



**NOTES FROM THE ONLINE DISCUSSION OF LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING WHICH WAS DUE TO BE HELD ON**

Governor challenge is highlighted in yellow

Governor actions are highlighted in italic

Notes from email/governor hub exchanges and notes from clerk

LHS – Laurance Haines School CTS – Cherry Tree School BFS – Beechfield School

Actions

- 1. Curriculum area walk round - Postponed**
- 2. Welcome and apologies –** *Governors were unable to attend the meeting due to the Coronavirus outbreak, a pandemic which has closed schools across the country since the 20th March 2020.*
- 3. Comments from governors regarding the curriculum walk round - Postponed**
- 4. Notification of any other business** (Chair, HT and Clerk to be informed 48 hours before the meeting) - *Postponed*
- 5. Conflict of interest with agenda items to be declared - Postponed**
- 6. Minutes of the last meeting 05.02.20 and matters arising – carry forward including all actions**

Item 4:4:5: GIAS needs to be updated and the clerk will pass onto the School Business Officer

Clerk

Item 8: G: Can we please ask for the school council to be relaunched?

CEO: I will pass onto the HT

CEO/HT

Item 9: 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

Item 10: 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

Item 10: 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)

Item 11: 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

Item 11: 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

Item 12: G: Attendance - is it possible to have attendance figures on the website updated? HT to be asked

CEO/HT

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Item 15: There was nothing to report from the health and safety walk round. Clerk to notify the Trust

Clerk

Item 16: 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

Item 17: 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

7. Response from Trust regarding LGC items raised 05.02.20/ Any issues to be brought to LGC from the Trust

BFS:

- G: Should the school have transgender toilets? RESPONSE: This will be reviewed by the HT's and CEO through the schools Equality plan
- Safeguarding - A document was identified by a governor through training that the schools may find helpful. The CEO and HT's will review. The clerk will notify the CEO. RESPONSE: The CEO is reviewing and will report back.

LHS

- 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
RESPONSE: Approved by Trustees and to be updated by the COO.
- 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. RESPONSE: Trustees discussed and all Parent Councils will be in place once schools return.

CTS

- Health and safety local arrangements – approved by governors subject to the addition of the following areas: A governor raised concerns that the Health and Safety policy did not include reference to Podium steps being used or temperature equipment calibration. The clerk was asked to check with the COO. RESPONSE: The ladders are covered under the ladder safety for steps and staff have received training. *The calibration equipment needs to be looked into further as there have been water risk assessments but this has not been mentioned. The COO will review*

H&S

- There was nothing to report from the three schools. RESPONSE: The update meetings with the site managers have not taken place yet due to current affairs. This will resume once the Corona virus concerns are reduced.

8. Provide risk update for the Trust risk register - Postponed

9. Budget 2020/21 – Initial financial summary distributed – Financial considerations to be made to the Trust - Postponed

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10. Consider staffing and any budget impact for 2020/21 - Postponed

11. Review and update school plan - Postponed

12. Headteacher Report

- a. Standards monitoring
- b. Pupil premium update/ Sports premium update
- c. Marketing update
- d. Parent questionnaire to take place in the summer term

Documents sent prior to the meeting:

HT report
CEO report
Coronavirus update 25/3/20 and 1/4/20

HT update 1/4/2020

Good evening all

Please have a look at this:

[Covid-19 Coronavirus Governor's report 1 April.docx](#)

The document again gives a brief summary of the work that has been going on in school and remotely for children and staff. Our Pastoral support and focus on wellbeing has never been more important.

Stay safe, stay connected

Response from governor

I would like to congratulate everyone involved in making such rapid and extensive provision for the welfare of the children and staff during this challenging time. e.g. online work and activities, daily activities for the small vulnerable group from 8am-5pm.

Do all families have sufficient computers to cope?

Thank you Seb for contacting all staff.

Food banks-St Michael and All Angels has a food bank every Wednesday at the church 10am-12noon for anyone who has a voucher.

Food hampers, is better communication needed?

Good about Easter activity group at Beechfield but how will they get there?

Glad staff wellbeing is highlighted.

It seems a lot is being done by over stretched staff.

Many local organisations have requested volunteers and I believe have more on their lists than they can use e.g. the council, the hospital, West Watford Community Organisation, churches. Might it be worth contacting them?

HT update 2/4/2020

Here is the data dashboard to see statistics from across the Trust. It may be useful for you all to make comparisons between Laurance Haines and the other schools.

Have a look at this:

[CEO report.xlsx](#)

Governor response:

With regards to the staff (including teacher) absence, is it possible to determine if this number of days lost due to sickness is down to a lot of staff being off, or down to persistent absentees. In the case of persistent absentees, how long is it before a person is off before we refer them to occupational health? How likely is it that some staff may need to be furloughed during the lockdown period?

HT update 3/4/2020

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Good morning all

I trust you are all keeping well.

Please see below for some questions that Mike has shared with me over the past week. I have added my responses:

What is the time line for each subject curriculum rewrite?

Ofsted inspected the school in September last year and gave a grading of 'good' in line with their inspection framework. The curriculum was graded as a curriculum in transition. At the time, this meant that we would have to have a complete curriculum by July 2020. Since then, Ofsted have said to all schools that this is not necessarily attainable so have extended that time frame so that the curriculum is complete by July 2021. We continue to explore all avenues for the development of our curriculum and the school closure provides us with time to research and develop further. My aim is that our curriculum is complete in time for September 2020.

Will staff be expected to work on this during school closure?

All staff are expected to work through a school closure unless they are unwell. Although there are many elements of our jobs that cannot be done without the time with the children, our teams are finding new ways of working, setting learning and connecting with children and families. There has been an incredible collaboration between teams across the school and the Trust to ensure we are responding to the wide and varied needs of our community during these unprecedented times.

I notice from the work set on the website for school closure that some years have more set than others.

As the home learning evolves, through response to feedback from the school community, we will see many changes. It is important that there is parity. We are developing broad and varied learning experiences that children and parents can dip in and out of. It is designed to support family life and not to hinder.

When is the next Erasmus trip planned for?

The next Erasmus trip is provisionally planned for October 2020. Whilst there have been no plans or bookings made, we are obviously restrained by travel restrictions across the globe during the Covid-19 outbreak. We await further guidance from the British Council about plans for future mobilities.

Arbor excel spreadsheet on governor hub. Can I access this?

I will share the link in a separate message.

Aldi surplus scheme. Is anything being done for the families that have benefited from this during this time?

At this stage, there is not due to the food shortages and a lack of 'surplus'. As the situation has improved, we have been in contact with Aldi but they could not guarantee non-contact and this proved to be too much of a risk for our staff. We will continue to liaise with the store manager.

What does HAFLS stand for?

Hertfordshire Adult and Family Learning Service

Jigsaw. Will the school be expected to deliver this in September if pupils and staff do not return before then?

The policy, staff training, parent workshop and teaching resources are all ready for delivery when we return to school. The law changes in September 2020. The sequence of learning through the Jigsaw resources means that the more contentious lessons are not taught until the Spring term in 2021. Essentially, it is likely we will have time to fully prepare the school community for the changes to the RSE curriculum.

I shall aim to share an update on the past week with you all a little later today.

Do share your questions and thoughts on the noticeboard so that we remain connected as a governing board through these challenging times.

Response from governors:

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Firstly, I just want to say how brilliant the staff have been across Twitter to really engage with children and parents through lockdown. This is much appreciated. From experience, I think children and adults have had to adapt overnight, and it isn't always easy.

How many children are currently at school now?

I understand that some families will not have technology to access online learning at home, or enough technology to allow all their children access. Furthermore, our high amount of EAL students means that many may not have access to support from home. Marilia sent me some EAL learning files which I put on the home learning page of the website, upon her request. Are we able to use EAL staff to check in with as many EAL families as possible?

With regards to access to technology In my case, I need to use one laptop exclusively for work, leaving one more between 3 children. It's not easy to get the balance right. For those who we know will struggle with the lack of tech (which may cause anxiety for parents worrying about children falling behind, and most definitely boredom for part of the day at least), are we able to engage those families/students in different ways? (eg. with paper learning packs, or extra calls to check in on their well-being)?

I think the PST help line is an excellent idea.

The calls home and Twiducate accounts for children to access, are an excellent way of keeping in touch, too,

Will the finance department be refunding trip money for trips which have been cancelled etc? There has not been any communication with regards to this. (I realise this may be a Trust decision).

Will trips like year 5 Phasels Wood / Year 6 residential trips be going ahead - or is it too early to call?

Arbor - is there an option for parents to communicate changes of address, children's dietary needs, attendance/absence etc, from the app? There does not seem to be a way to use the app to contact admin. If there was, this could reduce phone calls/emails which could be beneficial in circumstances like lockdown.

Admissions - are Reception allocations expected in April? Is everything in place to ensure that application packs etc are ready to go out?

Admissions - are Nursery offers going out according to plan? How are we ensuring that places are taken up? Are we oversubscribed? Or do we will have places to fill?

Secondary Transfers - did all year 6 students get a secondary school placement? If any did not, how are we supporting the child and the parent to get their child a place? If any parents need assistance with paperwork, how are we ensuring they have it? (I am happy to assist with this).

I think that's it at the moment.
Just want to say a massive thank you to all staff.

Update from Chair of Trustees **School Closure**

As I am sure you will be aware the leadership teams throughout the Trust have been working flat out to ensure that all the logistics are covered and that key worker and vulnerable children are kept safe. Our teaching and support staff have also risen to the challenge. I know that as Governors you have been supporting them with this task over the last few weeks. They all really have done an incredible job in such a short time and I think we are so lucky to have such an amazing workforce - our thanks really do go out to them all. Next week will be equally challenging to evaluate how it is all working and tweak where necessary but I am sure our team will rise to the challenge!

I have written on behalf of the Trust Board us to the whole school community - see the link here: [IMAT Trustees message 03-2020.pdf](#)

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I know it will be challenging over the coming weeks (hopefully not months!).
Keep safe!

Response from governors:

I'd just like to say that Seb's video messages have been so well received by LHS parents. I post them on Facebook, and the response is of pure gratitude. The videos provide the human touch, so needed as so many of us are in isolation, and it's great for the children, too, but especially great for our members of our community who may not be able to read the lengthy (although necessary) letters going out.

Really really appreciated.

Standing items:

13. Erasmus update - Postponed

14. Finance update – report from finance meeting for information - Postponed

15. **Safeguarding** - Termly Safeguarding Report - Postponed

16. Health and safety – Annual inspection – COO will undertake a review on the 24th March. Verbal feedback will be provided. More formal feedback at next meeting - Postponed

17. Training – review training record and training requirements in supporting document - Postponed

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

18. Governor visits - Postponed

Distributed via governor hub prior to the meeting:

Sports premium report

Gill Heath governor visit

Safeguarding governor report

Governor	Area	Autumn	Spring	Summer
Bathsheba	SEN	The SEN children are doing well and the children are being supported well by teachers.		
Gill	CLA	Harvest Coffee morning CLA meeting – report distributed		

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Mike	Child protection Sports premium/ Pupil premium	Child protection Meeting new teachers Meeting with the HT to keep in contact		

19.Clerks update – on governor hub

20.Any other business - [Postponed](#)

21.Items to be sent to Trust/ LABs - [Postponed](#)

22.Future Dates – see supporting agenda **25.03.20** document

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

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