



**LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom**
ON Wednesday 2nd February 2022 at 7pm via Zoom

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted governor	Apologies
Darren Armoogum	Co-opted governor	Attended
Jenny Cannon (SBM)	School Business Manager	Attended
Andrew Chappell	Trustee	Attended - observer
Monika Delginova	Staff (Support) Governor	Attended
Michael Dobner (Chair)	Co-opted governor	Attended
Seb Gray (HT)	Headteacher	Attended
Olivia Gunner	Staff (Teaching) Governor	Attended
Gill Heath	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Tanya Mortlock	Co-opted governor	Attended
Sinead Parmer	Parent governor	Attended - awaiting DBS check completion
Denise Shaw	Parent governor	Attended
Laura Springate	Marketing manager	Attended - presenting

Governor challenge is highlighted in yellow

Governor actions are highlighted in italic

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

Governor comments/ questions from Governor Hub are below in appendix B

The meeting started at 7.08pm

Actions

1. Welcome, apologies and consent

The meeting was quorate. Sinead Parmer is the newly elected parent governor for the school. Laura Springate Marketing manager and Andrew Chappell a Trustee were welcomed to the meeting. All governors introduced themselves to everyone. Dawn Allen-Williamson sent apologies



2. Notification of any other business

Equality, Diversity and Inclusion agenda.

3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared.

4. Minutes of the last meeting and matters arising

Documents distributed via Governor Hub ahead of the meeting and taken as read: LHS LGC minutes 10.11.21 (approved in principle)

Minutes were approved by governors and signed by the chair of governors electronically via Governor Hub. The matters arising are all actions or agenda items. See appendix A.

5. Presentation from Laura Springate, Marketing Manager

Documents distributed via Governor Hub ahead of the meeting and taken as read: Marketing 2021-22 LHS updated

The Marketing manager shared and explained the presentation explaining the marketing strategy at Trust level and the impact for the schools.

A demo of the new school front page for the website was shown to governors which will go live from next week. It allows for areas relevant to parents such as admissions to be accessed easily.

The HT thanked the Marketing manager for the presentation and the work which is being completed for the Trust and schools. It is having an impact on the applications and in year admissions for the school.

The Marketing plan for LHS specifically was discussed shown at the meeting and discussed. The document explains the work which the office and central team are carrying out. The plan aims to show a clear plan of the work to be completed by the school around their objectives. The key focuses are admissions and lettings. There has been collaboration to ensure the action plan is clear for the school.

G: Can we make sure any posts also have a link to the school website?

LS: The office staff will look into it and ensure the posts have the links in place. The plan is for the staff in the office to action the posts being sent. As the marketing manager, I oversee the plan and ensure staff have the necessary training.

The Chair thanked Laura Springate for the presentation and the good work which has been carried out. Governors were asked to send any questions to the HT.



7.28pm Laura Springate left the meeting.

6. Communication from the Trust

Documents distributed via Governor Hub ahead of the meeting and taken as read: 21.09.09 IMAT Trustee minutes (approved), IMAT AGM notes 09.12.21 (approved), Risk assessment link

- a) Response from Trust regarding LGC comments
- b) Information and documentation from the Trust
 - i. Trustees minutes 09.09.21
 - ii. AGM notes
 - iii. Risk Register

7. Chairs update

- a) The chair has visited the school 10 times and spoken to the HT twice a week
- b) A HIP visit has been completed and the Chair attended the feedback.
- c) The HT appraisal meeting has taken place
- d) Equality, Diversity and Inclusion training was excellent.
- e) Exit interviews – four have taken place with the Chair and COO
- f) Termly Chairs meeting – areas reviewed:
 - Local governance
 - Governance review
 - Trust training course
 - Safeguarding across the Trust
 - Year six catch up lessons
- g) Governor recruitment
Once Sinead has completed her safeguarding checks the governing body will have filled all roles.
- h) Annual declarations – Dawn and Darren have completed.
- i) Confirmation Children's council minutes added to the school website – *from matters arising*

8. Headteacher report

Documents distributed via Governor Hub ahead of the meeting and taken as read: HT report Spring 2022, Safeguarding termly report governing body autumn 2021, staff council minutes

G: What is the maximum number in Reception and Nursery?

HT: 60 in Reception and Nursery has 58 children and there is a possible further member of staff being employed so the nursery could increase to 60.

How part time is the Year 6 teacher?

The contract is now 0.6 to support the class.

Is the school led tutoring program for all years and how will you decide which students?



HT: We are prioritising for the rest of the year children in year 5 and 6 around the gaps in their learning and readiness for secondary school.

G: Read, Write training day 2021 or 22?

HT: The training will take place next Monday as it was delayed due to covid.

G: Attendance for state primary on Jan 6th, what was ours?

HT: I will report back via Governor Hub. It is 89.2% today.

G: Can you give a breakdown of Racial and Bullying incidents?

HT: There has been one racist bullying incident. This could be a result of staff training increasing knowledge. There have been two incidents of bullying.

G: Have you gone back to full assembly or are they still on zoom?

HT: They are now back in person. We are looking at extraordinary people from other cultures and history. It has been exciting to have the same shared experience.

G: How many are turning up to the Parents Friday coffee mornings?

HT: About 20 to 25 parents attended and there was lots of discussion between parents.

G: Financial: can you tell us about the sewage pump problem, how much it cost and where the money came from?

HT: The sewage pump failed and the school was close to being closed. The pump replacement and emptying the sewage tank cost around £4500.

G: Could you explain the apprenticeship courses?

SBM: Existing staff can complete an apprenticeship and teaching assistants are using this at the moment. We also have a nursery apprentice who is completing a year and a half with the school. We are now employing a second apprentice for the nursery.

G: Mobile removal, what are the initial ideas for the mobile area?

HT: The mobiles are going to be removed. The area had £35,000 earmarked to improve the mobiles so we will use the funds alongside some initiatives to update the area. It could be a further sports area or an outdoor classroom/ ECO area.

7.43pm Monika dropped out of the meeting

G: In order to boost current Reception numbers (which would now need to be done by in-year transfers), we would need to market ourselves to people arriving in Watford. Can we ask The Trust to provide promotion material aimed at people new to Watford, and to run a regular campaign to promote our school to the community, to make new families aware that LHS is a choice. Our proximity to the hospital is an advantage, and it may be worth liaising with their on-site nursery (Busy Bees?), perhaps even having open days for children who attend the nursery ?

HT: We have links with feeder nurseries including Busy bees. We share links for admissions and open evenings with them.

G: What are our Nursery 2022 application numbers looking like?



HT: There are 39 children for reception and 15 children will be staying on from nursery. These are positive numbers for the school. The September 2022 Reception applications look promising for a full cohort.

G: What training is in place to support protected characteristics?

HT: We have training next week around all the protective characteristics and preparing children for the diverse society we live in. The trainer has supported us previously in school.

How does a small year group, like Reception, or Year 3, with 55 children, compete with a full year group, in terms of attendance?

HT: Those classes could be affected by poor attendance as they are smaller groups.

G: Is it possible to share meeting notes/feedback with governors? This is an excellent direction which the school is taking. Again, is EDI focusing on all protected characteristics, or mainly on race?

HT: Race is the focus at the present but we are exploring different cultures and heritage. We are ensuring children have a good sense of belonging.

G: Nursery children starting just after 3rd birthday means many very tiny children, are many still in nappies and not school ready?

HT: We have incredible expertise across the staff and although this is a challenge the team are supporting them to be ready for school.

G: What does ECT stand for?

HT: Early Carrer Teacher which is now a two year programme. It has been a large piece of work for the team.

Could you elaborate on 'one kind word and odd socks' day?

HT: We all come in wearing odd socks and it is part of making everyone feel included while different

G: The staff committee meeting minutes were distributed today, can you give some information about the discussion which has taken place today?

HT: The theme is around workload and wellbeing mainly. It was poorly attended this time which is very concerning. The staff will be spoken to regarding when is the best time for the meeting to take place. There are thanks shared regarding communication from the SLT but also complaints about the number of things which are taking place this term. I am direct with my responses as we have had to revisit some points. We have discussed the school timetable and how to get the best out of the day while protecting the LHS calm start etc. This is key to our school so we have offered some further guidance and support for staff.

Trustee: The presentation of the reports seems to work well. Key points could be highlighted by the HT if needed.

9. Review and update School Plan

Documents distributed via Governor Hub ahead of the meeting and taken as read: LHS Plan 2021-22 Autumn review



There is a breadth of experience being offered to children in the school which is evident in the report. The EDI agenda is part of all three targets.

10. Governor visit reports

The chair thanked the governors for their visits and the comprehensive reports.

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 completed 01.12.21 Website review completed and it is good to hear that ensuring the website is up to date is now part of the plan for the office staff.
Gill Heath – Children Looked After	Visit completed on 01.02.21
Olivia Gunner – Equality and Diversity	
Tanya Mortlock - Curriculum	Curriculum visit completed 30.11.21 Curriculum – writing deep dive 30.11.21

DA updated that the safeguarding visit has taken place and a report will be sent via Governor Hub.

11. Policy tracker review and policies due

Documents distributed via Governor Hub ahead of the meeting and taken as read: LHS – Volunteers procedure, Equality plan, Collective worship policy,

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies
 - i. Volunteer procedure – *from matters arising*
 - ii. Equality plan
The plan is a large piece of work and needs to support the school becoming truly anti-racist. This is a long term piece of work which is truly ambitious.
 - iii. Collective Act of Worship
 - iv. *Behaviour – Defer to summer meeting so Trust Behaviour principles have been approved*
There will be an anti-racist appendix to the policy as part of the focus on racism at present.

Clerk (Agenda)

12. Training

- a) *New governor induction training – Dawn and Darren to book to complete*
Dawn/ Darren
- b) Ideas/requests for future sessions – None requested
- c) Governor training booked

Dawn Allen-Williamson



	Governor Visits	16 Mar 2022
Darren Armoogum		
	Safeguarding children	7 Apr 2022
Jo Ball		
	Handling School Complaints	14 Jun 2022
	Exclusions	19 Apr 2022
Michael Dobner		
	** NEW EVENT ** Chairs Network Meetings	28 Mar 2022
	HR Training - Pay and Appraisal for Governors	21 Mar 2022
Gill Heath		
	Handling Academy Complaints	5 Jul 2022
	Children Looked After	7 Feb 2022
Denise Shaw		
	Reducing and managing allegations against staff (RAMAAS)	10 Feb 2022
	Children Looked After	7 Feb 2022

d) Trust training for all governors:

24th February 2022 at 6pm via Zoom – Income from grants
27th April 2022 at 6pm via Zoom - Finance

All governors

13. Clerks update – Distributed via Governor Hub

a) Explanation of the Resources section on Governor Hub

14. Any other business

EDI Agenda – training took place last week with [The Black Curriculum](#)

Training was held for support staff and teachers. The HT gave a verbal update on the training for governors



- People are always making connections with people when we go into a new situation. People start to use our unconscious bias which is a safety mechanism but this can then become stereotyping, prejudice and discrimination.
- The school is blessed with a diverse community and is delivering a colonised curriculum which the school is working to change.
- The chair fed back that the training was very positive but challenging. It really made everyone present think about the way they interact with everyone else.
- This has led to the school celebrating world hijab day yesterday. The school event was very positive and allowed for the school community to come together and have a deeper understanding of what it means to wear a hijab.
- Children have been able to speak freely about their experiences and are driving this important piece of work.
- Governors thanked the HT for the work and for taking the time to explain the work being carried out by the school.

'EDI discussion' will be a standing agenda item in future

Clerk (Agenda)

15. Future Dates (See supporting documentation)

Date	Start	Meeting
Wed 15 Jun 2022	19:00	Local Governing Committee
Fri 15 Jul 2022	00:00	Governor Day

The HT and Chair will make governors aware of a future date for a governor afternoon.

HT/ Chair

Meeting ended 8.46pm

Appendix A: Matters arising

Action	Update/ notes/ agenda item to be covered under
Item 2: 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.	
Item 2: G: I have read that all employment for staff governors has to be declared as a pecuniary interest?	Clerk Agenda item 12



Clerk: I will check the guidance and report back via Governor Hub	Clerk	Completed
Item 2: 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	HT	Agenda item 7
Item 5: Amendment: Pupil premium to be allocated to Denise Shaw. The clerk will update and reissue the minutes	Clerk	Completed
Item 7: To confirm Annual declarations have been completed by all governors (from matters arising)	Clerk	Agenda item 7
Most governors have not completed the clerk will send a reminder	Clerk	Completed
The clerk was asked to include all relevant items in the HT report in future	Clerk	Agenda item 7
Item 15: 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	Clerk (Agenda)	Agenda item 8
Any other local risk which Trustees need to consider – there were no local risks to report	Clerk (Trust)	Completed
Any H&S issues to discuss – there were no H&S issues to report	Clerk	Completed
Item 11: Children's councils - G: Can the council minutes be added to the school website?		Completed
SBO: I will update.		



SBO		Agenda item 7
Item 12: Governor afternoon feedback - Monday 8 th November 2021 at 11.45am at the school - The Chair will complete a feedback report consolidating the feedback from governors.	Chair	Completed
Item 12: All governors were asked to complete governor visits on their allocated areas once a term	All governors	Agenda item 10
Item 18: 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	Agenda item 8
Item 19: Governor induction – new governor training to be booked – carry forward	Clerk	Completed

Appendix B: Discussion from Governor Hub ahead of the meeting

8. Headteachers report

Good evening all

Please see the link below for my latest Head's report. It also contains references to our Risk Register items and our Finance Report. Please share any questions ahead of next week's meeting.

Look forward to seeing you all then.

Thanks in advance.

Have a look at this: [Headteachers Report Spring 2022.docx](#)

Safeguarding

Our team of DSLs have completed the Autumn term Safeguarding review. I now realise that this doesn't feature on the agenda so I have saved it in the Heads report section. This follows Darren's visit to school for the safeguarding review yesterday, which he will report on ahead of our meeting.



Thanks

Have a look at this: [Safeguarding termlyreport_governing_body Autumn 2021.doc](#)

Questions/Comments

Michael Dobner

Dear Governors,

in preparation for next week's Governors meeting could I ask you to carefully read Seb's very comprehensive Headteachers report. To save time, in what wil be a very full meeting, I will not be asking Seb to present his report, rather answer questions from governors on his report. To this end could you please email Seb with your questions and the answers will be given at the meeting which may lead to discussions.

EDI, Equality, Diversity and Inclusion is going to form a very important part of the Laurance Haines curriculum in the future and I feel it is vital to hear from governors on their experiences and thoughts on this very important topic. The school is taking the lead within the Trust and we would appreciate any input from governors.

I look forward to seeing you all on zoom next Wednesday.

Tanya Mortlock

Hi Mike/Seb,

Thank you, Seb, for the report. I had a couple of questions:

Who has taken over English from Laura B (and I hope she is well)?

Are all subjects led by a teacher?

What kind of time/support/CPD are they given to monitor / develop their subjects?

Thanks

Tanya

Denise Shaw

Hi Seb

I hope you are well.

Thanks very much for such a thorough HT report. I have some questions/comments.

Pupil Numbers

In order to boost current Reception numbers (which would now need to be done by in-year transfers), we would need to market ourselves to people arriving in Watford. Can we ask The Trust to provide promotion material aimed at people new to Watford, and to run a regular campaign to promote our school to the community, to make new families aware that LHS is a choice.

Our proximity to the hospital is an advantage, and it may be worth liaising with their on-site nursery (Busy Bees?), perhaps even having open days for children who attend the nursery ?



What are our Nursery 2022 application numbers looking like?

The September 2022 Reception applications look promising for a full cohort.

Safeguarding

With the rise of DA cases, how confident are we that staff can spot signs that children may be growing up in an abusive household? Does the Boxall Profile provide any indicators? Is Domestic Abuse training something staff may benefit from?

Read Write Inc Training Day

This has moved to 7th February now, hasn't it. The report says Monday 20th December.

Catch Up Plan

"CPD to develop a diversifying, decolonising and inclusivising curriculum, supporting our children, staff and parents to become racially literate".

And within race, do we explore the different cultures? E.g. Caribbean vs Black African. Middle Eastern vs Pakistani. Indian vs Sri Lankan. Eastern European vs Western European. etc

And different religions ? E.g. Sunni vs Shi'a. Catholic vs Protestant etc

Does the inclusivising also extend to being LGBTQI+ and promoting LGBTQI+ allies? The reason I am asking is because when children get to secondary school, one of the main reasons for Year 7 exclusions is the use of homophobic and transphobic language, which the children (and some parents) say is "banter", but is not tolerated at secondary school, and with new laws being pushed, will actually become illegal. Do our enrolment/application forms allow someone to put their own title e.g. Mx? Do our application forms allow for two mums or two dads to be the parents? Is there a gender neutral option, or at least, an "other" option. And what if a child decides to come out as non-binary or trans? Are we ready and accepting?

Note LGBTQ month is coming up in February.

Attendance

How does a small year group, like Reception, or Year 3, with 55 children, compete with a full year group, in terms of attendance? i.e. One child absent in Year 3 or Reception would reduce the attendance percentage significantly, for a smaller year group.

Pastoral Provision

Excellent, as expected. The New Mental Health Kite Mark would be a great promotional tool for LHS.

EDI

Is it possible to share meeting notes/feedback with governors? This is an excellent direction which the school is taking. Again, is EDI focusing on all protected characteristics, or mainly on race?

Premises Projects

Great to see much needed work on the toilets about to commence. This will make a great impression



on parents who view the school for the first time.

Sports Premium

Great to see a continued selection of free before and after School clubs for children.

Pupil Premium

As we move into offering places to Nursery and Reception children in the Summer Term, are we prepared to ensure that FSM applications are made by the admin team with information provided on the application forms, for all Reception new starters (and all in-year starters) when their details go on the system. With the many language barriers we face at LHS, we cannot rely on parents being able or willing to apply for their children.

I think that is all my initial thoughts at the moment!

Take care,

Denise

Gill Heath

Thank you for an excellent and very full report. Some thoughts- Nursery children starting just after 3rd birthday means many very tiny children, are many still in nappies and not school ready?
What does ECT stand for?

Pleased to note staff morale progress and space for more collaboration with wider teams and SLT indicating the recognition of importance of communication.

Could you elaborate on 'one kind word and odd socks' day?

Thanks to the amazing Pastoral Provision team, what an example to other schools, good this expertise is being shared, good support from the Salvation Army.

in the financial notes on 'total income' it says 'lettings agreement with the church on hold.' could you elaborate does the school have to pay for the Christmas carol service?

Denise Shaw

With regards to my query about EDI and LGBTQI+ above, key point 5 of the KCSIE consultation for 2022, "Children who are LGBTQ+ have been identified as potentially at greater risk from harm" , seems particularly relevant.

5 days ago

11. Policy review

Volunteer procedure

Please see the latest version of our Volunteers Procedure. Note this is not a policy so I am not looking for approval. However, I would welcome your feedback. It was also an action from our previous meeting.

Thanks

Have a look at this: [LHS - Volunteers Procedures.docx](#)

Comments/questions:



Denise Shaw

Thanks Seb. This looks good. Just a typo to amend. Under the "How do we recruit volunteers" heading... it should read "we need to be creative"... Also, in the flow chart, it should say "contact" referees. Just a question, are all volunteers recorded on the SCR to ensure that all necessary training is done, DBS is done, references obtained, etc. ?

Seb Gray

Thanks Denise. This is helpful feedback and the changes will be made. All volunteers are recorded on the SCR.

Gill Heath

This is clearly set out. I would like to add that as volunteers Martin and I have been so warmly and constantly supported by Marilia Gomas. It would be helpful for those of us who support reading to be able to join any staff inset training on the subject if appropriate .

Equality Policy

Please see the updated Equality Policy. This has been a huge piece of work with members of staff from our EDI forum and external advisors influencing it. It is incredibly ambitious so I will briefly explain some elements this evening. It will remain in draft form for the next 7 days so that feedback and suggestions can be made before being ratified.

Thanks

Have a look at this: [Equality Plan 2022.docx](#)

Comments/ Questions

Denise Shaw

Thank you for this. My initial comments are:

1) "Those eligible for the pupil premium funding is a percentage of 16.4% and as such is deemed lower than the national average"

This percentage in the above paragraph is different to the FSM percentage in the January 2022 table. (18%)

In the table, does the FSM % mean those currently eligible for FSM, or those eligible for PPG funding (ie. Ever 6). Should we ensure that we either use just current FSM figures, or PPG figures in both the paragraph and the table?

2) The barriers to access section is very honest. It would be good to (eventually) see all protected characteristics explored, though, so as not to make it look like we only focus on disability and race.

OTHER

Seb Gray

The Laurance Haines team enjoyed a brilliantly thought-provoking and inspiring day focused on developing racial literacy and a truly anti-racist culture. Mike will want to feedback to you all as he joined us for some of the training and we can share some further thoughts in next week's meeting.



One of the areas of focus for our work with Ben, from the Black Curriculum, was our Equality Plan. We had shared a draft with him ahead of his visit and today he has shared some really supportive measures to include in the plan. I will be aiming to make the necessary tweaks to the plan over the coming days before sharing with you all.

Thanks in advance for your patience.

Seb

What a fantastic day at Laurance Haines today. In all my years in education I have never spent 4 hours in a more interesting, thought provoking, worrying time. Worrying in the fact I know so little about Ethnicity, Diversity and Inclusion but it is going to be a very exciting time for children and adults to really come to grips with what the words really mean and how it affects everyone.

My thanks to Seb for the invitation, to Nicki for helping set it up, to Fardosa for her support and to Ben the course leader.

I cannot wait to be part of the future developments.