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**Minutes of Beechfield Local Governing Committee Meeting held
on Tuesday 2nd July 2022 at 9.30am 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	Apologies
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

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 reminder of confidentiality. The meeting was quorate. James sent apologies,	
2	Notification of any other business There was no notification of any other business.	
3	Conflict of interest with agenda items to be declared.	



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	There were no conflicts of interest with agenda items declared.	
4	Minutes of the last meeting to be approved 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	Presentations <u>9:35 EYFS presentation</u> Why is this cohort stronger? 42 children came from our Nursery, so the routines and expectations were already established. They had also been practising phonics, name writing and counting. How are end points helping? There are now end points for each half term. Staff know what comes next and what comes before. They can look on the skills ladders to fill gaps. How is our GLD compared to the IMAT? This year our GLD has moved from 47% last year to 50.1% this year. This is broadly similar to Cherry Tree. We don't know about Laurance Haines. This is still significantly below the Hertfordshire GLD and national. How do you address unconscious bias in EYFS? Some of the curriculum is led by children's interests, e.g. religions, festivals, celebrations, toys they like. There has been a child in EYFS this year with a physical disability, this has been a great learning opportunity for the children. Toys have been purchased to promote a sense of belonging. Parents share what they have been doing at home. Staff encourage writing and mark making in all areas, e.g. drawing maps on large bits of paper for dinosaurs, drawing road maps and playing with the cars. Writing and mark making outside too. Gentle redirection of children to areas that they may not naturally gravitate towards. What are the next steps? Training plan for EYFS staff. A focus on quality interactions and purposeful and meaningful play <u>9:40 KS1 presentation</u> Have reading workshops had any impact? Yes, they have established a bond with parents. There are still barriers, e.g. language and cultural barriers so staff have targeted these children in school. The workshops have had	



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good attendance from parents and will continue this next academic year.

Has Boxall profiling been helpful?

For those that need support, and it highlights which strategies need to be used. It does take time to complete but it is worth it!

How many booster groups are there?

There are boosters for English and Maths - could be things such as reasoning, or to consolidate learning or to fill gaps.

Going forwards you can't expect teachers to do boosters and give up their own time - this is person specific. Are there any technological interventions to support learning?

This is something that the Trust are looking into over the coming year.

9:45 LKS2 presentation

How was the teacher supported with behaviour in Year 4 at the start of the year?

Lots of strategies were put in place, check ins with the parallel class teacher daily. The assistant head modelled teaching and behaviour management. The teacher asked to be taken out of class for her mental wellbeing. School agreed, the assistant head covered her teaching responsibility and the Year 4 teacher covered other classes. This teacher left at Christmas.

Do you log how much phase leaders interact with their team?

No, they meet informally daily with the staff in their phase. There is a monitoring schedule in place and there are 3 more formal meetings a year in line with Performance Development procedure.

9:50 UKS2 presentation

Slides for the presentations:

<https://app.governorhub.com/document/6684340fd0d8b57691eff9bc/view>

<https://app.governorhub.com/document/668434199b4fd042bbb62738/view>

<https://app.governorhub.com/document/668434206a1cb037dbad44d6/view>

<https://app.governorhub.com/document/6684342564063c4eb57220fe/view>

UKS2

It's been a very successful Year for Year 5 and 6. Governors acknowledged the level of need in Year 5 in terms of pupils with SEND and PPG.



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Junior Leadership Team

Do you like the new food menus?

Yes, we helped to pick the new menu from September. We selected the World Menu.

How do you moderate the ideas that you hear?

We are realistic about what we can do, and we know it has to be within a budget.

How do you get the quiet ones to say their ideas?

We ignore those that have already answered and ask the quiet ones. Some children catch us at breaktime.

9:55 Junior Leadership Team

10:05 Walk around school

10:30 Break

10:40 SEND presentation

Jennifer talked about her visit and said that she asked the children what makes a good day and a bad day? The children all felt having an adult with them supporting them made it a good day.

Is the Trust considering a SRP?

Yes, it is something that has been talked about at Trust level.

Could someone else write the EHC applications?

It would be great to have an admin assistant but there is no budget for this currently.

How is SEND TA training going?

Staff have been using the NCSL training and have completed courses for dyslexia, dyscalculia, PDA, Understanding ADHD and Autism.

The governors said if school needs support with SEND, then ask and they will help wherever they can.

10:50 Pastoral presentation

Are all staff on board with Boxall now?

Yes, all staff see the purpose and are completing them. Staff are using the data and suggested strategies to support children in their classes. The pastoral lead is using the data to analyse the impact of pastoral provision. There has been a decline in children who are red in the Boxall showing what's in place is impacting positively.



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	Has the Trust asked for the data for all 3 schools? Yes and the Boxall tool enables the pastoral leads to easily compare all of the data such as how many children present at red, amber and green across the Trust. Do all children have a Boxall Profile? Yes all children are profiled across the whole school. Each school has its own home page and staff are able to drill down into individual pupils, see what their needs are and what impact any provisions have had. What are the next steps? 1. Working towards a wellbeing award - it has 8 points and impact would be measured against these. 2. Empower parents 3. Build on community links - look to other agencies who can support 4. Continue to collate evidence for the next nurture accreditation	
7	Any other business None requested ahead of the meeting.	
8	Future Dates (See below)	
9	Prior to the meeting discussion took place regarding the HT report via Governor Hub Headteacher report https://app.governorhub.com/document/66816317cdf36f34c5d667c6/view The whole school assessment data was only uploaded on Friday so I haven't had time to analyse it all. I will talk about assessment in our September governor's meeting as we will have had the SATs results by then as well. I have attached a powerpoint we shared in assembly where we were celebrating some of the things we have done this year. https://app.governorhub.com/document/66816306e07f14728a2389cb/view There are two reports from Herts For Learning. One from Joanna Di Bella and one from an Early Years Consultant https://app.governorhub.com/document/668162d1e5ac117a4834b31a/view https://app.governorhub.com/document/668162c7e07f14728a2384b3/view School plan review - some of the actions are long term and haven't been completed in one year so will be carried over. At the end of the HT report there are some suggestions for our priorities for 2024-2025. On Monday 1st July I have a meeting with the Trust and the other Headteachers where we will also be talking about priorities for 2024-2025 and I can feedback on Governor Day about this.	



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	https://app.governorhub.com/document/668162b5feeac48721f4975c/view David Greenfield - Estate Manager has provided a premises update including about the electrical rewire SIF bid. https://app.governorhub.com/document/668162becdf36f34c5d65fc3/view Here is the summer term Staff Council overview https://app.governorhub.com/document/668162dd077449933c3d85dc/view Dear All, We have received our Nurturing Schools Award report. It is wonderful to read. Lara will say it is a team effort (which it is) but she has worked so hard and has transformed our nurture provision at Beechfield. Enjoy reading it. https://app.governorhub.com/document/667002eebfad4d900cc0d457/view Gillian Jennifer Batanga Congratulations to all involved! Just to say, I have spoken to 2 parents of Children at Beechfield (year 6 and year 3) both parents have said that the school is amazing, the staff are working hard to make children time at school enjoyable. They have praised Ms Fuller for organising trips (house of parliament) . They wanted to say thank you to Gillian, the governing board and the Trust. I thought this is a feedback to bring back to this forum and say that the hard work is being felt and recognised . Keep it up Lesly Adams Well done everyone .a great team effort brilliantly led by Lara and a great result which was never in doubt!	
	Meeting ended: 11.30am	

Supporting documentation – Beechfield School

4.	Matters arising from 06.02.24		
6	<table> <tr> <td data-bbox="165 1989 1230 2020">Governors discussed how the school can be marketed better moving forward. The</td><td data-bbox="1230 1989 1511 2020">Chair/ Clerk –</td></tr> </table>	Governors discussed how the school can be marketed better moving forward. The	Chair/ Clerk –
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	Chair will raise at the Chairs meeting and the clerk was asked to pass onto the CEO and COO.	agenda item 8
7	Governor roles - 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. A parent election will be held.	Clerk - completed HT – agenda item 7
8	The pastoral lead for the school will present at the next meeting alongside the SEND report. G: Are we using AI to support teacher workload? HT: Yes, there has been a package purchased which is supporting staff with the creation of documentation. Staff G: We have used for assemblies and starter questions. We need to know what we want to generate the questions effectively. G: Can I visit to review the AI use within the school to ensure there is a good culture of use? HT: Yes, this can be arranged via Zoom with staff.	Clerk (Agenda) – agenda item 6 Rama/ HT – agenda item 13
10	School policies: Equality statement including accessibility plan – 28.2.24 – to be carried forward. Jennifer Batanga has been delegated authority to review with the HT and approve.	HT/ Jennifer Batanga – agenda item 10
12	All governors were asked to complete the following training via the National College: 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 3. Annual certificate in understanding the prevent duty Some governors fed back that they were not happy with the training on the National College. The clerk will feedback to the COO. Leadership training was requested for chairs and vice chairs. The clerk will feedback to the Trust.	All governors – agenda item 12 Clerk - completed Clerk - completed

AUTUMN 1			Start	Finish	Venue
Thursday	12/09/2024	Chairs	10.00	11.30	Beech House
Tuesday	17/09/2024	Beechfield LGC	19.00	20.30	Beechfield School
Wednesday	18/09/2024	Laurance Haines LGC	19.00	20.30	Laurance Haines School
Thursday	19/09/2024	Cherry Tree LGC	19.00	20.30	Cherry Tree School
Tuesday	8/10/2024	Trustee/Governor development	19.00	20.00	Teams -online
AUTUMN 2			Start	Finish	Venue
Tuesday	5/11/2024	Beechfield LGC	19.00	20.30	Teams -online
Wednesday	6/11/2024	Chairs	10.00	11.30	Beech House
Wednesday	6/11/2024	Laurance Haines	19.00	20.30	Teams -online



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		LGC			
Thursday	7/11/2024	Cherry Tree LGC	19.00	20.30	Teams -online
SPRING 1			Start	Finish	Venue
Wednesday	29/01/2025	Chairs	10.00	11.30	Beech House
Wednesday	29/01/2025	AGM	18.00	19.00	Beech House/Teams
Tuesday	04/02/2025	Beechfield LGC	19.00	20.30	Teams -online
Thursday	06/02/2025	Cherry Tree LGC	19.00	20.30	Teams - online
Wednesday	12/02/2025	Laurance Haines LGC	19.00	21.00	Teams -online
SPRING 2			Start	Finish	Venue
Tuesday	4/03/2025	Trustee/Governor development	19.00	20.00	Teams -online
SUMMER 2			Start	Finish	Venue
Tuesday	03/06/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	18/06/2025	Chairs	10.00	11.30	Beech House
Tuesday	01/07/2025	Beechfield LGC	10.00	3.00	Beechfield School
Wednesday	02/07/2025	Laurance Haines LGC	10.00	3.00	Laurance Haines School
Friday	4/7/2025	Cherry Tree LGC	10.00	3.00	Cherry Tree School