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**Minutes of Beechfield Local Governing Committee Meeting
held on Tuesday 14th June 2022 at 7pm via Zoom and at the
school**

Name	Governor Type	Attended
Lesly Adams (chair)	Co-opted governor	Attended
Iram Ali	Staff (Teaching) Governor	Attended
Prof Rama Balachandran	Parent governor	Attended
Jennifer Batanga	Parent governor	Attended – on screen
James Brown	Co-opted governor	Attended – on screen
Emma Hill	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
Jade McNamara	Staff (Support) Governor	Attended – on screen
Kennedy Rodrigues	Co-opted governor	Attended
Sarah Wynne	Co-opted governor	Attended
In attendance		
Tanya Mortlock	Writing	Attended – on screen
Emily Fuller	Maths	Attended – on screen
Rachel Morgan	Early reading and phonics	Attended – on screen

Governor challenge is highlighted in yellow

Governor actions are highlighted in italics

Questions, answers and comments from Governor Hub in appendix A

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

Meeting started at 7.05pm



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Action:

1. Welcome, apologies and consent

The meeting was quorate. The chair welcomed everyone to the meeting.

2. Notification of any other business

There was no notification of any other business.

3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared. The clerk confirmed that the website, GIAS and Governor Hub had been reviewed and all governor details of pecuniary interest are up to date.

4. Minutes of the last meeting (01.02.22) and matters arising

The minutes were approved and will be signed electronically by the Chair. All matters arising are completed or agenda items.

5. Election of Chair and vice chair for a term of one year from Sept 22 for recommendation to Trustees

Chair – Lesly Adams was recommended by the committee to be elected for a term of a year.
Vice-chair – Rama Balachandran was recommended by the committee to be elected for a term of a year.

6. English, maths and science update – Ofsted inspection and Curriculum

The HT thanked the staff for all their work during the Ofsted inspection.

Iram Ali – science

The inspector was very interested in why we have the curriculum in place? Intent, Implementation and Impact. They wanted to see evidence of anything staff said. They spoke to children and observed lessons across Reception to year six. They wanted to review learning across the years. Year six children were spoken to and they were able to explain their prior learning. The school has had fluency starters in place in all classes. The school has focused on vocabulary and the Ofsted inspector was impressed with the language the children were using scientifically. They wanted to see the disciplinary and substantive knowledge. The school was clear they are working towards this and that there was activities being used as part of substantive knowledge. They asked what next for me and that I explained I am improving my knowledge of early years. They asked about staff training and how I would support staff with needs. I explained the staff CPD and curriculum/ medium term plans which are in place. CPD was reviewed for staff.

Emily Fuller - maths



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I am covering maths as the leader is on maternity leave. He wanted to know what the priorities are and the aim for the children to be confident learners who are not afraid to make mistakes. Enrichment and life experiences. We have a fluency starter and I/ we/ you do approach. White Rose is used and the small steps for children. Teachers are able to spend longer on a subject if the class needs. The booster groups and tutoring was explained. The calculation policy has been streamlined. I explained what a maths lesson would look like before he carried out observations. I explained we are pushing vocabulary, fluency starters and open ended challenge for greater depth children. The last 7 minutes exercise to review the learning was in place. I explained why we are using White Rose. Maths was lower than reading previously. There was a staff survey and they were concerned about children's problem solving which is embedded in White Rose and reviews the missed learning from Covid. SEND were discussed and how high quality teaching, scaffolding are used. He wanted to know how staff know what to teach so I explained the long term plan and policy for methods. We spent 10 minutes in each class from Early years to year six. The Early years programme was explained. The consistency of what was delivered was what I had told him he would see. He was impressed with behaviour across the school.

Rachel Morgan – Early reading and phonics

They spent the whole morning on the first day reviewing the area. The Read, Write Inc programme has supported the school. There are development days which have taken place for staff. The inspector knew the programme which was a benefit as she then understood what the school was doing. We reviewed data and where the school wants to go. We have invested in development days and sessions to develop at the beginning of the term. We reviewed KS1 phonics and there was one little boy with tongue tie who was able to say his green words. She was really pleased with everything that she saw. We watched TA's reading with children. We need to tighten up on language staff need to use when interacting with children as there was a tendency to say 'use your phonics' which is quite broad. The children have been in guided reading groups in Early years. We are looking at Fresh start for children who have fallen behind which will support year five and six which is more age appropriate. I was really proud of how the school supports phonics.

G: The phonics is being used in my home by my child and it is good to see the programme being used at home.

Tanya Mortlock – writing

There are developments which are taking place with 'Talk for writing' and CPD is taking place. We are following new strategies as a result of the questions from staff. The teachers found it really useful to embed the strategies. We are also taking on the planning as well as the plans make it easier for the teachers to have a starting point. The long term plan will include the genres and the school is making sure there is the appropriate diversity and rich text in the texts used. The programme should support the children with EAL and other children who do not have the opportunity for conversation outside of school. Talk for writing, allows for all units to be split into three stages: Imitation (the text is drawn out in pictures etc, the spelling and grammar is included), Innovation (they magpie ideas from each other and plan the text) and then Independent writing where they write and edit themselves. The skills from the first two stages support the final stage.

G: Because the standard is already high. How long until implementation?



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TM: We are not restarting, we are refining and using the plans to support teachers as a base. The teachers can decide how long they need to take to implement the learning.

G: So before independence, there are examples and models in place?

TM: In the imitation and innovation stage there will discussion around one discussion area and then they look at a different discussion area during independence.

G: Will you have to buy new texts?

TM: We have budgeted for the extended package.

The HT explained there is a real strength in the SLT and that it has really developed over the last two years.

IA: There was a discussion around what the school have done to support children as a result of Covid and we were able to articulate the adaptations to the curriculum.

Emily, Rachel, and Tanya left the meeting 7.36pm

7. Communication from the Trust

- a) Response from Trust regarding LGC comments – None to report
- b) Information and documentation from the Trust
 - i. Trustees' minutes 24.11.21 [available on Governor Hub](#)
 - ii. Risk Register [available on Governor Hub](#)

The Chair explained that a key area is facilitating growth in the Trust. Governors need to actively promote new schools joining the Trust whenever they can. The DfE's goal is to have all schools in a Trust of ideally 7,500 pupils/10 schools. The Trust could be forced to merge if they cannot start growing. All members of the Trust have been asked to actively promote the Trust with other schools.

- c) *Recommendation of LGC terms of reference for approval by Trustees*

Governors recommended the LGC terms of reference for approval by Trustees.

Clerk

8. Chairs update

The chair highlighted that Behaviour and Attendance data are improving.

- a) Termly Chairs meeting report
 - ☐ The Chairs questioned whether our hard working HTs are paid 'commensurately'. The COO/Finance explained that salaries are in the middle of the relevant range for size of school/experience etc. And a close eye is kept on the rates being offered by other schools in the area. This is something that the Chairs will also be keeping an eye on going forward.



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- ☒ We also queried the retaining of the Marketing person, whose appointment was initially a temporary appointment but is now permanent. The COO and CEO assured us that it is good value for money given what has been achieved and as she will be looking to actually bring money into the Trust in the future.
- ☒ Strengthening Governance - BFS came out well here. Just to point out that I have advocated for a change to the SEND structure for quite some time. The other 2 schools agreed and The Trust has now approved each school appointing its own part time SENCO/Head of Inclusion in addition to Lizzie Butler who oversees the 3 schools. Also, the HT has wanted some kind of 'hardship fund' to help those of our families in greatest need. Again we have pressed the Trust on this - along with support from our HIP and there will now be an element of 'discretionary fund' withing the PPG fund.
- ☒ EDI survey - there was a good take up from staff - we have thanked them. The response was positive overall.
- ☒ The Trust is also putting in place a Menopause policy.
- ☒ SEND and SUSTAINABILITY are high on the government agenda.
- ☒ The Trust has had an external audit.

- b) Governors to complete annual skills audit [Link here](#) – Governors were asked to forward to the clerk once completed

All governors

- c) Plan for the Governors day on the 15th July 2022

Governors' Day – Governors are going to come in for the morning and review the school priorities. There will be a lunch to celebrate the Ofsted inspection.

- d) Governing body changes
BFS – Kennedy Rodrigues safer recruitment checks have been completed.
- e) Governing body roles for 2022/23 – notification to be streamlined across all boards for Sept 2022
- f) Exit interview feedback (*from matters arising*)

The Chair fed back on the recent exit interviews and learning from the conversations. The school is still readvertising for positions as they have been unable to find the right person.

9. Finance report – budget review

The budget was delayed as a result of the Ofsted visit. It will distributed once approved by Trustees to all governors.

HT

10. Headteacher report



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Documents distributed prior to the meeting and taken as read: HT report June 22, BFS SEF – May 22, SCR and safeguarding audit, BFS attendance, Behaviour analysis, BFS SEND Learning walk April 2022, Pastoral report 20.5.22, 220419 JDB Note of visit, EDI summary, Staff EDI survey results, Letter to governors

Governors thanked the HT for her report which was very thorough and there is good transparent communication.

a) Safeguarding

- i. The termly report has been completed by the HT and the safeguarding governor
- ii. Any Safeguarding issues to discuss – none raised at the meeting.

b) Health and safety

- i. Summer termly H & S audit to be completed by the HT and site manager and reviewed by the LGC.
The H&S summer audit will be sent to governors once available via Governor Hub

HT

ii. Any H&S issues to discuss

On Thursday 26th May 2022 there was a school lockdown. Police had stopped a suspect in a car with a stinger across the road. The car had come to a halt but police were unable to detain the suspect. He ran through the houses, climbed a tree, jumped over the fence into the Beechfield Bungalow. A member of staff was outside with two children, the man looked at them, winked pulled his hoodie up, jumped over the bungalow fence and ran down the field. He scaled the 8ft fence to the railway line. The Police then entered school site. They asked for all children to go inside. Members of staff were all excellent. Initially they didn't know what was happening but dealt with the whole situation in a calm and professional manner in line with our lockdown procedure. We had a debrief on Friday 27th May – the police came to school. They agreed there was nothing school could have done to stop that man from entering and that the site is as safe as it can be. Staff have regular reminders about ensuring all external doors can't be opened from the outside. We will continue to ensure this.

c) Premises

- i. Update of Condition Improvement Fund (CIF) projects
 - ☐ Electrical rewire – not successful
 - ☐ Resubmit heating project – not successful
 - ☐ Doors fitted in February half term – some were incorrectly measured so waiting for them.

d) BFS – Ofsted update

- ☐ Governors fed back that it was a very supportive experience and the care for the school was evident.
- ☐ The support from the other Trust schools was amazing and it was a definite community effort.



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e) Children's progress and attainment

Data from SATs will be moderated next week. There is a moderator coming from HCC to review writing. The school is moderating with CTS with a HIP.

Once available the results from the phonics, timetable test, KS1 and KS2 SATs will be sent to Governors via Governor Hub for review on Governor Day

HT

G: Where will the TA's be next year?

HT: We will be reviewing and report once the staffing structure has been set.

G: The Early years data looks very concerning?

HT: The children came in at a low level and we are aiming for 50% to be at age related expectations. The children have been adversely effected. The catch up TA has supported greatly and offered targeted basic support. There has been progress for all children but again they started at a low level.

G: We are monitoring and moderating results to ensure the results are accurate.

f) HIP visit feedback and progress against actions

There was a HIP visit today and the report will be distributed via Governor Hub once available.

HT

The HT will be targeting alternative areas this year including playtime and gender perception during unstructured time.

g) Equality, Diversity and Inclusion

Kennedy Rodrigues has reviewed the EDI plan with the HT and the plan will be focused to have fewer targets which are more focused for the next year. The EDI staff survey has also been reviewed and needs to be incorporated into the plan.

11. Review and update School Plan

Documents distributed prior to the meeting and taken as read: School plan 2021-22 May 2022

School plan to be reviewed at the Governor Day

All governors/ Chair

12. Governor visit reports

Area for review	Governor allocated	Visit completed
Curriculum	Emma Hill	10.5.22 Geography curriculum – report on Governor Hub



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Environmental governor	Jennifer Batanga	6.5.22 report on Governor Hub
EYFS	Lesly Adams	22.01.22 report on Governor Hub
Health and safety	Sarah Wynne	6/9.6.22 report on Governor Hub
Inclusion	James Brown	The report could not take place.
Pupil premium	Lesly Adams/ Rama Balachandran	HIP visit and learning walk with the PPG
Safeguarding/ Children Looked After	Sarah Wynne	6/9.6.22 report on Governor Hub
Sports premium	Rama Balachandran	Review taken place and another one being completed for the end of the year
Arrangements for SATs	Lesly Adams	11.05.22 report on Governor Hub
EDI	Kennedy Rodrigues	10.05.22 report on Governor Hub

13. Policy tracker review and policies due

Documents distributed prior to the meeting and taken as read: Behaviour policy

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies
 - BFS – Behaviour policy
 - The behaviour policy has been updated and was reviewed and approved by governors for use until the 30th June 2025.

The HT will upload the policy to Every and send the finalised policy in pdf format to the clerk to update on the website and Governor Hub.

HT /Clerk

14. Training

- a) Ideas/requests for future sessions
 - Governors requested further training on EDI*

Clerk

Grants and finance training governors to put on GH if completed or attended

All governors

- b) Governor training booked /to be booked/ completed



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Training required Online Via Modern Governor

- ☒ Introduction to governance one [Link here](#) and two [Link here](#)
- ☒ Prevent [Link to Modern Governor](#)
- ☒ An introduction to safeguarding and child protection [Link to Modern Governor Course](#)
- ☒ Safeguarding and school governance [Link to Modern Governor course](#)

Training required in person to be booked online Via Governor Hub

- ☒ Handling Academy Complaints [Link to book with HFL](#)
- ☒ Exclusions [Link to book with HFL](#)

Training completed since last meeting

Lesly Adams

Grant Funding

24 Feb 2022

Emma Hill

Behaviour & Race Equality and Anti-Racism Briefing

28 Apr 2022

Kennedy Rodrigues

Behaviour & Race Equality and Anti-Racism Briefing

28 Apr 2022

Training to be booked:

Kennedy Rodrigues

- ☒ Prevent [Link to Modern Governor](#)
- ☒ An introduction to safeguarding and child protection [Link to Modern Governor Course](#) – 13/6/22
- ☒ Safeguarding and school governance [Link to Modern Governor course](#) – 13/6/22
- ☒ Handling Academy Complaints [Link to book with HFL](#)
- ☒ Exclusions [Link to book with HFL](#)

15. Clerks update – *Distributed via Governor Hub*

- ☒ [KCSIE 2022](#)
- ☒ Webinar – Schools white paper – Better governor webinar [Click here](#)/ HFL blog [Click here](#)

16. Any other business

None requested at the beginning of the meeting

17. Future Dates (See supporting documentation)

Date	Start	Meeting
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Tue 20 Sep 2022	19:00	Local Governing Committee
Tue 8 Nov 2022	19:00	Local Governing Committee
Thu 8 Dec 2022	19:00	Trust AGM
Tue 7 Feb 2023	19:00	Local Governing Committee
Tue 6 Jun 2023	19:00	Local Governing Committee
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day

Meeting ended 8.36pm

4. Matters arising from 01.02.22

Action	Update/ notes/ agenda item to be covered under
<p><i>Item 6: An updated version of the plan and link to the demo website will be sent to the clerk for distribution via Governor Hub</i></p> <p style="text-align: right;">Marketing manager/ Clerk</p>	Completed
<p><i>Item 8: Governors were asked if they could take over the role of Governor Induction and training. Governors can contact the chair if they are interested in taking on the role.</i></p> <p style="text-align: right;">All governors</p>	To be reviewed in September 2022
<p><i>Item 8: The HIP report will be posted once available.</i></p> <p style="text-align: right;">HT</p>	Completed
<p><i>Item 13: Trust training for all governors:</i></p> <p><i>24th February 2022 at 6pm via Zoom – Income from grants</i> <i>27th April 2022 at 6pm via Zoom - Finance</i></p> <p style="text-align: right;">All governors</p>	Completed
<p><i>Item 17: Clerk to update Governor Hub and create a welcome meeting with Kennedy Rodrigues.</i></p> <p style="text-align: right;">Clerk</p>	Completed

Discussion via Governor Hub:



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Lesly

1 Why are pupils moving to Nascot Wood and Knutsford school ?

Both pupils live nearer to those schools.

2. How many pupils into Nursery in September (on the understanding that this could/will change)

We have a few spaces currently for nursery. 19 am children and 18 afternoon children (9 of these are 30 hours so in both sessions) we always have a few more before September we have 3 siblings waiting for January intake

3.The 4 pupils going on to the grammar schools - are they siblings of someone already there?

3 have siblings and 1 got in on their own merit

4.Any updates on new class teacher recruits?

Going to interview 2 people for the teaching jobs this week

5.Ofsted Parent view says 95% of parents said they would recommend BF to other parents - 103 responses which I think shows how parental engagement is improving - historically surveys have had very low uptake !!!

6 Was the PREVENT referral followed up ? How ?

Yes Prevent followed up with the local authority that the child moved to and Children's Services

7.Staff survey "I think that there are favourites" - could you put this into context for us ?

How many ?

1 reply

8.Behaviour incidences are DOWN - the behaviour policy is having IMPACT

9. Our attendance during lockdown was above National - how is it comparing now ?

Haven't got national figures for the summer term.

10.Is there data available from the Y2 "SATS"/Teacher Assessments?

Year 2 data is being moderated next week

11. Our thanks have been emailed to the Heads of CT and LHS , James R and Sharon and our HIP for their tremendous support both practical and moral during Ofsted but we should also minute it in our meeting.

12.Additional support in Y3 is NOT continuing in September - why ?

Year 3 will just have a class TA but not the 'recovery'

13. School led tutoring to continue next year ?



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yes school led tutoring has been budgeted for

14. Our PPG children seem to be still showing quite big gaps with non PPG in Attainment ?
What is in place for them now...and next year ?
at the next assessments we will be relooking at provision

15 How did the meeting go for "new to Reception" parents ?
new Reception meeting was well attended

16 . Congratulations to everyone involved in dealing with the INTRUDER incident - the police confirmed that our Safeguarding was /is great !

17 Thanks to Sarah for raising the issue of our HT's wellbeing ..who does she have to consult/download to ??? We must be vigilant here on her behalf.