



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Thursday 14th November 2019 at 7pm**

Name	Governor Type	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Mr Michael Dobner (chair)	Co-Opted	Attended
Mr Seb Gray (HT)	Headteacher	Attended
Mrs Olivia Gunner	Staff	Attended
Mrs Gill Heath	Co-Opted	Attended
Mrs Becky Makinson	Co-Opted	Attended
Ms Bathsheba Mensah	Parent	Attended
Mr James Roach (CEO)	CEO	Attended

Documents from the Trust

Minutes 17/6/19 and 16/7/19

CEO report 17/6/19

BFS letter from Director of Education

IMAT response tutoring

Code of conduct – to be completed by governors and brought to the meeting.

Child Protection agreement – to be completed by governors and brought to the meeting.

Documents from the Local Governing Committee

Minutes from 18.09.19 for approval

Headteachers report including validated data/ benchmarking information from ASP

School plan – on Governor hub

SEF – on Governor hub

Termly report on safeguarding

Feedback and presentation

Home school agreement

Health and safety termly inspection report

Documents from the clerk

Clerks update

Declarations completed on governor hub

Training uploaded to governor hub

Documents distributed at the meeting

Pupil premium 2019-20 report

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

SIGNED		DATED	
---------------	--	--------------	--

1. Welcome, apologies and consent

The meeting was quorate. All governors were in attendance. Jo Ball, Assistant HT was welcomed and appointed associate governor for four years. Gill Heath was appointed Co-opted governor for a term of four years.
The clerk will update Governor hub

Clerk

2. Notification of any other business - None

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

4. Minutes of the last meeting 18.09.19 and matters arising

Minutes were approved and signed by the chair. All matters arising were completed except:
Item 1: A staff election will take place as soon as possible. UPDATE: One staff member has come forward but the HT needs to formally invite staff to apply. The parent election process will also be started in the next couple of weeks.

Chair/HT

Item 5: GIAS needs to be updated and the HT will ask admin to action as soon as possible. UPDATE: To be updated with the new governors.

HT

Item 15: Overview of budget agreed by Trust – Governors were given seven days to comment as some had not received the document – carry forward – send the link again to governors

All governors

5. Response from Trust regarding LGC items raised:

Beechfield

- G: HO recharge £146,000, what is it? Clerk: I will check with the Trust REPLY – Central charge/ Head office charge.
- G: We have concerns that the reduction of TA's is going to impact on the educational standard within the school. We would like the Trust to consider this.
 REPLY: There has been discussion around this previously. The CEO will support the HT to ensure the reasoning and justification behind the answer is clear. It was agreed that members of the Central team will attend some local board meetings in order to support good communication. The CEO will attend the next meeting for each of the local boards. The COO and RIP will attend subsequent meetings.
- G: Why has the teachers cost increased £70,000, is it the addition of two members of teaching staff? HT: The Trust will need to explain.
 REPLY: The budget/expenditure previously included supply teachers which was a different cost centre. All teachers budgeted this year were permanent. There has also been natural increments and a pay raise for teachers.
- Exclusion training – In-house session – clerk and COO to review

Cherry Tree

- HT appraisal - John and Trudi – governors were not invited to the last review and asked that the CEO make sure they are invited with adequate notice for the next meeting.
 UPDATE: The CEO apologised. This was an oversight and this will be rectified in future.
- 11+ support
 REPLY: A letter has been sent to the Chairs of the committees to review
- 30-hour nursery provision
 REPLY: The COO has spoken to the HT and the LGC will be responsible for reviewing the nursery provision both in-house and private provision and presenting the business case for their preferred recommendation by December 2019 for presentation to the Trust.

Laurance Haines

- Health and safety – check if the Trust can cover in the short term
 REPLY: The HT and Site Manager should complete a termly review in the Autumn and the Spring. Any issues or concerns can be raised with COO. The Summer term audit requires

SIGNED		DATED	
---------------	--	--------------	--

the attendance of a governor but otherwise there is no further meeting required for this role.

6. Documentation from the Trust:

- a. Review annual documents approved by Trust e.g. Scheme of Delegation, TORs – no comments from governors
- b. Review and sign Trust approved Code of Conduct – signed by all governors
- c. Child protection policy agreement – signed by all governors

7. Items from the Trust meeting

- a. Minutes and CEO report for 17/6/19 and 16/7/19
- b. Chairs/Vice chair/ Headteacher Performance management governors approved
- c. 2.75% pay rise approved for teachers
The DFE recommended a pay increase of 2.75% for the minima and maxima on teachers' pay. The Trust has approved 2.75% across the board as an enhancement as they value the staff working for them and as a positive for prospective employees.
- d. Safeguarding Trustee, Dan Finill appointed
Any safeguarding reports will be sent to Dan Finill for review.
- e. The staff survey needs to be returned by the 22nd November 2019
- f. BFS letter from the Director of Education – BFS although below national standards in attainment were one of 15 schools with accelerated progress in the county.

8. Complete Headteacher Performance Appraisal

The CEO apologised that the governors were not invited to the previous meeting. The meeting will be booked with the link governors.

9. Agree marketing plan

The schools are not full at present and so there needs to be a marketing plan in place to raise the profiles of the school. HT's have been asked to speak to families leaving and complete a tracker to ensure reasons can be tracked over the year rather than using anecdotal evidence. The Trust has approved a position for a Marketing officer for four hours per week and they will be working to raise the profile in the local media and to promote the schools locally. There has been a strong field of applicants.

10. Headteacher Report

- a. HIP Standards review
The meeting is taking place on the 25th November 2019. The process will work differently and will complete deep dives on how the school is progressing. This will start with a deep dive on reading. *The feedback will be sent to governors after the meeting. Governors were invited to attend at 2pm.*

HT/All governors
- b. Final update School Plan for 2018/19 – to be distributed to governors via governor hub

HT
- c. Approve School Plan 2019/20
The governors were sent the school plan via governor hub.

The HT explained the work which has already been completed in the school. This included a STEPs refresher which will support new staff and behaviour for learning. There will be continued training around behaviour to ensure any extreme behaviour can be managed in school. 'Marvellous Me' will be starting in the Spring term which will support positive behaviour in school. The staff collectively want to make sure children who consistently behave well are rewarded.

G: Reading – parents are not being utilised to support reading and behaviour in school?
HT: In terms of behaviour we make sure a SCAF is put in place to support the children and family where necessary. In other cases, we use Family First to support. For reading we are working to encourage parents to come in and volunteer with the school which is proving successful.

SIGNED		DATED	
--------	--	-------	--

G: In the past nursery and reception used to read with the children at the beginning of the day. Could that be reintroduced?

CEO: This was stopped when we started a flexible start time. We may need to look how we can do this under new circumstances.

HT: The children are supported to create a love of reading. It could be at the pick-up time instead in the future.

AHT: Curriculum development – we have been reviewing the tracking of children. There needs to be a structured approach without losing the children's interests being followed. We are checking that we are enhancing the children's learning whilst also ensuring the children are effectively learning.

G: Is that just in the foundation subjects?

AHT: We have the key areas, PSHE and RE covered we will be looking at the other areas of the curriculum through this process.

HT: We are keen to protect the work which has been completed and the curriculum being child led and allowing for a breadth of experience. This however relies heavily on the ability of the teacher. As we have a new staff team, we need to make sure there is something which will support the staff whilst also empowering them to follow children's interests.

G: Does this come from the new Ofsted framework?

HT: We are aware of it and they are following the national curriculum. They want to see the rigour of moving children's learning forward. We are looking at technology which will allow us to track a child's progress throughout the school. This is an initial document which will be improved over time through sharing with staff and using it practically.

CEO: We have a package of enhancement regarding what children should have completed by the time they leave the school. There has been discussion around making sure that the work which has been completed is not ignored. We are also trying to adapt the current system to allow staff the ability to look forwards and backwards at the child's progress.

G: How often is tracking completed?

HT: The phase reviews take place half termly but are working documents to support the direction staff are working in. The Ofsted report and staff feedback have supported this journey.

G: Could the three headings be up in the classrooms so that everyone is aware?

CEO: When governors are visiting, they need to make sure that the three priorities are being followed and if that can be fed back it would be very helpful.

HT: Impact will have been measured at the next meeting and governors will be able to review the impact of the work completed

The governors approved the School Plan for 2019/20

d. Review SEF (termly)

This has been updated since the Ofsted visit. It is fluid as it is a working document. We will continue to review through the meetings. The clerk suggested highlighting each review stage in a different colour so governors can see the changes over time.

e. Headteacher report

- Change from the CEO report as the Ofsted report has changed and outcomes has been removed.
- The school has a looked after child. The clerk reminded the HT of the need to complete the termly reports

G: Have you had a better response from the CLA team?

HT: The response is not always very quick. The child is integrating well and Gill Heath has completed a governor visit to ensure the appropriate support is in place. The school is going above and beyond to ensure the child integrates well.

- Last years exclusion rates were high and Ofsted did look into them. They felt the school couldn't be outstanding as a result of the exclusions which the HT disagrees with as there is a strong reintroduction procedure in place.
- G: Why are there so many race/hate incidents?

HT: This is due to a training need to ensure the incidents are recorded correctly. There were four cases where upon investigation they incidents did not quantify as bullying.

SIGNED		DATED	
--------	--	-------	--

- G: How do you identify cyber bullying?
HT: We had a real spike last year. We had lots of support offered to children in year six. This year we have picked up the amnesty work which is very positive. This is a massive piece of work which is being completed with the children. A team from google came in to speak to year six regarding an App which would support the reporting to parents of any concerns. The school would also like to be part of an App which allows the children to use a keyboard which sends a message to check the child wants to send the message.
CEO: The Trust is looking for a new IT provider and there are supportive elements being offered for children.
 - The schools experience of Ofsted inspection has been shared with the other schools which is supporting their journey. The HT has met with other HT's from across the County to explain the experience of Ofsted as well.
 - The ERASMUS bid has been successful for LHS and BFS. The LHS project will be led by the HT and Olivia. Children and staff will visit the five schools involved overseas. Overall 30 children will be involved but five children will be visiting in the UK from year four.
CEO: This will support the social mobility of the children and an enrichment of their curriculum. Attached to this there will be a post for an administrator who will work for the school for four hours per week. The other schools will be visiting in January 2020. The safeguarding from the different countries varies greatly which the school is trying to manage.
HT: It is a great opportunity for the school
 - The nursery lead is leaving at the end of the term due to relocation and there has been a reappointment for two terms.
G: Why two terms?
HT: To protect the school and they can be extended if it works well.
G: The nursery staff appreciated being part of the interview process.
 - Year two teaching assistant – there was an applicant but they fell through
G: Why did it fall through?
HT: Salary, as the advert was not clear. We will rectify in the future. We have now appointed internally.
 - NOT's have settled in well and good relationships have been formed. The behaviour has settled in most classes. Overall very positive.
G: I have visited all the new class teachers whilst teaching and they are working very well.
AHT: We have regular mentor meetings and I always check they are happy in their role which they say they are. I would welcome them letting me know if they are not happy so that we can try and support. If there are any issues, they do make me aware.
G: Do you have any student teachers?
HT: Yes, we have one student at the moment and we are also applying for shorter term student teachers through another project.
 - Community – Becky was thanked for her work on the Harvest Festival. There was incredible feedback from the school community. The PSO's were also very positive and helped with the walk. They work very well with the school.
 - The Good Grub sessions – there was a pilot project with the salvation army to support families over the half term with having hot meals at BFS. The LHS staff were thanked by the governors for their work. There was a hot meal served and there was hot food to take away which was very positive. It was a struggle for some families to reach and so we may try to have it on site in the future. There will also be a fundraising event.
 - There has been a coffee morning for EYFS parents supported by Gill Heath which was very positive.
 - There is a full program of adult learning in the school which is to be celebrated.
- f. Review pupil target setting – this will form part of the HIP review on the 25th November. They will be shared with governors via governor hub when available. None of the projections are below the targets met this year.
- g. Staff council feedback
The staff council met before the half term and was attended by approximately 20 members of staff. There were nine pages of minutes which the HT is working through. The new lead is working well and receiving training. There was an overall request for more support with

SIGNED		DATED	
--------	--	-------	--

behaviour and since then there has been two twilight sessions and we continue to ask staff to speak to the SLT if there are any issues.

G: Do you need further support with behaviour?

HT: We have some children with complex needs and in order to manage those with severe behaviour issues can sometimes detract from the other children. We follow the behaviour policy and offer support where necessary.

G: Where children with behavioural needs are challenging the staff, how do we support them?

HT: The support comes from the year group teams who work closely; the SLT offer support and have an open-door policy; there is support for the NQT's, and the support staff are also offered individual support.

CEO: The support is very good and we make sure through the staff council that there is a cycle of review and response to needs from the SLT, governors and staff.

HT: We maintain and develop good relationships with local agencies and we have to recognise that for the extreme cases we have a capacity to deal with these in school. However, in order to access support, we need to collate evidence and we need to wait for the external services to be able to support.

Staff governor: It is challenging but we do support each other.

G: Is it difficult for some staff when they don't realise the issues which the child has come into school with?

Staff governor: We have to maintain confidentiality and so it can be difficult when staff don't know all the issues. There is now a drop-in session where staff can be updated with information where required to ensure they have an understanding of how to support staff moving forward.

G: There has also been a lot of training and staff are always conscious that children have a reason for their behaviour.

G: Does that training continue?

HT: Yes, there has been STEPs training this term and it is on-going. It is not a new thing for us to welcome children with challenging behaviour and we will continue to do that.

G: The staff have to offer a variety of techniques to work with children which is hard.

G: That is part of the role of a teacher and that is what the training supports us to complete.

Staff council minutes will be distributed via governor hub

HT

Standing items:

11. Pupil premium/ Sports premium update

Pupil premium 2019-20 report distributed at the meeting

- The report included the provision which is currently in place for each year group.
- The Chair attended Pupil premium training and was pleased that the questions asked here were all answered positively. The SLT were thanked for the reports and felt confident the school is supporting the children with Pupil premium.

• G: Have you identified all the children who should receive pupil premium funding?

CEO: All the families complete the reports when they join the school and the staff check. If there is a change in circumstance then the school have to speak to the parents. There are various places where this can be identified.

Sports premium

- There has been a change in coach from APEX. The change was as a result of a lack of training and understanding. There is a gap with the data from swimming.

12. Governor visits – send the visit form again (three interested in)

Governor	Area	Autumn	Spring	Summer
Bathsheba	SEN	The SEN children are doing well and the children are being supported well		

SIGNED		DATED	
--------	--	-------	--

		by teachers.		
Gill	CLA	Harvest Coffee morning CLA meeting – report distributed		
Mike	Child protection Sports premium/ Pupil premium	Child protection Meeting new teachers Meeting with the HT to keep in contact		

13. Safeguarding

Governors noted the work which is completed by the school
The clerk will send the termly reports to the HT for completion

Clerk

14. Health and safety

Termly inspection completed and available on GH

15. Policy tracker review and policies due

Policies approved at the meeting after distribution via governor hub with minor amendments listed below:

- Feedback and presentation – Governors thanked the HT for the work which has been completed on this and the ease of access for the staff and children. It has supported the reduction of work load for teachers.
- Home school agreement
Governors asked for the following sentence to be added:
I will behave in a respectful manner.

To be presented at the next meeting:

- *Health and safety*
- *Parent/ carer code of conduct*
- *Business continuity plan*

HT/Clerk (Agenda)

16. Training

Governor	Induction	Safeguarding	Prevent	Complaints	Exclusions
Bathsheba	✓	✓	✓	✓	<i>To be completed</i>
Gill	✓	✓	✓	✓	✓
Mike	✓	✓	✓	✓	✓

Bathsheba Mensah

Online Via Modern Governor: <https://www.moderngovernor.com/>

For governors/Trustees with educational background:

- Introduction to governance (module one and two)

For all governors/Trustees:

- Prevent
- An introduction to safeguarding and child protection
- Safeguarding and school governance

For those on the Resources and Audit committee:

SIGNED		DATED	
---------------	--	--------------	--

- Academies financial management

In person booked via:

<https://cpd.hertsforlearning.co.uk/courses/bookings/default.asp?ds=1&ccid=2>

For governors/ Trustees without an educational background:

- Governor Induction (Whole day course)

For all governors/Trustees:

- Complaints
- Exclusions

17.Clerks update – available on governor hub

The clerk will add as a standing item the monthly Finance meeting note

Clerk

DFE update – link to be sent to governors via governor hub

Clerk

Governors confirmed the DPO for the school is Rachel Lynch and Andrew Chappell for the Trust.

Governors asked that Brexit support be offered in the newsletter and guidance sent to parents on settled status. The HT will look into it.

HT

18.Any other business - None

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

20.Future Dates:

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	8/10/19 Error on dates emailed	17/12/19 - AGM Starting at 6pm at LHS	28/01/20	17/3/20	29/4/20	9/6/20
	27/11/19					
Resources Committee	04/11/19	4/12/19 at 11am	4/2/20 at 11am	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: 9.10pm

SIGNED		DATED	
---------------	--	--------------	--