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CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING THURSDAY 11th November 2021 at 7pm via zoom

Name	Governor Type	Attended
Jo Ball	Co-opted governor	Attended
Emma Birdsall	Early years lead - presenting	Attended
Craig Carter	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Emma Hill	Other	Attended
Emma Kearns	Staff (Support) Governor	Apologies
Carmel Old	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
James Roach (CEO)	CEO	Attended
Chris Rogers	Parent governor	Attended
Mark Scoulding	Co-opted governor	Attended
Emily Sheppard	Parent governor	Attended
Jane Sibbit	Senior Leadership Team member	Attended
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova (SBO)	School business officer	Attended
Gemma Williamson (chair)	Co-opted governor	Attended
Katy Wolstencroft	Senior Leadership Team member	Attended

Governor challenge was highlighted in yellow

Governor actions are highlighted in italics

Discussion via Governor Hub is listed below in Appendix A

Meeting started at 7.04pm

James Roach (CEO) – Ofsted Preparedness training delivered at the beginning of the meeting.

Action



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The CEO explained he has recently experienced Ofsted as a governor and gave his feedback on the experience. There are three documents available on Governor Hub for governors to review: EIF refresher October, Inclusive MAT Ofsted refresher November 2021, Ofsted Preparation Questions for governors 2021.

Documents for governors to review for Ofsted:

- SEF
- Previous minutes
- HIP reports

Documents to have with you at the meeting:

- Safeguarding arrangements
- School plan front page with headline information
- *Curriculum subject intent strap lines– to be put in place*

- *Governor action plan/ crib sheet – it was suggested that governors create an action plan with objectives for the board. A Doodle poll will be sent to governors for date selection*

HT

Chair/All governors

Questions for governors to ask themselves:

- Tell me a bit about the governing body and its effectiveness
- What have you identified as your school priorities and how do you monitor them?
- What is it like to be a child at your school?
- How are you supporting children to learn phonics across the school?
- Where will the school be in three years?
- What was the impact of the pandemic and how did leaders monitor the quality of remote work?
- How has the school dealt with peer on peer abuse at such a young age?
- Is the school safeguarding effective and how do you know?
- Who is responsible on the LGB for ensuring website compliance?

G: Should the nurture award etc the school has achieved be mentioned or do we need to ensure further evidence?

JR: We would recommend mentioning all the schools achievements and positives. The school has achieved the accreditation and so Ofsted will want to see why it is a positive for the children in the school.

The governors thanked James Roach for his time.

7.24pm James Roach left the meeting

Item 6 New Early Years Framework presentation from Emma Birdsall was moved forward to allow staff to leave the meeting

Distributed prior to the meeting via Governor Hub and taken as read: CTS Curriculum intent and implementation, Core skills progression EYFS, EYFS action plan



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G: How do you measure the impact of parent interaction?

EB: I use the attendance rate and also send a questionnaire to parents and ask for feedback on positives and areas for improvement.

G: We need to understand 'so what?' about everything that we do and staff need to be considering and reporting on the impact for children's progression.

Governors reviewed the Curriculum intent and implementation – EB explained that there are six key things children will leave the early years with:

1. The ability to communicate
2. Independence
3. A love of books
4. A curiosity and understanding of the natural world
5. A secure knowledge of numbers to 10, applying this in a range of contexts
6. A range of enrichment experiences that provide a deep understanding of the world

Core skill progression – EB explained the collaboration across the Trust to develop the progression. Staff are receiving training at present. The next steps are for parents and the whole Trust staff to be made aware of the document and its effects.

G: Given the new EYFS framework, how are you going to monitor the impact of the curriculum intent and what difference is it going to have for children? How can governors be confident that staff will be aware and understand the new curriculum and support the embedding of the actions? Also, how is it going to lead into the whole school curriculum?

HT: This is an identified area for the school and Trust to work through and continue developing to ensure the best curriculum for all children.

EB: We are aware of the bigger picture and ensuring that the curriculum is thoroughly embedded with all staff.

7.43pm Emma Birdsall, Jane Sibbit, Katy Wolstencroft, Emma Hill left the meeting

Governors asked that Emma Hill presented at the next meeting regarding the curriculum for Reception to Year 6

Clerk (Agenda)

1. Welcome and apologies

The meeting was quorate. Apologies were sent by Emma Kearns

In attendance: Emma Birdsall, Jane Sibbit, Katy Wolstencroft, Emma Hill

2. Notification of any other business – None identified

3. Conflict of interest with agenda items to be declared – None identified

4. Minutes of the last meeting and matters arising

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



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5. Response from Trust regarding LGC comments – see supporting document distributed prior to the meeting via Governor Hub

6. New Early Years Framework presentation – Emma Birdsall

Distributed prior to the meeting via Governor Hub and taken as read: CTS Curriculum intent and implementation, Core skills progression EYFS, EYFS action plan

Covered prior to the official start of the meeting

7. Chairs update

- *Annual declarations completed on GovernorHub (from matters arising) – Craig – Academies handbook, Emma Penfold still to complete*

Craig Carter/ Emma Penfold

- *Nursery provision working party – there is potential for a two year old provision at the school. The Trustees were asked to give provisional approval for governors to speak to HCC regarding changing the PAN to allow for two year old places in the school. The HT will send an initial report to the clerk to send to Trustees*

HT/ Clerk

- Review of marketing plan – carry forward

Clerk (Agenda)

- *Handling Academies complaints
Governors discussed the complaints training and the HT asked to meet with Mark Scoulding to review the complaints policy in light of the recent training attended*

HT/ Mark Scoulding

- *Chairs meeting – minutes to be made available on Governor Hub*

Chair

8. Headteacher report

Distributed prior to the meeting via Governor Hub and taken as read: CTS HT report Nov 21, Communication, Pastoral report for governor November 2021

Little Rascals update

Little Rascals are now no longer providing Before or After School Club provision. They served notice at the beginning of October stating that they would be leaving the premises at half term. Their notice period stated they must give at least one half term's notice (which would take us to December). They said that they could not staff this so would not be staying. They had a visit from Ofsted in September, and the report was published shortly after they served notice stating that the provision did not meet the expected standard and that Ofsted would be intervening. There were specific concerns around safeguarding which was also featured in the Watford Observer. A letter of response was sent by myself to our community and a short statement written for the papers.

The staff have been working tirelessly to try and provide a provision at short notice for families. Staff have been able to set up the new morning club 'Red & Ready'. The staff are exploring a solution for after school club provision including exploring new providers for the longer term and contemplating running this in house. This is not a process which can be completed quickly as the school want to ensure it is a good provision. The breakfast club is in place and there are 17 attendees at present. Parent governors



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fed back that the breakfast club is being really enjoyed by children. The governors agreed that choosing a provider is key to ensuring the provision is supportive for the children.

9. Review and update School Plan/ discuss and agree targets for 2021/22.

The school plan has three main areas which were discussed with governors at the governor day. The HT explained the objectives and how they are linked to the school mission statement.

Governors were asked to send any action points identified when visiting the school for inclusion in the plan.

All governors

There has been a substantial change in the curriculum for reading at the school. The key changes were explained to governors and the immediate impact this is having on children’s understanding and progress.

Additional staff have received Forest School training. Forest school is embedded in Reception and year one. All staff will be trained to a minimum level one by the end of the year which will support the work in other year groups.

Once governor visit reports have been completed they can be utilised for the final school plan which will be sent to governors by the end of November 2021.

G: Can you add measurements for each objective to the plan?

HT: Yes, I will ensure they are included.

HT

10. Finance report

Distributed prior to the meeting via Governor Hub and taken as read: Financial report November 2021
Included in the HT report to governors

No further questions

Marie Vankova left at 8.11pm

11. Governor visit reports

Distributed prior to the meeting via Governor Hub and taken as read: Emily Sheppard – Safeguarding, Chris Rogers – Foreign languages, Jo Ball – School Improvement and Curriculum

The HT thanked the Governors for their reports and questions.

Curriculum	Jo Ball/ Carmel Old	Completed 5.11.21
Environmental governor	Craig Carter	
EYFS	Emily Sheppard	Completed 5.11.21
Health & Safety	Craig Carter	



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Inclusion/ SEND	Mark Scoulding	
Modern Foreign Languages	Chris Rogers	Completed 5.11.21
Nurture Award governor	Mark Scoulding	
Pupil Premium	Mark Scoulding	
Safeguarding/ Children Looked After	Emily Sheppard/ Craig Carter	
School Improvement	Carmel Old/ Jo Ball	Completed 5.11.21
Sports premium	Chris Rogers	

Governors discussed the edible garden and whether the school community can support the school. The HT will review how they can be engaged to improve the area and local businesses will be spoken to regarding whether they can help. Mark Scoulding will let the HT know about corporate volunteering.

Mark Scoulding

Standing items:

12. Items from Trust board meeting – Nothing to report

13. Risk review

Distributed prior to the meeting via Governor Hub and taken as read: Risk register October 2021

- G3: Governor skill set

The Skills audit has been completed by all governors and is being collated by the HT and COO.

- E1: Pupil attainment
- F1: review pupil numbers from October census
- O2: Attract and retain staff.

Mid-year exit interviews to be reviewed - Those members of staff leaving this term will have an exit interview with Sharon Carylton (COO).

- Any other local risk which Trustees need to consider – nothing to report

14. Safeguarding

Distributed prior to the meeting via Governor Hub and taken as read: Key notes from online safety survey, Safeguarding termly report Nov21 CTS, SCR and Safeguarding audit 2021

- There are no safeguarding concerns for the board to be aware of at present.
- The HT attended a sofa session run by the Trusts HR provider Judicium on safeguarding for governors. Below is the link for the notes from the training which may be of interest



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<https://www.judiciumeducation.co.uk/news/safeguarding-how-to-make-the-most-of-your-safeguarding-governor>

- The Single central record has been audited and there have been no concerns raised.

15. Health and Safety

Distributed prior to the meeting via Governor Hub and taken as read: CTS HCC audit, H&S policy

- HCC Audit feedback and action plan
Outstanding action - Due to the change to the water system the HT is reviewing whether the same legionella checks have to be completed in the school in the same format
 - Autumn termly H & S audit – to be completed by the HT and site manager and reviewed by governors
 - The HT thanked Marie Vankova, Sharon Carlyon and Craig Carter for their support during the recruitment of a new site manager.
 - *G: It is a concern that there is only a single point of knowledge for certain roles, such as the site manager and office staff. This needs to be addressed moving forward to ensure there is capacity to support and mentor new staff and increase knowledge.*
The governors asked that the Trust be made aware of the concern moving forward.
- Clerk (Trust)**
- Any H&S issues to discuss – nothing to report

16. Premises

Update in the HT report

- Update of Condition Improvement Fund (CIF) projects

The project has now come to an end. The staff are excited to see the end product. The HT would like to complete an additional application for CIF funding to replace the fire doors however SLT are unsure if this will meet the needed threshold given the extensive work conducted on fire breaks and improving other areas of the school. This is something that may need to come from school reserves and the HT will keep governors updated.

17. Policy tracker review and policies due

Distributed prior to the meeting via Governor Hub and taken as read: Health and safety policy

- Trust policies approved and available via Governor Hub policies folder
- Volunteer procedure – The Trustees have moved to LGC responsibility – The HT explained that the three schools are working collaboratively to create.
- School policies – Health and safety – governors approved the policies for use.

18. Training

- Ideas/requests for future sessions – nothing was requested
- Training completed:
Emma Hill - Prevent (Modern Governor) 18 Oct 2021
Chris Rogers - Safeguarding and governance (Modern Governor) 17 Oct 2021



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Mark Scoulding - Handling Academy Complaints 19 Oct 2021/ Introduction to governance 1 (Modern Governor) 8 Sep 2021

Gemma Williamson - Handling Academy Complaints 19 Oct 2021

- Training Booked
Jo Ball - Induction for Governors 2 Dec 2021
Craig Carter - Handling Academy Complaints 22 Nov 2022
Carmel Old - Exclusions 19 Apr 2022/ Induction for Governors 3 Feb 2022
Chris Rogers - Induction for Governors 25 Nov 2021
Emily Sheppard - Safeguarding children 17 Feb 2022

19. Clerks update – available via Governor Hub

The clerk attended a webinar Experiences of Ofsted: Autumn 2021 and recommended governors take time to listen to the webinar. The slides are here: [21.11.10 Experiences of Ofsted: Autumn 2021](#)

The webinar is an hour long and can be listened to here: [Click here to listen to webinar](#)

20. Any other business – Nothing requested

21. Items to be sent to Trust/ LGCs

- Skills audit responses completed
- No further risks to be reported
- No Health and safety concerns to be reported
- The Health and safety policy was approved by governors
- *Nursery provision working party – there is potential for a two year old provision at the school. The Trustees were asked to give provisional approval for governors to speak to HCC regarding changing the PAN to allow for two year old places in the school. The HT will send an initial report to the clerk to send to Trustees*
- *In reference to the Premises manager and office staff - G: It is a concern that there is only a single point of knowledge for roles. This needs to be addressed moving forward to ensure there is capacity to support and mentor new staff and increase knowledge.*
The governors asked that the Trust be made aware of the concern moving forward.

22. Future Dates

The chair thanked the governors and staff for their time and commitment.

Date	Start	Meeting
Thu 9 Dec 2021	19:00	AGM
Thu 3 Feb 2022	19:00	Local Governing Committee
Thu 16 Jun 2022	19:00	Local Governing Committee
Fri 15 Jul 2022	00:00	Governor Open day

The meeting ended at 8.38pm



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Appendix A: Governor questions and comments from Governor Hub:

Have a look at this:

[Governor Visit Nov2021.docx](#)

G: Sorry for the delay in getting this done. Was so lovely to be back in the school, see you all tomorrow.
Emily

HT: Thank you Emily. Some really relevant points raised here. Especially regarding the edible garden. The children have recently enjoyed working on this over lunchtimes as it had become horrendously dishevelled over lockdown/the holidays. Slowly over Autumn 1, these were weeded and made back in to beds. The children grew potatoes and other bits which they tried to sell on the playground.

I love your idea of growing pumpkins or harvest bits for next year!

Thank you again for your report, you clearly took a lot on board from the visit.

G: Have a look at this:

[Jo Ball Governor Visit 5.11.21.docx](#)

G: Thank you so much to Cheska, Emma and the team for hosting a really successful Governor afternoon on Friday. Great to meet everyone in person. Please see attached my Governor Visit form. I hope this is filled out as it should be. Let me know if you need anything else.

HT: Have a look at this:

[CTS Headteachers Report Nov 21.docx](#)

Hi all,

Please see the attached HT's report.

As agreed in our previous meeting, please all add at least one question relating to its content to this thread. I will endeavour to answer these before the meeting unless they need discussing in more detail.
Thank you. See you tomorrow.

Cheska

G: Thank you for such a comprehensive report Cheska - there is clearly a lot of great work going on. I recently attended training on complaints and it seems that lack of clarity is a widespread issue - i.e. parents do not understand the criteria for a complaint and the steps in the process. This can lead to all sorts of misunderstandings. What is Cherry Tree doing to help ensure parents better understand the complaints framework?

Also, on another training course, it was suggested that pupils might have an occasional voice on the school governing body. Is this something that we should consider and how might it be implemented?

HT: Thank you for this Mark. We sent out a 'parent communication' help guide last year to assist with this. We have tried to very clearly identify the pathways for this to ensure responsibility is held at the appropriate level and that parents know where to go to get the support they need. I will upload what is sent out to parents in to the HTs report folder for you to see prior to the meeting. This does raise another talking point however is the email culture we have here at Cherry Tree. It is on my to do list to write an email procedure as teachers and staff do seem to receive a large number of email communications which are not always appropriate and can add to negative wellbeing of staff. I would be interested to hear what governors think of this.

I absolutely love that idea. We have just launched our Children's Parliament so we now have new class reps. We will be meeting once per month so to begin, it might be an idea to invite governors to one of our first meetings. As confidence builds, I think it could be appropriate to involve children in relevant meetings (or sections of at least!). Maybe when we have our next governor open day, this could be part of the agenda?



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Thanks again for your questions. Could I please remind all governors to pop their questions in this thread in advance of tomorrow's meeting. I am interviewing all day tomorrow but I will try my best to respond to them all.

HT: I've uploaded the communication doc for you now, Mark.

G: Thank you for the report; I agree with Mark that it is incredibly comprehensive and I appreciate the time that it must have taken.

I just wondered if there was a specific area of the curriculum that the 2 new TAs will be supporting with? Have you seen a rise in racist incidences or use of discriminatory language or were the 2 recorded in the report related/isolated cases?

HT: Have a look at this:

[IMAT Covid-19 Coronavirus Risk Assessment November 3rd 2021.docx](#)

Please see the updated risk assessment above.

Our updated risk assessment reflects the following:

- Staff and visitors wear face coverings when interacting with other adults within the setting, except when:
 - outside on school premises
 - eating or drinking
 - someone is exempt from wearing face coverings
- Face coverings should be worn by staff in enclosed and crowded places – this includes on school transport.
- Parents are encouraged to wear face coverings when on the school site

Additionally it includes this line:

The school encourages staff to get the flu jab and will provide a pre-paid voucher to enable them to do so at no cost.

Some of this is in response to Herts communication directing some changes in our measures in response to our cases rising in Hertfordshire.

HT: Hello everyone,

Looking forward to seeing you on Friday.

Please arrive at Cherry Tree ready to begin at 12:30pm. There will be a lunch provided for you to enjoy with members of the Cherry Tree team. This will be a chance for you to mingle, chat informally and get to know the staff team.

At 1:15, you will complete a tour of the school. This will be an opportunity for you to see the new school building both inside and out. You will also get an opportunity to see the children in their lessons. I imagine this will take approximately 30 mins. After this I am hopeful that you will be able to complete tasks related to your specific governor roles e.g. Craig, you may wish to meet with Blazej, our new Site Manager. Our curriculum team may wish to complete a pupil voice with a group of children or discuss our writing curriculum with Emma Penfold. At the end of the afternoon, we will come back together and have a discussion around our afternoon in relation to our School Plan.

Unfortunately, due to staff absence, we have no cover available to release additional staff members for the afternoon. Myself, Emma Hill and Emma Penfold (fellow governor) will however be available. Additionally our Pastoral Team: Emma Kearns (fellow governor) and Jennie Ranyard will also be available.

If there are specific elements you would like to see or cover regarding your particular governor roles, please comment below in advance so I can arrange these for you where cover allows. I can arrange for



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groups of children to be met with, books to be looked at, some team members to chat with or learning spaces to be seen. I'm sure much more too, so please let me know where this might be beneficial for you.

Thank you, Cheska.

G: Thanks Cheska. Really looking forward to it. See you all then

HT: Thanks Jo. Could you please all comment below if you are expecting to attend? And as requested, let me know if you would like anything pre arranging for your visits? I have only had apologies from Craig so far. Thank you.

G: I will be there. Not sure if there is anything you would like me to do regarding Safeguarding but selfishly I'd love to spend some time in Early Years and see them enjoying their new facilities

HT: Thanks Emily. it might be nice for you to spend some time with Marie maybe looking at the SCR? We will certainly include EYFS in the tour.

G: I'll be there. Would be great to speak to the sports teachers on opportunities to use sports premium optimally and also on what we can do to make foreign languages a more living and vibrant category in later years.. so there is less fear for movement to secondary schools where it is a mandatory subject

HT: We can arrange for you to chat to Emma Hill regarding MFL, Chris. And I will see what I can do regarding sports premium. Both teachers involved (Emma Birdsall and Noreen Khan) will be teaching but we can try. Failing that, it might be appropriate to spend some time looking through our sports premium plan which has just been rewritten and then to see some of our sports in action with our APEX coaches. They should be working with our more able children during this time.

G: Thanks Cheska. Looking forward to it.

G: Is everything still going ahead as planned given tonight's update on mandatory face mask wearing?

HT: We will still be going ahead but in line with our risk assessment (saved on GovHub but I will link it in just a sec) I would like to ask that all visitors please wear face coverings when interacting with other adults within the setting, except when:

- outside on school premises
- eating or drinking
- someone is exempt from wearing face coverings

Thank you.

On a different note, if any of you have specific dietary requirements, could you please let me know ASAP for our lunch? Thank you.