

**PERRY HALL MULTI ACADEMY TRUST**

<b>MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF WOODTHORNE PRIMARY SCHOOL HELD AT THE SCHOOL AT 6.00 PM ON MONDAY 13 MAY 2019</b>
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PRESENT: Mrs V Baker  
Ms A Gibson Chair  
Mr T Hinkley Headteacher  
Mr R Khular  
Mr I Moore  
Mrs P Panesar  
Miss K Titley

IN ATTENDANCE: Mr D Asbury Executive Headteacher, Perry Hall MAT  
Mrs A Cheema CEO, Perry Hall MAT  
Ms R Kohli Executive Headteacher, Perry Hall MAT  
Mrs R Walker Clerk

APOLOGIES: Ms K Sidhu

Minute Number	Minute	Actions
0456	<p><b><u>APOLOGIES AND WELCOME</u></b></p> <p>The Chair opened the meeting and welcomed all present. Apologies were received from Ms Sidhu.</p>	
0457	<p><b><u>DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS</u></b></p> <p>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.</p> <p>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.</p> <p>It was noted that Mr I Moore was employed by Manor Primary Trust and Mrs V Baker was employed by Woodlands Academy of Learning. However, there was nothing on the agenda for the meeting which indicated that there would be a direct conflict of interest.</p>	

	<p>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.</p> <p>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.</p>	
0458	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There were no other items to be discussed</p>	
0459	<p><b><u>MINUTES OF THE PREVIOUS MEETING(S)</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting, held on Monday 21 January 2019, be approved as a correct record, subject to amendments to text.</p>	
0460(a)	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p><b><u>Site Issues (Minute No. 0434(e))</u></b></p> <p>The Headteacher confirmed that work had now been completed on the two pathways. However not all work had been completed over the Easter School holiday and outstanding work would be finalised over the May half-term break. The issue with the two front doors would also be resolved over that period.</p>	
0460(b)	<p><b><u>Leadership Report (Minute No. 0439)</u></b></p> <p>The Headteacher advised that the new website was now live and the Chair noted there had been positive parental feedback received. The Headteacher advised there was a new prospectus also to be uploaded.</p>	
0460(c)	<p><b><u>Safeguarding (Minute No. 0443)</u></b></p> <p>The Executive Headteacher asked whether the SCR had been updated with the details of volunteer staff and the Headteacher confirmed it had. The Chair confirmed that she still had to attend Safer Recruitment Training.</p>	
0460(d)	<p><b><u>Trust Items (Minute No. 0444)</u></b></p> <p>A Governor questioned whether the Scheme of Delegation was signed off and the CEO confirmed it had been and she would ensure it was uploaded to GovernorHub.</p> <p>[MRS V BAKER ENTERED THE MEETING]</p>	

460(e)	<p><u>Any Other Business - Governor Newsletter (Minute No. 0453)</u></p> <p>The Chair confirmed that the newsletter had been circulated as agreed.</p>	
0461	<p><u>MINUTES OF THE CURRICULUM AND STANDARDS COMMITTEE</u></p> <p><b>RESOLVED:</b> That the minutes of the Curriculum and Standards Committee, held on Monday 4 March 2019 (Appendix 1) be adopted.</p>	
0462	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BOARD / BODY</u></p> <p>The Clerk reported that there were no terms of office due to come to an end before the date of the next meeting.</p> <p>Governors were informed that there were three vacancies on the Local Governing Board:</p> <ul style="list-style-type: none"> <li>• 2 x Co-Opted Governors</li> <li>• 1 x LA Governor</li> </ul> <p>The Clerk added that there were no attendance issues to report.</p> <p>The Chair advised that the LA Governor position was no longer relevant.</p> <p>The Chair advised she had received two expressions of interest from the advert in the newsletter. She had responded to both and one was particularly interested who was also a teacher. Other members of the Governing Body had also met her. The Chair advised she was keen to see how academies worked as her School had recently academised. Governors agreed this would go to the Trust Board for approval.</p> <p>The second respondent had provided no further details as yet and the Chair would circulate details as received.</p> <p>The Chair specifically also wanted to talk around the staff governance role as the question had been raised as to the constitution of the governing body, whether the staff representation needed to be diversified to include more junior staff members. A Governor noted that previously it had been hard to get staff to show interest in the role of staff Governor. A Governor suggested it was worth to see if there was interest from other staff members. The CEO advised that the protocol from the Trust was that the Deputy Headteacher was not the staff governor, although they did attend the Governors meetings and it was preferred to be another staff member.</p> <p>The Chair advised this would be publicised to see if there was any interest from staff. The CEO advised staff could nominate themselves or each other and it would go to an election, if there were more than one candidate. Any emails expressing interest should be sent to the Headteacher, copying in the Chair and the CEO. <b>A Governor asked if all staff were eligible</b> and it was confirmed that any member of staff could nominate themselves.</p> <p>The CEO additionally suggested that the role could be for a year, as some people may find a four year commitment too onerous. A Governor checked if there would be two staff</p>	<p>Headteacher to assess interest in Staff Governor role from non-SLT staff</p>

	governors and the CEO confirmed only one, although the Deputy Headteacher would still attend the meeting without voting rights.	
0463	<p><b><u>ANY URGENT ACTION TAKEN BY THE CHAIR</u></b></p> <p>There were no actions to be reported.</p>	
	<p><b><u>LEADERSHIP REPORT</u></b></p> <p>The Chair suggested having a different perspective to the way the meeting was run and she circulated a document, Governance – simplified requirements (Appendix 2)</p> <p>At this point, the CEO advised Governors that the completed action plans (Appendix 3) had not been submitted with the packs and this was because they had not been completed on time. The Chair asked if they were supposed to be completed for this meeting and the CEO advised that should have been there case and this would be followed up.</p> <p>The Chair’s suggestion was to summarise the Governors role and when the reports were reviewed to focus on them through the framework in the document. Simple measurement tracking against this was required. The Chair hoped this would make the reports quicker to review and all agreed this was a good starting point for review.</p> <p>The Leadership Report (Appendix 4) was circulated prior to the meeting.</p> <p><b><u>Vision and Values</u></b></p> <p>The Headteacher advised that the Vision and Values meeting had been held at the start of term, to ask for volunteers for a working party. They had arrived at four words to cover the values, which they want to present to Governors, the community and the pupils :-</p> <p>Care, Believe, Grow, Respect</p> <p>These came from reviewing other schools values and discussing what was important to the School. The group was now looking at the meaning behind those words in order to explain their importance to the School. This would be presented to the wider staff in the next half-term. From then, parents, pupils and Governors would be involved. The Headteacher noted the key thing was that he had taken a backward step and although he had supported the structure of the meeting, it was important the working party were presenting it and therefore owning it.</p> <p>The Chair asked if there would be something to review at the next Standards meeting on 8 July 2019 as there was hope that the values would be ready for launch in September. The Headteacher noted this would be particularly quick in his experience, but he thought there would be something to present at that meeting although it may still need some tweaking. The Headteacher noted it was key to get it right, rather than rushing to have it in place for September. A Governor confirmed that this had been the plan the whole way through. The Headteacher just wanted Governors to be aware that this may need some further work.</p>	

<p>The Headteacher advised that he had something from previous work completed on vision and values to share with the group once they had completed their work. The Headteacher also wanted to show the group the illustration in Appendix 2 to understand where the values would sit.</p> <p>It was agreed this could be reviewed on 1 July 2019 at the Governors' Away Day. A <b>Governor asked how it would be launched</b> and the Headteacher advised there would be some visual display that pupils could look at and this would require some design time. The CEO noted Dunstall used a local design studio for this work and the Executive Headteacher would give the details to the Headteacher.</p> <p>The Headteacher was sure a policy would be in place by September, but the pupil involvement and design would be key and it needed to be visible in corridors and classrooms, to refer to regularly in order to embed the core values. The Headteacher advised this would replace rules across the School and there would be a class charter or agreement required.</p> <p><u>DRB Teaching and Learning Review – Progress Update</u></p> <p>The DRB Review (Appendix 5) had been circulated prior to the meeting and the Headteacher advised that the high-level concerns were that the pupils were not making progress at all levels, which was down to inconsistency in the quality of teaching across the School, especially in maths. This was a main focus for the Senior Leadership Team (SLT).</p> <p>The Deputy Headteacher advised that she and the Headteacher had been to Perry Hall Primary and Dunstall Primary to see how maths was delivered there. This was being led by the SLT and they were looking to see if the same structure would work for them. The Deputy Headteacher advised that Maths had been completely overhauled with new short, mid and long-term planning following the review with Lee. The starting point was a meeting with staff around what the lack of progress and they reviewed what a maths lesson needed to have. Consistency was addressed and how that would be embedded was discussed. Consequently staff were all using one whiteboard with slides to deliver their lessons and this was in place the next day. The Deputy Headteacher asked for any issues that had arisen and how they were overcome which she received. Books were reviewed to see how the same delivery was reflected and again there was no consistency, so the staff developed a presentation policy which was issued the following day.</p> <p>The Deputy Headteacher shared some maths books from KS2 to show the impact this had so far, showing fluency, reasoning and problem-solving.</p> <p><b>The Chair asked if the pupils were enjoying it</b> and the Headteacher advised they liked the structure. The pupils could feel the difference. Staff were adapting to the changes. The Deputy Headteacher advised it was still early days but the impact was being seen already. Dunstall's books had also been reviewed to agree a way that the books should look and the Deputy Headteacher advised there was staff buy-in throughout the process. The current week was focussed on was arithmetic and multiplication. <b>The CEO asked if Lee was delivering the staff meetings</b> and the Deputy Headteacher advised they had agreed the sequencing with Lee and he had signed off the plan. He was also present at the staff meetings. There were two more staff meetings to deliver the changes and now there were new resources as well to support these changes. The Headteacher noted that</p>	<p>Vision and Values to be reviewed at Away Day</p>
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staff had been concerned about the lack of new resources and this was good. The CEO noted the barriers had been alleviated for staff. The Deputy Headteacher advised the next two weeks were planned and from there they would focus on what needed to be targeted next. The Headteacher noted there would be monitoring in Summer 2.

The Chair noted how this work reflected the governance requirements she had documented. The Deputy Headteacher advised that literacy needed to be revisited and that would be the next target. **The Chair asked if it would be easier having done it with staff once** and the Deputy Headteacher agreed and noted consistency was the aim and as a consequence, writing would probably be targeted as well.

The Headteacher advised that the quality of teaching had improved as well and some teachers had support plans in place, the impact of which was visible. There was a teacher mentioned who had made dramatic improvement and the Headteacher was pleased to advise he had asked for additional support in another area now that the initial area had improved.

**The Chair asked when this programme would be completed** and the Deputy Headteacher advised by the end of the academic year. The policy would be the last thing done once everything else had been covered. The Headteacher noted this would be rolled out to any new starters and the CEO advised there was an induction process across the Trust that all would follow with follow up at the School. **A Governor asked if the Deputy Headteacher was the lead for maths** and this was confirmed.

Support plans were in place for those who needed it. The Headteacher noted there were some members of staff who would have benefited from the support plans but they were no longer at the School. There were now some vacancies which were being advertised. The Headteacher advised there were two permanent vacancies and one fixed term contract required to cover MAT leave. **The Chair asked if the roles would be filled** and the Headteacher was confident about the number and quality of people he had showed around the School. The CEO noted the budget had been covered for this recruitment. **A Governor asked in terms of those who had left, was there a like for like replacement in terms of head count** and the Headteacher advised one leaver was a part-time job-sharer and the teacher who had shared that role was now looking for a full time so that had worked out well.

The Chair noted there was lots of feedback in the reports and lots of work needed, regarding the culture to move the school forwards. **The Chair asked if the work could be completed more quickly if there was more resource** and the CEO advised it was not about the pace, it was about making it clear what the expectations were. The staff were now at a stage, where they were on that road and trying to move faster would overload people, it was best to focus on one area at a time. By the end of year, maths and English would be covered and in the new academic year, there would be focus on the wider curriculum, which fell in line with the changes to the OfSTED inspections.

The Headteacher advised the nursery was also increasing to thirty hours which would have an impact on staffing, and that may need to be reviewed as the interventions that were booked needed to take place. The Headteacher explained that currently a nursery worked completed interventions in the afternoon but would not be free to do so with the increase in hours. A Governor noted these were based on assessed needs and if they did not take place, pupils were less likely to achieve the required expectation. **The Chair**

<p>asked if there was enough flex within the resource and the Headteacher noted that it could be a challenge if more than one person was off. The Deputy Headteacher advised there were times when things did not happen because the resource was not available and so there was not the flexibility. The CEO noted that was how most schools were and <b>the Chair asked if the risk at this School was greater</b>. The Headteacher advised his concern was for next year, was around losing the nursery staff member who currently completed some of the interventions in the afternoon. It was noted if the nursery made an income, then that would allow for another staff member. However, this was not definite until the number of children was confirmed. The Headteacher advised the deadline for applications was next Monday, for the September term. <b>A Governor asked if this needed to be revisited</b> and it was agreed to look at this again once the numbers were definite.</p> <p>The Headteacher advised there were additional policies being developed ready to be implemented in the autumn term.</p> <p><u>Safeguarding</u></p> <p>A safeguarding audit had been carried out by Helen Baker and the report had been circulated prior to the meeting (Appendix 6). The main take-away from it was the School was a safe school and the systems were robust and worked well. Staff understood the systems and knew how to identify and report concerns.</p> <p>Room for improvement was around the new legislation that needed to be adopted in policies, both at MAT level and at School level, but this would not raise any alarms.</p> <p><b>A Governor asked around the recommendations around adopting a “Child in Care” policy on page 10</b> and the CEO advised that was a Trust level policy. The Headteacher noted there were currently no pupils in this category.</p> <p><u>SEND Review</u></p> <p>SEND Review was carried out by Natalie Jackson and had been circulated prior to the meeting (Appendix 7). The CEO noted she did a lot of work with the DfE.</p> <p>The Headteacher advised it had been a very interesting day and an incredible amount of knowledge had been shared by her. The main point of focus was that the School needed a better process in place in order to identify any needs. The Headteacher gave the example of how an issue was identified with writing and support given, however, the “why” was not worked out. A Governor noted that poor handwriting could be a symptom of something else. The Headteacher had a meeting with Trust’s Assistant EP to look at this. The SENDCo had been attending working party groups across the Trust and the CEO advised that Natalie Jackson would be running a training session for SENDCos across Trust on 24 June 2019. The Headteacher advised the communication between the SENDCo and the SLT was not happening as it should and so, from next year, the SENDCo would become part of the SLT and join the meetings.</p> <p><b>A Governor asked whether the SENDCo had the opportunity to observe pupils as necessary</b> and the Headteacher advised that she had allocated an afternoon a week for purely SENDCo time, however, this was not enough time. In order to deal with this, the SENDCo looked where the extra time was needed and cover was arranged as it was needed by the Headteacher which this helped to cover the peaks and troughs of need.</p>	<p>Review of resource once Nursery figures confirmed.</p>
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0464	<p>The Chair noted the action around Governor training and the Headteacher advised this was required as well as the SEND Code of Practice, for which the Headteacher provided a brief overview (Appendix 8) rather than Governors having to read the 400+ page document. The Chair asked the Headteacher to upload it onto GovernorHub and he advised there was an additional, more detailed document which the he would also upload.</p> <p>In reference to the Headteacher's report, a <b>Governor asked if the information regarding staffing was current</b> and the Headteacher advised there were no changes to the structure but there would changes to where people sat within that structure.</p> <p>The CEO noted there would be a change to the SLT structure which would change to include an EY &amp; Y1 Lead, the Deputy Headteacher would also be the Lead for Y2-Y4 and the English Lead would cover Y5-6. A TLR had left and would not be replaced.</p> <p>The <b>Executive Headteacher asked around the issues on p20 regarding the doors not releasing</b> and the Headteacher advised it was in hand. The doors in question were fire doors and they would close when they should open as the alarm goes. The Headteacher confirmed a company was scheduled to complete the work.</p> <p><b>A Governor asked if there would be movement in staffing</b> and the Headteacher advised there was some movement to come. <b>A Governor asked if the Headteacher felt the staff were all on board with the changes and moving in the right direction.</b> The Headteacher said that on the whole most were, although there were still a few not quite there. The maths implementation had been very positive and that was good but there were still some that weren't quite there, with regards to ethos.</p> <p><b>A Governor asked how quickly the Headteacher expected to see the changes from what had been implemented</b> and the Headteacher advised within a term for maths and the impact had also been positive for English as well. <b>A Governor asked if the outcomes would be used as feedback alongside the learning walk.</b> The CEO advised she would be in School to complete a peer review and it would be used as part of that.</p> <p>The Deputy Headteacher noted that maths-wise, test results were being reviewed and the progress improvements could already be seen. <b>The Chair asked if this was across all learning groups</b> and the Deputy Headteacher advised there was currently no trend data and so it was a very manual process to gather this information but the Headteacher noted the data issue would be resolved shortly, hopefully by the end of the current week.</p> <p><b>A Governor asked if marked improvement would be seen within a year</b> and the Headteacher advised that maths was strong and consistency was the key to the success of the changes across the board.</p> <p><b>RESOLVED:</b> That the Leadership report (Appendix 3) be adopted.</p>	Headteacher to upload SEND documents to GovernorHub
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0465	<p><b><u>DRB TEACHING AND LEARNING REVIEW - PROGRESS REPORT</u></b></p> <p>This was covered under Minute No. 0464.</p>	
0466	<p><b><u>PUPIL PREMIUM ACTION AND SPENDING PLAN 2018/19</u></b></p> <p>This was covered within Standards and was a work in progress</p>	
0467	<p><b><u>SPORTS PREMIUM ACTION AND SPENDING PLAN 2018/19</u></b></p> <p>The Headteacher circulated the Sport Premium finding report (Appendix 9) and advised there was an invoice missing, which had not yet been received, and so the spend was greater than on the report circulated.</p> <p>The Headteacher advised that in the next academic year, he had sourced an alternative provider to upskill staff, Gym 'n' Sports. The Headteacher felt that the scheme they offered was more comprehensive and staff received regular professional development, with the sports coach present to coach the staff.</p> <p><b>A Governor asked what the model was with the current provision and the Headteacher advised it was the same but did not seem to be happening. The new company seemed more switched on re the monitoring and evaluation of staff.</b></p> <p><b>A Governor asked if this would replace Sports Plus and the Headteacher confirmed it would.</b></p>	
0468	<p><b><u>SAFEGUARDING (STANDING ITEM)</u></b></p> <p>This was covered under Minute No. 0464</p>	
0469	<p><b><u>TRUST ITEMS</u></b></p> <ul style="list-style-type: none"> <li>• The Scheme of Delegation would be uploaded to GovernorHub.</li> <li>• A successful application for funding to repair the KS2 roof had been made and the work would be due to start before the summer holidays, with only a small contribution required by the School.</li> <li>• The pathways had been resurfaced and this had been funded by the School</li> <li>• Doors and screens were to be resolved over the half-term which would be funded by the Trust.</li> <li>• The painting of KS1 and KS2 had been approved by the Trustees</li> </ul> <p>The Headteacher advised he had also ordered new furniture for Y5.</p> <p>The Chair noted that the KS2 staffroom needed some attention.</p>	<p>CEO to arrange S of D to be uploaded to GovernorHub</p>

0470	<p><b><u>FEEDBACK FROM FINANCE MEETING</u></b></p> <p>The CEO advised that the School would finish the year with a surplus of approximately £20,000 and it was mainly the site costs that had impacted that figure.</p> <p>Budget planning was moving forwards and would be submitted showing a balanced budget with a reserve.</p> <p>The Headteacher noted there were overspends on site and supply but these could be accounted for.</p>	
0471	<p><b><u>LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT</u></b></p> <p>There were no reports to be received under this item.</p>	
0472	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Mrs Baker had completed updated Safer Recruitment training and she would provide a copy of her certificate to the CEO for filing.</p>	Mrs Baker to provide training certificate to CEO.
0473	<p><b><u>SKILLS AUDIT FEEDBACK</u></b></p> <p>This item was not covered as all skills audits had been received prior to the meeting.</p>	
0474	<p><b><u>CHAIR'S CORRESPONDENCE</u></b></p> <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.</p>	
0475	<p><b><u>PROPOSED STAFFING RESTRUCTURE FOR SEPTEMBER</u></b></p> <p>This was covered under Minute No. 0464</p>	
0476	<p><b><u>SUMMARY OF CHANGES TO DFE GOVERNANCE HANDBOOK</u></b></p> <p>The summary was circulated to Governors prior to the meeting (Appendix 10).</p>	
0477	<p><b><u>GUIDES FROM THE DFE</u></b></p> <p>The Workload Reduction Kit and Making Data Work links were shared with Governors prior to the meeting</p>	
0478	<p><b><u>DFE COMPLAINTS GUIDANCE</u></b></p> <p>The DfE Complaints Guidance had been shared prior to the meeting via an online link.</p>	

0479	<b><u>DATE OF NEXT MEETING</u></b>  This would be agreed at the Governors Away Day on 1 July 2019.	
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The meeting closed at 7.00 pm.

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

Date: .....  
16/09/19

