



LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom
ON Wednesday 21st September 2022 at 7pm at the school

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted 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 Parmar	Parent governor	Attended
Denise Shaw	Parent governor	Attended
Safina Shan	Staff governor	Attended
In attendance		
Elizabeth Leeman	Chair of Trustees	Attended
James Roach	CEO	Attended - remotely

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
- The Chair of Trustees was welcomed to the meeting.
- Safina Shan was welcomed as the new elected staff (support) governor. Her term of office is the 21.09.22 to the 20.09.26



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.

4. Safeguarding Update from the CEO (HT) [Safeguarding update 2022.pptx](#) – distributed prior to the meeting.

- Safeguarding is everyone's responsibility
- Governors should receive appropriate training and updates to ensure that the organisations own safeguarding arrangements are robust.
- Procedures in school were discussed including the use of CPOMs as a recording system.
- Online safety support from the school including parent workshops, classes for children and ensuring they are safe users.
- The governors oversee safeguarding through termly reports, governor visits, Senior leadership review of safeguarding, external reviews, speaking to the children, training and policies and procedures in place.
- Key changes to KCSIE were explained and discussed.

The HT will present on procedures for safeguarding children next meeting as part of the HT report.

HT

5. Documentation to be read and approved via Governor Hub

The clerk will notify governors once all documentation is available via Governor Hub

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety policy
- Code of conduct
- Whistleblowing policy
- Child protection policy
- Academies trust handbook 2022

6. Minutes of the last meeting (15.06.22) and matters arising – See supporting document

Minutes were approved and will be signed by the chair via Governor Hub. All matters arising were agenda items or completed.

7. Communication from the Trust

- a) Information and documentation from the Trust
 - i. Trustees' minutes 16.03.22 [available on Governor Hub](#)
 - ii. Risk Register [available on Governor Hub](#)
- b) Documentation for information



- i. Local Governing Committee Terms of reference [available on Governor Hub](#)
- ii. Governance Framework [available on Governor Hub](#)

8. Propose any changes to admissions 2024/25 for the Trust Board

There were no changes proposed to admission arrangements.

9. Chairs update

a) Termly Chairs meeting report

- The chair has visited eight times including Proms in the playground. There is regular communication with the HT.
- The school have taken part in many charitable events including Year 6 who have raised £230 for the food bank.
- The Trust and Chairs meeting was attended in July and Morgan Bone, Trustee, will be coming to visit the school in the next couple of weeks.
- A HIP review took place and it was very thorough.

b) Governors annual skills audit results

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.

Clerk (Agenda)

c) Governing body roles for 2022/23 allocation

The HT explained that this replicates the approach of curriculum leads within the school and works really well.

The Chair of Trustees explained that it is important to seek assurance that everyone is working to support the children through other means than the Executive Leadership Team. It is sensible to harmonise the core roles across the Trust to allow for information sharing and support. The Chair explained the system will be reviewed regularly to ensure it is working effectively for governors and trustees.

The clerk explained the expectation is:

First half of the term – Governor visit takes place in school or remotely and a report is submitted to the HT and clerk.

Second half of the term – The allocated governors and trustees meet remotely to review the reports and information share.

Trust linked roles
Safeguarding – Michael Dobner
Estates – Michael Dobner
Grant Funding – Denise Shaw



People Strategy including staff exit interviews - Gill Heath
Equality, Diversity and Inclusion – Sinead Parmer (EDI)/ Denise Shaw (SEND)
Sustainability – Dawn Allen-Williamson
Finance – Michael Dobner
Leadership Appraisal – Michael Dobner/ Sinead Parmer
School specific roles:
Curriculum – Tanya Mortlock
Website – Denise Shaw

10. Finance report

Included in the HT report

11. Headteacher report [Headteachers Report Autumn 2022.docx](#)

- a) Safeguarding
 - i. 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

- ii. Any Safeguarding issues to discuss

HT

G: Have you found the child who didn’t return from holiday?

HT: Yes, they are back in school.

- b) Health and safety - [termly inspection check list Summer Term 2022.doc](#)
 - i. Annual termly H & S audit to be completed by the HT and site manager and reviewed by the LGC.
 - ii. Any H&S issues to discuss – nothing further discussed
- c) Premises
- d) Pupil numbers
- e) Attendance
- f) Suspension/ exclusions
- g) Behaviour monitoring



- h) Children's progress and attainment - [Headline Facts and Figures for 2021-22 Attainment KS2.docx](#)

Governors congratulated the school on the results particularly with the difficulties of lock down.

Governors questioned how the school measures the progress from EYFS and whether other areas such as emotional progress are measured. The HT explained how this is managed and how across the school academic and social and emotional progress is being monitored to support children. The children are supported to make accelerated progress as they tend to join the school below national levels. The school is continuing to improve its monitoring of individuals and their barriers.

G: What were the biggest barriers identified for our most vulnerable children? And are any of the barriers which additional support can help overcome

HT: The biggest barriers for children were discussed and reviewed at a Trust training day at the beginning of term. It was an important and timely session to ensure the staff are aware of all the barriers for all children.

G: In Early years the figures were lowest and in particular for Pupil premium and SEND children?

HT: Yes, but it does pick up as the children have more time with the school. Language has been a large barrier for children so improving communication and language is key.

G: There has been a lot of support for children who have had restrictions. Are there supports in place for children who are at age appropriate levels?

Staff governor: those who have reached the early learning goals are able to thrive in the environment created within the schools to ensure they reach their full potential.

HT: The differentiation in the class is key and we are able to offer learning for children at their level. All children make good progress from their starting point. We are working on supporting children who are at greater depth to reach their full potential.

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.

HT

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.

HT

- i) HIP visit feedback and progress against actions

- j) Equality, Diversity and Inclusion

G: The case study is fantastic, and the fact that LHS is leading the way in EDI is something we should use as a promotional tool. I think governors would benefit from a TRUST training session on this.

HT: There will be training at the next Trust session. There is also protected characteristic training being provided across the Trust for staff. Within school, the jigsaw programme is also supporting the teaching of children.

Chair of Trustees: Have you noticed that there is an increasing level of need with the nursery cohort?

HT: This year there is a lot of high need children but not as high as last year. We now have the SENCo in school which is very working very well for the children.



- k) Stakeholder engagement
 - i. Feedback from Edurio surveys for parents and pupils
 - ii. Staff exit interviews

G: It is unfortunate that five staff didn't complete the exit interviews?

HT: We need to make sure that there is time allocated to exiting staff to complete the survey which we had not been able to this year.

G: Is the aim to interview every member of staff leaving?

HT: Yes, in previous years it has worked very well and been informative.

G: Could they take place in staff meeting time at the end of the year.

The chair will bring exit interview procedures to the next chairs meeting

Chair

- iii. Staff survey planned for Autumn term

Governors thanked the HT for his very full report.

12. Review and update School Plan/ discuss targets

- The HT explained the key areas in the plan for 2022/23.
- The work over the summer term has been amazing to ensure that the curriculum was in place for September 2022. There is a real joy around the new curriculum and ensuring it is embedded.
- EDI continues to be a focus and the good work is being shared across the Trust.
- The main objectives were explained by the HT
 - Raise pupil attainment/ Writing across the school
 - Curriculum implementation and pedagogy
 - Enhance inclusivity including parents engagement

Dawn Allen-Williamson was invited to attend a staff meeting. The HT will arrange

HT

G: How do you recognise the teachers for their work?

HT: Feedback in the moment, in reviews and every week we celebrate an area of the curriculum and how it is being taught.

G: Do you give them awards?

HT: Not really but it could be something to consider. Line managers do recognise growth and moments that need to be celebrated.

The chair will take recognition of teachers work to the Chairs meeting.

Chair

13. Policy tracker review and policies due

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies
 - i. Business continuity plan approved for use until September 2023 - [Emergency Plan Policy - LHS.docx](#)



- ii. Behaviour policy [Behaviour Policy September 2022 DRAFT.docx](#)

The HT explained that the policy reflects the many updates from the training in discrimination and building of racial literacy. It also reflects requests from the EDI forum group regarding scripts for challenging discrimination.

G: The policy is very good. What happens if a child keeps feeling they have been bullied would it be investigated as it could not be the case?

HT: The policy allows for professional judgement.

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.

All governors

The HT will ensure both policies are uploaded to Every and the school website where appropriate

HT

- iii. Health and safety policy (to be reviewed at the meeting on the 9th November 2022)

14. Training

- a) Trust governance training dates to be added to calendars

Tue 15 Nov 2022 19:00 Trust Governance Training – EDI training at CTS

Tue 28 Feb 2023 19:00 Trust Governance Training – TBA

Tue 13 Jun 2023 19:00 Trust Governance Training - TBA

- b) Ideas/requests for future sessions

- c) *Governor training booked /to be booked/ completed*

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

Clerk/ All governors

15. Clerks update – Distributed via Governor Hub

New guidance to be reviewed – [Behaviour in schools: advice for Headteachers and school staff](#), [Exclusions guidance](#), DfE's latest [working together to improve school attendance](#) guidance

16. Any other business

None requested at the beginning of the meeting.

17. Items to be sent to Trust/ LABs

None requested

18. Future Dates

Date	Start	Meeting
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Wed 9 Nov 2022	19:00	Local Governing Committee
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 8.45pm

Appendix A:	Matters arising from 15.6.22
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Action	Update/ notes/ agenda item to be covered under
<p><i>Item 1: Denise Shaw was approved as a co-opted governor for a term of four years. Clerk to update GH, the website and GIAS</i></p> <p><i>Item 6: 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</i></p> <p>ADDITIONAL INFORMATION ADDED AFTER THE MEETING: 20.6.22 via Governor Hub 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.</p> <p><i><u>Item 6: Governors recommended the LGC terms of reference for approval by Trustees.</u></i></p> <p><i><u>Item 7: Governors to complete annual skills audit Link here</u></i></p> <p>Item 7: Governors were asked to send suggestions to the HT and Chair</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Agenda item 9</p>



<p><i>for the day and confirm attendance via Governor Hub.</i></p>	Completed
<p>Item 8: <i>The Trust recharge breakdown was shown at the meeting and will be sent via Governor Hub</i></p>	Completed
<p><i>Item 13: 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.</i></p>	Agenda item
<p><i>Item 13: 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.</i></p>	Completed
<p><i>Item 14: Denise Shaw – Exclusion refresher date to be confirmed on Governor Hub</i></p>	Completed
<p>Item 14: <u>Training required Online Via Modern Governor</u></p> <ul style="list-style-type: none">• 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 <p><u>Training required in person to be booked online Via Governor Hub</u></p> <ul style="list-style-type: none">• Handling Academy Complaints Link to book with HFL• Exclusions Link to book with HFL <p style="text-align: right;">Dawn Allen-Williamson/ Sinead Parmer</p>	Agenda item