



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

ON Wednesday 15th September 2021 at 7pm at the school

Name	Governor Type	Attended
Jenny Cannon (SBO)	School business officer	Attended
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	Attended
Mrs Olivia Gunner	Staff (Teaching) Governor	Attended
Mrs Gill Heath	Co-opted governor	Attended
Ms Bathsheba Mensah	Parent governor	Apologies Accepted
Tanya Mortlock	Other	Attended
Miss Denise Shaw	Parent governor	Attended
Mrs Dawn Allen-Williamson	Prospective governor	Attended
Mr Darren Armoogum	Prospective 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 to new governors, apologies and consent**
The clerk welcomed everyone to the meeting and governors/ prospective governors introduced themselves. The meeting was quorate. The clerk chaired until item 5.
Apologies were sent by Sheba Mensah.
- 2. Notification of any other business** – None declared
- 3. Conflict of interest with agenda items to be declared** – None declared

4. Documentation to be read and approved via Governor Hub:

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Child protection agreement

Clerk to email governors once the documents are available on Governor Hub with instructions for update
All governors/clerk

5. Election of Chair and vice chair for one year

*Mike Dobner, was elected Chair by governor for a term of a year.
Denise Shaw, was elected Vice-chair by governor for a term of a year.*

Trustees will be asked to approve the appointment at their meeting on the 24th November 2021.

Clerk (Trustees)

The chair welcomed everyone to the meeting and thanked everyone for their continued work as governors.

6. Minutes of the last meeting 10.6.21 and matters arising

The clerk explained Trustees have approved the electronic signing of minutes and asked Chairs to sign via Governor Hub. The minutes were approved and will be signed electronically via Governor Hub by the Chair. All matters arising were completed or agenda items.

7. Review documentation approved by the Trust (for information)

Documents distributed via Governor Hub prior to the meeting and taken as read: Terms of reference – agreed by the Trust board, Trustee minutes 8/7/21, Governance Framework

The COO has organised Governance framework training for the 4th October 2021 remotely. The meeting details will be distributed via Governor Hub ahead of the meeting and all governors were invited to attend.

All governors

8. Link governor roles to be allocated

Governors agreed to the following allocated roles and completing three visits per year on their allocated area:

- Denise Shaw – Pupil Premium, Website
- Gill Heath – Children Looked After
- Sheba Mensah - SEND
- Monika Delginova - Sustainability, Staff Council
- Olivia Gunner – Equality and Diversity
- Darren A – Sports premium, Child protection
- Tanya Mortlock - Curriculum
- Dawn A - Sustainability
- Mike Dobner – Health and safety

The HT proposed a governor day take place this term to allow for fuller discussion of the School Improvement Plan and to complete monitoring of allocated roles.

The Governor monitoring afternoon was arranged for Monday 8th November 2021 at 11.45am with lunch served at 12.30pm. Policies and Trust governor role descriptors to be sent to governors ahead of the training.

HT

9. Propose any changes to admissions for the Trust Board

The HT explained that the admissions arrangements are in line with HCC. There is a criterion for the admission of Trust staff's children which HCC admissions criteria does not include. Nursery admissions also allow for children to join the term after they turn three in line with government funding, this ensures the school does not have to charge parents for sessions at the nursery up to the allocated funding amount.

G: Does the admissions criteria allow for the admission of those suffering from domestic violence?

HT: Fair access protocol has been updated to allow for more children to be considered under this criterion. Further information can be seen in appendix A relating to changes in the [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

10. Chairs update

Chairs meetings are continuing to take place this year. They are important for the communication between Trustees/ Committees.

11. Headteacher report including

Documents distributed via Governor Hub prior to the meeting and taken as read: HT report, GIAS, Covid information

Confidential item – see part two minutes

Pupil numbers

The HT reported that the reception numbers are low this year but have been increasing since the beginning of term. The continued promotion of the school is also helping. However, the numbers are still a concern. The governors discussed concerns about the marketing at present as the banners and online advertising has not been actioned in line with the marketing plan. The HT explained that the open evening is being advertised at present and there are actions taking place. Due to the number of cases of Covid in the school at the end of last term the marketing was not completed as expected.

The chair was asked to raise concerns about the marketing plan being followed at the Chairs meeting.

Chair – Chairs meeting action

Year 2 is now at 60 children which is very positive.

G: Do you work with other nurseries to ensure families are aware of the school?

HT: Yes, there are visits to other nurseries

G: We also need to make sure we are marketing the adult learning opportunities for the school as these are a unique selling point.

The governors asked that the Facebook page be updated regarding the 'like' button and governor pictures be added. The SBO will action

SBO

Exit interviews

There were no exit interviews completed and the governors discussed how to encourage staff to complete them in future as it would be beneficial to have feedback on why staff are leaving the school.

Year 6 parent meeting

A parent meeting has taken place this evening for children in year 6 regarding going to secondary school in September which was well attended and Denise Shaw was thanked for her work to support the event. The HT explained there have been visits from students who have moved onto secondary school to let teachers know how they are getting on.

Covid

There have been two positive cases of Covid within the school community since the beginning of term. Families of the year group effected are contacted by text message so that they are aware of the increased risk in line with the school's risk assessment.

Catch-up premium

Catch-up premium – the school is purchasing Read Write Ink to support with phonics across the school as this is a key area of development. An inset day will take place for all staff to be trained.

Attendance:

The Chair explained the attendance figures since the beginning of term for the school. The figures will be posted on Governor Hub in future for governor information.

Chair – ongoing

Curriculum - The school plan is not available for the meeting but will be available at the Governor Afternoon

The school is continually developing the curriculum to meet the needs of the children and the school plan evolves alongside this development. The three priorities were broadly explained to governors at the meeting by the HT and why they have been chosen as priorities.

Pastoral team

Governors congratulated the team for all their hard work and the impact this has on children's ability to learn. The food bank for example has supported children greatly within the school's community.

Get Information About Schools website correct

The GIAS website needs to be updated with new governors. The SBO officer will complete once they are appointed by governors

SBO

Governor details on website to be confirmed

to be updated with new governors. The SBO officer will complete once they are appointed by governors

SBO

- Overview of budget agreed by Trust including approved Estate plan – report from Jenny Cannon.
 - The finance team are waiting for the final accounts which will be completed in October 2021.
 - The budget for 2021-22 has been approved by Trustees, however, there have been minor changes and the reforecast will be available in October 2021.
 - **G: The budget is looking healthy at the moment?**
HT: Yes, the Trust has also released capital funds for works to be completed in the school such as toilets.
 - Governors asked for lettings to be included in the finance report so that governors can see additional income for the school. The HT explained that in the updates from KCSiE 2021 there needs to be further safeguarding checks completed for lettings which could make lettings difficult as they will not be financially viable.
- Update on CIF projects/ Capital fund projects
 - The Trust has been successful in numerous bids across the three schools. LHS has won a fire safety update and cold-water project which are being completed while the school is open.
 - Key stage two toilets, funded from the release of Capital funds, may be opened as a unisex toilet when building works are completed.

- There has been asbestos removed where required due to the projects.
- The HCC audit has been completed and the report from them has been distributed via Governor Hub prior to the meeting. The report has been criticised as being generic in some of the responses which has been fed back to HCC. The report praised the site manager for his record keeping and work on health and safety.
- *The Pupil premium plan will be sent to the allocated governor once available for review.*

HT

G: Are we ensuring we have all families who are eligible for Pupil premium registered?

HT: It is part of the induction process and we are already contacting families particularly in year three.

- G: How is the sports coach working presently?

HT: He is working within the school still but being utilised in a different way to support the school more successfully.

G: Are children back swimming?

HT: Yes, we have year 4 to 6 attending swimming lessons.

G: Is the daily mile continuing?

HT: Yes, it has been interesting to see how the children have approached the activity.

G: The free clubs are very positive which the school offer as they benefit all children and are another unique selling point for the school.

- G: *Can we have staff wellbeing added to the HT report?*

HT

G: The staff are very positive at present and have returned well. The staff day allowed for the school to end on a high together even if staff were self-isolating.

HT: There is a buzz back in the school which is lovely to see. The staff had to make a monumental effort last year and cannot be praised enough. This year we have managed the school calendar more effectively and made sure staff have the dates so that they are able to plan effectively. Staff wellbeing is the first item on the SLT agenda for the weekly meeting as it is key for the school.

- There were no exclusions.

12. Review and update School Plan/ discuss targets - *The school plan is not available for the meeting but will be available at the Governor Afternoon.*

HT – Governor afternoon agenda

Standing items:

13. Items from Trust board meeting

Trust strategic priorities plan –

- Strengthen governance at each level
- Facilitate growth across the Trust
- Develop a culture where the value of Trust collaboration is clearly recognised
- Support pupils to thrive

The plan will be distributed via Governor Hub once available for information.

Clerk

14. Risk review

Documents distributed via Governor Hub prior to the meeting and taken as read: Risk Register
September 2021

- G2: Provide update on current membership to trustees.
The clerk explained that two new Trustees are completing safeguarding checks at present and a third is being advertised for.

- G2: Succession planning to be considered?
Governors discussed succession planning but no one felt at present that they would be willing to stand as Chair in the future.
- G3: CPD Governor to be appointed
Mike Dobner was appointed as CPD governor.
- G3: Skills audit to be completed by all. The clerk will distribute the NGA skills audit via Governor Hub for completion and asked that all governors complete before half term.

Clerk/ All governors

- F1: Review current pupil numbers – discussed under HT report
- F1: Raise any local issues which may impact pupil numbers to the Trustees
Afghan refugees coming into the area could be supported by the school.
- F1: School Marketing plans to be reviewed
Governors commented that the review should take place at the end of the summer term so that the Trust is prepared for the 1st September. Governors also asked the school ensure Facebook groups etc are utilised effectively. The HT and SBO will review the plan and report back.
- 02: Staff exit survey to be reviewed – discussed under HT report
- Any other local risk which Trustees need to consider - None

HT and SBO

15. Safeguarding

Documents distributed via Governor Hub prior to the meeting: Termly report to governors

Governors had no further questions.

16. Health and Safety

Documents distributed via Governor Hub prior to the meeting: H&S Audit

- Set date for Autumn termly review – to take place on Tuesday 11th October 2021. Chair and HT to attend with the site manager
- Independent audit from HCC – there are no further actions for the governors to be aware of.
Brian Phillipson was thanked for his work on the health and safety audit.
- Any H&S issues to discuss – no further issues to discuss or report to Trustees.

Chair/ HT

17. Policy tracker review and policies due

Documents distributed via Governor Hub prior to the meeting: Home learning policy, Feedback and presentation policy

- Trust policies approved and available via Governor Hub policies folder
- Home Learning - Governors were pleased with the format and asked that the SLT confirm the policy reflects the school's expectations for homework and parent's responsibilities. Governors felt it was

appropriate for the school demographic. The policy is due to review in November so will be distributed in advance of the next meeting.

HT/ Clerk (Agenda)

- Feedback and presentation – Governors approved the policy with no changes for use

18. Training

- Ideas/requests for future sessions – governors were asked to make the clerk aware if they have any suggestions.
- *Governor induction – the clerk will arrange a session with new governors once their DBS checks have been completed. The SBO will make the clerk aware when the checks have been completed.*

SBO/Clerk

19. Clerks update – See supporting document

The Ofsted inspection framework changes were sent prior to the meeting via Governor Hub and governors discussed the impact on the school.

20. Any other business

Sheba Mensah is coming to the end of her term of office and was thanked for all her hard work for the school. The HT will contact Sheba to pass on the board's thanks.

HT

21. Items to be sent to Trust/ LGCs

Chair and vice chair nominations:

Mike Dobner, was elected Chair by governor for a term of a year.

Denise Shaw, was elected Vice-chair by governor for a term of a year.

Risk register comments/ recommendations:

Health and safety concerns:

None

Policies approved:

Feedback and presentation – approved

Home learning – to be reviewed at the November meeting.

Training recommendations:

None

22. Future Dates:

Governor Afternoon - Monday 8th November 2021 at 11.45am at the school

Date	Start	Meeting
Wed 15 Sep 2021	19:00	Local Governing Committee
Wed 10 Nov 2021	19:00	Local Governing Committee
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	00:00	Governor Day

Meeting ended: 9.03pm

Appendix A:

From Browne Jacobson website, a legal firm that HCC often uses regarding the changes:

[School Admissions Code 2021 | Education advisors | Browne Jacobson](#)

The below link is for the new Code, should you wish to have an electronic copy to view:

[School admissions code - GOV.UK \(www.gov.uk\)](#)

The changes centre mainly around:

Children who have been in Care

- The definition of 'children who have been in care' now includes those who were in care outside of the UK, but are then adopted.
- The definition of 'state care' which has been extended to include local authority, religious authorities and other organisations

PAN clarification

- Para 1.4 discusses the fact that the PAN only relates to the usual point of entry (i.e. reception, year 5 (middle schools), year 7 and year 12). For In-Year appeals, it is for the admission authority to determine if they are full. PAN can be considered a relevant benchmark however, but the admissions authority can determine an operational capacity for a year group

Fair Access

- Now a standard definition of challenging behaviour
- FAP is extended to include those unplaced, vulnerable, or unable to secure a school place in- year. **This should include those who are the victims of domestic violence and so vulnerable.**