



Be kind, work hard, love learning

**Minutes of Beechfield Local Governing Committee Meeting held  
on Tuesday 5<sup>th</sup> November 2024 at 7pm via Zoom**

<b>Governor</b>	<b>Governor Type</b>	17 Sep 2024	05 Nov 2024	04 Feb 2025	01 Jul 2025
Lesly Adams	Co-opted governor	Attended	Attended		
Prof Rama Balachandran	Parent governor	Apologies	Resigned	Resigned	Resigned
Jennifer Batanga	Co-opted governor	Attended (online)	Attended		
James Brown	Co-opted governor	Attended (online)	Attended		
Emma Hibberd	Co-opted governor	Apologies	Attended		
Gillian Jackson	Headteacher	Attended	Attended		
Emma Lad	Clerk	Attended	Attended		
Walaa Mohran	Staff (Teaching) Governor	Attended	Attended		
Midhat Talibi	Co-opted governor	Attended	Attended		
In attendance					
Romeena	N/A	N/A	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 7pm**

<b>KEY:</b>	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1.	<p><b>Welcome, apologies and consent</b></p> <ul style="list-style-type: none"> <li>The meeting was quorate.</li> <li><i>Rama has stood down from the governing body. The clerk will remove him from Governor Hub.</i></li> <li>Romeena was welcomed to the meeting as a potential support staff governor.</li> </ul>	<b>Clerk</b>



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	<p>The clerk will check if she can take on the role as a member of teaching staff as there have been no other applicants.</p> <ul style="list-style-type: none"> <li><i>The Clerk was asked to pass on that the meeting would prefer it to be later in the term next year.</i></li> </ul>	<b>Clerk</b>
<b>2.</b>	<p><b>Notification of any other business</b></p> <p>There was no notification of any other business.</p>	
<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><a href="#">Minutes of the last meeting for approval and matters arising – see appendix B</a></b> Minutes to be signed via Governor Hub</p> <p><i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i></p>	<b>Chair</b>
<b>5.</b>	<p><b>Communication from the Trust</b></p> <ul style="list-style-type: none"> <li><a href="#">Trustees' minutes</a></li> <li><a href="#">Governance Framework</a> - Updated and governors were asked to review</li> <li><a href="#">School Governing Committee Governance Framework at a glance</a> -Updated and governors were asked to review</li> <li><a href="#">Academies Trust handbook 2024</a></li> <li><a href="#">Academy Trust governance guide</a></li> </ul>	<b>All govvs</b>
<b>6.</b>	<p><b>Chairs update</b></p> <p>a) <a href="#">Termly Chairs meeting report</a> – available via Governor Hub.</p> <ul style="list-style-type: none"> <li><a href="#">Governor job descriptions</a> – distributed via Governor Hub ahead of the meeting.</li> <li><a href="#">Governor roles/ visits</a> The chair asked governors about whether they thought it would be helpful to have questions set for each area as a starting point. The governors felt this would be useful. The Chair will action with the HT and report back via Governor Hub.</li> </ul> <p>b) <a href="#">Skills audit</a> – completed</p> <p>c) <a href="#">Governor training</a> – Jennifer to complete the Annual certificate in Prevent Duty and Annual certificate in safeguarding.</p>	<b>Jennifer Batanga</b>
<b>7.</b>	<p><b><a href="#">Headteacher report</a></b></p> <p>a) Staff attendance</p>	



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There have been members of key staff on long term sick which has put pressure on the rest of the team. Two members of staff have returned this week on a phased return. One member of staff has resigned due to ill health.

Tanya has moved to be the Acting HT at the Holywell school. The HT explained who had taken on the roles she had covered previously.

b) Children's attendance

The school has implemented fining in line with national statutory guidance and have issued one family with a fine.

Governors discussed how the fining works and the different approaches dependent on whether it is holiday or odd days off every week. The HT explained fining is the last resort.

There are children on part time timetables and the County have been informed and parents are aware.

c) Suspension/ exclusions

There have been four suspensions so far this year. Behaviour is now all reported on Arbor and there are changes in the reporting. It has helped with the school identifying need. There are provisions in place for children.

d) Pupil premium

**G: How many children are there?**

**HT: 99.**

e) Health and safety

i. Any H&S issues to discuss – slide from central team to be presented.

- Two children left the school site. The incident was managed by the staff, reported to the necessary carers and authorities.
- A grandparent fell collecting from the school site and County have been informed and the insurance company have been informed. The school has taken advice and followed all the necessary guidance.

f) School plan

**G: Are the four actions the same across the three schools?**

**HT: Yes.**

**G: The enrichment, is it the same for all the schools?**

**HT: Yes, there are example lists in place.**

- The HT explained the actions around SEND including all three schools taking part in the Partnership for Inclusion of Neurodiversity in Schools (PINS) project.
- The governors discussed the project to support the children who have



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	<p>SEND who are working at 18 to 36 months and attending a group in the afternoon. The staff governor explained all the staff are helping with contributing to the planning for the children. This allows the teachers to be more involved with the sharing of good practice and planning next steps for the children.</p> <ul style="list-style-type: none"> <li>The Digital strategy will allow the schools to research further how AI/ technology can support learning and achievement for children. The HT and staff will be visiting the Leo academy where they are using technology to support children already.</li> </ul> <p>G: I am very pleased to hear a drama club is being set up. HT: There has been a very high uptake from children, and we need to thank the teacher who is managing.</p> <ul style="list-style-type: none"> <li>EAL support has been updated with the proficiency codes. There are 49 languages spoken in the school, so this is a large area to support.</li> <li>The school has recruited a new Early year's teacher to replace the member of staff who is leaving.</li> <li>The staff governors updated the governors on the parental engagement including the open-door policy and the workshops which are being organised for parents. There are also reading workshops each week for parents. There is also a whole school reading café where parents and children can share books. For timetables there have been workshops for parents and resources distributed.</li> </ul> <p>G: Do we take the children to the library? Staff G: The nearest library is a walk away and we are investigating how to complete safely.</p> <ul style="list-style-type: none"> <li>The HT explained following the external advisors visit there are going to be half termly targets for children in maths and English. This have been in place previously, but an improved system will enhance the outcomes for children.</li> </ul> <p>G: Is reading part of the plan and how will we support children? HT: That is covered in section four and there are next steps in place for children. Staff G: The external advisor commented on the clear progression in the plan in place across the school. HT: We immediately addressed the actions from Ofsted, and we have progressed with where the school needs to move to in the support of children. We need to make sure we have clear impact on the children.</p>	
8.	<p><b>Stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>Covered under the HT report page 19.</li> </ul>	



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<p>9.</p>	<p><b>Policy tracker review and policies due</b></p> <p>a) <a href="#">Trust policies approved</a> – refer to Every</p> <p>b) <a href="#">School policies</a> – refer to Every</p> <p>The following policies in yellow were approved for use:</p> <table border="1" data-bbox="204 629 1233 1422"> <thead> <tr> <th><u>Beechfield School Policies</u></th> <th><u>Date DUE</u></th> </tr> </thead> <tbody> <tr> <td><a href="#">Behaviour Policy</a></td> <td>30 Jun 2025</td> </tr> <tr> <td><a href="#">Business Continuity Plan</a></td> <td>31 Oct 2024</td> </tr> <tr> <td><a href="#">Collective Act of Worship</a></td> <td>31 Jan 2025</td> </tr> <tr> <td><a href="#">Equality Statement including accessibility plan</a></td> <td>30 Sep 2028</td> </tr> <tr> <td><a href="#">Health and Safety (Local) Policy</a></td> <td>30 Nov 2024</td> </tr> <tr> <td><a href="#">Home Learning Policy June 2023</a></td> <td>30 Jun 2025</td> </tr> <tr> <td><a href="#">Home School agreement</a></td> <td>14 Nov 2024</td> </tr> <tr> <td><a href="#">Marking, Feedback and Presentation Policy</a></td> <td>31 Jan 2025</td> </tr> </tbody> </table>	<u>Beechfield School Policies</u>	<u>Date DUE</u>	<a href="#">Behaviour Policy</a>	30 Jun 2025	<a href="#">Business Continuity Plan</a>	31 Oct 2024	<a href="#">Collective Act of Worship</a>	31 Jan 2025	<a href="#">Equality Statement including accessibility plan</a>	30 Sep 2028	<a href="#">Health and Safety (Local) Policy</a>	30 Nov 2024	<a href="#">Home Learning Policy June 2023</a>	30 Jun 2025	<a href="#">Home School agreement</a>	14 Nov 2024	<a href="#">Marking, Feedback and Presentation Policy</a>	31 Jan 2025	
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<p>10.</p>	<p><b><u>Risk register</u></b></p> <ul style="list-style-type: none"> <li>• Pupil numbers are no longer a risk as there are only five places in the school and two extra children in year 6.</li> <li>• The AHT has moved to an Acting HT role so there may need to be recruitment in future.</li> <li>• SEND continues to be a risk for the school but nothing else was identified.</li> </ul>																			
<p>11.</p>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Governor training booked /to be booked/ completed with <a href="#">National College</a></li> </ul> <p>EDI training is being offered for all governors. The following has taken place and can be viewed through the National College:</p> <p><a href="#">Cultivating a sense of belonging</a></p> <p>Future EDI training dates: <a href="#">330-445</a></p>	<p><b>All gavs</b></p>																		



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	Thursday 12th December Cultural Intelligence Thursday 13th February Disrupting unconscious bias Thursday 27th March Psychological safety Thursday 15th May Challenging derogatory and non-inclusive language Thursday 3rd July Religion and beliefs in school	
12.	<a href="#">Governor monitoring reports</a>	
13.	<a href="#">Clerks update</a> <ul style="list-style-type: none"><li>• <a href="#">Newsletters</a></li><li>• Alex Bottom from Hillier Hopkins will be attending the Resources Committee meeting on the 25th of November at 11am. Everyone is welcome to join this meeting for an overview of the accounts and audit process.</li></ul>	<b>Clerk</b>
14.	<b>Any other business</b>  None requested at the beginning of the meeting.	
15.	<b>Future Dates</b> – see appendix D	
16.	<b>Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk</b>  The HT thanked everyone for their time and reading all the documents.	
	<b>Meeting ended: 8.09pm</b>	



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6. Appendix A: Matters arising from 17.09.24		
1	<i>Sarah Wynne has stood down from the governing body. The clerk will remove her from Governor Hub.</i>	<b>Clerk</b>
4	<u><a href="#">Keeping Children Safe in Education 2024.</a></u> - See appendix A for changes. All governors will review via Governor Hub.	<b>All govs</b>
6	<i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i>	<b>Chair</b>
8	<b>Governor Hub review and update:</b> <i>Governors will complete via Governor Hub once the clerk send reminders</i>	<b>Clerk/All govs</b>
9	<i>Advert to be sent to the parents regarding applying for the vacancy.</i>  <i>The clerk will send the results from last year and asked all governors to review and update if they feel they have improved their skills.</i>  <i>The governors will contact the HT to book their visits for the term.</i>	<b>Chair</b> <b>Clerk/ All govs</b>  <b>All govs</b>
10	<b>G: Can we have an overview of SEND funding and the funds released by the Trust from the reserves?</b> <b>HT: I will present at the next meeting.</b>	<b>HT</b>
11	<i>The school will be removing children from the data if they arrived in the country in the last two years. The school will update and then present the results to the board.</i>  <i>Target setting will take place next week and be presented at the next meeting.</i>  <b>G: There was data missing from summer 2023 on the SEND report can we add it in?</b> <b>HT: I will update and send out via Governor Hub.</b>	<b>HT</b>  <b>HT/ Clerk (Agenda)</b> <b>HT</b>
15	<i>Governors were asked to complete the three courses on their Watchlist by half term.</i>	<b>All govs</b>



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	There are 6 sessions of EDI training across the year. The first session is the 17 <sup>th</sup> October at 3.30pm. <i>The HT will send via Governor Hub</i>	
17	G: Can we ask parents what they want on the newsletter? HT: Can the clerk please take to the Trust to update the parents survey.	Clerk

**13. Policy review 2024/25**

<b><u>Beechfield School Policies</u></b>	<b><u>Date DUE</u></b>
<a href="#"><u>Behaviour Policy</u></a>	30 Jun 2025
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**19. Appendix D: Governor dates 2024/25**

Wednesday	6/11/2024	Chairs	10.00	11.30	Beech House
<b>SPRING 1</b>			<b>Start</b>	<b>Finish</b>	<b>Venue</b>
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
<b>SPRING 2</b>			<b>Start</b>	<b>Finish</b>	<b>Venue</b>
Tuesday	4/03/2025	Trustee/Governor development	19.00	20.00	Teams -online
<b>SUMMER 2</b>			<b>Start</b>	<b>Finish</b>	<b>Venue</b>
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

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

James Brown1 day ago

A few Questions/Comments/Observations Re Tomorrows Documents:

SEA Visit Report:

The outcomes appear good against Watford Herts and Nationally.

I assume you target to get the RAYG rating: to full green before the next SEA visit



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### Annual Safeguarding Report:

Sexual abuse: S17 request made – then no further action taken (Does this mean that the decision was made by Children's Services) ?

### H&S Action Plan:

Why are some actions not marked in colour ? as this shows the status quickly.

As nothing is marked in red I assume they is nothing really urgent. (The Inspection checklist would appear to show this)

### School Plan:

Have you set target dates for reviewing task progress for those where none is listed ?

### Finance:

Is the Trust happy this the school's current state?

### Pastoral Report:

Having had a look through. I am in agreement with your comments made on the G.H. notice board.

### HT Powerpoint:

I am confused by the Heading on slides 11 & 12 (Autumn Term 23 Behaviour)

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Gillian Jackson

Thanks James for reading all of the information.

### SEA Visit Report:

The outcomes appear good against Watford Herts and Nationally.

I assume you target to get the RAYG rating: to full green before the next SEA visit

We are currently light green which is a 'good' rating. Joanna did say she felt we could be dark green but I said I felt that she should wait for further visits before changing it.



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### Annual Safeguarding Report:

Sexual abuse: S17 request made – then no further action taken (Does this mean that the decision was made by Children's Services) ?

Yes that decision would have been made by Children's Services.

### H&S Action Plan:

Why are some actions not marked in colour ? as this shows the status quickly.

As nothing is marked in red I assume they is nothing really urgent. (The Inspection checklist would appear to show this)

Yes

### School Plan:

Have you set target dates for reviewing task progress for those where none is listed ?

I will review them half termly at the minimum.

### Finance:

Is the Trust happy this the school's current state?

We are currently doing the reforecast.

### Pastoral Report:

Having had a look through. I am in agreement with your comments made on the G.H. notice board

Thank you!

1 day ago

Emma Lad1 day ago

High level summary of the budget

### £2.3 billion increase

- The core schools budgets will increase by £2.3 billion in April 2025, resulting in a real term increase in per pupil funding.

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- Of this, £1 billion funding is for SEND. This will be provided to Local Authorities through the High Needs block to meet increased pressures and spending on top-up funding for mainstream schools, special schools, and alternative provision settings. The DfE has confirmed to us that “the £1bn increase for High Needs is being provided in order to help local authorities to meet the increases in the pressures they are expected to face, in terms of higher spending on top-up funding for mainstream schools and funding for special schools, in 2025-26. It is not being set aside to pay down local authorities’ accumulated deficits next year.
- We expect to have a clearer sense of the impact of the core schools budget increase for individual schools once details of the Schools National Funding Formula are published later this term. The DfE has confirmed that this increase to the core schools budget will continue to fully fund this summer’s 5.5% pay award for teachers, and the DfE has also indicated that they expect it to help to cover pay awards in 2025/26.

### Employer National Insurance Contributions (NICs)

- From April 2025, employer NICs will increase by 1.2 percentage points to 15% and well as changes to the threshold and employment allowance. The Department has confirmed schools will be compensated to cover this increase and additional information will be published in due course. The DfE has confirmed that the compensation will be to cover the net effect of all the NIC changes. The changes to NI are extremely complex. We would expect additional funding to schools to be distributed using NFF-like formulae and this means that funding will not exactly match cost at a school level. However, they will continue to work with the DfE to bring greater clarity on this.

### Capital

- The government will provide £6.7 billion of capital funding in 2025-26. This is the total sum and includes the £1.4 billion for the school rebuilding programme, over £2 billion into maintenance for schools, and £15 million to begin creating 3,000 new or expanded nurseries in primary schools spaces.

### National Living/Minimum Wage

- From April 2025, the National Living Wage will increase to £12.21 per hour. The National Minimum Wage will increase to £10.00 per hour for 18-20 year olds, and £7.55 per hour for Under 18s and Apprentices. Schools should take note of these increases when making assumptions about future support staff pay awards.

### Early Years, FE and other Departmental settlements

- Education: An additional £1.8 billion will be allocated to the expansion of government funded childcare, along with £30 million for the rollout of free breakfast clubs in primary schools.



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- Education: An additional £300 million will be provided for FE, and £40 million will be invested in transforming the Apprenticeships Levy into a Growth and Skills Levy, which will help to deliver new foundation and shorter apprenticeships in key sectors.
- Education: In 2025-26, £69 million will be allocated to continue the delivery of a network of Family Hubs, while £250 million will be provided to test 'innovative measures' to support children in social care (including £44 million to pilot a Kinship Allowance and £90 million to renovate and expand the children's home estate).
- Treasury: The Budget confirms VAT relief on education and boarding services provided for a charge by private schools will be removed from 1 January 2025. From April 2025, business rates charitable rate relief will also be removed from private schools.
- Work and Pensions: A new 'Fair Repayment Rate' will be introduced to cap Universal Credit debt repayments and allow them to be repaid over a longer timeframe. It is estimated around 1.2 million households will be better off by £420 per year on average, and 700,000 families with children will benefit from this change.
- Industrial Strategy and Trade: The government will provide £3 million to expand the Creative Careers Programme, to give school children the opportunity to learn more about different career routes and engage directly with the workplace.
- Health and Social Care: The government will restrict junk food advertising on TV and online to reduce the number of children living with obesity and will gradually end of the sale of tobacco products across the country – including banning vapes from being deliberately branded and advertised to children

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Lesly Adams 2 days ago

Just a few questions in advance of the meeting..

1. The Chancellor's budget says schools will provide free breakfast clubs for ALL pupils..how will this be funded ?
2. Safer Recruitment Training..now Tanya has left will we need another person trained?
3. On the Risk Assessment review there seems to be a number of items not yet started by DG., including but not limited to .(13.1,13.2,13.3 etc)..are these in hand ?
4. Finance..our budget says £23,946 for building and maintenance projects..what are these?
5. Please explain SEEDLINGS
6. What exactly are the specific TRUST ENRICHMENT EXPERIENCES ?
7. Only 5 spaces in total..(and 2 over in yr 6) absolutely FANTASTIC - huge congratulations..
8. Any updates on the rumoured increase in SEND funding ? (Trust/Government?)
9. Can you please talk us through our school development priorities in the meeting
10. Can you also please talk us through the SEND funding as outlined in the Finance report ..for example what is ATF ? HNF/LHNF



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Thank you

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Gillian Jackson

1. The Chancellor's budget says schools will provide free breakfast clubs for ALL pupils..how will this be funded ?

I don't know!

2. Safer Recruitment Training..now Tanya has left will we need another person trained?

Yes Emily Fuller has been trained and Rachael Morgan.

3. On the Risk Assessment review there seems to be a number of items not yet started by DG., including but not limited to .(13.1,13.2,13.3 etc)..are these in hand ?

Yes they are all in hand. More have been completed over half term.

4. Finance..our budget says £23,946 for building and maintenance projects..what are these?

Carpets, blinds, cleaning the outside of KS2 building, dishwasher in kitchen.

5. Please explain SEEDLINGS

This is an afternoon provision (run in our bungalow) set up for some of our SEND children. It is planned and overseen by Rachael Morgan and is for the children who are working between 12 and 36 months.

6. What exactly are the specific TRUST ENRICHMENT EXPERIENCES ? The Trust have a list.

7. Only 5 spaces in total..(and 2 over in yr 6) absolutely FANTASTIC - huge congratulations..

8. Any updates on the rumoured increase in SEND funding ? (Trust/Government?) It won't be much once it is divided amongst all schools, I saw something on a teacher website (may or may not be accurate) saying it worked out about 59000 per school.

9. Can you please talk us through our school development priorities in the meeting - ok

10. Can you also please talk us through the SEND funding as outlined in the Finance report ..for example what is ATF ? HNF/LHNF

If a school needs more than £6,000 for a child's SEN provision, they will receive Top Up High Needs Funding (HNF). This is a system of funding for mainstream schools and early years settings in Hertfordshire. It is additional funding allocated to the school by the local authority, on top of the core funding a school receives, and the additional support funding. It is provided to schools to ensure they include and provide support for children and young people with significant needs in mainstream schools and settings - in Hertfordshire, the amount of HNF a school receives is worked out according to a child or young person's EHCP.

Local High Needs Funding (LHNF), meets the emerging needs of children and young people and those with complex needs who do not have an EHCP.



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### Additional Targeted Funding (ATF)

Some mainstream schools have higher than expected numbers of children with Educational Health and Care Plans (EHCPs). Each year these schools get additional targeted funding from the local authority to help them meet the cost of the provision for the children in their school with EHCPs so that their SEN budget can meet the needs of all children in the school. This funding is in addition to the individual HNF.

The threshold for receiving ATF is reviewed every year. It is based on the number of children on roll in a school, and the number of children in the school with an EHCP. For example, if a school has 70 pupils, the threshold for receiving ATF might be 2 pupils with an EHCP. This means that the school will be expected to cover the first £6,000 of SEN funding for 2 pupils, but for every additional pupil over this threshold, the school will receive an additional £5,000 to meet the cost of SEN provision. The ATF will form part of the school's overall SEN budget, and is not allocated to individual children

1 day ago

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Lesly Adams 7 days ago

Hi All,

In advance of the meeting, next Tuesday the 5th Nov ( hope none of you are disappointed it's on Bonfire Night?) would you please have a look at the 'new' role descriptors with a view to thinking about how you could use your governor visit/conversations with staff etc..to monitor your specific area and then we can all discuss how we see it all working out ?

I've put a link to the role descriptors here below ( Who even knew I knew how to do that??)

Thx

Lesly

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Lesly Adams 7 days ago

Have a look at this:

[Governor role description.pdf](#)

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Gillian Jackson 7 days ago

Here are a couple more reports to have a look at before the meeting:



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### Pastoral report

<https://app.governorhub.com/document/671bc8848b60146245489ee6/view>

Lara does an absolutely brilliant job at Beechfield. It can't be underestimated how much impact she has on the school. She goes way above and beyond in her role and she is truly instrumental to the success of Beechfield.

### Inspection Dashboard Report (IDSR)

<https://app.governorhub.com/document/6720e7e4356e3215aee93b33/view>

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James Brown

FYI I think the Pastoral report is the same as the Inclusion Lead report to governors Autumn 2024 below

3 days ago

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James Brown

However, I have just checked in Documents and the Pastoral report is there 😊!

3 days ago

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Gillian Jackson 11 days ago

Dear All,

As you are aware, Tanya has been supporting Holywell School 3 days a week this half term. Yesterday it was announced that the Head would be leaving today, so Tanya is leaving Beechfield today to be Acting Head at Holywell!. It has all happened very quickly and we only told the staff and children today in our assembly this afternoon.

I have loved working with Tanya for the past 5 years and I am sure you will join me in thanking her for the great work she has done here, and join me in wishing her the best in her new role.

It is a temporary role initially until the Head's role is advertised and filled permanently. There are no timeframes for this yet.



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After half term, I will ask for an expression of interest in a temporary Assistant Head Role at Beechfield but as it has all happened so fast I haven't had time to do this yet.

We have a meeting the week after half term on Tuesday 5th November.  
Here are the documents for our meeting:

HT report

<https://app.governorhub.com/document/671bc8f5117d717a20cd7b8b/view>

Safeguarding

<https://app.governorhub.com/document/671bc84c117d717a20cd6a51/view>

Health and Safety Action Plan

<https://app.governorhub.com/document/671bc8c112e768816005c397/view>

Premises

<https://app.governorhub.com/document/671bc8b82add5defa10af1aa/view>

HIP report

<https://app.governorhub.com/document/671bc8392add5defa10ae708/view>

Inclusion

<https://app.governorhub.com/document/671bc8848b60146245489ee6/view>

Finance - this also has the SEND information that was requested in the minutes from the last meeting

<https://app.governorhub.com/document/671bc878617cf8df5c831978/view>

Policies

Business Continuity Plan



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<https://app.governorhub.com/document/671bc8a4a7fd82fb9f0b97ad/view>

Health and Safety Policy

<https://app.governorhub.com/document/671bc8aa6c50d0587272cca7/view>

Home School Agreement

<https://app.governorhub.com/document/671bc891060e2f6bdf92a019/view>

Happy reading!

Gillian

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Emma Lad11 days ago

Update of items in the news this week for governor knowledge:

Have a good weekend

SEND

New warnings published by the National Audit Office about the SEND system being “unsustainable”. Watchdog highlights that the system is failing to improve children’s outcomes despite significant funding increases [[BBC News](#)].

Support from GovernorHub Knowledge: Find questions to ask when [reviewing your school's special educational needs and disability \(SEND\) policy](#) and SEN information report. Use our checklists to make sure your school is meeting the requirements.

School staff pay and conditions

The School Teachers’ Pay and Conditions Document (STPCD) has been updated with the new pay scales for 2024/25. This comes after the government approved teacher and leader pay rises of 5.5% [[Schools Week](#)].

Support from GovernorHub Knowledge: Find the [pay ranges from the current STPCD](#) all in 1 place.



## Be kind, work hard, love learning

School support staff unions accept £1,290 pay deal - <https://schoolsweek.co.uk/school-support-staff-unions-accept-1290-pay-deal/>

### Attendance

Leaders have raised concerns that changes to attendance codes risk making pupil attendance worse. Sector experts have also raised that the changes could make data on absence unreliable [[Tes Magazine – registration required](#)].

Support from GovernorHub Knowledge: Read our tips on [monitoring and challenging your school's attendance figures](#) by questioning your senior leaders, benchmarking against national data, and understanding how Ofsted will use your data.

### MINUTES ARE PUBLIC DOCUMENTS

A reminder that you must make approved minutes available if requested

If you don't publish this information online, you're required to make the following available upon request:

- Approved and signed minutes
- Agendas
- Any papers considered at the meeting

You must also provide contact details so people know where to make the request to, [according to the ICO](#).

This applies to:

- Maintained schools ([full board](#) and [committee](#) meetings), and
- Academies (the [model articles of association](#) only mention trustee meetings, so check your own articles and scheme of delegation to see whether this applies to committee meetings too)

You're not required to make confidential information available

This would include anything in your minutes, agendas or papers which relates to:

- A named person who works (or is proposed to work) at the school
- A named pupil at, or candidate for admission to, the school
- Any other matter the governing board agrees should remain confidential because of its nature

See the [School Governance Regulations 2013](#) and article 125 of the [model articles of association](#).

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Emma Lad13 days ago

Reminder to complete annual confirmations and declarations



**BEECHFIELD**  
SCHOOL

An **INCLUSIVE** | MAT School

Be kind, work hard, love learning

Hello all,

I have sent reminders out for those of you who have not completed some or all of your annual confirmations and declarations. If you could please follow the link in the emails and complete

Thank you for your help with this

Emma

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Emma Lad13 days ago

Hello! This is just a friendly nudge to (re)confirm the following on GovernorHub: "Confirm your declaration of interests" (via the following link). It is now overdue and will only take a minute or two to do. Note: this message has only been emailed to those needing to (re)confirm so if you are viewing this on the noticeboard and haven't got the email you are all good to go. Thanks!

[Link to your Profile Page](#)

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