



LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom
ON Wednesday 9th November 2022 at 7pm at the school

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted 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
Brett Hogan	Parent governor (<i>safeguarding checks being completed</i>)	Attended
Emma Lad (Clerk)	Clerk	Attended
Tanya Mortlock	Co-opted governor	Attended
Sinead Parmar	Parent governor	Apologies
Denise Shaw	Parent governor	Attended
Safina Shan	Staff governor	Attended
In attendance		
Michelle Connell	SENCo	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 7.00pm

Actions

1. Welcome, apologies and consent

The meeting was quorate. Apologies were sent by Sinead Parmar and Dawn Allen-Williamson. Brett Hogan was welcomed to the board as a new parent governor elected for a term of four years. He will be added to Governor Hub once his safeguarding checks have been completed.



Mike Dobner was appointed as a co-opted governor for a term of four years. The clerk and school administrator will update GIAS, Governor Hub and the school website.

Clerk

2. Notification of any other business

There was no notification of any other business declared.

3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared.

4. Minutes of the last meeting (20.09.22) and matters arising

The minutes were approved by governors and will be signed by the chair via governor hub. All matters arising were agenda items or completed

5. Communication from the Trust 7.25pm

- a) Information and documentation from the Trust
 - i. Trustees' minutes [available on Governor Hub](#)
 - ii. Risk Register [available on Governor Hub](#)

6. SENCo, English and maths presentation

At present we are ensuring that the staff are being monitored and we are ensuring there are consistencies in the meetings with parents to review targets. There has also been a rise in the number of parents identifying needs with dyslexia.

G: Are we supporting parents who are reluctant to say their child has needs?

MC: Where a need is identified by staff we support parents and meet with them.

G: How do you get a diagnosis for dyslexia?

MC: We work with the needs rather than the diagnosis as HCC no longer pay for the diagnosis.

G: How do the results compare with national?

MC: We are slightly below the national data. We have 9 EHCP's and we have two going through the process for 2 children.

The HT gave an explanation of what the EHCP process is and the associated funding.

G: Are parents concerned about the stigma?

MC: Yes, it is a big change for the parents to have to manage the identification of needs.

HT: We are trying to support the children with varying levels of need. The SENCo role has meant there is now more support in school which is working very well.

G: How is recruitment going for one to ones?

MC: We have five vacancies for one to one's and we have interviews on Friday.



HT: It is a large amount of time to complete the process and because of the pay scale you may have to appoint without experience and then train appropriately. The new SENCo is helping with the capacity to appoint and train staff.

G: You being able to focus on parent relationships has been very positive?

MC: Yes, it has been really helpful to get to know everyone.

G: Can you explain the bandings for children's attainment?

MC: We have created bandings which ensure children are appropriately supported.

G: How far are we with your aims?

MC: The staff are really open to asking for help and support which is fantastic as they really want the best for their children.

English and maths to be presented next meeting by Tanya after completing a Curriculum review visit
HT/ Tanya

7. Chairs update

- a) Visited the school 6 times since last meeting including the Harvest Festival where Jo Ball overseen the service very well.
- b) Professor Paul Miller came into discuss EDI and he was very impressed with the school song. The HT explained he works internationally and he has asked to use the school as a case study for his work including the work in the library.
- c) Termly Chairs meeting report
 - Chairs feel that the link governor role has added stress and workload but understand that the role has been designed to alleviate this in the longer term as well as to address issues around communication. Chairs to speak to governors about this. Chairs and vice chairs to consider their own roles and give timely notice if they are leaving.
 - Reforecasting has taken place of the school budget due to the increase in staffing costs and the fuel crisis. The HT explained that the increases have had an effect on the real money available to the school. There had been an increase in salaries which is higher than the provisional amount included in the budget. Two members of staff have left this term and will not be replaced. The school is expected to maintain outcomes whilst having a reducing budget.
 - The national picture was explained and the need to reforecast. The additional children coming into nursery in January 2023 will have a positive effect on funding. There will be no drastic change for staffing within the school.
- d) Recognition of teachers work
The Trust staff bulletin will be sent to governors in the future. There are lots of incentives within the Trust. The governors discussed the incentives already in place and the positive impact of children and parents saying thank you.
- e) Succession planning
This is across the board including the Trustees, Executive and staff.
- f) Exit interview procedures



The survey will be sent out to staff earlier and they will be invited to meet with the chair or Gill Heath. There was one leaver at half term and they are being contacted to meet with the chair as they retired after 28 years.

Governors discussed the retirement or long term service gifts for staff.

8. Finance report

Covered under the HT report

9. Stakeholder engagement

i. Feedback from Edurio surveys for pupils

The HT presented the results from the pupil survey which were positive overall.

The positives and areas for development were discussed. There were areas where results were below which the governors looked into in more detail.

The favourite lessons were art, maths, PE and computing which was very positive as they have been areas for development. RE was lower however, there has been a Trust change in the curriculum to ensure it is more robust. The results will be shared with subject leaders to show how children feel about their subjects

HT

60% of children said they had been hurt in school which the school is investigating and will report back at the next meeting. The school will be making changes to support children where they can.

HT

10. Headteacher report

Distributed prior to the meeting and taken as read: Headteacher report Autumn 2 2022, School council minutes 2nd Nov, Staff council minutes 10.10.22, 2022 End of EYFS attainment, 2022 End of KS1 attainment, 2022 End of KS2 Attainment.

The HT presented on the safeguarding context at LHS.

- The PCSO come into speak to children in year 5 and 6 around County Lines and how to report if they feel unsafe.

G: Have you had children who have been caught up in county lines?

HT: Yes. We have had issues previously with the older children in the school and we always need to be aware.

- There has been a rise in domestic violence.

G: What support is there in place for trauma?

HT: We ensure the school is a safe place with safe children and we offer support appropriate to the family and external advisors involved.

G: There is a lot of work being completed around safe relationships which is very positive as children don't always know what is happening is ok. Those with a trauma through this are direct victims but there is no funding in place for those children's support at present.

HT: We have the pastoral provision where there is need and support is offered. We have a volunteer who offers sessions for children as well. There has been a definite spike in the school community.

G: You have recognised the problem while they are in the school but that needs to continue when the child leaves the school.



HT: We always offer support as a first point of call unless it goes beyond the schools management. We try to ensure that we offer support for families even after children have left the school.

Staff G: Children regularly return to the school after moving onto secondary school.

HT: CPOMs is also used within the school and all documentation is passed onto the next provision. The school is always looking for improvements and ensures there is continual review of safeguarding.

- Depleting parenting skills – as a result of reduced or stretched services.
- Mental health – parents and families are not accessing support quick enough. There are 9 mental health first aiders in school.
- Safety outside of school – there is a lack of community support for youths and children.

Headteachers report

G: Stay and Chat, that has been really positive?

HT: Yes, it is well attended.

G: The Mayors Cost of living response, how is it working?

HT: We are benefitting from it as well as them so it is worth Nicola's time. It is a credit to the relationship which has been formed in the local community
It is really pleasing to hear how well the new curriculum has taken off!

G: Are county aware of the reduced timetables? Is it for their behaviour?

HT: Yes we make them aware. They are as a result of readiness for school. There is consultation with families.

G: What behaviours have resulted in internal suspensions? Are there any trends in these behaviours? Do the children belong to any vulnerable groups?

HT: The repeated low level behaviours which aren't dealt with through normal processes. SEND are a theme.

G: What do you do if a member of staff declines an appraisal?

HT: They don't decline but they can opt out if they are doing their jobs and do not have any wish to progress in their role. It has been a really important shift for the school. The first round of goal setting has taken place. Even if you opted out there is a wellbeing check. As an SLT, we will ensure there are the right opportunities to meet those goals.

G: *It would be good to see the School Council's Child-friendly version of the behaviour policy, and perhaps this could be shared on the website.*

HT: *This is being actioned and will be sent to governors*

Headteacher

G: How many internal suspensions have there been, and what have the reasons for these been? Are these students SEN and/or PP students?

HT: There has been three and it has been low level interruptions and they have been supported back into class.

G: Can we have more information about the school-wide barrier map, and what the main barriers are?



HT: There are several barriers identified. Where children don't have a barrier it will be around academia which is generally dealt with in class.

G: Will it be qualitative?

HT: The Pupil premium, attendance and SEND leads are meeting to ensure there is a consistent approach. The barriers should reduce over time. We have asked staff to identify the initial barrier.

G: We have seen School Council Minutes. Is there any feedback available from other Pupil Voice Groups?

HT: Eco council is up and running. Dawn will be joining their meeting.

G: Is there anything in place to look at the LHS science curriculum, as the end-of-year 2021-2022 results reported were quite low.

HT: There is a new curriculum and more robust approach to teaching. There will be a review in November with the CEO and HIP.

HT: Children want to set up an EDI forum. The SLT would like someone who isn't a member of staff to come in and support. This is fantastic that they have identified this need.

Staff Council Minutes – 10 October 2022

G: "Staff noted some difficulties with the new curriculum". Are these difficulties considered "teething problems" as staff settle into the new academic year? Do staff feel that there is enough support and enough resources / the right staffing, to deliver the curriculum as expected?

HT: We have discussed and there are teething problems with the implementation. They are setting very high expectations for themselves and we need to be clear in the implementation stage that the SLT needs to encourage and confirm the great work being completed.

Staff G: The implementation is going really well and the children are loving the exposure to more subjects. This week was DT week which is the second DT week this term. The staff are used to subjects taking longer and so they need to readjust to the new system. There will be no changes at present and staff need to be able to embed the process and their hard work paying off.

Governors were asked to speak to staff about the new curriculum when visiting

Governors

G: "It was noted about some difficult pupils with toiletry issues". Have adequate PPE provisions been made? Is there a process in place whereby staff can order/request more PPE as supplies run low?

HT: There are intimate care plans and some have funding attached with EHCP's.

G: How do we support staff where they feel on their own?

HT: There are some very difficult cases and it can be a lot for the team to manage. The intimate care plan should ensure there is appropriate resources in schools. The SENCo has provided support which has improved staffs understanding.



G: Please explain more about The People’s Strategy. It is great that staff are keen to be part of it. Could there be staff who did not attend the Staff Council Meeting, who may also be interested? Is it advertised?

HT: It is a Trust wide initiative.

Staff G: We have an agenda and meet across the schools. We ensure there is information shared. The leave of absence and appraisal policy have been amended as a result.

Linked G: It is a constructive discussion place and there are lots of members of staff wanting to attend.

G: Persistent absence is below 90%, how many do we have below 90%?

HT: The percentages are: late 2.1%, persistent absent 28.9%

G: Do we give 100% attendance certificates? We gave rewards to children with improved attendance at BFS?

HT: We can discuss with the staff team and review.

HT

11. Review and update School Plan – available on Governor Hub

12. Policy tracker review and policies due

a) Trust policies approved and available via Governor Hub policies folder

b) School policies

The following policies were approved for use:

i. *Health and safety policy approved until November 2023. The HT will upload to Every*

HT

13. Training

a) Trust governance training dates to be added to calendars

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training – EDI at CTS at 7pm
Tue 28 Feb 2023	19:00	Trust Governance Training
Tue 13 Jun 2023	19:00	Trust Governance Training

b) Ideas/requests for future sessions – None requested

c) *Governor training booked /to be booked/ completed – [Training Spreadsheet](#) to be reviewed*
All governors

d) **All staff and governors are required to undertake Cybersecurity training for school staff as part of our cyber cover conditions. The training video lasts approximately 37 minutes, you can do this anywhere and anytime, when it is convenient for you. [NSCS Cyber Security training - YouTube](#)**



The following governors were asked to complete by the 15th November 2022 and make the clerk aware: Dawn Allen-Williamson, Sinead Parmer, Brett Hogan

Dawn Allen-Williamson, Sinead Parmer, Brett Hogan

14. Governor monitoring report

- a) Dawn Allen-Williamson attendance at staff meeting feedback – to be booked
Dawn Allen-Williamson
- b) [Monitoring visits reports](#) are available on Governor Hub

15. Clerks update – Distributed via Governor Hub

16. Any other business

There was no request for any other business at the beginning of the meeting.

17. Items to be sent to Trust/ LABs

None requested

18. Future Dates

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training
Thu 8 Dec 2022	19:00	Trust AGM
Wed 8 Feb 2023	19:00	Local Governing Committee
Tue 28 Feb 2023	19:00	Trust Governance Training
Wed 7 Jun 2023	19:00	Local Governing Committee
Tue 13 Jun 2023	19:00	Trust Governance Training
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day

Meeting ended 8.50pm

4. Matters arising from 21.09.22

Action	Update/ notes/ agenda item to be covered under
The HT will present on procedures for safeguarding children next meeting as	



<p>part of the HT report.</p> <p style="text-align: right;">HT</p>	<p>Agenda item 9</p>
<p>Succession planning was discussed and how this could be considered for future proofing the governing body. This will continue to be an agenda item for the Trust at all levels.</p>	<p>Agenda item 7</p>
<p style="text-align: right;">Clerk (Agenda)</p> <p>Annual report completed by the HT and safeguarding governor - annual-report-to-the-governing-body-2021-22.doc Amendment – Denise Shaw’s training to be added to the report</p> <p style="text-align: right;">HT</p>	<p>Completed</p>
<p>The school is above or in line with national and Herts average for KS1 and KS2. The national data will be shared with governors via Governor Hub.</p> <p style="text-align: right;">HT</p>	<p>Completed</p>
<p>Chair of Trustees: Year 6, it was very interesting to see where the children have gone. Do you know how many children sit the selection exam and the reason they got a place at a selective school? HT: We speak to parents at the beginning of year five and we talk about it at the secondary transfer evening. I will send further data.</p> <p style="text-align: right;">HT</p>	<p>Completed</p>
<p>The chair will bring exit interview procedures to the next chairs meeting</p> <p style="text-align: right;">Chair</p>	<p>Agenda item 7</p>
<p>Dawn Allen-Williamson was invited to attend a staff meeting. The HT will arrange</p> <p style="text-align: right;">HT</p>	<p>Completed</p>
<p>The chair will take recognition of teachers work to the Chairs meeting.</p> <p style="text-align: right;">Chair</p>	<p>Agenda item 7</p>
<p>Governors were given seven days to comment and review the behaviour policy. The HT will then make the necessary amendments and the policy will be taken as approved for use until June 2025.</p> <p style="text-align: right;">All governors</p>	<p>Completed</p>
<p>The HT will ensure both policies are uploaded to Every and the school website where appropriate</p> <p style="text-align: right;">HT</p>	<p>Completed</p>
<p>The clerk has created a training spreadsheet which lays out the courses to be completed by governors and trustees. This will be distributed by the end</p>	



of September so that governors can ensure all training is in place.

Clerk/ All governors

Agenda item 13

Appendix B: Discussion via Governor Hub

Item 6: SENCo, English and maths presentation

Have a look at this:

[LHS SEND Benchmark and Planning Tool 2022.docx](#)

Dear All

The Benchmark and Planning Tool is completed annually (June). We submit our response data to DSPL 9 which is then collated across Hertfordshire. This is then used to inform our action plan for the coming year. Our focus for 2022 - 2023 is the following:

- to continue to improve provision mapping to record the impact of interventions
- support plans are high quality and show the needs of the child with clear provisions and support and reflect that the teaching (in class and interventions) is personalised and responsive
- to continue to embed the graduated approach demonstrating active participation of teachers, children and their families thus leading to good progress and outcomes. (APDR)

APDR is central to shaping our SEND provision for our pupils. Improving the quality of support plans and ensuring that they are a working document shared regularly with parents and carers is a key focus. As part of the monitoring cycle, best practice is being able to take a support plan and seeing it reflected in classroom practice, in pupil voice and in the child's books. Please Michelle or I know if you have any questions.

Lizzie Butler

Have a look at this:

[Annual SEND Report to Governors LHS June 2022.docx](#)

Dear All,

Here is the SEND report to Governors for the academic year 2021 to 2022. This has already been shared and discussed with the SEND Governor in the Summer Term.

Michelle and I welcome any comments or questions. Please can I ask that you direct post any questions here and I will reply to them on this forum on behalf of Michelle Connell and myself.

Much appreciated,

Lizzie

Seb Gray

Good evening all

Please see my report for the upcoming meeting.

Thanks in advance for sharing your questions and comments.



Have a look at this:

[Headteachers Report Autumn 2 2022.docx](#)

Denise Shaw

Hi Seb, I put all my questions/comments in Emma's post above, with the link to all the documents.

Tanya Mortlock

Hi Seb

Thanks for the report.

School Council Minutes- 12 October 2022

- The children mentioned three broken pieces of equipment in the KS2 playground. Had these pieces of equipment already been identified as “broken” – and if so, is the equipment safe to play on, in its present state?
- If they had been identified as being “broken”, is there a plan to repair or replace the equipment?
- Please explain the “suss” word that the children are referring to and in what context it was raised in the meeting. It is not clear in the minutes if the children were worried about the word, or felt it was inappropriate, or did not understand it. Is it the word “suss”, itself, which they are referring to, and in what context was this word raised, or are they referring to another word they have heard as being “suss” / “suspicious”?

Website Audit

There are some things which may need to go to The Trust because this applies to all websites and schools within the Trust, and the Trust, itself.

- o Modern Day Slavery Statement is a new requirement on all websites
- o Uniform Policy is a new requirement (see details of publishing about second hand uniform, etc)
- o Accessibility Statement for public sector websites – although our website SHOULD be compliant as E4Education should ensure it, a statement outlining issues is a requirement. <https://accessibility-manual.dwp.gov.uk/accessibility-law/web-content-accessibility-guidelines>

“Accessibility statements and the law

Under [regulation 8](#) in the [Public Sector Bodies Accessibility Regulations 2018](#) it states that all public sector websites must provide an accessibility statement.

Under the legislation, an accessibility statement should be in the footer of the website, and must:

- be provided in an accessible format
- be published on the website of the public sector body
- include an explanation of any features which are not accessible and why
- outline any accessible alternatives
- provide a method of contact so people can report issues or request information
- outline the enforcement procedure

This will be very Important in terms of **inclusion** and **EDI**, as it ties in with the Equality Act. Eg. the website MUST be accessible for people using Screen Readers. All pictures need Alt Text. Text should be left-aligned, where possible. Headings should be used, etc. Fonts and colour contrast on the website need to be tested (eg. Green on white and white on green fails accessibility. Orange and Red often fail, also. A full test should be done).

<https://accessibility-manual.dwp.gov.uk/best-practice/how-to-do-accessibility-testing>

Basic Accessibility Checks are here:

<https://accessibility-manual.dwp.gov.uk/tools-and-resources/basic-accessibility-checks>

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Faccessibility-manual.dwp.gov.uk%2Fpublic%2Fdocs%2Fbasic-accessibility-checks.xlsx&wdOrigin=BROWSELINK>



This explains how accessibility is everyone's job:

<https://accessibility-manual.dwp.gov.uk/guidance-for-your-job-role>

o James, as CEO should be listed as the Accounting Officer on the Trust Website. This is not clear on the website.

<https://www.inclusivemat.co.uk/page/?title=Register+Of+Business+Interests+2021%2D22&pid=68>

o Funding Agreement - Trust website - dated 2014 - LHS is still listed as address. Is there an updated version?

HT: The changes are being actioned.

Michael Dobner

Headteachers Report Questions.

The Government are using a new term for exceptional absence, SEVERELY Absent for children under 50%, how many pupils do we have severely absent?

Seb Gray

Good morning all

In response to one of the questions raised at our previous meeting about comparison data for EYFS, KS1 and KS2 assessments, I have provided it in the Headteachers report folder.

Do let me know if you have any questions about the data.

Thanks

Have a look at this:

[9. Headteachers report](#)

Item 10: Stakeholder engagement

Item 11: Review and update School Plan

Seb Gray

Please also see our School Improvement Plan. I was able to utilise time with Professor Paul Miller and school leaders to shape some of our targets.

I look forward to answering any questions.

Thanks

Have a look at this:

[Laurance Haines Plan 2022-23.docx](#)

Gill Heath

A lot of detail, clearly put. I particularly like the three priorities emphasising that following the meetings there would be no detailed minutes and actions and evidence will be added to the school plan, Anything that reduces staff workload is to be welcomed.



Item 12: Policy tracker review and policies due

Good afternoon all

Please see the attached Health and Safety Policy. It is inline with the Trust policy and only shows minor changes from last year's.

Should you have any questions or comments, please do share below ahead of our meeting next week.

Look forward to seeing you all.

Have a look at this:

[Health and Safety Policy.doc](#)

Item 14: Governor monitoring report

Emma Lad

Hello All,

I hope you had a good weekend?

I have uploaded all the governor monitoring reports received to the folder here: [Monitoring visits reports](#).

Governors, you will be able to see the visits completed by your counterparts in other schools. trustees, you can see where governors have submitted their reports on allocated areas.

Please take time to review ahead of the governor meetings this week and bring any questions to the meeting.

Thank you for the time spent completing the visits and comprehensive reports it is greatly appreciated.

Emma

Denise Shaw

Thanks Emma.

Gill, your People Strategy report was interesting. In particular, the comment that "some staff declined their **appraisals**, anxious about being given targets to achieve".

Seb, what is the next step here? How does policy / procedure deal with a staff member's refusal to have an appraisal, and how will a refusal impact other staff who have had an appraisal and were given targets? If a staff member does not have targets, is there another way in which their performance can be assessed? Again, how does this affect staff morale (do people feel they are treated equally if some refuse to have an appraisal)?

With regards to **Staff Council Meetings** being "very negative", if the meetings are perceived to be negative, could this be a deterrent to some staff members attending? Can we allow staff to air their grievances prior to the meeting so that issues can then be addressed at the meeting (perhaps submitted in a "staff council box" type system), and then have a section of the staff council meetings to celebrate "what went well", and "even better if"? Just an idea – staff need to be heard, but if the



meetings are more positive, then more staff may join, which would be ultimately, more representative.