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Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 19th September 2023 at 7pm at the school and on line

Name	Governor Type	Attended
Lesly Adams (chair)	Co-opted governor	Attended
Prof Rama Balachandran	Parent governor	Attended – on screen
Jennifer Batanga	Parent governor	Attended – on screen
James Brown	Co-opted governor	Attended – on screen
Megan Daniel	Staff (teacher) governor	Attended
Emma Hibberd	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
James Roach	CEO	Attended – on screen
Midhat Talibi	Prospective governor	Apologies
Sarah Wynne	Co-opted governor	Attended – on screen

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
Procedural – 10 minutes		
1	Welcome, apologies and consent <ul style="list-style-type: none"> The Chair welcomed everyone to the meeting. <i>Midhat – apologies sent and a reminder email to be sent to log into his Beechfield email address.</i> 	HT
2	Notification of any other business	



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	There was no notification of any other business	
3	Conflict of interest with agenda items to be declared There were no conflicts of interest with agenda items declared.	
4	Keeping Children Safe in Education 2023 The clerk explained the Trust has now registered with the National College for all training needs for staff and governance. <i>Governors were asked to register with the National College using this link</i> <i>There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</i>	All Governors
5	Minutes of the last meeting (06.06.23) and matters arising <i>Minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising have been completed or are agenda items - see supporting document</i>	Chair
6	Communication from the Trust Trustees' minutes Governance framework Governors thanked the Trust for agreeing to manage the short fall in the budget for the next year.	
Governance – 50 minutes		
7	Governor Hub review and update: All governors were asked to review by the 20 th October 2023: <ul style="list-style-type: none"> • Personal details review • Equalities information update • Annual declarations to be read and approved: <ul style="list-style-type: none"> ○ Register of business interest ○ Keeping Children Safe in Education (KCSIE) ○ Online safety policy ○ Code of conduct ○ Whistleblowing policy ○ Child protection policy ○ Academies Trust handbook 2023 	All governors
8	Chairs update	



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	<p>a) Termly Chairs meeting report – the meeting did not take place last term.</p> <p>b) Governors recruitment and induction <i>The school is recruiting a support staff governor at present.</i></p> <p>c) NGA skills audit to be completed by all governors and returned to the clerk – clerk@inclusivemat.co.uk – reminder for all governors to complete.</p> <p>d) Governing body roles allocation</p> <p><i>There is a Governing body review taking place within the Trust and at present. At present only the safeguarding and SEND governor visits need to be completed. The governors were asked to complete before the next LGC meeting.</i></p> <p><i>Safeguarding – Sarah Wynne SEND - Jennifer Batanga – send links to previous reports.</i></p> <p><i>To be reviewed at the November meeting.</i></p>	<p>HT/Chair</p> <p>All governors</p> <p>Sarah Wynne/ Jennifer Batanga</p> <p>Clerk (Agenda)</p>
9	<p>Finance report</p> <p><i>Rama joined the meeting at 7.24pm</i></p> <ul style="list-style-type: none"> • Amendment: The CIF bid is £210,000. There is a zero missing off the document. • A lot of money has been spent on premises because funds were released from Trust reserves to accommodate premises improvements. This including heating, outdoor and toilet works. • Unpaid Work have come back to complete jobs on site which has been very helpful. • The teachers pay was budgeted for 5% and then it was agreed by the government and trade unions at 6.5%. The government are covering 3% with a grant for the next three years 	
10	<p>Headteacher report</p> <p>a) Review of data for 2022/23 The school were pleased with the KS2 SATs results for the year. It was inline or above the national data. The school has requested some papers be remarked which has led to improvements in grades.</p> <p>b) Attendance</p>	



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	<p>c) Premises summer holidays 2023 report</p> <p>d) Secondary transfer data Governors felt it was very informative. The majority of children in the area go to Westfield Secondary school. A secondary transfer meeting has taken place today for year 4 and 5.</p> <p>e) Safeguarding – confidential item – see part two minutes</p>	
11	<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • The teachers have completed meet the teacher • Secondary transfer meeting for year 4 and 5 parents have taken place • Tapestry meeting completed • Meeting with teachers and the SLT have taken place to review all children to identify gaps in learning and pastoral need. Teachers fed back that they have found it very helpful. • Formal observations have begun. • SLT have been on the gates every morning. • <i>The children are going to very good secondary schools and the HT will add to the website.</i> 	HT
12	<p>Review of School Plan</p> <p>Questions were sent via Governor Hub.</p> <p>G: Sustainability, this is a Trust priority and there is lots of work being completed in the school. Should it have a higher profile?</p> <p>HT: There is lots in place and we are working with the Trust.</p> <p>G: There are projects with UCL which are working very effectively.</p>	
13	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder</p> <p>a) Child Protection and Safeguarding policy b) Governance Framework c) Reserves d) Terms of reference – Education Committee, Local Governing Committee, Resources Committee, Trust Board e) Whistleblowing</p> <p>b) School policies</p> <ul style="list-style-type: none"> • Equities policy – deferred to November meeting • Home Learning (BFS only) - updated on Every • Business continuity plans – completed and to be sent to relevant parties 	<p>Clerk (Agenda)</p> <p>HT</p>
14	Risk register	



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	Governance succession planning for key governance roles. This continues to be a red risk.													
15	<p>Training</p> <p>The clerk explained the Trust has now registered with the National College for all training needs for staff and governance.</p> <p>Governors were asked to register with the National College using this link</p> <p>There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</p> <p>Ideas/requests for future sessions</p> <ul style="list-style-type: none"> • Sustainability – training available on the National College – governors to complete • Protected Characteristics – The Trust are arranging training in the summer term 	<p>All governors</p> <p>All governors</p>												
16	Governor monitoring reports													
17	Clerks update – Distributed via Governor Hub													
18	<p>Any other business</p> <p>There was a suggestion that other governors chair the meetings. Rama will chair the next meeting.</p>	Rama												
19	<p>Future Dates</p> <p>10/10/23 Meeting with prospective school joining the Trust 7/11/23 LGC at 7pm – Rama to chair the next meeting 6/2/24 LGC at 7pm 2/7/24 LGC – GOVERNOR DAY IN SCHOOL 9AM TO 3PM</p> <table border="1" style="margin-top: 20px;"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Wed 1 Nov 2023</td> <td>10:00</td> <td>Inclusive MAT Chairs meeting</td> </tr> <tr> <td>Wed 31 Jan 2024</td> <td>10:00</td> <td>Inclusive MAT Chairs meeting</td> </tr> <tr> <td>Tue 5 Mar 2024</td> <td>19:00</td> <td>Inclusive MAT Trustee and governor training</td> </tr> </tbody> </table>	Date	Start	Meeting	Wed 1 Nov 2023	10:00	Inclusive MAT Chairs meeting	Wed 31 Jan 2024	10:00	Inclusive MAT Chairs meeting	Tue 5 Mar 2024	19:00	Inclusive MAT Trustee and governor training	
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	<p>Tue 14 May 2024 19:00 Inclusive MAT Trustee and governor training</p> <p>Wed 26 Jun 2024 10:00 Inclusive MAT Chairs meeting</p> <p>Thu 4 Jul 2024 19:00 Inclusive MAT Trust board meeting</p>	
20	<p>Curriculum training</p> <p>The HT presented on 'What is Ofsted looking at?'</p> <p>Key areas were explained by the HT:</p> <ul style="list-style-type: none">• Quality of Education• Implementation• Impact <p>G: The children also need to be taught to critically assess. How are you going to do that?</p> <p>HT: We are beginning with history and geography to review the curriculum. We are reviewing with a critical thinking and EDI focus. There are now questions for most lessons where children have to form an opinion. There are new topics included which discuss whether the decisions in history were fair.</p> <p>G: How are you forming these questions?</p> <p>HT: We are looking at online resources and research to support the creation of the questions. It allows for more joined up teaching for children.</p> <p>G: Can you not purchase a scheme that includes these areas?</p> <p>HT: We are creating the curriculum for the children in the school and it needs to meet the children's needs.</p> <p>G: Would this link to Oracy?</p> <p>HT: Yes, it is a key area of development for the children.</p> <p>The curriculum intent document was shown to governors at the meeting. Reading is a key focus to ensure children can access the curriculum thoroughly. The drivers are discussed with children regularly.</p> <p>Enrichment is a difficult area as the school has limited funds. The HT explained the visits for the year groups planned this year.</p> <p>The priorities for the year were discussed and how the school hopes to support children.</p> <p>Curriculum intent for early years were discussed by governors. They link to the Ofsted inspection criteria.</p> <p>Governors were pleased to see the HT's enthusiasm about the new curriculum.</p> <p>Curriculum leads will be invited to the next meeting</p>	



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	James Roach presented regarding Trust growth – CONFIDENTIAL – see Part two minutes	
	Meeting ended: 8.51pm	

5.	Matters arising from 06.06.23	
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7	<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 approved
7	<i>Governor Day – 7th July 9.30am to 11.30am – all governors were invited to attend.</i>	Completed
7	<u>NGA skills audit to be completed by all governors</u>	Agenda item 8
14	<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>	On-going

15.	Governor training	
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For 2023/24:

1. [Annual certificate in safeguarding for governors and trustees for primary schools and academies \(2023-24\)](#)
2. [Cyber security training for school staff - NCSC.GOV.UK](#)

When you join the board:

1. [Certificate in the role of a school governor for primary schools and academies](#)
2. [Certificate in the knowledge, skills and behaviours of effective governance for primary schools and academies](#)
3. [Annual certificate in the prevent duty for primary schools and academies 2023-24](#)
4. [Guidance for Governors: Meeting statutory duties in suspensions and permanent exclusions](#)
5. [Guidance for governors: fulfilling your role on committees and panels](#)

Appendix B: Discussion via Governor Hub ahead of the meeting:

Hello all,

I have uploaded the documentation for the meeting on the 19th September at 7pm at the school here: [23.09.19](#)

Please take time to review the documentation ahead of the meeting and let me know if you are unable to attend the meeting



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Thank you
Emma

James Brown

Here are my comments and questions:

Attendance:

Attendance figures for the whole school were above national average last year. (Comment: Well Done)

KS2 Attainment: (Comment: these are Good Figures)

Summer Holidays 2023 Premises Report:

It States "Our spend for the summer was £210,00 of CiF money for the heating project, and we delivered another £66,000 of work out of school funds."

(Question: I assume these figures are entered badly £21,000 Cif ? maybe £660 or £6,600 from school funds?)

Pastoral Report: (Comment: There is Lots going on. Well done)

Beechfield SEND Overview

Next steps: (Question: What are the timescales for planning these "Next Steps.")

SCHOOL PLAN 2023 – 2024

Who When (Question: When will these be filled in)?

Headteachers Report to the Governors:

Risk: Falling pupil numbers BFS has space for 420 pupils – we are not full – we have 40 spaces to fill. This has a big impact financially.

(I assume that 2023-2024 Budget income based on these figures ?)

Pupil Mobility: (Question: Do we have any data from other schools to compare to ?)

Best Wishes,
James

Dear All

Here is the school plan.

<https://app.governorhub.com/document/6501eb30019873db43004a7e/view>

Gillian

Lesly Adams

Thanks for this Gillian - a huge amount of work. And as I understand it, in line with the format which the Trust request all three schools follow?

If you could clarify a couple of things -

-Ofsted priorities say curriculum and READING - but reading doesn't seem to feature specifically whereas writing does ?



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-What is happening with reference to the changes to our SEND provision which were spoken about by the Trust last term?

-What is the proposed £4000 spend from PPG for ?

Thx
Lesly

Gillian Jackson

Hi Lesly,

Thank you for your questions.

Reading is a priority and the children need to be able to read before they can write. I have added a few points onto the plan to reflect what we are already doing, and have added your suggestion of putting reading in bold so governors can see it easily.

With regards to SEND provision we have had quite a few pupils join us with SEND so we are continually looking at the deployment of the staff. I am meeting with Melissa and Lizzie in a couple of weeks to evaluate the provision so I will report on this in the November meeting. We are also going to need to make some referrals for additional funding for some of our new EYFS pupils.

Dear All,

Please find some information uploaded ready for our meeting next Tuesday.

Headteacher short report

<https://app.governorhub.com/document/65008944b8e4acb5456f7324/view>

Data

<https://app.governorhub.com/document/650089369f3d81a8b4e4c92e/view>

Premises

<https://app.governorhub.com/document/650089522568b6650ed30d03/view>

Finance

<https://app.governorhub.com/document/6500893dafe6453f8920b2dd/view>

Attendance

<https://app.governorhub.com/document/6500892f9f3d81a8b4e4c2e5/view>

SEND

<https://app.governorhub.com/document/6500894cb8e4acb5456f7962/view>

I will upload the school plan in a couple of days.

Gillian

The Home Office has updated the [Prevent duty guidance](#).

There are no new legal or additional responsibilities for schools.



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Clarification on sharing personal information about susceptible pupils

If you need to share the personal data of someone susceptible to radicalisation, you don't need to rely on that person's consent to share it if you have a lawful basis for doing so (paragraph 170).

You can also share information about someone susceptible to radicalisation without the consent of parents/carers, if necessary. Find more details in [Making a referral to Prevent](#) (under the heading 'Sharing information').

This isn't new guidance - just clarification that you should treat sharing information on Prevent the same as any other safeguarding issue. You still need to comply with the usual data protection laws.

You should designate someone to oversee Prevent

This **Prevent lead** should be in a leadership position, and their responsibilities will include making sure that staff have appropriate Prevent training and induction. Your DSL probably already does this.

This person should receive more in-depth training, including on extremist and terrorist ideologies.

See paragraphs 63 and 159 of the [Prevent duty guidance](#).

Terminology changes

'**Vulnerable**' to extremist ideology and radicalisation is now '**Susceptible**' to extremist ideology and radicalisation

Children, young people and adult learners is now **learners**

There's also clarification that:

- Risk assessments should take online radicalisation into account, not just offline (paragraph 162)
- The guidance only applies to non-violent extremism where it can 'reasonably be linked to terrorism' (paragraph 141)

Your other responsibilities remain the same

You must still:

- Have due regard to the need to prevent people being drawn into terrorism
- Promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs
- Make your school a safe space
- Follow safeguarding procedures to report a concern
- Assess the risks of pupils being drawn into terrorism - the DfE has published guidance on conducting Prevent [risk assessments](#), as well as templates
- Incorporate the Prevent duty into existing policies
- Keep pupils safe online
- Work together with agencies and parents/carers
- Train staff on Prevent

You still **don't** need to have a dedicated Prevent policy.

Jennifer Batanga

Good Afternoon all,

I hope you all have a good summer.

I was wondering if there has been any communication to parents/ carers about RAAC in Beechfield.

Whether it is just to re-assure parents/ carers that the school is not affected.

As it is a topic that is high on the news agenda, i think it will be a good idea.

I have seen few schools sending letters stating that they are not affected and will keep parents/ carers updated.



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Regards

Jennifer

Gillian Jackson

Hi Jennifer

School has completed the DFE RAAC survey advising that we are not aware of any RAAC within our estate.

Ingleton Wood and Barker have both confirmed informally that we have none, that they are aware of, given the extensive surveys on their databases.

That said, given the extensive DFE/press attention, Sharon has organised for formal surveys to be completed. These will be carried out on Friday this week.

James Roach

I wanted to write a quick note to say thank you for all that you do for your school and your Trust. You are a fantastic group of volunteers – you give your time, wisdom, skills, compassion and empathy with such generosity. This year, the Trust has truly gone from strength to strength, achieving a positive position in all aspects, academically, pastorally, and financially. This is a testament to the dedication and hard work you have put in as governors.

I do hope that you have had the opportunity to get into your schools before the end of term, for nothing other than to see the pupils enjoying their learning and celebrating the end of the year, as a great reminder of why we all govern.

Particular thanks to our Chairs – Lesly, Mark and Mike, who not only work within your schools but also support and challenge us at Trust level. This is such an incredibly hard time in education, with challenges on so many fronts but you can be assured that we find it extremely helpful to have the Chair's school-based perspective (and cheerleading when necessary!).

In preparation for the new academic year, there are a number of updates to key pieces of guidance including the annual update of [KCSIE](#), updated [Suspension and Exclusion Guidance](#) that you may wish to consider over the summer. To compliment this, we have invested in membership to the National College, which is a training site that you should all have received logins for via email. Please explore this and we will take feedback when we next meet.

Please have an amazing break over the summer without Governorhub clogging up your emails! I look forward to seeing you in the Autumn term.

Gillian Jackson

Dear All,

Following on from Emma's email about results here are the results from Beechfield
<https://app.governorhub.com/document/64b3a75cc014952d46960a94/view>

Gillian

Lesly Adams



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Thank you Gillian for posting the results for us all to see. I know you aspire to better and better results. But I think congratulations are due for these results, exceeding National in all areas at KS2, even if only marginally, is still a real achievement. Lower down the school the results are not so great but it shows what we know is always the case - our pupils start off from a very low baseline but they make good progress and catch up as they go through the school (provided that they have spent enough time with us !)

Thank you for your unceasing hard work and dedication to improving the lives and opportunities for our Beechfield children ..and thank you also to all my fellow governors for your commitment, advice , support and unfailing sense of humour during the past year..

Best and fond wishes to you all for a peaceful and relaxing summer break and look forward to seeing you all again in September

Lesly