

**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 WEDNESDAY 20 SEPTEMBER 2017**

PRESENT:	Mr D Asbury	- Headteacher
	Mrs S Begum	
	Mr A Brocklehurst	
	Mrs R Dosanjh	
	Miss S Gill	
	Mrs L McCarthy	
IN ATTENDANCE:	Mr L Fellows	- Deputy Headteacher
	Mrs L Marsh	- S4S Employee (Shadowing Clerk)
	Mr J Parkes	- Strategic Head of Finance & Business Administration
	Mrs R Rickwood	- Clerk
CONSENT TO ABSENCE:	Mrs A Cheema	- CEO
	Ms M Edwards	
	Mrs R Lay	
	Mrs K Tomlinson	

Everyone was welcomed to the first meeting of the new academic year.

**APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BODY**

- 0067 **RESOLVED:** That Services4Schools be appointed as Clerk to the Local Governing Body for the 2017/2018 academic year.

**DECLARATION OF INTEREST/REGISTER OF BUSINESS INTEREST FORMS/  
CONFIDENTIALITY/CONFIDENTIAL ITEMS/CONTACT DETAILS/CODE OF CONDUCT**

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.

Governors' attention was drawn to 3.1.12 of the Academies Financial Handbook regarding the completion of a register of interests retained by the Trust and they were

requested to complete the form for the academic year 2017/2018 and return it to the Clerk (Appendix 1).

There were no declarations of interest.

The Clerk advised that care should be taken to ensure that Governors were made 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 advised that the information regarding Governors held on the government database (Edubase or Getting Information About Schools) should be updated to reflect any changes to the Governing Body or the Chair and Vice Chair. Governors were also reminded that their details should appear on the School website and this would need to be updated to reflect any declarations made on the Register of Business Interest forms. Governors were advised that members of the MAT Business team were responsible for updating Edubase and Mrs E Dyas, Communications and Relations Officer was responsible for updating websites across the Trust. Mr Parkes confirmed that the regular cycle of auditing and updating the information was underway.

The Clerk requested that if Governors had any amendments to their personal contact details they provide details to the clerk or to the S4S Governor Support Department.

#### **ELECTION OF CHAIR 2017/18**

[MR A BROCKLEHURST WITHDREW FROM THE MEETING AT THIS POINT]

- 0069 **RESOLVED:**
- i) That the term of office for the position of Chair shall be two years; and
  - ii) That Mr Andrew Brocklehurst be elected Chair until the first meeting of the autumn term 2019.

[MR BROCKLEHURST WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR]

#### **ELECTION OF VICE-CHAIR 2017/18**

[MRS L MCCARTHY WITHDREW FROM THE MEETING AT THIS POINT]

- 0070 **RESOLVED:**
- i) That the term of office for the position of Vice-Chair shall be two years; and

- ii) That Mrs L McCarthy be elected Vice-Chair until the first meeting of the autumn term 2019.

[MRS McCARTHY WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF VICE-CHAIR]

**ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed immediately:

0071(a) School of Sanctuary

The Deputy Headteacher reported that the School was taking part in a pilot along with Bantock Primary and Colton Hills to achieve accreditation as a School of Sanctuary. This meant that the school would be formally recognised as welcoming and a place of sanctuary for children and the wider community.

Work to achieve accreditation had commenced during the summer term and the focus for the term had been asylum and refugees. There were several steps to achieving accreditation and an Action and Audit Plan had been constructed. Guest Speakers would be invited into school to raise awareness of pertinent issues and support each area of focus. Evidence was being collated and compiled to support the accreditation. Governors were provided with verbal examples of activities to date and those planned going forward which included class and school displays from pupils on the subject matter/areas of focus.

**A Governor asked who the audience for speakers was** and was advised that this was staff and pupils; speakers would discuss their own experiences. A refugee focussed week was also planned. **A Governor asked if activities and talks were age appropriate** and was advised that they were and that the audience was also carefully considered.

Governors were advised that going forward it was hoped that the school could engage further with the community through offering the teaching of English (reading and speaking) to parents; links with the local Community Centre would also be built.

**A Governor asked if School of Sanctuary activities and events would be listed on the school website** and it was confirmed that they would be.

The Deputy Headteacher advised that in addition to School of Sanctuary accreditation the School were also working towards achieving their Silver Sports Mark Award.

Governors thanked the Deputy Headteacher for the information received.

**MINUTES OF THE PREVIOUS MEETING**

- 0072 **RESOLVED:** That the minutes of the previous meeting, held on 9 May 2017 be approved as a correct record, subject to the following amendments:

Change Mrs R Lay & Mr D Tarbuck from PRESENT to CONSENT TO ABSENCE

**MATTERS ARISING FROM THE MINUTES**

- 0073(a) Leadership Report (Minute No. 059)

Mr Parkes advised that the number of families using Parent Pay had increased from 42 (in May) to 56. This equated to 16% of families and was low by comparison to Perry Hall who had been using Parent Pay for eighteen months and had a 60% take up. **A Governor asked what could be done to increase uptake of using Parent Pay.** Governors were advised that the school were planning to hold a workshop on Parent Pay one evening for parents. The School were also continuing to assist families in applying for Free School Meals. The aim of the Trust was to go cashless in all schools.

**A Governor asked if parental attendance numbers at events/workshops had been collated as requested at the previous meeting.** The Headteacher advised that he did not have the information with him regarding exact numbers; however, there had been a parent event that day and approximately seven parents per class had attended. Timing of meetings/events was under consideration to improve parental attendance and exact numbers would be provided at the next meeting.

**MINUTES OF THE RESOURCES COMMITTEE**

- 0074 **RESOLVED:** That the minutes of the meetings of the Resources Committee, held on 29 March, 25 May and 4 July 2017 (Appendices 3, 4 & 5) be adopted.

**MINUTES OF THE STANDARDS COMMITTEE**

- 0075 **RESOLVED:** That the minutes of the meetings of the Standards Committee, held on 14 March and 27 June 2017 (Appendices 6 & 7) be adopted.

- 0076 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

The Clerk reported that there was one Staff Governor vacancy. No terms of office were due to expire and there were no issues with attendance.

The Headteacher advised there had been no formal expressions of interest in the position of Staff Governor but noted that discussions with an identified member of staff were underway regarding the position.

The Chair noted that Mrs Lay's absence was due to a Trust Subject Leader meeting and requested that consideration be given to any clashes going forward. Governors concurred, noting that Mrs Lay's input and contributions to the meeting were of interest, relevant and welcomed; staff perspective was considered important and needed to be heard. The Headteacher confirmed that Governing Body meeting dates would be considered when planning staff meetings going forward.

Mr Parkes highlighted that the Trust were working with Lloyds Bank to source potential future Co-opted Governors.

#### **COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2017/18**

Governors received a copy of the Local Governing Body's Committee Structure (Appendix 8) together with the Terms of Reference for the Committees of Dunstall Hill Local Governing Body (Appendix 9).

It was noted that items for consideration and approval by the Local Governing Body's Pay Committee previously were to be considered and approved by Trustees with effect from July 2017; Pay Committee functions would no longer be delegated to Local Governing Bodies across the Trust.

- 0077 **RESOLVED:** That the Local Governing Body's Committee arrangements for 2017/18 (i.e. membership and terms of reference) as detailed in Appendices 8 and 9 be approved (and will remain in place until reviewed in the autumn term 2018).

#### **LINK GOVERNORS**

Governors reviewed and discussed their current Link Governor arrangements.

- 0078 **RESOLVED:**
- i) That the Link Governors detailed in the Committee Structure (Appendix 8) be approved; and
  - ii) That Link Governor positions be an agenda item for consideration at the next meeting to resolve the vacant position for PE and Sports Premium Link Governor.

### ARRANGEMENTS FOR THE APPOINTMENT OF STAFF 2017/18

Governors considered their current arrangements for the appointment of staff. It was highlighted that the position of Headteacher and Deputy Headteacher had been added into the structure across the Trust. The Clerk confirmed that she would liaise with the CEO and Chair of the Trust Board following the meeting to establish appointing responsibilities for leaders and if necessary the item would be added to the agenda for the next meeting.

0080 **RESOLVED:** That the arrangements for the appointment of staff, as detailed in Appendix 10 be approved subject to confirmation from the CEO.

### 0081 URGENT ACTION TAKEN BY THE CHAIR

The Chair advised that no urgent action had been taken.

### LEADERSHIP REPORT

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

Governors' attention was drawn to the following items:

- The report included contextual information of the school. It was highlighted that members of the Board were Trustees not Directors and noted that Mrs McCarthy was also a Local Governor for Berrybrook, not Perry Hall.
- Page 6 noted information relating to two residential visits, one to Standon Bowers and another to Laches Wood. Both had been very successful and would be repeated during the 2017/18 academic year with pupils from across the Trust. There would also be a joint Year 4/5 residential at Dunstall Hill and a possible short residential for Year 3.
- There had been 340 pupils on roll during the summer term; this had increased by 48 to date. This included the 30 place increase in Year 3 as part of the ongoing expansion of the school to two form entry and the additional places requested by the Local Authority in a temporary increase in places in Years 4, 5 and 6. There were currently 33 in Year 4, 32 in Year 5 and 32 in Year 6. The LA had subsequently asked for additional places to be made available in Year 5 which would increase pupil numbers to 37; the LA had been reminded of the agreement in place and admission appeals had been made by two pupils. Governors were advised that if pupils were hard to place or Looked After Children the school would have no choice but to accept them which would take Year Groups above the agreed number. **A Governor asked if the school were reluctant to do this** and was advised that the school had been staffed accordingly for the number agreed and that grouping more children in each room with the appropriate number of adults resulted in issues regarding space. Governors were reminded that the school was two form from Year 3 downwards. It was considered that having to reorganise staffing could have an impact on the current Year 6 whom the Headteacher had explicitly highlighted on several occasions were a year for concern.

- The majority of pupils who had left the school had moved out of the area and the majority of pupils joining the school had done so due to there being waiting lists at the school their sibling(s) attended. One pupil had left due to their parents not agreeing with British schooling system. The Head, CEO and other staff members had discussed the matter with the parent prior to the child leaving.
- RAISEonline information was included in the report. There were 35 different languages spoken in the school, a high proportion of EAL pupils and the number of pupils eligible for Free School Meals (FSM) was higher than the national average.
- The Deputy Headteacher was working hard to ensure the SEN register and documentation was up to date. Governors were reminded that Education, Health and Care Plans (EHCPs) were complex and the application process was lengthy. There were 5 pupils with EHCPs and 3 were pending. The School was meeting pupil's needs and their families were supportive. Since the school had joined the Trust record keeping had improved and the discharge and tracking of additional funding such as Pupil Premium and Sports Premium was ongoing. The Assistant Educational Psychologist was very supportive of staff across the Trust in addressing pupils' needs which included making recommendations and suggesting strategies to support pupils.
- Page 8 related to Leadership and Management items which included a list of the staff meetings held during the summer term. Core Values was a whole school focus; the community, staff, pupils and school council had been involved in designing logos and determining the core values. The Standards Committee had spoken to pupils regarding core values during their last meeting and logo designs had been finalised. Core values would be prevalent around school and would underpin everything done in school.
- Staff Questionnaires had been completed. The next cycle of monitoring was due to begin the following week and would be complete by the following Monday. The outcome of monitoring would inform staff appraisals of staff which provided the opportunity to discuss career steps etc.
- **The Chair asked Parent Governors what communication from leaders was like at the school.** Parent Governors responded by noting that the Headteacher was always by the gates school gates at the start and end of school and that parents received information regularly through the school website, verbally and/or via text message which was particularly helpful. **In response to a question** it was confirmed that the text service was managed through the school office. The Headteacher advised that there were three school gates now and it was ensured that there was a member of staff present at each gate. The School were mindful that there were many parents and carers who could not read English so a significant amount of communication was verbal. **A Governor suggested that video messages on the school website could be a helpful addition.**
- Stress survey results were in the process of being collated by the MAT Business Team. Mr Parkes advised that there were no 'red flags'; the results would be discussed by the Trust Board.
- A Teach Direct Student and a HLTA who had moved to Teach Direct were both doing their 6 week block at University. There was a Teach First Student in Year 3. NQTs were being supported by the Deputy Headteacher.
- Subject Leader Plans had been included in the report.

- Wider leadership team meetings were due to take place from the following week onwards. **A Governor asked for clarification regarding the change to the school week** and was advised of the start and finish times of the school day; the school week for pupils finished at 1.15pm on a Friday. Staff used the remaining time to for Planning, Preparation and Assessment (PPA) & quality staff training. **A Governor asked how the change had gone and how many parents who worked had accessed the after school care in place.** The Headteacher advised that there were approximately 19 pupils who stayed in school on Friday; most had been on the list but there had been 9 who had recently joined the school and weren't aware of the arrangements in place. **A Governor asked how staff had adapted to the change** and was advised that they were pleased that they could plan together as it was more co-ordinated. The support staff not caring for the children were in class working on displays/working walls and/or added. Cross Trust planning was also possible. The Trust strongly believed that children were entitled to quality first teaching and the new arrangements meant that every child was being taught by a teacher. **The parental perspective was sought from the Parent Governors** who stated that the reaction from parents had been positive to date as it meant that they could do other activities with their children on a Friday afternoon.
- Page 10 listed SMSC activities and opportunities across the curriculum; the goal was to have a broad and balanced curriculum.
- Communication to parents was considered to have improved with the school giving at least one weeks' notice for events; however, the timing of events was still under consideration to maximise engagement with parents.
- The Pupil Premium report would be completed and presented to the Resources Committee.
- Safeguarding – one child who had left the school had an open Child Protection case; this had been followed up with the receiving area so that the Child Protection chain was not broken.
- Page 13 detailed Health & Safety actions. Elite Health & Safety (the Trust's H & S Service provider) had completed their termly site review. Items were discussed in detail by the Trust's Safety, Health & Environment Committee. Some of the building remained the responsibility of the Local Authority as part of the Expansion project. **A Governor asked when the building was due to handed back to the Trust** and was advised that the date given was October; snagging work was ongoing. One of the biggest issues was the bi-folding doors in the Hall which had not been installed correctly; an Engineer was due to be on site the following day to rectify this. The Building Works Manager onsite continued to work closely with the school.
- **A Governor asked if ESafety remained a focus** and was advised that it was. The Early Years Co-ordinator was also responsible for ICT/Computing and a time to discuss ESafety would be arranged with the Link Governor for Safeguarding.
- Page 14 reported on the Quality of Teaching and Learning. 85% of teaching was Good or better; the target had been 100%. Two staff were receiving support to ensure they met their targets. This was being provided by Phase Leaders and Coaching Plans were in place. The support was being quality assured by the CEO.
- Page 15 set out Strengths and Areas of Development and included information on feedback from pupils. There was a misconception amongst pupils (and parents) of what constituted bullying and work to address this was ongoing.



- Attendance during the academic year 2016/17 was 95.8% which was broadly in line with the national target. Governors were reminded of the authorised allowance for religious observance; when this was taken into consideration attendance was above the national target. The Headteacher commended the hard work of Education, Family and Engagement Officer (EFE0), Office Staff and the Deputy Headteacher in managing attendance. Governors were advised that the figures shown were for pupils in Years 1 – 6. Reception was not included as pupils were not of statutory education age. The figures were an improvement on the previous year which had been affected by families taking holidays and taking time off for Eid. This year Eid had been during the summer holiday so there had not been so much of an impact.
- Behaviour – Pupils were considered to be very caring and the majority of behavioural issues tended to be low level disruption. There had been two fixed term exclusions during the previous academic year. 11 of the reported incidences were from Early Years and related to 2 pupils. During the entire summer term there had been 59 recorded incidents in Key Stage 1 which related to 30 pupils. Key Stage 2 numbers appeared low and this was being investigated to ensure it was accurate. Good to be Green was having a positive impact and Behaviour Contracts were in place where required. Strategies to manage behaviour were discussed and agreed with parents and where parents requested resources had been provided for use at home. **A Governor asked what rewards and sanctions were in place to encourage positive behaviour.** The Headteacher advised that pupils were rewarded with Golden Time and sanctions included missing golden time or lunchtime play. For the benefit of Governors Golden Time was explained. Celebration assemblies were used to promote positive behaviour (parents were invited) and pupils received a small toy/reward; recognition appeared to be more important to pupils than the reward itself. The introduction of a House Points system was under consideration; House names had been picked to tie in with core values. Inter-house competitions would be held.
- Page 19 provided Data. The Headteacher drew attention to the format and presentation of Data noting that he was trying to find the best way of presenting Data. **A Governor requested that retrospective data be included going forward so that Governors could identify any trends or patterns.** The Headteacher confirmed this would be actioned noting that Data could be presented in whatever format Governors required. Governors considered this and asked for pictorial and numerical data.

Governors' attention was drawn to outcomes for Early Years. The Headteacher stated that he was very pleased with the percentage of pupils (45%) who had achieved a Good. The national target was 69% and the school target was 49%; 26% of pupils had achieved a GLD in 2015/16. Mobility had been significant in Early Years - 17/58 pupils had either joined or left the cohort during the year; pupils joining often had no language whatsoever.

The Headteacher informed Governors that the school had been chosen to participate in a pilot school improvement Early Years project along with 4 other schools in the city to improve the GLD to national expectation or better. The project would be funded by a successful bid to the DfE by the Black Country Consortium and support would be provided by Hales Valley Teaching Alliance throughout the project via training, coaching and the availability of Specialist Leaders in Education. The project would be

closely monitored and would be subject to half termly reviews to evaluate the impact and ensure things were on track. The challenge at the school was mobility and its effect on outcomes; however, impact could be shown through results for Core Pupils. **A Governor asked if mobility would continue to be unstable.** The Headteacher considered that this was likely, due to the frequency of people moving in and out of the area and pupils moving to other schools closer to home as and when spaces became available. Governors were advised that for accurate reporting two sets of Data would be presented (Core Pupils and All Pupils). Governors wholly supported this.

- 72% of Year 1 pupils had achieved the pass mark in Phonics; this was considered positive considering they were the cohort who had achieved a GLD of 26%. RWI was having a positive impact. In Year 2 95% of pupils achieved the pass mark in Phonics.
- Year 2 results across the board showed a decrease on previous year. This was considered to be cohort specific; the previous academic year pupils had been more academically gifted and some pupils had been impeded by physical disabilities/additional needs.
- The Headteacher read aloud the Year 6 results. There was an obvious boy/girl split in the cohort with the cohort being very boy heavy. The Reading test was particularly challenging in terms of comprehension (vocabulary) and pace and some pupils had been unable to finish the paper. Results were below national expectations but were in line with, if not better, than other schools with comparable numbers of EAL pupils. The school was working with other EAL schools and Mark Smith, LA Literacy Consultant and Mrs Lay, English Lead to address this across school. There were a number of words which were not recognisable, even to higher ability pupils. Reading stamina was being built to address this.

A higher number of pupils had achieved a Greater Depth in Writing. The Moderator had been positive regarding the accuracy of Teacher Assessments in Year 6.

Maths had seen a 34% increase on the previous year and was above national expectations.

90% of pupils had achieved Age Related Expectations in Spelling, Punctuation and Grammar which was 9% above national expectations.

50% of pupils had achieved expectations in Science which was just below national expectations and a slight decrease in school on the previous year. Overall, there had been considerable increases in the number of pupils achieving expectations in Writing and Maths.

- The gender gap was also prevalent across Key Stage 1 with girls being academically stronger. Work continued to ensure that boys were engaged in the curriculum.
- The school also continued to work on diminishing the gap across the school between Disadvantaged Pupils and their peers. The quality and number of Interventions were making a significant difference and having a positive impact.
- Governors were reminded that the current Year 6 were taught by four different teachers during Year 4. To address concerns regarding the cohort staffing had been strategic; Year 6 were being taught by the Deputy Headteacher, the Assistant Headteacher, an experienced Teacher and a Level 2 Support Staff member. The ratio

of adults to pupils had been increased with a view to being able to teach smaller groups and address issues. Accuracy of assessment was key.

- Page 23 expanded on the Early Years project discussed. The Headteacher was taking on the additional responsibility and focus of the project over the next twelve months. Teaching in Reception had been Requires Improvement when the school had joined the Trust. It had since improved with only one member of staff now receiving additional support. The objective was for the whole unit to be Good by the end of the summer term 2017/18. **A Governor noted that Mrs R Chander, Assistant Head from Berrybrook had moved to the school and asked what her area of focus was.** The Headteacher advised that Mrs Chander was teaching in Key Stage 1 and remained an Assistant Head with responsibility for a NQT. Mrs Chander was also supporting RWI.

Governors thanked the Headteacher for the information received.

0082 **RESOLVED:** That the Leadership Report (Appendix 11) be adopted.

0083 **SAFEGUARDING**

Governors were reminded of the requirement to ensure the School is compliant with safeguarding requirements. Governors should particularly note the requirement for annual training for all staff and volunteers and should ensure that suitable arrangements for this training are in place and that all staff have understood the information.

Mr Parkes advised that he had emailed links to HAYS online Level 1 Safeguarding training to Governors at the beginning of September. Mr Parkes reported that to date there were also 14 members of staff who had not yet completed the training; in response to a question Mr Parkes clarified that members of staff who were trained to Level 4 were not required to complete the Level 1 training. It was requested that Governors complete the training before the next meeting of the Local Governing Body.

**In response to a question** the Headteacher advised that staff without access to computers such as Lunchtime Supervisors would be invited to complete the training in school.

It was highlighted that Governors should ensure that the latest version of part one of Keeping Children Safe in Education has been shared with staff. Governors were also reminded that they needed to be aware of the details in part two of the guidance: the management of safeguarding. Included in the inset on display in staff room and in foyer of school for access.

Governors noted that all Staff and Governors had completed additional Safeguarding training following the update to Keeping Children Safe in Education (KCSE) and confirmed that they were aware of their responsibilities in terms of the management of safeguarding. The Headteacher reported that KCSE guidance had been shared with

staff during a recent inset day and was also available in the staff room and foyer of the school.

### **TRUST ITEMS**

#### 0084(a) **Policies**

Governors were advised that the annual review of Policies had been completed across the Trust; policies had been approved by Trustees at their Board meeting held on 24 July 2017.

Policies were accessible in the school's shared area and on the respective school website.

#### 0084(b) **Staff appraisal and performance related pay recommendations**

Governors were advised that all staff appraisals had been completed. Recommendations had been approved by the Trust Board at their meeting held on 24 July.

#### 0084(c) **School Budget 2017/18**

Mr Parkes reported that the School Budget for 2017/18 had been approved by Trustees on 24 July and the Trust's Budget had been submitted to the Education Skills and Funding Agency in line with requirements.

#### 0085 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL**

Governors were advised that Mrs K Tomlinson had visited the school on 14 July to discuss Key Stage 2 outcomes and the progress of pupils across all Year Groups.

#### 0086 **GOVERNOR TRAINING**

The Clerk advised that the Local Governing Body was entitled to a training session through their Service Offer purchased with S4S. Governors noted they would consider this.

#### 0087 **CHAIR'S CORRESPONDENCE**

The Chair reported that he had received no correspondence since the previous meeting.



