



For a better future
SCHOOL GOVERNING COMMITTEE MEETING
on Wednesday 12th February 2025 at 7pm via zoom

Name	Governor Type	18 Sep 2024	16 Nov 2024	12 Feb 2025	02 Jul 2025
Jo Ball (HT)	Headteacher	Attended	Attended	Attended	
Jenny Cannon (SBO)	School Business Officer	Apologies	Apologies	Apologies	
Michael Dobner (Chair)	Co-opted governor	Attended	Attended	Attended	
Emily Fuller	Co-opted governor	Attended	Attended	Attended	
Olivia Gunner	Staff (Teaching) Governor	Attended	Attended	Attended	
Brett Hogan	Parent governor	Attended	Attended	Attended	
Emma Lad (Clerk)	Clerk	Attended	Apologies	Attended	
Sinead Parmar	Parent governor	Attended	Attended	Attended	
Denise Shaw	Co-opted governor	Attended	Attended	Resigned	Resigned
Safina Shan	Staff governor	Attended	Attended	Attended	
In attendance					
Nicola Furey	Pastoral lead			Attended	
Miriam Al-Alousi	Maths Mastery lead			Attended	
Ricki Rajah	Prospective governor			Attended	



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	Matters arising 12.02.25	Action
4	<i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i>	Chair
6	<p>G: Will there be training for parents to ensure they are able to support from home and use the same language?</p> <p>MA: Yes, we held some workshops last year and we have spoken about introducing especially at the start of a new unit. We may introduce some recordings which parents can access via the website.</p> <p>G: It is very different from the way adults were taught maths so it would be key.</p> <p>HT: Yes, we can investigate this and put in place. <i>The HT will investigate parental involvement further and report back at the next meeting.</i></p>	HT
7	<p><i>Link governors were asked to ensure there are visits are completed. The Early year's link governor role will be allocated next meeting.</i></p> <p><i>Governor Hub skills audit to be completed by all governors if they feel they have updated their skills.</i></p> <p><i>Brett Hogan Governor Hub declarations and training to be completed</i></p>	<p>Clerk (Agenda)</p> <p>All governors</p> <p>Brett Hogan</p>
8	<p><i>The rapid development for children which is reflected in the HIP report was discussed and governors were asked to visit to look at the children's books.</i></p> <p><i>Nicola Furey won an award for her community work from the Mayor. She has worked fantastically in supporting the schools' families. The governors and HT thanked her for all her hard work which the HT will pass on.</i></p>	<p>All governors</p> <p>HT</p>
12	<p><u><i>EDI training is being offered for all governors/ trustees.</i></u></p> <p><u><i>Future dates for your diary (all at 3.45 to 5pm online)</i></u> <i>Thursday 27th March Psychological safety</i> <i>Thursday 15th May Challenging derogatory and non-inclusive language</i> <i>Thursday 3rd July Religion and beliefs in school</i></p>	All governors

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 A

The meeting started at 7pm

KEY:	Approval	Information	For feedback/questions	Action
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	Action
<p>Children were welcomed to present to governors:</p> <p>The HT explained the children have attended to talk about retrieval. The children presented and a PowerPoint was shown at the meeting.</p>	



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	<p>G: How often do you have a retrieval week? Emiola: Every few weeks.</p> <p>G: How much do you use the Remembering walls? Nathan: It helps us a lot and we look at the vocabulary and everything we have learnt.</p> <p>G: When we didn't use the retrieval weeks is it better now? Emiola: Yes.</p> <p>G: Do you do use it for everything? Nathan: We don't always look at everything. HT: We carry out assessments and then the areas where there needs to be more retrieval work, we focus on those. We have an exit ticket at the end of every subject.</p> <p>G: Do you retrieve just from your current year group? Emiola: We mainly look at this year.</p> <p>G: Do you find it helpful if you look back at the years before? Emiola: Yes.</p> <p>G: Do you look at your books? Nathan: Yes, if we need to remember a subject.</p> <p><i>7.12pm The children and Nicola Furey left the meeting.</i></p>	
1.	<p>Welcome, apologies and consent</p> <p>The meeting was quorate. Ricki Rajah was welcomed to the meeting as a prospective governor. Apologies were sent by Jenny Cannon.</p> <p>The HT explained that Simon Englander no longer works at LHS.</p> <p>The Chair explained Denise Shaw has resigned from the governing body due to a change in workload. Governors thanked her for her work for her board.</p>	
2.	<p>Notification of any other business</p> <p>There was no notification of any other business.</p>	
3.	<p>Conflict of interest with agenda items to be declared</p> <p>There were no conflicts of interest declared.</p>	
4.	<p>Minutes of the last meeting for approval and matters arising (appendix A)</p> <p><i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i></p>	Chair
5.	<p>Communication from the Trust</p> <ul style="list-style-type: none"> • Trustees' minutes • Governance Framework • School Governing Committee Governance Framework at a glance 	



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	<ul style="list-style-type: none"> • Academies Trust handbook 2024 • Academy Trust governance guide 	
6.	<p>Curriculum presentations</p> <p>Maths mastery – Miriam Al-Alousi (MA) presented on the curriculum and CPD through maths mastery.</p> <p>The programme is funded by the DFE to support teachers and support staff.</p> <p>The lead has visited the school to review the learning and carry out learning walks. The programme is three years; the school is in year one and lead teachers have completed CPD and pilots with children in their class. There were areas that were already embedded in the school, and this has allowed for improvements. The collection of pupil voice has been key to the development. Next year it will be utilised across the school. There has already been a huge increase in children’s confidence when learning maths as part of the pilots. Staff explained has been wonderful to see the impact on their learning.</p> <p>Next steps are to join further training and utilise a scheme of work across the school and complete the further years of the programme: embedding and sustaining.</p> <p>G: Have you had to sell this to the staff? MA: The staff are already very keen, and this is supporting improvements in what is already in place in the school. To increase the maths fluency there may need to be an amendment to the schedule but only a minor change.</p> <p>G: Will there be training for parents to ensure they are able to support from home and use the same language? MA: Yes, we held some workshops last year and we have spoken about introducing especially at the start of a new unit. We may introduce some recordings which parents can access via the website.</p> <p>G: It is very different from the way adults were taught maths so it would be key. HT: Yes, we can investigate this and put in place.</p> <p>G: Are other schools in the trust using this? G: Yes, we have it in place for some year groups and we have other projects which include parents engaging in programmes. We have also had parents come into school to watch modelling of how to teach and then parents can replicate at home.</p> <p><i>The HT will investigate parental involvement further and report back at the next meeting.</i></p> <p>The governors thanked Miriam for attending the meeting and her work for the school.</p> <p><i>7.33pm MA left the meeting.</i></p> <p>G: Are there any after school clubs which children could be engaging in? HT: This is something we would like to do but there are issues with staffs directed time and asking parents to pay for a club.</p>	HT



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	<p><i>The rapid development for children which is reflected in the HIP report was discussed and governors were asked to visit to look at the children's books.</i></p> <p>The SEND crisis nationally and locally was discussed and the impact the lack of funding and support is having on the school. There are four Education, Health and Care Plans (EHPC) applications in place and a further eight to submit. The children are supported well within the school, but some children should be in a specialist provision.</p> <p>G: Is the SEND pilot programme still running? HT: Yes, it is still in place, and we are hopeful we can have a full-time teacher for the Woodland provision next academic year and enlarge the provision into what is now the library. This would take more funding however and we will need to look at financially how this can be achieved, the Trust is supporting.</p> <p><i>Nicola Furey won an award for her community work from the Mayor. She has worked fantastically in supporting the schools' families. The governors and HT thanked her for all her hard work which the HT will pass on.</i></p>	<p>All governors</p> <p>HT</p>
9.	<p>Stakeholder engagement – covered under the HT report.</p>	
10.	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved – refer to Every</p> <p>b) School policies – refer to Every</p> <p>Collective Act of Worship = governors approved the policy previously and it has now been uploaded to Every.</p>	
11.	<p>Risk register</p> <p>The HT attended the Watford HTs meeting and there are still falling birth rates locally. This will impact the school over the coming years and needs to be a consideration. However, there were 50 first choice applications for the school from September 2025 which is a positive.</p>	
12.	<p>Training</p> <ul style="list-style-type: none"> • Governor training booked /to be booked/ completed with National College <p><u><i>EDI training is being offered for all governors/ trustees.</i></u></p> <p><u><i>The next training is:</i></u> <i>When - Thursday 13th February - 3.45 - 5.00pm</i> <i>Who - Bennie Kara</i> <i>Link - https://us06web.zoom.us/j/85959194442</i> <i>Meeting ID: 859 5919</i> <i>4442</i> <i>Focus - Disrupting Unconscious Bias:</i></p> <p><i>We support all stakeholders in becoming more aware of different types of conscious and unconscious bias; in becoming more confident in identifying and calling out/ in bias as it manifests itself in our behaviours</i></p>	



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	<p><i>and decisions; in becoming more competent in changing processes and practices to remove opportunities for bias.</i></p> <p><i>The training session includes:</i></p> <ul style="list-style-type: none"> • <i>Developing consciousness of how and when bias manifests itself</i> • <i>Challenging stereotypes as they arise</i> • <i>Recognising the impact that bias has on our behaviours and decisions</i> • <i>Understanding the link between bias, microaggressions and discrimination</i> • <i>Identifying the impact bias has on career pathways</i> <p><u><i>The following has taken place and can be viewed through the National College:</i></u> <u><i>Cultivating a sense of belonging</i></u> <u><i>Cultural Intelligence</i></u></p> <p><u><i>Future dates for your diary (all at 3.45 to 5pm online)</i></u> <i>Thursday 27th March Psychological safety</i> <i>Thursday 15th May Challenging derogatory and non-inclusive language</i> <i>Thursday 3rd July Religion and beliefs in school</i></p> <ul style="list-style-type: none"> • New governor training – Ricki will be asked to complete the induction once his safer recruitment checks have been completed. • Ideas/requests for future sessions – ideas to be sent to the chair 	<p>All governors</p>
13.	<p><u>Governor monitoring reports</u> – Discussed previously</p>	
14.	<p><u>Clerks update - Newsletters</u></p>	
15.	<p>Any other business – None requested at the beginning of the meeting.</p>	
16.	<p>Future Dates (See below)</p>	
17.	<p>Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk - None</p>	
	<p>Meeting ended: 8.20pm</p>	



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4.	Matters arising from 6.11.24	
5	<i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i>	Chair - completed
7	<u>School Governing Committee Governance Framework at a glance</u> -Updated and governors were asked to review	All governors - completed
8	<u>Governor role descriptions</u> were discussed, and governors were asked to review when planning their visits. Governor Hub declarations completed/ Governor training completed – Brett Hogan to complete	All governors – on-going Brett Hogan
9	HIP visit feedback and progress against actions - <i>The report will be distributed via Governor Hub once available.</i>	HT – completed – item 7
14	<u>Governor monitoring reports</u> - <i>Governors were reminded to book and complete their visits.</i>	All governors – item 13

10.	Policy tracker 2024/25	
	<u>Laurance Haines School Policies</u>	<u>Approved until</u>
	<u>Behaviour Policy</u>	October 2027
	<u>Business Continuity Plan</u>	September 2025
	<u>Collective Act of Worship</u>	February 2025
	<u>Equity Statement including accessibility plan</u>	December 2028
	<u>Health and Safety (Local) Policy</u>	November 2025
	<u>Home Learning Policy</u>	January 2027



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Home School agreement	June 2025
Marking, Feedback and Presentation Policy	November 2025

16. **2024/25 dates:** All meetings will take place at 7pm unless stated

SUMMER 2			Start	Finish	Venue
Tuesday	03/06/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	18/06/2025	Chairs	10.00	11.30	Beech House
Wednesday	02/07/2025	Laurance Haines LGC	10.00	3.00	Laurance Haines School

Appendix A: Discussion via Governor Hub ahead of the meeting:

Emma Lad3 days ago

EDI training is being offered for all governors/ trustees.

The next training is:

When - Thursday 13th February - 3.45 - 5.00pm

Who - Bennie Kara

Link - <https://us06web.zoom.us/j/85959194442>

Meeting ID: 859 5919 4442

Focus - Disrupting Unconscious Bias:

We support all stakeholders in becoming more aware of different types of conscious and unconscious bias; in becoming more confident in identifying and calling out/ in bias as it manifests itself in our behaviours and decisions; in becoming more competent in changing processes and practices to remove opportunities for bias.

The training session includes:



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- Developing consciousness of how and when bias manifests itself
- Challenging stereotypes as they arise
- Recognising the impact that bias has on our behaviours and decisions
- Understanding the link between bias, microaggressions and discrimination
- Identifying the impact bias has on career pathways

The following has taken place and can be viewed through the National College:

[Cultivating a sense of belonging](#)

[Cultural Intelligence](#)

Future dates for your diary (all at 3.45 to 5pm online)

Thursday 27th March Psychological safety

Thursday 15th May Challenging derogatory and non-inclusive language

Thursday 3rd July Religion and beliefs in school

Thank you

Emma

Emma Lad3 days ago

Hello all,

The documentation is linked here: [25.02.12](#) for the meeting this Wednesday, 12th February 2025 at 7pm via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87624527654?pwd=8nyMaqj6V7IaZ8bdaWjrXKUgRhXLaB.1>

Meeting ID: 876 2452 7654

Passcode: 938217

Please see the matters arising from last meeting. If you could please action before the meeting:



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7	School Governing Committee Governance Framework at a glance - Updated and governors were asked to review	All governors - completed
8	Governor role descriptions were discussed, and governors were asked to review when planning their visits. Governor Hub declarations completed/ Governor training completed – Brett Hogan to complete	All governors – on-going Brett Hogan
9	HIP visit feedback and progress against actions - The report will be distributed via Governor Hub once available.	HT – completed – item 7
14	Governor monitoring reports - Governors were reminded to book and complete their visits.	All governors – item 13



19.

2024/25 dates: All meetings will take place at 7pm unless stated

SPRING 2			Start	Finish	Venue
Tuesday	4/03/2025	Trustee/Governor development	19.00	20.00	Teams -online
SUMMER 2			Start	Finish	Venue
Tuesday	03/06/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	18/06/2025	Chairs	10.00	11.30	Beech House
Wednesday	02/07/2025	Laurance Haines LGC	10.00	3.00	Laurance Haines School

Thank you
Emma

Michael Dobner 7 days ago

HEADS REPORT

QUESTIONS

Could you please let us know the following acronyms
MASH, MHST, MH and LHNF.

Is the playground development waiting for funding?

Persistent absentee % seems quite high, do we have reasons? Are they being issued fines?

Could you explain “talking table”.



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SEND update. How does our EHCP and LHNF applications compare with other Trust schools?
How can we complain further about County's lack of support? Parents can complain to Ofsted about us, who is their governing body?

How has staff attendance affected our use of supply?

Mike

Jo Ball
Hi Mike
Thank you for your questions.

MASH - Multi Agency Safeguarding Hub
MHST- Mental Health Support Team
MH - Mental Health
LHNF - Local Higher Needs Funding

Our persistent absentee percentage is 12.9% which is significantly lower than the national average of 16.9%. It is also significantly lower than the other schools in the Trust.

Talking table - this is a table for children to discuss a subject. A safe space to discuss whatever the topic is usually with an adult.

Our applications for EHCPs and LHNF is in line with the other Trust schools.

We have complained to county. They are also answerable to Ofsted and have had a recent inspection.

Where possible we have been able to internally cover staff absence. We have tried to keep our use of supply to a minimum.

I hope this answers the questions. Please do let me know if you need any further information.

Jo



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about 22 hours ago

Jo Ball 8 days ago

Have a look at this:

[ASA Digital Template.xlsx](#)

Please see attached the DIEB audit we have completed as part of our work with the county on Greater Representation. Please note that this work focuses on the protected characteristic of race.

Please do ask any questions on here about any of the information I have uploaded over the last two days and I will do my best to get back to you before the meeting.

Thank you

Jo

Jo Ball 8 days ago

Have a look at this:

[Inclusive MAT Health and Safety Report to Governors Feb 2025.docx](#)

Please see attached the health and safety report for governors

thanks

Jo

Jo Ball 9 days ago



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Year group	Number of pupils Autumn '24	Number of pupils Spring 25
Nursery	44	61
Reception	60	59
Year 1	59	59
Year 2	52	53
Year 3	56	56
Year 4	Full	Full
Year 5	Full	59
Year 6	Full plus 1 (SEND)	Full plus 1
Current on Roll (pending)		

Please see amended pupil numbers table from slide 5

E

Jo Ball 9 days ago

Have a look at this:

[Gov report 12th Feb update.pptx](#)

Good Afternoon Governors,

Please see attached my headteacher report for 12th February meeting.

Looking forward to 'seeing' you all online next week .

Jo



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Brett Hogan

Hi Jo,

I had one question after reading the HIP slide.

It states 'Leaders have worked with teachers in PPA to quality assure resources'.

When you say resources, could you explain what you mean please?

Also just to add, seeing as we are meeting on teams again, I will be cam off and mic off with earphones in like the last meeting, purely because I am in close proximity to a student and staff member. I will, as always, be paying close attention though.

Brett

9 days ago

Jo Ball

Hi Brett

Thank you for your question.

Leaders have worked with and continue to work with staff to question planning choices and use of resources. So for example, if a resource is deemed unsuitable for the learning, leaders will challenge and support to find a more appropriate resource. By appropriate I mean that it fits the content of the lesson exactly and will support the learning process.

Absolutely understand regarding the privacy but thank you for explaining. I do hope that there will be an safe opportunity for you to contribute. The next meeting will be in person.

Hope this helps

Jo

6 days ago

Emma Lad9 days ago

Hello all,

Please see the minutes from the recent AGM meeting: [Inclusive MAT AGM minutes 29.01.25 \(approved in principle\).docx](#)



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Have a lovely day
Emma

Emma Lad9 days ago

Have a look at this:

[Inclusive MAT AGM minutes 29.01.25 \(approved in principle\).docx](#)

Michael Dobner13 days ago

MEETING WITH HEADTEACHER 30/1/25

1. No call from Ofsted yet.
2. Met with Denise who handed back her badge and we had a good discussion on her regrets at having to resign.
3. School is looking to use Instagram for publicising school activities to our community, Kirstie to follow up.
4. With a bug going round, a number of staff have been off for a few days and three staff signed off for a week for other reasons we have had to resort to some supply.
5. We are looking in to two prospective new co-opted governors. Meeting with Head and myself being set up.
6. Two major celebrations in the last two weeks, Holocaust assembly for KS2 given by Miriam Al-Alousi and whole school celebrations of the Chinese New Year where parents were invited to join their children in school. Both celebrations were very well received.
7. This week also saw our Winter Bed Time Story event.
8. Governors meeting on zoom on the 12th February, please read the items especially the Heads Report in advance and post any questions to Governor Hub.
9. One more member of staff has handed in her registration as she is going abroad to teach.

Mike