



## Learning together; learning for life

### CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING THURSDAY 10<sup>th</sup> November 2022 at 7pm via zoom

Name	Governor Type	Attended
Jo Ball	Co-opted governor	Attended
Craig Carter	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Jade Hoare	Staff (Support) Governor	Apologies
Carmel Old	Co-opted governor	Apologies
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
<b>In attendance</b>		
Emma Hibberd	Assistant HT	Attended
Vicky Carrack	SENCo	Attended
Jane Sibbit	Reading – lower KS2	Attended
Katy Wolstencroft	Maths – KS1	Attended
Emma Birdsall	Phonics	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 7.01pm

**Action**



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### 1. Welcome, apologies and consent

- The meeting was quorate.
- Apologies were sent by Carmel Old as she is currently on maternity leave and Jade Hoare.
- Gemma Williamson has resigned as a governor. Governors thanked her for her contribution to the governing body and wished her well with everything in the future.
- *Mark Scoulding was recommended as Chair by the Committee and the Trustees will be asked to approve the appointment.*

**Clerk (Trust agenda)**

- *There will need to be recruitment of a co-opted governor. The Chair and HT will advertise the role*

**Chair/ HT**

- Roles allocated at the meeting and updated on Governor Hub:  
Vice chair – Jo Ball  
People strategy – Chris Rogers  
Leadership appraisal – Mark Scoulding

### 2. Notification of any other business

There was no notification of any other business declared.

### 3. Conflict of interest with agenda items to be declared

There were no conflicts of interest declared.

### 4. Minutes of the last meeting (20.09.22) and matters arising

The minutes were approved by governors and will be signed by the chair via governor hub. All matters arising were agenda items or completed

### 5. Communication from the Trust

- a) Information and documentation from the Trust
  - i. Trustees' minutes
  - ii. Risk Register [available on Governor Hub](#)

### 6. SENCo, English and maths presentation

Distributed prior to the meeting and taken as read: Annual SEND report to governors CTS June 22, Maths 10.11.22, Phonics governors slides, SEND benchmarking and planning tool CTS 2022, Writing governors ppt

Emma Penfold – Writing – presentation shared at the meeting.

- The teachers are using 'Hooks' for writing to increase engagement and make it memorable for children alongside the author process where children see themselves as authors.
- The classes are also publishing their work

**G: What are the aims for this year?**



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EP: We are embedding and looking at intervention groups and how it is being taught in classrooms.

G: Has the use of hooks already had an impact on outcomes?

EP: The staff and pupil voice is more positive as a result but it is not showing in data as yet.

G: Can you give us examples of why it is having an impact?

EP: The children know why they are writing and what they are writing about because they remember it. It doesn't have to be about writing initially. They can carry out an activity which is used as the hook for writing later. They are then immersed in the experience.

Jane Sibbit – Reading lower KS2 – presentation shared at the meeting

- How we achieve the curriculum intent is key.
- We provide an environment where pupils can ask questions to support understanding and teachers ask questions to assess and evaluate. There has been a year of whole class reading at the beginning of the day which is helping with a calm start, attendance and achievement. Year 1 have reading groups which work around Little Wandle. It allows for targeted reading.
- We want to ensure they are gaining skills and a love of reading.
- The reading lesson books aren't linked to the lessons. Ofsted discussed with us how we ensure we have a range of authors and texts. We were able to confidently explain it is discrete teaching based on the children's needs.
- There are shared reading lessons for children who require additional support. There are six children per group.
- There has been a library revamp and £3350 has been spent on texts through charitable grants. There is further funding which we hope will allow for the libraries growth.
- Through the texts we support the connections through literature. There is a rich learning environment.

7.31pm Craig Carter joined the meeting.

- Learning through literature allows pupils to empathise and connect with other people and places. We have 60% EAL so it opens up language.  
HT: Reading has considerably changed over the last few years led by Jane and it was acknowledged in the Ofsted report that the teachers have encouraged and nurtured the love for reading. Almost £20,000 was spent last year on reading and English. Vocabulary is key. Anne Fisher, TA, has also helped enormously to raise the profile within the school. We are very proud of the work completed.
- We also have authors come in regularly for all age groups which has had a real impact. The children are inspired by meeting them.

G: That is amazing work, has it supported the home-school reading as well?

JS: Yes, we have encouraged the children to use the reading records as a reading diary. This is encouraging parents to see what children are doing. We also have a large amount of dual language books which can be shared with families. The book fairs also engage parents and we send information home when authors visit the school.

Parent G: There is a real love of books evident in the children and parents are very grateful for the work the school is carrying out.

G: What is a whole class reading session like?

JS: there are sets of books for a year group so they are one between two. We also have reading rulers so they can follow the text. We work on a two week basis including the teacher



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reading, echo reading etc. We look at vocabulary, inference, author intent and then at the end of the two weeks we work with children where they may need more assistance. This allows for differentiation. The children mark their own work and then there is discussion. There is 10 minutes reading, 15 minutes answering and then 5 minutes discussion. It would be good to see governors in the sessions.

G: Are there opportunities for teachers to read to children in a class?

JS: Every class has a class read which is read to them by the teacher. There is no testing or questions it is just to enjoy reading.

G: As the pupils are so diverse, do you find texts that belong to other cultures? Are there Romanian books which are translated into English for example?

JS: That is definitely something we could look into. We have funded EDI books from the Trust and we have expanded the offer for EDI. Having stories from other countries would be interesting. We can ask parents if there are stories they would recommend.

Jane

HT: There has been a lot of work at LHS and the book list for EDI have been shared to support the schools purchases.

Jo Ball: The LHS developed their own thinking around EDI and the communities experiences. It has built a culture of bravery and we have embedded representation throughout our curriculum. We have particularly looked at language and its impact particularly in maths and geography. Some of the families heritage has been negatively impacted by the version of history which is taught. It is early days but we are working towards representation.

G: I attended the LHS Harvest Festival and there were so many different languages spoken. It was lovely to see the inclusion.

7.47pm Emma Hibberd – new AHT left the meeting

Katy Wolstencroft – Maths KS1

- The children love maths at CTS. We have brought resources and manipulatives which are having a real impact. We are continuing to purchase more resources for the whole school. Examples of children working were shown to governors.
- Children collaborate to solve problems which is really important for them. They have real fun.
- Fluency – every afternoon across the school we look at learning facts. The children have books where they can practice. This is being introduced to year one and reception. They use counting practice and real life discussion instead.
- The Timetables Rock stars app is used for number facts and there have been competitions within the Trust. There has been a real high turn out which is really good. The younger children are also using Numbots.
- We are reviewing methods to ensure there is consistency. The home-school link needs to be clear. The maths curriculum needs to be developed further to ensure that children continue to enjoy maths and their abilities.

HT: Ofsted were very complementary about the maths in the school. Katy was very confident in her discussion with them which was fantastic to see.

Emma Birdsall – Phonics

- The DFE asked the school to choose a validated phonics scheme.
- The school has reviewed packages on offer and visited other schools to see it in practice. The staff chose Little Wandle as they felt it would be the most appropriate for the children in the school. It is a phonics and reading scheme.



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- There are daily reading sessions in Reception, Year 1,2 and 3. They have guided reading sessions. The books are then taken home
- The letter and sounds scheme is still followed but it allows for consistency. Consistency had been an area for development and this scheme has supported staff and children's language. The year 5 /6 TA comes to reading sessions in the lower years to ensure there is consistency in school for example.
- The school only uses Little Wandle books and parents are happy with it.
- We have had a parent session which was well attended.
- The school has just started to carry out assessments with the children using Little Wandle. It allows the staff to identify next steps quickly. There are also intention books for children with urgent need to ensure they are ready to start blending.
- The hardest thing is when there are lots of new children who have no knowledge of any phonics as they have just arrived in the country and so we have a specialist TA who is supporting them. HT: This was thoroughly considered before the school purchased the package especially as the other two schools use Read, Write Inc. However, this is the package that is appropriate to the school. Staff are confident in leading on this and there has been a lot of preparation work to support staff. Children joining the school late do add to teachers work load but there is a plan in place now to integrate children.

G: This sounds fantastic and the parents are very pleased with them.

G: Can we make sure if parents are buying items on amazon they are using Amazon Smile?

HT: We will ensure that parents are reminded.

HT

G: The whole school community is able to take home new books which shows the investment and importance we put on reading.

The HT and governors thanked the staff for their help.

8.09pm staff left the meeting.

Vicky – SENCo

The HT thanked Vicky for her phenomenal start at the school. This is a new role and Vicky is working very well and meeting a real need within the school. She has a real understanding of the school and helps with the training, advice and one to one support within the school.

VC explained it has been lovely to get to know the children and their families. She works closely with the Trust SENCo and has been working to arrange external support. She has attended Fireflies the SEND group which takes place once a week. There are starting to be referrals for children and she has spoken to parents at the parents evening which was very positive. She has also attended the SEND coffee morning.

G: Can you please explain the different roles in the Trust?

VC: There is a SENCo based in each school who is responsible for teaching and learning, I manage resources and the two SEND TA's. I manage the advisors coming into the school. Then a Trust SENCo who is in charge of EHCP's and applying for them/ referrals.

G: How are we ensuring children are being integrated into class rather than staying in the Hub?



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VC: Ofsted were pleased with the support in place. The children are spending the majority of time in their class and then they may go to the Hub for a social group rather than a lesson.

G: Has their engagement increased in class? Has there been a measurable change?

VC: One or two have made a large improvement and there has been a real increase in engagement in learning.

HT: There has been a measurable impact for children in accessing their education. The whole team have supported children to access the classroom.

G: What has the impact been on other children and TA's of children being in class more?

VC: There has been no negative impact for them. Children are also able to access more school trips.

HT: The point of Fireflies originally was to ensure there was more collaborative working. Sometimes children in class are exposed to behaviour that we wouldn't ordinarily want them to see. We work to ensure children understand what it means to have additional needs at appropriate levels.

The HT explained the support which is offered in school and how the behaviour policy is utilised where appropriate and explained to children and parents.

G: It is good to hear that children have discussions around behaviour and the needs of other children.

VC: The children at CTS are really kind.

8.31pm Vicky left the meeting

### 7. Finance report

Distributed prior to the meeting and taken as read: Appendix 1(MA), Appendix 2 – budget comparison (November 2022)

The budget reforecast was explained to governors and the changes which have been made as a result of the increase in staff costs and energy bills. There will be a further reforecast in March 2023.

- The school is using an additional £47,000 from reserves. The income is approximately the same. The nursery numbers are increasing which is positive.
- The teachers pay increase has led to £7000 extra in expenditure. We had predicted an increase but it was higher.
- The Support staff pay increase has led to £17,500 extra which is above what was budgeted. There is also £29,000 in one to one pay which is offset by £24,000 SEND income.
- Energy expenditure – We have paid £20,000 previously but now we have £60,000 expenditure after the energy relief from the government.
- The gate project now will not go ahead to try and cover some of the extra expenditure.

G: Will there be any impact in the interest rates?

SBO: We get £3 per month interest at the moment. There were no real projects we could remove and so this year will be tough.

G: What pay scales do the Trust use?

SBO: The Trust uses HCC pay scales and we are inline

G: Could we check whether we are above the national real minimum wage?

The Chair will take to the Chairs meeting to check

Chair

G: The issue for the trust is that there has been no additional grant from the DFE in line with pay increases so any additional pay will take further funds away from children.



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Governors had a lengthy discussion around the budget implications. The budget has been stripped back to try and cover the costs. Next would be to remove support staff from the school which would be really concerning. There is a real fear around the retention of good staff. There are conversations taking place in school. Governors were confident that the schools are making as much effort as possible and managing robustly.

*8.53pm Marie left the meeting*

### **8. Chairs update**

#### **a) Termly Chairs meeting report**

- Succession planning needs to be in place for the boards across the Trust. Governors need to consider for the future
- Finance reforecast and budget pressures – falling numbers, increasing staffing costs and increasing energy costs have meant the budget has had to be reforecast. The three year plan shows that the schools need to be careful this year and then the situation should improve.
- The CEO has confirmed that there are no new schools being built in the vicinity in the near future, however, new builds have to include a possible school.
- SDP is an internal working document therefore no need to be published on the school website.
- BIG DISCUSSION around 'tutoring' for the secondary entrance exam. This will be discussed at the next Trust meeting but the Executive believe that they should remain in line with agreement of the consortium.
- Staff 'award' scheme – could staff be rewarded in a non-monetary way? It was explained there is already flexibility around leave of absence, the private health care plan - access to counselling and online doctors, lunch for a £1, and HR newsletters for staff.
- Training was supposed to be online and it will be wherever possible in future – the next session is on EDI at CTS on 15th November at 7pm as the trainer would like everyone in the room and then they will be online hopefully.
- There will be a pay 'benchmarking' working party which was requested by the Chairs
- New performance appraisal format after feedback from staff. The People Strategy group has supported the creation of a more 'supportive' and forward looking appraisal process which puts career progression and discussion regarding CPD at the centre of the process.

### **9. Headteacher report**

Distributed prior to the meeting and taken as read: CTS Headteacher report Nov 22, Annual H&S Nov 22

Pupil numbers:

This is key at present, with the current budget restrictions. There have been lots of tours for parents which has been a real positive. There are lots of children coming over from local schools. Since the census number of 394 we now have 401 children. Parents are being really positive and the good Ofsted result is having an impact alongside social media and marketing. There will only be 19 spaces. (£66,000).





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The nursery now has 24 on roll and there will be another 10 joining in January and 10 in April.

G: Will the numbers reduce at the end of the year?

HT: We are carrying out tours and we are happy that we are attracting people at present. The Mothercare flats are also being completed soon and hopefully have some families. There are tours being booked at present for nursery and reception. BFS are sending families to CTS for the nursery.

### 10. Stakeholder engagement

- a) Feedback from Edurio surveys for parents and pupils
- b) Feedback from Staff exit interviews

*Action for next meeting*

**Clerk (Agenda)**

### 11. Review and update School Plan/ discuss targets in light of recent Ofsted visit

*To be circulated once completed*

**HT/ Clerk (Agenda)**

### 12. Policy tracker review and policies due

- a) Trust policies approved and available via Governor Hub policies folder
- b) School policies

Approved for use by governors:

- i. Collective Act of worship until Nov 24
- ii. Home learning until Nov 24
- iii. Home School agreement until Nov 24
- iv. Feedback policy until Nov 23
- v. *Health and safety until Oct 23*

G: Lock down drill, will it be included in the lock down procedure?

HT: I will add in.

*The HT will add all updated policies to Every for appropriate distribution to staff*

**HT**

**HT**

### 13. Training

- a) Trust governance training dates to be added to calendars

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training – EDI at CTS at 7pm
Tue 28 Feb 2023	19:00	Trust Governance Training
Tue 13 Jun 2023	19:00	Trust Governance Training

- b) Ideas/requests for future sessions – None requested





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- c) Governor training booked /to be booked/ completed – [Training Spreadsheet](#) to be reviewed  
**All governors**
- d) **All staff and governors are required** to undertake Cybersecurity training for school staff as part of our cyber cover conditions. The training video lasts approximately 37 minutes, you can do this anywhere and anytime, when it is convenient for you. [NSCS Cyber Security training - YouTube](#)

*The following governors were asked to complete by the 15<sup>th</sup> November 2022 and make the clerk aware: Carmel Old, Mark Scoulding and Emily Sheppard*

**Carmel Old, Mark Scoulding and Emily Sheppard**

### 14. Governor monitoring report

Visits completed:

Facilities – Craig Carter – completed 4.11.22

Visits to be booked:

Curriculum – Jo Ball/ Carmel Old

EDI – Mark Scoulding

Finance – Jo Ball

Grant funding – Chris Rogers

Leadership appraisal – Mark Scoulding

People strategy – Chris Rogers

Safeguarding – Emily Sheppard

Sustainability – Craig Carter

**All governors**

### 15. Clerks update – Distributed via Governor Hub

### 16. Any other business

None requested at the beginning of the meeting.

Governors thanked the staff for coming to present.

### 17. Items to be sent to Trust/ LABs

Appointment of Mark Scoulding as Chair of the Committee

### 18. Future Dates

Date	Start	Meeting
Tue 15 Nov 2022	19:00	Trust Governance Training
Thu 8 Dec 2022	18:00	Trust AGM at LHS



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Thu 9 Feb 2023	19:00	Local Governing Committee - online
Tue 28 Feb 2023	19:00	Trust Governance Training
Thu 8 Jun 2023	19:00	Local Governing Committee
Tue 13 Jun 2023	19:00	Trust Governance Training
Fri 7 Jul 2023	All day	Local Governing Committee - Governor day

Meeting ended 9.17pm

### Appendix A: Matters arising and outcome

4.	Matters arising from 22.09.22
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Action	Update/ notes/ agenda item to be covered under
<p>The Chair will pass on at the Chairs meeting that the LA is building a new school in the Estate near CTS.</p> <p style="text-align: right;"><b>Mark Scoulding</b></p> <p>The internal record of the inspectors feedback will be sent to the governors to review.</p> <p style="text-align: right;"><b>HT</b></p> <p>The Chair or Mark Scoulding will send a letter of thanks to the staff for their work and the result from Ofsted.</p> <p style="text-align: right;"><b>Chair/ Mark Scoulding</b></p> <p>Succession planning was discussed and how this could be considered for future proofing the governing body. This will continue to be an agenda item for the Trust at all levels.</p> <p style="text-align: right;"><b>Clerk (Agenda)</b></p> <p>The clerk will send all relevant governor visit information to governors shortly</p> <p style="text-align: right;"><b>Clerk</b></p> <p>The HT will present on procedures for safeguarding children next meeting as part of the HT report.</p> <p style="text-align: right;"><b>HT</b></p> <p>G: LHS has added some scripts around protected characterists which can be used with children. It should be a positive supportive tool and we can share that with you.</p> <p style="text-align: right;"><b>Jo Ball</b></p> <p>Greater representations document added to Governor Hub for governor review</p> <p style="text-align: right;"><b>CEO</b></p> <p>The wrong version of the Schools Lettings policy is on the school website. The SBO will update</p> <p style="text-align: right;"><b>SBO</b></p> <p>Annual Safeguarding report completed by the HT and safeguarding governor – being completed</p> <p style="text-align: right;"><b>Clerk (Agenda)</b></p> <p>Clerk to distribute attendance guidance via Governor Hub</p>	<p><b>Agenda item 7</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Agenda item 7</b></p> <p><b>Completed</b></p> <p><b>Agenda item 9</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Agenda item 9</b></p>



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<p><b>Clerk</b></p> <p>Parent survey - The HT explained that she would like to get more results on parents evening. She will talk to the other HT's to see whether the date could be delayed for submission.</p>	<p><b>Completed</b></p>
<p><b>HT</b></p> <p>Staff exit interviews – available on Governor Hub. Staff did not request exit surveys. The Chair will ask for a review of the staff exit interview procedure at the Chairs meeting as the uptake was very low this year. It could be reviewed at the next Peoples Strategy meeting</p>	<p><b>Agenda item 10</b></p>
<p><b>Chair</b></p> <p>The objectives were discussed following the Ofsted visit. Governors would like to review at the next meeting when more governors are present.</p>	<p><b>Agenda item 7</b></p>
<p><b>Clerk (Agenda)</b></p> <p>The HT also explained that for next year it would be helpful to have the plan run with the academic year. This would require the Trust plan to be in place ahead of the academic year. The Chair will bring to the next chairs meeting.</p>	<p><b>Agenda item 11</b></p>
<p><b>Chair</b></p> <p>Approved for use for one year, until September 2023 - Business continuity plan – Oct 22 – <a href="#">Emergency Plan September 2022.pdf</a> Clerk to upload the Business continuity plan to Every</p>	<p><b>Agenda item 7</b></p>
<p><b>Clerk</b></p> <p>To be reviewed at the 10<sup>th</sup> November 2022 meeting: Collective Art of worship – Nov 22 Home learning and Home learning agreement – Nov 22 Health and safety - Nov 22 Marking, Feedback and presentation policy – Dec 22</p>	<p><b>Completed</b></p>
<p><b>Clerk (Agenda)</b></p> <p>The clerk has created a training spreadsheet which lays out the courses to be completed by governors and trustees. This will be distributed by the end of September so that governors can ensure all training is in place.</p>	<p><b>Agenda item 12</b></p>
<p><b>Clerk/ All governors</b></p>	<p><b>Agenda item 13</b></p>



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### Appendix B: Discussion via Governor Hub

**Gemma Williamson**

Good afternoon all,

I have made the hard decision to stand down as Chair of Governors. I have a lot personally and professionally on at the moment and am not able to give the school the time it needs. It is important to me that Cheska, children and staff have someone who can be on hand to support and be available when required and at this current time that is not what I can offer. It has been great working with all of you over the past few years and Ofsted truly understood the hard work that staff and children put in every day to achieve the best outcomes.

I wish you all well in the future.

Regards

Gemma

**Chris Rogers**

Hi Gemma, thank you so much for your hard work, enthusiasm and positivity during your tenure. All this culminated in a successful ofsted visit. I wish you all the best going forward.

**Jo Ball**

We will miss you greatly Gemma - you have been a real inspiration and your knowledge has supported and strengthened the board. Thank you

**Mark Scoulding**

Hi Gemma - we will really miss your expertise and input. Thank you for all that you have done for the school! Wishing you and your family the very best for the future.

**Cheska Tyler**

Gemma, thank you so much for EVERYTHING. You will be greatly missed by the team at CTS but I am sure our paths will continue to cross.

### Item 6: SENCo, English and maths presentation

**Lizzie Butler**

Have a look at this:

[SEND Benchmark and Planning Tool Cherry Tree 2022.docx](#)

Dear All

The Benchmark and Planning Tool is completed annually (June). We submit our response data to DSPL 9 which is then collated across Hertfordshire. This is then used to inform our action plan for the coming year. Our focus for 2022 - 2023 is the following:

- to continue to improve provision mapping to record the impact of interventions
- support plans are high quality and show the needs of the child with clear provisions and support and reflect that the teaching (in class and interventions) is personalised and responsive
- to continue to embed the graduated approach demonstrating active participation of teachers, children and their families thus leading to good progress and outcomes. (APDR)  
APDR is central to shaping our SEND provision for our pupils. Improving the quality of support plans and ensuring that they are a working document shared regularly with parents and carers is a key focus. As part of the monitoring cycle, best practice is being able to take a support plan and seeing it reflected in classroom practice, in pupil voice and in the child's books. Please let me know if you have any questions.



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### **Lizzie Butler**

Have a look at this:

[Annual SEND Report to Governors CT June 2022.docx](#)

Dear All,

Here is the SEND report to Governors for the academic year 2021 to 2022. This has already been shared and discussed with the SEND Governor in the Summer Term.

I welcome any comments or questions. Please can I ask that you direct them to me as this references last academic year. I will reply to them on this forum on behalf of Michelle Connell and myself.

Much appreciated,

Lizzie

### **Item 9: Headteacher report**

### **Cheska Tyler**

Have a look at this:

[Annual H&S Nov 22.pdf](#)

A couple of things for us to update and check but please find the annual H&S audit completed this afternoon by myself, Craig and Cephas.

### **Cheska Tyler**

Have a look at this:

[CTS Headteachers Report Nov 22.docx](#)

Please see the HTs report. Please write comments below in advance of the meeting. As always, please try to give me time to respond to comments before the meeting.

Finance appendices are in the finance folder for reference.

Thank you.

### **Mark Scoulding**

Hi Cheska,

Thank you for another comprehensive report. We're appreciate the work that staff put into this.

A couple of question from me:

\*Ofsted stressed the importance of tackling persistent absence. It's good to see the steps that are being taken to reduce absence generally, but I would be grateful if you could talk us through the strategy to address persistent absence specifically. Do you have baseline data so that evaluations can be made in future? What is best practice according to the research and sector? Are you trailing any novel approached? Are there demographic factors to consider? How is the pastoral team balancing the additional workload? Perhaps we could have a presentation/discussion on this at a future LGC meeting?

\*Could you update us on the school parliament? Will new school leaders be elected? In the past we have spoken about strengthening pupil voice on the LGC. Is this still on the radar?

Thanks so much.

### **Emma Hibberd**

Hi Mark,



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All of the classes have now elected a representative for our Children's Parliament. We are also in the process of electing new school leaders from year 6. The Year 6 children were tasked with writing their manifesto over the half term they will be presenting these to the SLT on Monday 14th November as part of National Parliament week. The rest of the school will then vote for who they would like to become the school leaders throughout the week. Once all of the representatives have been elected we will have our first meeting to discuss what the children would like to work on this year. We have got some exciting ideas in the pipeline including relaunching our House Point system and organising a visit to the Houses of Parliament.

In regards to your question about attendance, I meet fortnightly with Sandra O'Keefe and Debbie Massey to monitor the data across the school. Letters are sent to persistent absentees, if there is no improvement after the first letter this is then escalated to a further letter and the parents are invited in for meeting with the attendance team. It will take time for us to see the impact these systems have made but we have already seen an improvement in some children's attendance after the first letter.

I hope this helps to answer your questions.

Emma

**Mark Scoulding**

Hi Emma,

Thanks so much for all of this helpful information.

It's fantastic to hear about the elections for Children's Parliament and School Leaders. There are so many learning opportunities for pupils, and these initiatives are certain to help pupils build a sense of ownership and belonging.

I think the governors would value a more in-depth conversation about persistent absence. The team is clearly investing a lot of effort and it sounds like this is having a positive impact. For me, I would like to understand more about best practice, influencing factors and - possibly - learning from other schools in the Trust.

Looking forward to seeing everyone on Zoom on Thursday.

### **Item 12: Policy tracker review and policies due**

**Cheska Tyler**

Have a look at this:

[FEEDBACK POLICY 22-23.pdf](#)

For review before our meeting next week. Thank you.

**Cheska Tyler**

Have a look at this:

[HEALTH & SAFETY POLICY 22-23.pdf](#)

For review before our meeting next week. Thank you.

**Cheska Tyler**

To clarify. Each school holds a H&S Appendix which is what is attached. This is specific to each school and follows on from the Trust Health and Safety Policy. This has recently passed through the Trust and is also uploaded in to our documents folder for your reference.

**Cheska Tyler**

Have a look at this:

[HOME SCHOOL AGREEMENT 22=23.pdf](#)

For review before our meeting next week. Thank you.



## Learning together; learning for life

### **Carmel Old**

Looks good. I'm not sure if it would be appropriate or not but wondered whether it was worth putting something about sleep/ bedtimes in the parent section?

### **Cheska Tyler**

Have a look at this:

[HOME LEARNING POLICY 22-23.pdf](#)

For review before our meeting next week. Thank you.

### **Cheska Tyler**

Have a look at this:

[COLLECTIVE WORSHIP POLICY 22-23.pdf](#)

For review before our meeting next week. Thank you.

### **Item 13: Training**

#### **Emma Lad**

Have a look at this:

[Training - governor/trustee spreadsheet](#)

Hello,

Please can you make me aware of any training you have completed inline with the Training spreadsheet so that I can update your record

Have a good half term

Emma

#### **Emma Lad**

#### **Action required ASAP**

Good afternoon,

We are **all required** to undertake Cybersecurity training for school staff as part of our cyber cover conditions. The training video lasts approximately 37 minutes, you can do this anywhere and anytime, when it is convenient for you.

[NSCS Cyber Security training - YouTube](#)

**Can the following governors/trustees please complete the training as soon as possible and/or please let me know if already completed ([clerk@inclusivemat.co.uk](mailto:clerk@inclusivemat.co.uk))**

#### **CTS:**

Jo Ball

Craig Carter

Carmel Old

Mark Scoulding

Emily Sheppard

Gemma Williamson

Thank you

Emma

#### **Jo Ball**

Hi Emma,





## Learning together; learning for life

I have already completed this training

**Emma Lad**

Hi Jo, Can you let me know the approximate date you completed the training so I can add it to Governor Hub and the training spreadsheet?

Thank you

Emma

**Jo Ball**

I have just had a look and I have done this training twice 🎉 6th January 2022 as an SLT and then again on 20th April 2022 with the school staff team.

**Mark Scoulding**

Will get on to this at the end of the week - thanks

### Item 14: Governor monitoring report

**Emma Lad**

Hello All,

I hope you had a good weekend?

I have uploaded all the governor monitoring reports received to the folder here: [Monitoring visits reports](#).

Governors, you will be able to see the visits completed by your counterparts in other schools.

Trustees, you can see where governors have submitted their reports on allocated areas.

Please take time to review ahead of the governor meetings this week and bring any questions to the meeting.

Thank you for the time spent completing the visits and comprehensive reports it is greatly appreciated.

Emma

**Emma Lad**

Have a look at this:

[Governor Trustee monitoring roles with contact details 2022-23 CTS.xlsx](#)

Hello,

Here are the contact details for members of staff for your roles. Please can you make sure that you have booked your visit.

Have a good day

Emma