



LOCAL GOVERNING COMMITTEE MEETING
HELD at the school
ON Wednesday 7th June 2023 at 7pm at the school

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted governor	Attended
Jenny Cannon (SBO)	School Business Officer	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
Brett Hogan	Parent 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		
Emily Fuller	Phase leader BFS	Attended
Michelle Connell	SEND lead	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 7.03pm

Actions

KEY:	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
Procedural – 10 minutes		



1	Welcome, apologies and consent <ul style="list-style-type: none">• The meeting was quorate.• Emily and Michelle were introduced to everyone and welcomed to the meeting.• Gill Heath and Tanya Mortlock were thanked for their time as governors as this is their last meeting, particularly Gill Heath who has been a governor for 30 years.• The meeting was also the last meeting for the HT who has resigned and will be taking up a post nearer to home.• Jo Ball has been appointed to the role of HT and would have liked to attend but had another engagement.• Simon Englander will be taking on the DHT role.	
2	Notification of any other business <p>There was no notification of any other business</p>	
3	Conflict of interest with agenda items to be declared <p>There were no conflicts of interest declared by governors.</p>	
4	Minutes of the last meeting (8.2.23) and matters arising <p>The minutes were approved by governors and will be signed by the chair via Governor Hub. All matters arising are agenda items or completed - See appendix A</p>	
5	Communication from the Trust <ul style="list-style-type: none">a) Information and documentation from the Trust Trustees' minutesb) Terms of reference for the local governing committee – no comments	
Governance		
6	Curriculum presentation <p>Tanya explained her visit to meet with Jo Ball to review maths and English</p> <p>English</p> <ul style="list-style-type: none">• Talk for writing is used across three phases which were explained to governors. The teachers are given freedom in the structure in the school.• Year 5 have recently completed some work on Macbeth and there was a concentration on the talking stage which led to some expressive writing.• The work is cross curricular and staff are very good at ensuring the classes are exciting.• PPG children interventions are run across the school in the afternoon and it is a development point for the school to support teachers to ensure	



	<p>quality first teaching and supports children in class.</p> <p>Maths</p> <ul style="list-style-type: none">• White Rose maths is used and has been very supportive for the children coming out of lock down.• The teachers have now started to use more resources in classes and this will be further embedded.• The maths lead is new to the role and will have more time to develop the role next year.• EAL children find maths more accessible. <p>Positives</p> <ul style="list-style-type: none">• How maths has developed across time including modelling.• English – language development ahead of writing is very supportive of all groups and identifies further needs. <p>The next visit will review the wider curriculum. Emily Fuller may take on the curriculum role if she choses to be a governor.</p> <p>The HT explained that the leads are relatively new to their positions and they have done a tremendous job to pick up the role and develop the subjects. There have been investments in the areas and it is good to hear positive feedback. There has been a whole staff training for maths which has also supported the teams understanding</p>	
7	<p>Chairs update</p> <ul style="list-style-type: none">a) Termly Chairs meeting report – there hasn't been a meeting as yet and it is now booked for next Monday.b) Interviews have taken placec) Governors recruitment and induction – <p>The board is full at present but there will be a need for a replacement for Gill Heath. Gill Heath was thanked for her work with the school. The possible replacement has been recommended by the new HT and the Chair will check whether they are able to be objective on the board as they know the HT.</p> <ul style="list-style-type: none">d) NGA skills audit to be completed by all governors	
8	<p>Finance report – sent via Governor Hub</p> <ul style="list-style-type: none">a) Overview of the Spring term reforecast <p>The Finance manager gave an update on the schools finances. The budget is where it should be at the moment.</p> <ul style="list-style-type: none">b) Overview of proposed budget 2023-2025 (info only) <p>The three year budget has been reviewed for submission to the Trust. There are assumptions included which include the pay increases and</p>	



	<p>possible changes in costs and inflation moving forward. There has been a new grant but it is not enough to cover the increase in the cost of staffing.</p> <p>The HT explained that budgeting this year has been very difficult and has taken a long time to put in place ensuring the school is able to offer the appropriate teaching and learning and come in on budget.</p> <p>The assumptions are entered by the Trust and are from research into the sector but it is very difficult this year and for future years.</p> <p>Governors thanked Jenny for all her continued hard work.</p> <p><i>7.30pm Jenny Cannon left the meeting.</i></p>	
<p>9</p>	<p><u>Headteacher report</u></p> <ul style="list-style-type: none">a) Safeguarding<ul style="list-style-type: none">i. <u>Autumn termly Safeguarding report</u>ii. Any Safeguarding issues to discussb) Health and safety<ul style="list-style-type: none">i. <u>Annual term H&S report</u> – should have been completed with governor supportii. Any H&S issues to discussc) Premises<ul style="list-style-type: none">i. Update of Condition Improvement Fund (CIF) projects - update on bids submittedd) Pupil numberse) Attendance – pupil attendance including persistent/severe absencef) Suspension/ exclusionsg) Behaviour monitoringh) <u>HIP visit feedback and progress against actions</u>i) Equity, Diversity and Inclusionj) Feedback from Staff exit interviews. <p>The HT thanked the governors for the positive comments via Governor Hub ahead of the meeting.</p> <ul style="list-style-type: none">• The positive numbers on roll are supporting the budget and the HT thanked the school community for working collaboratively. <p>G: Leaders may wish to reflect on the proportional spending of the PPG funds. The guidance from the DfE and EEF suggests that the greatest</p>	



impact on closing the disadvantage gap is found through investing in high quality teaching and targeted academic support; 75-80% would be an appropriate target – with the bulk of this directed at improving and developing the quality of classroom teaching. At present, 50.4% of the allocated funds is allocated to these two areas and of that 23.4% is allocated to teaching”

<https://www.lhaines.herts.sch.uk/attachments/download.asp?file=2127&type=pdf>

HT: There were statistics included regarding the spend of PPG money. The Trust has been reviewing what is happening for PPG children within the schools. The Nurture and pastoral leads are key in the Trust and the team across the Trust have been working together to ensure this continues to be a unique selling point for the schools. There are some areas where PPG children are in line with their peers, but not in every class and so we are carrying out barrier reviews.

G: Do they take progress into account when they are reviewing the data at the end?

HT: We are reviewing overall and also including the children who are in nursery to look at progress across their time in the school.

G: I have met with Jenny regarding the finances and where families are not claiming even though they are eligible they are being supported to apply.

G: When a child joins the school we have the details to see whether they are eligible and so we need to keep rechecking for families to see whether they are suitable.

HT: We are reviewing processes as part of the pastoral review including ensuring that pastoral leads are able to understand whether families fall into need and could be eligible for PPG.

G: Racist incidents, are we under reporting or over reporting?

HT: We have incidents which take place and although we deal with the incident we need to make sure that it is reported appropriately.

G: Has there been any incidents of radicalisation in the school?

HT: Yes, we have had an incident this week which I have had to be involved in but they are not common.

G: Do we record calls with parents?

HT: It is not practice in the school.

G: I have completed my visit to the school for EDI and it is very clear that the issues are being dealt with swiftly they do need to be recorded. There is a shift in culture which is clear and a real positive for the school but recording is key.

G: You mentioned in your report that the police have been in school 10 times. Why are they involved?

HT: We have had an increase in incidents and we have also had increased police involvement to support. We are trying to make sure that pupils are aware the police are there to help and not something to be scared of.

G: It is very important that children can feel safe in the local community and so there involvement is key.



G: How do we support those who cannot afford before and after school clubs?

HT: We offer breakfast club places for free and we also fund through PPG. We will continue with the after schools clubs for next year.

G: Do we have any school refusers?

HT: No, but we have one child who is finding school difficult.

G: Which year is the lowest attendance?

HT: Nursery and then year two.

Staff governor: The attendance for the families involved is the best it has been even though it is below national average.

HT: There are challenges across the country at the moment with attendance. The government have changed their guidance to give a more balanced view on how to support families.

G: What is SCAF?

HT: It is School Around the Family which offers support and allocated time for a family to support. The pastoral lead and SLT support.

G: How many suspensions have there been?

HT: There have only been lunchtime suspensions and they are around completing work. This reduction is because of the behaviour for learning in the school which is a real success.

G: A supply teacher has praised the behaviour in the school.

G: Have families come into find out about SRE curriculum?

HT: Four have been removed but otherwise families were happy with the information as they have been given the information and the opportunity to discuss.

SEN:

Michelle: Levels of SEN are similar across the Trust but the needs vary. They are more specialist in this school. The level of funding need is in the report as the level of need is high.

G: Staff training, how are they finding it?

Michelle: The staff training has been well received. The sessions offered on, sensory awareness, for example, have increased understanding in the school for children. Staff feel better equipped. There is more online training from the LA for staff as well. Next we are looking at how training can be disseminated. All the training is offered to staff and they are able to explain why they would be best to access it as not all staff can be released.

G: How are the interventions and one to ones impacting?

Michelle: There is time for interventions with children which can be up to every day of the week depending on need. The school needs to be able to show they have done as much as they can before they can ask for external support. Interventions are monitored and changed where needed. The interventions are also bespoke to the child's needs. The children are enjoying spending time with Safina at their interventions.



	<p>G: Are all staff able to access reports written for children? Michelle: All staff who are working with children are able to access the reports.</p> <p>G: When a child joins the school who needs one to one do you match the child to the one to one? Michelle: It is a large part of the SEN leads role to ensure that the appropriate adult and child are together. HT: It is an intense job working as a one to one and so there may need to be movement.</p> <p>G: Is there ever a point when the needs of a child are too much for the school? HT: Yes, they are difficult moments. There are 8 children in the school who should be in special schools at present. G: Would the portfolio holder coming in to school help? HT: Yes, if it can be arranged.</p> <p>Governors thanked Michelle for her work and for ensuring that there are staff in place and trained.</p> <p>The HT explained that there is a plan in place for September 2023 bearing in mind the difficulty with funding which is happening at the moment. The school needs to meet the needs of all SEND children within the school. The pastoral and SEND provision have worked collaboratively to design a plan which will benefit all children within the school next year. It will allow for working as a group which will support the sharing of expertise and wellbeing of the staff and children.</p> <p>The pedestrian pathway and garage have been given a facelift which has changed the initial impression of the school. The KS1 playground is also being developed. A community service team have completed some work in the school.</p>	
<p>10</p>	<p>Stakeholder engagement</p> <p>School council minutes</p>	
<p>11</p>	<p>Review of School Plan</p> <p>The school improvement objectives have been reflected on. The monitoring and reviews which have taken place during the year have also been reviewed..</p> <p>The SLT have decided to change the plan to a three year plan and look at how they can support the Trust development. The HIP will also be supporting a discussion session which looks at the SEND provision and PPG development. The curriculum work is on-going including retrieval quizzes and embedding learning. Being truly inclusive and the whole community feeling a sense of belonging in the school as a piece of legacy work.</p> <p>The initial draft of the three year plan will be shown on the 3rd July governor day</p>	



	for governor input.	
12	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder b) School policies – none to be presented</p>	
13	<p><u>Risk register</u></p> <p>a) Governance succession planning for key governance roles – Red risk</p>	
13	<p>Training</p> <p>a) Ideas/requests for future sessions b) Governor training booked /to be booked/ completed Training Spreadsheet</p> <p>The Chair has met with the EAL leader and the school would like to get the Gold EAL quality mark. An EAL training session would be very helpful.</p>	
14	<p><u>Governor monitoring reports</u></p> <p>Brett has taken over the Finance linked governor role.</p>	
15	Clerks update – Distributed via Governor Hub	
16	Any other business	As notified
17	<p>Future Dates (See supporting documentation)</p> <p>3rd July 2023 – Governor Day – all governors were invited to attend.</p> <p>20/9/23 LGC</p> <p>8/11/23 LGC</p> <p>7/2/24 LGC</p> <p>3/7/24 LGC – GOVERNOR DAY IN SCHOOL 9AM TO 3PM</p>	

The meeting ended at 8.36pm

4.	Matters arising from 08.02.23
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4	<i>The HT will ask the sustainability lead to arrange a Monday morning eco meeting so that Dawn can attend.</i>	HT/ DAW – agenda item
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6	The meeting is being booked at present. Due to staff absence there has been a delay in the meeting taking place. a) English b) Maths c) Curriculum subject review - Art	Clerk (Agenda)
12	Child friendly 'How to feel safe at school' document - The governors feedback that it was a useful tool for children to have ownership over and a good reminder of the school principles for support. The governors requested the title be updated to better reflect the document. Equity - Sinead Parmar will send further discussion points to the HT The Equity policy was approved by governors for one year and will be uploaded to Every and the school website by the HT.	HT - completed SP - completed HT - completed
14	The governors were thanked for completing their reports and reminded of the need to book termly visits	All govs – agenda item 14

Appendix B: Discussion from Governor Hub ahead of the meeting

Seb Gray

Afternoon all

Please see the attached heads report. Thank you to Michelle and Jenny for their input, as well as other school leaders in sharing key details.

Do let me know if you have any questions ahead of the meeting. Jenny and Michelle are both planning on attending and will be able to answer any questions you may have on the finance and SEN provision respectively.

See you all next week.

Thanks
Seb

Have a look at this:

[Headteachers Report Summer 2023.docx](#)

Denise Shaw

Thank you Seb. As usual, a very thorough set of reports. Here are some questions so far:

From the HIP report:

· “Leaders may wish to reflect on the proportional spending of the PPG funds. The guidance from the DfE and EEF suggests that the greatest impact on closing the disadvantage gap is found through investing in high quality teaching and targeted academic support; 75-80% would be an appropriate target – with the bulk of this directed at improving and developing the quality of classroom teaching. At present, 50.4% of the allocated funds is allocated to these two areas and of that 23.4% is allocated to teaching”

<https://www.lhaines.herts.sch.uk/attachments/download.asp?file=2127&type=pdf>



What would a re-allocation of PPG look like for our Nurture Provision, Pastoral Support, Boxall Profiling, etc, as PPG currently supports that? What is best-value for our community? When considering “closing the gap”, is progress taken into account?

Headteacher’s Report

· **An excellent achievement re pupil numbers**

· “It is felt that there have been more racist incidents that have taken place and dealt with, in-line with the behaviour ladder, which have not all been logged. More training will be provided for staff in these areas to ensure a consistent approach.”

Is this because staff are not sure how to log the incidents? Is it because some staff may think that recording it will negatively impact a particular child’s record? (I am thinking from the point of view, where, should there be a need for intervention or disciplinary action, if it is not on record, it is very difficult to a) get the right support for the child b) get the right support for the victim of a racist incident c) for the school to justify any course of action it takes.

· “complete provision maps detailing which interventions are running in each year group and which children are receiving additional targeting in class. This has allowed me to start monitoring these, looking at which are having an impact and which children may need to be in a different intervention.”

This is an excellent SEN report. It will be interesting to see the proposed small group sessions put into action, and to see how this benefits the children.

· **The work that the Pastoral Team is doing is incredible. I am particularly interested in the mention about networking with WeProtect (domestic abuse) and also with HFL Supporting Refugees. The ongoing provision of adult learning is also vital to supporting our whole community.**

· **How full are the before/after school clubs? Is there any provision for children who could benefit from a club, but whose parents cannot afford it? (are ever 6 children, for instance, able to use some personalised money towards a club, similar to how they can for a school trip)? What about vulnerable children who are not eligible for PPG?**

Michael Dobner

QUESTIONS FROM HEADS REPORT

Attendance 1 Do we have any school refusers?

2 Which year is the lowest in attendance? Behaviour 1 What does SCAF stand for? 2 Do you still use lunchtime detentions? RSHE Have any parents come in to find out what is taught? SEN I think this is a brilliant plan to help our less advantaged pupils and Michelle must be congratulated on the work. 1 Both % are well above national figures, is this the same for our sister schools? 2 How have staff responded to the training? 3 Any significant improvement in the staff response? 4 What is AET, SALT, OT? 5 How have the 1:1 staff responded? 6 Since the increased SEN interventions has there been a significant improvement in behaviour both for SEN students and classmates? 7 Do all staff have access to the reports and reviews written with regard to the SEND provision? 8 Have parents shown an interest in working with the Mental Health Support? H & S Have the projects planned for May half term been started/completed? **VERY FULL AND COMPREHENSIVE REPORT, HOPE JO KNOWS THE STANDARD YOU HAVE SET. Mike**

Seb Gray

Please see the termly H&S Audit.

Let me know if you have any questions.

Thanks,



Seb

Have a look at this:

[termly inspection check list Spring Term 2023.doc](#)

Seb Gray

Please see the termly safeguarding audit.
Let me know if you have any questions.

Thanks,

Seb

Have a look at this:

[termly-report-to-governing-body- Spring 2023.doc](#)

Seb Gray

Good morning all

Please see the review of the school plan from the Spring Term. We have made real progress against the three main priorities. I look forward to answering any questions you may have next week.

Thanks

Seb

Have a look at this:

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

Emma Lad

Hello,

Happy half term. All the newsletters are in the folder linked here: [9. May 2023](#)

Lots going on in the schools

Emma

Emma Lad

Hello all,

I hope you are enjoying some sunshine today.

I have updated the training spreadsheet with training I have been notified of for May. Could you please let me know if you have completed any courses and I will add them on?

[Inclusive MAT training record - May 2023.xlsx](#)

Thank you

Emma

James Roach

Well done to all involved in last week's Year 6 SATs. I visited each school and was impressed as ever with the preparation and manner in which the tests were administered.

It is worth noting that the exams this year seemed particularly hard. It will be worth looking through when we are allowed to share them so that governors have an idea of what children are being asked to complete and what ultimately our curriculum should lead them to be able to achieve.



James

Emma Lad

Hello all,

I have uploaded the initial documentation for the **Local Governing Committee meeting on the 7th June at 7pm at the school** here: [23.06.07](#)

Please can you send me any visit reports ahead of the meeting and also let me know if you are unable to attend?
Have a good week
Emma