

PERRY HALL MULTI ACADEMY TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
DUNSTALL HILL PRIMARY SCHOOL
HELD AT THE SCHOOL AT 5.00 PM ON TUESDAY 9 MAY 2017**

PRESENT: Mr D Asbury - Head of School
Mrs S Begum
Mr A Brocklehurst
Mrs A Cheema - Executive Headteacher
Mrs R Dosanjh
Ms M Edwards
Miss S Gill
~~Mrs R Lay~~
Mrs L McCarthy
~~Mr D Tarbuck~~
Mrs K Tomlinson

IN ATTENDANCE: Mr J Parkes - Strategic Head of Finance &
Business Administration
Mrs R Rickwood - Clerk

CONSENT TO ABSENCE - R Lay, O Tarbuck

053 **DECLARATIONS OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

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, once approved, these became public documents.

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.

054 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

- Trust Items – Governors were advised that this would be a standing agenda item going forward.
- Absence Request – to be discussed under Chair’s Correspondence.

MINUTES OF THE PREVIOUS MEETING

055 **RESOLVED:** That the minutes of the previous meeting, held on 22 March 2017 be approved as a correct record, subject to the following amendment(s):

Leadership Report (Minute No. 040)

Page 28 2nd paragraph – replace ‘as had a member of Year 2 staff’ with - ; two Lunchtime Supervisors had commenced post.

Page 29 1st paragraph - change Year 5 to Year 6

Page 29 4th paragraph – change ‘had now been’ to ‘was in the process of being’

Page 30 4th paragraph – change 81% to 80.9% & add in (0.7%) regarding the allowance for religious observance

Matters Arising (Minute No. 045)

Remove – improved on the previous year but would be

MATTERS ARISING FROM THE MINUTES

056(a) Leadership Report (Minute No. 040)

Governors were advised that Parent Questionnaires had been issued on 1 May and were due to be returned by 12 May.

056(b) Membership of the Local Governing Body (Minute No. 047)

The Head of School reported that the Staff Governor vacancy had been communicated to staff, however, to date no nominations had been received.

MINUTES OF THE RESOURCES COMMITTEE

- 057 **RESOLVED:** That the minutes of the meeting of the Resources Committee, held on 16 February 2017 (Appendix 1) be adopted.

058 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were advised that there was one Staff Governor vacancy as discussed under matters arising.

The Clerk reminded Governors that following the transition from the Interim Executive Board, the Local Governing Body membership had consisted of Trustees of Perry Hall Multi Academy Trust. It had been agreed that this arrangement would continue as the Local Governing Body strengthened its membership over time by appointing Parent Governors and further Co-opted Governors. Following the appointment of two Co-opted Governors the previous term the Governing Body was now two members above the approved constitution as detailed in the Local Governing Body terms of reference.

The Executive Headteacher suggested that the membership of the Local Governing Body be an item for consideration on the next Trust Board agenda to determine which two Governing Body members, who were also Trustees, would leave the Governing Body. Governors wholly supported this.

LEADERSHIP REPORT

Governors had received the Leadership Report and its appendices (Appendix 2) in advance of the meeting. The Head of School circulated copies of corrections to pages 26, 27 and 28 and amendments to appendix 6 to the report (Appendices 3 & 4).

Governors' attention was drawn to the following matters:

THE EXECUTIVE HEADTEACHER LEFT THE MEETING AT THIS POINT.

- Contextual information was included in the report.
- Staffing – subsequent to the report being issued the Head of School had received a resignation from a HLTA in Year 6 effective from 2 June. Governors were advised that SATs would be complete by the time the staff member left the school and the position would be replaced by a Level 3 TA position.

THE EXECUTIVE HEADTEACHER RE-JOINED THE MEETING AT THIS POINT.

- Page 7 provided details of trips and residential visits. Pupils had visited Standon Bowers. A Staff

Governor highlighted that the trip had been a joint one with pupils across the Trust noting that all pupils had enjoyed it immensely. A residential visit to Laches Wood would take place on 10 June.

- When the report had been written there had been 339 pupils on roll; the number had since increased to 342 with pupils joining Years 1, 3 and 5 during the summer term.
- A meeting had been held with representatives of the Local Authority (LA) to discuss the increased demand for pupil places across the City. The LA had asked the School to consider taking additional pupils (above the Published Admission Number) to accommodate a proportion of the demand for places. The increase would mean a temporary uplift from 60 places to 66 in Year 3 from September 2017 with additional capacity to take pupils in Years 4 5 and 6 also.

A Governor asked why there was such a need for places and was advised that the school was being asked due to them having some existing places available within the PAN; the increase in demand was considered to be being driven by a demand for formal education for children who were new to the country and a general increase in the population across the City. The school would have access to additional funding from the Growth Fund to support additional pupils in Years 4, 5 and 6; however, funding for additional pupils in Year 3 would be available from 2018/19. The additional places in Year 3 could not be supported by the Growth Fund due to the School already being in receipt of £66,000 per year in expansion funding which would be used on staffing. It was proposed that the temporary uplift in numbers be approved to support the needs of children within the City.

A Governor asked if the additional places would be filled by children in the local area. Governors were advised that this could not be known and that it was not a certainty that the places would be filled; local schools were full and pupils may travel a distance from their home to attend school.

A Governor asked if this would impact on how long pupils stayed at the school (if a place became available in a school nearer their home). Governors were advised that the lack of places available locally was one of the driving reasons behind the LA's request. It was highlighted that attendance (in general) was being adversely affected by parents having to take siblings to two different schools. Having additional pupils would be challenging and the Head of School acknowledged that there were concerns regarding the future Year 6, however, it was still considered important to support children where possible by providing places.

- P8 provided information on mobility. Pupils tended to join the school from other parts of the country and then others who would leave suddenly due to moving elsewhere in the country. Governors requested that the numbers shown include the number of Core pupils for reference/comparison and the Head of School advised that 21 out of the 30 pupils in Year 6 had started in Nursery. The Executive Headteacher highlighted the need to be mindful that mobility was an issue in some Year Groups. Pupils could also enter the school with attainment information which was not accurate. Governors were reminded that two of the pupils who had left the school during the previous term were More Able and one who had joined the School was not of equal ability.

- Page 9 provided a comparison to national demographic information. The School was above national averages for the number of EAL, FSM and Ethnic Minority pupils but was below the national average for the number of SEND pupils. The Head of School attached a caveat to this highlighting that the Inclusion Manager was in the process of ensuring IEPs and the SEND Register were up to date. **A Governor asked why the number of FSM pupils had reduced.** It was considered that this was attributable to parents not having to apply to receive FSM due to their children receiving free meals through the UIFSM programme. Parents had been invited into school previously so that the impact of not registering/applying for FSM on Pupil Premium funding could be explained; another session would be held to reiterate this and would also focus on using Parent Pay. Governors were advised that information forms were provided to parents for completion to check if they would be eligible for FSM but parents didn't always provide their information. The Executive Headteacher advised that the School continued to do everything possible to encourage parents to register/apply for FSM. The Head of School advised that Pupil Premium funding formed a considerable part of the school's budget, however, local issues also had an impact in that some families did not have recourse to public funds due to their individual circumstances.
- Parent Pay use had increased by 7 families to 42 in total. Mr Parkes had requested resource from Parent Pay to encourage take but had been advised that they did not provide this service. As a result a parent from Perry Hall (who was very supportive of Parent Pay) would be attending the parents meeting to encourage parents to engage with Parent Pay.
- Staff changes were detailed in the report which the Head of School read aloud. It was highlighted that a HLTA due to return from MAT leave had requested part time working arrangements. Governors were advised that MAT procedures would be adhered to in terms of facilitating the request.
- Page 10 provided information relating to the focus of staff meetings which included a moderation meeting with other staff across the Trust and Literacy which had been led by Mark Smith, a Literacy Consultant working with the LA. Future staff meetings were also listed.
- Staff questionnaires had been completed immediately following the conversion and the School joining the Trust and another had been carried out recently. Governors were advised that the results were much more positive and would be shared at the governor Away Day on 9 June. A Stress questionnaire had also been provided to staff; Mr Parkes advised that to date, the return rate had been low.
- A Teach First student was due to join the School in September. An existing Teach First student was progressing well and the NQT was also progressing well.
- Pages 12 onwards provided short comment from all Subject Co-ordinators. Full Reports had been included from the Maths and Subject Co-ordinators.
- All actions from the School Improvement Plan for core subject areas were being met and the plan would be revisited and evaluated as a whole staff.
- Page 16 contained information relating to events for parents which the Head of School read aloud. **A Governor asked what parental attendance was like** and was advised that it was positive although exact figures had not been recorded. **Governors directed the Head of School to collect and retain information relating to parental attendance at events so that comparison could be drawn over time.** It was acknowledged that some schools struggled to

engage with parents in terms of them attending events. The Head of School advised that if events involved working with children they tended to be very well attended. The most recent events had been promoted in a different way as it was considered that there was some apprehension from parents who were concerned that their skills may be scrutinised, and that events were particularly daunting for those whose first language was not English. The Head of School confirmed that he would keep accurate attendance records for parent events going forward.

Governors were advised that the Year 6 SATs event had not been well attended. This was considered to be due to a significant number of families also having children in Year 6 during the previous academic year.

Parent Governor views were sought on how parents felt about being invited to events. Both Parent Governors considered that events were communicated well and that parents were engaged in events. However, it was considered that events could be communicated further in advance which may improve attendance rates, particularly for parents who needed to book time off work.

Governors requested that their thanks be conveyed to staff for their continued hard work.

A Governor referred back to the Subject Co-ordinators comments and asked why the Music Co-ordinator had wanted to know where Music was being taught and asked if this was the responsibility of the class teacher. The Head of School advised that when the school had joined the Trust the first term had been spent establishing routines and expectations for planning; additional roles were defined in September and the Music Co-ordinator was trying to establish what was being taught, what the coverage was and if there were any gaps. The Music Co-ordinator was new to the position and would be presenting in the format used by other Co-ordinators going forward. Page 11 reflected that the focus of a staff meeting would be to review Subject Co-ordinator Action Plans.

- Information regarding Disadvantaged Pupils in each Year Group (including gender/other groups etc.) was included in the report. A detailed analysis of Pupil Premium spending was being developed and would be presented at the next meeting of the Resources Committee.
- Safeguarding continued to be a key priority and focus across the school. Anything reported was taken seriously; robust procedures were in place and adhered to. Safeguarding incidents and referrals were outlined in the report and overall it was considered that engagement with the community was continuing to strengthen. The number of initial concerns had reduced since the previous term and there were two less EHAs in place. The number of CIN and CP cases remained the same.
- Elite Safety had completed a termly inspection of the school and outstanding items listed on the School's Action Plan had been addressed; there were further items identified which were in the proportion of the building under the control of the LA as part of the expansion. The School had been advised that this section of the building would be handed back to the School on 10 July.
- Page 20 provided information on the Quality of Teaching and Learning. The Head of School,

Deputy Head, Assistant Headteacher and Leader of English had been providing coaching for staff as per individual coaching plans which had resulted in an increase in Good and Outstanding teaching.

A Governor asked if the staff who were considered to be RI were the same staff who were identified as RI in the previous report and asked what support was in place for them. The Head of School confirmed that the staff were the same and that support plans were in place. As part of the observations staff had been provided with new targets and an amended Coaching Plan. Governors were advised that teaching had improved and that the staff were considered to be a strong RI. The Coaching Plan identified who the staff member would be working with and included examples of the support they would receive which could be support with planning or revisiting an element of teaching. Plans tended to fall into a 4 or 6 week cycle of review. Senior leaders observed in pairs.

Elements of teaching were also covered with the entire staff such as high order questioning. In addition to observations, judgements were informed by teaching over time, the analysis of Data, book trawls and talking to pupils.

Areas of strength and for development were listed.

The Head of School considered that it would be beneficial for Governors with Link responsibilities to come into school and speak to pupils. It was proposed that Governors have a discussion with the School Council during the Governor Away Day on 9 June.

- It was considered that pupils' understanding/awareness of bullying behaviours needed to be addressed. **A Governor asked if this related to pupils in all Year Groups.** The Head of School advised that there appeared to be a misconception amongst pupils and on occasion, parents, that individual incidences constituted bullying. Generally, pupils were very kind, caring and understanding; there were no concerns regarding bullying, it was a matter of terminology and misunderstanding.

A Governor suggested that the school could ask pupils what their understanding of bullying was and what it looked like. The Head of School explained that the majority of incidences occurred during playtimes noting that there were a lot of children sharing a playground. When the field was in use the number of incidences dropped.

A Governor asked if behaviour/bullying was addressed at all through the curriculum. Governors were advised that Pupil Ambassadors were in place and that bullying was covered through ESafety and PSHE. *All* pupils could identify who they should approach should issues arise.

Governors were actively encouraged to visit the school to speak to pupils and staff. A Governor asked when Pupil Questionnaires would be completed. Governors were advised that they would be done in class and results returned on 12 May.

- Attendance information was included on Page 22. Attendance was improving and had been 95.7% the previous week which was in line with national expectations. The Head of School added a cautionary note that the period after half term was when many children were taken out of school for extended periods to travel abroad. The MAT directive was to decline requests for absence which were not for exceptional circumstances.
- Good to be Green was having a positive effect on behaviour. The scheme focussed on promoting positive behaviour rather than highlighting negative behaviour.

Page 25 provided detail on behavioural incidences. **A Governor highlighted that Key Stage 1 appeared to have high figures** and was advised that there were several pupils who had more than one incidence recorded. **The Governor asked what was in place to address persistently disruptive/negative behaviour.** Governors were advised that pupils may have an Individual Education Plan (IEP) in place and the school worked closely with parents to resolve behavioural issues. Mr Fellows and another staff member maintained the Behaviour Charts for red and yellow cards and all cards were provided to Mr Fellows on a Friday so that they could be monitored to identify any repeated behaviours/trends. **Governors requested that both the total number of incidents and the figure with persistent behavioural incidences be included in the report going forward.**

The Head of School reported that there had been no formal incidences of bullying.

- Information regarding attainment and progress had been included as appendices to the report and outcomes would be discussed in further detail by the Standards Committee.

80% of pupils in Year 1 were making better than expected progress in Reading, Writing and Maths and 100% of Disadvantaged Pupils in Year 1 were making better than expected progress in Reading, Writing and Maths. Governors were advised that this was the same in the majority of year groups. However, Governors were asked to be mindful that there were only a small number of Disadvantaged Pupils in some Year Groups and therefore it was important to consider the detail provided in appendix 6 to the report.

Governors were advised that the Early Years RAP target was for 48% of pupils to achieve a Good Level of Development (GLD). This was below the national expectation of 69% but was considerably higher than the previous year's GLD outcome of 26%. **A Governor asked if the target would be achieved.** Governors were advised that it was considered that the target, which was a challenging one, would not be achieved; pupils entered the school at significantly below the expected level of development for their age. Governors were reminded that following conversion the standard of teaching and learning in Early Years was judged to be Inadequate, this had improved to a strong RI and Nursery had improved to Good. Outcomes would be moderated by the LA and it had been made clear to staff that Maths and Writing needed significant focus to ensure there were lots of opportunities for pupils to learn and apply skills. The Head of School advised that following observations it had been identified that the pitch of learning needed further development.

- Page 26 provided information on Phonics; it was predicted that 40/58 pupils in Year 1 would pass the Phonics Check.

- **A Governor highlighted the information regarding Year 5 Reading and asked what was being done to improve this.** Governors were advised that as identified previously, there were concerns regarding outcomes for Year 5 who had been taught by four different teachers during the previous twelve months. Monitoring had identified that the majority were pupils of middle ability who had significant gaps in subject knowledge due to the lack of consistency in teaching. Intensive additional support would be provided to address gaps immediately following the completion of SATs and steps had been taken to strategically increase staffing for 2017/18 to address the issues. The school's budget could support the increased staffing level/support and there would be space to facilitate small group teaching which would also have a positive impact.

A Governor asked if parents were aware of the situation and was advised that parents were aware of their child's individual needs but were not aware of the needs of the entire cohort. Parents of Year 5 pupils continued to engage well with the school. The Quality of teaching was high as were expectations and gaps would be addressed through staff working collectively to support pupils.

A Governor asked when Ofsted may visit to inspect the school and was advised that it would likely be during 2019. Governors were assured that internal data would demonstrate that in-year progress was positive and it was considered that the school would be able to demonstrate that outcomes had risen across the board by that point.

The Early Years Co-ordinator's report had been included as an appendix to the main report. The Quality of Teaching continued to improve steadily.

A Governor asked how gifted and talented pupils were identified and how their progress was represented in the data and report. The Head of School advised that he would provide a separate report relating to gifted and talented pupils going forward and would action the implementation of a register. A Staff Governor highlighted that due to the curriculum no longer being linear it was more challenging to measure the progress of particularly talented pupils and that these tended to stand out more at the end of the academic year.

Governors were advised that there would be pupils who would achieve a greater depth in knowledge by the end of Key Stage 1 and that their progress would be represented in the Data. **The Governor considered that whilst the end of year Data was solid evidence of the progress made by gifted and talented pupils, Governors needed to ensure that pupils were being effectively identified and provided for at an earlier stage.**

It was highlighted that the number of pupils identified as Emerging, Expected and Exceeding did not equate to the numbers in each cohort. Governors were advised that pupils who were not working within their Age Related Band would not be included in the band but were included elsewhere. **Pupil Numbers relating to Nursery Data were also queried** and Governors were advised that additional pupils had joined Nursery since the data had been collated.

A Governor drew attention to appendix 4 to the report – Dunstall Hill Primary School Sport Premium Funding noting that the income of £9,070 did not match the expenditure of £7,976 and asked why this was. Mr Parkes clarified that it was due to the way in which funding was received in instalments and advised that the format of the document would change to make this clearer as the School had actually overspent by £2,685. The Governor asked why the budget had only been £3,000 and was advised that this had been due to inaccurate budgeting by the LA. In the re-forecast budget future income had been forecast at £9,000 as no confirmation of future funding had been received to date; in addition the funding may double due to the Sugar Tax but this too had not been confirmed.

059 **RESOLVED:** That the Leadership Report (Appendix 2) be adopted.

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

There were no Link Governor Reports to be presented.

The Chair reported that he had monitored the Single Central Record and had visited the school as the Link Governor for Safeguarding recently; a report would be provided to Governors in due course.

Governors were encouraged to visit the school and to liaise with the Head of School to arrange this.

061 **GOVERNOR TRAINING**

Governors were reminded that they were entitled to a whole Governing Body training session on a topic of their choice and were encouraged to consider this.

Mrs Tomlinson reported that she had recently undertaken Safer Recruitment training and had been provided with a certificate.

PROCESS FOR THE ELECTION OF CHAIR AND VICE-CHAIR

Governors considered the election process for Chair and Vice-Chair of the Governing Board for the academic year 2017/18. It was noted that in 2015 the Chair and Vice-Chair were elected for a term of two academic years.

062 **RESOLVED:** That nominations would be listed on the agenda for the first meeting of the Governing Board to be held in the academic year 2017/18.

CHAIR'S CORRESPONDENCE

The Chair reported that he had received correspondence from a parent since the previous meeting requesting a leave of absence for a pupil.

Governors were advised of the detail in the request which included that the family were due to visit family living abroad following the recent death of an immediate family member. The family planned to travel during the school holidays but the absence would continue into the new term with the pupil returning on 11 September. The reasons for travelling later in the holiday were so that the family could visit during Eid, due to the weather being more tolerable and the remoteness of the location which they were planning to visit.

Governors were reminded that there was no definitive guidance on what constituted exceptional circumstances and were reminded that it was MAT Policy to decline requests for absence to take family holidays.

The Executive Headteacher advised that she had discussed the matter with the Head of School and they had concluded that the reasons provided did not constitute exceptional circumstances. The Head of School had spoken to the father of the family and advised that should the request not be approved that the family may be subject to a fine from the Local Authority and the parent was aware that this could be the outcome.

It was highlighted that the school had a diverse multicultural population and whilst it was acknowledged that families may need to travel considerably to visit family members, approving such requests would set a precedent which could have a significant and adverse impact on attendance. The Head of School noted that he had discussed absences of similar nature with parents on many occasions and consistently advised parents that absence requests to take family holiday during term time would not be authorised.

Governors requested that the Chair respond to the parent in writing stating that Governors empathised with the family's situation and

063 **RESOLVED:** That the request for authorisation to take a leave of absence be denied.

064 **S4S REPORT – CONFIDENTIAL MINUTES**

Governors received the S4S Report regarding Confidential Minutes (Appendix 5).

065 **TERM DATES AND HOLIDAYS 2018/19**

Governors received the LA report relating to school term dates and holidays 2018/19 (Appendix 6).

066 **TRUST ITEMS**

The Executive Headteacher advised that Local Governing Boards would regularly receive information regarding some Trust Board matters going forward to ensure communication was effectively maintained at all levels across the Trust.

Governors were advised of the following:

A letter had been sent to parents across the Trust stating that abusive behaviour by parents towards staff was not acceptable and would not be tolerated. Governors were advised that although there had not been any incidences of this at Dunstall Hill it was considered necessary to be consistent across the Trust.

A Trust Governors' Away Day was planned for 9 June. Governors would start the day at their own schools and complete a learning walk with senior leaders. Governors would then come together to discuss Risk Management and the Strategic Plan before discussing their own respective school's questionnaire responses and School Improvement Plan. Governors were invited to suggest any pertinent agenda items to the Executive Headteacher by email.

The Executive Headteacher advised that the Trust were considering shortening the school week to 4.5 days. The standard school day would finish at 3.15pm and break times would be adjusted. The change would result in teaching hours being slightly higher but pupils would finish school at 1.15pm on a Friday.

The rationale behind the change was that PPA time equated to an afternoon and the time would also be used for targeted quality training. It was considered that the change would ensure the continuity of the staff teaching and help to lessen the impact of future budgetary constraints.

Provision would be made for working parents to collect their children at 3.15pm. **A Governor asked who would provide childcare for working parents** and was advised that this would be support staff.

Formal consultation would commence the following day. An email address would be provided for parents to raise any questions and a consultation evening would also be held. The proposal would also be discussed with staff and information would be provided to Governors. It was anticipated that a Trustee would attend the consultation evening.

Governors were advised that there was no legal requirement regarding the number of hours of teaching which needed to be provided, however, the school would continue to meet or exceed the recommended teaching time.

Feedback from the consultation would be shared at the Governors Away Day on 9 June. The change was due to be effective from September.

The Executive Headteacher noted that she would contact the LA to inform them about the consultation as a courtesy.

066 **DATES OF FUTURE MEETINGS**

Governors were advised that a proposed schedule of meetings for the academic year 2017/18 would be constructed and shared at the Governor Away Day on 9 June for consideration and approval.

The meeting closed at 18.40pm

Signed:
(Chair of Local Governing Body)

Date: 20/06/2017

