



Be kind, work hard, love learning

Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 6th February 2024 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
Emma Hibberd	Co-opted governor	Attended
Gillian Jackson (HT)	Headteacher	Attended
Emma Lad (Clerk)	Clerk	Attended
Walaa Mohran	Staff governor (teacher)	Attended
Midhat Talibi	Co-opted governor	Attended
Sarah Wynne	Co-opted governor	Attended
In attendance		
Kayleigh Fitzgerald	EAL lead	Attended
Tanya Mortlock	Assistant HT	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
-------------	----------	-------------	------------------------	--------

No	ITEM	Action
1	Welcome, apologies and reminder of confidentiality. The meeting was quorate. New staff governor Walaa Mohran was introduced to governors. Her term of office will be	



Be kind, work hard, love learning

	6/2/24 to 5/2/28. The clerk updated Governor Hub and sent a notification to the school office.	
2	Notification of any other business There was no notification of any other business.	
3	Conflict of interest with agenda items to be declared. There was no notification of any other business.	
4	<u>Minutes of the last meeting (07.11.23) to be approved</u> and matters arising. The minutes were approved as an accurate record of the meeting and will be signed by the chair via Governor Hub. All matters arising were completed or agenda items.	
5	Communication from the Trust Trustees' minutes Governance framework	
6	<p>Curriculum presentations</p> <ul style="list-style-type: none"> • EAL – Kayleigh Fitzgerald <ul style="list-style-type: none"> ○ EAL children’s data is now being collected for the acquisition of English. The children who have been in school for two months or more have made good progress and show increased competence and confidence. ○ Children who have recently joined the school or who have an additional need are still scoring A or B. ○ Interventions are being reviewed as part of the inset day to look at the Racing for English scheme. There is a hope that it can be used for further subjects to support language. ○ There has been a School Effectiveness Advisor (SEA) deep dive and review recently, requested by the governors. There are good signs of progress within the school. Children with additional needs require further assistance but generally because their additional need inhibits their learning. ○ Vocabulary is a key focus, and it is having an impact on language acquisition for all children not just those with EAL. ○ When children join the school the first two weeks is just to settle into the school and get to grips with the surroundings. ○ There are resources available for the staff and children to support and develop reading which we are making sure staff are aware of. <p>G: LHS have a gold award for supporting EAL. Do you work with them? KF: Yes, there is collaboration across the Trust. LHS is very supportive and helps with improvements. They recommended the English language assessments which have worked well. G: Do you know if we would be able to apply for the award? HT: We are doing the same work but getting the award is not a focus now. We have paid to take part and will be reviewing over the next year. G: It would be good to have it as recognition of the work being completed</p>	



Be kind, work hard, love learning

in the school if it isn't too onerous.

KF: We meet a lot of the criteria so I will review.

Chair: The HIP explained in the feedback that the children are really welcomed and made to feel safe when they join the school which is a great achievement and something the school should be proud of.

KF: We try and make sure the children make friends when they arrive.

The classrooms where teachers are using clear vocabulary and repeating themselves is where children's language acquisition is best.

G: You also buddy up children with someone who speaks their language in the school.

KF: Yes, we have staff and children who speak multiple languages, and we ensure they are linked to support the child.

G: The HIP report highlights the need to review the impact before April. How are you planning to complete?

KF: The proficiency checks are completed three times a year by the teachers. There are also assessment weeks every term. Maths tends to be the strongest subject for EAL learners.

7.21pm Kayleigh left the meeting.

- History / Geography/ Science – Tanya Mortlock
 - The foundation is in place for the subjects but there has been a further review to ensure the consistency is in place and any learning points have been included.
 - The HT and AHT have completed the reviews as they have the expertise to carry out thorough reviews.
 - History
 - There are clear themes across the subject for children to build on their prior learning.
 - Children need to be able to question sources of evidence.
 - Key vocabulary has been reviewed whilst trying to ensure there is not an overload.
 - Pupil voice has been collected and they were able to recall clearly because the teaching has been simple so children can retain and build upon prior learning.
 - Additional units for Ancient Benin and Early Islam were incorporated to try and show a wider spread of learning. The curriculum shouldn't be Eurocentric.
 - EDI has been reviewed to ensure there are people with different protected characteristics represented.
 - Fairness and unfairness run through all units.
 - Science
 - The medium-term plans have been reviewed.
 - Lessons have been reviewed and streamlined to ensure children can thoroughly understand.
 - The outside area in the school has been incorporated into the curriculum.

Subject leader proformas have been created for all subjects including key understanding points for the subject. The purpose is to allow a subject leader to understand their subject fully and monitor effectively.

G: How much of the curriculum is prescribed?

TM: We haven't removed anything from the National curriculum instead we are



Be kind, work hard, love learning

making sure that lessons are at the appropriate level and pace to allow children to thoroughly understand.

HT: We are excited about the improvements although it is taking time whilst running the school. It is very worthwhile, and the SEA appreciates the work being completed. The new plans should support teachers and children.

G: The Inclusive MAT review is that the school is in an exciting place. Is this radical and exciting enough?

HT: We need to be very careful as we are judged against Ofsted criteria. We need an exciting curriculum with a clear build on the knowledge for children. We need to make sure what we are doing we are doing well.

G: Congratulations for being the first choice for 57 children. Curriculum must be the key point for selling the school. The stakeholders are the pupils and parents, how do we sell it to them as an exciting curriculum? What makes us different?

TM: We are making it simpler and more structured. We have also looked at how subjects are taught. The children can actively learn and participate in lessons. The children enjoy their learning. However, it would be good to have a unique selling point for the curriculum. Also, the children come from disadvantaged backgrounds and so we must go back to prior learning a lot to ensure children have had access to everything.

G: For teachers reducing the workload is important but for other stakeholders we need to ensure you have the unique selling point in place.

G: The unique selling point seems to be that you have tailored the curriculum to the children and ensured the children see themselves within the curriculum.

G: Has there been any feedback from staff regarding the light touch towards slavery for example which could be seen as glossing over? Or is it that it is taught to their level?

TM: In year 4, we have been speaking about trade markets for example and we discussed that people would have also been traded at the market. The children had the opportunity to discuss and reflect.

G: It will be interesting when the new themes are taught to the younger classes.

G: Learning questions have been utilised to embed learning and allow for critical thinking. Their understanding could be discussed as part of these questions.

Staff G: Having a clear and simpler lesson plan has allowed the children to be engaged and complete hands-on activities. In science the children were learning about senses in year one. The children were fascinated by the different things they could smell. They had differing opinions and they sat down at the end to discuss the difference of opinion. The same in history where the children have been imaging being in the historical persons place. Having the opportunity to talk allows for them to be more curious and for more enquiry-based learning to take place. The lessons are tailored to the children and the themes they are interested in.

- Marketing

G: How the school promotes itself generally is important. Could we make improvements in marketing ourselves? The other schools are more proactive in advertising themselves on Twitter etc.

G: This needs to go back to the Trust for further support. The marketing of the Trust needs to be increased and sustained.

Governors discussed how the school can be marketed better moving forward. The Chair will raise at the Chairs meeting and the clerk was asked to pass onto the CEO and COO.

Chair/ Clerk



Be kind, work hard, love learning

	<ul style="list-style-type: none"> • Music The governors discussed the impact of the music options within the school and increase in opportunities because of the prompt from the governors. The children are now planning a concert. 	
7	<p><u>Chairs update</u></p> <p>a) Termly Chairs meeting report – available via Governor Hub</p> <ul style="list-style-type: none"> • Update on Trust growth. • Governor roles <i>Sarah Wynne was reappointed for a term of four years as a co-opted governor. Jennifer Batanga was appointed as a co-opted governor for a term of four years. The clerk will update Governor Hub and notify the school office.</i> <p><i>A parent election will be held.</i></p> <p>b) <u>NGA skills audit</u> results available via Governor Hub.</p>	<p>Clerk</p> <p>HT</p>
8	<p><u>Headteacher report</u></p> <p>Reports sent alongside the HT report: Termly report completed by the HT and safeguarding governor. Termly H & S audit to be completed by the HT and site manager and reviewed by the LGC. School Plan Premises Staff survey Pastoral governors report – requested by governors at the previous meeting and now in place across the Trust.</p> <p><i>The pastoral lead for the school will present at the next meeting alongside the SEND report.</i></p> <p>HT report <u>There were questions sent ahead of the meeting via Governor Hub – see appendix B.</u></p> <p>In addition: Emily Fuller has set up prefects within the school. The roles were explained to the governors. Children applied, were interviewed, and were allocated to the roles. The HT explained that having the opportunity to spend time talking to some of the pupils was a real joy. The children had prepared posters, speeches and are taking their responsibilities very seriously. It has been a positive experience for the school.</p> <p>G: There is a 10% difference between Pupil premium children 27.3% and the whole school 17.9% for attendance, why? TM: A pupil premium child has been out of school for two weeks and has been removed from roll today. The Herts attendance team have been involved and supported. This is the first time there is such a large difference. HT: One of the SEND pupils has also been offered a place in a specialist school which should have an impact on attendance figures.</p> <p>Tanya Mortlock will be speaking at a conference regarding attendance with the Trust and</p>	<p>Clerk (Agenda)</p>



Be kind, work hard, love learning

	<p>was congratulated by governors.</p> <p>The Chair asked that the governors review 'Belonging' when they visit the school. The Trust is aware of the challenges facing the staff with the high cost of living locally. They are trying to support wellbeing wherever possible. Possible questions will be sent to all board members to speak to school community and gain feedback.</p> <p><i>G: Are we using AI to support teacher workload?</i> <i>HT: Yes, there has been a package purchased which is supporting staff with the creation of documentation.</i> <i>Staff G: We have used for assemblies and starter questions. We need to know what we want to generate the questions effectively.</i> <i>G: Can I visit to review the AI use within the school to ensure there is a good culture of use?</i> <i>HT: Yes, this can be arranged via Zoom with staff.</i></p> <p>The chair reported that after requesting further information the HT asked the School Effectiveness Advisor to review the EAL provision within school and the report is very complimentary. The governors were pleased to see the strong provision in place.</p> <p><i>G: Health of children under 5 is declining nationally. What does the school do to help?</i> <i>HT: Talking about dental hygiene is part of the Early Years curriculum. Children services have linked dental health to safeguarding. The school refers where needed.</i></p>	<p>Rama/ HT</p>
<p>9</p>	<p>Stakeholder engagement – covered under previous agenda items.</p>	
<p>10</p>	<p>Policy tracker review and policies due 8.15pm</p> <p>a) Trust policies approved and available via Governor Hub policies folder.</p> <p>b) School policies: Equality statement including accessibility plan – 28.2.24 – to be carried forward. <i>Jennifer Batanga has been delegated authority to review with the HT and approve.</i></p>	<p>HT/ Jennifer Batanga</p>
<p>11</p>	<p>Risk register</p> <p>Governance succession planning for key governance roles – Red risk</p> <p>The governors discussed succession planning for the board.</p>	
<p>12</p>	<p>Training</p> <p><i>All governors were asked to complete the following training via the National College:</i></p> <ol style="list-style-type: none"> Annual certificate in safeguarding for governors and trustees for primary schools and academies (2023-24) Cyber security training for school staff - NCSC.GOV.UK Annual certificate in understanding the prevent duty. <p><i>Some governors fed back that they were not happy with the training on the National College. The clerk will feedback to the COO.</i></p> <p><i>Leadership training was requested for chairs and vice chairs. The clerk will feedback to the Trust.</i></p>	<p>All governors</p> <p>Clerk</p> <p>Clerk</p>



Be kind, work hard, love learning

13	<p><u>Governor monitoring reports</u></p> <p>a. Safeguarding b. SEND - Jennifer Batanga and Lesly Adams c. Disadvantaged/ Pupil premium children - Emma Hibberd d. Health and safety - Sarah Wynne and Lesly Adams e. Midhat Talibi will book visits to get to know the school. a. Sports premium/ Marketing Rama.</p>	All governors																				
14	Clerks update – Distributed via Governor Hub																					
15	Any other business																					
	None requested at the beginning of the meeting.																					
16	<p>Future Dates</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Start</th> <th style="text-align: center;">Meeting</th> <th style="text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Tue 5 Mar 2024</td> <td style="text-align: center;">19:00</td> <td style="text-align: center;">Governor and Trustee training</td> <td style="text-align: center;">TBC</td> </tr> <tr> <td style="text-align: center;">Tue 14 May 2024</td> <td style="text-align: center;">19:00</td> <td style="text-align: center;">Governor and Trustee training</td> <td style="text-align: center;">TBC</td> </tr> <tr> <td style="text-align: center;">Wed 26 Jun 2024</td> <td style="text-align: center;">10:00</td> <td style="text-align: center;">Chairs meeting</td> <td style="text-align: center;">TBC</td> </tr> <tr> <td style="text-align: center;">Tue 2 Jul 2024</td> <td style="text-align: center;">09:00</td> <td style="text-align: center;">BFS LGC meeting - Governor Day</td> <td style="text-align: center;">school</td> </tr> </tbody> </table>	Date	Start	Meeting	Location	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	
Date	Start	Meeting	Location																			
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																			
Meeting ended: 8.42pm																						

Supporting documentation 06.02.24 – Beechfield School

4.	Matters arising from 07.11.23	
6	<p><i>Equalities information update – governors were reminded to complete.</i></p> <p><i>Annual declarations to be read and approved – Megan, Jennifer, James Brown to complete. The HT will remind Megan to complete.</i></p>	<p>All governors – completed.</p> <p>HT – completed.</p>
7	<p><i>The clerk was asked to make sure Finance was an agenda item at every meeting.</i></p> <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><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><i>Midhat Talibi will book visits to get to know the school.</i></p> <p><i>Sports premium/ Marketing visit to be booked by Rama.</i></p>	<p>Clerk (Agenda) – agenda item 8</p> <p>Emma Hibberd – agenda item 13</p> <p>Sarah Wynne/ Lesly Adams – agenda item 13</p> <p>Jennifer Batanga/ Lesly Adams – agenda item 13</p> <p>Midhat Talibi – agenda item 13</p> <p>Rama Balachandran – agenda item 13</p>
8	<p><i>Curriculum - Governors asked that the staff council minutes be uploaded to Governor Hub.</i></p>	<p>HT – agenda item 8</p> <p>CEO – on-going</p>
	<p>G: Could there be a format for the Pastoral report across the Trust? The clerk</p>	



Be kind, work hard, love learning

	<i>will ask the CEO to create a format.</i>	
12	<i>New governor training – Midhat Talibi to complete.</i>	Midhat Talibi – agenda item 12
16	<i>Next meeting Curriculum presentations to be an agenda item – History, Geography, EAL.</i>	Clerk (Agenda) – agenda item 6

Discussion from Governor Hub:

Lesly Adams

Can we all be sure to **congratulate** Gillian and all the staff for much improved 'positioning' in the Watford league tables AND for having **55first place applications for Reception** when we meet on Tuesday next.

Gillian Jackson

WE have 57 first choice applications!

Lesly Adams

Hi All

I've just uploaded my notes from the Chairs' meeting yesterday - sorry they might be a bit scrappy - am a bit 'time poor' at the moment!

Looking forward to seeing you next Tuesday the 6th over ZOOM

Lesly Adams

Have a look at this:

[Chairs meeting Jan 2024 Notes.docx](#)

Emma Lad

Reminder to complete statutory training:

Hello all,

This is a gentle reminder that there are three statutory courses for governors and trustees to complete inline with national safeguarding requirements. Could you please complete before our next meetings as we are now entering the Spring term?

If you have already completed, please ignore this email unless you have completed under another email address (with another school). If you have completed under another email address, please can you send me the dates completed and I can add to your National College login for the Inclusive MAT.

The three courses with [the National College](#) are:

1. Annual certificate in understanding the prevent duty for primary schools and academies.



Be kind, work hard, love learning

2. Annual certificate in safeguarding for Governors and Trustees for primary schools and academies.
3. Cybersecurity training for school staff.

Thank you for your time and your help is much appreciated.

Emma

Gillian Jackson

Dear All,

Happy New Year!

Please find below information for the Governor Meeting on Tuesday next week.

Termly safeguarding report

<https://app.governorhub.com/document/65b8d603f9c025c821e075d5/view>

Termly health and safety report

<https://app.governorhub.com/document/65b8d61329cf6aa128fd19ac/view>

Headteacher report

<https://app.governorhub.com/document/65b8d50069b00c301e78c2cd/view>

Premises report

<https://app.governorhub.com/document/65b8d60929cf6aa128fd0fef/view>

School plan and review

<https://app.governorhub.com/document/65b8d6ee6c8af73108268b8f/view>

We are having our visit today with Joanna Di Bella our Hertfordshire Improvement Partner. The report may not be ready by governors but Lesly will be joining our feedback session this afternoon. We are focusing on EAL.

Gillian

Gillian Jackson

<https://app.governorhub.com/document/65b91dc31686207439988180/view>

Here is some additional information from the staff survey. Please note that this is different from the Staff Council (these notes were uploaded after the last meeting).

Thanks

Gillian

Gillian Jackson

<https://app.governorhub.com/document/65bb9514c5b4c5a87d6b6aaa/view>

report from Lara our Pastoral Lead

James Brown

Some Comments and Questions:



Be kind, work hard, love learning

Staff Survey

Question: Workload is the section that shows badly – is there anything the school can do to help?
School Plan 2023 – 2024.

Question: Will the WHO and WHEN sections every be filled in?

H&S School Inspection Safety Checklist

Comment: the Y is missing from the following section:

Has the outdoor play equipment termly checklist been completed and in good condition? YES, INDOOR AND OUTDOOR EQUIPMENT CHECKED BY J H GYM INSPECTIONS ON 17.01.23.

Beechfield: Termly Safeguarding Report Governing Body: Autumn Term 2023

Section: Did any governors receive safeguarding training? Says: No Not this term
(FYI, I had done - Annual Certificate in Safeguarding for Governors and Trustees for Primary Schools & Academies (2023-2024) 19 November 2023- sorry but not put on G.H. at the time (maybe others have also done so.))

Section: Current looked after children.

Should Overview number be 0 when commentary/evidence says 1?

Pastoral Report

This shows a very high workload for staff – well done I am particularly impressed with the home visits to those due to join the nursery to identify the needs ahead of admission.

HT Report (Power point)

Page 6: I assume that 61 is total in Y5 (not in each class)

Page 10: I assume that the number of incidents had increased.

Page 13: Comment: Well done for positive Feedback from EYFS consultancy visit.

Page 17: Not sure I understand what the numbers mean in the "blue tables".

Emma Lad

Hello all,

I hope you had a good weekend.

Please see a link here [24.02.06](#) to the documentation for the LGC meeting on the **6th of February 2024 at 7pm via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/87366826307?pwd=UDJLbFNJcUpXb3BEODkzVXVTN2JMdz09>

Meeting ID: 873 6682 6307 Passcode: 232549

A reminder that governor reports are expected on the following areas:

Governor monitoring reports

- a. Safeguarding
- b. SEND - *Jennifer Batanga and Lesly Adams*
- c. *Disadvantaged/ Pupil premium children - Emma Hibberd*
- d. *Health and safety - Sarah Wynne and Lesly Adams*
- e. *Midhat Talibi will book visits to get to know the school.*
- a. *Sports premium/ Marketing Rama.*

Thank you and have a lovely day.



Be kind, work hard, love learning

Emma

James Brown

Good morning.

I have a query re the agenda: Whilst looking at L.G.C. page on G.H. to update my training record, I noted that the term of office of Jennifer Batanga ends on 3rd Feb (Has an election been arranged?) also the term of office of Sarah Wynne end 4th April, before the next meeting, should she be reappointed now?

Emma Lad

Thank you. This has been flagged and Lesly is dealing with it now.

Have a good weekend

Emma

Emma Lad

Have a look at this:

[Newsletters and term dates](#)

Hello,

I hope you had a good weekend.

Please see a link above to the January newsletters.

Have a lovely day

Emma

Emma Lad

Have a look at this:

[BFS Newsletter 26th January 2024.pdf](#)

Hello,

Please see a link to last week's newsletter.

Have a lovely day

Emma