

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 AT DUNSTALL HILL AT 5.00 PM ON TUESDAY 21 JANUARY 2020
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PRESENT:	Mrs N Bailey Ms E Bianchi-Barry Mr A Brocklehurst - Chair Mrs R Chander Mrs R Dosanjh Ms M Edwards - Vice-Chair Mr A Fisher Mrs L McCarthy Mr D Peters Miss E Pritchett - Head of School, Berrybrook
IN ATTENDANCE:	Mr D Asbury - Executive Headteacher for Standards, Dunstall Hill Mrs L Rush - Clerk Mr A Smith - Deputy Headteacher, Berrybrook
APOLOGIES:	Mrs J Allan Mrs S Begum Mrs A Cheema - CEO, Perry Hall MAT Mr L Fellow

Minute Number	Minutes	Action
	<p><u>CO-OPTED GOVERNORS</u></p> <p>The Clerk explained that this item had been included on the agenda following a conversation held at the last meeting.</p> <p>It was noted that Mr Fisher was in attendance with a view to being co-opted onto the Local Governing Board. The Clerk asked Governors if they wished for Mr Fisher to provide an overview of his relevant experience, this was not required as Mr Fisher was a member of another of the Trusts' LGBs'.</p>	

0086(a)	<p>RESOLVED: That Mr Fisher be co-opted onto the combined LGB of Berrybrook and Dunstall Hill.</p> <p>The Clerk also noted that Mr Collinswood, Governor on Perry Hall LGB had also expressed an interest in becoming a co-opted Governor, but unfortunately had had to submit his apologies to the meeting. The Clerk therefore asked if Governors wished to co-opt Mr Collinswood in his absence or wait until he was in attendance at the next meeting. Governors concurred that they were happy to co-opt Mr Collinswood in his absence.</p>	
0086(b)	<p>RESOLVED: That Mr Collinswood be co—opted onto the LGB in his absence.</p>	
0087	<p><u>DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ 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 declarations of interest were noted:</p> <p>Mr Peters was a Trustee of Worcestershire Learning Trust</p> <p>Mrs Bailey is employed at Westcroft School</p> <p>Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.</p> <p>The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.</p>	

0088(a)	<p><u>ELECTION OF CHAIR AND VICE CHAIR</u></p> <p><u>Election of Chair</u> The Clerk explained that this item had been deferred from the last meeting, as the previous election had taken place in the spring term 2019, therefore this was due for review.</p> <p>RESOLVED: That Mr Brocklehurst be elected as Chair of the LGB for twelve months.</p> <p><u>Election of Vice Chair</u> Governors discussed the need to elect a Vice Chair for the combined LGB.</p>	
0088(b)	<p>RESOLVED: That Ms Edwards elected as Vice Chair of the LGB for twelve months.</p>	
0089	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items to be considered.</p>	
0090	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on 17 September 2019, be approved as a correct records, subject to amendments of the errors identified below:</p> <p><u>Governor Training (Minute No 0080)</u> That Mrs M Edwards should read as Ms M Edwards</p> <p><u>Leadership Report (Minute No 0063(b))</u> That the extra apostrophe with children's' be removed to read children's</p>	
0091	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Membership of the Local Governing Board (Minute No 0056)</u> Governors were advised that Ms Worthy had resigned from her position as a staff Governor and an election had taken place following a discussion held at the last meeting, the outcome of the election had been that Mrs Allan would to continue to be a staff Governor.</p> <p><u>Leadership Report (Minute No 0063)</u> It was noted that the funding to assist with teaching parents English had ceased, however, a local provider had stepped in</p>	

	<p>to support in this area, therefore the School were referring parents direct to them.</p> <p>The HoS (Berrybrook) reported that funding had been received from Kellogg's, to support with breakfast club. The School had purchased a number of different resources, games and breakfast options with this funding. Governors were also advised that to assist two families of the School, breakfast club would be starting now at 7.45am. A Governor asked if a location had been secured for the sensory garden as per the discussion held at the last meeting. The HoS (Berrybrook) detailed an initial area that had been found, however, following a review by the Strategic Head of Estates and Facilities, it was deemed that renovation of this area would be too costly, therefore an area outside of the SLT room had come up more favourable. Governors were advised that the School would get the children to assist with turning this area into a sensory garden. The Chair asked for Governors thanks to be passed on to the staff who were coming in earlier to support with breakfast club.</p> <p>Governors were advised that the Strategic Head of Finance and Business Administration had sent a list to the HoS (Berrybrook) detailing the members of staff still to complete the training. This would be addressed accordingly. A Governor asked whether facilities would be made available for members of staff such as cleaners to access the training, which was confirmed. The Chair asked who would be responsible for ensuring that these members of staff complete the training, and was advised that this would be the Strategic Head of Facilities and Estates.</p>	
0092	<p><u>MINUTES OF THE STANDARDS COMMITTEES</u></p> <p>RESOLVED: That the Minutes of the Standards Committee held on Tuesday 19 November 2019 (Appendix 1) be adopted.</p>	
	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>The Clerk explained that there following the appointment of Mr Fisher and Mr Collinswood, there were no vacancies on the combined Governing Board, however, there were some queries that the Clerk wished to raise around constitution. The Clerk explained that following the resignation of Ms Worthy</p>	

<p>0093(a)</p> <p>0093(b)</p> <p>0093(c)</p>	<p>and the appointment of Mrs Allan, as staff Governor, the LGB were still one staff governor over the constitution, although the terms of office of Mrs Chander was due to expire on 29 February 2020 and Ms Lay on 31 May 2020. Ms Chander explained that at this point in time she was covering for the Head of School who was currently on long term sick, and then she would be leaving for maternity leave in June. Governors congratulated Ms Chander on this news. Ms Chander therefore announced that she would be stepping down as a staff Governor.</p> <p>RESOLVED: That Ms Chander step down from the Local Governing Board as a staff Governor with immediate effect, but would remain on as a papers only person.</p> <p>This would then leave Ms Lay and Mrs Allan as Staff Governors. It was however noted, that Ms Lay had not attended a meeting for a number of months due to being on maternity leave. Ms Chander agreed to liaise with Ms Lay about her position on the Local Governing Board.</p> <p>The Clerk also explained that the Term of reference also stated two parent Governors, however, there were three currently on the Local Governing Board. Governors discussed the options available. The Clerk suggested that one parent Governor could be co-opted onto the LGB. It was agreed that Mrs Dosanjh be co-opted onto the LGB.</p> <p>RESOLVED: That Mrs Dosanjh be co-opted onto the LGB</p> <p>Mrs Bailey explained that with her new job, she was struggling to commit to attending meetings, and may consider stepping back later on in the year.</p> <p>The Clerk explained that the term of office for Mr Brocklehurst would expire on 30 April 2020 and noted that this was prior to the next LGB meeting. The Clerk asked if Governors wished to consider his re-appointment at the meeting.</p> <p>RESOLVED: That Mr Brocklehurst be co-opted onto the LGB when his current term of office ended.</p> <p>There were no attendance issues that raised concerns currently.</p>	<p>Update to be given on Ms Lay's position on the LGB</p>
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0094	<p><u>URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>The Chair reported that he had attended a meeting with Mrs Bennett, Director of Children’s services at the LA, the CEO and Ms Edwards. During this meeting, Mrs Bennett had thanked the MAT for the work they were completing, with a notable improvement seen in all Schools within the Trust. A Governor commented on how nice it was to be recognised by the LA in this manner.</p>	
0095	<p><u>LEADERSHIP REPORT</u></p> <p><u>Dunstall Hill</u></p> <p>Governors had received the Leadership Report for Dunstall Hill (Appendix 2 – on GovernorHub) in advance of the meeting, the following was noted:</p> <ul style="list-style-type: none"> • Details were shared of the extensive parental engagement that had taken place. It was reported that attendance had been good at these events, including workshops on stunning starts • Concerns were held around behaviour in Year 1, with three children in particular. The Acting Head of School (AHoS) (Dunstall Hill) explained that one child had SEND needs, and had been due to attend Tettenhall Wood, but as there were no places, the child had remained at the School. However, as the child’s behaviour had escalated, the child had left the School at the end of the autumn term after a place became available at Tettenhall Wood • One child had received a Fixed Term Exclusion (FTE). Governors were advised that the child had been excluded after they had displayed behaviours, not previously seen in Reception. It was believed that this was linked to SMSH and the child had since been placed on a modified timetable. However, the child had since received a second FTE due to their behaviour towards staff and damage cause to School property. Details were shared of the incidents leading up to the exclusion. A transfer request had been put in by the child’s parents, which had been signed by the School • Due to significant needs, another child was on a modified timetable, of one hour per day. The child’s father had on a number of occasions, advised the School that the family would be moving areas, only for the child to return back to the School a few days later. The child’s attendance was currently at 55%. The Chair asked if the LA were aware of 	

	<p>this specific case, and was informed that they were as they had been involved in pre exclusion meetings. Governors were advised that the Educational Psychologist would be attending the School on 27 January to meet with the child. The HoS (Berrybrook) reported that she had observed the mom on one occasion, and that it appeared that she was in crisis with the child. The School were working closely with parents and a transition meeting would take place when a new school had been found.</p> <p>[MS BIANCHI-BARRY JOINED THE MEETING]</p> <p>The Chair expressed that it was evident that attempts to address the child’s behaviour had been made. Governors were advised that support had had to be given to staff teaching the child for the hour that they were in school due to the behaviour displayed. The SENCo had also been completing welfare checks with the staff and rotation of the staff working with the child on a regular basis</p> <ul style="list-style-type: none"> • There had been a high number of mobility at the School, particularly in Years 3 and 4. The procedures of new arrivals to the School had been changed, so that a home visit was made, which supported with ensuring all forms were correctly completed. The details of a visit that had taken place that day were shared. The three children who had joined in Year 1 were unable to speak English. This meant that the School were playing catch up, but hopefully the systems in place would ensure that the children would get to where they needed to be • There was one child on a Child in Need (CIN) plan • The SENCo had been working with a high number of children with EHCPs and EHCP applications • An area by Reception had been received new gates during the autumn term, and an area of the forest school had been gated off for security purposes • An overview of the quality of teaching information contained within the report was shared, it was noted that in Early Years (EY), two out of the three teachers were RI. The inspection in April had judged EY as RI. Changes had therefore been made to the Reception team, which had seen improvements, however, this would still be judged as RI as one member of staff was an NQT that was early on in career, and another member of staff who was a UQT. Another member of staff would soon be returning from maternity leave and joining the Reception team. A Governor asked when changes in data would be seen, and was advised that this would be as soon as the next data drop • A member of support staff was on long term sick 	
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	<ul style="list-style-type: none"> • The Chair asked for clarification whether only 50% of children in Nursery were ‘home grown’ children, which was confirmed. It was reported that the Trust were completing an exercise around looking at ‘home grown’ children and none ‘home grown’ children. A suggestion was made that the data for ‘home grown’ and none ‘home grown’ children be shared with Governors. Governors discussed the importance of this information and how they would like to receive it • Results for Year 1 phonics looked low at 41%, however, it was noted that historically it was always lower at this point in the term. Assurance was given that the children were carefully tracked and six weekly assessments were taking place, which was then scrutinised by staff to ensure that any gaps were plugged • There were two children on EHCPs • It was noted that the concerns with writing in Year 2 may be down to the teacher being too harsh, support was being provided to ensure consistency and ensure that any gaps were plugged • Attendance overall was 95.44%, 95.8% with EY taken out. It was reported that there were still some issues with holidays being taken during term time, however, this was being addressed. The School were working closely with the EWO, and penalty notices were being issued. A Governor asked what the NA was, and was advised that this was 96%. Persistent absence (PA) was currently 15.2%, with 11.03% of this being unauthorised holiday • A Governor asked about ‘Bagel Breakfast Club’ details of which were shared. The Governor asked how long funding for this was envisaged, and was advised that a meeting had been planned on 31 January to see whether this would be extended for another year. The Governor asked if there were any provisions in place for this provision if the funding did cease. It was reported that for the children paying to access breakfast club, this could be continued, however, this would need to be reviewed at the appropriate time for those children that were late • A Governor queried the data contained within the table for EAL children, noting that one detailed 365 children, with 368 children on the latter table. It was reported that the top table detailed those children that had declared on their form they were EAL children, whereas the second table detailed children who were speaking a different language at home. A disparity was noted which would be discussed and reviewed further at the HoS meeting 	<p>Headline Data for home grown to be included in overview sheets.</p>
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	<ul style="list-style-type: none"> • A Governor referred to the staff absence data included in the Leadership pack, and asked what plans were in place for long term sickness, noting that this was quite high. It was reported that welfare meetings were taking place, with the next step from these meetings being a referral to occupational health. A Governor asked whether classes were covered, and was advised that support was put in place to cover any absence • A reading project was taking place across the Trust with the support of Mr Smith, CLL Leader at the LA • An observation was made by a Governor around the content of the SIP and how much of a busy document it was <p><u>Berrybrook</u></p> <p>Governors had received a copy of the Berrybrook Leadership Report (Appendix 3 – on GovernorHub). The following was noted:</p> <ul style="list-style-type: none"> • The quality of teaching was on track. An NQT at the Sch0ol required improvement, which had been raised at a previous meeting. Four weeks of informal support for maths and four weeks informal support for English had been put in place. This would then be reviewed and if needed a more formal procedure would be implemented. A Governor asked what informal support looked like, the HoS (Berrybrook) explained that this was more around demonstrating good practices • The HoS (Berrybrook) pointed out that the percentage of Reception children joining the School at where they should be was around 30%, this was a positive for the School. Governors were advised that the majority of those children at ARE were nearly all ‘home grown’ children • Baselines for Year 6 showed that the cohort were significantly below where they needed to be in English, but the School were working with Mrs Bhandal from the Trust to support in this area. Data for Year 6 was detailed from the report at this point • Attendance was lower than the previous year at 93.5%. Three key children were contributing to this figure. The HoS (Berrybrook) shared an example of a child allocated to the School who was having to get three buses to school. Details were also shared of another child who had a medical conditions which affected their attendance. This was being tackled with all the resources available to the School. A Year 6 child who had had a big operation was now back at school. 	<p>Review of SIP to be made to see if it could be streamlined.</p>
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	<p>Four holiday penalty notices had been issued, and any unauthorised absence requests were being declined</p> <ul style="list-style-type: none"> • Attendance had also been affected by a fever going around children and staff • The proportion of red cards given in KS2 were linked to one child who had since been permanently excluded • A Governor queried the PP data on the overview sheet, with a difference of 24 PP children noted. The HoS (Berrybrook) believed that this was an admin error and that the top information was correct • Positive, ongoing work continued on curriculum development • Governors referred to the staff absence data that formed part of the Leadership Report pack, noting that 305 days lost in one term was a significant number of absences. There was one case of long term sick, however the rest was still a concern. It was noted that a viral fever had also impacted this number. A report had been requested from HR of staff that were coming close to the trigger point. The Trust had also reviewed the absence procedure in light of this, details of changes were shared at this point • The HoS (Berrybrook) passed on hers and the staffs thanks to Mr Fisher, who had visited the School a few weeks ago, as part of this visit Mr Fisher had assisted with an issue raised by a parent over a puddle located outside of the School affecting the school crossing patrol. Mr Fisher had acted promptly by sending pictures to the LA of the issue. An update was provided by the Governor at this point, noting that the LA believed that the drainage had collapsed. Due to this, a camera based survey would be completed to determine the location, and whether it would be the responsibility of the LA or the Trust to rectify • The Chair reported that all Trust schools had held a celebration assembly for the CEO on receiving her OBE, and he had had the pleasure of attending the Berrybrook one. It was noted how impressed he had been with the assembly which had been held by the head boy and girl • The HoS (Berrybrook) explained that she had received a call from the Teaching Awards, as a parent of the School had submitted a thank you to the Reception team for their support with a child who had just recently joined in Reception 	
0096	<p><u>SAFEGUARDING</u></p> <p>This had been included and covered as part of the Leadership Report.</p>	

0097	<p><u>GDPR UPDATE</u></p> <p>Dunstall Hill had received a GDPR visit from the DPO, there were no breaches to report on.</p> <p>It was noted that the report from this visit was awaited, but would be shared with Governors when available.</p> <p>The GDPR visit for Berrybrook had been re arranged to the end of January 2020.</p>	
0098	<p><u>POLICIES</u></p> <p>There were no policies to be received.</p> <p>It was reported that the SRE policy was currently in draft Format, with parent consultation taking place with Berrybrook parents during the term. This was the same for Dunstall Hill although initial meetings had taken place with some select parents at Dunstall Hill. This meeting had brought to light the fact that parents misunderstood what was being taught in this area.</p>	
0099	<p><u>GOVERNOR TRAINING</u></p> <p>There were no certificates to present. The Clerk asked if anyone had attended any external training relevant to their role as Governor, the following was noted:</p> <p>Mr D Peters – Employment Law Mr D Asbury - SEMH</p> <p>Clerk explained that the training programme had been shared on GH and urged Governors to attend.</p>	
0100	<p><u>ISSUES ARISING FROM THE SCR</u></p> <p>There were no issues to report. The Chair explained that he reviewed this every term and no concerns had been found.</p>	
	<p><u>FEEDBACK TO/FROM THE TRUST</u></p> <p>The Clerk explained that a copy of the revised Appointment of Staff Grid (Appendix 4) and the LGB Terms of Reference (Appendix 5) as agreed at the November Trust Board meeting,</p>	

0101	<p>had been included as part of Governor packs.</p> <p>RESOLVED: That the Appointment of Staff Grid and LGB Terms of Reference be agreed.</p>	
0102	<p><u>FINANCE UPDATE</u></p> <p>A Governor reported that they had met with the Strategic Head of Finance and Business Administration in the autumn term, to review finances and was satisfied that the financial position of the Trust was robust and healthy.</p> <p>Details of the Schools' carry forward had also been included as an appendices to the Leadership Report.</p> <p>Governors were advised at this point that the primary expansion funding would cease for Dunstall Hill this year, but that this would not impact the budget at this stage.</p> <p>It was noted that capital expenditure works were taking place at both Schools, but that these were covered and discussed at the Trust Board.</p>	
0103	<p><u>CHAIR'S CORRESPONDENCE</u></p> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p>	
0104	<p><u>DATE OF NEXT MEETING</u></p> <p>RESOLVED: That the next meeting of the combined LGB of Berrybrook and Dunstall Hill be moved to Tuesday 19th May at 5pm and that this would be held at Berrybrook</p>	

The meeting closed at 6.41pm

Signed:  [Andrew Brocklehurst \(Jan 9, 2021 22:31 GMT\)](#)
 (Chair of Local Governing Body)

Date: **9.1.21**