

PERRY HALL MULTI ACADEMY TRUST

**MINUTES OF THE MEETING OF THE COMBINED LOCAL GOVERNING BODIES OF
DUNSTALL HILL PRIMARY SCHOOL AND BERRYBROOK PRIMARY SCHOOL
HELD VIRTUALLY AT 5.00 PM ON TUESDAY 15 SEPTEMBER 2020**

PRESENT:	Mrs J Allan	
	Mrs S Begum	
	Mr A Brocklehurst	- Chair
	Mrs A Cheema	- CEO, Perry Hall MAT
	Ms M Edwards	
	Mr L Fellows	Head of School, Dunstall Hill
	Mr A Fisher	
	Mr D Peters	
	Miss E Pritchett	Head of School, Berrybrook
	Ms M Edwards	
IN ATTENDANCE:	Mr D Asbury	Executive Headteacher for Standards, Dunstall Hill
	Ms R Kohli	Executive Headteacher for Teaching School
	Ms D Peasley	Assistant Headteacher, Dunstall Hill
	Mrs L Rush	- Clerk
	Mr A Smith	- Deputy Headteacher, Berrybrook
APOLOGIES:	Mrs L McCarthy	
	Ms E Bianchi-Barry	
NO APOLOGIES:	Mrs N Bailey	
	Mr D Collinswood	
	Mrs R Dosanjh	

Minute Number	Minutes	Action
0115	<p><u>APOLOGIES/WELCOME</u></p> <p>The Chair welcomed everyone to the first meeting of the 2020/21 academic year.</p> <p>The Clerk passed on apologies from Mrs L McCarthy and Ms E Bianchi-Barry.</p>	

0116	<p><u>APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BOARD</u></p> <p>RESOLVED: That Services4Schools be appointed as Clerk to the Local Governing Board for the 2020/21 academic year.</p>	
	<p><u>DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS</u></p> <p>Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.</p> <p>Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.</p> <p>The following interests were noted:</p> <ul style="list-style-type: none"> • Mr Peters was a Trustee of Worcestershire Learning Trust • Mr Asbury was on the Board of Directors for ConnectEd <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>The Perry Hall MAT Register of Business Interest form (Appendix 1 – on GovernorHub) 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</p>	

0117	<p>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 on GovernorHub) with their agenda packs.</p> <p>RESOLVED:</p> <p>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.</p> <p>ii. That the NGA Code of Conduct be approved for the 2020/21 academic year.</p>	
0118	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items of Any Other Business.</p>	
0119	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on 7 May 2020, be approved as a correct record, subject to the following amendments:</p>	
0120	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Leadership Report (Minute No 0111)</u></p> <p>The Head of School (HoS) Berrybrook advised Governors that following enquiries made about deferring the NQT programme, the School had since re-opened fully and had found the evidence required, however, the member of staff had not had their contract extended.</p>	
0121	<p><u>MINUTES OF THE STANDARDS COMMITTEE</u></p> <p>RESOLVED: That the minutes of the Standards Committee, held on 19 November 2019 (Appendix 3) and 10 March 2020 (Appendix 3) be adopted.</p>	
0122	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>Governors were informed that there was a vacancy on the Local Governing Board for a Staff Governor; it was agreed that an election would take place for this post, at Dunstall Hill, as there was a staff representative from Berrybrook already on the Governing Body. The HoS (Dunstall Hill) advised Governors that there had been two</p>	<p>Clerk to send supporting material to the Head of School at Dunstall Hill</p>

	<p>expressions of interest from staff which would be explored further. The Clerk agreed to support the process by sending the Head of School some supporting documents.</p> <p>The Clerk reported that the following term of office had ended:</p> <ul style="list-style-type: none"> • Mrs S Begum – 9 June 2020 <p>And added that as Mrs Begum was a parent Governor, an election would also need to take place for this position too, although Mrs Begum was welcome to take part in the process.</p> <p>The Clerk added that there was a Governor whose attendance at meetings caused concern, the Head of School at Berrybrook agreed to hold a conversation with them and believed that a possible resignation would follow.</p>	<p>HoS (Berrybrook) to liaise with said Governor</p>
0123	<p><u>COMMITTEE TERMS OF REFERENCE 2020/21</u></p> <p>Governors considered the report regarding the delegation of Local Governing Body 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.</p> <p>RESOLVED: i) That the terms of reference for committees, as detailed in Appendix 5, be approved for use until the first meeting of the 2021/22 academic year</p> <p style="padding-left: 100px;">ii) That the quorum for each Committee be set at three Governors</p>	
0124	<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: i) That the membership of committees, as detailed in Appendix 6, be approved for use until the first meeting of the 2020/21 academic year.</p> <p style="padding-left: 100px;">ii) That the membership of ad hoc Committees be set as any three Governors without a conflict of interest.</p>	

	<p>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.</p>	
0125	<p><u>APPOINTMENT OF LINK GOVERNORS</u></p> <p>Governors considered arrangements for Link Governor activities and Governor monitoring in the current situation. The following protocols were put in place, that any Link Governor visits be held either virtually or via the telephone until further notice, to reduce visitors to sites. It was also agreed that the addition of a Curriculum Link Governor would be advantageous given the current situation.</p> <p>RESOLVED: That the Link Governors detailed in Appendix 6 be approved until the first meeting of the 2021/22 academic year.</p>	
0126	<p><u>SCHEME OF DELEGATION</u></p> <p>RESOLVED: That the Scheme of Delegation from Perry Hall Multi-Academy Trust be adopted for the 2020/21 academic year</p>	
0127	<p><u>ARRANGEMENTS FOR THE APPOINTMENT OF STAFF</u></p> <p>RESOLVED: That the arrangements for the appointment of staff, as detailed in Appendix 7, be approved for use until the first meeting of the 2021/22 academic year.</p>	
0128	<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 be paid in extenuating circumstances, as per the Trust Governor Allowances Policy.	
0129	<p><u>URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>There was nothing to note for this item.</p>	
	<p><u>LEADERSHIP REPORT</u></p> <p><u>Berrybrook</u></p> <p>Governors had received the Leadership Report for Berrybrook (Appendix 8 – on GovernorHub) in advance of the meeting, the following was noted:</p> <ul style="list-style-type: none"> • Despite a previous decrease in safeguarding numbers, involving Multi Agency involvement, following lockdown this had increased, particularly with the number of children on Child in Need (CiN) which had increased to eight children • Notifications from Project Encompass around Domestic Violence incidents had also increased • There had been a slight increase to Pupil Premium (PP) numbers, although this was not as high as some of the other Trust Schools • Attendance data was shared at this point, from figures during lockdown to full opening on 14 June 20. A decision had been taken to end face to face teaching for Year 6 pupils as secondary transition had commenced • A significant difference was noted between the number of FSM (Free School Meal) families that were collecting hampers versus those that were collecting vouchers. It was believed that some families were too scared to leave their houses to collect hampers. There were three families who were not entitled to and support, but they had contacted the school to ask if there were any additional hampers that had not been collected, the School had supported these families where possible • The HoS (Berrybrook) had that day completed an expression of interest form for a breakfast scheme, which would see additional funding of £650 to support with breakfasts in school • The Chair asked what attendance looked like so far, and was advised that the first week this term, this was between 93/94%, this had since dropped to 91% this week due to a number of children self-isolating until Covid-19 test results had been received there had also been issues with the availability of tests. This had impacted attendance 	

0130(a)	<p>significantly. The Chair asked whether safe and well checks had been completed on the 9% of children not in attendance, and was advised that they had, the HoS (Berrybrook) shared the reasons behind these absences</p> <ul style="list-style-type: none"> • The Chair passed on thanks on behalf of the Trustees and all Governors for the hard work and efforts that the staff had displayed during lockdown • Appendix 4 of the Leadership Report detailed the School Improvement Plan (SIP). An overview of which was provided RESOLVED: That the SIP as detailed in the Leadership Report be approved. • It had been hard to measure the impact of the actions taken as part of PP funding, this was a two-year plan so this had been kept the same, with more of a focus on intervention. It was noted that some of the PP funding had been used to purchase another class set of laptops. The HoS (Berrybrook) explained that they would be sending a survey out to gain a better insight into family's ability to access online learning • Praise was given to the PE and Sports Curriculum lead at the School, with the quality of staff CPD from RB Gym being higher than they had ever had before. Staff were now more confident in areas such as gymnastics and progression and a positive impact was being seen from this • The School had sent out a survey to establish the ability of Year 6 children to swim 25 metres, however, only five responses had been received. This was similar across all schools; therefore, the MAT had taken the decision to stop swimming until January 2021, with a note put in that due to Covid-19 the School had been unable to measure the impact • Thanks, were given to the Trust and the Teaching School for the extensive CPD offered to staff during partial closure, as per details included in Appendix 11 of the Leadership Report • The Staffing Structure included in Appendix 13 of the Leadership Report was detailed, it was noted that a KS2 teacher would be returning from maternity leave, they had requested a reduction in hours, but due to the needs of the School, this had been rejected. The newly appointed Year 6 teacher, was proving to be a valuable asset, with a wealth of experience brought with them, feedback so far had been positive • Year 5 were the cohort where previous behaviour issues had been highlighted when they were in Year 3. Analysis had shown that they were behind ARE due to the makeup of the cohort. A decision had therefore been taken to split out this Year Group into two, with one class of 17 and one class of 13, results from this had been positive, with lengthy 	
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consideration paid into how the classes were split. This Year Group were also the lowest to engage in home learning

- Appendix 15 of the Leadership Report, the SEF, showed that children had adapted back to school life well. A number of issues had been identified around Social, Emotional, Mental Health. The CEO shared that the biggest anxiety for staff was around how children would return, although children had returned well, and were relieved to be back in school. The only caveat to this would be that if another lockdown was implemented it was unsure how the children would be when they returned

Dunstall Hill

Governors had received the Leadership Report for Dunstall Hill (Appendix 9 on GovernorHub) in advance of the meeting, the following was noted:

- Appendix 1 of the Leadership Report showed that there had been an increase in the number of FSM children, by 5.8%, this equated to an increase of 22 children
- A few families identified had no recourse to public funding, the School had supported these families with food parcels
- A number of parents had not felt comfortable with sending their child to school during lockdown
- There were on average 121 children in attendance daily, when the School had re-opened to the wider Year Groups (excluding Years 2 and 3)
- Contact had been made with vulnerable families throughout the partial closure, through the Exclusion Team and the Family Support Worker had assisted where required
- Some families had been reluctant to collect food hampers, but an increase was noted when vouchers had been introduced
- One child had been added to a CP
- Risk Assessments were regularly mended to meet the changes in Government guidance
- The Trust had supported the School with PPE where required
- Regular communication was being made with parents and staff, to ensure that everyone was receiving clear and consistent messages
- **The Chair asked whether all children currently away from school had been liaised with,** the HoS (Dunstall Hill) confirmed they had, with the majority of children not yet having returned from isolation, following visits to their parents' home countries. There were no parent or carers

0130(b)	<p>not adhering with the return to school, with children happy to be back with their friends in a routine</p> <ul style="list-style-type: none"> • The Chair thanked staff for their hard work and efforts during the summer term • Procedures had been put into place to ensure that should another lockdown take place; children would be able to access learning online and also home learning packs would be made available on the website. Year Group email addresses had also been set up • Children were being trained in using Teams • The School were now a fully two form entry school • Incomplete SIP priorities had rolled over from the previous year, these had been tweaked to the fit change in circumstances. Details of the priorities were shared at this point. The Chair asked what progress was being made in EY, following the feedback from the last Ofsted inspection, and was advised that with the EY consultant working full time, and the successful appointment of the EY co-ordinator, significant improvements were being seen. It was hoped that by the next inspection, this was an area that would at least be good, if not better <p>RESOLVED: That the SIP as detailed in the Leadership Report be approved.</p> <ul style="list-style-type: none"> • The PP Report (Appendix 5 of the Leadership Report) detailed the two-year PP plan, in light of the pandemic the full extent of the gap between PP and non was unknown. A robust and rigorous analysis would be completed to look at areas where gaps needed to be diminished • The PE lead at the School was working closely with the PE lead at Berrybrook • Thanks, were passed to the Trust for the thorough training received during partial closure • The SEF linked to the recovery curriculum and underpinned what was in the SIP • The Staffing Structure as per Appendix 13 of the Leadership Report was detailed at this point • The Executive Headteacher for Standards asked both schools if they were over PAN in KS2 to support the LA, and was advised that they were in some year groups, but not by a significant number 	
0130(c)	<p>RESOLVED: That the Leadership Reports – Appendices 8 and 9, be approved.</p>	

0131	<p><u>SAFEGUARDING</u></p> <p>Governors were informed that the Clerk would upload a summary report from S4S outlining the main changes to the Keeping Children Safe in Education (KCSIE) documents (Appendix 10 – on GovernorHub). Governors also noted that, all members of the Governing Board were expected to read and have regard to, sections 1 & 2 of the KCSIE Guidance.</p> <p>The CEO explained that updates had been made available on the Schools websites.</p>	Clerk to share KCSiE summary changes report to GovernorHub
0132	<p><u>REVIEW OF SCHOOL IMPROVEMENT PLAN</u></p> <p>This item had been covered as part of the Leadership Report.</p>	
0133	<p><u>GDPR UPDATE</u></p> <p>There were no GDPR breaches to report.</p>	
0134	<p><u>ADOPTION OF POLICIES</u></p> <p>Governors had received the following policies in advance of the meeting:</p> <p>Teaching and Learning Policy Sex and Relationships Education Policy Curriculum Policy Berrybrook Accessibility Plans Behaviour Policy Drug Education Policy EAL Policy Safeguarding Policy</p> <p>These had been circulated as part of the Leadership Report.</p>	
0134	<p>RESOLVED: That the above policies be approved/adopted.</p>	
0135	<p><u>FINANCE UPDATE</u></p> <p>Governors had received a financial summary as part of the Leadership Report. The Chair noted that both schools were in a healthy position, from his knowledge as Chair of the Trusts Finance, General Purpose and Audit Committee.</p>	

0136	<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.</p> <p>It was noted that the following Governors had attended training courses since the last meeting:</p> <ul style="list-style-type: none"> • Mr Fisher SEND Training 19/05/20 Governor Accreditation Programme 	
0137	<p><u>FEEDBACK TO/FROM THE TRUST</u></p> <p>Governors were informed that apart from the Trust wide Policies already considered, there were no other items to note.</p> <p>Governors asked that their thanks be passed on to the Trust Board for their support during the summer term, in particular the training received by staff, also where staff had been isolating they had still been given the opportunity to work from home.</p>	
0138	<p><u>CHAIR'S CORRESPONDENCE</u></p> <p>The Chair reported that he had received no Chair's correspondence to report.</p>	
0139	<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>	
0140	<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. It was noted that this was something reviewed by the Trust for all of its schools.</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.	
0141	<p><u>DATE OF NEXT MEETING</u></p> <p>RESOLVED: That the next meeting of the LGB be held on 19 January 2021 at 5.00pm. Governors were advised that meetings would continue to be held via Teams until further notice.</p>	

The meeting closed at 18.30 pm

Minutes approved at the meeting which took place on Tuesday 19 January 2021.

Signed: 

(Chair of Governing Board)

Date: ...19 January 2021...