



LOCAL GOVERNING COMMITTEE MEETING

HELD at the school

ON Wednesday 20th September 2023 at 7pm via Zoom

Name	Governor Type	Attended
Dawn Allen-Williamson	Co-opted governor	Absent
Jo Ball (HT)	Headteacher	Attended
Jenny Cannon (SBO)	School Business Officer	Attended
Michael Dobner (Chair)	Co-opted governor	Attended
Emily Fuller	Co-opted governor	Attended
Olivia Gunner	Staff (Teaching) Governor	Attended
Brett Hogan	Parent governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Sinead Parmar	Parent governor	Apologies
James Roach	CEO	Attended
Denise Shaw	Parent governor	Attended
Safina Shan	Staff governor	Apologies
In attendance		
Will Bouma	Prospective Co-opted 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 7.03pm

Actions

KEY:	Approval	Information	For feedback/questions	Action
-------------	----------	-------------	------------------------	--------

No	ITEM	Action
Procedural – 10 minutes		
1	Welcome, apologies and consent	



	<ul style="list-style-type: none"> The chair welcomed everyone to the meeting. Will Bouma attending was welcomed as a prospective Co-opted governor. Safina Shah and Sinead Parmar sent apologies. Dawn Allen-Williamson was absent Jo was welcomed as the new Headteacher of the school. 	
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	Keeping Children Safe in Education 2023 The clerk explained the Trust has now registered with the National College for all training needs for staff and governance. Governors were asked to register with the National College using this link There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training / Cyber security training for school staff - NCSC.GOV.UK G: Who has taken over as lead DSL? HT: I have taken over as lead as HT and there are three DSL's – AHT, SENCo and a teacher. We have expanded the team to allow for a teacher who works well with the Urdu community.	All governors
5	Minutes of the last meeting (07.06.23) and matters arising <i>Minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising have been completed or are agenda items - see supporting document</i>	Chair
6	Communication from the Trust Trustees' minutes Governance framework	
Governance – 50 minutes		
7	Governor Hub review and update:	



	<p><i>All governors were asked to review by the 20th October 2023:</i></p> <ul style="list-style-type: none"> • <i>Personal details review</i> • <i>Equalities information update</i> • <i>Annual declarations to be updated</i> • <i>Annual confirmations to be read and confirmed</i> <ul style="list-style-type: none"> ○ <i>Register of business interest</i> ○ <i>Keeping Children Safe in Education (KCSIE)</i> ○ <i>Online safety policy</i> ○ <i>Code of conduct</i> ○ <i>Whistleblowing policy</i> ○ <i>Child protection policy</i> ○ <i>Academies Trust handbook 2023</i> 	All governors
8	<p>Chairs update</p> <p>a) Termly Chairs meeting report – no meeting yet this term.</p> <p>b) <i>Governors recruitment and induction – Will Bouma is present as a prospective governor. The Chair will meet with Will at the school to explain more about the role</i></p> <p>c) <i>NGA skills audit to be completed by all governors and returned to the clerk – clerk@inclusivemat.co.uk – reminder for all governors to complete.</i></p> <p>d) <i>Governing body roles allocation</i></p> <p><i>There is a Governing body review taking place within the Trust and at present. At present only the safeguarding and SEND governor visits need to be completed. The governors were asked to complete before the next LGC meeting.</i></p> <p><i>SEND – Denise</i> <i>Safeguarding – Mike</i></p> <p><i>Visits will be completed this term and posted to Governor Hub</i></p>	<p>Chair</p> <p>All governors</p> <p>Chair Denise Shaw</p>
9	<p>Finance report</p> <p>Overview of the approved budget given by the school business officer.</p> <p>G: How accurate was the forecast for teachers pay by the Trust? SBO: It was 6.5% we had 5% in the budget and the grant is coming in for 3% for the next three years until it becomes part of the GAG funding. The support staff pay is still being reviewed and the same allowance is in as last year. The pay rise for teachers has been approved ahead of parliamentary approval so that it can be actioned immediately once legally ratified.</p> <p>The HT explained that Jenny has been very helpful with supporting her understanding of finances.</p>	



	7.22pm Jenny Cannon left the meeting.	
10	Headteacher report <ul style="list-style-type: none"> • Review of data for 2022/23 – covered later in the meeting • Secondary transfer data • Safeguarding summer term 	
11	Stakeholder engagement <ul style="list-style-type: none"> • Staff training – there is a full set of training for staff for the term • Secondary transfer meetings have taken place and Denise supported. Denise fed back that it was very positive and parents were pleased to be attending a local school. Parents were unaware of the Supplementary Information form for some secondary schools which they need to complete. The chair thanked Denise for attending on behalf of the governors. • <i>There is an open evening next week which governors were invited to attend. There will be a teacher talk in classrooms and then the HT will give a talk. Next Thursday 5 to 6.30pm.</i> 	All governors
12	Review of School Plan Curriculum presentation to governors shared at the meeting. <ul style="list-style-type: none"> • Curriculum intent – the new curriculum is tighter and more prescribed. The end goal is to ensure children have a sense of agency over what they learn. • The LHS curriculum – reading, writing, maths, children learn more and remember more, using spaced retrieval practices, remembering walls • Social and emotional learning – Boxhall profiling, calm start, social and emotional interventions. This work is essential for children being ready to learn. • Planning across the half term – subject reviews and monitoring of the curriculum. The staff team are leading on the improvements which is fantastic. <p>G: Have we taken into account Ofsted recommendations? HT: We have reviewed the curriculum and made sure children understand how to learn. We have a robust curriculum which was based on CTS's curriculum as a starting point. We are in a secure place now with the curriculum.</p> <p>School plan review</p> <p>The HT explained that the School plan is a working document. There is parity across the trust to allow the school plans to work together. There are priorities in the three key areas children, staff and community. The HT thanked the chair for his support with the first draft.</p>	



	<p>Priorities:</p> <ul style="list-style-type: none"> • Reading attainment in all year groups • The curriculum is wholly diverse, offering true representation of our community. • SEND children are equipped with a provision which enables them to achieve. They are given curriculum which supports their development and focuses on success. <p>G: There was a mention of subject reviews previously and it mentioned that they build to improvement and the school plan. Is that right?</p> <p>HT: We need to ensure there is time after the review to allow subject leaders time to ensure there is embedding with any improvements requested. There are challenges to releasing staff but we will continue to work on ensuring the system is working for the school staff and children.</p> <p>The HT gave an update on each of the three priorities for children, staff and community and the changes which are taking place in the school to meet those targets.</p> <p>The governors thanked the HT for the honest update regarding where the school is and how to make improvements for the children.</p>	
13	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding policy • Governance Framework • Reserves • Terms of reference – Education Committee, Local Governing Committee, Resources Committee, Trust Board • Whistleblowing <p>b) <i>School policies – Business continuity plans – to be reviewed by the Chair and HT</i></p>	Chair/HT
14	<p><u>Risk register</u></p> <p>Governance succession planning for key governance roles. This continues to be a red risk.</p>	
15	<p>Training</p> <p>The clerk explained the Trust has now registered with the National College for all training needs for staff and governance.</p> <p>Governors were asked to register with the National College using this link</p> <p><i>There are two training courses for governors to complete for 2023/24:</i></p>	



	<p>Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</p> <p>Ideas/requests for future sessions</p> <ul style="list-style-type: none"> • Sustainability – training available on the National College – governors to complete • Protected Characteristics – The Trust are arranging training in the summer term 	<p>All governors</p> <p>All governors</p>
16	Governor monitoring reports	
17	Clerks update – <i>Distributed via Governor Hub</i>	
10	<p>Data discussion</p> <p><i>8pm James Roach joined the meeting</i></p> <p>The CEO thanked the governors for their questions via Governor Hub ahead of the meeting.</p> <p><u>KS2 data</u> 62% of children achieved at the end of KS2 whilst only 1 child spoke English out of 60 when they started at the school which is a real achievement.</p> <p>The DFE have removed the KS1 data. There will now be a baseline in Reception and KS2 data. The children generally come in very low to the school and then governors need to look at their exit points progress. The school also needs to be looking at groups such as girls/boys, Pupil premium children/vulnerable children and SEND children. The governors need to compare to national data as a benchmark.</p> <p>National reading 73% and it was below at 61% for the school. An area for improvement which is part of the school plan as it is key for accessing all other subjects.</p> <p>Boys are below and whilst it follows national trends it needs to be reviewed. There is Trust training on this area. It can't be tokenistic and it is important to put in place across the schools to ensure a real difference is made.</p> <p><u>Phonics</u> There were three children who didn't pass phonics due to additional need and there has already been intervention.</p> <p><u>Times table check</u> The children were slow at completing their multiplication checks this year and so the staffing plan has been changed to allow the maths lead to be in year 4 to support improvement. Rainbow tables are now being used in year 4 to 6. We don't want children to rote learn the facts, we need them to understand it and be fluent in their maths.</p> <p><u>EHCP children</u></p>	



	<p>There were two children who didn't sit the KS2 tests because it wouldn't have been fair but that has impacted on the results.</p> <p>1.6% represents a child and we need to ensure we are inclusive and continue to be a nurturing school. Where there is better practice from across the Trust we are utilising this for improvement. The CEO explained the school plan needs to reflect the data and reading is clearly the area for development this year in terms of the data. There is curriculum training taking place and subject leaders have met already to share good practice across the Trust.</p> <p>There are three priorities for the board:</p> <ul style="list-style-type: none"> • <i>National college training – time table check and how children learn multiplication – a couple of governors to complete and feed back at the next meeting. Emily Fuller will complete</i> • The difference between SEN and non-SEN children's results – LHS performs well in comparison to the other schools. • After a lot of work the disadvantaged children are out performing their counterparts. For combined KS2 results, 62% non-Pupil premium children achieved but 72% Pupil premium children achieved. The schools across the Trust have the Pupil premium children outperforming their peers. • There are lots of other areas to celebrate as well. <p><u>CONFIDENTIAL ITEM – see Part two minutes</u></p>	All governors																								
18	<p>Any other business</p> <p>There was no any other business requested at the beginning of the meeting.</p> <p>G: Is the Erasmus project happening again? HT: We are taking part in the Turing project as we are not part of the EU.</p>																									
19	<p>Future Dates</p> <table border="1"> <thead> <tr> <th>Date</th><th>Start</th><th>Meeting</th></tr> </thead> <tbody> <tr> <td>Wed 20 Sep 2023</td><td>19:00</td><td>LHS LGC meeting</td></tr> <tr> <td>10th October 2023</td><td>TBC</td><td>Meeting with prospective school joining the Trust</td></tr> <tr> <td>Wed 1 Nov 2023</td><td>10:00</td><td>Chairs meeting</td></tr> <tr> <td>Wed 8 Nov 2023</td><td>19:00</td><td>LHS LGC meeting</td></tr> <tr> <td>Tue 12 Dec 2023</td><td>18:00</td><td>Inclusive MAT AGM</td></tr> <tr> <td>Wed 31 Jan 2024</td><td>10:00</td><td>Chairs meeting</td></tr> <tr> <td>Wed 7 Feb 2024</td><td>19:00</td><td>LHS LGC meeting</td></tr> </tbody> </table>	Date	Start	Meeting	Wed 20 Sep 2023	19:00	LHS LGC meeting	10 th October 2023	TBC	Meeting with prospective school joining the Trust	Wed 1 Nov 2023	10:00	Chairs meeting	Wed 8 Nov 2023	19:00	LHS LGC meeting	Tue 12 Dec 2023	18:00	Inclusive MAT AGM	Wed 31 Jan 2024	10:00	Chairs meeting	Wed 7 Feb 2024	19:00	LHS LGC meeting	
Date	Start	Meeting																								
Wed 20 Sep 2023	19:00	LHS LGC meeting																								
10 th October 2023	TBC	Meeting with prospective school joining the Trust																								
Wed 1 Nov 2023	10:00	Chairs meeting																								
Wed 8 Nov 2023	19:00	LHS LGC meeting																								
Tue 12 Dec 2023	18:00	Inclusive MAT AGM																								
Wed 31 Jan 2024	10:00	Chairs meeting																								
Wed 7 Feb 2024	19:00	LHS LGC meeting																								



	Tue 5 Mar 2024	19:00	Governor and Trustee training session		
	Tue 14 May 2024	19:00	Governor and Trustee training session		
	Wed 26 Jun 2024	10:00	Chairs meeting		
	Wed 3 Jul 2024	14:00	LHS LGC meeting		
	Meeting ended: 8.28pm				

4.	Matters arising from 07.06.23	
	None	

15.	Governor training
-----	--------------------------

For 2023/24:

1. [Annual certificate in safeguarding for governors and trustees for primary schools and academies \(2023-24\)](#)
2. [Cyber security training for school staff - NCSC.GOV.UK](#)

When you join the board:

1. [Certificate in the role of a school governor for primary schools and academies](#)
2. [Certificate in the knowledge, skills and behaviours of effective governance for primary schools and academies](#)
3. [Annual certificate in the prevent duty for primary schools and academies 2023-24](#)
4. [Guidance for Governors: Meeting statutory duties in suspensions and permanent exclusions](#)
5. [Guidance for governors: fulfilling your role on committees and panels](#)

One governor/ trustee per board to have completed:

1. [Annual certificate in safer recruitment for primary schools and academies](#)
2. [Certificate in managing allegations and the role of the LADO for primary schools and academies](#)

Appendix B	Discussion via Governor Hub ahead of the meeting
-------------------	---

Michael Dobner

Jo, just a few questions from the minutes of the last Governor meeting.
How have the new subject leads settled in this term?

Are there any other changes to staffing?

Is the new 1-1 staffing arrangement in place and how is it going?

ASSESSMENT DATA

Why does Cherry Tree show more data?

When will the National data for 2023 come out?



On the whole the data is very promising except for the multiplication tables, what plans are there to improve this?

SAMPLE DATA COLLECTION TOOL

This is dated 2021, is this just an example or dated incorrectly?

Mike

Jo Ball

Hi Mike,

Thank you for the questions

How have the new subject leads settled in this term?

Subject leads have settled well. We had a short planning session during the INSET day. We have planned in our subject reviews ready for this year. We have one new subject lead for computing.

Are there any other changes to staffing?

We have some new staff. We have a year 1 ECT in year 4. We also have a year 1 ECT in year 1 however this is not a new member of staff. They have previously been a TA, HLTA and did their teaching qualification with us last year. We also have a new TA in Year 5 who was a 1:1 with us last year. Given the reshuffle to create the Educational Nurture Provision for children with SEND, and to build the team we need, we have also appointed 1:1s to fill any existing vacancies. We once again celebrate a really stable staff structure which will support rapid school improvement work.

Is the new 1-1 staffing arrangement in place and how is it going?

Yes this has started. We have had some absence and that has held us back a little but Michelle and the team have done a great job of setting up the space and starting the sessions. We are working with subject leaders on refining the curriculum for SEND.

ASSESSMENT DATA

Why does Cherry Tree show more data?

They have added the fraction as well as the percentage.

When will the National data for 2023 come out?

National data can be viewed here but it is important to celebrate that the national combined is 59% and our combined score is 64%

<https://explore-education-statistics.service.gov.uk/find-statistics/key-stage-2-attainment-national-headlines/2022-23>

On the whole the data is very promising except for the multiplication tables, what plans are there to improve this?

I will answer this question in the meeting this evening.

SAMPLE DATA COLLECTION TOOL

This is dated 2021, is this just an example or dated incorrectly?

Apologies to governors for including this table. I believe that Seb hasn't used that table in the safeguarding review given to Governors for a while. Please disregard as it is not current data.

Jo Ball



Have a look at this:

[Safeguarding -Summer 2023.doc](#)

Please see the safeguarding report from summer. Please ask any questions ahead of our meeting and I will do my best to answer them.

Have a great weekend.

Jo Ball

Have a look at this:

[LHS School Plan 2023-2024 draft.docx](#)

See attached the first draft of the school plan. Please post any questions ahead of our meeting and I will do my best to answer them.

Jo Ball

Have a look at this:

[Attainment Data IMAT.docx](#)

Please see the attainment data for 2023. Please note that we will be going through a checking exercise which will change the data as some children will be discounted. Therefore the percentages will be increased.

Jo Ball

Please do ask questions and I will do my best to answer them before our meeting

Denise Shaw

Hi Jo. Thank you very much for the reports so far. I just want to thank you again for having me at the Secondary Transfer Meeting during the week. It was the most positive one I have been to. I feel that the parents were more appreciative of our proximity to so many good secondary schools, and most who I spoke to thought that proximity was very important, especially because cost of travel is high, and they want their children to get to and from school in a reasonable time.

I have a few questions so far. I am copy/pasting from WORD, so the formatting may be a little off...

Attainment

KS1 Attainment

Boys are lower across the board at LHS. Likewise at Beechfield, but not the case at Cherry Tree. Is there any other factor contributing to this group's results?

If not, how will we be able to improve outcomes for boys?

Phonics

An excellent result for Year 1 PPG students.

For the children who did not pass, what are the factors? Is it language, SEND, vulnerability?

The Year 4 timetable check

How are timetables taught? And will this change because of the results?

If the test relies on speed, would it be right to think that learning timetables by rote would be the best way to recall the timetables quickly?



We touched on this at governor day – how recall of timetables helps with Year 6 SATS because children who know their times tables waste less time than those who need to use longer methods to calculate/problem solve

KS2 Attainment

There are no figures for EHCP. Does that mean that there were no Y6 children with EHCPs, or are the figures not in yet?

The SEN Year 6 attainment – are there any particular factors which may further to explain the 43% combined pass? If not, how can we better support the next cohort?

Boys are lower across the board at LHS. Not the case at the other schools. Is there any other factor contributing to this group's results?

If not, how will we be able to improve outcomes for boys?

School Plan

Minimise *suspensions, exclusions* is a KPI in the Plan, both for children and for Staff.

How do we ensure that we are not just reducing exclusions for the sake of hitting a target?

How do we ensure that the right adjustments are in place for children with additional needs, whilst still ensuring that they understand that there are consequences for their actions (particularly after getting to 10 years old when they are legally responsible for their actions), and still protecting all children and staff from behaviour which may negatively impact on everyone?

Safeguarding

The report says that it feels as though there is under-reporting of racist incidents.

How do we ensure that we are inclusive if and that we protect the "protected characteristics" if allowances are made for some?

How do we prepare children for the next stage in life if there are no consequences for racism, or other abusive behaviour?

There is a danger that not reporting incidents could be misconstrued to mean that there is a reluctance to record incidents against some children in case they are close to receiving an exclusion.

Jo Ball

Hi Denise,

Thank you for attending the Secondary Transfer Meeting – I agree it was such a positive atmosphere and hopefully we were able to share some really important messages.

Thank you for the questions

Attainment

Given the complexity and nuance that can surround attainment data, I will answer these questions in the meeting.

The Year 4 timetable check



The Maths lead has been moved to year 4 to give emphasis on the times table check and to strengthen maths teaching and learning in lower KS2. Processes have already been strengthened with additional programmes implemented across KS2.

School Plan

We have had an example this week. We have worked together as a team to bring in outside agencies, contact support from Herts and the inclusion team and school processes. Thorough investigations to ensure safety is also paramount.

Safeguarding

There are consequences for any abusive behaviour against all protected characteristics not just racist incidents. The work which we have developed has ensured that the script in the behaviour policy is used effectively. Incidents are recorded on Arbor but without notification to SLT. We are looking at CPOMs or Arbor as the best way to manage this.

Emma Lad

Dear all,

We have recently joined The National College and I would like to invite you to join the learning hub through the link below:

<https://thenationalcollege.co.uk/enrol/laurance-haines-primary-school>

Please watch the how to use video once you log in.

Denise, I am aware of your issue and have contacted the National College to see what is happening. I will let you know once I hear from them

Thank you

Emma

Jo Ball

Good Morning,

This year has got off to a fantastic start. The children have been amazing and our attendance has been better than it usually is at this time of year which is great. Staff are buoyant and we have a lovely 'buzz' around school.

I have had some technical issues as we have moved communication over from Seb to me so my thanks to you for your patience through my absence in communicating on this platform. Thank you to Sharon and Emma for figuring it all out for me!

I do hope you had a peaceful and safe summer and you are as excited as me to start this new era for our amazing school. Thank you in advance for your time, dedication, support and challenge as we head into this years tenure.

I will be uploading some information for our first Governors meeting today. I appreciate that this is after the usual 7 days and of course now I am up and running on here things will be much smoother in the future.

I am really looking forward to seeing you all on Wednesday.

Jo



Emma Lad

Mandatory training for 2023/24

Hello all,

The Trust have now moved to the [National college](#) for all staff and governance training.

This year there are two mandatory safeguarding courses to be completed which are on your watchlists.

You were sent login's to the [National College](#) over the summer holidays to your email addresses registered on Governor Hub. If you could please login and complete the safeguarding courses by the October half term.

If you have any issues logging in please let me know and I will try and get you set up.

Have a good day
Emma

Denise Shaw

I cannot access the watch list. I have tried several times. It looks like I can click on a window, but there is nothing loading. Which 2 safeguarding courses do we need to do?

6 days ago