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Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 8th November 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
James Brown	Co-opted governor	Attended
Emma Hibberd	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
Kennedy Rodrigues	Co-opted governor	Apologies
Sarah Wynne	Co-opted governor	Attended
In attendance		
Emily Fuller	Maths	Attended
Tanya Mortlock	Reading	Attended
Melissa Couronne	SENCo	Attended
Rachael Morgan	Read, Write, Inc	Attended

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

Action



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1. Welcome, apologies and consent

The meeting was quorate. Members of staff were welcomed and introduced at the meeting.

2. Notification of any other business

There was no notification of any other business declared.

3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared.

4. Minutes of the last meeting (20.09.22) and matters arising

The minutes were approved by governors and will be signed by the chair via governor hub. All matters arising were agenda items or completed

5. Communication from the Trust

- a) Information and documentation from the Trust
 - i. Trustees' minutes [available on Governor Hub](#)
 - ii. Risk Register [available on Governor Hub](#)

6. SENCo, English and maths presentation

- a) Reading – Tanya Mortlock
 - Two staff meetings have taken place to reiterate retrieval
 - TM attended HFL fluency training. The training was disseminated to staff and discussed at today's staff meetings. This is an area lots of children struggle in as a result of being EAL or the lack of opportunities to read at home. Not being able to read hinders all learning so this is a key skill to access learning.
 - Talk for Writing is still being used for writing. There has been CPD previously and this year the school has paid for the planning from the company which supports sequenced teaching. There has been individual support sessions provided where a teacher needs additional support. The structure follows the process of 'I do', 'We do' and 'You do' process.
 - Book reviews have taken place and the progress which has taken place is clear at the end of the writing unit when children complete their independent piece of work. The progression is clear within each unit.

Governors were pleased to hear the package is supporting the children's learning and it is having an impact.

*G: How are you planning to continue to monitor the progress and how will it be fed back to us?
TM: I am only in BFS two days per week but I am reviewing books and completing writing moderation so will be able to feed back to the next LGC meeting.
EF: We also have examples of levels of work which we will share with teachers for each year group.*

Clerk (Agenda)



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Governors thanked TM for her report and work.

7.16pm Tanya Mortlock left the meeting

b) Read, Write, Inc – Rachael Morgan

- The school has purchased the year 2 Read, Write Inc package and this will be used for the year 2 and year 3 children who require additional support.
- The school is using Fresh Start for the 25% lowest attaining children in year 5 and year 6. Assessments will be carried out to see if they need Fresh start or support with comprehension.
- The HT and RM will spend a day reviewing the progress and one to one support with an external advisor.
- There is a portal for training for staff for Read, Write Inc.
- Reception now has 56% of children at the required level. Children are now able to start blending as a result of the letter a day work.
- Year 1, 46% of the new assessments have identified more children who require support as it assesses fluency of reading. This will be a focus for one to ones when supporting children.
- Learning walks are taking place.
- Year 2, 62% were identified as requiring more support with their focus on fluency. The children are able to access fluency videos at home and in school which support.
- Phonics is taught every day in all classes first thing.
- The school is aiming for 89% at expected levels for phonics. There is going to be a session for parents on how to support their year 2 child.

G: It is fantastic that you can send videos home and that parents are being invited in to encourage understanding of how to support children.

HT: It is a large area to monitor for the school and it is very hard work so I would like to thank Rachael for her work.

7.24pm Rachael Morgan left the meeting

c) Maths – Emily Fuller

- The school follows a scaffolding approach and uses White Rose maths. The reasoning is built into the package.
- There is a starter every lesson and there is same day intervention in the afternoon. This allows children to keep pace with the class.
- Vocabulary is key and this is discussed in every lesson.
- There is a weekly recap every term including place value and the four operations.
- There are clear methods which are used across the school and explained in the calculation policy.
- Children share good mistakes and learn from them.
- Timetables are a priority.
- Teachers are encouraged and able to use what they know about their class.



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- Year 6 started boosters in September. The children were arranged according to their needs. The greater depth sessions are looking at reasoning which was an area for development.
- Lesson structure across the school focuses on consistency.
- We follow the 'I do', 'We do' and then 'You do' structure which works very well.
- All lessons are recapped at the end including vocabulary and what will be learnt next.
- White Rose have updated to a new version and we have changed with them. They now spend longer to focus on numbers one to ten in reception for example.
- The mastering number programme is used to boost children's number skills in KS1. This ensures they are prepared for KS2.
- Timetables workshops are being run for all year groups.
- Speaking clearly is a school focus.
- There have been staff meetings which reviewed SATs papers. It was interesting as the year groups identified where what they teach leads into the SATs.
- There is lots of vocabulary which is common on the papers which were identified and sent to all staff. Such as fewer, less than etc. There was evidence this has impacted on the learning walk.

G: The differentiation for SEND, how do you do that?

EF: They could be working with a member of staff, they could be using resources such as the timetable grid and the teacher allows for all children in their teaching of the class.

G: Have there been any parent workshops?

EF: I am carrying out zoom sessions for parents for each year group for timetables.

G: Were they well attended?

EF: Year 3 wasn't but we are hoping with more prompts and reminders attendance will improve.

HT: Thank you to EF for all her work. She has really embedded the consistent teaching for maths over the last year.

7.38pm Emily Fuller left the meeting

d) SENCo – Melissa Couronne – New Inclusion Lead

The HT has explained that MC joined the school a month ago and has settled in well.

- There is a high level of SEND need within the school
- There are 11 children with EHCP's. One to One TA's have been met with to ensure they are aware of the children's targets and the best support options.
- There are 69 children on the SEND register. There also other children who are emerging with needs.
- There is a child in nursery who is being supported with using a walking frame. Adjustments are being made as he will move to a wheelchair.
- The general offer across the school is being reviewed.
- SEND surgeries have taken place with year one to explain strategies and interventions.
- Learning walks have been undertaken alongside progress reviews.
- CPD sessions are being planned for the Spring term including autism, ADHD and inclusive classrooms.



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G: There was a recommendation for sensory circuits?

MC: This is being adapted to end with self massage so children return to the classroom calmed.

HT: It will be used in select interventions where appropriate.

G: How are staff feeling now in Early years?

MC: The day of the HIP review was very busy. Staff are now feeling much better and there are three or four members of staff in the reception class now. Nursery are now really settled.

G: When I visited that was evident.

HT: The classes have settled into routine more. In reception there is one high needs child who has left the class. There is one child on a reduced timetable at present and there is a terms funding in place for a one to one and a bespoke curriculum. There are children who are joining the class who have never been in school and although there were initially issues the children are beginning to get used to being in school.

G: I have seen the Boxhall profiles are being completed which is a positive.

7.48pm Melissa Couronne left the meeting

7. Chairs update

a) Termly Chairs meeting report areas reviewed

- Succession planning needs to be in place for the boards across the Trust. Governors need to consider for the future
- Finance reforecast and budget pressures – falling numbers, increasing staffing costs and increasing energy costs have meant the budget has had to be reforecast. The three year plan shows that the schools need to be careful this year and then the situation should improve.
The HT explained the school had planned spending this year but has been asked by the Trust to reduce this by £50,000 to ensure financial stability for the future. Once the financial statement is made on the 17th November there could be further funding and then spending can take place.
- The CEO has confirmed that there are no new schools being built in the vicinity in the near future, however, new builds have to be include a possible school.
- SDP is an internal working document therefore no need to published on the school website.
- BIG DISCUSSION around ‘tutoring’ for the secondary entrance exam. This will be discussed at the next Trust meeting but the Executive believe that they should remain in line with agreement of the consortium.
- Staff ‘award’ scheme – could staff be rewarded in a non-monetary way? It was explained there is already flexibility around leave of absence, the private health care plan - access to counselling and online doctors, lunch for a £1, and HR newsletters for staff.
- Training was supposed to be online and it will be wherever possible in future – the next session is on EDI at CTS on 15th November at 7pm as the trainer would like everyone in the room and then they will be online hopefully.
- There will be a pay ‘benchmarking’ working party which was requested by the Chairs
- New performance appraisal format after feedback from staff. The People Strategy group has supported the creation of a more ‘supportive’ and forward looking appraisal process which puts career progression and discussion regarding CPD at the centre of the process.
Staff governor – the targets previously were set for teaching standards but now it is more



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purposeful. It is much more effective. The appraisals which took place allowed us to speak to staff about their aspirations for the future.

HT: Some TA's expressed an interest in being a higher level teaching assistant which was very good to know and allows for us to support staff to progress.

- The schools are required to charge for Sports before/after school to make up for a shortfall in sports premium. CTS and LHS are already charging parents. The governors approved the school consulting with parents. The HT explained it will be a small contribution but otherwise the clubs cannot run.

8. Finance report

- The reforecast is in process. Thanks to Sarah and Sharon for supporting whilst there is no School Business officer in post.
- The school had budgeted for 6 more pupils than were in school at the census which will impact on how the budget balances over the next two years.
- G: With the concerns with funding are we likely to reduce staffing?

HT: We need to reduce the budget by £52,000 and then there will be enough money for the school moving forward. All schools nationally are in the same situation but we are fortunate that due to good financial management we are not looking to reduce staff numbers yet.

9. Headteacher report

The governors thanked the HT for her comprehensive report.

a) Safeguarding

i. Annual report completed by the HT and safeguarding governor – to be uploaded to Governor Hub

HT

ii. Any Safeguarding issues to discuss

- There are now seven DSL's in school.

iii. Discussion with governors regarding esafety

- There has been an issue on WhatsApp with children which the school have dealt with and parents have been informed

b) Health and safety

i. Annual termly H & S audit to be completed by the HT and site manager and reviewed by the LGC.

ii. Any H&S issues to discuss

- The fire risk assessment is being reviewed at present.
- The HT needs to train and appoint fire marshals.
- The new electric gates have been installed and have really helped with site safety.

c) Premises



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- i. Update of Condition Improvement Fund (CIF) projects - surveyors have looked at the schools heating and drainage. The HT will report further at the next meeting.
- d) Pupil numbers

There are 60 spaces in the school at present which is a negative in terms of the school budget. The children who have left have moved to a school nearer to where they live or out of area. There have been tours for nursery and reception children.
- e) Attendance
95.2% at present and there is support in place for pupils who have low attendance. The national attendance rate is 93.8% according to the [DFE attendance dashboard](#).
- f) Suspension/ exclusions
There has been one suspension and all support has been put in place to support the family.
- g) Behaviour monitoring
Reporting has been changed so the results are not comparable this term.
- h) HIP visit feedback and progress against actions – available on Governor Hub
- i) Equality, Diversity and Inclusion

The governor monitoring visit took place last week. There is training take place for all staff.

G: Gender neutral playgrounds, have we made any progress?

HT: We are speaking to children and there is a definite feeling that boys are quite rough in the playground especially when playing football. This is a big area to review. The school has permission to use the MUGA between 9am and 3pm which is just off site. The risk assessment would need to be reviewed to use it. The school has limited hard areas and this makes it difficult in the winter.

G: Does the sports coach help?

HT: Yes, there are lots of different options for children but we would like to increase so that they replicate the Early Years in terms of there being more options. Football has been banned at the moment due to restricted space.

10. Stakeholder engagement

- a) Feedback from Eurido staff experience and wellbeing survey for BFS school
The results from the survey were shown to governors at the meeting. Staff are happy at the school but 36% think workload is difficult or very difficult. Staff members top answers were that they can ask colleagues for help, feel encourages to apply for a promotion and feel respected by colleagues.
- b) Feedback from Eurido parent survey for BFS – only 17 parents responded
The results were very positive but parents had just completed the Ofsted survey so there were not a lot of respondents.
- c) Feedback from Eurido surveys for pupils at BFS



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Pupils felt safe at school but some did feel they had been hurt at school. Governors asked for a review of what children mean when they say they 'have been hurt' in school as it sounds quite significant but could just mean being bumped into accidentally in the lunch queue. Governors felt this fed into the need for review of how the playground works at break times.

d) Feedback from Staff exit interviews

G: How are you going to ensure the results have an impact on school practice?

HT: For children, I will review the playground further. For parents, as it was such a small group and very positive there is no need for action. For staff, I need to review further and will report back to the People Strategy governor.

G: The communication is working well for curriculum so we need to further understand what communication staff are unhappy with.

Governors thanked the HT for the reports and asked that she meet with Kennedy Rodrigues regarding the results of the staff exit interviews. The chair will pass on the action to Kennedy Rodrigues

HT/ Kennedy Rodrigues/ Chair

11. Review and update School Plan/ discuss targets in light of recent Ofsted visit - available via Governor Hub

12. Policy tracker review and policies due

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies
 - i. *Health and safety policy – approved for use until November 2023. The HT will upload the approved version to Every.*

HT

13. Training

- a) Trust governance training dates to be added to calendars

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training – EDI at CTS at 7pm
Tue 28 Feb 2023	19:00	Trust Governance Training
Tue 13 Jun 2023	19:00	Trust Governance Training

- b) Ideas/requests for future sessions – None requested
- c) *Governor training booked /to be booked/ completed – [Training Spreadsheet](#) to be reviewed*

All governors

Training booked:

- i. Lesly Adams RAMAS 8th Feb 2023
- ii. Kennedy Rodrigues Induction 9/11/2022



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d) **All staff and governors are required to undertake Cybersecurity training for school staff as part of our cyber cover conditions. The training video lasts approximately 37 minutes, you can do this anywhere and anytime, when it is convenient for you. [NSCS Cyber Security training - YouTube](#)**

The following governors were asked to complete the cybersecurity training by the 15th November 2022 and make the clerk aware: Rama Balachandran, Kennedy Rodrigues

Rama Balachandran, Kennedy Rodrigues

14. Governor monitoring report

Autumn term visit completed:

Facilities – Sarah Wynne completed 21st October 2022

Grant finding – Lesly Adams/ Rama Balachandran completed 31st October 2022

Safeguarding – Sarah Wynne completed 21st October 2022

Autumn term visit to be booked:

Equality, Diversity and inclusion – James Brown

Finance - Lesly Adams/ Rama Balachandran

People strategy – Kennedy Rodrigues

Sustainability – Jennifer Batanga

Selected governors

15. Clerks update – Distributed via Governor Hub

16. Any other business

Governors thanked all the leaders for coming to the meeting and presenting. It was very helpful to hear from them.

PE/ EAL/ Sustainability presentation next meeting

Clerk (Agenda)

17. Items to be sent to Trust/ LABs

None to be presented

18. Future Dates

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training
Thu 8 Dec 2022	19:00	Trust AGM
Tue 7 Feb 2023	19:00	Local Governing Committee - online
Tue 28 Feb 2023	19:00	Trust Governance Training
Tue 6 Jun 2023	19:00	Local Governing Committee
Tue 13 Jun 2023	19:00	Trust Governance Training



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Fri 7 Jul 2023	All day	Local Governing Committee - Governor day
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Meeting ended: 9.09pm

4.	Matters arising from 20.09.22
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Action	Update/ notes/ agenda item to be covered under
<p>The clerk will notify governors once all declaration documentation is available via Governor Hub</p> <p style="text-align: right;">Clerk</p>	Completed
<p>Governors also felt if other local schools are offering the 11 plus support then the Trust schools also should be as this could be effecting the pupil numbers. The Chair will bring to Chairs meeting to discuss further.</p> <p style="text-align: right;">Chair</p>	Agenda item 7
<p>Jennifer Batanga will look at possible support for the children regarding football and will let the HT know.</p> <p style="text-align: right;">Jennifer Batanga/ HT</p>	Completed
<p>Succession planning was discussed and how this could be considered for future proofing the governing body. This will continue to be an agenda item for the Trust at all levels.</p> <p style="text-align: right;">Clerk (Agenda)</p>	Agenda item 7
<p>Governors asked for a presentation on the English and maths curriculum next meeting</p> <p style="text-align: right;">HT/ Clerk</p>	Agenda item 6
<p>The DSL's will be emailed to governors by the HT</p> <p style="text-align: right;">HT</p>	Completed
<p>The HT will present on procedures for safeguarding children next meeting as part of the HT report.</p> <p style="text-align: right;">HT</p>	Agenda item 9
<p>Amendments to be made to Annual Safeguarding report Vice chair to be updated The footer states: September 2020 The front page of the safeguarding audit reads annual-safeguarding-practice-audit-2020-21. The HT will make the changes</p> <p style="text-align: right;">HT</p>	Completed
<p>The annual H&S update will be presented at the next meeting</p> <p style="text-align: right;">Clerk (Agenda)</p>	Agenda item 9
<p>Governors discussed whether the school plan should be on the website. Governors felt it would need to be reworded for a different audience and felt that this was unnecessary work for the HT. The Chair was asked to bring this to the chairs meeting as the other schools do not have their plans on the website.</p> <p style="text-align: right;">Chair</p>	Agenda item 7
<p>Health and safety policy – to be reviewed at the meeting on the 8th</p>	



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<p>November 2022</p> <p>The clerk has created a training spreadsheet which lays out the courses to be completed by governors and trustees. This will be distributed by the end of September so that governors can ensure all training is in place.</p> <p style="text-align: right;">HT/ Clerk (Agenda) Clerk/ All governors</p>	<p style="text-align: center;">Agenda item 12</p> <p style="text-align: center;">Agenda item 13</p>

Discussion via Governor Hub:

Item 6: SENCo, English and maths presentation

Lizzie Butler

Have a look at this:

[SEND Benchmark and Planning Tool Beechfield 2022.docx](#)

Dear All

The Benchmark and Planning Tool is completed annually (June). We submit our response data to DSPL 9 which is then collated across Hertfordshire.

This is then used to inform our action plan for the coming year.

Our focus for 2022 - 2023 is the following:

- to continue to improve provision mapping to record the impact of interventions
- support plans are high quality and show the needs of the child with clear provisions and support and reflect that the teaching (in class and interventions) is personalised and responsive
- to continue to embed the graduated approach demonstrating active participation of teachers, children and their families thus leading to good progress and outcomes. (APDR)
APDR is central to shaping our SEND provision for our pupils. Improving the quality of support plans and ensuring that they are a working document shared regularly with parents and carers is a key focus. As part of the monitoring cycle, best practice is being able to take a support plan and seeing it reflected in classroom practice, in pupil voice and in the child's books.

Please let me know if you have any questions.

Lizzie

Lizzie Butler

Have a look at this:

[Annual SEND Report to Governors BFS July 2022.docx](#)

Dear All,

Here is the SEND report to Governors for the academic year 2021 to 2022. This has already been shared and discussed with the SEND Governor in the Summer Term.

I welcome any comments or questions. Please can I ask that you direct them to me as this references last academic year. I will reply to them on this forum on behalf of Michelle Connell and myself.

Much appreciated,

Lizzie

Gillian Jackson



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Dear All

Here is the pastoral report from Lara Carvalho, she is doing a great job!

<https://app.governorhub.com/document/6364077dfbaf6c5a9e79ad/view>

Item 7: Chairs update

Emma Lad

Have a look at this:

[Chairs report Nov 2022.docx](#)

Item 8: Finance report

Item 9: Headteacher report

Gillian Jackson

Dear all,

Attendance report

<https://app.governorhub.com/document/63695d700a651885290df4cb/view>

<https://app.governorhub.com/document/63695d79566ef0a1437f53b6/view>

PPG report

<https://app.governorhub.com/document/63695d800a651885290dfb85/view>

Behaviour report

<https://app.governorhub.com/document/63695d89de10bb5ef748559f/view>

Tanya says sorry these have only been added today.

Thanks

Gillian

Gillian Jackson

Hi everyone,

I have uploaded a few documents before governors.

Headteacher report - hope you find it interesting

<https://app.governorhub.com/document/636175cd32de9c19a2fe4dda/view>

Joanna Di Bella's latest HIP visit report for SEND

<https://app.governorhub.com/document/63617611598da0dd27345398/view>

Health and Safety annual audit/inspection

<https://app.governorhub.com/document/636175dd51bdeed7a5086657/view>

Annual safeguarding checklist

<https://app.governorhub.com/document/636175fbbfd75843d170a062/view>

I will upload the Health and Safety Policy and other reports over the next few days.

Thanks



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Gillian

Lesly Adams

Thank you so much for this great report ! it is extremely detailed and comprehensive and I hope you know just how much we appreciate the time and effort it must take.

You have pre-empted virtually all of my questions for the LGC meeting - I just have a couple more questions/comments

WELLBEING for pupils, parents and staff is impressive and good to see as it is itemised on our SDP

- You say writing is our biggest area of concern yet Reading is quoted on the SDP?

- You have told me that the SPORTS COACH is doing a great job-I know the company is employed across the 3 schools... but it is expensive -is he also training our staff?. How are we to make up the shortfall between the amount in the Sports Premium and the cost of this company (approx. £6/8 k)

- Staff survey said many are not confident/comfortable teaching RE - how has the new scheme Discovery RE addressed this ?

-What curriculum enrichment is planned for next term

-Recovery Premium is (£13,775)and School Led Tutoring (£11,542)- is this amount only benefiting 8 pupils ?

- The governors petitioned the Trust for individual school based SEND lead which was approved. How is this working out?

Thanks

Lesly

Lesly Adams

PS - What did we do for Black History Month (EDI)

Lesly Adams

Also - the HIP report recognises that Staff in EYFS are struggling mentally with the huge challenge of the number of SEND pupils this year - what support is available for them ?

Gillian Jackson

Hi

Thank you for reading the reports. Some answers...

You say writing is our biggest area of concern yet Reading is quoted on the SDP?

Reading was the Ofsted action point so I felt that should be on the School Development Plan with what they wanted the school to work on.

- You have told me that the SPORTS COACH is doing a great job-I know the company is employed across the 3 schools... but it is expensive -is he also training our staff?. How are we to make up the shortfall between the amount in the Sports Premium and the cost of this company (approx. £6/8 k)?

There is a suggestion about charging for the Sports Clubs which we haven't done before. We are thinking about trialling this in January but I am concerned about the cost of living . Even though it would only be £1 a session it all adds up for parents especially if they have more than one child.

- Staff survey said many are not confident/comfortable teaching RE - how has the new scheme Discovery RE addressed this ?

Staff not feeling comfortable was in the EDI survey. It think this was about their own specific knowledge about different cultures and religions. The discovery RE is very prescriptive and has all the information and resources that staff need to teach the lessons.

-What curriculum enrichment is planned for next term



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Not sure yet! We may encourage some school trips as coaches are cheaper in the spring term and we have to be mindful about the cost of living crisis.

-Recovery Premium is (£13,775) and School Led Tutoring (£11,542)- is this amount only benefiting 8 pupils ? This is for the year and we are only in week8! We will have two tutors in the spring term.

- The governors petitioned the Trust for individual school based SEND leads. Which was approved....How is this working out?

Melissa will be attending the governors meeting and will be talking about what she has done so far. Melissa has only been in school for 24 days so she is getting to know the children families, staff and processes! It is great to have our own SENCo who is just for Beechfield!

For Black History Month the children all learnt about different people. Each Key Stage held an assembly and presented what they had learnt to the other children. We then presented this as a whole school to James Roach via zoom. We also let the parents know through Twitter and the newsletter who we had been learning about.

EYFS staff were finding it particularly challenging at the start of term. They were encouraged to talk to each other, talk to SLT, think about children they had found challenging previously higher up the school and how well they are doing now, holding SEN referral meetings to get external support in, applying for LNHF (funding) for those that need it, employing Fiona Prior as the EYFS mornings only TA, ensuring there were 3 adults in one class, employing Rosie Martins as an additional adult on a temporary basis, having one pupil on a reduced timetable, one pupils with a lot additional needs has moved out of area, the cohort are getting more used to the school routine, the classes are 'streaming' for maths and english guided teaching, teachers are teaching children in small groups, Lara and Melissa have been supporting. All of these things have helped and staff are still finding it hard but they are slightly less stressed than they were in week 2 and 3!

James Brown

General Comment- Enormous amount of work by Staff is going on in the school!

Annual-safeguarding-practice-audit:

has the Safer Recruitment Training been booked?

ANNUAL HEALTH & SAFETY INSPECTION CHECKLIST

PE and outdoor play equipment - Have all recommendations arising been actioned? Is marked as N – (Should it read N/A) else why have the actions not been done?

Headteachers Report to the Governors:

States: PPG - See report from Tanya on Governor Hub

I can find it – please send link

FYI - I have had an introductory chat (via Zoom) with Melissa Cahill the New SENCo, we hope to meet together with Lizzie Butler possibly to look at the SEND HIP report in more detail.

I expect to make the Zoom meeting and be able to participate between 7 & 8 PM after that I hope to be able to listen in some, but my father's condition has deteriorated, and he needs more attention.

James

Item 10: Stakeholder engagement



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Item 11: Review and update School Plan/ discuss targets in light of recent Ofsted visit

Gillian Jackson

Here is the school plan review

<https://app.governorhub.com/document/636409e6ce17637d4e8caed1/view>

Item 12: Policy tracker review and policies due

Gillian Jackson

<https://app.governorhub.com/document/6367c8460c982bf7e94dcd1a/view>

Here is the Health and Safety Policy

Item 14: Governor monitoring report

Lesly Adams

Have a look at this:

[Grant Funding link report 31.10.2022.docx](#)

James Brown

Have a look at this:

[BFS Governor monitoring visit report SEND 18.07.22.docx](#)

I have uploaded this visit report from the end of last term to the same folder that Lizzie Butler has just uploaded the SEND tool and SEND report as it relates to these docs.

Best Wishes,

James