



LAURANCE HAINES SCHOOL

LOCAL GOVERNING COMMITTEE MEETING

HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD

ON Tuesday 13th November 2018 at 7:00pm

Name	Governor Type	Attended
Miss Gemma Banks	Associate Member	Attended
Mrs Emma Lad	Clerk	Attended
Michael John Dobner	Trust Governor	Attended
Mr Seb Gray	Headteacher	Attended
Bill Grimwood	Authority	Attended
Olivia Gunner	Staff	Attended
Gill Heath	Associate Member	Attended
Mrs Becky Makinson	Co-Opted	Attended
Ms Bathsheba Mensah	Parent	Attended
Katie Mulholland	Observer	Attended
Chris Stephenson	Staff	Attended
Allison Sherriff	Parent	Attended

Governor challenge is highlighted in yellow

Governor actions are highlighted in italic

LHS – Laurance Haines School CTS – Cherry Tree School BFS – Beechfield School

The meeting started at 7.03pm

Actions

- Welcome, apologies and consent** - The meeting was quorate.
Mike Dobner was welcomed to the governing body and he explained about his history working in education. He has had several meetings with the HT and met with the governors during the standards review visit.

Mike Dobner was elected to the role of community governor.
Mike was added to governor hub at the meeting by the clerk and his DBS paperwork is being actioned. All other annual declarations were completed at the meeting except the *child protection and Keeping Children Safe in Education which will be completed as soon as Mike has had time to read and digest.*

Mike Dobner
- Notification of any other business** - None
- Conflict of interest with agenda items to be declared** - None
- Child protection agreement to be signed** - All non-staff governors completed the form to say they have read and understood the child protection agreement and Keeping Children Safe in Education (KCSIE) except Mike Dobner
- Vice chair election** – no one was willing to take on the vice chair role at present and the Headteacher (HT) asked that governors consider taking the role on in the future.
- Minutes of the last meeting and matters arising**

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Minutes were approved and signed by the chair of governors. All matters arising were completed except: Item 8: Governors discussed their representation at Trust level and felt that CTS may be overly represented at present. Governors would like Trustees to consider whether there could be a representative from LHS on the Trust board.

UPDATE: The clerk fed back that at present the HT represents all three HT's on the board who meet regularly to review their work and the progress within the schools. Andrew Chappell is currently on both the Trust board and CTS board but he will concentrate on the Trust board from the end of August 2019. Governors were satisfied with this as many of the governors from LHS have gone to be part of the Trust board.

7. Staff council report – Chris Stephenson (CS) – distributed prior to the meeting via governor hub

Deliverance of curriculum

The school is evolving its curriculum and there are still areas where the staff have an anxiety over its delivery. The HT explained the Trust is planning to film Senior Leadership Team (SLT) members teaching so that they can be used as a learning tool for staff. This hasn't been shared with staff yet.

G: I understand that it is new but are staff told what the outcomes for them are?

HT: Yes, there has been a large piece of work around this area and we use consistent systems across the school. There are areas where we have stripped things away but we have put structure back in where appropriate to support teachers and give them structure. We have also had staff meetings where we work together and there can be sharing of good practice. Some teachers still want to see the model and we will be putting this in place through the training videos.

G: Can we give them a session on early years child led practice as some have no idea how to deliver this practice?

AHT: We could but it would need to be age appropriate and the curriculum is always changing. There are still key skills to be taught but it is not a complete move away from how teachers have always worked taking into account the children's avenues of interest.

Chair: There are solutions which have been presented to staff since the meeting. Can you give us feedback on how these have been implemented and what the feedback from staff is after the next meeting? Governors want staff to know they are monitoring this and are expecting feedback.

CS: I will make sure that the feedback is captured.

CS

Behaviour

This was a large area of discussion and every year group was presented in the meeting which is unusual. The staff felt it needed to be an area for development for the whole school.

The HT explained that the SLT have reviewed the minutes. The SLT have listed in staff briefings the concerns which have been raised and asked for staff to come forward. For example, where it was mentioned children do not feel safe in school. One member of staff came forward and there were two children which has been dealt with. The other areas which have been raised have not resulted in staff coming forward.

The SLT or Pastoral Support Team (PST) have also ensured they are communicating back to the member of staff involved where there has been an issue which may have resulted in a confidential CP issue.

G: Teachers being protected when children leave the classroom, can you explain what this means?

HT: The policy is to have the focus on the 29 children rather than the one child who has displayed a negative behaviour. When a child leaves the classroom, another child is sent to the SLT/PST with a red or yellow card which alerts them to the need to come and support.

G: If a child leaves the classroom can they leave the premises?

HT: No, the school is locked. Children can attempt to climb fences but the SLT are present as quickly as possible. The police would be called if a child managed to leave the premises. The Steps system is helping to resolve a lot of the issues which have taken place. If the teacher has informed the relevant authority then the teacher is not responsible. There will be an update on Steps training during the January inset day for all staff.

Governors asked for a show of hands rather than names of those who have raised queries as it is a safe space for staff to talk whilst still being able to see the scale of a concern. Behaviour and teaching to be raised again at the next meeting by CS

CS

Next meeting: Children can open an external gate with a push button and the HT would like this discussed further

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8. Arrange governor monitoring visits

Governors have been asked to complete one visit per term. These need to be arranged by governors independently with the appropriate member of staff. Governors were reminded the visit cannot take place in the last week of the term due to Christmas activities.

All governors

9. Standards monitoring

The standards visit took place yesterday (12th November) with Anne Peck. *The report will be sent to governors once available*

HT

Verbal report from the HT regarding the visit and feedback received:

- The meeting with the Anne was discussed and governors were thanked for attending the meeting particularly Gill and Bathsheba. It was noted that Alison was aiming to attend but could not make it due to pressures in the school kitchen. All governors were thanked for their attendance.
- The school team were commended for their efforts and outcomes last year. The staff were all thanked by Anne and the governors for their work
- Anne is inquisitive and challenges but is very supportive of the school.
- Gaps were reviewed in results:
 - Early years/Key Stage 1 (KS1): there was a gap for disadvantaged pupils. KS1 Pupil Premium (PP) children left and were replaced by PP children who were way below the national average during the year. The work for this year has been addressing the gap and the current year two pupil's results are more positive. The phase teachers have met today to review the year one children and what support they will need next year.

G: What is being done to address reception baseline standards?

AHT: The children have come in below national average in both nursery and reception. There are only four children who are near age related at present. The attainment is not going to meet national standards by the end of the year but we are looking at the how to ensure the children make a good level of development.
 - KS1 PP children – there were 7 children last year, 1 achieved, 3 had specific needs or were children with multiple vulnerabilities. The other three missed out because of one area of development, literacy. Last year was a turbulent year for the phase and this year we are ensuring there is more stability. There had been a gap in provision due to the environment not supporting the children's learning. PP children are now a driving force for the area and there will be more observations to ensure the children meet their targets.
 - Key Stage 2 (KS2) – the school has continued its approach to provision and supporting disadvantaged more able pupils. There are various groups up and running already to ensure the school drives up standards. There are additional debating groups and a higher expectation with greater depth reading.
- From a governors prospective the session on Ofsted was very supportive and the areas where governors needed more clarity were explained.

10. Pupil Premium Update

This was covered under the previous agenda item

The HT explained the proforma which had previously been used does not allow the school to show its projected spending which means it is not showing all the good work planned. *Anne said the provision for disadvantaged children is clear in the school but needs to be clearer in the proforma on the website. This will be updated by the PP lead who will ensure the work being completed is communicated effectively.*

HT

11. Sports Premium update

The website does not have the update at present. Internally the school is aware of what they are doing but needs to be updated.

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A member of staff who is leaving will be replaced. APEX sport work with CTS and BFS to provide apprentices. The school may work with them to see if they can appoint someone to the role. *The report will be updated and shared with governors at the next meeting. The Chair will come in to review.*

HT/Chair

12. Headteacher Report – distributed prior to the meeting via governor hub

- All three HT's will present the same format of report to governors. Governors approved the format and said it was very succinct.

Incidents

- There were 4 bullying incidents in the first few weeks of term and the HT felt this was high for the school and so has investigated further. A member of staff had been recording the incident incorrectly on SIMMs and they have since received training. The cases from last year are also being reviewed to make sure there is the correct recording. Hence the 2017-18 data isn't part of the report.

G: If a child says they are being bullied do you have to record it as bullying?

HT: No, we only record incidents that meet the criteria for bullying. We continue to work with children and parents to make sure they are aware of what constitutes a bullying incident and that it needs to be a persistent behaviour.

- G:** The figures for 2017-18 are they for the whole period?

HT: Yes, they are for the whole year as it would be a large piece of work to complete respectively. We will be able to do it in future years.

- G:** Is there just one looked after child?

HT: At present we don't have any and we have made sure the appropriate members of staff are trained should any children join the school

Staffing

- G:** How are we finding the paid sick days for support staff?

HT: There are things we need to consider as the results are high. We have some members of staff who have been off sick for a number of terms and the teachers include maternity leave.

G: Can we add in the number of staff who are off on long term sick?

HT: Yes, we can take it to the HT group and the clerk will take to the Trust

HT/ Clerk (Trust agenda)

- G:** Staffing recruitment and retention continues to be an issue, why?

HT: There are more teachers leaving the profession than joining at present nationally. We continue to do everything we can for our staff and ensure their wellbeing. We are also very close to London where teachers can receive more money. The recruitment fairs are attended to publicise the school but there are less teachers available. The nature of the intake also makes it difficult. At the HT's briefing there was a discussion around how to recruit teachers to Hertfordshire.

G: Can we pay them more as we are an Academy?

HT: We could if budget allows.

The HT explained LHS has always supported trainee teachers and needs to ensure they have a good experience when they are working in the school. There are two students from Herts at present and a School Direct (on the job training) teacher coming on placement with the school. The school has a very strong record for supporting trainee teachers and this will continue.

- Julia Borlase who has worked in the school office for twenty years is moving on and governors thanked her for all her hard work for the school.
- Louise Richmon – change on the HT report clerk*

Clerk

Leadership/ Teaching and Learning

- The leadership – new look to SLT has given the HT a lot of support and the wider school team is supported as a result.
- Quality of teaching and learning – monitoring which has taken place was explained to governors. The monitoring cycle is embedded and the whole school is involved

G: How are you managing with a reduced nurture team?

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HT: It isn't a large decrease in staffing. Other members of staff are now involved. The groups are all still running but have adapted to meet the needs of the children within the school. The school will continue to hold onto these opportunities as they can as they have a strong impact on the children and families.

G: Are there a lot of PP children in the children receiving support this year?

HT: It is not only PP children but rather disadvantaged children within the school which includes PP children. There is a concern spaces for 8 children is not enough and as a result the nurture principles are being embedded into the whole school, for example, the calm start which allows children to be ready to learn.

G: Who ensures we have all the families who are eligible for PP?

HT: The office team are taking responsibility for this area and looking particularly at year three. There are changes in the school paperwork to support collecting the information required.

G: The office wasn't successful previously as they did not have the relationship with the parents to get the information?

HT: We will keep that in mind and ensure the system is successful in reaching the necessary parents who are eligible.

G: Parent view, how are we making sure that parents are completing it?

HT: That is being completed by other members of staff who work closely with families and they make sure as they finish their work parents are asked to complete the parent view.

A governor explained that the one of the parents who completed functional skills with the school, with the encouragement given, has now been able access training as a nurse. The parent to parent course was very positive last year and feedback was collected from every session. Parents said it would affect their handling of their children. The support has allowed a better relationship between parents and children. The next step may be for foundation stage parents to attend the parent to parent course as it may support them.

Governors thanked Bathsheba for her update.

- **G:** Have year 5/6 being involved in learning council and supporting the curriculum?

HT: It hasn't been as involved this term due to other projects. They will be more active next term.

Governors thanked the HT for his report.

13. Finalise School Plan for 2018/19/ Update SEF

The school plan has evolved this year and we are now looking at a new system to ensure we are capturing all areas. The plan will be digital in the future. We are looking to have a new Microsoft system to allow everyone's involvement and input.

The three areas will be:

1. Curriculum – evolution and refining/ sharing of good practice across groups/ teachers now need to feel confident to deliver
2. Outcomes – developing and ensuring the progress of the whole child.
3. Image of the school within/across the trust/ community and recruitment challenges - The school is continuing to work towards new challenges and work with other schools in the local areas to raise its profile. The school needs to be the school of choice in the area.

The governor's involvement in updating the school plan didn't work as well as hoped last year. This year there will be more opportunity for governors to monitor and review throughout the year in a more cyclical system.

Clerk to add as an agenda item

Clerk (Agenda: Review School Plan targets for the last term)

14. Review data from staff exit interviews – None have taken place at present

Governors had a lengthy discussion around the best format for the exit interview and some were concerned staff should be given the option to chose a person to complete the interview with them. The governors decided as Survey monkey had been used previously, they would review the questions at the next meeting. If a member of staff wants to speak to someone then it would be the Chair or HT only.

Clerk (Agenda item/ Trust)

15. Performance Appraisal update from 17/18

The process has been updated and the feedback has been very positive from teachers. The process will continue to evolve over time to make sure it is meeting the needs of the group.

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The HT explained that support is always offered to staff and the team in the school is very supportive of each other. There are always members of the team willing to spend extra time to support a colleague to get the best education for the children. The governors thanked Becky for standing in as year five teacher for the short term.

16. Complete Business Continuity Plans

*The Chief Financial Officer will be completing with each school to review their business model.
Carry forward as an agenda item*

Clerk (Agenda: Complete Business Continuity Plans)

Standing items:

17. Items from Trust board meeting

- The clerk will upload the Risk register to governor hub for the LGC's to review – item 18
- Trust and LGC Business continuity plan - The HT's need to update and have in place by the end of the Autumn term. They will be reviewed by SC in January 2019 – item 16
- Policies for distribution and information: Child protection policy, Capability procedure and policy, Health and Attendance policy, Bullying and Harassment policy, Disciplinary Procedure, Grievance Procedure, Probationary Procedure, Children Looked After policy and Inclusion Policy

18. Risk register – the Trust risk register was distributed prior to the meeting via governor hub

The governors asked for Retention and recruitment as a risk to be brought to Trustees

Clerk (Trust – Risk register – recruitment and retention)

19. Policies for review and approval:

Governors approved the following policies with some grammatical changes:

Handwriting
Home school agreement
Home learning

20. Safeguarding: Annual CLA Report and Annual Safeguarding Report 2017/18 review

The reports are CONFIDENTIAL and were distributed at the meeting and then returned to the HT for shredding.

Governors thanked Lizzy who put the reports together even though she has moved to a new role.

The documents will be put on governor hub in future. Governors were reminded to remove any documents they have downloaded from their computers after the meeting.

All governors

School volunteers have not received a safeguarding update yet the HT will ensure this takes place as soon as possible.

HT

21. Health and safety - Audit

There is a contract with HCC for one school from the Trust to have an audit annually. The Trust is ensuring premises managers are completing the review termly as a team.

22. Governor Training completed and to be booked

- An (Ofsted) Inspector Calls **2nd October 2018** – completed and was very useful.
- *Handling Complaints Training to be booked. Trust to be asked whether this can be for all three schools*

Clerk (Trust)

- Safer recruitment training to be booked - <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-training/> - Mike, Alison and Bathsheba will complete for the next meeting

Chris Stephenson has completed his governor induction training

23. Any other business - None

24. Items to be sent to Trust/ LABs:

Item 12: G: Can we add in the number of staff who are off on long term sick to the HT report?

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Item 14: Staff exit interviews (Survey monkey/ interview with HT/Chair if requested) – should there be a Trust approach?

Item 18: Recruitment and retention is 'red' for the school risk register

Item 22: Handling Complaints Training to be booked. Trust to be asked whether this can be for all three schools

25. Future Dates:

7pm	Cherry Tree 720 WD24 6ST	Wednesday 19/09/2018
7pm	Beechfield	Thursday 20/09/2018
7pm	IMAT	Thursday 25/10/2018
7pm	Laurance Haines	Tuesday 13/11/2018
7pm	Cherry Tree 720 WD24 6ST	Wednesday 14/11/2018
7pm	Beechfield	Thursday 15/11/2018
7pm	IMAT - AGM + FTB – clerk	Monday 10/12/2018
7pm	IMAT	Thursday 31/01/2019
7pm	Laurance Haines	Tuesday 12/02/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 13/02/2019
7pm	Beechfield	Thursday 14/02/2019
7pm	IMAT	Thursday 21/03/2019
7pm	Laurance Haines	Tuesday 02/04/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 03/04/2019
7pm	Beechfield	Thursday 04/04/2019
7pm	IMAT	Thursday 16/05/2019
7pm	Laurance Haines	Tuesday 04/06/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 05/06/2019
7pm	Beechfield	Thursday 06/06/2019
7pm	IMAT	Thursday 27/06/2019
10am	IMAT - Governors day – No clerk	Thursday 11/07/2019
10am	IMAT - Trust day – No clerk	Wednesday 17/07/2019

Meeting ended at 9.03pm

DOCUMENTS SENT PRIOR TO THE MEETING VIA GOVERNOR HUB:

- LHS LGC minutes 18.09.18
- LHS agenda 13.11.18
- Headteachers report - **These are now standardised across the three schools**
- IMAT minutes 13.09.18
- IMAT minutes 25.10.18
- Child protection policy
- Risk register October 18
- Draft Handwriting policy/ Home learning policy/ Home school agreement
- Staff council minutes 4.10.18

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