

# Minutes of Beechfield Local Governing Committee Meeting held on Tuesday 16th September 2025 at 7pm at the school

## ACTION SUMMARY TABLE FROM MEETING ON THE 16/09/25

Agenda Item	Action	Responsible
4	Follow up with James Brown on Governor Hub multi-factor authentication access issues	<b>Clerk</b>
<b>6.</b>	Minutes from 01.07.25 were approved and will be signed via Governor Hub by the chair.	<b>Chair</b>
8	Send reminder emails to all governors to complete annual declarations on Governor Hub	<b>Clerk</b>
9	Governor effectiveness survey to be completed by all governors (45% completed). The clerk has sent a reminder via Governor Hub.	<b>Clerk</b>
9	Draft governor role descriptions for curriculum, personal development and other areas for November meeting	<b>Chair/Emily Lawson</b>
9	WhatsApp group proposed for meeting reminders (James Brown noted he doesn't use WhatsApp, and the chair will message separately)	<b>All governors</b>
11b	Provide health and safety report for November meeting	<b>HT</b>
11c	Present Condition Improvement Fund report when received	<b>HT</b>
11k	Arrange for Lara to attend November meeting to present pastoral overview (5 minutes)	<b>HT/Clerk</b>
13	Policies for November 2025 review noted: Business Continuity Plan, Health and Safety (Local) Policy, Home School Agreement.	<b>HT</b>
15	Complete National College training (safeguarding update and cybersecurity) by 1st November	<b>All governors</b>
16	Arrange school visits before November meeting in agreed focus areas	<b>All governors</b>
16	Confirm governor role allocations and arrange visits with designated staff leads	<b>Meredith/Ruth/Midhat</b>

Governor	Governor Type	16th September 2025			
Lesly Adams (chair)	Co-opted governor	Present			
Jennifer Batanga	Co-opted governor	Present (online)			
James Brown	Co-opted governor	Present (online)			
Meredith Correyo	Parent governor	Present (online)			
Swati Diwan (Year 4 Teacher)	Staff governor (teacher)	Present (online)			
Ruth Dufton	Parent governor	Apologies			
Emma Hibberd	Co-opted governor	Present			
Emma Penfold	Co-opted governor	Apologies			
Gillian Jackson (HT)	Headteacher	Present			
Emma Lad (Clerk)	Clerk	Present			
Emily Fuller (Assistant Head)	Observing	Present			
Kelly Rogers	Staff governor (support)	Apologies			
Ellen Shaw	Staff governor (teacher)	Present			
Midhat Talibi	Co-opted governor	Present			

**Governor (G) challenge is highlighted in yellow** *Governor actions are highlighted in italics*

Please see Appendix A: Discussion from Governor Hub ahead of the meeting

**Meeting started 7pm**

No	ITEM	
1.	<p><b>Welcome, apologies and consent</b></p> <p>The meeting was quorate. Chair welcomed everyone to the meeting. Apologies received from Ruth Dufton and Kelly.</p>	
2.	<p><b>Notification of any other business</b></p> <p>No other business notified prior to meeting.</p>	
3.	<p><b>Conflict of interest with agenda items to be declared</b></p> <p>No conflicts of interest declared.</p>	
4.	<p><b>Keeping Children Safe in Education 2025 -- see appendix A</b></p> <p>Appendix A: Keeping Children Safe in Education (KCSIE) and other safeguarding updates The Department for Education (DfE) has released its final version of <a href="#">Keeping Children Safe in Education</a> (KCSIE) for the 2025/26 academic year. Changes for 2025 are minor, and include:</p>	

	<ul style="list-style-type: none"> <li>Schools should now be aware of the risks of misinformation, disinformation and conspiracy theories online</li> <li>Schools should be aware of the DfE's guidance on generative AI when carrying out filtering and monitoring</li> <li>Changed time-scales for when we should expect the DfE's 'gender questioning children' guidance</li> <li>Updates to teaching safeguarding, particularly to reflect the updated <a href="#">relationships and sex education (RSE) and health education guidance</a></li> <li>An updated list of resources available for helping staff with pupils who need mental health support (including removing the mention of funding for senior mental health leads)</li> <li>An updated definition of extremism</li> </ul> <p>HT confirmed all governors need to complete safeguarding training on National College including KCSIE updates and confirm completion on Governor Hub. Changes for 2025 are minimal - mainly new definitions and awareness requirements for online risks including misinformation, disinformation and conspiracy theories.</p> <p><b>G: James Brown raised access issues with Governor Hub after multi-factor authentication requirements.</b>  <i>Clerk to follow up with James separately on technical access issues.</i></p>	Clerk
5.	<p><b>Election of Chair and Vice chair</b></p> <p>Leslie Adams re-elected as Chair unopposed.  Jennifer Batanga re-elected as Vice Chair</p>	
6.	<p><b><a href="#">Minutes of the last meeting for approval</a> and matters arising</b>  <i>Minutes from 01.07.25 were approved and will be signed via Governor Hub by the chair.</i>  No matters arising not already covered in action tracker.</p>	Chair
7.	<p><b>Communication from the Trust</b>  Trustees' minutes available on Governor Hub for information.</p>	
8.	<p><b>Governor Hub review and update</b>  All governors were reminded to complete annual declarations on Governor Hub including Register of business interests, KCSIE confirmation, Online safety policy, Code of conduct, Whistleblowing policy, Child protection policy.</p> <p>Personal details and equalities information to be reviewed.</p> <p><i>Clerk to send reminders to complete confirmations to all governors.</i></p>	Clerk/ All governors
9.	<p><b>Chairs update</b></p> <p><b>Chair provided comprehensive update:</b></p> <ul style="list-style-type: none"> <li>New school (Holywell/Willow Tree) joining trust with green uniform</li> <li>Ofsted framework changes - trust will analyse and provide guidance by November meeting</li> </ul>	

	<ul style="list-style-type: none"> <li>Governors' recruitment and induction</li> </ul> <p>The following governors were appointed at the meeting:</p> <table border="1" data-bbox="306 340 1069 564"> <tr> <td>Kelly Rogers</td> <td>(Support) staff governor</td> </tr> <tr> <td>Ellen Shaw</td> <td>Staff governor</td> </tr> <tr> <td>Swati Diwan</td> <td>Staff governor</td> </tr> <tr> <td>Emma Penfold</td> <td>Co-opted governor</td> </tr> </table> <ul style="list-style-type: none"> <li>Statutory governor roles confirmed: Safeguarding (Leslie) and SEND (Jennifer) Cherry Tree still seeking permanent chair</li> <li>Trust considering reducing governor numbers</li> <li>Beechfield finances strong, SATs above national, stable staff (no resignations summer 2025)</li> <li>After school club incident resolved - external provider removed due to safeguarding concerns, staff stepped in temporarily. The board thanked them for their flexibility and support.</li> <li><i>Governor effectiveness survey to be completed by all governors (45% completed). The clerk has sent a reminder via Governor Hub.</i></li> <li><i>New governors encouraged to identify areas of interest for school visits</i></li> <li><i>HT and Emily to draft governor role descriptions for new governors which will be distributed via Governor Hub.</i></li> <li><i>WhatsApp group proposed for meeting reminders (James Brown noted he doesn't use WhatsApp, and the chair will message separately)</i></li> <li>Childcare expenses available for governors if needed</li> </ul>	Kelly Rogers	(Support) staff governor	Ellen Shaw	Staff governor	Swati Diwan	Staff governor	Emma Penfold	Co-opted governor	<p><b>All governors</b></p> <p><b>HT/Emily Fuller</b></p> <p><b>All governors</b></p>
Kelly Rogers	(Support) staff governor									
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10.	<p><b>Finance report -- sent via Governor Hub</b></p> <p>Budget approved and balanced for three years. Additional SEND teacher (Rachel Fallon) appointed. Trust complimented school on budget management and forecasting accuracy.</p>									
11.	<p><b>Headteacher report</b></p>									
	<p><b>a) Safeguarding:</b> <a href="#">Annual report completed by the HT and safeguarding governor.</a></p> <p>After school club safeguarding incident resolved - external provider removed, staff providing temporary cover. No other significant issues.</p>									
	<p><b>b) Health and safety:</b> No issues to report. Path re-laid following previous incident. <i>Health and safety report to be provided for November meeting.</i></p>	<p><b>HT</b></p>								

<p><b>c) Premises:</b> Condition Improvement Fund report awaited. <i>CIF report to be presented in November when received.</i></p>	<p><b>HT</b></p>
<p><b>d) Pupil numbers:</b> Working to maximise numbers for 2nd October census day - crucial for funding.</p>	
<p><b>e) Outcomes 2024/25:</b> All above national average except Reception (children arrive low, so this is an expected pattern).</p> <p>The focus is on improving GLD in Reception and extending writing. Phonics results were excellent due to whole-school approach and daily reading focus.</p> <p><b>G: What are the main foci for outcomes for the next year?</b>  HT: Better Good Levels of Development (GLD) in the early years. The teaching within the school is of a high quality and there has been training for all staff. The phonics results improved because of the team effort to support children.  AHT: Older readers have been supported with Fresh start, and it has made a difference in the outcomes for children overall.  HT: There are also some children in KS2 who require additional support for maths to prepare for the SATs tests.  Maths Lead: I will be spending further time with children to support their development and challenge their learning to ensure they reach their potential.</p> <p><b>G: This is the time to start supporting children to achieve above, how does that look?</b>  AHT: There is a writing group for year 6 children at lunchtime and there are extensions on the history curriculum to try and stretch children. Staff are keen to support children.</p> <p>The children in reception have started well and there are high expectations. Year one is very positive now, and the children are achieving well with writing.</p> <p>Governors were pleased to hear there is challenge and staff are volunteering to support with extra groups.</p>	
<p><b>f) Children's attendance:</b> Authorised absence above target. Continuing individual family support approach. There will be ongoing monitoring of unauthorised absences.</p>	
<p><b>g) Suspension/exclusions:</b> One suspension this term. The behaviour log is monitored by SLT. Challenges with SEND pupils awaiting specialist support - difficult balance between reasonable adjustments and behaviour expectations. Staff have experienced physical incidents. The SLT are monitoring and supporting where appropriate.</p>	
<p><b>h) Behaviour monitoring:</b> See above - ongoing monitoring by SLT team.</p>	
<p><b>i) HIP visit feedback:</b>  The HIP, Joanna DeBella, is visiting 2nd October to review SEND provision.</p>	
<p><b>j) Equality, Diversity and Inclusion:</b> Survey results very positive, included in HT report.</p>	
<p><b>k) Pastoral report:</b>  <i>Lara to attend November meeting to present pastoral overview. The HT will organise, and the clerk will add to the agenda. EFYS lead and Maths lead to present for 5 mins at next meeting (re: more challenge in math and EYFS increasing GLD)</i></p>	<p><b>HT/ Clerk</b></p>

	<p><b>I) Staff attendance:</b> Challenges with long-term absences (hospitalisation, family care responsibilities). Trust operates self-insurance model across three schools.</p>																	
	<p><b>G: How are you managing with the children who are joining the school from other countries?</b>  HT: Children who come into KS2 very quickly pick up English as they are used to the structure and language. If a child comes with SEND it can take longer to support as the school doesn't always know if it is a language barrier or their additional need. It is amazing how quickly the children pick up language.</p> <p><b>G: How does the number of children with English as an Additional Language compare with other schools?</b>  HT: We have around 56% EAL which is above national but in line with the other schools in the Trust. The children come from all over the world. The children help each other within class, and the school uses Google translate with parents.</p> <p>The AHT updated on the prefects within the school and how well the role is operating. The children are taking great pride in the role and their responsibilities in the school. The school celebrates children with HT awards, texts to parents when there has been good behaviour, stickers for good work etc. Mathletics will also be sending trophies for the school to give out to children.</p> <p>Governors thanked the HT for her thorough report.</p>																	
12.	<p><b>Stakeholder engagement</b></p>																	
	<p>Covered under the HT report and in addition:</p> <ul style="list-style-type: none"> <li>• Parent tours running weekly until January.</li> <li>• Harvest service at Christ Church 24th October.</li> <li>• Lisa Cillito visiting for Y4/5 transition talk.</li> <li>• Tony Fitzpatrick (Director of Primary Education, Hertfordshire) visiting 8th October to review SEND provision.</li> <li>• Various school trips planned to include Sky Studios.</li> <li>• Police hate crime workshop</li> <li>• Warner Brothers Harry Potter workshop scheduled.</li> </ul>																	
13.	<p><b>Policy tracker review and policies due</b></p>																	
	<p><a href="#">Trust policies approved</a> – refer to Every</p> <p><i>Policies for November 2025 review noted: Business Continuity Plan, Health and Safety (Local) Policy, Home School Agreement. All other policies on track for review dates.</i></p> <table border="1" data-bbox="167 1736 1236 2016"> <tr> <td><a href="#">Business Continuity Plan</a></td> <td>November 2025</td> </tr> <tr> <td><a href="#">Behaviour Policy</a></td> <td>July 2026</td> </tr> <tr> <td><a href="#">Collective Act of Worship</a></td> <td>February 2027</td> </tr> <tr> <td><a href="#">Equality Statement including accessibility plan</a></td> <td>September 2028</td> </tr> <tr> <td><a href="#">Health and Safety (Local) Policy</a></td> <td>November 2025</td> </tr> <tr> <td><a href="#">Home Learning Policy</a></td> <td>July 2026</td> </tr> <tr> <td><a href="#">Home School agreement</a></td> <td>November 2025</td> </tr> <tr> <td><a href="#">Marking, Feedback and Presentation Policy</a></td> <td>February 2027</td> </tr> </table>	<a href="#">Business Continuity Plan</a>	November 2025	<a href="#">Behaviour Policy</a>	July 2026	<a href="#">Collective Act of Worship</a>	February 2027	<a href="#">Equality Statement including accessibility plan</a>	September 2028	<a href="#">Health and Safety (Local) Policy</a>	November 2025	<a href="#">Home Learning Policy</a>	July 2026	<a href="#">Home School agreement</a>	November 2025	<a href="#">Marking, Feedback and Presentation Policy</a>	February 2027	<p><b>HT</b></p>
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<b>14. Risk register</b>																											
Standard risks remain: SEND provision, pupil numbers, Holywell transition. No new community concerns raised. Pupil numbers risk reduced but birth rate nationally declining.																											
<b>15. Training</b>																											
<p><a href="#">National College</a> courses required: Safeguarding update and cybersecurity (36 minutes). Prevent training if not completed in last 4 years.</p> <p><i>All training to be completed by 1st November.</i></p>		<b>All governors</b>																									
<b>16. <a href="#">Governor monitoring reports</a></b>																											
<p>No reports due at this meeting.</p> <p><i>All governors to arrange visits before November meeting.</i></p> <p>Governor role allocations to be confirmed: Curriculum (Midhat), Personal Development (Meredith - expressed interest), others TBC.</p>		<b>All governors HT/ Chair</b>																									
<b>17. Clerks update</b>																											
<ul style="list-style-type: none"> <li>• <a href="#">Newsletters</a></li> <li>• Ofsted framework changes noted.</li> <li>• RSHE guidance updating for 2026 implementation.</li> <li>• Multi-factor authentication guidance sent to all governors via email - technical support available if needed.</li> </ul>																											
<b>18. Any other business</b>																											
None requested																											
<b>19. Future Dates</b>																											
<p>Next meeting: Thursday 20th November 2025, 7pm (online). Note change from usual Tuesday to Thursday.</p> <p><a href="#">Governor dates 2025/26</a></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>End</th> <th>Committee</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Tue 16 Sep 2025</td> <td>19:00</td> <td>21:00</td> <td>Beechfield School</td> <td>school</td> </tr> <tr> <td>Thurs 20 Nov 2025</td> <td>19:00</td> <td>21:00</td> <td>Beechfield School</td> <td>online</td> </tr> <tr> <td>Tue 3 Feb 2026</td> <td>19:00</td> <td>21:00</td> <td>Beechfield School</td> <td>online</td> </tr> <tr> <td>Tue 30 Jun 2026</td> <td>09:00</td> <td>15:30</td> <td>Beechfield School</td> <td>school</td> </tr> </tbody> </table>	Date	Start	End	Committee	Location	Tue 16 Sep 2025	19:00	21:00	Beechfield School	school	Thurs 20 Nov 2025	19:00	21:00	Beechfield School	online	Tue 3 Feb 2026	19:00	21:00	Beechfield School	online	Tue 30 Jun 2026	09:00	15:30	Beechfield School	school		
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<b>20. Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk</b>																											
No specific items identified for escalation.																											
<b>Meeting ended: 8:16pm</b>																											



Matters arising from 01.07.25

<b>Item</b>	<b>Action</b>	<b>Status</b>
4	<i>The Minutes were approved and will be signed via Governor Hub.</i>	<b>Chair -- completed</b>
8	<i>Governors were asked to send any updates or changes they would like next year to the chair.</i>	<b>All governors -- completed</b>
12	<i>HT to update Behaviour Policy and Home Learning Policy on Governor Hub and Every.</i>	<b>HT - completed</b>
15	<i>Emma and Midhat to send their governor visit reports to the clerk.</i>	<b>Emma/Midhat - completed</b>