

**Minutes of Beechfield Local Governing Committee Meeting held on  
Tuesday 4<sup>th</sup> February 2020 at the school**

<b>Name</b>	<b>Governor Type</b>	<b>Attended</b>
Mrs Lesly Adams (Chair)	Co-opted governor	Attended
MR Martin Adams	Co-opted governor	Attended
Miss Iram Ali	Staff governor	Attended
Prof Ramanarayanan Balachandran	Parent governor	Attended
Mr James Brown	Co-opted governor	Apologies
Mrs Emma Lad (Clerk)	Clerk	Attended
Mrs Michelle Connell	Associate Member	Attended
Mrs Gillian Jackson (HT)	Headteacher	Attended
Mrs Nikita Mistry	Co-opted governor	Attended
Mrs Tanya Mortlock	Associate Member	Attended
Mrs Sarah Wynne	Observer – prospective governor	Attended
Mrs Jennifer Batanga	Observer – prospective governor	Attended

**Governors challenge is highlighted in yellow**

*Governor actions are highlighted in italics*

BFS – Beechfield School    CTS – Cherry Tree School    LHS – Laurance Haines School

**Documentation sent prior to the meeting via governor hub:**

**Documents from the Trust – FOR INFORMATION ONLY**

Trustee minutes 27/11/19

Trustee Minutes 17/12/19

AGM Minutes 17/12/19

Finance update from school business officer meeting with Finance manager and HT

**Documents from the Local Governing Committee**

1. Supporting document for the agenda 4/2/20 and agenda

6. Minutes from 12.11.19 for approval

10. SEF

11. Business continuity plan

12. School plan

14. Headteachers report

14. Headteachers answers to questions via governor hub

14. Letter from Nick Gibb, Minister for schools and Standards

14. Staff survey results

14. Early years effectiveness audit report

14. IMAT peer to peer review feedback 2019

14. Staff council minutes 24.10.19

17. Termly report on safeguarding

19. Home school agreement

19. Equalities plan

19. Health and safety policy

19. Parent/ Carer code of conduct

**Documents from the clerk**

22. Clerks update

Training uploaded to governor hub

**Meeting started at 6.57pm**

**Action:**

Signed: 

Date: 25/06/2020

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## **There was a Geography Book look for 30 minutes before the meeting**

### **1. Welcome and apologies**

The meeting was quorate. James Brown sent apologies.

Prospective governors were welcomed to the meeting – Jennifer Batanga (Parent) and Sarah Wynne (Community). They will complete safeguarding checks prior to be appointed.

Sharon Carlyon (Trustee) was welcomed to the meeting.

### **2. Comments from governors regarding the Geography book look**

Governors completed a book look prior to the meeting.

Comments from governor's observations:

- It would be nice to have the different subjects in different books.
- I saw assessment for marking which was variable and the follow up from teachers was variable. Key spellings were also variable. The books where students are writing their next steps are very positive.
- The Presentation was very good
- G: How were the books selected?  
HT: The teachers brought a selection of books.  
G Consistently work is good but there is variable feedback across the classes, can you feed back?  
HT: I will report back to staff to ensure the next steps are present in the books. Some of the spellings for example weren't picked up.  
G: In future it would be helpful to have two from each ability level.  
G: Where is marking reviewed within the school? Is this because there are new teachers?  
HT: We have some new teachers in the school and some who are new to teaching. We are working on marking maths specifically at the moment to evaluate how marking and feedback is completed. This will happen for the different groups. Two members of staff have completed this today and commented that the positive comments aren't necessarily moving learning on.  
G: Is it linked to their performance review?  
HT: Yes, we are looking at maths at present but this will be carried out across the school. It will then feed into CPD training in future.
- G: The next step, are the year six encouraged to do the next step?  
HT: There should be a next step once a week for each child according to the policy.  
G: Year three have been learning about climate but there is no comment about what the next step should be for them. There was good evidence of this in year 6. There is consistent learning evidenced but there is no personal challenge for them.  
HT: There is also challenge in lessons through verbal feedback. We are trying to manage work life balance and also ensure there is evidence of the feedback which has taken place. We need to make sure that the system in place is having the impact required.  
Trustee: When governors come in to visit, they can see the evidence of the verbal feedback which takes place in the school.  
G: That is a good point and we need to make sure that where a challenge has taken place verbally there is recording maybe the children could be completing this.
- G: The vocabulary is amazing and the explanation which they have written. They can also refer back to see what they have learnt.
- G: There were some printed feedback stickers in books these could be utilised across the school.

### **3. Notification of any other business – CTS preschool/ LHS Ofsted inspection**

### **4. Conflict of interest with agenda items to be declared – None**

### **5. Minutes of the last meeting 12.11.19 and matters arising**

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Minutes were approved and signed by the Chair

## 6. Response from Trust regarding LGC items raised 12.11.19/ Any issues to be brought to LGC from the Trust

- Item 9: There has been an improvement in the numbers on roll and Trustees thanked the schools for their work – see the table below

School Context (30 hours places)	Beechfield		Cherry Tree		Laurance Haines	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
Number on roll	392	405	424	431	454	457

- Item 12: The emails from the Trustees regarding the visits have been sent through to the schools for distribution by the CEO. The Trustees were very impressed by the schools and their communities.

## 7. Pupil Questionnaire to be organised

This will be sent out in the second half of the Spring term. The CEO and COO are working with the HT's to put the questions together. Governors were asked to make suggestions if they have anything to add.

## 8. Marketing update

There is now a marketing manager for the Trust. They have visited the schools and will be reporting to the Trust board in March 2020. The focus will be outward facing meeting parents in nursery groups etc. This will hopefully support the improvement in numbers on roll. We have missed the reception application deadlines for this year however we are going to try and make contact from the initial offer letter before they start in September 2020 to ensure families take up their place.

The HT updated governors that the visits are always very positive when new parents come in. The aim is to ensure that the parents visit so they see how the school works rather than making their decision based on hearsay.

## 9. Review SEF (termly) – distributed prior to the meeting via governor hub

The chair thanked the HT for the quality and timeliness of information provided prior to the meeting. The chair would like a system where questions are posted prior to the meeting via governor hub so that the HT can come to the meeting with answers in place. This will ensure the efficiency of the meeting.

G: How many children have left and joined the school?

HT: 51 children have moved in and 15 have moved out.

G: Where have the families left to?

HT: A variety of reasons.

G: SEF – Quality of education: rates 2/3 what aspects in particular rate?

HT: There are a variety of reasons:

- The attainment is below national in most areas. Attainment in all year groups is below national averages and progress for some pupils is not expected or better.
- One member of staff is on a support plan to improve teaching therefore not all teaching is good or better.
- Not all teachers are using assessment for learning as well as they could to ensure that pupil's learning is being checked effectively. We are continuing to work on developing scaffolding for the lower attainers. We are continuing to work on ensure clear and effective feedback is given.
- Subject Leaders are still developing their subjects and are working towards being able to know how pupils are progressing in their subjects.

G: Are the improvement priorities and recommendations now in the SEF / School Plan?

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HT: EYFS recommendations/actions are on the monitoring schedule so that the EYFS leader has clarity in what they are doing each week in their monitoring time. All actions for all leaders are on our half termly plan so there is clear focus for their leadership time.

**10. Review and approve business continuity plan** – distributed prior to the meeting via governor hub  
The Chair explained they have witnessed both the fire evacuation and invacuation in the school.

**11. Review and update School Plan 2019/20**– distributed prior to the meeting via governor hub

G: There are improvements in the predictions for the end of the year?

HT: Yes, we have completed work in school to see how the children are progressing. There are children who are already predicted to achieve age related. There are reading and maths boosters taking place before and after school. Next week is assessment week and then we can ensure we have the correct provision for the correct children moving forward.

G: We are very impressed that the school has received a letter from Nick Gibb, Minister of State for Schools Standards congratulating us on our progress. Quote " in terms of the progress your pupils make between KS1 and the end of KS2 your school is in the top 3% of primary schools in the country". Governors discussed how to use this for marketing purposes.

G: It is consistent with the philosophy of the Trust to support children of all backgrounds to make excellent progress.

G: What support do new arrivals get when they join the school?

HT: If they are from another country with limited English, we have noticed they are quiet initially and then once they have absorbed the language they start speaking.

G: Is there anything intensive we can offer?

HT: The class teachers support the children alongside the use of the phonics programme and staffs understanding of other language. There is not the money for an individual programme. The main support for children is the immersion in the school and the English language.

**12. Review Annual Equality Statement**

The mobility of the population has been added which was not available at the time of writing.

G: What disabilities do the four children with disabilities?

HT: They are children with learning disabilities.

G: What is happening about the widening of the paths.

SC: The CIF bids are pooled every year and last year the work in the Early years at BFS was completed through the bid. Each school can put in two bids each across the Trust. BFS has put in a bid for kitchen ventilation and radiators. We are unlikely to be successful in all six bids. The Trust has to contribute 7.5% to the bids. HT's have been asked to complete a business plan regarding works they would like completed. The Trustees will then go through and approve the works which could be completed through the capital fund.

G: A member of the school community has won a bid for £1000 from Veolia to buy plants for the outside of the school.

SC: The twitter feed needs to be used effectively and the work being completed should be advertised via it. The marketing manager will be looking at this area and supporting the office staff with the best way to market.

G: Should the school have transgender toilets?

SC: We can review at the Trust meeting and report back to governors.

**Clerk (Trust meeting)**

Amendment to the report:

There were 10 race incidents and 14 aggressors – this is not correct. It should be as below:

Year 2 pupil BME to another BME pupil said "your dad can't be from Africa" (2 pupils)

Year 3 Pakistani pupil said "N" word in front of group of Year 3 children (3 pupils)

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Year 5 White British pupil making comments about people's race (3 pupils involved)  
Year 6 Portuguese pupil – children were laughing and this child said "it is because he is black" the other children felt this was a racist incident (4 pupils)  
Year 6 White British child said the "N word" to a black child in Year 6 who had been using the word himself but was very upset when the other child used it. (2 pupils)

5 race incidents but 14 children involved – The HT reported that she needs to think carefully how these incidents are recorded on the system. Staff are going to be using a new management system from after Easter this should provide some clarity.

Bullying: There were 14 incidents and 10 aggressors

Year 6: 3 aggressors and 1 victim

Year 5: (This child goes home for lunch every day) 1 aggressor 1 victim, 1 aggressor 1 victim, 1 aggressor 1 victims

4 incidents 8 children involved

The HT explained that before the school broke up for Christmas, staff were reminded how they should record incidents of bullying and racism and reiterated that children must be sent to the HT if this is what they are in reflection for. The HT hasn't seen anyone since this was said in staff briefing.

The HT explained that the system needs to be improved which should be easier once the new MIS reporting system is in place.

The COO explained there will be standardised reporting for behaviour across the three schools and there can be comparisons.

G: There should be more incidents reported if the proper procedure is in place. There should be accurate recording of the incidents and there also needs to be an understanding of the under reported cases.

G: All incidents are reviewed by the Senior leadership team (SLT) to see whether there are any patterns. We will continue to improve the reporting on this area.

### 13. Headteacher Report

#### a. Review staff and pupil absence data from the Autumn term

There have been numerous members of staff with absence during the last term which has included staff having operations. The insurance does not cover any pre-existing conditions.

The COO explained the process for purchasing insurance and at present the three schools business managers are reviewing. Staff absence insurance was reviewed two years ago and the data showed that the claims were above ten days generally. As a result, there was a change to the policy purchased. This now needs to be checked to ensure the correct insurance is purchased. The Trust could self-insure in future but there is a wellbeing package included in the insurance which staff are using to a limited degree. Once this bigger piece of work is completed then Trustees can make a sensible decision moving forward.

G: The lack of capacity in the school is adding to the staffing issues which is a concern to governors.

COO: The finance team is reviewing with the Business officers to look at supply costs across the schools and where the supply costs are being spent on staffing. Trustees and governors need to make sure that the funds are spent efficiently and this could mean the Trust employs HLTA's who can work across the Trust to cover where needed.

HT: At present schools have a cover HLTA who is working part time in classes which has an impact for cover. The Trust has been advertising but there are no suitable applicants.

G: How many spaces are there in the school?

COO: From Reception to year 6 the school can have 420 children on roll and then the nursery on top which is more complicated due to the 30 hours. The nursery funding is calculated and paid termly whereas the rest of the school is set from those on roll on a particular day in October.

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HT: The figures were reported earlier.

b. Reading /EYFS Provision HIP visit

Joanna di Bella completed a HIP visit and deep dives on reading and Early years.

- The visit was very successful.
- For reading there was evidence of quality teaching of reading across the school. Governors discussed the improvements in reading and the work to support vocabulary improvements.
- The HIP also reviewed maths and there are actions for improvement. There will be a visit to revisit maths in six weeks and check there have been improvements. The teachers felt that the ten-minute observation was not fair but Ofsted will only stay in the class for ten minutes.
- G: Recommended Assessment for Learning /marking and feedback be improved?  
HT: The Marking and feedback policy was rewritten and shared with staff. SLT are continuing to work on ensuring that marking and feedback is clear and appropriate. Further monitoring is required to look at impact.

G: Standards Review – Have the agreed actions been progressed / completed noting that they all have a November Action dates?

HT: They are all in progress and will be looked at again in the next visit with Joanna in March. She is coming into school again to do a morning looking at maths and these actions will be discussed then.

c. A pupil premium review will take place with the SENCo to review the work in class to support children.

d. Relationships, Sex and Health education

- There is a new framework from the DFE and the school will be using Jigsaw scheme to support teaching.
- The HT's and executive Trust team have met to review the statutory requirements and have a clear plan of action moving forward.
- G: Relationship and Sex Education and Health Education – have we had any parental opposition to the school introducing the new curriculum?  
HT: One parent has asked me about this but my response was that we would hold a meeting and talk with all parents about this. On Monday 3<sup>rd</sup> Feb all of the Headteachers, James Roach and the PSHE Leads from all schools are getting together to make decisions about what will be taught in each year group. We will then hold a meeting for parents. The main thing is that people have different kinds of relationships and live in different kind of families and that is ok, e.g. some families have a mum and dad, some just a mum or just a dad, some two dads, some two mums, some live with grandparents or extended family, some might be fostered or adopted. We also teach about the Equalities Act.
- The lessons will take place in the morning across the school on a Wednesday.
- Teachers and parents will have the opportunity to complete a survey regarding the policy changes and the schools will continue to be open and transparent about the teaching of this area.
- The PSHE leads from the three schools will be meeting to put together a presentation for parents. There will be a Trust policy in line with the DFE requirements.
- The HT explained the areas to be taught in each year group
- There will be a thorough explanation of the teaching to the parents.
- There will also be an expectation for parents to come and explain why they want to remove children after having read the policy. LHS have already completed a survey with parents and there have been some interesting questions from them.

e. Staff survey and meeting

We have carried out a staff survey and it was generally positive. We are having staff council meetings half termly and they are working very well. There is an open-door policy from the HT.

f. HT Report

G: Exclusions – Are there any children who you consider might need to be permanently excluded, or are in risk of needing a governor’s exclusion review?

HT: There are two children who are at risk of a permanent exclusion but the team are trying their best not to do this. Both have been recognised as needing places in specialist provision but there are no spaces available. They are accessing part time timetables where needed. The LA is aware of who is on a part time timetable.

g. Peer to Peer assessment

G: It was recommended to review the reading provision in KS1 and match reading books more appropriately?

HT: Actions from the peer to peer review: reading actions have been completed or are partially completed. Feedback from the Spring Visit with Joanna Di Bella was positive about reading. There are few actions to improve reading even further but a huge amount of work has been undertaken to improve reading in the school. New reading books have been ordered, they have been book banded and are in use. Joanna felt that children were reading appropriate books in KS1.

G: Improvement priorities – are they now reflected in the SEF / School plan – If not how is progress monitored by SLT.

HT:

- Reading: All actions have been completed or are in action.
- Behaviour actions are completed but will ask again in pupil questionnaire if children feel safe.
- Personal development: actions all completed – continuing to embed Herts Steps principles so that children know there are consequences for those children with extreme behaviour.

G: REC/KS1 lunchtime provision – overcrowded and lacking effective adult supervision? (parent voice also mentions this)

HT: This has all been sorted out by opening the gates on the playground so that more of the space is used. This was not mentioned in parent voice.

G: How are you going to raise the profile of PSHE through helping subject leaders to improve their own knowledge?

HT: This is ongoing. Teachers and pupils have fed back that they like the new Jigsaw PSHE scheme.

G: It is good that all children agreed they felt safe in school.

HT: yes

G: Curriculum (Nov 19) How do SLT Ensure that Subject Leaders are considering the Listed Questions?

HT: Subject leaders have been working with the CEO to do Deep Dives. The school has completed deep dives in Geography, PSHE, Computing, writing, reading, history. This gives subject leaders information to be able to answer those questions.

h. Staff survey

G: Only 18 responded – can this be improved upon?

HT: We have staff voice this week. Hopefully staff will attend this. I did ask why only 18 responded and asked for feedback but none was given. Any suggestions to get more participation without forcing people to answer would be helpful.

G: Workload reduction – only half said it had been effective?

HT: In a school like Beechfield where there needs to be a huge focus on improvement in all areas it is hard to reduce workload. This is going to be discussed in staff voice on Wednesday 5<sup>th</sup> Feb after school. Things we have done: minimal planning, minimal marking, now only one meeting a week. No staff meetings in weeks where there are parents' evenings and PPA time is planned with year group partners so that one can plan maths and one can plan English. However, staff have to ensure they are delivering a good education to the children and with the improvements which need to be made we may have to increase in some of these areas. As a SLT we need to ensure any work completed is impactful.

G: Q7 The school successfully meets the differing needs of individual pupils. 25% do not specifically agree – any comments?

HT: There are some pupils with very high behaviour needs who are waiting for specialist provision. There are some staff who do not feel confident about meeting pupils' needs with SEND and the SENCO will be helping us with this.

i. Staff council

G: Staff request more circle time provided by Pastoral Team?

HT: The pastoral team have been in class more, the SLT didn't feel circle time should be done by PST.

G: Staff Meeting: Is the strategy introduced to facilitate confidential discussions with the Head working for the Staff?

HT: My ethos is that I am always available for parents, staff and pupils. Staff either email me or come into my room and ask to talk privately then whoever is in there leaves us to it, or we go and find somewhere quiet to talk.

**Standing items:**

**14. Erasmus update**

The HT thanked TW for her work supporting this area. There is an administrator in place who has supported but they only started recently. The other countries visited for a week and there were visits to London, St Albans, the Tower of London and then a day in school where there were presentations about what they had learnt. The impact on BFS children meant that all children were able to attend a trip. Lots of the children had not visited London or been on a train and the children were so grateful for the experience.

G: How were the children chosen to go on trips?

TW: We picked in alphabetical order and then we changed the list if we knew children had not been to London for example. On the 15 March 6 children will be travelling to Hamburg with two members of staff. The children made applications and the parents completed applications. There were only three children who applied who could not be brought on one of the trips.

G: How did you deal with the children who were turned down who could not complete the application?

TW: We will be bringing five groups of six children to different countries as part of the process. There were some children who did not want to attend as some of the trips are seven days.

Governors thanked TW for her work.

**15. Finance update – report from finance meeting for information**

G: What is GAG?

HT: General Annual Account

The COO explained there was feedback from some local governors that they would like more information relating to the budget and finance. The budget is the schools although it is set by the Trust as the management is at the local level. There is a conscious effort being made to ensure the HT's, local governors and school business officers are more involved.

The finance report aims to keep governors updated. The school is working with an in-year deficit but the reserves are being used to cover this at the moment. The budget process will be starting for

Signed: 

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setting next year's budget and governors should be clear about what their priorities for spending are in the coming year.

Governors commented that they are pleased with the financial management from the Trust and appreciate the support, however, they want to make sure that they are involved in the setting of the priorities.

8.51pm Martin left the meeting

16. **Safeguarding** – Termly Safeguarding Report distributed prior to the meeting  
*A document was identified by a governor through training that the schools may find helpful. The CEO and HT's will review. The clerk will notify the CEO.*

**CEO/HT**

**17. Health and safety**

The COO explained the process for monitoring H&S in the schools:

- There is a H&S policy in place with local arrangements which the COO is reviewing the practice in schools to ensure it meets the requirements in the policy.
- A termly report is completed by the site manager and HT which is then returned to the COO. Any issues should be raised at the LGC meeting so that the clerk can ensure they are passed onto the Trustees.
- Annually a review takes place in the summer term with a governor present.
- Every three years there is an external audit by HCC.

G: The entrance to the car park is concerning as individuals are entering without permits?

HT: We are trying to carry out checks but there is some aggression from parents.

*There was nothing to report from the health and safety walk round. Clerk to notify the Trust*

**Clerk (Trust meeting)**

**18. Policy tracker review and policies due**

Policies reviewed and approved by Trustees:

- a. Parent/carer code of conduct

Polices reviewed and approved by Governors

- b. Home school agreement

**19. Training**

Governors were encouraged to complete online training on modern governor and update governor hub once completed.

*The governors approved an in-house training session on exclusions which will include the governors from the rest of the Trust. Nikita Mistry will email governors to check suitable dates.*

**Nikita Mistry/ All governors**

**20. Governor visits**

Name	Roles	Autumn	Spring	Summer
Mrs Lesly Adams	Pupil premium EYFS	Completed	HIP visit Regular meetings – HT Vocabulary review Medicine review PPG – with RAMA 12/2/20 EYFS 13/2/20	
Mr Martin Adams	Safeguarding governor.	Completed	Visit to be booked	

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	Health & Safety			
Prof Ramanarayanan Balachandran	Sports premium. Marketing	TBC	Marketing meeting Sports premium review – report to be sent	
Mr James Brown	Development Coordinator. Inclusion	Completed	Visit to be booked	
Mrs Nikita Mistry		Vocabulary review 27.11.19	Health and wellbeing – nurture award Pastoral Vocabulary review	

**21. Clerks update** – distributed via governor hub prior to the meeting

**22. Any other business**

- CTS have a Pre-school on site and they have announced closure today with effect from the end of July 2020. It is a valued resource as CTS do not provide 30 hours provision. The Trust is going to send a notice to the parents explaining what is happening and that it is being reviewed.
- Governor from LHS come to talk to the governors about their Ofsted inspection experience.
- Governors thanked SC for her attendance and answering governor's questions.

**Chair/Clerk**

**23. Items to be sent to Trust/ LABs**

*G: Should the school have transgender toilets?*

*SC: We can review at the Trust meeting and report back to governors.*

**24. Future Dates** – all meetings are at 7pm unless stated

	<b>Spring 2</b>	<b>Summer 1</b>	<b>Summer 2</b>
<b>BFS LGC</b>	24/3/20		2/6/20
<b>LHS LGC</b>	25/3/20		3/6/20
<b>CTS LGC</b>	26/3/20		4/6/20
<b>Governor Day</b>			10/07/20
<b>Trust meeting</b>	17/3/20	29/4/20	9/6/20
<b>Resources Committee</b>	3/3/20 at 11am	14/5/20 at 1pm	9/6/20 at 5.45pm 2/7/20 at 11am
<b>Trustee Day</b>			10/07/20

**Meeting ended 9.17pm**

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