED visit to Ninestiles. The profile of the CPD and how it was tailored was incredible and was outstanding since she had been appointed. The Principal noted there was a lot of opportunity within the Trust for staff to train in all sorts of areas.

0228 **CHAIR'S CORRESPONDENCE**

There was no correspondence to share with Governors at this time.

0229 **ANY OTHER BUSINESS**

The Principal advised the DLP Contract needed to be reported and minuted at the Governing Body meeting. The Principal advised she had signed and returned the agreement with the Consortium to receive the funding from the DLP. The Chair noted this was additional funding related to SEND so that schools could respond to local issues. Consortiums had been required to bid for this funding. The Chair noted it may not be a large amount for each school but was bespoke for needs identified in the plan and any funding was better than none. Governors were pleased to accept this funding via the Consortium.

0230 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held 4.00pm on Monday 5 July 2021.

Future meetings were scheduled for

- Monday 27 September 2021
- Monday 22 November 2021
- Monday 24 January 2022
- Monday 14 March 2022
- Monday 16 May 2022
- Monday 4 July 2022

The Chair noted that the displays in School had been phenomenal when she had observed them, especially the Diversity display.

The meeting closed at 5.10 pm.

Signed:
(Chair of Local Governing Body)

Date: