

**Minutes of Beechfield Local Governing Committee Meeting held on
Tuesday 12th November 2019 at the school**

Name	Governor Type	Attended
Mrs Lesly Adams	Co-Opted	Attended
Mr Martin Adams	Co-Opted	Attended
Prof Ramanarayanan Balachandran	Parent	Apologies
Mr James Brown	Co-Opted	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Mrs Michelle Connell	Associate Member	Attended
Mrs Gillian Jackson	Headteacher	Attended
Mrs Nikita Mistry	Co-Opted	Attended
Mrs Tanya Mortlock	Associate Member	Apologies
Mr James Roach	CEO	Attended
Ms Iram Ali	Observer	Attended
Mr Andrew Chappell (T)	Observer - Trustee	Attended

Governors challenge is highlighted in yellow

Governor actions are highlighted in italics

BFS – Beechfield School

CTS – Cherry Tree School

LHS – Laurance Haines School

Meeting started at 7.03pm

Action:

Governors had completed a learning walk around the school for thirty minutes prior to the meeting

1. Welcome, apologies and consent

Apologies were sent by Tanya Mortlock and Ramanarayanan Balachandran. The meeting was quorate. Iram Ali was present as an observer. Nikita Mistry was appointed to the role of co-opted governor for a term of four years.

Nikita was asked to complete the following:

- DBS check
- On governor hub – register of business interest/ KCSIE read declarations
- Acceptable ICT use agreement

2. Notification of any other business - None

3. Conflict of interest with agenda items to be declared - None

4. Minutes of the last meeting 17.09.19 and matters arising

Minutes were approved and signed by the chair of governors. All matters arising were completed except:

Item 7:5:5: Sports premium governor to be allocated – Rama Balachandran. UPDATE: Impact review uploaded to the website and Rama to review

Rama Balachandran

Item 16: Initial marketing discussion - Rama to review with the CEO.

The Trust has advertised for a Marketing officer role and this role will support the advertising of the Trust and schools to try and increase pupil numbers. There have been some strong applicants. There has also been a separate role advertised for the Erasmus

Signed: (Chair)

Date:

project and as many people have applied for both the person may work across both roles which would allow flexibility.

Item 19: Skills audit - Governors were asked to complete and return to the school. UPDATE: Martin Adams still to complete

Martin Adams

Item 25: Exclusion – Rama to book

Rama Balachandran

Item 25: Modern governor – Safeguarding module to be completed

All governors

5. Response from Trust regarding LGC items raised:

Beechfield

- G: HO recharge £146,000, what is it? Clerk: I will check with the Trust
REPLY – Central charge/ Head office charge.
- G: We have concerns that the reduction of TA's is going to impact on the educational standard within the school. We would like the Trust to consider this.
REPLY: There has been discussion around this previously. The CEO will support the HT to ensure the reasoning and justification behind the answer is clear. It was agreed that members of the Central team will attend some local board meetings in order to support good communication. The CEO will attend the next meeting for each of the local boards. The COO and RIP will attend subsequent meetings.
HT: There is no additional money in the budget at present but we are providing the best education possible within the financial constraints. The school needs to be at full capacity of children and this is something we are working on at present.
CEO: The marketing person will try and improve the numbers on roll and this will support the budget and the recruitment of more staff. The staff who are in the Trust need to be working at a high capacity and we will continue to support.
- G: Why has the teachers cost increased £70,000, is it the addition of two members of teaching staff? HT: The Trust will need to explain.
REPLY: The budget/expenditure previously included supply teachers which was a different cost centre. All teachers budgeted this year were permanent. There has also been natural increments and a pay raise for teachers.
- Exclusion training – In-house session – clerk and COO to review
The clerk explained there is one in-house training course for the three schools. The numbers who require exclusion training are being reviewed to make sure this is an efficient use of the course.

Cherry Tree

- HT appraisal - John and Trudi – governors were not invited to the last review and asked that the CEO make sure they are invited with adequate notice for the next meeting.
UPDATE: The CEO apologised. This was an oversight and this will be rectified in future.
- 11+ support
REPLY: A letter has been sent to the Chairs of the committees to review
- 30-hour nursery provision
REPLY: The COO has spoken to the HT and the LGC will be responsible for reviewing the nursery provision both in-house and private provision and presenting the business case for their preferred recommendation by December 2019 for presentation to the Trust.

Laurance Haines

- Health and safety – check if the Trust can cover in the short term
REPLY: The HT and Site Manager should complete a termly review in the Autumn and the Spring. Any issues or concerns can be raised with COO. The Summer term audit requires the attendance of a governor but otherwise there is no further meeting required for this role.

6. Documentation from the Trust:

- a. Review annual documents approved by Trust e.g. Scheme of Delegation, TORs

Signed: (Chair)

Date:

James Brown to email that governor visits reporting needs to be added to annual planner for LGC's.

James Brown

No further comments

Review and sign Trust approved Code of Conduct – completed by all governors except Rama Balachandran

Rama Balachandran

7. Items from Trust meeting

- a. Minutes and CEO report for 17/6/19 and 16/7/19
- b. Chairs/Vice chair/ Headteacher Performance management governors approved
- c. 2.75% pay rise approved for teachers – The CEO updated that the pay increase was only for the minima and maxima for the pay scales. This has been approved for all teachers and is an enhancement for the teachers.

T: This was to recognise the hard work of the teachers and to ensure the schools remain competitive.

- d. *Safeguarding Trustee, Dan Finill appointed*
The appropriate reports will be forwarded onto him.

Clerk

- e. The staff survey needs to be returned by the 22nd November 2019
- f. BFS letter from the Director of Education – the governors thanked the school for their hard work.

8. Complete Headteacher Performance Appraisal

The appraisal will take place on the 27th November. The CEO reviewed the performance appraisal at the end of the school year and governors should have been invited. The CEO apologised for an oversight. There will be a review of the documentation completed previously during the meeting on the 27th November.

9. Agree marketing plan

There was a Facebook post where parents were extremely complimentary about the school which is an improvement.

10. Headteacher Report

- a. HT report
 - 394 children on roll which is an increase from the beginning of the year.
 - Staff absence –
 - increased as there are members of staff on long term sick. As a result, there has been supply staff in school.
 - There has been a review with the CEO to ensure a process is in place to support staff returning from sickness over three days. There are back to work interviews with office staff if off one day and the HT if over three days. The procedure will ensure that there is consistency and support offered to staff returning.
 - The Trust insurance is for over 10 days sickness so there needs to be a strong management of short sickness.

- EAL

G: EAL, we need to make sure we are recording accurately?

HT: Yes, some parents didn't understand the form and completed with children having as English as a first language when actually it isn't. On home visits these will be completed and staff are speaking to those we think have recorded incorrectly.

G: Are the bullying and race incidents different?

HT: Yes, and I have been involved in supporting the children and families.

CEO: Ofsted actually spoke to the child who had been excluded as a result in bullying in LHS to see how they found the process.

- Staff vacancies - There is one support staff vacancy which is being advertised for.

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Date:

- ERASMUS – the school has received a fund for this area. The project will run across two years and approximately five children will be able to visit other countries.

G: Is it Brexit protected?

CEO: Yes. We are the lead school and the other countries are coming to visit us first. Very few schools have the funding in County so we are very pleased to have been awarded the funding.

- Jigsaw – new PSHE scheme which will ensure that the school is meeting the statutory requirements of the RSE curriculum. The schools will work together to ensure there is consistency.

CEO: There have been parental concerns about the new policy but this will be managed by the schools.

- EYFS

Chair: The change in the EYFS area has been rapid and very clear to see. I have uploaded my governor visit report.

T: I have visited all three schools and the poor quality of the environment for EYFS had been brought to our attention at BFS. There was a budget allowance to improve the area which has been amazing and we are pleased we allocated the funding to support the area as Trustees. It is now much more welcoming and the gardens are much improved. Even as a local resident I hadn't understood how wonderful the field was and so this should be part of the marketing for the school.

HT: We are aiming to paint the entrance area blue to make it more welcoming. This could be completed by the community service team.

The EYFS deep dives which will take place over the year have been funded by a bid. The first meeting will be a baseline which will not be aware of the work already completed. There will be training after the initial baselining to support staff.

- Peer mediators

The HT explained that she has had a meeting with a trainer to train the children to be peer mediators. 16 children will be funded and supported with a day course.

- Governors discussed the funding which can be accessed from councillors and this will be followed up.
- The Harvest Festival was very well run and governors commented on the behaviour of the children. The volunteers who worked at the church also fed back that it was very successful. There was a request for two children from BFS to lay the Wreath at the Town Hall during the Remembrance service and it went very well.
- The new pastoral centre is up and running well.

b. HIP Standards review – Governors asked to comment via governor hub by the 19th November

All governors

c. Final update School Plan for 2018/19 Governors asked to comment via governor hub by the 19th November

All governors

d. Approve School Plan 2019/20 Governors asked to comment via governor hub by the 19th November

All governors

e. Review SEF (termly)

G: Quality of teaching and learning is graded 2 or 3, you are aiming to get to firm good, what is the timescale to complete that process?

HT: By Christmas, we need to ensure consistency across the school. There have been updates at staff meetings, individual feedback and a deep dive into English and maths.

Signed: (Chair)

Date:

The SLT are continuing to follow up in every classroom to ensure the consistency is in place.

G: Will the JARV be graded good?

CEO: The JARV won't be the same as before as they will be carrying out deep dives. We will not be able to report in the same way moving forward. The maths deep dive was looking at the quality of teaching in maths.

HT: There are two teachers receiving additional support.

Governors were asked to post questions on governor hub by the 19th November 2019

All governors

f. Performance Appraisal update from 18/19 – in the HT report

g. Review data from autumn school census – in the HT report

h. Review pupil target setting – IDSR Autumn 2019

The projections will be posted on governor hub and governors can comment/question up until the 19th November 2019

HT/All governors

i. Staff council – report positivity across the school

Response to be sent to the governors via governor hub and comments to be sent by the 19th November 2019

All governors

G: Why do staff need board games?

HT: It is to support staff wellbeing and allow them to have something else to do during their lunch break.

G: Is the suggestion box being used?

HT: No. They are very keen on the staff council though and it has started well.

CEO: The Headteacher can attend the meeting for a short period of time to answer questions if necessary.

G: The PTA has raised money, what will it be used for?

HT: We are hoping to use for KS2 play equipment. We will be putting a total up to ensure the school community is aware of what the money is being spent on.

j. Parent voice – report

The parents are very complementary about the nurturing things the school is doing but that the school needs to explain it more and carry out more workshops. Governors discussed the support which parents need within the school and to make sure it is delivered successfully without stigma.

The PTA support has also increased for the school.

There was a discussion around the way the meetings run and the utilisation of governor hub to allow questions to be posted in advance so the HT can provide a full answer.

k. Curriculum – igniting the passion

There has to be a clear progression of knowledge and skills under the new framework. The document explains the themes across the school. The teaching of discrete skills was also explained.

CEO: This document is key for governors to understand how the school is operating. This will be a working document which will be shared when there are updates. Governors were asked to review and send comments by the 19th November via governor hub

All governors

l. Nurture UK award

This is ongoing at the moment and there is work being completed behind the scenes.

Evidence is being collated by the Pastoral lead. A visit has been completed by Nikita.

G: Do the other schools have counsellors?

CEO: There are two children accessing the service at CTS for specific needs. It is not the most cost effective. The Pastoral lead at BFS has training to support children. Families can go to their GP for specific counselling support.

Signed: (Chair)

Date:

Standing items:

11. Pupil premium/ Sports premium update

Pupil premium report on GH

12. Safeguarding

Annual and termly report distributed prior to the meeting

Names on the Child protection policy have been incorrectly spelt and the clerk will make the COO aware

Clerk

13. Health and safety – Termly report to be sent by the HT to governors via governor hub. The annual report will be completed with a governor in the summer term.

HT

14. Policy tracker review and policies due

Governors were given seven days to comment, however, the following policies were approved:

Home school agreement

Marking and feedback policy

To be updated and brought to the next meeting

Health and safety local arrangements

HT/ Clerk (Agenda)

15. Governor visit report

Name	Roles	Autumn	Spring	Summer
Mrs Lesly Adams	Pupil premium EYFS	Completed		
Mr Martin Adams	Safeguarding governor. Health & Safety	Completed		
Prof Ramanarayanan Balachandran	Sports premium. Marketing	TBC		
Mr James Brown	Development Coordinator. Inclusion	Completed		

16. Training

Nikita will send the last list received from HFL to governors so they can update their record. The clerk will update Martin's dates as he has high workload at the moment.

Online Via Modern Governor: <https://www.moderngovernor.com/>

For governors/Trustees with educational background:

- Introduction to governance (module one and two)

For all governors/Trustees:

- Prevent
- An introduction to safeguarding and child protection
- Safeguarding and school governance

In person booked via:

<https://cpd.hertsforlearning.co.uk/courses/bookings/default.asp?ds=1&ccid=2>

Signed: (Chair)

Date:

For governors/ Trustees without an educational background:

- Governor Induction (Whole day course)

For all governors/Trustees:

- Complaints
- Exclusions

17.Clerks update – on governor hub

The clerk updated governors that the Finance notes from the meeting between the HT, finance officer and manager will be a standing agenda item in future.

Clerk (Agenda: Standing item)

Send DFE document

18.Any other business

Newsletter can be viewed on the BFS email address

New parent governor – to be advertised

HT

19.Items to be sent to Trust/ LABs

20.Future Dates

2019/20 dates:

All meetings will take place at 7pm

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
BFS LGC	17/09/19	12/11/19	4/2/20	24/3/20		2/6/20
LHS LGC	18/09/19	13/11/19	5/2/20	25/3/20		3/6/20
CTS LGC	19/09/19	14/11/19	6/2/20	26/3/20		4/6/20
Governor Day						10/07/20

Trust meeting	18/10/19	17/12/19 - AGM	28/01/20	17/3/20	29/4/20	9/6/20
	27/11/19					
Finance and audit Committee			TBC	TBC	TBC	TBC
Trustee Day						10/07/20

Meeting ended 8.41pm

Signed: (Chair)

Date: