

**Minutes of Beechfield Local Governing Committee Meeting held on  
Tuesday 10<sup>th</sup> November 2020 via Zoom**

<b>Name</b>	<b>Governor Type</b>	<b>Attended</b>
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	Attended
Mrs Sarah Wynne	Co-opted governor	Attended
Mrs Jennifer Batanga	Parent governor	Attended
Mr James Roach	CEO/Trustee	Attended
Mrs Sharon Carlyon	COO	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 for information only**

Clerks update documents

IMAT minutes

**Documents for comment**

Agenda 10.11.20 and supporting documents

Minutes from 15.09.20

HCC Pupil planning numbers

7. HT report

7. 7.10.20 Staff council notes

8. BFS Plan 2020-21

8. Catch up plan 2020b

10. Website checklist

13. Risk register

14. Termly safeguarding report

16. Policies

- Home school agreement
- Send Information report
- Health and safety policy
- Home Learning

18. Academy Governor Role Descriptors from the DFE

**Meeting started at 7.01pm**

**Action:**

**1. Welcome, apologies and consent**

The meeting was quorate and James Roach (CEO) was welcomed to the meeting.

**2. Notification of any other business - None**

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

**4. New pecuniary business interests to be recorded – No new interests were recorded**

The first edit of the BFS marketing video was shown to governors. Governors were very pleased with the video and thanked the school and Trust for all their work. The HT explained that the video had been shown to the children and they were very pleased with it.

**5. Minutes of the last meeting 15.9.20 and matters arising**

Minutes were approved and will be signed electronically by the Chair. All matters arising were completed except:

*Item 8: 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. UPDATE: There is a possible staff governor, however, governors discussed the need to maintain a balance on the governing board between community, parent and staff governors. The possible applicant will be spoken to regarding the possibility of supporting on another board within the Trust by the HT. Governors were asked to speak to prospective community governors*

**HT/All governors**

*Item 16: Governors were interested in a virtual tour of the school. Rama and the HT will discuss. UPDATE: The governors discussed the practicalities of a virtual tour of the school and the HT will look at how the children could put something together for the governors around a particular curriculum area.*

**MC/HT**

Item 23: Items to be sent to Trust/ LABs – The Trustees have not met yet to answer

- 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)**

- *Admissions arrangements 2021-22 - The policy was approved with a change in a typo in paragraph two relating to the date*

**Clerk (Trust)**

- **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 stuff. 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)**

- Environmental Governor to be allocated to monitor the Environmental Sustainability policies impact. *Comments were sent for Trustees which the clerk will pass on*

**Clerk (Trust)**

- *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)**

- *Clerk to check change of dates June with the Trust board and whether the Governor day will be taking place on the 2<sup>nd</sup> October*

**Clerk (Trust)**

**6. Response from Trust regarding LGC comments – The Trustees have not met to discuss yet**

The Chair fed back that she listened into the HIP meeting today and the HIP observed that there has been an improvement in progression, consistency, and behaviour across the school. The Chair explained she was very proud to hear so many positive comments and the Chair thanked the HT and her team for all their work on the School Improvement journey. The HIP also fed back that the

community feel has been improved through the process of lock down. The CEO explained that the feedback was also that the governor support is strong for the school. The Trust are equally proud of the school and the rapid improvement.

## 7. Headteacher report including

### Key points from the HT:

- 412 children on roll today. 384 in the main school and 28 in the nursery. The school is very pleased with the increase.
- The school has completed tours of the school prior to lock down two. The deadline for reception applications is the 31<sup>st</sup> January 2021. The marketing manager is adding a landing page for new parents including a nursery tour, the marketing video and a welcome from the HT to the school website.

7.34pm Rama joined the meeting

- There have been positives of the pandemic which the school will maintain. The lunchtime has had to be reduced as the school field cannot be used due to the wet weather.
- Baseline assessments have taken place and further assessments will take place next week.
- Vulnerable children have been assessed and supported to ensure they are receiving the appropriate interventions and support. The HT is confident that the children who need help have been identified.
- G: Has the meeting between the three schools taken place regarding Cornerstones?  
HT: It was postponed but LHS are confident in the delivery and will be coming to support the school.  
EHT: We prioritising the use of the assessment element first across the three schools.
- EAL Children who have not spoken English at home during lock down have found it harder to maintain their language skills as a result the school has put a plan in place to support the groups rapid improvement.  
G: There isn't an EAL policy on the school website, should we have one?  
HT: We do not have one at present but it is part of the school Equality policy.
- The HIP is observed that the school has a clear progression plan across the year groups for all subjects. There was also an improvement in consistency and quality of teaching. Behaviour was commented on in particular as the school was calm during the visit reflecting the improvements which have been actioned.
- The school has received £28,000 in Catch up funding and this will be used to support teaching children who have English as an Additional Language which includes direct teaching support and an accredited course which the HT will be completing. There will also be individualised support for SEND children. The CEO explained that the HT is to be commended as the plan in place supports the school long term rather than being spent for short term improvements only. The school will also invest in 'Talk for writing' to support English which will be a two-year consultancy package starting in January 2021. Also, a morning only TA will be employed to support year 5 through the catch-up funding.
- G: Will there be any funding left?  
HT: 'Although there appears to be funding left over on the plan, the costs of the additional TA had been inadvertently omitted. All funds have been allocated
- Children are now completing their homework via Google classroom so that they are able to access if the class bubble should be closed or they individually have to self-isolate. Two bubbles have been closed in the last half term. A staff governor who was teaching the group explained that it has worked very well and has also been used to support single children who have been self-isolating.
- G: We don't talk about why our Trust is more inclusive than other schools, particularly with remote learning?  
EHT: The SEND team carry out a lot of work and this includes remote learning but it is definitely worth considering.

- Tanya Mortlock gave a verbal update on attendance in comparison to the same point last year. At present attendance is 92.4% which is an increase from last year. Pupil premium (PP) children's attendance is 95% which is the same as last year. This compares favourably with national which is 89%. There is speculation that the improvement may be because families are not travelling overseas to see families.  
G: If children are self-isolating, are they counted as absent?  
HT: No, they are not counted as absent as long as they are present for registration on Google Classrooms.  
G: Are there parents who have been told to self-isolate?  
Tanya: Yes, and there is support in place for them.  
Staff attendance last year at this point was 69.2 days. This year it is 170.5 days but if one member of staff who is on long term unpaid absence is removed it drops to 39.5 days.
- Tanya Mortlock updated verbally on Behaviour. The school has seen a reduction in the use of reflection times to manage behaviour. Children are not allowed to leave their bubbles and so the teachers have to manage the reflection time themselves which has led to more ownership. The Senior Leadership Team (SLT) have reviewed transition times and the language which teachers are using has been improved to have more positive reinforcements for children's behaviour at these key points in the day.
- Pupil voice has been collected and Tanya Mortlock gave a verbal update on the responses from children. There was some misunderstanding around the difference between bullying and unkind behaviour. As a result, the school has completed assemblies and worked with the children. At the next Pupil voice collection comparison can be made to see if the work completed has improved comprehension.
- Michelle Connell updated verbally on Pupil Premium (PP) children. There are currently 99 children on the PP list which is an increase of 28 children since the start of lock down. This is 24% of the school population. The SLT have reviewed the barriers to learning for these particular children and identified that there are minimal numbers of children who have barriers. This has led to a reorganisation of how the grant should be best spent to support this group and SLT have agreed to a plan to support improvement in quality first teaching as this is likely to have the greatest impact. The HT has facilitated workshops where staff can feedback on training around what quality first teaching looks like. Year 1 in particular has the biggest gap between the PP children and the rest of the cohort. The children were assessed twice to ensure that the data was correct and the children were identified as having gaps at a basic level. A plan has been put in place to support these children with rapid improvement to ensure they do not fall behind their peers. Interventions have been in place since week two.
- G: Ofsted has said there has been regression for children during lock down?  
EHT: There has been significant regression for the younger year groups which the school has had to support. However, all children across the country are in the same place and so we need to support all children to achieve.  
G: There has been an increase in PP numbers due to Covid-19 and so we need to make sure that we are offering the appropriate support now that there are larger numbers included?  
EHT: There has been regression of around 30% nationally which is reflected in the Trust schools. There has been comparative work around vulnerable groups to reflect the increase group size.
- Eco Council is now up and running

## 8. Review and update School Plan/ discuss targets

The HT asked that the governors to review the BFS plan 2020-21 and comment via Governor Hub

**All governors**

## 9. Governor visit reports to include an update from the chair on recent Trust day

Name	Roles	Autumn	Spring	Sumr
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Mrs Lesly Adams	EYFS Pupil premium	Meetings booked for both areas before the end of term		
Prof Ramanarayanan Balachandran	Marketing Sports premium	Meeting booked virtually for Pupil Premium. Sports premium to be booked		
Mr James Brown	Inclusion Website	SEND policy has been reviewed and a meeting is being booked		
Mrs Nikita Mistry	Governor Development Coordinator Health and wellbeing	Virtual conversations have taken place regarding Health and wellbeing		
Mrs Sarah Wynne	Children Looked After Safeguarding governor Health and safety	Virtual conversation to be booked		
Mrs Jennifer Batanga	Environmental governor	Virtual conversation to be arranged by the HT		

**All governors**

Governors discussed the best way to contribute to and review documents via Governor Hub. Staff governors were asked to comment on documents as well as their input is invaluable. Governors agreed to comment on the notice board thread so that any discussion is available to all

**All governors**

#### **10. Governor to complete a school website audit**

James Brown was thanked for his review. Administrators are making changes at present and have been asked to make sure they are in place by the end of the term. *James Brown was asked to review the website again in the new year and report back to governors*

**James Brown**

The chair thanked James for his work on completing the audit.

**G: Can we add a photo and vision statement on the website for the Chair and HT.**  
**HT: Yes, I will add**

**HT**

#### **Standing items:**

#### **11. Items from Trust board meeting – None to report**

#### **12. Finance Update – covered under the HT report**

- The Auditors are reviewing the 2019/20 budget at present.
- *The forecast is being updated to include the accurate census figures from October and will be sent to governors once available which will include all three schools headline figures.*
- The increasing numbers at BFS is having a positive effect on the school's budget and the reduction in the deficit.

**HT**

#### **13. Risk review**

- The biggest risk to the school is pupil numbers and the school is working hard to encourage parents to join and stay at the school.
- The EHT explained that there are more school places than children in the local area at present. The Trust, school and HT are working hard to increase the numbers.
- The governors discussed the need for clear communication between the Trustees and LGC to ensure that there is a clear understanding of the local risks and management of identified risks moving forward.
- **G: Why is parent communication included?**

EHT: We need to ensure we have high quality communication to parents and that the communication is branded and professional.

- G: Can we make parents aware of all the advantages to being part of the Trust?

EHT: Yes, we will be making the Trust plan available to parents and ensure they are aware.

- G: The pupil number lag in funding takes three years to have an impact but marketing and branding can improve this situation quickly. Do the Trust reassign marketing funding to ensure that the school in the most need is supported?

EHT: Yes. We are also monitoring the birth numbers etc and the housing developments in the area. The school needs to be the first choice for parents and we also need to be aware that the schools are very close together and so we do not want to children to leave one Trust school for another.

- *Governors asked that the entrance gate to the school be raised as a risk to the Trustees*  
**Clerk (Trust)**

#### **14.Safeguarding**

*The Termly report to governors was distributed ahead of the meeting and will be reviewed with the Safeguarding governor*

**HT/ Sarah Wynne**

#### **15.Health and Safety** covered under the HT report

- The KS2 building was reviewed on the 1<sup>st</sup> October.
- The Business Continuity Plan has been completed and will be reviewed by the H&S governor
- The Asbestos log within the school needs to be part of the induction log so that teachers are aware of any issues within their classrooms.
- *Sarah Wynne was allocated as H&S governor and was delegated authority to review the Business Continuity Plan*

**Sarah Wynne**

*There are no Health and safety risks to report to the Trustees*

**Clerk**

#### **16.Policy tracker review and policies due**

The following policies have been approved by governors

- Home school agreement
- Send Information report  
Governors were impressed by the format and congratulated Lizzie Butler on her work.
- Health and safety policy
- Home Learning
- *Business continuity plan – Governors delegated authority for the review of the plan to the Health and Safety governor as there are personal staff details included*

**HT/ Sarah Wynne**

Governors were pleased with the Equality Plan on the school website and the feedback from the HT which is included. *The Equality policy will be reviewed at the next meeting*

**Clerk (Agenda)**

#### **17. Training**

TRAINING COMPLETED:

Governors reported back that they had attended Exclusions training and that it was well run.

TRAINING FOR ALL GOVERNORS TO ENSURE THEY HAVE COMPLETED:

Training required Online Via Governor Hub

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

Training required in person to be booked online Via Governor Hub

- Induction
- Complaints
- Exclusions

RECOMMENDED TRAINING:

The clerk asked governors to listen to the webinar by Better Governor titled: Balancing Support with challenge during Covid-19. It relates to the strategic level of challenge which should be in place from the governors and ensuring that governors are carrying out their role appropriately during the pandemic. [https://youtu.be/CEH2Zr\\_oDP8](https://youtu.be/CEH2Zr_oDP8)

**All governors**

**18. Clerks update**

The clerk briefly explained the new document from the DFE called 'Academies Governance role descriptors' which explains the different levels of governance within a Trust.

*The governors were reminded that the AGM will take place on the 15<sup>th</sup> December 2020 at 6pm and is likely to be virtual. Invitations will be sent as soon as available*

**All governors**

**19. Any other business - None**

Governors asked if the Marketing manager could write a paragraph on how to become a governor for the school website and the CEO explained it is being completed at present and will be available within the next few weeks.

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

*Governors asked that the entrance gate to the school be raised as a risk to the Trustees*

**Clerk (Trust)**

*There are no Health and safety risks to report to the Trustees*

**Clerk**

The chair thanked all governors for their work and contribution to the school.

**21. Future Dates**

LGC: (7pm)

**15th December 2020 AGM at 6pm**

Spring term:

**2nd February BFS**

3<sup>rd</sup> February LHS

4th February CTS

Summer term:

**8th June BFS**

9<sup>th</sup> June LHS

10th June CTS

**Governor open day 9<sup>th</sup> July 2021**

**Meeting ended 9.04pm**