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Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 6th June 2023 at 7pm at the school

Name	Governor Type	Attended
Lesly Adams (chair)	Co-opted governor	Attended
Prof Rama Balachandran	Parent governor	Attended
Jennifer Batanga	Parent governor	Attended
James Brown	Co-opted governor	Attended – on screen
Emma Hibberd	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
Sarah Wynne	Co-opted governor	Attended
Megan Daniel	Staff (teacher) governor	Attended
Casie Gow	Staff (Support) governor	Attended
In attendance		
Lara	Pastoral lead	Attended
Midhat Talibi	Prospective governor	Attended

Governor challenge is highlighted in yellow

Governor actions are highlighted in italics

Questions, answers and comments from Governor Hub in appendix B

BFS – Beechfield School

CTS – Cherry Tree School

LHS – Laurance Haines School

Meeting started at 7.03pm

KEY:	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1	Welcome, apologies and consent	



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- The meeting was quorate.
- Lara and Midhat were welcomed to the meeting.

From agenda item 6:

- **Links with the wider community presentation – Lara**

There was a presentation at the meeting from Lara to explain the community work taking place.

The school works with:

- The salvation army which supports with a food bank and funding to support families. They also support with bedding, cooking utensils etc, an employment club, a meeting facility and previously a homework club.
- Support from HCC which has led to increased support for the Pastoral leads with signposting to support.
- The Stanborough centre allows the school to book appointments for families to attend for support.
- The toy service also helps at Christmas time. There were 90 presents for children last Christmas.
- Goods for goods – hygiene kits have been offered to year five children and they have offered free goods for the packs.
- Otterly Way family centre was attended by all three pastoral leads and they were able to liaise with the police, Herts outreach support team and the intensive support centre. This allows for support prior to CAMHs which has been essential.
- Asda's community champion has provided teas and coffees for staff, school uniform and breakfast club items. This has allowed the breakfast provision to be in place since December and ensure children can have breakfast if they haven't had any at home.
- Winston's wish supports where there have been bereavements.
- The schools nurse is utilised where needed.
- There is a therapy dog who attends the school with a volunteer. All children will have had contact with Toby the dog during the year.
- There is a mental health practitioner who works in the school every Friday. The school can refer to them or parents can self refer.

G: How often is it signposted to parents?

Lara: It is signposted monthly but has only been in operation for a short while.

The school is actively engaged with all agencies in Watford.

G: Is this clear on the schools website?

Lara: Parents are clear and seek help where needed.

G: How will we capture this support and good work?

Lara: I tweet if there is anything which could be passed onto parents.

G: Could one item be added to the website per week?

HT: We can look at it moving forward and put it in place.

Lara: We can have quotes from parents and external agencies which are anonymised.

G: Or it can be part of a spotlight update which can be added every 6 months.



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	<ul style="list-style-type: none"> ○ The school also work extensively with HCC and other county and national agencies. <p>G: How do parents know to come to you? Lara: The class teachers sign post families or communicate with the families on the schools behalf. I also stand in the playground every morning.</p> <p>The governors thanked Lara for her continued hard work and support for the school.</p> <p><i>7.23pm Jennifer Batanga joined the meeting.</i></p> <p>All the new families are offered support when they join the school and can be signposted to support where needed which has included supporting a move for a family. Governors asked Lara to ensure there is clear communication to parents of how the school can support and also continued support offered for parents.</p> <p>The Boxhall profile’s impact has been reviewed and there are clear trends across the Trust. The two strands identified were paying attention in class and participating in class. The work on these areas will allow for a more focused impact for children in September.</p> <p>G: Is it necessary for all children to complete the Boxhall profile? Lara: It is necessary for all children to complete the assessments in order for it to be supportive and reflective of the needs in the school. Staff governor: It is easier to see the benefit of the profile as a result of the impact of the work completed this year already. Lara: There are strategies in place to support EAL children in September and this will be part of the school plan. G: Is there improvement over the time the child is in school? Lara: We do not have evidence at present but we will be reviewing over time and looking at the impact of the support in place.</p> <p><i>7.34pm Lara left the meeting</i></p>	
2	<p>Notification of any other business</p> <p>There was no notification of any other business</p>	
3	<p>Conflict of interest with agenda items to be declared</p> <p>There were no conflicts of interest declared by governors.</p>	
4	<p>Minutes of the last meeting (7.2.23) and matters arising</p> <p>The minutes were approved by governors and will be signed by the chair via Governor Hub. All matters arising are agenda items or completed - See appendix A</p>	
5	<p>Communication from the Trust</p>	



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	<p>a) Information and documentation from the Trust Trustees' minutes</p> <p>b) Terms of reference local governing committee 23-24 – no comments</p>	
Governance		
6	<p>Curriculum presentation – review and actions from HIP visit</p> <ul style="list-style-type: none"> • The HT explained that the Curriculum has been in place for a year and there have been some areas for review. • Ensuring children are critical thinkers is key as part of their education particularly with the increase in AI and passive learning. • When the HIP visited it was discussed and reviewed with the children to see what their level of critical thinking is. • The HT explained that the school is at an exciting point to move the understanding of learning forward for children. • Staff governor: It is exciting to know that we are engaging children more and they are not just being passive learners. <p>Key areas for development:</p> <ul style="list-style-type: none"> ○ The curriculum is going to be adapted to meet the needs of the school community. Questioning will be part of the learning journey moving forward. ○ Children need to have a better understanding of how the curriculum is connected. ○ Why is the information being recorded? Is it to show teaching or children's learning. <p>G: The training for staff has to take place to ensure that there is real understanding and it needs to be part of the Trusts plan overall rather than just in BFS.</p> <p>G: We need to ensure we are teaching children to be questioning learners.</p> <ul style="list-style-type: none"> • <u>Inclusion lead report for Governors</u> 	
7	<p>Chairs update</p> <p>a) Termly Chairs meeting report – the meeting is booked for the 21st June 2023.</p> <ul style="list-style-type: none"> • There was a discussion regarding the roll out of governor/ trustee visits and how to ensure everyone is aware of any new plans. <p>b) School budget</p> <ul style="list-style-type: none"> • There will probably be a deficit in the next years budget and this is being reviewed at present. It is mainly due to school numbers. • The CIF bid has been won for the heating system. • <i>The governors were concerned by the budget in 2023-24 and requested trustees consider supporting the budget for that year from the reserves as there are increasing numbers on roll in future years. Otherwise the school will be put into cost cutting measures which could impact the teaching and learning in the school.</i> 	Trustees/ Clerk



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	<p>c) Progress is still good for the children and attainment is on track which is a positive.</p> <p>d) The HIP report makes it clear that she is listened to in the school and any suggestions are actioned.</p> <p>e) Jennifer Batanga was thanked for attending the SATS as an observer.</p> <p>f) Secondary transfer – governors have previously discussed support for children ahead of the exams. Governors discussed what the best next step is and felt that it would depend on whether parents are interested in tuition. Governors felt it was difficult to identify which children would be suitable and who it should be offered to. Parents are already signposted at the appropriate time for past papers etc.</p> <p>g) Gobs were reminded that the "New" building is now 10 years old and will start to incur more maintenance costs but at present nothing major is envisaged.</p> <p>h) <i>Governor Day – 7th July 9.30am to 11.30am – all governors were invited to attend.</i></p> <p>i) Governors recruitment and induction – co-opted governor Midhat was welcomed to the board as a co-opted governor for a term</p> <p>j) <u>NGA skills audit to be completed by all governors</u></p>	<p>All Gobs</p> <p>All gobs</p>
8	<p>Finance report – sent via Governor Hub – covered under chairs report</p> <p>a) Overview of the Spring term reforecast</p> <p>b) Overview of proposed budget 2023-2025 (info only)</p>	
9	<p><u>Headteacher report</u></p> <p>a) Safeguarding i. <u>Spring termly Safeguarding report</u> ii. Any Safeguarding issues to discuss</p> <p>b) Health and safety i. <u>Annual term H&S report</u> – should have been completed with governor support ii. Any H&S issues to discuss</p> <p>c) Premises i. Update of Condition Improvement Fund (CIF) projects - update on bids submitted</p> <p>d) Pupil numbers</p> <p>e) <u>Attendance – pupil attendance including persistent/severe absence</u></p> <p>f) Suspension/ exclusions</p> <p>g) Behaviour monitoring</p>	



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	<p>h) HIP visit feedback and progress against actions</p> <p>i) Equity, Diversity and Inclusion</p> <p>j) Feedback from Staff exit interviews.</p> <p>k) Inclusive classroom</p> <p>l) Pupil premium</p> <p>G: There is not enough diversity in the SLT, has there been anything done to address this? HT: We have employed two new phase leaders who are not white.</p> <p>G: The new globes are they representative? HT: There are classroom globes which are a variety of different formations. There are then teaching globes which are the same in each class.</p> <p>G: What was different about the Florence Nightingale day? HT: There were lots of activities planned as the children couldn't attend the museum as it was so expensive.</p> <p>G: Was there anything around music included? HT: We can review and add to the school plan.</p> <p>There was feedback from staff exit interviews that there was very little opportunity for progression. The HT explained that it is as a result of funding at present.</p>	
10	<p>Stakeholder engagement</p> <p>Staff council/ Staff council minutes</p> <ul style="list-style-type: none"> • The new council is more structured and positive in its response. • Staff have fed back that they felt anything requested was actioned. 	
11	<p>Review of School Plan</p> <p>To be reviewed further at the Governor Day on the 7th July 2023</p>	
12	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder</p> <p>b) School policies – Home learning</p> <p>G: Do you provide access for families who don't have the right resources? HT: Families come to us if they need support and we have facilities to support.</p>	
13	<p>Risk register</p>	



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	a) Governance succession planning for key governance roles – Red risk	
13	<p>Training</p> <p>a) Ideas/requests for future sessions Governor training booked /to be booked/ completed Training Spreadsheet Confirmation Rama has completed cybersecurity training</p> <p>b) Governor training is on the 13th July 2023 at 7pm online</p>	
14	<p><u>Governor monitoring reports</u></p> <p><i>Governors were reminded to carry out the visits for this term, even if it is an email conversation and send the reports to the clerk. This will allow for good discussion at the governor day on the 7th July 2023.</i></p>	All Govs
15	Clerks update – Distributed via Governor Hub	
16	<p>Any other business</p> <p>None requested</p>	
17	<p>Future Dates</p> <p>19/9/23 LGC at 7pm 7/11/23 LGC at 7pm 6/2/24 LGC at 7pm 2/7/24 LGC – GOVERNOR DAY IN SCHOOL 9AM TO 3PM</p>	

Meeting ended: 8.45pm

4.	Matters arising from 07.02.23
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7	<p>Governor visit requirements will be raised at the Chairs' meeting as the Chair wants to ensure there is appropriate levels of understanding</p> <p>Succession planning is very important to make sure that there is appropriate support required for all the roles. The Chair, Rama and HT will be approaching possible candidates.</p> <p>Communication – the Chair felt that there wasn't very equal communication with the Trust. This will be brought up at the Chairs meeting. It was felt the changes were not explained to governors (roles, role descriptions and Trustee meetings). The changes were implemented without further discussion. The Change management will be discussed at the chairs meeting.</p>	<p>Chair - completed</p> <p>Chair/ HT/ Rama – item 7</p> <p>Chair - completed</p>
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	Governors' recruitment and induction - Casie and Megan have been sent a request by the clerk to complete their onboarding.	Casie Gow/ Megan Daniel – completed
8	December management accounts have been distributed. The reforecast will be distributed via Governor Hub. The GAG funding will be made clear in March 2023.	HT – completed
10	The HT will speak with Lara about including more updates on her activities developing and embedding the links with the wider community.	HT/Lara – agenda item 9
12	Marking and Feedback was approved for review in October 2023. The HT will update Every and school website. Collective act of worship approved for two years until January 2025. The HT will update Every and the school website.	HT - completed
13	New governors were reminded to complete their declarations and confirmations on Governor Hub and induction training.	Casie Gow/ Megan Daniel – completed
14	Governors were reminded to complete their Spring term visit and send reports to the clerk.	All gov's – on- going

13. Governor training

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](#)

17. 2022/23 dates: All meetings will take place at 7pm unless stated

Date	Start	Meeting
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day



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Appendix B: Discussion via Governor Hub ahead of the meeting

Gillian Jackson

PPG report

<https://app.governorhub.com/document/6477539a7a76e872fca1eacc/view>

Inclusion checklist

<https://app.governorhub.com/document/647754187a76e872fca23957/view>

Gillian Jackson

Dear Sarah and Lesly,

Answers to your questions:

Inclusion lead report- . Could this be expanded to include different forms of diversity too? Different backgrounds, ethnicities, English as second language etc? Yes we can do this.

EDI survey - should we be concerned about the leadership team aren't seen as diverse? Could something different be done with succession planning etc?

We have two newly appointed phase leaders (one who hasn't started yet). Both are from an Asian or non white background. In terms of succession planning I think it is important the people who are best qualified get the job, that's what we did in this recruitment round. Interestingly no white British people applied.

On the job training: in order to access the graduate teacher programme the person needed their own class for 3.5 days a week. We couldn't offer this as for once we are fully staffed! The way it ran was we could use our apprenticeship levy of 9000 to pay for the course then give the person their own class and pay then as an unqualified teacher. We just didn't have the gaps as we filled the spaces with qualified teachers in January. We can't afford to keep someone on in an additional capacity.

Pastoral - behaviour numbers look amazing! Can we point to anything specific that has driven this or is it the all round focus?

We have mostly experienced teachers who support the children well in class. Lara - pastoral lead - is doing a fantastic job in supporting children and families. Lizzie has all of the SEND support in place and Melissa is building on this. Having SEND 1:1s supports the children with SEMH and allows the other children to learn. The bungalow provision helps at lunchtime so that those who find it tricky have somewhere to go. Without the adult support for these children we wouldn't have such a calm school.

Home learning policy - do we need to be clear what options there are if parents struggle or don't have access to google classroom?

We have given out computers and SIM cards for families without internet access. Parents are good at contacting us if they need anything.

Staff absence seems high - any particular reason? Yes we have had two staff with long term sickness. There have been lots of temperatures and sickness. I'm not sure what can be done about this.

'WELLBEING CHARTER' - this is something being developed by James and Sharon. We haven't seen it yet.

The EDI staff survey shows us in a positive light - but there seems to be a feeling that salaries are NOT fair ? can you explain ? I am guessing it is because support staff have a lot of responsibility and are low paid but I don't know anymore than this.



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Staff council notes appear much more positive and constructive than in the past - and staff say they feel listened to - this is good to see - one phrase was a little concerning 'reviewing interventions hasn't been possible' All of the staff were given time on the INSET day to do this. This may have been one person who said this. Staff are at different stages of their development and we keep talking about the importance of assessment for learning and evaluating provision. This will continue to be a focus.

Children working at EXS is always a concern. There are lots of additional provisions targeting children who are working towards expected. These are all identified on provision maps.

Y1 also has an HLTA as class teacher? As Y1 is a priority, can you talk us through this. The teachers that we observed for the Year 1 job in December were pitiful to be quite honest. The HLTA is very experienced and has done a brilliant job in there. The other Year 1 teacher will be leaving through mutual agreement in July.

INCLUSION CHECKLIST - I have uploaded it so you can see it.

FINANCE- Around 6000 was spent on training this year.

External lettings bring in £11,000 - do we have any ideas for other income streams? Not yet but Jeanette and David will be looking into this over the next few months.

PROGRESS AGAINST OFSTED ACTIONS - a lot is being done - are you winning - we will talk about this more after summer data.

SCHOOL PLAN mentions the PE long term plan being adjusted - how/why? Some of the sports were moved around to improve the progression.

Lesly Adams

Great questions Sarah. Thank you !

Lesly Adams

Thank you Gillian for all the information you have submitted in advance of our meeting. Please thank the staff for their contributions too

Herewith a few comments/questions.

- well done on recruitment for Reception next year
- as things stand though we have 61 spaces for next year =£213,000..a huge deficit I know you will speak about this at the meeting.
- PEOPLE STRATEGY
- Pupil voice says lunchtimes have now improved with more structure/equipment provided
- Staff absence seems high - any particular reason?
- You mention a 'WELLBEING CHARTER for all schools ? could you explain.
- The EDI staff survey shows us in a positive light - but there seems to be a feeling that salaries are NOT fair ? can you explain ?



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- Staff council notes appear much more positive and constructive than in the past - and staff say they feel listened to - this is good to see - one phrase was a little concerning 'reviewing interventions hasn't been possible' with the money we allocate to interventions surely reviewing them is of great importance ?
- Exit interviews state lack of opportunity to progress. .(Teacher training/apprenticeships?) due to budget restraints. We've always felt that 'home grown' is best - this is a real shame. Is there anything we can do ?
- Work on the outside area - plans look promising!
- PROGRESS (March) looks good at 80% but attainment at 48% is concerning - what are your estimates for these figures by the end of July ?
- Areas of particular concern
- Maths- Y1, 2, 4, 5
- Writing Y1.....3.....5
- Reading Y1,2.....5
- I am assuming Y1 is because of low baseline on entry and Y5 because of the 5 new-to-English pupils ? Staff are aware and boosters/interventions in place where needed?
- Y1 also has an HLTA as class teacher? As Y1 is a priority, can you talk us through this.
- BEHAVIOUR - very positive ..it's obvious to anyone walking around the school - the atmosphere is calm and purposeful .
- INCLUSION CHECKLIST - is mentioned but what is it?
- ATTENDANCE - is the 'persistent absence' one child/family?
- CURRICULUM - the HIP report recommends teaching more 'critical thinking' this seems in line with present moment thinking. Good to get a head start on this 'buzz word'
- FINANCE- how much of our budget is spent on Training?
- External lettings bring in £11.000 - do we have any ideas for other income streams?
- PROGRESS AGAINST OFSTED ACTIUVONS - a lot is being done - are you winning?(implementation v impact)
- SCHOOL PLAN mentions the PE long term plan being adjusted - how/why?
- more PUBLIC SPEAKING opportunities- this was something directly requested by Governors - thank you !

Sarah Wynne

Hi Gillian,

A few from me too :)

Inclusion lead report- this is great to see and really shows the work being put in with SEND pupils etc. Could this be expanded to include different forms of diversity too? Different backgrounds, ethnicities, English as second language etc?

EDI survey - should we be concerned about the leadership team aren't seen as diverse? Could something different be done with succession planning etc?

HT report - I had the same question as Lesly re not offering on the job training. Is there something we could do across the trust maybe?

Pastoral - behaviour numbers look amazing! Can we point to anything specific that has driven this or is it the all round focus?

Home learning policy - do we need to be clear what options there are if parents struggle or don't have access to google classroom?

Thanks!
Sarah

Emma Lad

Hello,



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Happy half term. All the newsletters are in the folder linked here: [9. May 2023](#)

Lots going on in the schools
Emma

Emma Lad

Hello,

I have uploaded the documentation for the LGC meeting on the 6th June 2023 at 7pm at the school here: [23.06.06](#)

I look forward to seeing you all on Tuesday 6th June at 7pm at the school

Thank you
Emma

Gillian Jackson

Please find EDI results from the staff survey in May 2023.

<https://app.governorhub.com/document/6471b4880ded949cca0c88db/view>

Gillian