

**Minutes of Beechfield Local Governing Committee Meeting held on
Tuesday 15th September 2020 via Zoom**

Name	Governor Type	Attended
Mrs Lesly Adams (Chair)	Co-opted governor	Attended
Miss Iram Ali	Staff governor	Attended
Prof Ramanarayanan Balachandran	Parent governor	Attended
Mr James Brown	Co-opted governor	Attended
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	Apologies
Mrs Sarah Wynne	Co-opted governor	Attended
Mrs Jennifer Batanga	Parent governor	Attended
Mr Andrew Chappell	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

Documentation sent prior to the meeting via governor hub:

Information to be completed on governor hub – *there will be an explanation at the meeting of how to complete*

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Keeping Children Safe in Education (KCSIE)
- Child protection agreement

Documents for information only

Clerks update documents

Governor training record

Terms of reference for LGC/ Trust/ Resources committee

IMAT Trustees minutes 02.07.20/ 26.08.20

Documents for comment

Agenda 15/9/20

Minutes from 6.6.20

Governor details from GIAS – are your details correct?

Admissions arrangements 2021-22

Beechfield School Brand Guidelines

BFS behaviour ladder

Headteachers verbal report

Risk assessment September 2020

September Opening Plan

BFS Exit interviews

Environmental sustainability policy

Finance and GAG report

Signed: (Chair)

Date:

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1. Welcome, apologies and consent

The meeting was quorate. Martin Adams has stood down as a governor. Governors thanked him for all his work. There are now three co-opted vacancies on the Local Governing Committee.

Andrew Chappell (Trustee) was welcomed as an observer.

2. Notification of any other business - None

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

4. Documentation to be read and approved via Governor Hub:

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Child protection agreement

Completed by all non-staff governors ahead of the meeting

The clerk will contact Jennifer Batanga as she has duplicate accounts on Governor Hub with two different email addresses.

Clerk/ Jennifer Batanga

5. Election of Chair and vice chair for one year

Lesly Adams was elected Chair for a year's term
James Brown was elected as vice chair for a year's term

The clerk will present to the Trust board

Clerk (Trust board)

Michelle Connell and Tanya Mortlock were appointed Associate members for a further year. Clerk to update Governor Hub

Clerk

The Chair and governors thanked the HT and her team for all their work over the lock down period and on organising the visit of the Prime Minister to the school. Andrew Chappell explained the school was chosen due to the fantastic progress results and their amazing work over the lock down period. The CEO has also explained that the school is doing very well and the HT explained the staff team are doing a great job and have worked really hard as a team to move the school forward.

6. Minutes of the last meeting 2.6.2020 and matters arising

The minutes were approved and signed electronically by the Chair of governors. All matters arising were completed.

7. Review documentation approved by the Trust (for information)

- Terms of reference for LGC/ Trust/ Resources committee
- IMAT Trustees minutes 02.07.20/ 26.08.20

8. Link governor roles to be allocated

There are three co-opted governor vacancies on the board. The Chair will review and governors were asked to let the Chair know if they know suitable applicants.

All governors

Signed: (Chair)

Date:

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Children Looked After	Sarah Wynne
Environmental governor	Jennifer Batanga
EYFS	Lesly Adams
Governor Development Coordinator	Nikita Mistry
Headteacher	Gillian Jackson
Inclusion	James Brown
Marketing	Ramanarayanan Balachandran
Pupil premium	Lesly Adams
Safeguarding governor	Sarah Wynne
Sports premium	Ramanarayanan Balachandran
Website	James Brown

9. Propose any changes to admissions for the Trust Board – distributed prior to the meeting via Governor Hub

G: Why does the sibling rule only apply to year five?

HT: We follow HCC policy for admissions.

The Governors had no suggestions for trustees to consider when setting the admission arrangements except a typo in paragraph two relating to the date

Clerk (Trust)

10. Headteacher report including

G: The staggered drop off has made the school calmer?

MC: Yes, it has helped to allow children in slowly even with the difficulties of making parents understand the new system. Playtimes are also working better as there are only two classes outside at one time.

TM: We are able to answer parent's questions as the parents are coming in slower.

HT: There have been lots of changes from the initial plan which have meant the staff have had to be adaptable. The changes were to allow for only 60 children in a bubble in case there should be a possible case. I would like to pass my thanks on to the staff for their work. The only downside has been that the Pastoral area cannot be used for its original purpose as the toilets are required. Teachers are working more hours as a result of the changes and there are high expectations. There is no end in sight at the moment so we need to ensure staff wellbeing is being looked after.

G: How are the toilets working with Reception using the Pastoral Suite?

HT: They have their class toilets it is only as part of their lunch routine.

The HT explained that some children have not completed any work whilst at home. The children who have been able to return in June have also presented more ready to learn. IA explained that initially the gaps were obvious in the classes, however, progress is starting to be made through adaptable lesson planning.

Baseline assessments will take place over the next few weeks so we can see if there has been any regression. There is also a focus on high quality teaching as this will have the biggest impact on the children's progress.

G: Are you on track to complete baselines in the first three weeks?

Signed: (Chair)

Date:

HT: Yes, they will be completed by Friday

G: Is the pastoral helpline open again?

HT: Yes, it is open 9am to 3pm.

G: The catch-up funding, has there been a decision regarding whether this is used for the whole Trust or for each school?

HT: We are recommending two morning teaching assistants to support interventions where there is specific need.

G: They would have to have very specific skills to support the children?

HT: Yes, we would have to employ the correct person and ensure there is appropriate support in place. They would be asked to teach as part of the interview process so would be able to gauge their ability. However, this needs to be reviewed by the Trust.

G: What happens if a member of staff cannot come in?

HT: We have a teacher who is teaching via Zoom as a result of a member of their household testing positive for Covid-19. A cover teacher and TA is there to support the children for the short term and then a TA will manage the class in the long term.

G: We have no budget for supply teachers so how is the cover teacher in place?

HT: We are managing as well as we can.

G: Have we received enough money for cleaning products?

HT: I am not sure as we are using a lot of hand sanitiser etc at the moment. It is difficult to know the exact cost for this area until we have measured accurate usage.

The chair explained there has been no further information regarding the government tutor grant. The HT explained that they would need to know the Tutor was able to complete the role effectively and would want to be able to appoint the member of staff.

G: How will the promotional video be used?

HT: A film crew is coming to film at the school for a day to create the video for marketing purposes.

G: How do we manage with children who are not allowed to be videoed?

HT: During the Prime Ministers visit we ensured children who were not allowed to be videoed had a sticker which made it clear not to film them. The video will be used on the school and Trust website.

G: Flu vaccinations, are they taking place?

HT: It is optional and will take place in November.

G: What is happening regarding governor visits?

The Clerk explained the NGA/ DfE guidance below:

Please see below extract from NGA newsletter published 11th September 2020:

Holding governing board meetings and governors/trustees visiting schools

Following the government announcing that the number of people allowed to meet socially is being reduced from 30 to six in England, amid a rise in coronavirus cases, we would like to take this opportunity to remind governing boards of the current Department for Education (DfE) and NGA position on governing boards holding face-to-face meetings and governors/trustees visiting schools at this time.

The DfE position on governors/trustees visiting schools set out in the July governance update has not changed and does not prevent governors/trustees going into schools. However, the DfE have been clear that when considering how to organise visits from governors/trustees, schools will need to consider their own risk assessments and how they will protect the health and safety of any visitors alongside staff and pupils, in line with government guidance.

NGA's position is that governing boards should continue to meet and govern remotely in order to support the considerable efforts that schools are making to maintain effective control measures and remain open amid the rise in daily cases and confirmed local outbreaks. We also recognise that governing boards and their clerks have, for the most part, transferred to virtual governance, speedily and effectively.

Signed: (Chair)

Date:

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Governors agreed that visits can take place in person (with social distancing) or virtually depending on the visit and governor's personal circumstances.

Branding and marketing

The HT updated governors on the new logo and branding. The uniform will be updated over time. TM explained that the documents are being updated and it is looking very effective.

Pupil numbers

There are 380 children at present however it is changing daily at the moment. The office is working hard to keep up to date. The main area with a space is the current year 6 which is impacting on the school's finances. There are also 81 pupil premium children which is a large increase of 21 children since the Covid pandemic started.

There are four Post Graduate Certificate students starting for the Autumn term from the University of Hertfordshire.

G: How were they allocated to you?

TM: We applied to the University and they allocate according to availability. They will be in school four days per week.

The governors thanked TM for her work on this area.

Governors details were confirmed as accurate and an updated version of the GIAS spreadsheet will be sent to the school admin by the clerk

Clerk

11. Review data from the summer term staff exit interviews

The HT explained that communication can always be improved and so this continues to be an area to work on. The governors discussed the feedback and the impact this will have on the future. Governors were pleased that the quality of teaching is being challenged and monitored.

12. Plan HT performance management Appraisal - to be completed by the 31st October

13. Overview of budget agreed by Trust

- The increase in lettings is very positive
- G: What is 'Other Premises', £46,000?
HT: It is all the cleaning contracts including cleaning materials.
- G: Does our financial officer benchmark against other schools in the Trust?
Trustee: There is a great deal of work completed around benchmarking and one of the advantages is where one of the schools is identified as overpaying for a service by comparison and so a new contractor has been employed.
- G: It would be interesting to see the expenditure linked to the school specific strategy/ plan to allow governors to have a full understanding?
HT: The school plan costings can be presented in the new school plan.

The clerk was asked to ask the Trust to include in the proforma.

Clerk (Trust)

- G: 46% of expenditure on staff salary and 23% & 15% Education/non-Educational staff. Are these numbers typical or similar across all schools within IMAT? Also, why are there differences across the schools?

Clerk to take to the Trust and also request the report for 2018/19

Clerk (Trust)

14. Review and update School Plan/ discuss targets

The school plan was reviewed at the July meeting with governors. The new plan will start to be put in place and so a review will automatically take place. There are complications as a result of Covid-19.

G: Will catch up etc be included?

HT: Improving progress and attainment is still an area for improvement but the actions will have changed particularly around the new funding allocated.

Standing items:

Signed: (Chair)

Date:

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15.Items from Trust board meeting: Environmental Governor to be allocated to monitor the Environmental Sustainability policies impact – completed under item 8.
Comments were sent for Trustees which the clerk will pass on

Clerk (Trust)

16.Governor monitoring visits – *Governors have been asked to contact the HT to arrange a visit in person or virtually depending upon need and circumstance.*

All governors

Governors were interested in a virtual tour of the school. Rama and the HT will discuss

RR/HT

17.Safeguarding

- Staff have all read Keeping Children Safe in Education.
- There are no concerns at present
- Volunteers are being considered returning to school within the next couple of weeks
- The HT will be attending asbestos training

18.Health and safety

- A health and safety walk is being completed in two weeks' time
- There will be a fire drill on Friday
- There will be a lock down practice this term
- *There are no H&S concerns to report to Trustees*

Clerk (Trust)

19.Policy tracker review and policies due – *Child protection policy to be updated with the Child protection governor for the school*

Clerk

20. Training

Governors asked the clerk to check with the COO how many courses are available and which courses would be suitable for the LGC's to complete. The Clerk will speak to Nikita Mistry regarding organising.

Clerk (Trust)

Sarah Wynne will complete Safeguarding governor training

SW

21.Clerks update

- Changes to KCSIE
- Confidentiality
- DFE webinar – Supporting pupils
- Free DFE training
- Governor/ Trustee planner
- Ofsted – Autumn visit
- Statutory policies DFE
- Teachers pay increases
- Suggested agenda items
- Cheat sheet PE premium

22.Any other business

The chair thanked everyone for their contribution to the meeting and taking on the roles for the governing body. The governors also thanked the HT and her team for all their work last term and starting this term off so successfully.

The Trustee explained how proud the Trust is of all the work which has been completed in the school.

23.Items to be sent to Trust/ LABs

- Lesly Adams was elected Chair for a year's term/ James Brown was elected as vice chair for a year's term

Signed: (Chair)

Date:

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The clerk will present to the Trust board

Clerk (Trust board)

- Admissions arrangements 2021-22 - The policy was approved with a change in a typo in paragraph two relating to the date
Clerk (Trust)
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HT: The school plan costings can be presented in the new school plan.
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Clerk (Trust)
- Clerk to check change of dates June with the Trust board and whether the Governor day will be taking place on the 2nd October
Clerk (Trust)

24.Future Dates:

Clerk to check change of dates June with the Trust board and whether the Governor day will be taking place on the 2nd October

Clerk (Trust)

LGC: (7pm)

Autumn term:

15th September BFS

16th September LHS

17th September CTS

10th November BFS

11th November LHS

12th November CTS

Spring term:

2nd February BFS

3rd February LHS

4th February CTS

Summer term:

8th June BFS

9th June LHS

10th June CTS

Governor open day 9th July 2021

15th December 2020 meeting and AGM

Signed: (Chair)

Date:

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Meeting ended 8.51pm