

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD OF  
ERDINGTON HALL ACADEMY  
HELD AT THE SCHOOL AT 4.30 PM ON 9 JULY 2019**

PRESENT: Mrs J Aulton  
Mrs W Cotterill - Principal  
Mrs R Hussain  
Miss A Norwood  
Miss G Turner - Chair

IN ATTENDANCE: Mrs E Woodhouse - Clerk

CONSENT TO ABSENCE: Mr J Halstead  
Mrs N Ranee

0051 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating to 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.

0052 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting/immediately:

- Organisation
- NQT Support/Staffing Structure
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### **MINUTES OF THE PREVIOUS MEETING**

- 0053 **RESOLVED:** That the minutes of the previous meeting, held on 30 April 2019, be approved as a correct record.

### **MATTERS ARISING FROM THE MINUTES**

- 0054 **Verbal Report of the Principal (Minute No. 0046)**

Mrs Denby-Knight had agreed to be the PPG Governor, she had conducted a visit and data had been sent to her. The Chair asked if pupils had been interviewed, the Principal advised that they had not but feedback had been given to Mrs Denby-Knight.

- 0055 **UPDATE FROM THE EDUCATION DIRECTOR**

The Principal advised that Mrs Devi was now the Education Director. Staff had continued to receive support from the SENDCO, UD and Maths Directors, Staff continued to work with the other primary schools within in the MAT to refine and develop practise. An inclusion panel meeting was held bi-weekly and was working well. The SENDCo and Learning Mentors were present at the meeting. Minutes were shared. The SEN Link Governor requested minutes be shared with her.

A curriculum working party had been convened, the Vice Principal was leading on the same from the School's part, and Cornerstones had been looked at and re-written to suit the School. Staff had met with their class partner for the forthcoming year.

The School had taken part in moderation for Maths and Writing.

An EYFS network was in place and met regularly.

The Trust's Lead Practitioner for Reading had visited school also.

Support and advice was received from HR, Finance and Estates. Monthly meetings would be held with the Trust's Finance Director from September 2019.

The Chainmakers programme had been commenced, this was part of the CPD Programme, the programme started from NQT level and worked up to degree level. The NQTs would be supported with the programme of study in place. There was a significant amount of expertise across the Trust.

The Chair advised that all Chairs across the MAT had attended a session in Solihull to discuss the Trust's vision.

0056 **MEMBERSHIP OF THE LOCAL GOVERNING BOARD**

The Clerk advised that there were no issues to discuss.

0057 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

**REPORT OF THE PRINCIPAL**

Governors had received the Principal's Report in advance of the meeting and attention was drawn to the following salient points:

- The SIP had been RAG rated.
- Improvements had been led by monitoring.
- Pupil voice sessions had been undertaken, feedback had been shared for improvements to be made.
- Teachers were more confident when talking about their strengths and weaknesses.
- There was an upward trajectory in all areas with the exception of phonics. This was lower than previously. This was considered to be due to learning of phonics not being embedded.

**A Governor asked if the dip in phonics was due to the change in teacher**, the Principal considered that it was not, the teacher had been supported in Y1, and she considered that the difference was that one person had carried out the testing to get a fairer result. The Principal advised that the School had been subject to moderation of Phonics. The School had also secured funding of between £3-£6k for reading resources from the English hub.

**The Chair acknowledged the significant increase in Reading, Maths and the combined results. She acknowledged the Maths results and considered that this was pleasing given discussions during earlier meetings.** Combined was only 3 percent behind National.

- Areas for improvement included closing the gap between the School's date and National.
- A revised approach to Maths would be rolled out from September. Training would be delivered on the training day in September. Information had been sent to staff to review prior. The Chair asked Miss Norwood to present what Maths looked like now.
- Attendance – this was an area of improvement. This was an issue for the School, an attendance officer was in post. First day calls and home visits were taken. A new EWO would begin in September who would support the Attendance Officer with the legal aspects of attendance. There were a number of term time holidays and the School were looking to reduce the same.

A Governor asked if term time holidays were due to visits to Pakistan, Mrs Aulton advised that this was not always the case, sometimes children were absent due to domestic violence. The total number of weeks that had been lost was 45. Whole school was 94.1% and was below National average. This was not just term time holidays, parents had historically not been challenged for their child's absence.

The Principal advised that from September, parents would be fined for their child's absence. A Governor noted that attendance had always been a problem historically. It was believed that four day holidays had previously been authorised. The Principal advised that there had been absences due to Eid and Chicken Pox. A Governor advised that historically Inset days had been arranged when it was Eid. **The Chair requested that attendance year on year be presented at the next meeting.**

- A mid-term PPG review had been undertaken and there were clear plans for helping that group of pupils.

A Governor asked if all parents were asked if they were entitled to receive FSM and the Principal advised that an article would be published on the newsletter.

- Pupil Progress meetings had been held and targeted children would wear a tiger badge.

A Governor questioned disadvantaged children wearing badges, the Principal advised that not only PPG children that wore the badges, it was all children who required additional support. A Governor advised that the Tiger project had been launched by the MAT.

- Incentives were in place for full attendance.
- The total number of behaviour incidents were 177 for the current year compared to 555 from the previous year. Low level disruption had decreased, the majority of the incidents occurred on the playground. This had improved due to the additional members of staff on the playground and learning mentors.
- Learning mentors worked with a nurture group on a six week programme.
- Lego therapy training had been completed and had begun across the School.
- Playground behaviour analysis had been undertaken, the playground had been split between years. Astro-turf would be looked at as would a play pod. The number of adults present on the playground would be reviewed to confirm that there was adequate supervision. These would be trained in de-escalation.
- There had been an increase in cyber bullying. Although this had been out of school, the School had been expected to deal with the issues. A workshop had been held and work undertaken with pupils.

A Governor asked if peacemakers continued within school, the Principal advised that teachers were continually talking to pupils as were the School Council. Y5 were currently in the process of applying for roles around school. Family workshops had

been held but as a whole school, it was considered that that it could have more impact if families were separated into key stages.

- Safeguarding – training continued.
- Briefings were held daily.
- Incidents were recorded on CPOMS
- There were a high number of vulnerable pupils.
- Posters had recently been displayed around school confirming the process that should be followed in the event of a concern.
- Educational visits had continued
- Pupils had enjoyed the increase in PE lessons
- Pupils would like more choice for dinner and feedback had been given to the suppliers.

A Governor raised the fact that Y6 parents had reported there was no food left by the time their child got to the dinner hall. It was confirmed that Y6 had their lunch first, this had changed at the beginning of the summer term.

0058 **RESOLVED:** That the report of the Principal (Appendix 1) be adopted.

0059 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

This item had been covered under the Headteacher's Report.

0060 **POLICY REVIEW**

There were no policies to be reviewed.

0061 **SKILLS AUDIT**

The Clerk advised that only two skills audit had been received to date, the Chair requested that the skills audit be completed during the next meeting.

0062 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

The SEN and Curriculum Governors gave a verbal update.

0063 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0064 **SUMMARY OF CHANGES TO THE DfE GOVERNANCE HANDBOOK**

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>.

0065 **DFE COMPLAINTS GUIDANCE, INCLUDING MODEL COMPLAINTS POLICY**

Governors noted that guidance had been provided by the DfE after instances had been identified where schools' complaints policies did not follow good practice or statutory requirements. Additional guidance had been produced to highlight appropriate practices <https://www.gov.uk/government/publications/school-complaints-procedures> and a model policy was also available. It was strongly recommended that the School ensured that their policy met the requirements of the DfE and that a revised policy be presented for approval if necessary.

0066 **STAFFING**

The Principal advised that there would be three NQTs and a Teach First student. All of them would be fully supported with experienced teachers.

A discussion was held regarding communication to parents and it was suggested that there be a celebration newsletter be sent to parents which included information on the results.

The Chair and Governors present wished to record the positive set of SATs results and that it was helpful that the School was working with Governors to make good gains for the children.

**DATE OF NEXT MEETING**

0067 **RESOLVED:** That the next meeting be held at 4:45 pm on 23 October 2019.

Signed: .....  
(Chair of Local Governing Board)

Date: .....