



For a better future
SCHOOL GOVERNING COMMITTEE MEETING
on Wednesday 2nd July 2025 at 9.30am at the school

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

Governor (G) challenge is highlighted in yellow *Governor actions are highlighted in italics*

Please see Appendix A: Discussion from Governor Hub ahead of the meeting



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Meeting started 9.30am

Matters arising LHS 2/7/25				Action
4	The minutes were approved by the governors and will be signed via Governor Hub.			Chair
7	Staff governor to be elected in the Autumn term and governors asked that the governor not be from the SLT. Early Years link governor role to be allocated			HT Clerk
11	Home School agreement	Pupil Related	June 2025	HT/ All governors HT
	To be sent via Governor Hub for approval by governors. HT to send. Anti-bullying updates to be sent to the Trustees for approval by the HT			
16	EDI training is being offered for all governors/ trustees - Clerk to send recording links to governors			Clerk
18	The Chair will discuss the possibility of another meeting between February and July at the next chairs meeting.			Chair
	The HT explained the H&S audit and Ofsted comment on the safety of the fencing on the site. The school was not successful for their CIF bid. The school now has a staged plan to update the fencing started with the most urgent areas. The plan will be shared via Governor Hub.			HT

KEY:	Approval	Information	For feedback/questions	Action
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		Action
1.	Welcome, apologies and consent Ricki Rajah was appointed as a co-opted governor for a term of four years. The clerk will let the office know to add him to GIAS. The website will be updated with his term of office.	
2.	Notification of any other business - None	
3.	Conflict of interest with agenda items to be declared - None	
4.	<u>Minutes of the last meeting for approval and matters arising</u> The minutes were approved by the governors and will be signed via Governor Hub. All matters arising were agenda items or completed.	Chair
5.	Communication from the Trust • Trustees' minutes	
6.	Review statutory data – taken out of order	
7.	Chairs update	



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	<p>a) Chairs update</p> <ul style="list-style-type: none"> • 9 visits to school and one zoom meeting for safeguarding. • Successful Ofsted and thanks to Sinead and Emily for their work and the school staff. • Staff leaving meetings have taken place and the school was praised. • Nicola Furey received two awards for her Pastoral care and was congratulated by governors. • Chairs meeting attended via Zoom. Last meeting for Mark and Liz. • Holywell school is joining the Trust and the new HT and AHT are members of staff from within the Trust. Olivia Gunner has been successful in the AHT post. The governors congratulated her on her success, and she will be asked to stay on as a governor. The Trust are looking to rename Holywell school to allow for a fresh start. • The Trust won the Optimus EDI award. • There has been a local governance review, and the current structure will remain. • Lizzie Butler is retiring after 17 years and will be missed. <p>b) End of year governance review Governor roles will need to be reorganised due to changes in membership.</p> <p><i>Staff governor to be elected in the Autumn term and governors asked that the governor not be from the SLT.</i></p> <p>c) <i>Early Years link governor role to be allocated</i></p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">Clerk</p>			
8.	School plan review – taken out of order				
9.	Headteacher report – taken out of order				
10.	Stakeholder engagement – covered under HT report				
11.	<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> <table border="1" data-bbox="207 1467 991 1536" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><i>Home School agreement</i></td> <td style="padding: 5px;"><i>Pupil Related</i></td> <td style="padding: 5px; background-color: #FFD700;"><i>June 2025</i></td> </tr> </table> <p><i>To be sent via Governor Hub for approval by governors. HT to send.</i></p> <p><i>Anti-bullying updates to be sent to the Trustees for approval by the HT</i></p>	<i>Home School agreement</i>	<i>Pupil Related</i>	<i>June 2025</i>	<p style="text-align: center;">HT/ All governors</p> <p style="text-align: center;">HT</p>
<i>Home School agreement</i>	<i>Pupil Related</i>	<i>June 2025</i>			
12.	Risk register – for information				
13.	<p>Training</p> <ul style="list-style-type: none"> • Governor training booked /to be booked/ completed with National College – discussed and governors up to date. Ricki is completing over the summer. • New governor training • Ideas/requests for future sessions 				
14.	<p>Governor monitoring reports</p> <ul style="list-style-type: none"> • Safeguarding visits have been completed. • Sinead has met with the HT regarding the behaviour policy and curriculum. 				



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15.	<p><u>Clerks update</u></p> <ul style="list-style-type: none"> • <u>Newsletters</u> • Recycling requirements – clerk explained the requirements. 	
16.	<p>Any other business</p> <p><u>EDI training is being offered for all governors/ trustees.</u> Future dates for your diary (all at 3.45 to 5pm online): Thursday 3rd July Religion and beliefs in school.</p> <p><i>Clerk to send recording links to governors</i></p>	Clerk
17.	<p>Future Dates (See below)</p>	
18.	<p>Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk - None</p> <p><i>The Chair will discuss the possibility of another meeting between February and July at the next chairs meeting.</i></p>	Chair
	<p><u>Headteacher report</u></p> <p><i>10am Jo, Safina, Brett and Olivia joined the meeting.</i></p> <p>There was a verbal update on the discussion up to this point.</p> <p>a) Safeguarding</p> <ol style="list-style-type: none"> i. Termly report completed by the HT and safeguarding governor – the HT gave a verbal update alongside the report. ii. Any Safeguarding issues to discuss – nothing further to discuss. <p>b) Health and safety</p> <ol style="list-style-type: none"> i. Any H&S issues to discuss – slide from central team to be presented. <ul style="list-style-type: none"> • The Chair reviews H&S termly. • The school was congratulated on the fire drill time. <p>G: Have you had another lock down drill? HT: We had planned one for this term and then the H&S advisor explained the school should try it firstly without the children in the school to risk assess appropriately. The alert system has been updated and will alert on all screens to lock down. There needs to be considerations for areas where staff aren't on screens. There will then be a lock down with the children in the Autumn term.</p> <ul style="list-style-type: none"> • Staff accidents are usually to do with SEND children. The incidents are reported but the staff are very understanding about the impact on them. Whilst it is not acceptable that staff are injured the culture is to not blame the child in that moment. <p>G: There are no annual accidents for PE, can we improve? HT: I will need to review how accidents are reported on Arbor and update the reporting.</p> <p>c) Premises</p> <ol style="list-style-type: none"> i. Update of Condition Improvement Fund (CIF) projects <ul style="list-style-type: none"> • <i>The HT explained the H&S audit and Ofsted comment on the safety of the fencing on the site. The school was not successful for their CIF bid. The</i> 	



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school now has a staged plan to update the fencing started with the most urgent areas. The plan will be shared via Governor Hub.

HT

G: Regarding the recent heat, the KS1 area has lights that won't switch off and not a lot of shade. Is there anything the school can do?

HT: We put the lighting system in for the sustainability aspect, but we will need to add to the system, funds allowing.

G: Are we making sure children are wearing hats?

HT: We do ask but we cannot enforce it. We have offered other concessions to try and keep children cool.

Governors discussed the air conditioning in the building and the cost of adding additional units.

ii) There have been toilet updates, and the rewiring work is nearly completed.

iii) The HT explained the issues with the playground equipment and the repairs which have taken place. There are other aesthetic issues which are also being addressed.

d) Breakfast and after school clubs

The school has now started to offer a wrap around care provision from 7.30am to 6pm. This will support working parents.

G: Are the staff from the school?

HT: There is an outside provider. They have completed safer recruitment checks. They are not paying until Christmas to try and let them get set up. They are really community focused and have come and helped at lunchtime.

e) Pupil numbers. Actual v budget

Reception is full for September 2025. There are 11 spaces across the school. There is mobility in the school during the year which impacts.

f) Children's attendance

There have been fluctuations, but the school is above national (91.6% national and 96.7% school) and persistent absentees is below national (12.8% instead of 18% national). The staff have good relationships with the families and work hard to remove barriers. There is a new protocol where there is a home visit if there isn't communication.

Governors discussed the early interventions for attendance in nursery and when children are under 5.

g) Curriculum update

An Independent provision is being visited to look at how the curriculum is delivered. The curriculum is set but how the children learn is adapted to meet the needs of the children.

h) Statutory data

Comparative to national for everything except phonics. The school is changing from Read, Write Inc to Little Wandle. Ofsted noted that phonics isn't where it needs to be and so this is a key action moving forward.

G: On the HIP report, you said you had applied for funding, have you been successful?

HT: It is likely the school will receive £6000 and then there is a 2.5-year program of



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	<p>consultancy for free.</p> <p>i) Anto-bullying The HT's have reviewed in line with the information from the Anti-bullying alliance. Ofsted recognised the school are good at managing bullying, but the school needs to improve the reporting of incidents for both victims and perpetrators. There is now a flow chart in place to support both a one off and persistent issues. Arbor will be used to report the behaviour and CPOMS will record the outcomes. The CPOMS records go to secondary school with the children and could support.</p> <p>j) Staffing There is a new AHT in post. There has been a business proposal for a second AHT submitted to the Trust. These two posts would replace the phase leaders. It will allow for the strategic change to be made. This would work within the school budget. It has been approved by the Resources Committee and will be presented for the trustees on Thursday.</p> <p>The HT explained the changes in the staffing for next year including the trainee teachers in the school. The HT is pleased with the staffing and feels it will actively support the school moving forward. There will be consistency in the staff which will support the children in their development.</p> <p>There is one HLTA position to be filled for September.</p> <p>Governors were pleased with the experienced staff who have been appointed which will support the children.</p> <p>k) Suspension/ exclusions One suspension has taken place.</p> <p>l) <u>SEND update</u> Governors discussed the funding which can be requested while the school is waiting for EHCP funding to be put in place.</p> <p><i>11.08am Olivia left the meeting.</i></p>	
	Meeting ended: 11.15am	

Appendix A: Discussion ahead of the meeting via Governor Hub

Jo Ball 10 days ago
 Have a look at this:
[LHS Governor Day agenda.docx](#)
 Finally, please see the agenda for next Wednesday.
 Jo

Everyone

Jo Ball 10 days ago
 Have a look at this:
[Annual SEND Report to Governors 2025.docx](#)
 Please see the annual send report written by Michelle Connell Senco

Everyone



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Jo Ball 10 days ago

Have a look at this:

[Gov report 2nd July.pptx](#)

Dear All,

I am really looking forward to seeing you all next week. Please see attached the headteacher's report ready for our meeting. We will have plenty of time on the day for questions so either put them on here or wait for the day.

Thanks Jo

Everyone

James Roach 11 days ago

We're thrilled to share some exciting news - last week our Trust was honoured with the **Equity, Diversity and Inclusion (EDI) Award** at the Optimus Education MAT Excellence Awards!

This award is a powerful recognition of the inclusive culture we've built together. It reflects the strength of our diverse community and the everyday commitment each of you shows to equity, diversity and inclusion across our schools. At the core of our Trust, is a deep belief that every person should feel a sense of belonging and be treated with dignity as this leads to happiness, a sentiment that we hold dearly. This award celebrates that!

"The judges were impressed with Inclusive Multi Academy Trust's comprehensive strategy for diversity, equity, inclusion and belonging. It is community-driven, values-led and considers the lived experiences of multiple identity groups. Their schools are data-driven and have a holistic approach to inclusion that reflects their commitment to creating nurturing environments and their intentions to be a truly inclusive trust."

A huge thank you to each and every one of you, you are the ones that make this happen. The work you do for our children and families makes a genuine and lasting difference. Your roles are all vital in making our schools safe, respectful and empowering spaces. Your dedication continues to make a meaningful and lasting impact.

We're also incredibly grateful to Hannah Wilson and Diverse Educators for their support and guidance on this journey.

You may also be aware that the TES Awards took place last week. Unfortunately we weren't successful this time but we are always up for a challenge and it is something to aim for next year!

Have a look at this:

[EDI award LINKEDIN.png](#)



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4. Matters arising from 12.02.25		
	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 - completed
6	<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. 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. <i>The HT will investigate parental involvement further and report back at the next meeting.</i></p>	HT – on-going
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. Governor Hub skills audit to be completed by all governors if they feel they have updated their skills. Brett Hogan Governor Hub declarations and training to be completed</i></p>	Clerk (Agenda) – item 7 All governors - completed Brett Hogan – item 7
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. 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>	All governors - completed HT - completed
12	<p><i><u>EDI training is being offered for all governors/ trustees: Future dates for your diary (all at 3.45 to 5pm online)</u> Thursday 27th March Psychological safety Thursday 15th May Challenging derogatory and non-inclusive language Thursday 3rd July Religion and beliefs in school</i></p>	All governors – item 16

11. Policy tracker 2024/25		
Behaviour Policy	Pupil Related	October 2027
Business Continuity Plan	Local Governing Committee	September 2025
Collective Act of Worship Policy	Pupil Related	February 2031



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Equality Statement including accessibility plan	Pupil Related	December 2028
Health and Safety (Local) Policy	Estates Management	November 2025
Home Learning Policy	Pupil Related	January 2027
Home School agreement	Pupil Related	June 2025
Marking, Feedback and Presentation Policy	Pupil Related	November 2025

16. 2025/26 dates: All meetings will take place at 7pm unless stated			
Date	Start	Meeting	Location
Wed 17 Sep 2025	19:00	Laurence Haines School Governing Committee	school
Wed 19 Nov 2025	19:00	Laurence Haines School Governing Committee	online
Wed 4 Feb 2026	19:00	Laurence Haines School Governing Committee	online
Wed 1 Jul 2026	09:00	Laurence Haines School Governing Committee	school