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**Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 7<sup>th</sup> November 2023 at 7pm via zoom**

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
Megan Daniel	Staff (teacher) governor	Apologies
Emma Hibberd	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
James Roach	CEO	Attended
Midhat Talibi	Prospective governor	Attended
Sarah Wynne	Co-opted 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	<b>Welcome, apologies and reminder of confidentiality.</b>  Rama chaired the meeting. The meeting was quorate. Apologies were sent by Megan Daniel.	
2	<b>Notification of any other business</b>  There was no notification of any other business.	



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<b>3</b>	<p><b>Conflict of interest with agenda items to be declared.</b></p> <p>There were no conflicts of interest with agenda items declared.</p>	
<b>4</b>	<p><b>Minutes of the last meeting (19.09.23) and matters arising</b></p> <p>The minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising were completed see appendix A.</p>	
<b>5</b>	<p><b>Communication from the Trust</b></p> <p>a) <b>Information and documentation from the Trust</b>  <a href="#">Trustees' minutes</a>          b) <a href="#">Governance framework</a> – governors were reminded of the importance of the document.</p>	
<b>6</b>	<p><b>Governor Hub review and update:</b></p> <ul style="list-style-type: none"> <li>• <b>Confirmation the following areas have been completed by all governors.</b> <ul style="list-style-type: none"> <li>○ <i>Equalities information update – governors were reminded to complete.</i></li> <li>○ <i>Annual declarations to be read and approved – Megan, Jennifer, James Brown to complete.</i>  <i>The HT will remind Megan to complete.</i></li> </ul> </li> </ul>	<p><b>All governors</b></p> <p><b>HT</b></p>
<b>7</b>	<p><b>Chairs update</b></p> <p>a) Termly Chairs meeting report</p> <ul style="list-style-type: none"> <li>• <b>Governance</b> <ul style="list-style-type: none"> <li>○ Governance/roles- including finance being reviewed.            The Trust board would like to reduce the roles to SEND and safeguarding.</li> <li>○ There is no finance report as the schools are completing the November management accounts. The governors had a lengthy discussion regarding the Finance reports and felt that it should have been part of the report to governors at every meeting.  <i>The clerk was asked to make sure it was an agenda item at every meeting.</i></li> <li>○ If inclusion is in everything we do, how do we monitor it? Ideas please            Governors discussed how best to monitor the curriculum and pupil progress and wellbeing in the school.</li> </ul> </li> </ul> <p><i>The HT felt that disadvantaged/ Pupil premium children should have oversight from the governors. Emma Hibberd volunteered to take on the role for the governors.</i></p>	<p><b>Clerk (Agenda)</b></p> <p><b>Emma Hibberd</b></p>



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	<p><i>The health and safety governor role was discussed and how the governor review takes place after there has been an audit completed by the HT. Sarah Wynne and Lesly Adams volunteered to carry out the reviews for the rest of the term.</i></p> <p><i>Jennifer Batanga and Lesly Adams will be meeting with James Roach to review the role of the SEND governor.</i></p> <p>Governors felt that the EDI monitoring could be part of everyone's review when visiting which will ensure there is monitoring taking place. The governor monitoring report proforma was discussed as there are the appropriate sections already included on the <a href="#">governor visit report</a>.</p> <p><i>Midhat Talibi will book visits to get to know the school.</i></p> <p><i>Sports premium/ Marketing - Rama</i></p> <ul style="list-style-type: none"> <li>• Training- protected characteristics – being organised by the Trust.</li> <li>• Headteacher report - new format what do we think? Governors were very pleased with the new format.</li> <li>• CIF – the Trust is resubmitting the bid as the school missed out by one point.</li> <li>• SEND – The HT explained the school has been allocated additional funds to support SEND from the LA. The HT is recruiting three new teaching assistants for specific classes and two new SEND teaching assistants because of the additional funds. This includes permanent contracts for staff.</li> </ul> <p>Governors thanked the Trust for their support with this area which is proving difficult for staff to support at present. The schools have around 20% SEND at present. The schools are all also attempting to increase the SENCo from three to four days per week.</p> <p>Governors had a lengthy discussion and felt that this was a key area of development moving forward.</p> <p>b) <a href="#">NGA skills audit</a> completed and available on Governor Hub.</p>	<p><b>Sarah Wynne/ Lesly Adams</b></p> <p><b>Jennifer Batanga/ Lesly Adams</b></p> <p><b>Midhat Talibi</b></p> <p><b>Rama Balachandran</b></p>
<p><b>8</b></p>	<p><b><a href="#">Headteacher report</a></b></p> <p>a) Safeguarding</p> <ol style="list-style-type: none"> <li>i. Termly report completed by the HT and safeguarding governor - completed.</li> <li>ii. Any Safeguarding issues to discuss. There have been incidents which were managed appropriately in</li> </ol>	



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line with school policy.

b) Health and safety

- i. Annual termly H & S audit to be completed by the HT and site manager and reviewed by the LGC - completed.
- ii. Any H&S issues to discuss – there are no major issues to discuss. The minor issues which are being managed were explained to governors.

c) Premises

- i. Update of Condition Improvement Fund (CIF) projects – the school has won the lighting CIF bid and the work will be completed during school time.

d) Pupil numbers – 429 students on roll with five children due to join the school.

e) Attendance – There are families being supported with their attendance at present. The Attendance Improvement officer is visiting tomorrow to support the school.

A parent has requested flexi times for a child. The headteacher is discussing with the attendance officer and then will report back to the Chair of governors.

**G: Do you know the national attendance for SEND children?**

**HT: No, but I will need to investigate it.**

f) Suspension/ exclusions

There have been two internal suspensions this term.

g) Curriculum

**G: Why are the HT and AHT completing the curriculum reviews?**

**HT: We have had illness and so we have made it a focus to allow for the work to be completed and continue to support the school's improvement.**

h) HIP visit feedback and progress against actions.

The visit was positive overall and there are minor amendments to make to support the school's improvement.

**G: Agreed actions, there is an implication that staff morale is low?**

**HT: We had a rough half term as there just wasn't enough staff in school to cope with the need. We are now working on supporting the staff to feel more positive and passing on the positive feedback from external visits.**

**G: Has a review taken place to ensure that staff are working at an appropriate level and not working too hard?**

**HT: We have to reach the teachers standards and we have to be mindful**



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	<p>that this is the children’s opportunity for an education. The feedback from staff council was positive at the last meeting. The Trust is carrying out a staff survey and we will look at the outcomes. The staff are not expected to be in school all hours or run clubs after school etc. It is difficult as we must do a good job.</p> <p><i>Governors asked that the staff council minutes be uploaded to Governor Hub.</i></p> <p>i) Equality, Diversity, and Inclusion Training has been taking place for the school staff and is very well received.</p> <p>j) Appraisal report – the number of staff who asked for appraisals was shown to governors at the meeting. Wellbeing checks were carried out where staff opted out of career development targets.</p> <p><b>G: Did staff not want the career development targets?</b> <b>HT: If they are happy with their role, they could request further training, but it doesn’t have to be career development.</b></p> <p><b>G: Could there be a format for the Pastoral report across the Trust?</b> <i>The clerk will ask the CEO to create a format.</i></p>	<p><b>HT</b></p> <p><b>CEO</b></p>
<p><b>9</b></p>	<p><b>Stakeholder engagement</b> – covered under the HT report.</p>	
<p><b>10</b></p>	<p><b>Policy tracker review and policies due</b></p> <p>a) <u>Trust policies approved</u> and available via Governor Hub policies folder.</p> <ul style="list-style-type: none"> <li>• Business continuity plan</li> <li>• Capability</li> <li>• Grievance</li> <li>• Investment Management</li> <li>• Staff special payments</li> <li>• Health and safety</li> <li>• Leave of absence</li> </ul> <p>b) <u>School policies:</u> <i>The following policies were approved for use and the HT will update on Every: <u>BFS Equity policy</u>, <u>health and safety</u>, <u>Home school agreement</u></i></p>	
<p><b>11</b></p>	<p><u><b>Risk register</b></u></p> <p>Governance succession planning for key governance roles – Red risk – discussed at the meeting.</p>	
<p><b>12</b></p>	<p><b>Training</b></p>	



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	<ul style="list-style-type: none"> <li>• Governor training booked /to be booked/ completed.</li> <li>• <i>New governor training – Midhat Talibi to complete.</i></li> <li>• Ideas/requests for future sessions</li> </ul>	<b>Midhat Talibi</b>																																
<b>13</b>	<p><b><u>Governor monitoring reports</u></b></p> <p>a. <u>Safeguarding</u> b. SEND</p>																																	
<b>14</b>	<b>Clerks update – Distributed via Governor Hub</b>																																	
<b>16</b>	<p><b>Any other business</b></p> <p><i>Next meeting Curriculum presentations to be an agenda item – History, Geography, EAL.</i></p>	<b>Clerk (Agenda)</b>																																
<b>17</b>	<p><b>Future Dates</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Meeting</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Tue 12 Dec 2023</td> <td>18:00</td> <td>Inclusive MAT AGM</td> <td>TBC</td> </tr> <tr> <td>Wed 31 Jan 2024</td> <td>10:00</td> <td>Chairs meeting</td> <td>TBC</td> </tr> <tr> <td>Tue 6 Feb 2024</td> <td>19:00</td> <td>BFS LGC meeting</td> <td>zoom</td> </tr> <tr> <td>Tue 5 Mar 2024</td> <td>19:00</td> <td>Governor and Trustee training</td> <td>TBC</td> </tr> <tr> <td>Tue 14 May 2024</td> <td>19:00</td> <td>Governor and Trustee training</td> <td>TBC</td> </tr> <tr> <td>Wed 26 Jun 2024</td> <td>10:00</td> <td>Chairs meeting</td> <td>TBC</td> </tr> <tr> <td>Tue 2 Jul 2024</td> <td>09:00</td> <td>BFS LGC meeting - Governor Day</td> <td>school</td> </tr> </tbody> </table>	Date	Start	Meeting	Location	Tue 12 Dec 2023	18:00	Inclusive MAT AGM	TBC	Wed 31 Jan 2024	10:00	Chairs meeting	TBC	Tue 6 Feb 2024	19:00	BFS LGC meeting	zoom	Tue 5 Mar 2024	19:00	Governor and Trustee training	TBC	Tue 14 May 2024	19:00	Governor and Trustee training	TBC	Wed 26 Jun 2024	10:00	Chairs meeting	TBC	Tue 2 Jul 2024	09:00	BFS LGC meeting - Governor Day	school	
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<b>The meeting ended at 8.30pm</b>																																		

<b>4.</b>	<b>Matters arising from 19.09.23</b>	
1	Midhat – apologies sent and a reminder email to be sent to log into his Beechfield email address.	HT – completed
4	<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 <a href="#">register with the National College using this link</a></p> <p>There are two training courses for governors to complete for 2023/24: Governors to complete <a href="#">Annual Safeguarding training</a> /<a href="#">Cyber security training for school staff - NCSC.GOV.UK</a></p>	All Governors -agenda item 12



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5	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.	Chair - completed
7	Governor Hub review and update, all governors were asked to review by the 20th of October 2023: <ul style="list-style-type: none"> <li>• Personal details review</li> <li>• Equalities information update</li> <li>• Annual declarations to be read and approved.</li> </ul>	All governors – agenda item 6
8	<a href="#">Governors recruitment and induction</a> - The school is recruiting a support staff governor at present.  <a href="#">NGA skills audit</a> to be completed by all governors and returned to the clerk – <a href="mailto:clerk@inclusivemat.co.uk">clerk@inclusivemat.co.uk</a> – reminder for all governors to complete.  Safeguarding – Sarah Wynne SEND - Jennifer Batanga – send links to previous reports. To be reviewed at the November meeting.	HT/Chair – agenda item 7  All governors – agenda item 7  Sarah Wynne/ Jennifer Batanga/ Clerk (Agenda) – agenda item 13
11	The children are going to very good secondary schools and the HT will add to the website.	HT - completed
13	Equities policy – deferred to November meeting. Home Learning (BFS only) - updated on Every. Business continuity plans – completed and to be sent to relevant parties.	Clerk (Agenda) – agenda item 10  HT – agenda item 10
18	There was a suggestion that other governors chair the meetings. Rama will chair the next meeting.	Rama – agenda item 1

**12. Governor training**

**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](#)



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4. [Guidance for Governors: Meeting statutory duties in suspensions and permanent exclusions](#)
5. [Guidance for governors: fulfilling your role on committees and panels](#)

**One governor/ trustee per board to have completed:**

1. [Annual certificate in safer recruitment for primary schools and academies](#)
2. [Certificate in managing allegations and the role of the LADO for primary schools and academies](#)

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

**James Brown**

A few questions/Comments that have come to mind whilst reading the docs:

Equalities Plan – Comment: Next review Date need Revision as you have just reviewed it.

Question – Are you addressing the items marked Amber (I assume some of these need money from the budget)

School Plan – When will the Who / When be filled in?

EAL – How are the very high levels of EAL affecting attainment?

**Gillian Jackson**

Hi James

Yes, I will amend the date.

The ambers are ongoing and in process but can't say they are green yet.

I will fill in the who on the school plan asap.

High levels of EAL impact on attainment in all year groups dependent on what stage of language acquisition the children are working at.

We find that children who come into KS2 who can read, write, and calculate in their own language pick up English quickly. They often make great progress in all areas, but we find that English grammar, and subtleties of language, make it hard for them to attain at an age-related expectation in reading and writing. We also find they can calculate well but the reasoning questions (word problems) are more difficult for them.

It is slightly different in EYFS and KS1 as the children are all learning the basics together.

After a silent period, we find the children go from not speaking any English at all to being able to understand and converse.

EAL children who have been here since Reception and who have no additional needs attain well. The mobile EAL pupils do less well as they have had less time at our school.

Reading EXS+  
EAL 48%  
Non EAL 50%





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Writing EXS+  
EAL 51%  
Not EAL 51%

Maths EXS +  
EAL 65%  
Not EAL 70%

### **Lesly Adams**

Questions in advance of Tuesday's LGC meeting...apologies for the delay in posting these...Please feel free to answer verbally in the meeting.

Firstly, thank you for posting all the relevant reports.

#### **Pupil numbers the highest ever - congratulations this is excellent news!**

**School Plan** - it is good to see the progress being made against objectives. One small phrase popped out - we have only 2 volunteers listening to read. I realise a lot of work is being done to engage with the **community**. This number seems disappointing. Is there anything governors can do to help?

#### **SEND- Is the new structure working?**

a team rather than 1:1 per child? /The term 1:1 has changed I believe. Is it now TA? LSA?

how many SEND TA's now have permanent contracts?

what training is in place for them?

The Trust has supplied funds for 2 (?) more SEND TAs (See Chairs report).

**Year 1 has 24% SEND - is there extra support for the new Head of Year - Walla?** (also Head of Year is a new term akin to secondary school terminology?)

Is **SEMH** incorporated into SEND data or is it separate?

**Community** - the Pastoral lead (Lara) is to be commended on the huge number of links she has with the community and the practical and emotional support she personally provides to our school stakeholders.

**Attendance** - we are only 0.1% below national if I've read the numbers correctly -but PPG persistent absence is 29.4% and SEND 21.3% which do seem very high? Could you talk us through this a little in the meeting please.

**Behaviour** -what does 'level 3 negative' mean?

### **Gillian Jackson**

Volunteers - yes if you want to see if you know anyone that would be super. We will continue to encourage parents through parents' evening and the newsletter.

SEND - we all are calling our staff additional SEND support assistants. Some children still need 1:1 support but others need 1:2. Where we can we are grouping children, but all decisions are taken dependent on the needs of the children. We have 15 people in this team currently and are advertising for 2 more as we need more support.

Training - Lizzie is in the process of writing a training plan for our SEND TAs.

Year 1 is very tricky with so many pupils with additional needs. It has been agreed that we can advertise for a full time Year 1 TA so that Mrs Vettesse (SEND TA) can go back to her role from January. Also, a pupil with SEND has left the school which has enabled other children to be supported by the adult that was supporting him.

Lara is doing a brilliant job. The Pastoral Lead role is so integral to the school's success and ability to support our children and families.

Attendance - response from Tanya as she leads on attendance.



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Persistent absence is higher for PP children. There are 3 children who are on reduced timetables/enhanced transitions; one of these children also has very poor attendance. Their family are working with social services. Attendance lead is also in liaison with the Herts attendance officer as to how to tackle this due to the highly sensitive child protection issues surrounding this family. The attendance for this child is 33%. Another one of the 3 children has had a family holiday but is attending well, according to their reduced timetable and is making very good progress in school - their time is slowly being increased as they continue to make incredible progress with their 1:1 TA. The other child's attendance is 49%. Their mum comes to school to support them to be safe in school.

There is one PP child who had 2 weeks off school to have their tonsils removed and, therefore, their attendance is 59%.

There is one PP child who is having transport issues (travelling from Hemel every day). Attendance lead is liaison with Herts attendance officer as to how to handle this. There was a suggestion of flexi learning to accommodate for this; however, this needs to be very carefully planned and organised. The parent works so this would not really be a suitable alternative. Attendance officer has suggested the parent thinks about moving to a closer school to their home but, ultimately, this is Mum's decision. It could lead to a fixed penalty notice for the parent if no further improvement.

Due to the ongoing changing nature of the school, the persistent absence figure for PP children has already changed. One child has recently left. This has reduced the figure for persistent absence:

Level 3 behaviour is from the behaviour ladder on our behaviour policy.

- Injury with intent e.g., hitting others with an implement
- Emotional harm with intent.
- Leaving school site without permission
- Cyberbullying incident
- Sexualised behaviour
- Disability incident
- Gender reassignment incident
- Race incident
- Religion/faith incident
- Sexual orientation incident

Thanks  
Gillian

**Gillian Jackson**  
Hi all.

PPG report with updated data

<https://app.governorhub.com/document/65451a84512c39809e0ef425/view>

PPG info on Governor Hub that might be useful.

<https://app.governorhub.com/s/hfl/knowledge/resource/5d4412902e0bd809fec0588c>



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<https://app.governorhub.com/document/5e957c483dc8091f397a9be7/view>

Have a good weekend.

Gillian

**Lesly Adams**

Thank you, Gillian.

I see that there is an increased focus on language/vocabulary skills (Word Aware Training) in the PP plan which reflects current thinking.

Will you be providing an approximate breakdown of how you plan to divide up the PP funding going forward? I think this must be on the website by end of December - is that correct?

Also...perhaps I am mistaken but I thought this report would tell us of the IMPACT that last year's plan had?

**Gillian Jackson**

Hi Lesly,

Answer from Tanya, yes, the figures will be on and updated to the website by next week in advance of the 31st of Dec deadline - we had been waiting for confirmation of funding following the census.

The impact is reflected in the data outcomes that are at the end of the report.

Each of the objectives work towards ensuring we have good attendance for pupil premium children and good learning outcomes, which is the attainment data. This is how most schools review their plans.

Thanks

Gillian

**Gillian Jackson**

Hi

Here are a couple more reports.

Inclusion

<https://app.governorhub.com/document/65436f33b6da1a890a90cf92/view>

Pastoral

<https://app.governorhub.com/document/65436f4b10282694ff631faa/view>

Gillian

**Gillian Jackson**

Hi everyone,

Please find the new style Headteacher report below!

<https://app.governorhub.com/document/654120aceee4ad654850527e/view>

HIP

<https://app.governorhub.com/document/6541212610282694ff49dfbc/view>



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EAL report

<https://app.governorhub.com/document/654120e2506996b2c20aa968/view>

Premises

<https://app.governorhub.com/document/654120caeee4ad6548506bc9/view>

Gillian

**Lesly Adams**

Thanks Gillian - will there be a finance /budget update available soon? What's the timing for this?

**Gillian Jackson**

Yes, Jeanette is in the process of writing it for you

**Gillian Jackson**

Lesly, it's not on the agenda for this meeting so she will do a report for next time.