

PERRY HALL MULTI ACADEMY TRUST

MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF WOODTHORNE PRIMARY SCHOOL HELD REMOTELY AT 6.00 PM ON MONDAY 14 SEPTEMBER 2020

PRESENT:	Mrs V Baker Mrs A Cheema Mrs J Ferretti Ms A Gibson Mr T Hinkley Ms L Hodgkiss	CEO, Perry Hall MAT Chair Headteacher
IN ATTENDANCE:	Mr D Asbury Ms R Kohli Mrs L Evans	Executive Headteacher, Perry Hall MAT Executive Headteacher, Perry Hall MAT Teaching School Clerk
APOLOGIES:	Mr R Khular Mrs P Panesar	
NO APOLOGIES:	Mr I Moore	

Minute Number	Minute	Actions
0548	<u>APOLOGIES AND WELCOME</u> The Chair welcomed Governors to the meeting and passed on apologies from Mrs Panesar and Mr Khular.	
0549	<u>CLERK TO THE LOCAL GOVERNING BODY</u> RESOLVED: That Services4Schools be appointed as Clerk to the Local Governing Body for the 2020/21 academic year.	
	<u>DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS</u> 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.	

0550	<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>Mrs V Baker was employed by Woodlands Academy of Learning. Ms Ferretti was employed by Codsall MAT and Mr Asbury was a Trustee for ConnectEd.</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> <p>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 2020/21 academic year and return it to the Clerk. Governors were advised that there was now a requirement for any changes to Business Interests should be reported as soon as possible and that, if they were aware of any amendments, Governors should contact the Clerk who would ensure that these were recorded.</p> <p>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.</p> <p>Governors had received the NGA Code of Conduct (Appendix 2) with their agenda packs.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i. That Governor email addresses and phone numbers be shared amongst the Local Governing Board, solely for the purposes of communication in relation to the role of Governor; ii. That the NGA Code of Conduct be approved for the 2020/21 academic year. 	
0551	<p><u>ANY OTHER BUSINESS</u></p> <p>The following areas of Any Other Business were noted:</p> <ul style="list-style-type: none"> • Staffing Restructure <p>This would be covered during the meeting.</p>	

0552	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on 6 May 2020, be approved as a correct record.</p>	
0553(a)	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Matters Arising from the Minutes – Governor Training (Minute No. 0538(e))</u></p> <p>It was confirmed that the plans for the Wellbeing day had been cancelled. However, there was online training available through Services4Schools and Governors were asked to undertake this training individually.</p>	All Governors
0553(b)	<p><u>Leadership Report (Minute No. 0541)</u></p> <p>Regarding CPD, it was confirmed that a message had been left with the Safeguarding consultant. After discussion, it was agreed that Services4Schools were the preferred provider for Safer Recruitment training.</p>	
0554	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>The Clerk reported that the term of office of Mrs A Gibson was due to come to an end before the date of the next meeting on 30 November 2020. Governors held a discussion and the following resolution was made:</p> <p>RESOLVED: That Mrs A Gibson be re-appointed as a Co-opted Governor from 1 December 2020.</p> <p>There were no vacancies on the Local Governing Board although additional co-opted Governors could be sought if required with the LGB eligible for up to eight co-opted Governors (four positions were filled).</p> <p>The Clerk added that there were no attendance issues to report.</p> <p>The Chair noted that Mrs Panesar was on maternity leave. The Chair agreed to contact Mrs Panesar as virtual meeting may prove to be easier for her to attend.</p>	AG
0555	<p><u>COMMITTEE MEMBERSHIP</u></p> <p>Governors considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the membership of committees, as detailed in Appendix 3, be approved for use until the first meeting of the 2020/21 academic year; ii) That the membership of ad hoc Committees be set as any three Governors without a conflict of interest; iii) That the membership of appeals Committees be set as any three Governors without an interest and without any prior knowledge of the issue being considered; 	

0556	<p>APPOINTMENT OF LINK GOVERNORS</p> <p>Governors considered arrangements for Link Governor activities and Governor monitoring in the current situation. The following protocols were put in place – virtual contact would be maintained by MS Teams and telephone calls between the School and Governors. It was suggested that the Headteacher co-ordinates with Link Governors and the relevant member of staff. The Chair urged Link Governors to contact the School before the next LGB meeting.</p> <p>RESOLVED: That the Link Governors detailed within Appendix 3 be approved until the first meeting of the 2021/22 academic year:</p>	Link Governors
0557	<p><u>SCHEME OF DELEGATION</u></p> <p>RESOLVED: That the Scheme of Delegation from Perry Hall Multi-Academy Trust (Appendix 4) be adopted for the 2020/21 academic year.</p>	
0558	<p><u>ARRANGEMENTS FOR THE APPOINTMENT OF STAFF</u></p> <p>It was confirmed that a new version of this document would be presented in January 2021 and it was proposed to adopt the current version until that time.</p> <p>RESOLVED: That the current arrangements for the appointment of staff be approved for use until superseded.</p>	
0559	<p><u>STANDING ORDERS</u></p> <p>RESOLVED: That the following arrangements be approved for use in the 2020/21 academic year:</p> <ul style="list-style-type: none"> i) That the Chair be authorised to take urgent action in situations where inaction could have a seriously detrimental effect on the School; ii) That arrangements for virtual meetings as agreed in the Summer term 2020 be extended and approved for use until the first meeting of the 2021/22 academic year; iii) That Governor allowances not be paid. However, it was confirmed that expenses were paid on occasion but a Trust policy is in place to cover that. 	
0560	<p><u>ANY URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>There were no actions to be reported.</p>	
0561	<p><u>LEADERSHIP REPORT</u></p> <p>The Leadership Report (Appendix 5) was circulated prior to the meeting which included a number of documents contained within it numbering 1 to 13.</p>	

Governors were asked to look at the School Improvement Plan and an overview was provided of the priorities and focus. Governors' attention was drawn to the following areas:

To implement a curriculum of recovery to support pupils return to school

There had been reports in the media that some pupils were as much as four months behind in their learning but assessments had started which would determine the levels within the school and gaps which would need to be addressed. Catch up funding of £80 per child would be received by the school and as plan would be developed for the spending of this funding once the situation was fully known. The school was engaging with pupils although not all were back in school as yet. It had been decided to take a blended learning approach to the curriculum and staff were looking at the support which could be provided to pupils not in school. It was accepted that there could be a local lockdown and that the situation could change over next few weeks. It will be necessary to adapt and use the system which had been developed to offer online learning. Mental health needs would have to be considered and, whilst no issues had been seen yet at the school, some pupils had found the return to school hard initially but had since settled in. Issues may be seen if another lockdown occurs as the stop/start to learning may be hard for some pupils.

Questions were invited. **The Chair asked if the school was ready and able to offer adequate provision if there was a local lockdown.** The Headteacher stated that the staff had been planning ahead before the Summer holidays in case this happened. Transition had been done via MS Teams and had gone well. There had been a few Nursery and Reception pupils who had been very emotional on starting but this could be due to usual transition concerns. Staff would use MS Teams to facilitate a lesson in lockdown. This was now set up and staff were looking at how to teach through this medium as it was quite challenging. The intention would be to have three or four lessons through the day. Staff would set up a lesson and pupils will then have access to download all resources.

A Governor asked what the staff availability will be if they have their own children and if this will be a challenge. The Headteacher said in response that it could potentially be a challenge but will look at whole year groups for lessons. A number of options were being considered including staff recording lessons in advance. However, the Headteacher was aware of safeguarding issues around this type of teaching and these issues would need to be ironed out. **The Chair asked if there was a standard approach across the MAT** and the Headteacher confirmed this to be the case. The Executive Headteacher, Perry Hall MAT Teaching School, added that all schools across the MAT have a recovery curriculum and learning platform in place. It is also possible to put remote learning in place for bubbles who are off school for 10 – 14 days. All agreed that there were potentially a variety of issues which could arise. The Chair then asked if the SIP was dependent on all pupils being in school and the CEO advised that the SIP takes into consideration all of the variables. A Trust meeting had been held to look at the required skills for delivering live lessons. Support will be in place for staff. The Executive Headteacher, Perry Hall MAT, advised that the schools do not work in isolation. The Headteacher was conscious that this situation was new to all and that the challenge would be to reach those children who have no IT access and was sure that more questions would arise as the system goes live.

A Governor asked what the plans were for individual children who were self-isolating and was advised by the Headteacher that, over the summer, many parents had forgotten how to access the learning platform and school were emailing information to parents. It may be possible to move to live lessons online but the Headteacher was very mindful of staff wellbeing and workload.

0561(a)	<p><u>Develop leadership of the curriculum</u></p> <p>Governors were informed that it had not been possible to test this due to the lockdown. Staff had fine tuned the curriculum over lockdown and had taken part in CPD to develop their skills. Evaluation systems for assessment were in place across the curriculum and the Executive Headteacher, Perry Hall MAT Teaching School, confirmed that this was being done across the MAT and support provided between schools. The development of staff's understanding of cultural capital was necessary across many Wolverhampton schools. At Woodthorne Primary, there were a range of pupils with different cultural experiences and backgrounds and this was probably the widest across the Trust. Subject days would be held, MFL being one of them which was planned to take place shortly. However, it was necessary to look at how these days could operate in the current circumstances. The pandemic was not an excuse to stop offering these events.</p> <p><u>Develop a positive ethos of reading across the whole school</u></p> <p>The Headteacher then advised that the SIP was more about the technical aspect of Reading and it was now the intention to embed Reading across the school in all subjects as this is a key skill for life. The school would be looking at the resources it was buying in to support this. Read Write inc was being used as it provided a consistency of quality in teaching for phonics inconsistencies, particularly as the demographic of the school was changing.</p> <p><u>Raise attainment of vulnerable groups of pupils</u></p> <p>This section was the same as the previous year as it had been difficult to measure impact due to the lockdown. Attendance will be a big factor as it was expected to be low this year. There were currently 47 pupils off across the school, 10% of which had Covid-19 symptoms. The CEO advised that attendance rates had, at first, been high and were now dropping due to symptoms and tests. Children who were isolating still needed to get work and there was a blended curriculum for these pupils. The Headteacher was making sure that absence reasons are not other than Covid-19 related and was picking up on those who may use the symptoms as an excuse. The school was monitoring some families with the Education Welfare Officer.</p> <p><u>All pupils receive a broad and balanced curriculum that addresses gaps in knowledge and skills</u></p> <p>Staff were ensuring that interventions and catch up sessions were not interfering with the broader curriculum. It was acknowledged that this will be a challenge this year and that pupils will need interventions due to gaps in learning. It was difficult to find time to do interventions at the moment.</p> <p>The Chair asked if outcomes from the last SIP had been completed. The CEO advised that individual action plans will be brought to the Standards committee for scrutiny and that some outcomes will have been moved across.</p> <p>RESOLVED: That the School Improvement Plan be approved in draft form.</p> <p>The CEO then went through the contents page of the Leadership Report and Governors were asked to read the documents outside of the meeting.</p>	
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0562	<p><u>SAFEGUARDING</u></p> <p>Governors noted that, all members of the Local Governing Body were expected to read and have regard to, sections 1 & 2 of the KCSIE Guidance. The CEO had updated and added an appendix for each school. Level 4 Safeguarding training will be arranged for staff and the Safeguarding Link Governor will be asked to also attend this training. The Executive Headteacher, Perry Hall MAT Teaching School advised that the exact date was to be confirmed but it was due to take place in October.</p> <p>RESOLVED: That the Safeguarding Statement and Policy be adopted.</p>	
0563	<p><u>REVIEW OF SCHOOL IMPROVEMENT PLAN</u></p> <p>It was confirmed that this had been covered earlier in the meeting.</p>	
0564	<p><u>GDPR UPDATE</u></p> <p>The CEO confirmed that no breaches had taken place.</p>	
0565	<p><u>ADOPTION OF POLICIES/POLICY REVIEW SCHEDULE</u></p> <p>The Executive Headteacher, Perry Hall MAT Teaching School, advised that a number of school policies needed to be considered which had been received as part of the Leadership Report (Appendix 5):</p> <p>AL policy; Behaviour policy; Good to be Green System; Drug policy; Home School Agreement; SRE policy; Accessibility Plan; Teaching and Learning Policy</p> <p>RESOLVED: That the above policies be approved.</p>	
0566	<p><u>FINANCE UPDATE</u></p> <p>Governors were advised by the CEO that the school was currently in a positive position. The Chair asked what had contributed to this situation and was advised that it had been due to effective financial management. The deficit which the school had inherited had been due to the pension deficit which had increased and also due to a number of redundancy payments. As part of the Trust, the school had benefitted from the refurbishment of the KS2 classrooms. The Headteacher was asked to do a video showing the KS2 classrooms and it was agreed that he would share the one that he had created for parents. A link would be forwarded to Governors and Governors were pleased to note that the deficit position had not held the school back.</p>	Headteacher
0567	<p><u>GOVERNOR TRAINING</u></p>	

	<p>Governors were reminded that details of the S4S training programme for 2020/21 were online and a link had been shared on GovernorHub. The Clerk highlighted that all Governors were able to attend courses from the central programme with a charge made for each course as detailed in the brochure.</p> <p>Governors were asked to undertake the Wellbeing training as individuals and a group training session would be arranged at a later date.</p>	All
0568	<p><u>FEEDBACK TO/FROM TRUST</u></p> <p>The CEO confirmed that there was nothing specific to be reported from the Trust.</p> <p>Governors identified the following issues to be fed back to the Trust – The Chair wished to thank the Trust for its support. Staff and parents had given positive feedback for the way in which the Trust has handled the virus.</p>	
0569	<p><u>CHAIR'S CORRESPONDENCE</u></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>	
0570	<p><u>ONLINE INFORMATION ABOUT GOVERNORS</u></p> <p>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 publicly.</p> <p>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.</p> <p>Governors were advised by the CEO that the Trust will update the information centrally.</p>	
0571	<p><u>SCHOOL WEBSITE</u></p> <p>The Clerk outlined that information was available from the gov.uk site to indicate the information which should appear on the School website. Governors were reminded that OfSTED would scrutinise the School website prior to an inspection.</p> <p>As part of newly introduced requirements, all schools were now required to include details of any staff employed with a salary of over £100,000. In addition, the School website should also display a link to School's report on the DfE Benchmarking website.</p>	
0572	<p><u>STAFFING RESTRUCTURE (ANY OTHER BUSINESS)</u></p> <p>The CEO had shared a document with Governors relating to the proposed staffing restructure.</p> <p>Governors were informed that the Deputy Headteacher had left as of 31 August and has moved on to widen her experience in a different setting. In light of this, it was proposed that an Assistant Headteacher role be created in place of the Deputy Headteacher role. It would be important to recruit a suitable qualified candidate who can be developed into that role. The SIP focus and Trust evaluation of the school had shown that it was</p>	

	<p>now in a position to put teaching and learning coaching in place in order to raise the teachers' expectations. The CEO felt that this could be an outstanding school. The Assistant Headteacher role would enable someone to work alongside teachers but no classroom teaching would be required as part of this role. The Headteacher's role could then concentrate on the strategic and operational aspects.</p> <p>It had been necessary to make some adjustments due to a member of staff relinquishing their TLR but the school had the staff capacity to do this. The Executive Headteacher, Perry Hall MAT Teaching School, advised that meeting the needs of the children was paramount. Interviews had taken place during the previous week and an appointment had been made. This was a member of staff who was currently leading on curriculum but who had vast experience and has led in a number of areas. They had accepted the offer.</p> <p>The Headteacher was in the process of developing an inclusion team for the longer term.</p> <p>The CEO referred to the proposal and Governors were shown a comparison of senior leadership costs. The overall saving will be in the region of £5k.</p> <p>Questions were invited and a Governor asked if the TLR post had been ringfenced to internal candidates. This was confirmed and there had generally been no change to roles.</p> <p>The CEO then asked for volunteers to take part in the Assistant Headteacher interviews which would take place on 2 October. It was anticipated that these would be held face to face with social distancing being followed. Governors were asked to email the CEO or the Chair if they were interested and one Governor volunteered to attend.</p> <p>RESOLVED: The proposals outlined were approved by Governors.</p>	
0573	<p><u>DATE OF NEXT MEETING</u></p> <p>Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 6.00 pm on 18 January 2021.</p>	

The meeting closed at 7.35 pm.

Signed:



(Chair of Local Governing Body)

Date:18 January 2021.....