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CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING THURSDAY 16th June 2022 at 7pm in the school

Name	Governor Type	Attended
Jo Ball	Co-opted governor	Apologies
Craig Carter	Co-opted governor	Apologies
Emma Lad (Clerk)	Clerk	Attended
Jade Hoare	Staff (Support) Governor	Attended
Angela Lench	Other	Attended
Carmel Old	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
Chris Rogers	Parent governor	Attended
Captain Mark Scoulding (Chair)	Co-opted governor	Attended
Emily Sheppard	Parent governor	Attended
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova	Other	Attended
Gemma Williamson	Co-opted governor	Apologies
In attendance		
Lesly Adams	BFS Chair of governors	Attended – on screen

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 6.35pm

Action

1. Welcome, apologies and consent



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The meeting was quorate. The chair welcomed everyone to the meeting. Mark Scoulding chaired the meeting. Gemma Williamson, Jo Ball and Craig Carter sent apologies. Jade was welcomed to the meeting as a new staff (support) governor.

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. The clerk confirmed that the website, GIAS and Governor Hub had been reviewed and all governor details of pecuniary interest are up to date.

4. Minutes of the last meeting (01.02.22) and matters arising

The minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising were completed or agenda items.

5. Election of Chair and vice chair for a term of one year from Sept 22 for recommendation to Trustees

Chair – Gemma Williamson was recommended by the committee to be elected for a term of a year.
Vice Chair – Mark Scoulding was recommended by the committee to be elected for a term of a year.

6. Communication from the Trust

- a) Response from Trust regarding LGC comments
- b) Information and documentation from the Trust
 - i. Trustees' minutes 24.11.21
 - ii. Risk Register

The Chair explained that a key area is facilitating growth in the Trust. Governors need to actively promote new schools joining the Trust whenever they can. The DfE's goal is to have all schools in a Trust of ideally 7,500 pupils/10 schools. The Trust could be forced to merge if they cannot start growing. All members of the Trust have been asked to actively promote the Trust with other schools.

- c) Recommendation of LGC terms of reference for approval by Trustees

Governors recommended the LGC terms of reference for approval by Trustees.

Clerk

7. Chairs update

- ☐ Termly Chairs meeting report
- ☐ Governors to complete annual skills audit [Link here](#)



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All governors

- ☐ Plan for the Governors day on the 15th July 2022

Can you send events on GH so we can attend?

HT: yes, we will add.

All subject leaders will be presenting at the meeting showing three photos which impact on their area for ten minutes.

G: Can we have pupil voice as well?

HT: Yes, we will arrange a session.

In the afternoon there will be a presentation on EDI, marketing, lunch with the staff and proms in the playground at 2pm.

G: How are you feeling as you were a little overwhelmed previously?

HT: Now that the premises issues are resolved and there is a site manager I am feeling better. Thank you for asking.

- ☐ Governing body changes

The new staff (support) governor Jade Hoare has been appointed.

- ☐ Governing body roles for 2022/23 – notification to be streamlined across all boards for Sept 2022

- ☐ Exit interview feedback

There has been some feeling that there have been a lot of staff leaving within the parent body but they have moved on for personal reasons. The HT fed back that the staff team are working well together and all focused on improvement for the school and children.

Governors asked for clarification of the process for exit interviews feedback and whether the exit interviews are meant to be sent to them or whether it should be an overview report. The clerk will pass onto the COO and send the clarification via Governor Hub.

Clerk

AFTER THE MEETING: 27/6/22 via Governor Hub

'Cheska and Mark have made a decision regarding the feedback from exit interviews, as discussed at the LGC meeting. It has been decided there will be verbal feedback from the Chair under the chairs report.

As such, if you carry out an exit interview could you please ensure the chair receives feedback on it?

*Thank you
Emma'*



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Mark Scoulding and Carmel Old volunteered to help with any exit interviews taking place before the end of the term.

Mark Scoulding/ Carmel Old

- ☐ Governance social (*from matters arising*) - Carry forward

Clerk

- ☐ Nursery provision (*from matters arising*)

The working party Gemma, Emily and Carmel – to meet to review and put together the business case for increased provision. The HT will send further information via Governor Hub

HT/ Nursery provision working group

8. Additional item – update from the chair of governors at BFS regarding their Ofsted inspection

Lesly Adams joined the meeting at 7pm

- ☐ The school was lucky with the inspector as she was very approachable.
- ☐ The minutes from meetings were reviewed before meeting with us.
- ☐ A decision should be made about which governors are going to come to the meeting depending on their expertise and the areas which are being reviewed.
- ☐ The meeting for the governors was 8.10am to allow for governors to get to work.
- ☐ The Chair had a crib sheet in place with ten questions the governors were likely to be asked and it was shared with the governors coming to the meeting. It enabled the governors who are speaking to be supported by the others present.
- ☐ It is important to come across as a Team.
- ☐ The Chair has to take the lead but the other governors need to have chance and time to have their say.
- ☐ The first question was ‘how do you get your governors?’ Which I was not expecting. We were able to talk about the governing team.
- ☐ It is important to be able to direct the conversation to what we want to talk about. We were able to explain the journey the governing body has been on and the work completed on ensuring the right people are around the table.
- ☐ The HT explained that the HT at BFS had also said that it is best to be honest about how you are trying to bring about the improvements.
- ☐ We need to be clear about the responsibilities of the school and the responsibilities of the governors.
- ☐ We explained we recruit governors using the skills audit. We have identified areas we needed support and we have filled the roles with appropriate governors. We also have cross Trust governors.
- ☐ She wanted to know what are the governors doing strategically, how we support and how we have challenged.
- ☐ We knew the areas for improvement for the school and the area of collaboration and scrutiny from the Trust. The scrutiny from the HIP is also very important. We challenge the HT about staff wellbeing and ensuring it is reasonable.
- ☐ Talking about the Trust, we have had our ups and downs and it has improved massively as a result of better communication and being able to advocate for the school.
- ☐ SEND, there were lots of questions around the area. We explained the roles at present and how the feedback from the schools has led to a change in the way SEND is supported across



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the three schools. The COO has been very helpful with managing budget and supporting with the CIF bids. The work would not have been completed if we weren't part of a Trust.

- ☐ The HT explained that the £2.5 million in capital bids has been won as a result of the expertise and knowledge of the bigger issues which the schools benefit from.
- ☐ We explained about how well we had done during the pandemic she explained that the children are entitled to that support.
- ☐ Make sure you have read your HT reports, make sure you understand your SEF and the gradings.

G: Have the governors been asked to review the SEF?

HT: We are updating at the moment but I will share for governors to review via Governor Hub.

HT

G: Thank you for the summary, how did you make it seem authentic?

BFS Chair: Our linked governors discussed their area and answered their questions. The inspector made it clear that it was a conversation. We had the opportunity to say everything we wanted to say. We were able to say where things hadn't work as well as we wanted them to. We had the HFL maths and we have moved to White Rose because HFL did not support the needs of the school. Read, Write Inc was expensive to set up but showed rewards. The nurture department was working well for the school but the need has changed and the school has adapted. You need to know your school.

- ☐ She asked about how we knew parent and staff views and we explained about the surveys, open door policy and staff council.
- ☐ Being in the Trust is a positive for the schools and the children.

The governors thanked Lesly for her time and support.

Lesly Adams left the meeting at 7.25pm

*Documentation in place to support the governors understanding of the school was discussed.
Governors were asked to update the live versions once the HT has shared*

HT/ All governors

9. Review and update School Plan

Attendance

The HT explained that the school will not reach its target of 94 to 95% attendance as a result of the absence from Covid and the increase in holidays in term time as a result. The school has issued one fine to parents already and is supporting families in any way they can to ensure children are in school. A letter has been sent to all parents reminding them of the need for children to be in school and the impact on learning of absence. Debbie Massey has been appointed Attendance Champion.

Parental engagement

There is a parent hub which has been utilised for parents of children with SEND. There needs to be sessions arranged for the wider school community. There has been really helpful feedback from parents around the parents evenings and how to support families to know their teacher, particularly in the older year groups. Governors discussed parental engagement and involving them in the opportunities available for children.



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Governors discussed the use of Governor Hub and improving the questions which are asked ahead of the meeting. The HT explained that it would be helpful to know that governors are reading documents ahead of the meeting.

All governors

Governors discussed communication from the Trustees and felt that there needs to be a clear route. The clerk was asked to confirm with Trustees whether it should be through the Chairs meeting or the assigned Trustee. The clerk will pass onto the CEO/ COO

Clerk

ADDITIONAL INFORMATION ADDED AFTER THE MEETING

The following message was posted by Trust Clerk on the GovernorHub noticeboard for [Cherry Tree Primary School](#):

Hello,

I have checked about the best way to ensure any issues picked up at governor visit level are reviewed. Can you please ensure that any questions you have from your visits are highlighted for the HT and chair to try to resolve initially and if that is not possible the chair can bring questions to the termly Chairs meeting?

10. Finance report – budget review

Governors discussed the pupil numbers and how to support parents thorough increased wrap around care. The HT has also made governors aware that parents are not aware the school is here.

Governors have asked for promotional events to be discussed at the Governor Day

HT/ Governor Day

Governors asked for the Marketing Manager to give an update in the Autumn term

Clerk

G: Why is the Marketing manager not dealing with it and we are discussing creating a thread for marketing the school?

HT: We have local knowledge but they should be marketing the school for us.

G: How are lettings progressing?

SBO: There are summer camps running from the school in the summer holidays for three weeks. There is also a week letting for the football pitches. The lettings are increasing over time. I find it difficult if they just want two hours over the weekend as we have to ask the premises manager to come into school which increases the cost associated.

G: Can there be a review of capacity and packages to support lettings?

HT: The Marketing manager has started this as a piece of work but we haven't heard the outcomes and we aren't sure if the prices have been created. They need to let us know what to do and then we will have answers for any potential hirers.



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G: Should the Marketing manager be organising the lettings pricing etc and the marketing of the school?

HT: Yes, it would help as the school is not visible to the community.

G: The sign is not clear on the A41 for the school and that is the only way to see the school.

G: The updated Ofsted reports are the most important thing to attract parents.

G: The extra curricular activities need to be marketed better. We need to ensure that anyone looking can see everything we do.

G: Why hasn't it been fixed so we can review the school on Google? Also why aren't we the top when searched?

SBM: The marketing manager is meant to be addressing.

G: The school twitter account is updated regularly and the website is very positive.

There has been a lot of positive feedback from parents and the HT explained she is carrying out lots of tours of the school. The parents are aware this is a safe and exciting environment for children.

11. Headteacher report

a) Safeguarding

- i. *Termly report completed by the HT and safeguarding governor – to be arranged*
Craig Carter/ Emily Sheppard/ HT
- ii. Any Safeguarding issues to discuss – no concerns to be raised.

b) Health and safety

- i. *Summer termly H & S audit to be completed by the HT and site manager and reviewed by the LGC – to be scheduled*
HT
- ii. Any H&S issues to discuss – no issues raised.

c) HIP visit feedback and progress against actions

The HT will upload the report to Governor Hub

HT

There has been a maths deep dive to review provision. Ensuring the staff are reaching every child in every lesson through quality first teaching is a key area for development. The subject lead explained that this is already improving from the feedback and CPD which has taken place as a result.

G: Will there be an update on the common trends for each area?

HT: It would be helpful and I will put together for Governor Day

HT/ Governors Day

d) Equality, Diversity and Inclusion

A presentation will take place at the Governor Day to show the feedback from the staff survey.

HT/ Governors Day

8.27pm Marie left the meeting



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e) Golden Volunteers portal (*from matters arising*)

Watford and Three Rivers Trust are going to have a Hub for volunteers in the local area and the school needs to decide whether they would like to be part of the programme.

G: Are the volunteers vetted?

Chair: No we would need to complete our own safeguarding.

HT: The school would need to think about the workload and who will be managing.

The HT will review further and report back at the next meeting

HT

12. Governor visit reports

Area	Governor	Update
Curriculum School Improvement	Jo Ball/ Carmel Old	To be completed before the end of term
Environmental governor/ H&S	Craig Carter	To be completed before the end of term
EYFS	Emily Sheppard	To be completed before the end of term
Inclusion/ SEND Nurture Award governor Pupil Premium	Mark Scoulding	Booked for: Pupil Premium 09/06 Nurture 14/06 SEND 22/06
Modern Foreign Languages Sports premium	Chris Rogers	To be completed before the end of term
Safeguarding/ Children Looked After	Emily Sheppard/ Craig Carter	To be completed before the end of term

Jo Ball/ Carmel Old/ Craig Carter/ Emily Sheppard/ Chris Rogers

13. Policy tracker review and policies due

a) Trust policies approved and available via Governor Hub policies folder

b) School policies

CTS – Behaviour policy

The behaviour policy has been updated and was reviewed and approved by governors for use until the 30th June 2025.

The HT will upload the policy to Every and send the finalised policy in pdf format to the clerk to update on the website and Governor Hub.



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HT/ Clerk

CTS – Equality statement including accessibility plan

The Equality statement including accessibility plan has been updated and was reviewed and approved by governors for use until the 28th June 2023.

The HT will upload the policy to Every and send the finalised policy in pdf format to the clerk to update on the website and Governor Hub.

HT/ Clerk

The following policies were approved for use by governors

CTS – Behaviour, Equality statement including accessibility plan – The HT will upload the approved policies to Governor Hub, the website and Every Compliance tracker

HT

14. Training

a) Ideas/requests for future sessions - Nothing requested

b) Governor training booked /to be booked/ completed

Training required Online Via Modern Governor

- 🔗 Introduction to governance one [Link here](#) and two [Link here](#)
- 🔗 Prevent [Link to Modern Governor](#)
- 🔗 An introduction to safeguarding and child protection [Link to Modern Governor Course](#)
- 🔗 Safeguarding and school governance [Link to Modern Governor course](#)

Training required in person to be booked online Via Governor Hub

- 🔗 Handling Academy Complaints [Link to book with HFL](#)
- 🔗 Exclusions [Link to book with HFL](#)

Training completed since last meeting

Emma Hill

Behaviour & Race Equality and Anti-Racism Briefing

28 Apr 2022

Emma Penfold

Behaviour & Race Equality and Anti-Racism Briefing

28 Apr 2022

Mark Scoulding

Exclusions

10 Feb 2022

Emily Sheppard

Safeguarding children

17 Feb 2022

Finance training with the Trust

March 2022



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Gemma Williamson

Modern Governor - Disciplinary Panel

28 Feb 2022

Training booked:

Jo Ball

Handling School Complaints

14 Jun 2022

Craig Carter

Handling Academy Complaints

22 Nov 2022

Carmel Old

Handling Academy Complaints

5 Jul 2022

Emily Sheppard

Handling Academy Complaints

5 Jul 2022

Training to be completed:

Carmel Old

- 📄 Introduction to governance two [Link here](#)

Chris Rogers

- 📄 An introduction to safeguarding and child protection [Link to Modern Governor Course](#)
- 📄 Prevent [Link to Modern Governor](#)
- 📄 Handling Academy Complaints [Link to book with HFL](#)

Mark Scoulding

- 📄 Introduction to governance two [Link here](#)
- 📄 Prevent [Link to Modern Governor](#)
- 📄 An introduction to safeguarding and child protection [Link to Modern Governor Course](#)
- 📄 Safeguarding and school governance [Link to Modern Governor course](#)

Gemma Williamson

- 📄 Exclusions [Link to book with HFL](#)

15. Clerks update – Distributed via Governor Hub

- 📄 [KCSIE 2022 update](#)
- 📄 Webinar – Schools white paper – Better governor webinar [Click here](#)/ HFL blog [Click here](#)



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16. Any other business

None requested at the beginning of the meeting

17. Future Dates (See supporting sheet)

Date	Start	Meeting
Thu 22 Sep 2022	19:00	Local Governing Committee – apologies sent by Emily Sheppard
Thu 10 Nov 2022	19:00	Local Governing Committee
Thu 8 Dec 2022	19:00	Trust AGM
Thu 9 Feb 2023	19:00	Local Governing Committee
Thu 8 Jun 2023	19:00	Local Governing Committee
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day

The meeting ended at 9pm

4.	Matters arising from 03.02.22
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Action	Update/ notes/ agenda item to be covered under
<p>Item 5 G: <i>Can the links to the new website be put in the newsletter to follow?</i> <i>The HT will action.</i></p> <p style="text-align: right;">HT</p>	Completed
<p>Item 6: <i>EH will arrange a 'Parents passions' session and feedback to governors.</i></p> <p style="text-align: right;">EH</p>	To be actioned next year
<p>Item 8: <i>Emma Penfold offered to take on the role of buddy/mentor for the new support staff governor</i></p> <p style="text-align: right;">HT/ Emma Penfold</p>	Agenda item 7
<p>Item 8: <i>Clerk to request a governor meeting across the three schools to discuss best practice and how to govern</i></p>	Governor Day
	Agenda item 7



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<p style="text-align: right;">Clerk (Trust)</p> <p><i>Item 8: Governance social – date to be arranged by Emily Sheppard.</i></p> <p style="text-align: right;">Emily Sheppard</p> <p><i>Item 8: Cheska and Emma will reflect on what they would find productive would be helpful and let governors know if they can help in any way.</i></p> <p style="text-align: right;">HT</p> <p><i>Item 8: Nursery provision – two year old places (from matters arising)</i></p> <p style="text-align: right;">Carry forward</p> <p><i>Item 12: Equality policy</i></p> <p><i>The policy is in the final review before being sent to governors. The governors approved the policy being sent via Governor Hub with seven days for governors to approve and comment.</i></p> <p style="text-align: right;">HT/ All governors</p> <p><i>Item 13: Trust training for all governors:</i></p> <p><i>24th February 2022 at 6pm via Zoom – Income from grants</i></p> <p><i>27th April 2022 at 6pm via Zoom - Finance</i></p> <p style="text-align: right;">All governors</p> <p><i>Item 15: Golden volunteers portal to be reviewed. Could support with community engagement through the portal – agenda item</i></p> <p style="text-align: right;">Clerk (agenda)</p>	<p>Completed</p> <p>Agenda item 7</p> <p>Agenda item 12</p> <p>Completed</p> <p>Agenda item 8</p>
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