

PERRY HALL MULTI ACADEMY TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
STANLEY ROAD PRIMARY SCHOOL
HELD AT THE SCHOOL AT 6.30 PM ON TUESDAY 26 FEBRUARY 2019**

PRESENT:

Mrs L Brotherton
Mrs A Cheema – CEO
Mrs A Fowler
Mr P Johnson - Chair
Mr S Murphy – Deputy Headteacher
Mrs A Potter – Headteacher
Mrs R Rahman
Mr A Stamper
Mr N Tomsett

IN ATTENDANCE:

Mr D Asbury – Trust Representative
Mrs D De-Bear – Clerk
Mr J Parkes – Strategic Head of Finance and Business Administration

Mr N Tomsett (Chair of Governors, pre conversion) opened the meeting and announced that he planned to leave the LGB. The CEO thanked the Chair personally and on behalf of the LGB in terms of the support given as part of the conversion process. The Headteacher added that the School had been through a difficult period but the contribution of the Chair had been particularly valued. The Deputy Headteacher offered his thanks in terms of the value that the Chair had offered to staff.

MR N TOMSETT LEFT THE MEETING AT THIS POINT. THE HEADTEACHER ACCOMPANIED HIM OUT.

As this was the first meeting of the LGB, introductions were made around the table.

THE HEADTEACHER REJOINED THE MEETING AT THIS POINT

0001 OVERVIEW OF GOVERNORS' ROLES AND RESPONSIBILITIES

This was also an appropriate time to discuss the role of the Chair and Governors and the structures for governance as part of a Trust (Agenda item 3). The CEO explained that, as a Trust, there were different expectations for the Chair and Vice Chair in comparison to those at a maintained school. The role of the Chair was outlined in terms of chairing LGB meetings based on the responsibility of the LGB being standards and outcomes. The Chair would be the link with the Headteacher and would be a contact point for any parents who wished to contact Governors. In the most effective LGBs, the relationship between the Headteacher and the Chair at a local level was crucial and supportive. The workload of the Chair in an LGB was not designed to be excessive and could be managed via regular contact, potentially by email or phone calls instead of visits, without this being onerous.

There would always be a Trust representative at LGB meetings and this would usually be the CEO. There was a requirement for a minimum of two Parent Governors on the LGB but those

present had business backgrounds that may mean they were appropriate to appoint as Co-opted Governors. The Headteacher added that there was strong representation from parents on the LGB and that additional skills may be gained by recruiting Co-opted Governors from outside of the existing Board. The Deputy Headteacher reported that a skills audit may be helpful and may clarify roles for those on the LGB and future requirements. This may then lead to some roles changing and recruitment taking place from either the parent body or from other sources.

The Strategic Head of Finance and Business Administration would normally attend the first meeting of each year to provide an update on finance matters. Finances would be managed at Trust level with the involvement of a Finance Governor from the School who would meet with the Strategic Head of Finance and Business Administration on a termly basis and provide feedback to the LGB. The funds for the School would be held separately from other schools in the Trust.

The emphasis was on the LGB not holding the ultimate responsibility for all aspects of the School and the focus should be on ensuring that the children within the School had the best possible provision. There was a discussion regarding the involvement of other Governors who were not the Chair and it was noted that all Link Governors would be expected to visit the School and have regular meetings with key staff in School. It was not designed for the ultimate responsibility for the School to be held with the Chair and the Chair's role was predominantly managing the LGB meetings and linking with the Headteacher between formal meetings. It was possible that the Chair could hold other Link Governor roles.

ELECTION OF CHAIR

There was a discussion regarding potential candidates for the position of Chair and the skills that they may bring to the role.

MR P JOHNSON AND THE HEADTEACHER LEFT THE ROOM AT THIS POINT

0002 **RESOLVED:** That Mr P Johnson be elected as Chair of the LGB for the remainder of the 2018/19 academic year.

MR P JOHNSON AND THE HEADTEACHER REJOINED THE MEETING AND MR JOHNSON ASSUMED THE ROLE OF CHAIR

ELECTION OF VICE CHAIR

MS A FOWLER AND THE HEADTEACHER LEFT THE MEETING AT THIS POINT

0003 **RESOLVED:** That Mrs A Fowler be elected as Vice Chair of the LGB for the remainder of the 2018/19 academic year.

MS A FOWLER AND THE HEADTEACHER REJOINED THE MEETING

The Vice Chair asked if a formal recognition of the retiring Chair could be organised and the Headteacher reported that appropriate arrangements would be made.

CLERK TO THE LOCAL GOVERNING BODY

0004 **RESOLVED:** That S4S be appointed as Clerk to the LGB for the remainder of the 2018/19 academic year.

MRS R RAHMAN JOINED THE MEETING AT THIS POINT

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 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.

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 had received the MAT Code of Conduct (Appendix 2) with their agenda packs.

0005 **RESOLVED:** That the MAT Code of Conduct be approved for the 2018/19 academic year.

Mrs Rahman introduced herself at this point as she had not been present earlier in the meeting.

0006 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

0007 **MINUTES OF THE PREVIOUS MEETING**

There were no minutes to be approved as meetings had not previously been formally clerked.

0008 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

0009 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were no vacancies that needed to be filled immediately on the Local Governing Body at the current time but the constitution and analysis of a skills audit had been discussed earlier in the meeting.

Skills audits had been emailed to Governors and the CEO requested that these were completed and returning to Mrs E Dyas at the Trust Office so that the results could be analysed.

COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2018/19

Governors considered the S4S report regarding the delegation of Governing Board functions to committees, together with suggested terms of reference. Governors noted that, although the report suggested committee names, the committee names used by the Governing Board could differ but the terms of reference could still be used.

The CEO outlined that there was also a Trust-wide SHE Committee which was currently under review so it was not necessarily appropriate to add a Governor from the School to that Committee at the current time. Once a Worcester hub for the Trust had grown, a SHE Committee for the local area may be established. **The Chair asked about how Health and Safety was managed** and the CEO explained that the Sites and Facilities Manager was responsible for day to day statutory checks, carried out site visits and managed building projects across the Trust. An external company was used to carry out Health and Safety audits and then the Sites and Facilities Manager would respond to these. He would also manage any major projects at any schools in the Trust and liaise with Schools individually. The Headteacher reiterated that the recent building improvements that had been carried out had been seamless partially as a result of the involvement of the Sites and Facilities Manager. He was also responsible for RIDDOR returns and would monitor accidents and incidents. It was suggested that it may be helpful for him to meet members of the LGB.

0010 **RESOLVED:** That the Committee Structure as detailed in Appendix 3 be approved;

That the terms of reference for committees, as detailed in Appendix 4, be approved for use until the first meeting of the 2019/20 academic year.

APPOINTMENT OF LINK GOVERNORS

The CEO explained that there was a clear desire for LGBs and Schools to be aware of the funding allocated to them and requested that a Governor was nominated to meet with the Strategic Head of Finance and Business Administration on a regular basis in order to provide challenge to ensure that funds were being used appropriately.

The agenda included a recommendation for a Compliance Governor but the CEO explained that compliance was monitored by the Trust and feedback would be reported as part of the Leadership Report.

- 0011 **RESOLVED:** That the Link Governors detailed on the Committee Structure (Appendix 3 approved above) be approved for use until the first meeting of the 2019/20 academic year.

ARRANGEMENTS FOR THE APPOINTMENT OF STAFF

Governors were assured that they would retain involvement in recruitment for posts at the School although the Trust would be involved in the appointment of senior posts and the Headteacher would be part of a panel for any appointment.

- 0012 **RESOLVED:** That the arrangements for the appointment of staff, as detailed in Appendix 5, be adopted for use until the first meeting of the 2019/20 academic year.

0013 ANY URGENT ACTION TAKEN BY THE CHAIR

There were no actions to be reported.

LEADERSHIP REPORT

Governors had received the Leadership Report in advance of the meeting.

The CEO asked what the normal approach was for Leadership reports and it was emphasised that the expectation was for Governors to have read the report in advance and that any questions should be raised at the meeting.

- 0014 **RESOLVED:** That the Leadership Report (Appendix 6) be adopted.

0015 SAFEGUARDING

The Headteacher confirmed that all staff had received copies of KCSIE (Keeping Children Safe in Education) and the CEO asked if all staff had received Level 1 safeguarding training. The Deputy Headteacher reported that LA training had taken place at the start of the year and the online training recommended by the Trust had been commenced. A deadline had been set for this and the Strategic Head of Finance and Business Administration reported that, ideally, everyone should complete this within a month of distribution (therefore resulting in a deadline of 15 March 2019). The Deputy Headteacher indicated that this was helpful in order

to ensure TAs could complete the training. Governors were reminded that staff would be required to complete the training again in September 2019 to bring them in line with the rest of the Trust and to ensure that training was completed on an annual basis.

Governors were provided with a summary of changes to KCSIE (Appendix 7) which had come into effect from September 2018.

It was identified that training would be required for the DSL and the CEO reported that the Trust arranged annual DSL training and recommended that all the SLT completed DSL training. The CEO confirmed that the Trust employed a safeguarding specialist to provide additional support.

A Governor asked if any staff had received training in relation to e-safety. It was reported that this was included in the Hayes online training that all staff had been asked to undertake and a recent session had been held for parents.

The Deputy Headteacher reported on behaviour, safety and welfare. He outlined that safeguarding demands were very high and putting pressure on safeguarding team therefore consideration was being given to splitting responsibilities between the team. Peiro software was being used for e-safety and safeguarding tracking so that online referrals could be made and cases could be tracked. This was a very secure system and would remove the need for paper referrals and records and remove the risk of these going missing.

Previously there had been two LAC (Looked After Children) in School but this had now risen to five. These were eligible for Pupil Premium plus and Governors were informed that three placements were very stable. One was unstable and generated safeguarding concerns but School were in regular contact with relevant authorities in relation to this. This generated a significant amount of work for the Deputy Headteacher as nominated LAC teacher. The home setting was affecting the behaviour of the pupils within the School environment and one was on a reduced timetable.

Pupil Premium details were on the School website with the main focus being on providing staff to ensure that pupils were ready to learn. Some staff had received CAMHS and Thrive training and other staff were used to prepare children. A Family Liaison Officer was also in place. Other Pupil Premium funds were used to widen opportunities for eligible pupils.

The impact of Pupil Premium spending had been measured and the mid-year results indicated that 70% of disadvantaged and vulnerable pupils were at the expected standard or progressing rapidly. Some children slipped back in their learning but this was linked to vulnerabilities in particular families and the children's and parents' champions and pastoral support team had had a positive impact. A detailed review of the use of the pastoral team and the role of teachers in relation to the 30% of pupils who were not progressing had been carried out and Governors noted that this totalled 16 pupils.

A Governor asked how many pupils were Pupil Premium eligible and the Deputy Headteacher confirmed that this accounted for 15% of the School which currently accounted for 51 pupils (13% of the School) so there was a little fluctuation term to term. Two categories of disadvantage were considered as there was a much bigger number of pupils at the School who were not entitled to public funding. **The CEO asked if there was a realistic application rate from parents** and the Headteacher reported that there had been much encouragement but many had been refused eligibility to Pupil Premium as a result of their legal status. **The**

CEO highlighted that there were large numbers of Pupil Premium pupils in some year groups, particularly Y3 and Y5 and asked about the progress of those children and the interventions that were being put in place. The Headteacher indicated that information had been prepared and would be shared with the CEO separately. The Deputy Headteacher reported that allocations were mapped to direct staff towards groups of Pupil Premium eligible pupils. He added that classes were divided to ensure there was a balance between children with EAL, EHCPs or other SEN needs and disadvantaged pupils. The Deputy Headteacher was asked if the classes were changed on an annual basis and he confirmed this. It was also noted that those parents in infants who were eligible for Universal Infants Free School Meals often did not register as being eligible for Pupil Premium.

A Governor enquired if there was assistance from the LA for LAC pupils. The Deputy Headteacher reported that the majority of Pupil Premium Plus was passed onto the School but much of the organisation of support for LAC pupils was placed on the School, including sourcing alternative provision for pupils. The Deputy Headteacher reported that the increase in LAC in recent months was challenging, particularly given that some of the LAC placements were not as stable as others, leading to complex issues for those pupils.

TRUST ITEMS

The CEO reported that Trust policies should have been added to the School website and were available if required.

The CEO reported that the Trust Board had invested in a health package for all staff via Busy Bees and information about this, including counselling services, had been shared with staff. Car leasing and level 1 cover for health insurance was due to become available shortly. This would give staff access to GPs and financial support for medical expenses. Wellbeing time was also allocated to staff and the Headteacher reported that this was still being negotiated within phases as a result of the cover requirements.

0016 **RESOLVED:** That the Trust policies be adopted.

0017 **SCHEME OF DELEGATION**

The Trust Scheme of Delegation was under review and would be shared with all LGBs in due course. It was likely that this would be considered collectively at the Governor Away Day on Monday 1 July 2019.

0018 **FINANCE INFORMATION**

The Strategic Head of Finance and Business Administration reported that there was no specific finance information to be reported at this time but confirmed that the first part of GAG funding had been received. There were two main accounts with the School Fund Accounts being separate from the main School bank account. It was noted that the first payroll run had taken place and there were two minor problems with the current pay run, relating to accessing pay slips. This was a vast improvement on previous payroll arrangements that had been in place at the School. The Strategic Head of Finance and Business Administration reported that the quality of information from the previous payroll provider had been poor and this may

result in some discrepancies in pay. Queries would be addressed in the next pay run but a BACS payment would be arranged if there were significant issues. He requested that staff contacted the central Trust team directly if there were any queries so that these could be addressed in a timely manner. The Headteacher reported that staff were impressed that they could access pay slips and had received payments.

The Strategic Head of Finance and Business Administration reported that the next stage of transfer would be to move responsibilities for invoicing, orders and procurement to the central team.

The Headteacher reported that there had been an exceptionally good response to queries from the central team and this had been significantly faster than the response from the LA.

The Strategic Head of Finance and Business Administration reported that personnel files had been collected by the central team and were being checked. Anamolies would be identified and the Headteacher agreed that any queries should go directly to staff so that these could be actioned quickly.

0019 **GOVERNOR AWAY DAY**

Governors were asked to confirm their attendance at the Trust Away Day which would be held on Monday 1 July 2019. The intention was for Governors to spend the morning in their individual schools carrying out a learning walk and considering the School Improvement Plan so that priorities for the following year could be identified. The Molineux had been booked for lunch and training during the afternoon and this would include safeguarding for Governors (Level 1) and schemes of delegation.

0020 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL**

The Chair reported that he had visited and spoke to sports staff who had recently joined the School.

A Governor asked if more visits should be booked and it was recommended that Link Governors made contact with appropriate staff. There was a proforma available via GovernorHub which could be completed and tabled at the next meeting after the visit had taken place. The Headteacher asked to be kept updated if visits were taking place and it was suggested that any completed forms from Link Governor visits were forwarded to the responsible member of staff and to the Headteacher so that there was an accurate record within School.

The Headteacher explained that photos of Governors were requested for file although it was noted that photos were already on the website.

0021 **GOVERNOR TRAINING**

The CEO advised that members of the Local Governing Body were able to attend training sessions from the central programme provided by S4S. It was noted that most of this training was in Dudley, Wolverhampton and Birmingham and Governors were asked if they were likely

to attend in any of those locations. Feedback to the CEO would be helpful in order to indicate whether it would be better to arrange training sessions at the School, potentially with Governors from other Schools. There was also the opportunity for a bespoke LGB training session if required.

Governors were reminded that details of any S4S training courses attended would be added to GovernorHub and a report could be generated to summarise this. Should Governors attend any other training, it could also be added to GovernorHub (either by themselves or the clerk).

It was confirmed that Governors could claim expenses should they travel to attend training courses.

0022 **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.

DATES OF FUTURE MEETINGS

The School Personnel Committee no longer existed and the CEO reported that the Pay Committee met at Trust level and approval to any changes in pay would be granted at Trust Board. The Headteacher's appraisal would be carried out by the CEO although the Chair of the LGB would be invited to attend.

A meeting with the Finance Link Governor would be arranged once balances had been confirmed from the LA although this was likely to be in June.

Governors were reminded that meetings of the Standards Committee would consider Pupil Premium progress and the proportion of pupils on track along with the progress that had been made. Data from different groups would be used and therefore meetings would be scheduled after each data capture so that the information could be analysed.

- 0023 **RESOLVED:**
- i) That future meetings of the Local Governing Body be held at the School at the following times and dates:
6.00 pm on Tuesday 21 May 2019
 - ii) That future meetings of the Standards Committee be held at the School at the following times and dates:
6.00 pm on Tuesday 2 April 2019
6.00 pm on Tuesday 16 July 2019

The meeting closed at 8.43 pm.

Signed: 
(Chair of Local Governing Body)

Date: 21-5-2019

