



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Tuesday 2nd April 2019 at 7:00pm**

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

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

Documents distributed with the agenda:

- Minutes from last meeting 12.02.19
- Minutes from Trust meeting
- Headline Pupil premium report
- Business continuity plan
- Policies approved at Trust level – *for information only*
- Collective worship policy
- Feedback and presentation policy

To be posted n governor hub after the meeting:

- Equality and Information Objectives inc Accessibility
- Headteachers report

1. Review of English and curriculum books for year two children at Age Related – took place at the end of the meeting

Olivia Gunner gave a verbal explanation of what children have presented in their books

- The written feedback showed the Feedback and presentation policy has been implemented.
- Governors commented on the impact of the Read, Write Inc. scheme and how it supports children’s focus and writing. There is now a much better balance between phonics program, Read Write Ink and the teaching of writing.

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- Governors were impressed with the vocabulary used by the children which was very broad.
- Governors thought the presentation was amazing.
- The content of the stories was imaginative and inventive. Children had a very good understanding of what they were writing and the stories were thrilling to read.
- The Feedback and presentation policy make sure children are supported appropriately and sensitively.

2. Welcome, apologies and consent – The meeting was quorate. Chris, Gemma, Katy and Becky sent apologies.

3. Notification of any other business - None

4. Conflict of interest with agenda items to be declared - None

5. Minutes of the last meeting (12.02.19) and matters arising

Minutes were approved and signed by the chair of governors. All matters arising were completed or are agenda items for discussion.

6. Headteacher Report including (distributed at the meeting)

CONFIDENTIAL ITEM – SEE PART TWO MINUTES

Attendance

- Attendance – this has improved and the school is now above the national rate at 95.4%. Wendy Gunning is doing a fantastic job managing attendance and supporting parents.

School closure

- The school was closed for one day; electric for the local area stopped working and at the same time there was a gas leak. The team ensured there was minimal disruption for children. The HT was very impressed by the way the school team pulled together even managing to run the school disco. Unfortunately, the school did have to close for one day as the backup generator broke down early Monday morning. Thank you to Mr Philipson and Alison’s team for all their work during this difficult period.

7.22pm Olivia Gunner arrived

JARV

- The review was very positive and the school team presented the school well. It reconfirmed the concerns about the Reception however there is an action plan in place to ensure rapid progress alongside a change in staffing.

Staffing

- We have appointed temporary solutions until the end of the Academic year for the Reception. We will ensure the Reception class has stable teachers to support them for the last term with two of our outstanding practitioners. In September 2019 the new Early years leader will join the school.
- The school has appointed four NQT’s.
- Becky Blackstaffe will be joining the school team again and the school is very pleased.

• G: Where staff are acting up, do we make sure and compensate them?

HT: Yes.

Behaviour

• G: What is happening with the race incidents?

HT: We know the figures are high and we have been working with both families involved. The children haven’t necessarily understood the language but rather repeated what they have heard at home. The bullying figures have not changed from last meeting. The school has worked and continues to work with staff to ensure the incidents are recorded correctly.

Curriculum

- The staff are inviting parents in to be part of the children’s curriculum events.
- We have continued to work on areas where children have shown enthusiasm.
- The kite mark for mental health is being completed.

Community

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- The Stay and Play sessions are working very well and Gill Heath attends to support. Gill explained the sessions are very well run and it is a good resource for the local community.
RSE policy update
- The HT discussed the concerns around the RSE policy with the parents at the event and explained the policy is being reviewed by the DFE. There will be statutory elements but the school will always work with the school community to ensure it is delivered sensitively. The HT explained he will be reassuring the parents over the next term. Gill Heath explained that the HT handled it very well and reassured parents.
- The school is involved with the PCSO's to create posters against knife crime and the Mayor will be involved. They will be presented in the local area.
Food bank
- The school has put a food bank in place and there have been very generous donations from staff.
- G: Have parents been ok with it?
HT: They have been very grateful and we have put it in place in response to parent need.
- Governors discussed making sure parent's dignity is maintained and ensuring that it is part of the school's general support. The school is also working closely with local churches and the local woman's centre to try and access support for families. There is also the possibility of working with a Hertfordshire family support service which the HT will report back on at the next meeting.
- Watford and Three Rivers Refugee Project were recommended by one of the governors through personal experience and the HT will contact them to see if they can help the school community.

HT

7. Budget considerations to Trust – nothing at present

Standing items:

8. Items from Trust board meeting

- Exclusions training to be booked for the Summer term – there are two governors who need training
- The Trustees particularly noted the improvement to the JARV evaluation at Cherry Tree.
- Scheme of Delegation- Education Standards – approved by Trustees.
- Parent/Carer Code of conduct – HT's have reviewed and approved a trust wide code. The Trustees were shown for information only. The clerk will take to the LGC's – to be distributed

Clerk

G: Can we make sure that mobile phone use by parents when collecting children are explained?

HT: Yes, we will make sure it is included.

HT/ Clerk

- Governors discussed the days for meetings next year and it is not possible for them to have meetings on Thursdays

Clerk

9. Governor visits

- The HT and Katie Mulholland review of governor signing in procedure - completed
- Sports premium – Report from Bill on governor hub
 - APEX sports are very impressive and well organised. They listen to the school and respond well.
 - Lesson visit and Bill was impressed by the interaction and the involvement of all pupils.
 - 100% of pupils are engaged in sport.
- School volunteers safeguarding training - Mike Dobner and Gill Heath attended
- Pupil premium update – Mike Dobner
 - Mike explained that the reporting is difficult but that training is in place for all staff.

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- The school is aware of the challenges and carrying out a valuable provision for the pupils
- Book reviews for pupil premium children have taken place with Jo Bull
- The HIP was pleased with the support and leadership in terms of pupil premium and it is no longer a target.
- Ann Peck HIP visit – governors were very pleased with the response
- Gill Heath visits since last meeting:
 - Feb 14th To Nichola Furey and discussed plans for involving parents of Nursery children.
 - Feb 25th visited Marilia Gomes regarding Volunteer process and practise. Governors praised the work which Marilia is carrying out. There are eight children receiving interventions with the support of volunteers.
 - March 5th Safeguarding training.
 - March 7th Meeting with Seb to review Equality Plan.
 - Meeting with Anne Peck at JARV.
 - Volunteer’s all day each Thursday in Nursery.

10.Risk register – nothing to add

11.Policies for review and approval

Approved policies:

- Equality and Information Objectives inc Accessibility – parents have supported the completion of the policy. They will continue to be involved as the action plan is reviewed.
- Collective worship policy
- Feedback and marking policy

To be completed:

- RSE policy

Clerk

12.Staff council feedback – report from CS – *carry forward*

Clerk

13.Safeguarding

The SLT used the school closure day to update the safeguarding training.

G: The kitchen team, do they need to complete safeguarding training?

HT: Yes, Caterlink should have completed. HT and Allison Sherriff to ensure in place

HT/ Allison Sherriff

14.Health and safety

The school still has scaffolding near the entrance and this should be gone by the end of the Easter break. There are some other issues with heating within the school which are being resolved.

15.Governor Training completed and to be booked

- Handling Academy complaints completed by Mike, Bill, Gill
- Online system for safeguarding training which can be booked by contacting Sharon Carlyon sharoncarlyon@inclusivemat.co.uk
 - Clerk to ask Sharon Carlyon to send a link for safeguarding to Bill
- Access to the governor e-learning courses - <https://hertsforlearning.talentlms.com/index>
- Mike Dobner attended the Headteachers update for Spring 2019 on the 7th March at 6pm at Beales Hotel in Hatfield.

Clerk

16.Clerks update -

- Brexit – effect on the school
- Ofsted Glossary
- Changes to the Governing body handbook
- Recruitment checks – cheat sheet

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17.Any other business - None

18.Items to be sent to Trust/ LABs - None

19.Future Dates:

Governors were reminded to attend the Man of the Docks exhibition at Watford Museum. It is on until the 27th April 2019. Governors who have visited explained it is a wonderful exhibition.

7pm	Cherry Tree 720 WD24 6ST	Wednesday 03/04/2019
7pm	IMAT	Thursday 16/05/2019 Tuesday 14/5/ 2019
7pm	Laurance Haines	Tuesday 04/06/2019 - Mike Dobner apologies
7pm	Cherry Tree 720 WD24 6ST	Wednesday 05/06/2019
7pm	Beechfield	Thursday 06/06/2019
7pm	IMAT	Thursday 27/06/2019 Monday 17/6/19
10am	IMAT - Governors day - No clerk	Thursday 11/07/2019 Wednesday 10/07/2019
10am	IMAT - Trustee day - No clerk	Wednesday 17/07/2019 Tuesday 16/7/19

Meeting ended at 8.33pm

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