



MINUTES of the C &CC meeting held on Thursday 4 June 2015 at 7.00pm

Present:

Mrs B Blackstaffe (BB)

Mr B Grimwood (BG)

Mrs Gill Heath (GH)

Mr J Roach (JR)

Mrs D Plociennik (DP)

Mrs E Somerset-Butler (ESB)

In attendance:

Mrs J Steward (Clerk)

1 Receive and approve apologies for absence:

Apologies for absence were received from Mr Hartley and Mrs Shan. The meeting was chaired by Mrs Blackstaffe.

2 Declaration of conflicts of interest:

None declared. Governors were reminded to declare any conflicts that might arise in the course of the meeting.

3 Notice of AoB

3.1 Beat the Streets

3.2 Parent Council

4 Safeguarding

At a recent briefing attended by JR and ESB they were advised that governors' minutes should include a statement about governors' commitment to eSafety; governors confirmed that this remains one of their priorities. The eSafety policy will be reviewed at this meeting. When Safeguarding was discussed at the briefing there was discussion about missing historical references and the impact this had on the outcome at OFSTED for a particular school. ESB has been through the files with Julia and there is a member of staff employed at the school for over 20 years for whom there is not a reference on file. The Clerk commented that at one time it was considered good HR practice to shred references after 6 months and that might account for why there might not be a reference on file. Julia is checking all of the staff files and will try and obtain references if any are missing. Governors agreed the any references missing after 2005 should be followed up in accordance with LA advice. **All staff currently employed at LHS have been subject to mandatory checks including DBS checks.** JR reminded governors that the OFSTED inspector had commended LHS for the completeness of the SCR "the most complete she had seen in her career".

5 Minutes of the meeting held on 5 February 2015

These were agreed as an accurate record of the meeting and signed by BB. JR apologised for not completing his actions from that meeting and will do so asap.

6 Matters arising

There were no matters arising.

7 HIP report

This had been a very positive report. The HIP had graded the school as 1 overall but JR had felt that he could only agree with this if the projected grades were converted to definite grades at the end of the year so the grading remained as 2. Governors asked if JR had any feel for the outcome of SATs this year. He felt that lower ability maths might be problematic, especially mental maths. Reading was OK and

writing is expected to be as projected. The second L6 maths paper was hard. Overall the outcomes could be as hoped for.

8 Review School Plan

SLT have done an interim review and will review it again at the end of the summer when data is available. GH felt it was a very detailed plan. JR reported that staff are significantly further on with assimilating the new assessment criteria than other Herts schools (feedback from HTs at the briefing meeting) and staff are growing in confidence. Teachers are not just learning the criteria but are using them to help plan and new planning systems are being developed.

The report to parents has been completely changed. The Parent Council meeting where it was discussed was well attended and the report was redesigned in light of comments made. A tick box style report similar to that used in EYFS has been incorporated and this will report on the “must knows”. Governors asked to see an anonymised report at the next meeting. **AP1 – JR and Clerk for agenda.**

Coaching and meta-cognition are used across the school and Nicola Furey is leading in Mindfulness. The Iris Connect System has had some technical issues but those staff who have used it have found it helpful.

9 SMSC

SMSC and British Values continue to be a part of the ethos and teaching at LHS. Y4 are celebrating the Hindu festival of Raksha Bandham. A big EID celebration is being planned and learning about other religions is being promoted. An Imam will be invited in for the Eid celebration. The children will be in mixed groups: Years 1 to 5 will be mixed and Y6 will go with Reception children. There will be a range of activities such as henna, drawing, Bollywood-style dancing in the classrooms as well as teaching. There will be a celebration assembly and a lunch party on the second day. Charity is also a theme and children will be invited to donate 50p. Governors are invited to come into school from midday on the second day (22 July). JR is relying on the Muslim children to lead the way. GH commented that staff and governors should be aware of early extremism and fostering an early understanding of differences will help to combat this. JR agreed and advised that as part of DSP training he undertook the extremism course. ESB took the course on Female Genital Mutilation. The last day of school (23 July) will be a normal school day.

GH spoke also about the multi-cultural event at her local church and hoped that LHS children would be more involved next year. JR remarked that the event fell on the May Bank Holiday so it is up to parents to bring their children.

10 Pupil Premium Update

School has made provision in the budget for parents whose children are eligible for FSM to receive additional support up to £100 with some other school costs. There is a menu from which parents can choose including school uniform, stationery, after school clubs, breakfast club, and in Y5 and Y6 payment towards the Cuffley and France trips. DP suggested that teachers will need to chase parents for return of the completed forms and also that the HCC website is misleading about making an application. BB felt it was important to make sure new starters in Reception and Nursery are also encouraged to apply. There is also an EY PP from this year.

11 Sports Grant Update

Part of the grant is used to pay for the Queens School Sports Co-ordinator. The TAs are going to a sports conference tomorrow. JR hopes to keep Andrew Ridgeway’s services at the school. He was a PE teacher and did a lot of work on transition into Y7 at Queens. He is currently being used to monitor our children in PE to support Miguel Corvalho.

12 New Curriculum

No longer new, it is now just the curriculum and is a school priority following OFSTED. Gemma Banks is working on how we map our English genres based on HfL briefings. Nuno Alexandre is working on the use of block teaching and trialling this in maths. Governors thought it would be helpful to ask Nuno to do a presentation on Maths Mastering at the next meeting. **AP2 – JR and Clerk for agenda.**

JR spoke about hot and cold tasks and their use in assessment and he, ESB and GB are currently researching the application of this. The concept is to ask children to carry out a cold task eg write a narrative story about ducks. This would be written on coloured paper and stuck in their books. The teacher would analyse the gaps in skills in the written piece and then teach to cover those gaps. The same children would then do a hot task a few weeks later using the skills they had learnt. GB is currently doing a trial with a group of children. On transition day when the children meet their new teacher they will all complete a cold task. Teachers are beginning to use this kind of idea more often when introducing a topic eg “what do you know about volcanoes?” might be a cold task.

13 SEF

This has been updated and will be updated again when the data is in. SAT results are due on 7 July 2015. There was a recommendation that governors should be involved in SATs week and DP came in and underwent training. She reported that the children were very well behaved. Governors discussed issues for some EAL children who had support in the past and now do not have this and who are finding the technical vocabulary difficult. DP remarked that there is a lot of reading for some questions and they find this difficult. JR responded that they will be fine by Y6 as the vocabulary becomes more familiar. JR explained that MP’s team had reduced by natural wastage, not redundancy, and those staff had left for legitimate reasons. The budget is very tight this year and 90% of Herts schools are in deficit by Year 3; two schools have had to be supported financially by the LA. BB suggested that this committee should monitor the impact of the reductions. **AP3 – Clerk for agenda.**

14 Policy Reviews

14.1 SEN Policy

The new SEN Code of Practice has meant radical changes are necessary to the SEN Policy including the involvement of stakeholder consultation. ESB proposed that the draft policy be presented to the following consultees:

- Governors
- Parent Council at their meeting on 30 June 2015
- School Council in an accessible format for the children
- FGB for approval on 15 July 2015

The policy has addressed both SEN and Inclusion in the past but SEN is now a discrete policy. ESB shared the NASEN (National Association for SEN) guidelines with governors. She remarked that very few schools currently have compliant policies ESB is confident that the policy she has shared is compliant except for the issue of consultation. . The beginning of the policy includes reference to both the Complaints Policy and the Bullying Policy. . The beginning of the policy includes reference to both the Complaints Policy and the Bullying Policy. Governors agreed with the suggestion to include reference to disadvantaged children (as Pupil Premium children are now termed). ESB drew governors’ attention to page 6 of the policy which refers to the governors’ role to review the impact of the SEN policy. BB suggested creating a checklist similar to that used as part of the annual review of Safeguarding. The SEN governor is Nick Ablett. Governors felt that a working party including Michelle Penny, Gemma Banks, and Ben McDonald as well as governors would be the best way forward. Governors were asked to email their comments to ESB before the policy goes to the Parent Council on 30 June.

14.2 eSafety Policy

The HCC policy is 55 pages long and contains a lot of information that is not relevant to the teaching and learning of eSafety in schools. She has therefore written a policy about the teaching and learning of eSafety and a separate policy about Data Security eg the use of mobile phones, cameras, etc in school. There is also a separate, child friendly policy about eSafety. ESB shared the new eSafety Policy prior to the meeting and the changes are highlighted in yellow. At the recent HTs briefing it was made apparent

that governors need to know how eSafety is taught and there are 5 questions that governors should be able to answer. It was agreed to have a presentation to governors on this subject. **AP4 – JR and Clerk for agenda. The policy was approved.**

eSafety is taught throughout the year as part of the computing curriculum with an initial briefing in September. Parents and children sign an internet security document each year but it is proposed that this will now be done when children enter Reception and again in Y3. Children learn about cyber bullying as part of the curriculum. Parents, staff and governors all sign Acceptable Use policies and the staff forms are kept on their personal files. It was agreed to include reference to the use of social media on the Parents' form.

14.3 Data Security

ESB suggested that the policy needs more information about data protection eg the use of pen drives, encryption of sensitive data, etc. It was also agreed to add a section about Subject Access requests and how to deal with them. Governors approved the policy subject to the additions as described above.

15 Governor Training

DP had recently attended training sessions on Complaints Procedure and Effective Governor Visits and her reports had been shared prior to the meeting. Governors thanked her for the feedback. There is an existing visits template on School Centre that needs updating slightly in light of the recent training and DP and JR will meet to do this. The revised document will come to the next meeting. **AP5 – JR/DP and Clerk for agenda.** With regard to complaints it is recommended that all governors are trained. The emphasis in the training was on the importance of following procedure. It was also advised to include a clause in the Home School Agreement about not circulating complaints via social media. DP and ESB will liaise on this. **AP6 – DP/ESB.**

16 Representative Governor Reports including Governor monitoring

GH had spent the previous day with Nicola Furey and the Nurture Group. It had been a really good, positive experience and she will send her report to the Clerk for circulation. Parents are asked to complete an entrance and exit survey regarding their children and the feedback from parents is positive. Behaviour in the group has improved. There are also 2 lunchtime sessions involving 30 children and MP does an indoor/outdoor session for children with challenging behaviour. Nurture at LHS has such a good reputation that the school regularly has requests from other professionals to come and observe. GH noted in particular that Nicola and Len work well together.

BB remarked that Nurture is financially expensive. JR responded that Nurture has grown and Nicola brings in something new every year eg Mindfulness. Nurture has a massive impact on the budget but it is rated really highly and has a significant impact on the children and across the school. It is important, though, that the right children are selected for the group.

17 Report from “Feeling Good Week” and Mindfulness Training

Feeling Good Week was Wellbeing Week in other schools. The school had received a grant of £500 which had been spent on Mindfulness training. The trainer had been excellent and will be invited back for further work on this. The sessions help children to think clearly and focus so that they are in the right frame of mind for work. The trainer modelled one minute activities for teachers to use and left a pack of handouts for teachers to use. Teachers were surveyed and 78% felt the concept was beneficial but only 50% are using it and 100% of the children enjoyed it. In Y1 and Y4 it is being done very well. Use of Mindfulness will be developed further.

18 AoB

18.1 Parent Council

The Parent Council has met but the report has not been sent out year. The last meeting looked at reports and the SEN information report. Both were well received. There were questions from parents about

transition and JR expanded on this explaining that classes are mixed up only if needed. He understands that this causes concern for parents and quite a lot of upset but reassured governors that each child and each class is considered in detail before changes are made. The children all mix together at break times anyway. JR had asked DP to discuss this with parents and all had said it was alright! They just wanted to know the rationale behind the process. DP suggested putting up a poster at Parents' Evening explaining the reasons behind mixing classes. JR will be at the next Parent Council meeting.

18.2 Beat the Street

Governors were invited to sign up for the LHS tam. The children are enjoying participating in this initiative. There are over a hundred boxes around Watford to tap in on. There are also similar schemes in Hemel Hempstead and Stevenage.

The meeting closed at 8.30pm.

Approved for signing