



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Thursday 6th June 2019 at 9.15am**

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

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 9.27am

Actions

Documents distributed with the agenda:

- Minutes from last meeting 2.4.19
- Minutes from Trust meeting
- Headteachers report
- Staff absence report
- Presentation on the proposed restructure
- RSE information

1. Review of English Books (15 minutes) – carry forward

Clerk (Agenda)

2. Welcome, apologies and consent

Bill Grimwood has resigned as a governor as he had some difficulties with the restructure process and also personal issues which he has at present. The HT and governors thanked Bill Grimwood for all his work and support for the school.

3. Election of new Chair/ Vice chair

Mike Dobner was elected chair at the meeting and the clerk will seek approval for the appointment from the Trust.

Clerk (Trust)

The Vice Chair role will be discussed at the next meeting

Clerk (agenda)

4. Notification of any other business – None

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

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

Minutes were approved and signed by the Chair at the meeting. The matters arising were all completed except:

Matters arising or agenda items are listed at the bottom of the agenda:

Item 13: Kitchen team safeguarding training UPDATE: A new company has won the catering contract and they will be TUPEing staff over. The school has completed their internal safeguarding with the school including reading KCSIE and the new contractor will also ensure safeguarding training has taken place.

G: Are the company supporting the kitchen staff to ensure they are DBS checked alongside anyone visiting the school?

HT: Yes, anyone working for the company has to be DBS checked.

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

SEF rating

- Through the Ofsted pilot inspection, we were informed the middle leadership were graded 'good' although the school feel they are 'outstanding'.

9.40am Sheba joined the meeting

- Quality of teaching and learning – the school is ensuring there is consistency in this area across the school.
- Personal development, behaviour and welfare – the Ofsted inspectors felt that as the school have a large number of children with behaviour which is challenging the school cannot be graded as 'outstanding'. This would then lead to personal development being graded as 'good' even though the school knows personal development is outstanding. The HT is reviewing what constitutes an incident and ensuring robust reporting by staff through training and raised awareness.
- The Early Years area was not visited except to review the Pupil premium children. The staff were disappointed with the lack of interest. The SLT are aware that this was due to the explanation from the HT that there has been challenges in that area. The inspectors were willing to accept the HT's summation of the development journey the school is on in the Early years. The SLT are confident the Early years is now firmly 'good' due to the work completed.

School context

- There are 15 spaces in the school.
- Safeguarding concerns were explained and the trends over time in the school. There are definite peak times for activity and the HT's are looking at ways to reduce this if possible.

G: Through the transition meetings between year groups are we sure that all the information is being passed on. The peaks could be due to a lack of information?

HT: We have always given information on a need to know basis but it maybe we need to increase the group involved. The peaks are the same in BFS and CTS which is interesting and there could be many reasons for this.

G: What is CIN?

HT: Child In Need which allows for families to be supported where there is an identified need. Internally we also have SCAFs which allow us to offer support at a lower level of need.

- G: Bullying seems to have spiked?

HT: There had been a genuine issue with bullying which the SLT is managing. The figures are higher for some areas due to miss reporting by staff which is being dealt with through staff training. We are looking at moving away from SIMMs and moving to CPOMs which would enable us to have child protection and behaviour on the same system. This would allow for greater information sharing and evidence gathering.

G: It can lead to missed information where there are two systems in place.

G: Would the aim be to use both systems for a term and then move to CPOMs?

HT: Yes, we are also able to ensure that the recording is correct on CPOMs in that time.

G: What is the school's definition of bullying?

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HT: Targeted and persistent

Governors discussed the issues in the school and the support which is in place for children particularly around cyber bullying. The HT will collate descriptors for the new indicators to pass onto the three schools. The governors were confident the HT is managing the recording of incidents to ensure there is a consistent approach from staff. The recording of child protection and behavioural incidents on CPOMs from September 2019 will ensure a robust system of monitoring is in place.

HT

G: I attended an assembly relating to knife crime and it was very interesting. The children were very engaged with the assembly and this early discussion can help to ensure they do not become involved with these issues in the future.

Pilot OFSTED inspection

- The HT and governors passed on his thanks to the team who worked very hard during the process. The staff governors explained that some of the requests were not in line with the criteria in the new framework. The HT felt it was definitely worthwhile and helps manage expectations of future inspections.
 - The curriculum feedback was good and the school is on a journey which was identified by the inspectors.
 - The inspectors visited the 'Man of the Dock' exhibition.
- Staffing
- Exit interviews were discussed and the HT will ensure the Survey is sent to them on Survey Monkey.
 - There are five NQT's joining in September and the school is excited about the opportunity to work with them. Three of them were pupils at the school.
 - The School Business Officer has been appointed and there will be a handover with the incumbent SBO one day per week for the short term.
 - The governors congratulated the whole school as through the pilot Ofsted inspection; change in catering contractor, SATs and the restructure process everyone has been affected. However, the team has focused on their job of educating the children through this time and it has been remarkable despite the personal pressures.

Governor day

There will be an assembly with Roger Gibbs family, previous chair, and Bill invited. Afterwards there will be a discussion around the future of the school.

Standing items:

8. Items from Trust board meeting (Clerk)

Responses:

BFS:

- *The COO explained BFS LGC minutes from the last meeting are not representative of the financial situation facing Beechfield. Income is significantly low given the number of vacant pupil places. Hence Trustees are working on a staff restructure to address long term financial risk. Once completed, the 2019/20 budget will be shared with local governors. The COO requested this be explained to governors at the next meeting.*
- *In next year's budget could a hardship fund be considered?*
RESPONSE: A hardship fund is not in place and financial constraints mean that it would be difficult to introduce one. There is a pupil premium fund which is spent on vulnerable children within the school already. The HT explained there are some children who are not receiving pupil premium grant and so are not eligible for support for example with costs for the school residential trips which are over £100. After discussion it was decided there would be no changes to the hardship grant at present. The Trust is aware of the challenges faced by families. *The Trustees asked this be discussed further at the HT's meeting to clarify the support in place.*

CTS

- G: Could we ask the Trust if we could have an analysis of the teachers/TA's and how long they stayed in the school or within the Trust?
RESPONSE: This information is already available in the schools and can be presented by HT's.

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- Staff wellbeing survey – governors would like to carry out a survey in the summer term and asked that the Trust complete in the other schools so there can be a comparison.
RESPONSE: This will be completed in the Autumn term 2019/20.

New items:

- BFS website

Trustees questioned the lack of positive 'news' on the school website in comparison to the other two schools and requested the HT review.

- LHS Pilot Ofsted Inspection

A vote of thanks was expressed by the Trustees to be passed onto the staff team at LHS.

- All schools

Relationships and sex education policy changes – the changes are explained in the CEO report and the clerk was asked to pass this information onto the LGC's. A deeper discussion will take place at the next Trust meeting.

- CTS Nursery

COO highlighted the potential risk/opportunity of Cherry tree not delivering 30-hour provision and asked local governors to review this situation

- All schools

Governors day – an agenda needs to be put in place. The three HT's were asked to make recommendations of agenda items to the CEO. The OFSTED questions could be reviewed as part of the day.

9. Governor visits

Completed visits:

- Gill Heath:
 - March 21st participated in the Nursery initiative 'stay and play' explaining how to encourage children to learn through play and how parents can help.
 - March 28th attended "Handling Complaints" training,
 - Attended assembly on 'Knife Crime' where awards were presented by the Mayor and local community Police officers following an awareness raising project.
 - Volunteering in Nursery all day Thursdays.
- Mike Dobner
 - Sports premium governor
 - Safeguarding

10.Risk register – Nothing further to report

11.Policies for review and approval:

- **RSE policy**

There was guidance as part of the HT report which had been sent by the CEO. The legal changes are being reviewed by the Trust and the school continues to engage with local communities to ensure they feel included in the process.

G: How many parents came in to see the video?

HT: About 25 families.

10.58am fire alarm went off

11.06am returned

- **Parent/Carer code of conduct /Business continuity plan** – Carry forward
Clerk (Agenda)
- **Home School Agreement** – The governors approved the Home school agreement

12.Staff council feedback – the report was sent via governor hub

The HT explained that the meeting was not well attended as it was during the consultation period for the restructure and so there was a second meeting which was attended by the HT and CEO during the day.

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A staff governor explained that the format was different to the usual meetings and this led to a lack of attendance. The staff thanked the HT and CEO for their availability during the consultation process.

The HT explained that the SLT were concerned that the meeting taking without the CEO present would be unhelpful as they were likely to have questions around the restructure. A second meeting will be booked so staff can discuss issues without SLT present.

13.Safeguarding

- Covered under HT report
- **G: Has the gate issue been resolved?**
HT: This is a bigger piece of work which is being completed to ensure there is a larger fence in place but it needs thought as there needs to be vehicle access.
- *The HT was contacted by a HT from Chater School who challenged a man outside her school who was taking pictures of the children. The police have been informed and the staff/parents will be made aware.*

HT

- The HT explained a Child Looked After is due to join the school but paperwork has not been received. The HT explained that there is additional funding which is available to spend on the child and this has been prepared for in the school.
- Transition planning for the children has started.
- The local preschools are meeting with the reception teachers for a transition meeting.

14.Health and safety

Site manager Brian was thanked for his completion of the H&S report.

Actions from the audit:

- *There are specific risk assessments in place for activities and these need to be signed off by the School Business officer. As the person carrying out the role is changing the HT will oversee.*
- *A member of staff needs to be designated as a school off site visits co-ordinator*
- *Asbestos authorised officers – there needs to be another trained person in school*
- *Epipen training for staff to be completed.*

The HT will report back once this is in place.

HT

15.Governor Training completed and to be booked

The clerk explained the systems for booking training available to governors and requested that governors update their training records on governor hub.

1. Online system for safeguarding training which can be booked by contacting Sharon Carlyon sharoncarlyon@inclusivemat.co.uk See list below
2. Modern governor online courses See Modern Governor courses – June 2019 on governor hub. <https://www.moderngovernor.com/>
3. Courses through HFL for attendance – please email the clerk as the system is changing at present

16.Clerks update *(Information on national or local developments in education – distributed prior to the meeting)*

17.Any other business - None

18.Items to be sent to Trust/ LABs *(Clerk to put in place from the discussion)*

- *Mike Dobner was elected chair at the meeting and the clerk will seek approval for the appointment from the Trust.*

19.CONFIDENTIAL ITEM –

a. Staff structure 2019/20

11.20am The chair left the meeting

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20.Future Dates:

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

2019/20 dates:

All meetings will take place at 7pm

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
BFS LGC	17/09/19	12/11/19	4/2/20	24/3/20		2/6/20
LHS LGC	18/09/19	13/11/19	5/2/20	25/3/20		3/6/20
CTS LGC	19/09/19	14/11/19	6/2/20	26/3/20		4/6/20
Governor Day						10/07/20

Trust meeting	18/10/19	17/12/19 – AGM	28/01/20	17/3/20	29/4/20	9/6/20
	27/11/19					
Finance and audit Committee			TBC	TBC	TBC	TBC
Trustee Day						10/07/20

Meeting ended 11.53am

1. Online system for safeguarding training which can be booked by contacting Sharon Carlyon sharoncarlyon@inclusivemat.co.uk See list below
The courses within the Safeguarding Suite include:

1. Female Genital Mutilation
2. Child Sexual Exploitation
3. Risk Assessment
4. Child Protection (2 part course)
5. Policy in Practice
6. Safer Recruitment
7. Forced Marriage
8. Honour Based Violence
9. Prevent Duty
10. Designated Safeguarding Lead Training (2 part course)
11. Designated Safeguarding Lead Refresher
12. Health and Safety
13. General Data Protection Regulation
14. E-safety
15. Safeguarding Thematics - Overview and Refresher
16. Child Protection Refresher
17. Administering Medication (Coming Soon)
18. Food Hygiene (Coming Soon)
19. Safeguarding for volunteers (Coming soon)
20. Safeguarding for Governors (Coming soon)

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