

NINESTILES ACADEMY TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
ERDINGTON HALL PRIMARY SCHOOL
HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 18 SEPTEMBER 2018**

PRESENT: Mr J Halstead
Ms S Murfin – Vice Chair
Mrs R Hussain
Ms N Ranees
Mr R Simcox - Principal
Ms G Turner – Chair

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

CONSENT TO ABSENCE: Miss A Norwood

001 **APOLOGIES AND WELCOME**

Governors were welcomed to the first meeting of the new academic year and of the Local Governing Body. Introductions were made around the table.

APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BODY

002 **RESOLVED:** That Services4Schools be appointed as Clerk to the Local Governing Body for the 2018/19 academic year.

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.

Register of Business Interest forms (Appendix 1) had been circulated in advance of the meeting and Governors were requested to complete the form for the 2018/19 academic year and return it to the Clerk.

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 details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.

Governors had received the Birmingham City Council Code of Conduct (Appendix 2) with their agenda packs.

- 003 **RESOLVED:**
- i. That Governor email addresses and phone numbers would not be shared amongst the Local Governing Body, solely for the purposes of communication in relation to the role of Governor. Instead, Governors would continue to use GovernorHub for corresponding;
 - ii. That the Birmingham City Council Code of Conduct be approved for the 2018/19 academic year.

004 **CONFIRMATION OF THE APPOINTMENT OF CHAIR AND ELECTION OF VICE CHAIR 2018/19**

Appointment of Chair 2018/19

It was confirmed that Ms G Turner had been appointed by the Trust as Chair for the 2018/19 academic year.

Election of Vice Chair

[MS S MURFIN LEFT THE MEETING AT THIS POINT]

- 004(a) **RESOLVED:** That Ms S Murfin be elected Vice Chair until the first meeting of the autumn term 2019.

[MS S MURFIN WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF VICE CHAIR]

005 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

APPOINTMENT OF LINK GOVERNORS

Governors considered the roles of Link Governors and agreed the following:
 Mr J Halstead would take the role of Safeguarding/Child Protection Link Governor;
 Ms N Ranee and Mrs R Hussain would share the role of SEND/Inclusion Link Governors;
 Ms N Ranee would take the role of Compliance Link Governor.

009 **RESOLVED:** That the Link Governors detailed above be approved until the first meeting of the 2019/20 academic year.

010 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 which included the KPI Achievement Report, Attendance and Behaviour data and the School Council Summary. Governors were assumed to have read the report and appendices in advance of the meeting and were invited to ask questions. **The Chair and Mr Halstead had noted that in Key strengths linked to the School Improvement Plan (point 1(a)), there was a comment that teaching remained inconsistent and asked the Principal what was being done to address this.** The Principal confirmed that plans were in place including coaching plans for staff requiring them. In Reception, the focus was on making the best use of the outside space and for Year 1 it was about transition and Reading. Reading will be accelerated in Year 1. As part of the BEP project, Great Barr School had been creating case studies using video of pupil's oral responses to domains. For KS2, a new CPD tool had been developed in school and shared across the Primary schools in the Trust. The Principal would be moderating staff over the next two weeks and CPD will be personalised. The Principal was aware that this was an area to be worked on but was pleased to report that a Learning Walk undertaken this week had seen examples of best practice across a number of years.

Governors' attention was specifically drawn to the following matters:

Regarding the KPI 6 (Summer 2/2018) Achievement Report, the Chair confirmed that she had been into School and had gone through this in detail with the Principal. The Chair had noted the differences between gender groups and also that, for Pupil Premium versus non-Pupil Premium, there was up to 20 points difference. **The Chair had asked the asked the Principal what was being done to address this.** The Principal agreed that achievement was variable across all of the year groups. The Chair encouraged all Governors to come into School and look at the focus groups in Early Years in particular so that there was not a knock-on effect as pupils go through the School. Grades in Reading and Maths had been lower than anticipated. **It was acknowledged that Writing was teacher assessed and the Chair had queried how this had been moderated.** It was reported that Phonics was almost at national levels in Year 1.

The School had been part of the BEP link project and had been embedding this over the last year. This will continue to be accelerated but was already having a positive impact. There was consistent and precise teaching across both key stages. A five day reading structure was helping to drive this further. Weekly learning walks were undertaken with a Trust Member

MINUTES OF THE PREVIOUS MEETING

- 006 **RESOLVED:** That the minutes of the previous meeting, held on 9 July 2018, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

- 007(a) Principal's report (Minute No. 0025)

The staffing restructure had now taken place and the Principal explained that the situation had arisen due to the falling birth rate in Birmingham. Only 30 Reception pupils had been expected to take up places which was half of the cohort. A consultation had taken place and there had been a reduction from 13 Teaching Assistants to five to reduce budget areas. The majority of Teaching Assistants affected had left voluntarily and the School was now in a viable position long term. The Principal was pleased to report that there were now 45 pupils in Reception. A meeting with the Local Authority would take place to look at the School Pupil Admission Numbers (PAN) to develop a future plan. Staff had looked at the vulnerabilities of pupils and the Principal had matched staffing to this which was a much more flexible approach. Teaching Assistants were being utilised in a more mobile manner and short term contracts were offered to provide specific support where necessary. **The Principal was asked where the extra 15 Reception pupils had come from** and advised that these were later applications which had been received. It was noted that communications between the Local Authority and schools had not been good. **Mr Halstead asked what the birth rate predictions were going forward** and the Principal advised that it was predicted to be low for the next few years. This was the same picture across the local area.

- 008 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were vacancies for the following categories of Governors:
One Trustee, One Parent Governor.

The Principal confirmed that a Staff Governor had been elected on 14 September 2018 but Miss A Norwood had been unable to attend this meeting for personal reasons.

Governors were asked to consider the remaining vacancies. The number of vacancies was queried and the Clerk was asked to look into the Constitution as the Trust School Improvement Director thought that there should be no vacancies showing. The Clerk agreed to report back to the Trust School Improvement Director, Chair and Principal.

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

and disadvantaged groups were being reflected on. Pupils were taking a book home so they could move on with sustained reading and books in class related to learning topics. Parent Volunteers were coming into school following training at the end of last term. **Ms Murfin was pleased to see the phonics score and added that it was important for EAL pupils as decoding comes with comprehension.** The Principal was pleased to report that this was the highest competency in the last three years. The Chair would be visiting the School on 3 October and encouraged other Governors to join her on this date.

Due to the School's involvement in BEP, there was an expectancy that Year 6 floor targets of 65% will be met. Some significant jumps had been seen and 15% of pupils had scored 97+. **Ms Murfin asked if previous attainment group data was used** and the Principal gave an explanation of how this operated. The School now had a good, consistent assessment system in place. The Trust School Improvement Director backed this up and said that the School was starting from an accurate point for the new term. Focus Tiger groups would be in place through the year and these ran across the school based on progress not attainment. **Ms Rane asked if the School was affiliated with any external companies such as Exemplar tutoring** but the Principal said that it was not allowed to do this as a School or Trust.

The Clerk was asked to upload a Governor Visit template to GovernorHub and the Clerk recommended that a copy of these be placed with the minutes as evidence of Governors' involvement. The Reading Lead would be invited to present a half termly report to Governors at the next meeting and the Clerk was asked to add this to the agenda.

The Principal advised that there were now three teachers in school who have taught Year 6 and that Year 6 had been taught in groups since May 2018 with the current teachers. Teachers were leading Maths breakfast clubs three times per week for focus pupils. One to one graduate after school tuition was being offered for 20 pupils as part of the focus group and to improve girls' confidence. Effective Maths was being monitored and the national lead on this visited the School every four to five weeks. The aim was to build capacity which would provide cover for any teaching changes and maintain consistency. **Mr Halstead asked what the Teach First retention was** and the Principal replied that it was good with no one being lost outside of teaching at the moment. **The Chair asked if data predictions could be brought to the next meeting** and the Trust School Improvement Director confirmed that this would be brought to the next meeting. The Principal asked what information Governors would like to see and the Chair said that she would like to see teacher assessment. **Ms Murfin asked for an explanation of the KPIs and asked how progress and attainment married up.** The Principal said that he was working on this at the moment and that they will be closely aligned.

Turning to Attendance/Behaviour data, the Chair said that she was pleased to see that attendance had increased and added that the behaviour she had seen in School had never been less than good. The School was always warm and welcoming. Mr Halstead agreed and said that he always finds a calm atmosphere which was always purposeful in lessons. The Principal said that transition had worked well this year and systems and processes were now in place.

The School Council Summary had also been received in advance of the meeting and Governors were informed that a Pupil Advocate Report would be presented to the next meeting.

011 **RESOLVED:** That the report of the Principal (Appendix 3) be adopted.

012 **SCHOOL IMPROVEMENT DIRECTOR'S REPORT**

The School Improvement Director reported that there was little time gap between this and the previous meeting so there was not a great deal to report. More development had taken place across all Trust schools who had been working together and a number of examples of this were given. One of these was Talk for Writing, where the impact could already be seen and has been good as a refresher and for new staff. Other collaborative work included School Improvement Plans and evaluation planning, OFSTED preparation and effective Maths. The Trust was currently working on the development of an electronic KPI data report which would reduce the need for the manual data input currently required. The School Improvement Director said that the Principal would only have to do the analysis. Principals had spoken about the wider curriculum and cornerstones had been introduced to encourage wider planning. Live marking had been introduced at the end of the summer term. Marking was done in the lesson and pupils had more ownership. Mr Halstead felt that this was good for staff and instant feedback was received by pupils. The Principal would be looking at the impact of live marking. Lead Practitioners for Reading and Early Years had been appointed who would be able to deliver training across the Trust schools.

013 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

The Chair confirmed that she had a draft copy of the School Improvement Plan and the Principal said that he would send this out to other Governors for comment and feedback. The School Improvement Director asked Governors to keep the content confidential. **Mrs Hussain asked if more feedback could be given to parents on their child's progress than was currently given.** The Principal said that the School had an open door policy where parents were encouraged to come in and speak to the class teacher. Other less formal events for parents were also being arranged. The Principal was asked to reiterate the options available to parents in the School newsletter. The Chair felt that if teaching staff were producing more reports to parents it would lead to less time for them in terms of planning and it would not serve any purpose to be doing more reporting. **The Chair asked if there were any more parent workshops planned** to which the Principal responded that there would be some arranged in Early Years but that they were not as popular with KS2 parents. The Principal agreed that more needed to be done to encourage parental involvement and asked the Parent Governors to speak to other parents to determine what workshops they would like to see offered.

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

There were no Link Governor Reports to be presented. However, Mr Halstead said that his Local Authority role involved calling schools and it had been necessary for him to contact Erdington Hall Primary where he had found the reception staff to be very professional and had been put through to speak to the Designated Safeguarding Leads without any problem. The whole experience had been a positive one.

015 **FEEDBACK TO/FROM TRUST**

This had already been covered in the School Improvement Director's report. However, the Chair wished to highlight the matter of work/life balance which had been raised with her by a staff member as they had told the Chair that they worked at home every night. **The Chair wished to ask the Principal and School Improvement Director what was in place to address the work/life balance of staff.** The School Improvement Director confirmed that the Trust was putting together a strategy which would look at addressing the work/life balance of staff. Staff had already been directed not to send emails at weekends/evenings unless urgent and to only copy in those who needed to know the information. The School Improvement Director would be talking to schools about work/life balance in each location and, as previously mentioned, live marking was having a positive impact for pupils and staff. Effective Maths meant that all planning was provided, Cornerstones had also been developed and whole class reading was another positive. This was a work in progress and Governors were asked to be mindful of this. **Mr Halstead asked if the Designated Safeguarding Leads received supervision** and the School Improvement Director confirmed that this was in place. **Mrs Hussain asked if mental health support for staff was in place** and the School Improvement Director said that this was currently being looked at. The Principal said that a help line was currently in place and added that marking was the main area of staff concern. The Chair feels that addressing staff work/life balance will have a positive effect on pupils and was pleased that the Trust was looking at this.

016 **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.

017 **SUMMARY OF CHANGES TO KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)**

The Clerk informed Governors that they would shortly receive information relating to the changes to KCSIE which came into effect on 1 September 2018 and this would be uploaded to GovernorHub as soon as it became available.

018 **ONLINE INFORMATION ABOUT GOVERNORS**

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 publically.

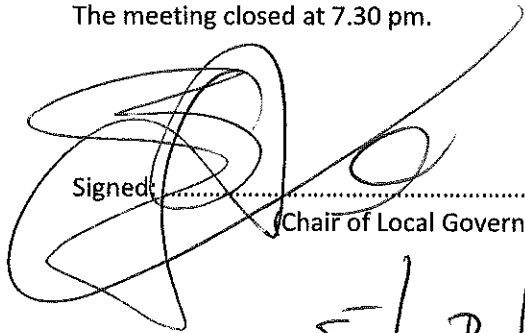
Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests and attendance.

DATE OF NEXT MEETING

Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 6.00 pm on Tuesday 5 February 2019. Governors were asked by the SID if they could attend meetings at an earlier time moving forward and this was discussed. A future start time of 5.00 pm was proposed.

019 **RESOLVED:** That future meetings would begin at 5.00 pm.

The meeting closed at 7.30 pm.

Signed: 
(Chair of Local Governing Body)

Date: 5/2/2019