



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Wednesday 5th February 2020 at 7pm**

Name	Governor Type	Attended
Mrs Jo Ball (AHT)	Associate Member	Apologies
Mrs Emma Lad (Clerk)	Clerk	Attended
Ms Monika Delginova	Staff (Support) Governor	Attended
Mr Michael Dobner (Chair)	Co-opted governor	Attended
Mr Seb Gray (HT)	Headteacher	Apologies
Mrs Olivia Gunner	Staff governor	Attended
Mrs Gill Heath	Co-opted governor	Attended
Mrs Becky Makinson	Co-opted governor	Attended
Ms Bathsheba Mensah	Parent governor	Apologies
Mrs Denise Plociennik	Parent governor	Attended
Mr James Roach (CEO)	CEO	Attended
Mr Andrew Chappell	Trustee - observer	Attended

Documents from the Trust

Trustee Minutes 17/12/19

AGM Minutes 17/12/19

Minutes 28/1/2020

CEO report 28/1/2020

13. Finance update from school business officer meeting with Finance manager and HT

Documents from the Local Governing Committee

1. Agenda and Supporting document for the agenda 4/2/20

4. Minutes from 14.11.19 for approval

8. SEF

10. School plan

12. Headteachers report

12. Minutes from the staff council

14. Termly report on safeguarding

16. Emergency plan

16. Local equality update

Documents from the clerk

Clerks update

Training uploaded to governor hub

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 7pm

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1. Welcome to Denise Plociennik (Parent governor – to be appointed) and apologies

The meeting was quorate. Monika Delginova was welcomed as staff governor and Denise Plociennik (Safeguarding checks are complete) was welcomed as a parent governor. The Chair reminded governors of the need for confidentiality. Andrew Chappell, Trustee, was welcomed as an observer.

Apologies were sent for Seb Gray (as he is on paternity leave), Jo Ball (AHT) and Sheba Mensah.

2. Notification of any other business - None

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

4. Minutes of the last meeting 14.11.19 and matters arising – see supporting agenda 5.2.2020 document

Minutes were approved and signed by the Chair. All matters arising were completed except: Item 4:5: *GIAS needs to be updated and the clerk will pass onto the School Business Officer*

Clerk

Brexit update – there has been an update in the school newsletter.

5. Response from Trust regarding LGC items raised 14.11.19/ Any issues to be brought to LGC from the Trust– see supporting agenda 5.2.2020 document

Response from Trustees meeting 27th November 2019

- BFS/ LHS – nothing to report
- CTS – The LGC requests Trustees appoint Gemma Williamson Chair of the LGC. The appointment was approved.
- The Trustees approved the lack of consent for apologies. They clarified that the lack of consent does not mean governors/trustees will be removed after 6 months but the option is available.

Issues to be brought from the meeting on the 28/1/20

- Item 9: There has been an improvement in the numbers on roll and Trustees thanked the schools for their work – see the table below

School Context (30 hours places)	Beechfield		Cherry Tree		Laurance Haines	
	2018/ 19	2019/ 20	2018/ 19	2019/ 20	2018/ 19	2019/ 20
Number on roll	392	405	424	431	454	457

- Item 12: The emails from the Trustees regarding the visits have been sent through to the schools for distribution by the CEO. The Trustees were very impressed by the schools and their communities.

6. Review of the HIP visit and developing the reading curriculum – distributed prior to the meeting via governor hub

- The HIP, Joanna Di Bella, was pleased to see the school is still improving.
- The school was open and honest about the day to day running of the school and improvements which need to be made in reading to ensure there is a consistent approach.
- Reading books within the school need to be invested in to ensure they are meeting the children’s needs. The free readers books are also being banded to ensure children are reading appropriate texts.
- The HIP suggested the sharing of reading books across the Trust for class texts which will be utilised in the future.
- Behaviour was reviewed and there was recognition that there are some extreme behaviours but the behaviour shown in class was engaged and ready to learn.
- Staff governors commented on the supportive role the HIP plays in ensuring school improvement.

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- Governors commented on the improvements since the visit which have been evidenced in their visits.
- G: Are TA's and volunteers being trained to deliver reading appropriately?
JR: The teachers are being trained initially and then the TA's and volunteers.

7. Pupil Questionnaire to be organised

This will be sent out in the second half of the Spring term. The CEO and COO are working with the HT's to put the questions together. Governors were asked to make suggestions if they have anything to add.

8. Review SEF (termly) – distributed prior to the meeting via governor hub

Questions from governors:

G: 8. SEF - personal development

Are there still elected pupil bodies (school council, SNAG, Eco, learning council, etc)? If so, would it be possible to have the minutes of the meetings on the website. If not, how are we now showing the democratic element of "British Values"?

CEO: The eco council is still running.

Staff governor: The school council needs to be set up again.

G: Why was it stopped?

CEO: Staffing issues.

G: Can we please ask for the school council to be relaunched?

CEO: I will pass onto the HT

CEO/HT

9. Review and approve business continuity plan

G: 9: Business Continuity Plan

Will there be lockdown and evacuation drills? How often do they need to be?

CEO: There is no statutory requirement to carry out lock down's however they should be in place.

There has not been one yet this year, the CEO will ask the HT to set up.

HT

10. Review and update School Plan 2019/20

10. School Plan

G: Priority: 3e - enhance lunchtime provision as a highly engaging social time for all - is there somewhere some of the shyer children can benefit from small group play?

CEO: There are provisions inside and outside on the playground. Once the library is running again then there will be more space available for the children. The TA's are now on the playground and this has had a positive impact on behaviour.

The governors discussed the three main priorities and the impact they will have on the school.

G: Can the three main points be posted around the school?

CEO: I will check with the HT

CEO/HT

G: Is the parent council taking place? Should it be removed if it is not happening?

G: We need to see what the answers are from the parent questionnaire. Can we ensure it is a question on the parent questionnaire?

CEO: There are different versions in the schools and we need to ensure that the schools are running an appropriate system. The HT can feedback at the next meeting.

CEO/HT/Clerk (Trust)

11. Review Annual Equality Statement

G: Are we certain that a PP application is made for all new starters?

Chair: Yes, it is being completed and I witnessed this on a Pupil premium visit recently.

G: Can we change the application form to ensure the contacts are gender neutral?

CEO: Yes, it can be changed to parent/carer one and parent/carer two. Clerk to take to Trust

Clerk

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Amendments:

- School context - reworded so that "single parent families" don't sound as though they are mutually exclusive of "stable professional working backgrounds"
- To be confirmed by the HT - Is the 2018 Year 6 fraction correct? i.e. if 52/58 students started from Nursery, this means only 6 did not. Are the 2018 year 6 figures supposed to be out of 90?
- Some vulnerable children are NOT eligible was added to the wording
- Accessibility Plan - Point 2 - should read "disabled", not "disable" and Point 3 - should read "disabled", not "disable"

The governors approved the Equality and accessibility policy with the amendments made by the clerk. The document will be forwarded to the HT for distribution.

HT/Clerk

12. Headteacher Report 8.00pm

a. Marketing update

There is now a marketing manager for the Trust. They have visited the schools and will be reporting to the Trust board in March 2020. The focus will be outward facing meeting parents in nursery groups etc. This will hopefully support the improvement in numbers on roll. We have missed the reception application deadlines for this year however we are going to try and make contact from the initial offer letter before they start in September 2020 to ensure families take up their place.

b. Headteacher report questions

- G: The issues are reducing for bullying etc., why?
CEO: There is a new system being introduced for behaviour management, Arbor, to run alongside CPOMs. There has been more accurate recording of incidents in preparation for the move to the system as there was over/inaccurate reporting previously. The changes have come about as a result of the review of behaviour.

G: The numbers of children in reflection have reduced as a result of the TA's supporting on the playground.
CEO: The lunchtime support from TA's is positive but we are losing some of their time in class.
G: How are you ensuring consistency?
CEO: We are constantly monitoring and speaking to staff about the procedures which should be used.
- G: Marvellous Me – I have seen excellent use of Marvellous Me by Lucinda Hall, class teacher for year 5. The Year 5 team are communicating with parents brilliantly? (see Twitter as an example.)
G: Staff are enjoying the positivity. It is time consuming but the children are loving it.
G: Why aren't we using class dojo?
CEO: It does not allow feedback to parents. Across the three schools we are not getting the same feedback but LHS is adding more posts than other schools. We need to make sure that the HT's are monitoring and ensuring there is not over reporting.
G: Are there members of staff who aren't using the system?
CEO: Yes, and the HT's are monitoring.
G: Can we see some comments from teachers?
CEO: We can ask the HT to report back at the next meeting. 90% of parents have signed into the App at LHS which is very positive.
- G: How was the trip to the Royal Opera House?
G: We had 60 free tickets and it enabled the children who haven't visited London before to make a trip. Some of the children were very excited as they had not been to the theatre previously. The behaviour on the trip was exceptional. It was a wonderful cultural experience for the children and an exceptional life experience.

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- G: RSHE survey - any feedback so far?
 CEO: There has been a survey sent to teachers and parents. There have been concerns raised by the parents and teachers regarding the teaching of sex. Nicola Furrey needs to be thanked for all her work. The Trust will be using the Jigsaw scheme to support the teaching in all three schools.
 G: What will happen if the staff refuse to teach the curriculum?
 CEO: That is not an option as it is statutory. Some staff don't feel comfortable about the teaching but there will be training in place.
- G: Library admin was an admin duty, in the absence of a librarian, does every new child receive a library account, as part of the admissions process? (User Guides are on the O Drive).
 G: The library is closed at the moment.
- G: 3 Outstanding DBS checks - Do we wait for the DBS and reference checks to come back before new staff start? If not, why not?
 CEO: There have been a couple of members of staff who have started without references and DBS. We have employed them with risk assessments but there is a limit on the amount of time they can be in post. The induction process may be changed so that staff have to be complete the induction before they start. This is being monitored by the Trust and school staff.
- G: Attendance - is it possible to have attendance figures on the website updated? HT to be asked
- G: Holiday Hunger - I would love to help with this over some of the days, please?
 CEO: Sincere thanks are to be sent to the staff for their work on this. The staff who attended also took food to ensure there was no stigma attached. The boxes are more accessible for families.
- G: Community - Barry's Breakfast club - great idea - will it generate income for the school?
 CEO: There will be minimal income.
- G: Is there much support from parent volunteers to help with reading?
 G: No, the parents don't often volunteer.
- c. Erasmus:
 G: How was the trip?
 G: It was amazing and the children really enjoyed it. None of the children were home sick and really enjoyed the experience.

G: Were there any activities which you carried out which the children didn't want to take part in?
 G: They were all very engaged and even the older children were engaged.

CEO: The other countries children commented on the relationship the teachers from LHS had with the children from LHS which is a real testament to the school and staff.

G: Thank you to Olivia and her team for their work on this trip.

CEO/HT

Standing items:

13. Finance update – report from finance meeting for information

The CEO explained there was feedback from some local governors that they would like more information relating to the budget and finance. The budget is the schools although it is set by the Trust as the management is at the local level. There is a conscious effort being made to ensure the HT's, local governors and school business officers are more involved. The budget process will be

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starting for setting next year's budget and governors should be clear about what their priorities for spending are in the coming year.

14. **Safeguarding** - Termly Safeguarding Report distributed prior to the meeting
The Chair has completed a safeguarding visit and reviewed the Single Central Record.

G: Are staff trained in manual handling and lifting?

CEO: Yes, there is basic training for staff as part of their induction and the site managers complete a more thorough training as it is their responsibility to move the heavier items.

G: There is a mention of an administrator?

CEO: That is for the Erasmus project which is very helpful.

15. **Health and safety** – Termly inspection – add explanation

The process for monitoring H&S in the schools:

- There is a H&S policy in place with local arrangements which the COO is reviewing the practice in schools to ensure it meets the requirements in the policy.
- A termly report is completed by the site manager and HT which is then returned to the COO. Any issues should be raised at the LGC meeting so that the clerk can ensure they are passed onto the Trustees.
- Annually a review takes place in the summer term with a governor present.
- Every three years there is an external audit by HCC.

There was nothing to report from the health and safety walk round. Clerk to notify the Trust

Clerk

16. **Policy tracker review and policies due – see supporting agenda 5.2.2020 document**

The governors approved the following policies:

- *Health and safety*
- *Parent/ carer code of conduct (typo amended)*

G: The Social Media Policy is referenced in this policy, when are parents given a copy as it has not taken place yet at LHS?

CEO: The online policy needs to be given to parents alongside the code of conduct so I will check that has taken place.

CEO/HT

17. **Training** – review training record and training requirements in supporting document 8.05pm

Governor	Induction	Safeguarding	Prevent	Complaints	Exclusions
Bathsheba	❖	❖	❖	❖	To be completed
Gill	❖	❖	❖	❖	To be completed
Mike	❖	❖	❖	❖	❖

The governors approved an in-house training session on exclusions which will include the governors from the rest of the Trust. Nikita Mistry will email governors to check suitable dates.

Nikita Mistry/ All governors

18. **Governor visits – see supporting agenda 5.2.2020 document**

Governor	Area	Autumn	Spring	Summer
Bathsheba	SEN	The SEN children are doing well and the children are being supported well by teachers.	Parent to parent meetings.	

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Gill	CLA	Harvest Coffee morning CLA meeting – report distributed	Nursery visit every week	
Mike	Child protection Sports premium/ Pupil premium	Child protection Meeting new teachers Meeting with the HT to keep in contact	Safeguarding Pupil premium Weekly meeting with HT Erasmus support	

19.Clerks update – available on governor hub for information

20.Any other business - None

21.Items to be sent to Trust/ LABs

22.Future Dates – see supporting agenda 5.2.2020 document

	Spring 2	Summer 1	Summer 2
BFS LGC	24/3/20		2/6/20
LHS LGC	25/3/20 Apologies Olivia		3/6/20
CTS LGC	26/3/20		4/6/20
Governor Day			10/07/20
Trust meeting	17/3/20	29/4/20	9/6/20
Resources Committee	3/3/20 at 11am	14/5/20 at 1pm	9/6/20 at 5.45pm 2/7/20 at 11am
Trustee Day			10/07/20

Meeting ended: 9.05pm

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