



LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom
ON Wednesday 15th June 2022 at 7pm at the school

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted governor	Attended
Jenny Cannon (SBM)	School Business manager	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
Emma Lad (Clerk)	Clerk	Attended
Tanya Mortlock	Co-opted governor	Attended
Sinead Parmar	Parent 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

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

The meeting started at 7.04pm

Actions

1. Welcome, apologies and consent

The meeting was quorate. The chair welcomed governors to the meeting.

- Apologies were sent from Monika Delginova.
- Darren has resigned as a governor as he has taken on a Headship. He was thanked for his work for the school.
- Sinead was welcomed as parent governor to her first official meeting since safeguarding checks have been completed.
- *Denise Shaw was approved as a co-opted governor for a term of four years. Clerk to update GH, the website and GIAS*

Clerk



- Monika Delginova will be leaving the school at the end of the academic year and a new support staff governor will be recruited.
- There will be parent governor recruitment.

2. Notification of any other business

There was no notification of any other business.

3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared. The clerk confirmed that the website, GIAS and Governor Hub had been reviewed and all governor details of pecuniary interest are up to date.

4. Minutes of the last meeting (01.02.22) and matters arising

The minutes were approved by governors and will be signed by the Chair electronically via Governor Hub. All matters arising were agenda items or completed.

5. Election of Chair and vice chair for a term of one year from Sept 22 for recommendation to Trustees

Chair – Michael Dobner was recommended by the committee to be elected for a term of a year.
Vice chair – Denise Shaw was recommended by the committee to be elected for a term of a year.

6. Communication from the Trust

- a) Response from Trust regarding LGC comments
- b) Information and documentation from the Trust
 - i. Trustees' minutes 24.11.21
 - ii. Risk Register

- The Chair explained that a key area is facilitating growth in the Trust. Governors need to actively promote new schools joining the Trust whenever they can. The DfE's goal is to have all schools in a Trust of ideally 7,500 pupils/10 schools. The Trust could be forced to merge if they cannot start growing. All members of the Trust have been asked to actively promote the Trust with other schools.
- *Governors reviewed the governor page and requested that governance at LHS be added as there will be two vacant roles from September 2022 for a parent and a support staff governor*
Clerk (For Trustees – Resources and Audit Committee)

AFTER THE MEETING – update

The following message was posted by Trust Clerk on the GovernorHub noticeboard for [Laurance Haines Primary and Nursery School](#):

Hello All,

I have asked about whether the two vacancies (one parent and one support staff) from September should be added to the Trust risk register. As the vacancies are likely to be filled



by September as the elections can be held this term there is no major risk to be added. If the roles continue not to be filled then they may have to be added.

- c) Recommendation of LGC terms of reference for approval by Trustees

Governors recommended the LGC terms of reference for approval by Trustees.

Clerk

7. Chairs update

- a) Termly Chairs meeting report

- The chair has visited the school on 7 occasions including the Jubilee celebrations with Gill Heath.
- There have been twice a week conversations with the HT have taken place.
- Exit interviews have taken place with three staff members
Overall very good response and feedback has been passed onto the HT.
- Trust marketing meetings should have taken place three times but have only managed to meet once. They are very helpful. Instagram is being used but not enough. Twitter is being used well by the school. Denise has audited the website and the school know what they need to do
- There is a mural being created for outside the school for the 50 Year anniversary. There will also be celebrations taking place with new and old members of the school. The messages and stories of the school will be used to market the school.
- The chairs have had Trust meetings and there has been discussion around the Schools White Paper etc. The Trust have plans to approach prospective schools. The HT explained the plan in place to promote the Trust and ensure all the parts of the schools community are working to encourage more schools to join the Trust. The Trust support needs to be promoted to the community.

G: Is the Trust putting the onus on the schools to promote them?

HT: No, we all need to take responsibility.

G: The child will see only their own school.

G: There has been a lot of experiences which mean the children are aware they are part of the Trust. They have awareness and know they are part of a bigger team.

HT: There are families who are not aware of the school being part of the Trust so we need to ensure it is promoted.

G: Our school is our community and parents aren't really concerned about the Trust.

The HT explained the implications of the Schools White Paper and the need to ensure that the Trust grows.

- The school is making the changes needed for the Schools White Paper recommendations including the 90% achievement rate. The schools have to support children to make accelerated progress when children are joining the school with only 50% of children at age related expectations as a result of low joining attainment and covid.
- Denise Shaw was thanked for her work while the Chair has been away.



- Olivia was congratulated on her ERASMUS trips. She fed back that the children were so well behaved and they did very well on the two trips. The opportunity was amazing for them. In Italy there was lots of trips around farming and food and children ate food from the farms they visited. Spain was about dancing and there were flamenco performances. The children were nine and ten years old so they were very good.

b) *Governors to complete annual skills audit [Link here](#)*

All governors

c) Plan for the Governors day on the 15th July 2022
9.10am start and then visit CTS for 2pm.

Governors were asked to attend the school for the morning for end of term celebration assemblies and awards. The School Plan will also be reviewed and staff can present. There will be a visit to CTS in the afternoon.

Governors were asked to send suggestions to the HT and Chair for the day and confirm attendance via Governor Hub.

All governors

d) Governing body changes

As Darren Armoogum has resigned Michael Dobner has taken over Child protection and Sports premium.

e) Governing body roles for 2022/23 – notification to be streamlined across all boards for Sept 2022

8. Finance report – budget review

Distributed prior to the meeting via Governor Hub and taken as read: Governor finance update June 22

Finance

The budget is balanced for all three years.

G: Does the school have any children who should be in a Special school who are in receipt of the new additional grant whilst waiting for a place to become available?

SBM: Yes there is one child eligible within the school.

The HT updated on the spending for the PP grant.

G: With regards to PPG income, are we in good shape for using information on the application packs to make PPG applications for all new starters for Sep 2022 as they go onto the system? PPG applications?

HT: We are reviewing and making sure that all children who are eligible are in receipt of Pupil premium grant.

G: With regards to SEN income, do we have any pending funding applications? Are there any High-Needs children for whom the school does not receive funding, who could be eligible?

SBM: There are two children awaiting EHCP application outcomes. There are further children who the school will be applying for.

Staffing will be 73% of expenditure (in line with guidance of 70 – 75% of expenditure).



G: "Trust Recharge £171,216 / 7% of expenditure. This is a £20,297 decrease against 21/22. This is forecast to reduce again in year 3 on the assumption of another school joining the Trust" Is there a breakdown of the trust re-charge available? How likely is it that a school will be joining the Trust in Year 3? This is a red risk register item.

Trust Recharge £171,216 / 7% of expenditure. This is a £20,297 decrease against 21/22. This is forecast to reduce again in year 3 on the assumption of another school joining the Trust.

The Trust recharge breakdown was shown at the meeting and will be sent via Governor Hub

SBM

Utilities £31,000 / 1.2% of expenditure. There has been a forecast of a 65% increase on energy costs for year one, we are continually looking at this as we feel it may be too conservative.

G: The toilets becoming unisex is very positive for the school.

HT: Yes, we are ensuring we are catering for all children.

Challenge Sport is the new contractor for the breakfast, after school club and sporting activities during the day. It is a very positive move forward for the children and will benefit them all.

Years two and three have some assumptions based on staff movement, pupil numbers and DFE grants, there will be a clearer picture of this information as we go through the year. The next reforecast will be in November, followed by March and finally next May the new three-year budget will be completed.

The governors thanked Jenny for her work on the budget which is a huge piece of work.

- 9. Headteacher report** – distributed via Governor Hub ahead of the meeting. All governors to read in advance and come prepared with questions

Distributed prior to the meeting via Governor Hub and taken as read: Headteacher report summer 2022, Staff council minutes 3.5.22, Staff council minutes 15.3.22, 220116 JDB 722 Spring visit report

G: I was interested in the rise of self harming, I wonder about the ages and whether more boys or girls?

HT: It has been mixed and there are various degrees of harm and support being offered. The school has created a good relationship with a practitioner who is working with the families.

G: Catch up strategy very impressive. Yr. 6 Saturday schools, are the families co operative? Has there been good attendance at the parent workshops to encourage reading and phonetics?

HT: There are before and after school sessions in place. No Saturday school. Parent workshops have been better attended in Early years and KS1 rather than KS2.

G: Pastoral provision inspiring. Interventions and extra support for Yr.6 seems to have good results. Pastoral care for 20 families with social issues excellent and involves much emotional time and care, I am glad therefore that care for the carers is being addressed by support space for Pastoral Leads across the Trust.

G: Website discussion - HIP Report "Leaders have evaluated, following the most recent HIP visit, that there is much work to do in developing the curriculum. As yet, the curriculum content on the school's website is not yet updated to meet statutory requirements. Leaders are aware this needs to be



addressed.” This has been highlighted on each website audit prior to this report also, which is a concern. The website audits done so far have been very detailed to enable the website to be updated to meet statutory requirements. I understand that there has been a high turnover of admin staff, but our last Ofsted report highlighted how good the website was. We need to, at the very least, meet statutory requirements. How do we plan to do this? Do staff need training on the website requirements? Does the marketing manager need to support to get the website to meet statutory requirements?

HT: We are continuing the journey with curriculum development and children have led what we have learnt and we are moving towards them leading how they learn. We are writing a curriculum which is fit for our children with the support of BFS and their curriculum. We are working with all staff members to ensure the curriculum is appropriate. The website is missing the curriculum aspect at present as a result. This will be updated before September 2022.

G: Can the Trust support with updating the website to meet statutory needs?

HT: We do have support from them.

G: Why isn't the marketing manager dealing with it when it is statutory. Why don't they step in?

G: Does she not have enough to do?

Chair: I have challenged the trust and we have been informed she is supporting the school but it is not her job to update the website.

HT: The updating is the HT's responsibility.

G: You are not managing marketing if you are not ensuring marketing is in place.

Chair: It is the responsibility of the admin team in the school.

G: Do we know if they know how to do it?

HT: We are veering into operational. We have reminded of the need to update but it is a schools responsibility to make sure the website is up to date.

G: I completed training recently and it was clear that we need to ensure we are not moving into operational and are staying strategic.

G: New staff starters - what will the unqualified teacher role entail in comparison to trainee teachers/HLTAs?

HT: We have an unqualified teacher in school from outside of the UK. She has come in as a booster teacher and will be using the Assessment only route. It supports teachers with capacity and experience to gain their qualification.

G: Why were Y6 identified for tutoring support - was it support for SATs and ensuring they are ready for secondary school? Is there a need for tutoring across the school in Years 4,3,2,1 to avoid playing 'catch up' in Year 6?

HT: We have directed at year 6 as they have had more social and emotional need. We knew that it would be a short term support to prepare for secondary school but it has been key. There will be focused pastoral support for year 5 from September.

G: Does the increased amount of applications for access arrangements for SATs mean there will be an impact on writing outcomes at the end of the year or were the reasons for access arrangements linked to other barriers?

HT: There were 31 requests for access arrangements which is above the usual number of requests made. There was an impromptu visit to review the arrangements. There have been no concerns raised. This has impacted the writing across the school and the outcomes for the writing. 62% of children have met the expected standards. Ben Fuller came in to moderate and reviewed 14 children. It was very intense and the judgements have been confirmed and children have been increased where the school have been too harsh. The national data is likely to be higher. 52% of children in KS1 are expected to make age related expectations.



The progress for the children within the year is something the school is very proud of. The school will continue to support all children to progress. The DFE has raised the scaled pass mark for children in KS1. The assessments for KS2 were fair.

G: I think it is really positive that the school are giving 3 days compassionate leave to families. Given the make up of the school, holidays and time abroad for funerals, etc are inevitable, therefore it may help the families consider taking less time if there is a bit of 'give and take'.

G: Well done to Olivia with her work on Erasmus- I know how stressful and time consuming the projects can be. The pictures and videos on Twitter were great.

G: The re-integration for children who are excluded seems really supportive and tailored to individual needs.

G: Are we auditing to ensure that a PPG application is made for any non-PPG child with a sibling on FSM or Ever 6?

HT: We are following up.

G: Are we ensuring that children eligible for FSM in Year 2 are rolled over to FSM in Year 3 (this is supposed to be automatic, but there are always some discrepancies between the Solero lists).

SBM: We are reviewing

G: Which text books have been chosen for maths? Do they follow a scheme/provide scaffolding/challenge as necessary? Will teachers have to follow them rigidly or will there be flexibility to tailor them for each class?

HT: They are white Rose text books and the feedback has been very positive. We are not following prescriptively as the teachers are following the needs of the children and gaps in their learning.

Safeguarding – a review with the CEO and the Safeguarding lead has taken place.

G: May I please just double check that my Safer Recruitment training is recorded on the Single Central Record. I emailed the certificate at the time?

HT: I will review and ensure that Denise training is included.

G: The individual casework section reveals the care and time spent on our children suffering abuse. What is S17?

HT: Different levels of support are in place and section 17 is when parents have to give consent for support from children services. If parents do not engage then it is moved to section 47. There has been a slow response from children services sometimes as a result of the caseload. Safeguarding remains at the top of the schools agenda and there are regular and thorough updates for staff.

Health and Safety

There are works being completed over the summer to ensure the site is safe and aesthetically pleasing for visitors and users.

CIF project update

Governors will visit the new toilets at the end of the meeting.

There has been an appeal as some areas of the report were missed in a recent electrics application.

The council will be removing the temporary buildings on site but the timescale has not been confirmed at present.

10. Equality, Diversity and Inclusion



Distributed prior to the meeting via Governor Hub and taken as read: EDI survey results

This was the second survey for the Trust. It will be used to influence the school improvement work. The HT presented the data in comparison to last academic year and the responses nationally to the survey.

G: How can the school do anything about the set pay scales?

HT: We are ensuring there are information sessions for staff to try and educate the on salary pay scales for the school.

The HT explained that there has been an impact on the schools journey and staff have requested further training on gender language. There will also be training across the trust to celebrate equality and ensure that the Inclusive MAT continues to be inclusive to all members of the community.

The Trust is considering arranging a monthly optional trainee session which staff and governors can join and it will include different areas of training around the threads of EDI.

11. Review and update School Plan

Distributed prior to the meeting via Governor Hub and taken as read: LHS plan 2021-22 Spring review

Curriculum development is ongoing. That will give the school the opportunity to focus on the pedagogy of teaching. This will be empowering as teachers deepen their understanding of how to teach. The Better Future work continues to be undertaken. Sporting children to thrive is covered in the HT report.

12. Governor visit reports

Governor and area for review	Visit completed/ report distributed/ actions
Denise Shaw – Website/ Pupil premium /SEND	Spring term website audit completed. SEND next week with the SENCo and booking with Pupil premium
Gill Heath – Children Looked After	8.6.22 On Governor Hub
Olivia Gunner – Equality and Diversity	
Tanya Mortlock - Curriculum	Visit booked

13. Policy tracker review and policies due

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies - Behaviour policy

The HT explained that there has been work on the draft of the Behaviour policy and external advisors have been asked to review. There are further updates to be made. The policy will be presented in the Autumn term once the review has been completed.

HT/Clerk (Agenda)



LHS – Behaviour policy

The behaviour policy will be used as is until the 31st October 2022 as approved by governors.

The HT will update the review date for the behaviour policy on Every and send the finalised policy in pdf format to the clerk to update on the website and Governor Hub.

HT / Clerk

G: Can we add an area at the end of the policy to show who has been involved in the creation of the policy?

HT: That would be very positive and would show that there has been less influence or bias in the policy.

14. Training

Distributed prior to the meeting via Governor Hub and taken as read: HT update notes

- a) Ideas/requests for future sessions
- b) Governor training booked /to be booked/ completed

Training Completed:

Michael Dobner	
** NEW EVENT ** Chairs Network Meetings	28 Mar 2022
** NEW EVENT ** Chairs Network Meetings	28 Mar 2022
HR Training - Pay and Appraisal for Governors	21 Mar 2022
Gill Heath	
Behaviour & Race Equality and Anti-Racism Briefing	28 Apr 2022
The Education of Children Known to a Social Worker	7 Feb 2022
Denise Shaw	
Chairs' Briefing HfL	14 Jun 2022
Behaviour and Race Equality and Anti-Racism Briefing - HfL	28 Apr 2022
Finance Training - In-house - IMAT	27 Apr 2022
Data Training - inhouse at Croxley Danes	15 Mar 2022
Hertfordshire Headteacher Updates - Spring Term 2022	9 Mar 2022
Vision, Mission and Strategy - HfL GOV/24/02/2022/1	24 Feb 2022
Reducing and managing allegations against staff (RAMAAS)	10 Feb 2022



The Education of Children Known to a Social Worker	7 Feb 2022
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Training booked:

Jo Ball

Handling School Complaints	14 Jun 2022
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Michael Dobner

** NEW EVENT ** Chairs Network Meetings	11 Jul 2022
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Gill Heath

Handling Academy Complaints	5 Jul 2022
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Denise Shaw

Chairs' Strategic Information Briefings	14 Jun 2022
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Exclusion refresher

Date to be confirmed on GH

Denise Shaw

Training to be booked:

Training required Online Via Modern Governor

- Introduction to governance one [Link here](#) and two [Link here](#)
- Prevent [Link to Modern Governor](#)
- An introduction to safeguarding and child protection [Link to Modern Governor Course](#)
- Safeguarding and school governance [Link to Modern Governor course](#)

Training required in person to be booked online Via Governor Hub

- Handling Academy Complaints [Link to book with HFL](#)
- Exclusions [Link to book with HFL](#)

Dawn Allen-Williamson/ Sinead Parmer

15. Clerks update – Distributed via Governor Hub

- [KCSIE 2022 update](#)
- Webinar – Schools white paper – Better governor webinar [Click here](#)/ HFL blog [Click here](#)

16. Any other business

None requested at the beginning of the meeting.

17. Future Dates



Date	Start	Meeting
Wed 21 Sep 2022	19:00	Local Governing Committee
Wed 9 Nov 2022	19:00	Local Governing Committee
Thu 8 Dec 2022	19:00	Trust AGM
Wed 8 Feb 2023	19:00	Local Governing Committee
Wed 7 Jun 2023	19:00	Local Governing Committee
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day

Meeting ended: 9.07pm

4. Matters arising from 2.2.22

Action	Update/ notes/ agenda item to be covered under
<p><i>Item 11: 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.</i></p> <p style="text-align: right;">Clerk (Agenda)</p>	Agenda item 13
<p><i>Item 12: New governor induction training – Dawn and Darren to book to complete</i></p> <p style="text-align: right;">Dawn/ Darren</p>	Agenda item 14
<p><i>Item 12: Trust training for all governors:</i></p> <p><i>24th February 2022 at 6pm via Zoom – Income from grants</i> <i>27th April 2022 at 6pm via Zoom - Finance</i></p> <p style="text-align: right;">All governors</p>	Completed
<p><i>Item 14: ‘EDI discussion’ will be a standing agenda item in future</i></p> <p style="text-align: right;">Clerk (Agenda)</p>	Agenda item 9
<p><i>Item 15:</i> <i>The HT and Chair will make governors aware of a future date for a governor afternoon.</i></p> <p style="text-align: right;">HT/ Chair</p>	Agenda item 7