

**PERRY HALL MULTI ACADEMY TRUST**
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF  
WOODTHORNE PRIMARY SCHOOL  
HELD AT THE SCHOOL AT 6.00 PM ON MONDAY 20 JANUARY 2020**

PRESENT:	Mrs V Baker (part)	
	Mrs A Cheema	CEO, Perry Hall MAT
	Mrs J Ferretti	
	Ms A Gibson	Chair
	Mr T Hinkley	Headteacher
	Ms L Hodgkiss	
	Mr I Moore	
	Mr R Khular	
IN ATTENDANCE:	Mr D Asbury	Executive Headteacher, Perry Hall MAT
	Ms A Eardley	Senior Leadership Team
	Ms J Perry	Senior Leadership Team
	Ms L Swann	Senior Leadership Team
	Mrs R Walker	Clerk
APOLOGIES:	Mrs P Panesar	

Minute Number	Minute	Actions
0520	<p><b><u>APOLOGIES AND WELCOME</u></b></p> <p>The Chair welcomed Governors to the meeting and passed on apologies from Mrs Panesar. The Headteacher advised that he had invited members of the Senior Leadership Team (SLT) to observe the meeting.</p>	
0521	<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. Ms Ferretti was employed by Birches First School and Mrs Cheema was a Trustee of UCAP. However, there was</p>	

	<p>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>	
0522	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There were no items under this minute.</p>	
0523	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting, held on Monday 16 September 2019, be approved as a correct record.</p>	
0524(a)	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p><u>Matters Arising from the Minutes – Leadership Report (Minute No. 0487(b))</u></p> <p>The Headteacher advised that there were currently sixteen x 30hr children, nine children in the morning session and seven children in the afternoon session, which was really good. The Headteacher advised that he was currently looking at numbers for September and it was possible that there would be no need for a January intake. <b>The Chair asked how this was judged</b> and the Headteacher advised it was based on speculative interest. The CEO advised that the Headteacher needed to be clear how many places were available to be offered in a formal policy statement. <b>The Chair asked how this was decided</b> and the Headteacher advised that it was the School’s decision to make and this would be looked at further.</p>	Headteacher to review September nursery intake and formalise admissions policy.
0524(b)	<p><u>Matters Arising from the Minutes – Leadership Report (Minute No. 0487(c))</u></p> <p>The Headteacher advised that previously the Fire doors were not releasing properly and the issue had been partially resolved, with one door opening. Other doors would be linked to the new relay that had been fitted and this would be fully resolved next week.</p>	
0524(c)	<p><u>Appointment of Link Governors (Minute No. 0492)</u></p> <p>The Headteacher asked if the visits were being completed by the link Governors and none had been completed. <b>The Chair asked how this could be enabled and was the issue time.</b> Governors agreed it was time based. A Governor advised he had been in to observe to understand how the School worked and there needed to be a triangulation with data. The Headteacher suggested some kind of questionnaire and the Chair asked if the same results would be achieved with a questionnaire. The CEO suggested that Governors met</p>	All Governors to arrange visit or phone call/Skype with

	<p>with leaders to understand their action plans and what work they were undertaking to achieve their plans. This could be done by phone or Skype.</p> <p>The Headteacher advised that safeguarding was discussed whenever the Chair visited but needed to be formalised in a report.</p> <p>[MS HODGKISS LEFT THE MEETING]</p> <p><u>Leadership Report (Minute No. 0496)</u></p> <p><b>The Chair asked if the issue of staff/parent contact outside of working hours had been addressed with a newsletter as discussed</b> and the Headteacher advised it had been discussed with teachers during a staff meeting; it was felt there was no need for further action.</p> <p>[MS HODGKISS AND MRS BAKER JOINED THE MEETING]</p>	the relevant leader.
0525	<p><b><u>MINUTES OF THE CURRICULUM AND STANDARDS COMMITTEE</u></b></p> <p><b>RESOLVED:</b> That the minutes of the Curriculum and Standards Committee, held on Monday 11 November 2019 (Appendix 1) be adopted.</p>	
0526	<p><b><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></b></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. Ms Sidhu had contacted the Clerk to advise that as her term as a Governor had ended, she felt unable to commit to another four years and so had resigned her role.</p> <p>Governors were informed that there were no vacancies on the Local Governing Board, although there could be up to eight Co-Opted Governors and there were currently four.</p> <p>The Clerk added that there were no attendance issues to report.</p> <p>The Chair advised that Mrs Panesar would be going maternity leave soon and other Governors needed to be aware.</p> <p>Link Governor for Inclusion/SEND/More Able would now be the responsibility of the Chair.</p>	
0527	<p><b><u>ANY URGENT ACTION TAKEN BY THE CHAIR</u></b></p> <p>There were no actions to be reported.</p>	

**LEADERSHIP REPORT**

The Leadership Report was circulated prior to the meeting.

The Headteacher drew Governors attention to the data reports and advised that there was some information that stood out. The data section referring to RAP targets, in Y2 72 % were on track to achieve Age Related Expectation (ARE) and in Y6, 78% were on track to achieve (ARE). The Headteacher advised that data covered the whole curriculum and the actual anticipated outcomes were 82.4% ARE in Y2 and 89% ARE in Y6.

Attendance for SEND pupils was 91.68% and the Headteacher advised a pupil had started School with profound needs and his attendance was currently at 7%. **A Governor asked if those were medical needs** and the Headteacher advised that this was not yet understood, as the pupil had not attended enough to be assessed. The Educational Welfare Officer and the Educational Psychologist were both involved with this pupil. The CEO asked to see the figure without that pupil to get an accurate reflection. **The CEO checked if he was on a modified timetable** and the Headteacher confirmed this and he attended 3 afternoons a week. The pupil was involved with the class when he was in. The Headteacher advised the whole class were very supportive, as were the staff. The Headteacher advised it was a long process to get him on a full –time timetable. **A Governor asked if the parents were working with the School** and the Headteacher confirmed they were. **The CEO asked if he had attended school previously** and the Headteacher advised that he had attended in YR but had been home educated since then, and came to the School at the end of Y2.

Pupil Premium (PP) attendance still showed a gap and the Headteacher advised that it had not narrowed. The Headteacher advised that they were working with the families affected and he noted the improved attendance in one family. **The Chair asked what had been done to improve this** and the Headteacher advised the relationship with the office and the pupil's relationship with the teacher. **The Chair asked if poor attendance was down to pupils not wanting to come to school** and the Headteacher advised not. Attendance and the impact of poor attendance was not necessarily fully understood by families.

The School Improvement Plan (SIP) was included within the pack and was rag-rated. The Headteacher noted the success of the inset day which had been focussed on SEN, with a presentation on identification of need. From this there had been a 3% increase of pupils on the register from 36 to 52. **The Chair noted that identification of needs should include Social, Emotional Mental Health (SEMH) and asked if that was incorporated** and the Headteacher confirmed it was. The Headteacher advised that a pastoral team had been set up and there was a waiting list of pupils to spend time with this service and the Headteacher advised this team may be increased. The Headteacher advised that SEMH would be covered within the identification of needs. **The Chair asked if there was training for staff** and the Headteacher advised that there had been for staff and there was more training coming up for counselling support for a staff member in Y1 who was part of the pastoral team.

The Headteacher noted that staffing and the budget may need to be reviewed further with the increase in pupils needing support in this area, this would not be a full time role but may be a part time role. A Governor noted there was an increasing need across the city. **The Chair asked if this was Trust wide** and the Headteacher advised that it had not

Headteacher to provide SEND attendance figure without pupil mentioned.

come up at Trust level yet and the other schools within the Trust had already a strong pastoral team whereas this School had a lower level of need. The other schools within the Trust already had high-needs funding in place and the CEO explained that this was based on pupil postcode. The Headteacher noted that there were still mental health needs with the pupils and he felt there would be a need for this post.

A Governor attended the Schools Forum meeting and noted that only one school had been given additional funding as promised by the Government.

The Headteacher advised that within the SIP, if there was no colour against an action, then it had not been started yet but the report had a lot of yellow and green items within it.

Sports funding and Pupil Progress reviews were contained within the reports

**The Chair asked if there were any concerns over staff absence** and the Headteacher advised not. There was one member of lunchtime staff on long-term sick. It was noted that NCRB meant Non Class Room Based staff. The other long-term absence was due to a staff member having an operation.

The CEO noted the Data would go to the Standards Committee for further discussion. The Headteacher advised that looking at the data it was not looking where it should be. Y2 currently (Reading) showed that 70% were ARE which was lower than where the Headteacher felt it should be and only 39% made expected progress. Analysing this had changed the focus of the inset day and individual pupils had been reviewed. To be at ARE by end of Autumn the pupils needed to be at 2:2. The Headteacher advised that the system of analysis had changed from three tier. Out of the 60 pupils in the cohort, half of pupils were on a 2:1 and he had needed to understand why this was the case. After talking to staff, they felt it was hard to complete the target sheets regularly and it was not kept on top of, so at the end of term staff were unable to catch up. The CEO advised that some of this was historical as there had previously been something in place around 80% needed to be achieved before could move to 2:2.

The Headteacher advised that the SLT had reviewed targets and there was now an online system for staff to use to tick off targets and it was hoped this would make it easier to keep on top of as well as being easier for the SLT to monitor. There was other work to be done but this was a key factor.

**A Governor asked if there was also a process to tie the evidence to the spreadsheet** and the Headteacher confirmed there was. The Headteacher advised that the new system also helped with gap analysis. Some Y2 were on 1:6 and the Headteacher advised that this was inaccurate if they were accessing the Y2 curriculum. The Headteacher advised a typical pupil entered Y2 as 1:6. **A Governor asked what the benefit of the 6 levels were** and the CEO advised they were in place as previously there had been six data drops each academic year but this had now been reduced to three. A Governor noted from a standards point of view there needed to be 4 data drops a year which would be introduced next year.

The Headteacher advised that workload management was key to reviewing the data. A Governor asked if the teacher's assessments were solely based on data and the Headteacher advised it was based on test data and assessments. The Headteacher noted

from tests the pupils were showing as ARE in Reading but in Maths it was the other way round which was why both were used.

#### Feedback from Finance

Mrs Baker had attended the finance meeting and advised that there was a very tight budget at the School. The carry forward from the previous year was approximately £64,000, which was higher than the forecast £25,000. There was forecast to be an in-year deficit this year so some of that carry forward would be used to cover shortfall. However, if the School continued as it had so far this year, there was possibility of not being in deficit.

It had been noted that the building needed some work and funds would need to be spent in certain areas. **The Chair asked if the building was older than others within the Trust** and the Headteacher advised there was a need for a lot of maintenance work as there had not been a rolling maintenance programme.

**The Chair asked if the budget looked better next year** and the CEO advised this information would be available after the next finance meeting. There had been additional funding for the teachers' salaries and pensions.

The Headteacher noted that there was still a large spend on agency to cover staff absence and also the two staff members on Maternity Leave. He advised that any absences were covered internally in the first instance, but that was not always possible. It was noted that the loan was being paid off to cover the previous deficit and to end up in a positive position, was very encouraging.

A Governor noted that Schools Forum had indicated that Wolverhampton had more funding than many areas and the National Funding Formula would be covered so all schools should gain. The School would gain an increase of 6.8% per pupil. **The Chair asked if this could change** and the CEO advised it was not confirmed yet. **The Headteacher asked if this was based on YR to Y6** and that was confirmed. The nursery was separately funded and there may be an increase there as well. The Headteacher noted that with this increase and the increase in pupil numbers that was very positive.

**The Chair asked if there was an update following the external reviews** and the Headteacher advised that it was all positive which was down to the hard work of the staff.


#### **VISION AND VALUES**

The Headteacher advised that no work had been done on the core values since the last meeting as work on the Curriculum had to take precedence. The curriculum went live a few weeks ago and would be monitored over the coming weeks. **The Chair asked what else needed to be done** and the Headteacher advised there needed to be some time to focus on the Core values. The Headteacher advised that there was only so much that could be done at any time and a Governor noted that it was important not to overburden staff. The Headteacher advised there would be a return to this but there had been a lot of curriculum focussed work, and this would be embedded in the Vision and Values. **The Chair asked what was left to be done** and the Headteacher advised needed to be presented to children then parents, feedback received from those groups, but this required time. The Headteacher advised that it was moving forwards. The CEO noted

0528	<p>that getting this right was important to the Headteacher and core to his leadership. The Headteacher advised that he had always said it would take 18 months.</p> <p>It was noted that the School's data presentation was the best in the Trust.</p> <p><b>SAFEGUARDING UPDATE</b></p> <p>The Chair intended to complete her training in February and the CEO advised a review was due in March.</p> <p>The Headteacher advised the job descriptions were completed and the CEO confirmed she had completed all her actions.</p> <p>The Headteacher advised he would re-visit the report before the review in March to ensure this was all covered and the Executive Headteacher would follow up with the Headteacher.</p> <p><b>GDPR UPDATE</b></p> <p>The Headteacher circulated the results of the GDPR review (Appendix 3) and advised there was little to report back to Governors. All outstanding actions had been completed and the Headteacher only needed to ensure the printer was locked. <b>A Governor asked how the staff who were questioned had performed</b> and the Headteacher advised they were nervous but had dealt with it well. There was a need to re-issue data protection guidance for staff as well as whole School GDPR training.</p> <p><b>POLICIES</b></p> <p>There were no policies to approve.</p> <p><b>RESOLVED:</b> That the Leadership report (Appendix 2) be adopted.</p>	DA to liaise with Headteacher prior to the Safeguarding review.
0529	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>The Governing Body discussed Mental Wellbeing as a possible course for the full Governing Body and the Chair would email the Clerk with a number of suggested dates for this.</p>	Chair to suggest possible dates to Clerk.
0530	<p><b><u>ISSUES ARISING FROM THE SCR</u></b></p> <p>The Headteacher advised that he and the Chair had checked the Single Central Record (SCR) and there were some gaps identified. The main concern was around volunteer students from Wolverhampton College who had their own DBS certificates and appeared not to be going through the MAT. However, they had been added as they were starting in the following month and this was just a timing issue.</p>	

0531	<p><b><u>FEEDBACK TO/FROM TRUST</u></b></p> <p>The Appointment of Staff Grid (Appendix 4) had been shared prior to the meeting. The LGB Terms of Reference (Appendix 5) had been shared prior to the meeting.</p>	
0532	<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>	
0533	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting had been confirmed at 6.00 pm on Monday 11 May 2020. A Governor requested that Finance update be added to the next agenda.</p>	

**The meeting closed at 7.08 pm.**

Signed:   
 Anu Gibson (Dec 11, 2020 18:47 GMT)  
 (Chair of Local Governing Body)

Date: **06/05/2020**





# WDTLGB200120

Final Audit Report

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