



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom**

ON Wednesday 10th November 2021 at 7pm at the school

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted governor	Apologies
Darren Armoogum	Co-opted governor	Apologies
Jenny Cannon (SBO)	School Business Officer	Attended
Emma Lad	Clerk	Attended
Monika Delginova	Staff (Support) Governor	Apologies
Michael Dobner (chair)	Co-opted governor	Attended
Seb Gray (HT)	Headteacher	Attended
Olivia Gunner	Staff (Teaching) Governor	Attended
Gill Heath	Co-opted governor	Attended
Tanya Mortlock	Co-opted governor	Attended
Denise Shaw	Parent governor	Attended

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 7.08pm

Actions

1. Welcome and apologies

The meeting was quorate. Apologies were sent by Darren Armoogum, Dawn Allen-Williamson and Monika Delginova.

2. New governors to be appointed to the board

- Dawn Allen-Williamson and Darren Armoogum were appointed co-opted governors for a term of four years.
- Governor Induction update for Dawn Allen-Williamson and Darren Armoogum.

- *Safeguarding checks have been completed and both governors have been given access to Governor Hub. The clerk will organise a zoom meeting to explain email addresses, access to Governor hub, training to be booked, and skills audit completion.*

Clerk

G: I have read that all employment for staff governors has to be declared as a pecuniary interest?

Clerk: I will check the guidance and report back via Governor Hub

Clerk

- The HT updated governors that he has advertised the parent vacancy but has not received any applications yet. He will continue to speak to and advertise the vacancy to parents
- The HT confirmed that the school website and Get Information About Schools (GIAS) has been updated with new governors terms of office/ pecuniary interests

HT

3. Notification of any other business – None registered

4. Conflict of interest with agenda items to be declared – None registered

5. Minutes of the last meeting and matters arising

Amendment: Pupil premium to be allocated to Denise Shaw. The clerk will update and reissue the minutes

Clerk

Minutes were approved by governors and will be signed electronically by the Chair as soon as possible. All matters arising were agenda items or completed.

6. Response from Trust regarding LGC comments – reported on the supporting sheet prior to the meeting.

7. Chairs update

- *To confirm Annual declarations have been completed by all governors (from matters arising) Most governors have not completed the clerk will send a reminder*

Clerk

- Chairs meeting feedback – verbal update from the Chair
 - Concerns about the Marketing plan were raised at the Chairs meeting and the marketing plan has been reviewed with the HT. A marketing plan and Facebook update process is being created with feedback from the governors day. The HT will update once the plan is in place.
 - Other areas covered at the meeting included strategic objectives, are we doing enough for EAL children, LGC priorities for the next year, a review of the risk register, Covid impact and a finance update
 - There are a number of CIF bids being investigated for the Trust. LHS is considering a bid for rewiring for the school as there was a fire in the fuse box which resulted in the fire brigade being called.
- The chair shares attendance figures via GovernorHub weekly. The governors agreed to be sent the figures monthly in future.

8. Headteacher report

Distributed prior to the meeting via Governor Hub and taken as read: Headteachers Autumn term report

- The governors thanked Vicky for her work on admissions and supporting parents.
- Staffing updates – there was a large number of leavers in the Autumn term and the staff are worried about the impact on the children and the rest of the staff team. The HT explained that there are personal reasons why staff have chosen to move on at present. The HT gave an update on recruitment successes and posts still to be allocated.

G: Do you have support in place for the ECT's?

HT: Yes, we are looking at a plan at present to ensure there is thorough support.

G: It is unfortunate that staff are leaving at the same time and it is impacting on wellbeing.

HT: We will be reviewing and also putting in place a stress and wellbeing policy for the school.

The agenda items were discussed out of order as they were part of the HT report. *The clerk was asked to include all relevant items in the HT report in future*

Clerk

Agenda item 15. Safeguarding – Mike Dobner

Distributed prior to the meeting via Governor Hub and taken as read: Annual Safeguarding audit

- Annual safeguarding audit
 - The HT explained that the annual safeguarding audit is not statutory however the HT and DSL's felt it is a helpful exercise to highlight process improvements for the next year. The report does not include referrals to the school from other agencies but the HT will add to the report to show the amount of work involved in safeguarding at present.
 - 8th December 2021 the Herts Safeguarding level one training will take place for staff.
 - There have been a higher than usual number of Safeguarding issues raised this term and some have been of a very serious nature. There have been counselling sessions for both children and staff organised as a result of the issues. Governors were informed there are continual reviews of processes and practices to ensure safeguarding is robust. The governors thanked the staff team for their continued hard work in difficult situations.
- Covid update
 - The community has been positive about the changes in practice as a result of the increase in covid cases locally.
 - Covid Recovery grant is now reported in the Pupil premium DFE report on the school website.
 - The good work which has been started in the staff forums will continue to evolve and will look at Equality, Diversity and Inclusion. *Equality, Diversity and Inclusion (EDI) will be a standing agenda item for the governors moving forward*
- The Tutoring programme for children is being introduced at present.
- The attendance rate has dropped as a result of Covid but also due to parents taking children away on holiday. The attendance manager will visit next week to review the schools procedures.

Clerk (Agenda)

- Behaviour
 - Behaviour incidents are being reviewed across the Trust including peer on peer abuse and this will lead to an update to the behaviour policy.
- Curriculum
 - The Early years team across the Trust have worked collaboratively to update the curriculum in light of the changes to the EYFS Framework.
 - G: On the governor visit day it was very impressive to see the work which has taken place and the engagement of the children.
 - The Nurture group working in year 6 has been very positive.

- G: You have had a number of staff who haven't had vaccinations, is there anything the school can do to support?
- HT: It is a personal choice for the staff member.

Agenda item 14. Risk review

Distributed prior to the meeting via Governor Hub and taken as read: Risk register October 2021

- G3: Governor skill set
Have skills audits been completed by all governors?
 - To be completed by new governors
- E1: Pupil attainment - Schools do not meet national attainment standards in 2021/22 - Highlight to LGCs (Info only) HTs and CEO to monitor and review practice. Strong programme to develop quality first teaching and leadership consistently across the Trust. LGC and Standards committee to monitor data and report.
- F1: review pupil numbers from October census - October 21. Highlight to LGCs. Review pupil numbers as at October census . Any local issues which may impact pupil numbers to be reported to the board. Ensure strong local marketing plans are in place to promote school in local community. Exec Leadership will continue to monitor pupil data alongside monthly management accounts. To continue to liaise with HCC planning re numbers in Watford. **Marketing Manager** will continue to develop a Trust marketing strategy.

The school team are developing a marketing plan with leaders, governors and the office team working collaboratively.

- O2: Attract and retain staff. - **Oct 21. Highlight to LGCs- Continue to encourage all leavers to complete survey. Exec team-** Development of a strong people strategy (which includes enhanced CPD/career pathways) is transparent and well delivered. Continue recruitment events. Continue a programme of staff wellbeing surveys.

From HT report: The number of staff leavers in the Autumn term is a concern. Whilst some of the teachers leaving are moving on for personal reasons, including marriage and to be closer to home, others have found opportunities that will support them to grow in the next stages of their careers. Having consulted with secondary and primary heads from across the county, it is clear that the staff mobility for this Autumn term is unusually high. Recruitment has been a challenge subsequently as many schools seem to be competing for a small pool of teachers. Governors will remain informed about recruitment.

Leavers have been sent the exit survey to be completed via SurveyMonkey. Due to the numbers of staff that are moving on in the Autumn term, Sharon Carlyon, COO, will be joining Mike Dobner on any exit interviews over the coming few weeks. A summary of feedback will be shared at the next governor meeting.

- *Any other local risk which Trustees need to consider – there were no local risks to report*
Clerk (Trust)

Agenda item 16: Health and Safety

Distributed prior to the meeting via Governor Hub and taken as read: Termly H&S inspection checklist, Review of complaint undertaken with schoolboy HFL on behalf of HCC report 15.09.21

- HCC Audit feedback and action plan

From HT report:
HCC Audit LHS actions:

- Within Health and Safety Policy - attach responsibilities to named individuals instead of titles/offices
 - LHS must have an offsite visit risk assessment that covers school swimming and ensure that the pool operator has provided copies of their NOP / EAP
 - Consider a key holder/ buddy service for response via the security alarm company
 - Site manager to conduct an annual visual inspection of roof handrail and ensure it remains structurally sound
 - School will need an updated risk assessment once CIF 2021 project is completed
The HT updated that all actions have been completed and that the only outstanding action is the updated risk assessment once the CIF 2021 project is completed.
- Autumn term H & S audit completed by the HT and site manager and reviewed by governors – no outstanding actions reported
 - HIP report and trips risk assessments reviewed by H&S governor

Actions from complaint as listed on the HFL report:

- By the time the complaint had been passed on to the DSEA which was two months after the trip had taken place, it was clear that the HT had taken appropriate actions and had accurately identified the key learning from the incident.
 - Recommended that where an OV5 is completed and a child has a one to one the RA is co-signed by the class teacher and the 1:1 the risks and the mitigations are matched.
 - Recommendation that school leaders will pay close attention to risk assessments completed to ensure that the use of generic risk assessments do not lead to a lack of consideration of what might happen.
 - School leaders have already ensured staff training regarding off-site visits.
The HT reported that all recommendations have been actioned.
- *Any H&S issues to discuss – there were no H&S issues to report*

Clerk

Agenda item 17: Premises

- Update of Condition Improvement Fund (CIF) projects

From HT report:

Work started in the school summer break as planned. Given there are 2 CIF projects currently approved and working at the same time at Laurance Haines, this work has been completed out of sequence of original scope. Good progress has been made so far. Given the above, the project completion date has changed from the end of the summer to the Autumn term 2021. There have been no health and safety issues and projects are expected to complete on budget.

KS2 Toilets

Contractors are exploring the possibility of extending the KS2 toilets to cater for unisex and across the phase (Year 3-Year 6). The aim would be to have 7-8 cubicles along the

back wall opposite a row of sinks, with an open doorway. It is felt that this would provide a safer space for the children to use. It is possible that these improvements may not be made until Easter 2022.

Agenda item 10: Finance report

	AMOUNT (£)
Total income	£199,826
Total expenditure	£167,621
Difference	£32,204

G: Is the £32,204 expected?

SBO: Yes, we will keep you updating as the year continues.

G: What is the Church on a Sunday?

SBO: We had a contract with a church but they have new premises. They had a contract for a year and so have agreed to pay for a term.

20/21 Year End: The SBO reported the school have completed the year end procedures and can report that the school have finished the year as planned with an opening balance of £315K to help fund plans for this year.

21/22 Plans: The support staff pay rise is still in negotiation at an offer of 1.75%, the school has forecast 2%. This should be agreed and actioned this term.

Governors thanked the SBO for her report and the helpful format.

The HT gave an update on the utilisation of the Sports Premium grant and explained the school is in negotiations to use a new gym facility locally for the year four children to attend. This would be a wonderful opportunity for the children which the staff team are very enthusiastic to arrange.

Agenda item 11: School council reports

Distributed prior to the meeting via Governor Hub and taken as read: Staff Council minutes 20.9.21 and 2.11.21, Eco Warriors minutes 20.09.21, SNAG (School Nutrition Action Group) minutes 20.09.21

- Staff council minutes

G: The minutes show that staff are very open and honest which is positive.

The HT explained that the staff present issues but they also look for solutions in the meeting which helps the school move forward.

G: There are strong feelings evident especially from the feedback on ensuring continuity for the appraisal cycle?

HT: The school trialled mentoring last year alongside staff having a line manager in place as they provide different support. Staff are keen for this to continue and it is now being suggested as part of the Trust People Strategy. The People Strategy meetings are working very well and the change in the leave of absence policy has been well received after being implemented as a result of staff feedback. The performance appraisal approach is also being reviewed and the suggestions from the staff council are being shared at the People Strategy meeting.

G: How quickly are the responses sent by the HT to staff?

HT: They are within the week and I have an open door policy for staff.

- Children's councils

G: Can the council minutes be added to the school website?

SBO: I will update.

SBO

G: Are the children voted for by their class?

G: It is shared across classes but all post holders are voted for by the children.

9. Review and update School Plan/ discuss and agree targets for 2021/22.

Distributed prior to the meeting via Governor Hub and taken as read: LHS school plan

The main priority areas were reviewed at the Governor visit day where there was an opportunity to see a lesson on racism, online safety, reading in the early years and the environment.

The HT emphasised that the EDI curriculum is not in addition to the rest of the school curriculum but rather is being embedded in all areas of the school.

A reading deep dive took place recently and there has been a baseline assessment to support the creation of the subject plan. This plan should sit alongside the School plan in informing and leading the school and the curriculum. The Pupil Premium governor explained that the school is confident to support children to age related expectations and is embedding consistent and continued support to ensure the children meet their potential if in excess of this.

10. Finance report – covered under agenda item 8

11. School council reports – covered under agenda item 8

12. Governor visit reports

- Governor roles were allocated to new governors
 - Safeguarding, Sports premium - Darren
 - Sustainability - Dawn
- Governor afternoon feedback - Monday 8th November 2021 at 11.45am at the school
 - *The Chair will complete a feedback report consolidating the feedback from governors.*
 - Governors fed back overall that it was a really positive and productive day and it was lovely to see the children in school.
 - Governors discussed a further governor visit day in the Summer term and felt that it is valuable to see the curriculum in action.
- Governor allocated monitoring areas updates

Chair

Governor and area for review	Visit completed/ report distributed/ actions
Denise Shaw – Website/ Pupil premium /SEND	Pupil premium visit completed 8.11.21 SEND visit to be booked with Lizzie Butler

Gill Heath – Children Looked After	Appointment booked
Olivia Gunner – Equality and Diversity	
Tanya Mortlock - Curriculum	Appointment to be booked with Jo Ball

All governors were asked to complete governor visits on their allocated areas once a term

All governors

Standing items:

- 13. **Items from Trust board meeting** – Nothing to report
- 14. **Risk review** – covered under agenda item 8
- 15. **Safeguarding** – covered under agenda item 8
- 16. **Health and safety** – covered under agenda item 8
- 17. **Premises** – covered under agenda item 8
- 18. **Policy tracker review and policies due**

Distributed prior to the meeting via Governor Hub and taken as read: Home learning policy, Feedback and presentation policy, Health and safety policy

- Trust policies approved and available via Governor Hub policies folder
- School policies

The following policies were approved by governors for use:

- Home Learning Policy
G: The policy is very well written and supportive of the children.
- Health and safety policy
- Feedback and presentation policy

The HT explained that Olivia Gunner travelled to Hungary as part of the ERASMUS project recently. She explained it was an amazing trip. The school did not have any resources funded from the government, everything had to be purchased by the parents. One of the countries has been meeting virtually with year 6 children and they have loved the experience and are keen to keep meeting.

- Volunteer procedure
The HT explained this is now an LGC responsibility and the HT's from the three schools will review to ensure consistency and present to governors once in place.

HT

19. Training

- Ideas/requests for future sessions – there were no recommendations
- Governor induction – new governor training to be booked – carry forward

Clerk

- Training Completed:

<u>Gill Heath</u>	
Safeguarding children/ Children Looked After	11 Nov 2021
<u>Michael Dobner</u>	
Pay and Appraisal for Governors	20 Oct 2021
Chairs' Strategic Information Briefings	19 Oct 2021
Governance Framework Training	4 Oct 2021
<u>Tanya Mortlock</u>	
Handling Academy Complaints	19 Oct 2021
<u>Denise Shaw</u>	
New to Special Educational Needs and Disability (SEND)	4 Nov 2021
Safer Recruitment	3 Nov 2021
Admissions Appeals	13 Oct 2021
Ofsted Training - In house at Croxley Danes	11 Oct 2021
Governance Framework - In House IMAT training	4 Oct 2021

- Training booked:

<u>Jo Ball</u>	
Induction for Governors	2 Dec 2021
<u>Michael Dobner</u>	
** NEW EVENT ** Chairs Network Meetings	28 Mar 2022
Chairs' Strategic Information Briefings	1 Mar 2022
Becoming An Effective Chair (face to face training)	4 Dec 2021
Premises Management	2 Dec 2021
** NEW EVENT ** Chairs Network Meetings	15 Nov 2021
<u>Gill Heath</u>	
Handling Academy Complaints	5 Jul 2022
<u>Denise Shaw</u>	
Reducing and managing allegations against staff (RAMAAS)	10 Feb 2022
Risk Management	27 Jan 2022

20. Clerks update – distributed via Governor Hub

The clerk attended a webinar Experiences of Ofsted: Autumn 2021 and recommended governors take time to listen to the webinar. The slides are here: [21.11.10 Experiences of Ofsted: Autumn 2021](#)

The webinar is an hour long and can be listened to here: [Click here to listen to webinar](#)

21. Any other business – none registered

22. Items to be sent to Trust/ LGCs

- Skills audit responses completed by all except the two new governors
- No further risks to be reported
- No Health and safety concerns to be reported
- The Health and safety policy was approved by governors

23. Future Dates

Date	Start	Meeting
Thu 9 Dec 2021	19:00	AGM
Wed 2 Feb 2022	19:00	Local Governing Committee
Wed 15 Jun 2022	19:00	Local Governing Committee
Fri 15 Jul 2022	TBC	Governor Day

Meeting ended 8.55pm

Appendix A: Governor Hub questions and comments:

HT: Message shared.
Good evening all

A huge thank you to all on behalf of all of the governors. Your openness to having visitors in the classrooms today made the experience a truly positive and valuable one. Today, provided our governors with a the very long-overdue opportunity to witness the school in full flow and share some strategic conversations about school improvement.

They commented on the calmness and the real purpose to learning that was witnessed throughout the school. The behaviour for learning was positive and seemed consistent even with the interruptions of visitors to the classrooms. To some degree, the governors were unable to collect pupil voice due to the engaging lessons and focus demonstrated by them. Where teachers were covered for PPA by HLTAs, it was noted that the high quality of teaching and learning continued.

It was great to see elements of our new school improvement targets in action, from the development of early reading to interactive sessions around safety online. Similarly, the quite uncomfortable conversations and learning around race and racism was inspirational. Overall, our staff and children were a true credit to the school. Thanks again, Mike, the Governors and Seb

G: Yes. A great showcase. Thanks for having us. Even after the day officially finished, I had a great conversation with a child when signing out. So good to be "home". It really felt like that.

G: Thanks you for having us, it was a very interesting day and to see that these children are happy to be in School.

G: Thank you so much for a very enjoyable and worthwhile day giving different insights into the school's caring, compassionate, progressive ethos.

HT: We have just begun the new cycle of school improvement work and therefore I wanted to share the school plan with you.

The plan has been developed over recent months by members of SLT, the central Trust team and other members of our school team. Our aims for the year ahead, are below:

1. To raise pupil achievement and close pre-existing gaps and the gap created by Covid-19 pandemic school closures
2. To continue curriculum developments providing exciting and engaging learning planned by teachers and chosen by children
3. To ensure equality, safeguarding and sustainability efforts support the school community today, and support our work towards a better future

You'll notice that they are, in some cases, a continuation of great improvement work that we have undertaken as a team over the past few years. We will have a continued focus on supporting children to raise pupil achievement, academically, socially and emotionally. I am really excited to be giving focus to our equality and sustainability agendas too.

Have a look at this:

[Laurance Haines Plan 2021-22.docx](#)

G: Very impressive. As a way of supporting EAL children, LHS has always been great at providing parents with opportunities to learn English and to improve their English. The Step 2 Skills Function Skills Courses on offer, which are currently free for parents, are also an excellent opportunity for parents to gain Maths and English GCSE level qualifications. (We need to shout about our offer to parents more on social media, as not all schools provide this opportunity). By supporting parents, we also support children because the parents can be more confident and able to support their children. IT courses for parents are another area LHS have done and could support parents in future especially with the move towards online learning during lockdown.

HT: Good afternoon all

Please see the updated policies for review at next week's meeting.

Feedback and Presentation was not listed on the agenda but is up for review.

All policies have been updated by school leaders.

Thanks

Have a look at this:

[18. Policies for review](#)

G: Does there need to be reference to the new Natasha's Law and the requirement for Allergens to be named on packed lunches (for trips ??), breakfast

clubs, school lunches in the Health and Safety Policy (perhaps it comes under another policy, or is part of a contractor's policy)?

HT: A great and important question to ask. Natasha's Law will be referenced to in the updated Administration of Medicines Policy, which is being reviewed in upcoming meetings. Also, we worked with Chartwells in the summer term and they assured us that their processes are in line with those set out in Natasha's Law, i.e. the requirement for Allergens to be named on packed lunches (for trips ??), breakfast clubs, school lunches.

HT: Good morning all

I must inform you of some truly tragic news regarding members of our school and wider community. Before you read on, I must warn you all in advance that this is truly upsetting and disturbing news.

Some of you may have already picked up on the local news, the Watford Observer have shared a couple of articles now, and I am aware that members of the community have been talking about it too. For those not yet in the know, I am saddened to inform you that on Thursday evening, the father of FA (Year 6) and KA (Year 5) died in the family home. Police had been investigating the cause of death. Yesterday, the Watford Observer named the main suspect who has been charged with murder, N older brother of the boys from LHS. The children are aware of his passing but not of the continued police involvement.

I and a couple of members of the school team have been in contact with the family over the weekend to offer our support and share our condolences. The children, and their cousins, have been back in school and are being supported with some normality and routine, with additional provision to support their well-being and providing them with space and adults to talk to.

I have been in contact with Mike to keep him informed of developments. At this stage, we are working to support the family in the best ways possible.

We understand that this news will impact on us all differently. Should you need anyone to speak to about it, please speak to me, Nic or Jo.

Thanks

Seb

G: Very sad news. I have no doubt that the school is doing an amazing job to look after the boys, though. Please let me know if there is any way I can support further.

G: Thank you for informing us. LHS pastoral support brilliant. Let me know if I can help.

HT: FAO: All governors.
Kind regards

Dear colleagues **Admissions Consultation for Own Admission Authority Schools and Academies in Hertfordshire** Hertfordshire County Council (HCC) is coordinating the consultation process for any own admission authority school or academy in Hertfordshire that wishes us to do so. Proposed admission arrangements for 2023/24 are available on our website at www.hertfordshire.gov.uk/admissions2023 The consultation period is for 6 weeks between 1 November and 12 December 2021. Responses should be sent direct to the school or academy concerned. Attached for information are two lists: 1) Schools that are proposing to amend their admission arrangements for 2023/24 and are consulting; 2) Schools that are not consulting. Individual schools and academies must ensure that they engage their own local communities in the consultation process, **as per paragraph 1.44 of the School Admissions Code** (“the Code”). All schools must determine their arrangements for 2023/24 by 28 February 2022, regardless of whether a consultation has been undertaken. Determined admission arrangements must be displayed on the school's website and a copy sent to HCC as soon as possible before 15 March 2022.

Hertfordshire County Council's Admission Arrangements HCC is also consulting on proposals to amend the 2023/24 admission arrangements for community and voluntary controlled schools, and to reduce the Published Admission Number (PAN) at 5 community primary schools. The proposals are outlined below: 1. To amend the definition and explanation for home address, where two applications are received for the same child 2. To amend the oversubscription criteria for Pirton Primary School 3. To reduce the published admission number (PAN) at 5 community primary schools Ø Brookland Infant and Nursery (Cheshunt) Ø Holywell JMI (Watford) Ø Leys Primary & Nursery School (Stevenage) Ø Longmeadow Primary (Stevenage) Ø Oakmere Primary (Potters Bar) The consultation on school admission arrangements for 2023/24 also opens on 1 November and closes on 12 December 2021. Information about the consultation including all of Hertfordshire's proposed arrangements for 2023/24, and an online response form, is available on our website at

www.hertfordshire.gov.uk/admissions2023 The county council's admission

arrangements will be determined by Cabinet on 28 February 2022. **Text for school**

newsletter article: As your school is consulting, you must seek responses from parent/carers, schools and community groups via your school

communications/newsletters. Suggested text is as follows. *X School is consulting on the proposed admissions arrangements for the school year 2023/24 and is seeking responses from parent/carers, schools and community groups. The proposed changes are: Please include the proposals you are consulting on here.... The consultation period runs from *1 November – 12 December 2021. Please send your comments regarding the proposals to the school direct at XXXXX (*please add your own dates if you are not part of HCC's consultation and ensure consultees are aware of how to respond)*

Hertfordshire County Council is also running a consultation on the proposed admissions arrangements for community and voluntary controlled schools for the school year 2023/24 and is seeking responses from parent/carers, schools and community groups. HCC's proposed changes are: To amend the definition and explanation for home address, where two applications are received for the same child 2. To amend the

oversubscription criteria for Pirton Primary School 3. To reduce the published admission number (PAN) at five community primary schools (you should only include this point if you are a school located in one of the relevant areas – see attached). The consultation period runs until 12 December 2021. Please visit www.hertfordshire.gov.uk/admissions2023 for more information and to respond online.

G: Am I right in thinking that The Trust deal with our Admissions Arrangements, but the school must advertise to parents that the consultation period is open, and publish Arrangements on the website for 3 years (both nursery and Reception) : the current academic year, the next academic year (for which applications are open for) and the following one.

HT: Good morning all

Last night, we received the report from Joanna DiBella, our HIP, that documents the schools action following an Ofsted complaint raised in the summer. As discussed at our last meeting, the Ofsted complaint was withdrawn by the parent following meetings with me. Joanna still visited to ensure the correct processes were in place, were being followed and to advise on any additional action we should take as a school. The report provides a chronology, the actions taken and summarises the response.

Should you have any questions, let me know.

Have a look at this:

[CAS454966LHPS.pdf](#)

G: Thanks Seb for sharing this. I think the thing that comes out of this is how well you handled the situation as soon as you became aware of it, and although you took full responsibility, as HT, all the staff on the trip were responsible at the time, and hopefully, they will ensure that nothing like this will happen again.

G: This seems to have been managed well and promptly by Seb.

Once again it highlights the importance of prompt accurate reporting of all accidents

Clerk: Hello Seb, I think the safeguarding governor was also going to review the report and check the trips that have been risk assessed since the incident. Will you be completing as part of the governor afternoon?

HT: Thanks for the reminder Emma. I will make some time to review these with Mike so that he can then feedback at our next meeting.

HT: Mike visited school today for the termly Health and Safety Audit. There are two clear actions that I'll report on at our next meeting.

Have a look at this:

[Health and Safety termly inspection check list Autumn Term 2021.doc](#)

G: What is the procedure for identifying children with food allergies, intolerances and other allergies (eg. To latex plasters) and conditions (eg haemophilia), so that they can be treated in an emergency (eg. with an epipen), particularly in the dinner hall and in classrooms where children may be exposed to allergens? Are these audited on this report, and if not, how is the procedure audited, and how often?

G: In addition to my above question, I just saw the email from Herts for Learning Governors' Services regarding Natasha's Law and the requirement for Allergens to be named on packed lunches (for trips ??), breakfast clubs, school lunches.

HT: Please see the message below shared with staff this morning:

Good morning all

What an evening!

I just wanted to share a message with you all following the success of our Open Evening. School felt completely magical last night with rooms full of smiling children, parents and staff - it was a true celebration of everything we do as a school!

I'm sure you all felt it last night, but we have been inundated with positive feedback about the event itself, the look and feel of the school (the classrooms and communal areas look fantastic!) and our remarkable support for children and families throughout the pandemic. Parents were keen to share their gratitude for the communication and care shown throughout. Parents were also so pleased to finally have the opportunity to talk with us all in person - I feel there's something simply and brilliantly human about this!

We were also visited by a large number of prospective parents who were enquiring about reception and nursery places for September 2022 as well as parents of older children enquiring about places for now - another really positive sign of our ongoing work and promotion through the community.

Thank you to all who were in attendance and worked collaboratively to make it such a brilliant celebration. Should you have any feedback of your own, please do share it with a member of SLT.

Feeling proud to be LHS!

Thank you to all of the governors who were able to attend and lend their support last night.

G: Opening Evening: I just wanted to say how fantastic the Open evening was last night. There was an excellent vibe around the school. I met many parents who were visiting the library (which looks fantastic) and they were so positive about the school. In particular, one parent was saying how LHS got it "just right" with the provision during the second lockdown, and that the communication from the school to parents, throughout lockdown was excellent (ie. regular updates, safety measures etc). It

was great to see everyone again around the school, able to go through the office, etc. Well done to everyone! Thoroughly enjoyed it