



CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING THURSDAY 22nd September 2022 at 7pm in the school

Name	Governor Type	Attended
Jo Ball	Co-opted governor	Attended
Craig Carter	Co-opted governor	Apologies
Emma Lad (Clerk)	Clerk	Attended
Jade Hoare	Staff (Support) Governor	Attended
Carmel Old	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
Chris Rogers	Parent governor	Apologies
Captain Mark Scoulding (Chair)	Co-opted governor	Attended
Emily Sheppard	Parent governor	Apologies
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova	Other	Attended
Gemma Williamson	Co-opted governor	Apologies
In attendance		
Elizabeth Leeman	Chair of Trustees	Attended
James Roach	CEO	Attended - remotely

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

1. Welcome, apologies and consent

- The meeting was quorate.
- The Chair of Trustees was welcomed to the meeting.





- Apologies were sent by Gemma Williamson. Mark Scoulding chaired the meeting.
- The Chair congratulated the school on their Ofsted report.

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.
- 4. Safeguarding Update from the CEO (James Roach) Safeguarding update 2022.pptx

Moved to later in the meeting.

5. Documentation to be read and approved via Governor Hub:

The clerk will notify governors once all documentation is available via Governor Hub

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety policy
- Code of conduct
- Whistleblowing policy
- Child protection policy
- Academies trust handbook 2022

6. Minutes of the last meeting (16.06.22) and matters arising – See appendix A

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

7. Communication from the Trust 7.25pm

- a) Information and documentation from the Trust
 - Trustees' minutes 16.03.22 available on Governor Hub i.
 - Trustees' minutes 07.07.22 available on Governor Hub ii.
 - iii. Risk Register available on Governor Hub

The Chair will pass on at the Chairs meeting that the LA is building a new school in the Estate near CTS.

Mark Scoulding

- b) Documentation for information
 - Local Governing Committee Terms of reference available on Governor Hub i.
 - Governance Framework available on Governor Hub

8. Propose any changes to admissions 2024/25 for the Trust Board





There were no changes proposed to admission arrangements.

9. Chairs update 7.30pm

a) Ofsted visit feedback

10226848 - Cherry Tree Primary - 145353 - Final PDF.pdf

The report has been finalised and the school is very happy with the outcome and report. It is such a short snapshot of everything they saw and the wonderful individual feedback for staff that it is slightly disappointing that it has not all been included in the report.

The internal record of the inspectors feedback will be sent to the governors to review.

HT

The HT explained it is becoming apparent people are not always aware the school is there. As a result, there will be increased advertising using the wording from the Ofsted report to raise the schools profile. The HT has spoken to the marketing manager regarding how best to present the information in the local press. A letter is also going to parents explaining the 'good' outcome.

Governors discussed the report and felt it reflected the good practice in the school and the journey it is on.

7.14pm Jade joined the meeting

The governors explained that in the feedback that the inspector said the leadership was inspirational and the curriculum was ambitious which reflects the work completed by Emma Hill. They thanked the HT for her impact since taking on the headship.

The HT expressed her thanks for all the teams work for the children and each other. The experience has really brought the team together.

The Chair or Mark Scoulding will send a letter of thanks to the staff for their work and the result from Ofsted.

Chair/ Mark Scoulding

b) Termly Chairs meeting report

Nothing to report at present.

c) Governors annual skills audit results

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.

Clerk (Agenda)

d) Governing body roles for 2022/23 allocation





The HT explained that this replicates the approach of curriculum leads within the school and works really well.

The Chair of Trustees explained that it is important to seek assurance that everyone is working to support the children through other means than the Executive Leadership Team. It is sensible to harmonise the core roles across the Trust to allow for information sharing and support. The Chair explained the system will be reviewed regularly to ensure it is working effectively for governors and trustees.

The clerk explained the expectation is:

First half of the term – Governor visit takes place in school or remotely and a report is submitted to the HT and clerk.

Second half of the term – The allocated governors and trustees meet remotely to review the reports and information share.

Trust linked roles
Safeguarding – Emily Sheppard
Estates – Craig Carter
Grant Funding – Chris Rogers
People Strategy including staff exit interviews – Gemma Williamson
Equality, Diversity and Inclusion – Mark Scoulding
Sustainability – Craig Carter
Finance – Jo Ball
Leadership Appraisal – Gemma Williamson/ Mark Scoulding
School specific roles:
Curriculum – Jo Ball/ Carmel Old

The clerk will send all relevant governor visit information to governors shortly

Clerk

7.30pm James Roach joined the meeting.

Safeguarding presentation from the CEO

- Safeguarding is everyone's responsibility
- Governors should receive appropriate training and updates to ensure that the organisations own safeguarding arrangements are robust.
- Procedures in school were discussed including the use of CPOMs as a recording system.
- Online safety support from the school including parent workshops, classes for children and ensuring they are safe users.



- The governors oversee safeguarding through termly reports, governor visits, Senior leadership review of safeguarding, external reviews, speaking to the children, training and policies and procedures in place.
- Key changes to KCSIE were explained and discussed.

The HT will present on procedures for safeguarding children next meeting as part of the HT report.

HT

G: LGBTQ+ issues is there support in place for staff to ensure they are able to appropriately able to support children?

CEO: It is happening in our schools and we are have a programme of training taking place this year which will support the protected characteristics. We are actively trying to ensure staff have the skills. We would also seek support if an issue should arise. Andrew Moffat has supported LHS and offered really positive support.

G: Support is key as attitudes change and because there can be a negative impact on children's life chances if children are not supported appropriately.

HT: The Trust have been really proactive but there are a lot of areas to cover in order to really embed the changes needed.

CEO: The training that is being offered will be run by staff members. LHS has also been part of the Greater Representations flagship programme which has been very positive for the school.

G: Is there any push back from parents about how much is shared with children? How do you balance it?

HT: We do see pushback and we are dealing with the concerns case by case. It is difficult when the conversations are happening at the classroom door. We need to make sure all staff are trained to deal with those conversations. This will need continuous support from the leadership. We have a rigorous process for ensuring parents understand the schools legal responsibility to teach RSE.

CEO: We also need to make sure we are educating parents and the school community as a whole. We also need to support staff where they would struggle to teach a certain area.

G: The Jigsaw programme is supporting staff with discussion around these areas and how to celebrate everyone.

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.

Jo Ball

Greater representations document added to Governor Hub for governor review

CEO

10. Finance report - Finance reports

Covered in the HT report and appendices on Governor Hub.

School Lettings update:

The policy now has all the costings included for lettings. The HT explained about the tweaks which are taking place to the procedure for lettings to make it a smoother process. Short term lettings are not financially viable at present, as the site manager has to come to let them in and out of the school so his expenses are more than the letting. The school does have more long term lettings which is very positive.

The wrong version of the Schools Lettings policy is on the school website. The SBO will update

SBO





There has previously been an issue with adding reviews to Google. The Marketing manager has sourced an appropriate consultant who can look into this and the schools overall presence online. Once resolved the HT will be made aware.

Governors discussed the Watford initiative for warm spaces for members of the public to use. Where a public building is already being heated it can be opened for members of the public to use. The Salvation Army will be opening the church for this purpose. The governors discussed the practicalities of whether they could also support and the need to reduce energy costs.

Overall the SBO explained there are four areas of the budget which are having a negative impact this year:

- Extra teachers salaries
- Support staff pay
- Energy costs
- Decreasing children on roll in Nursery and Reception

The SBO explained a lot of children have moved out of area over the summer which is having an impact. The schools capacity is 420 and there are 377 on roll. The financial impact of this and the lower nursery numbers is over £100,000.

11. Headteacher report - CTS Headteachers Report Sept 22.docx

- a) Safeguarding Safeguarding Termly Report Sept 22 CTS.doc
 - Annual Safeguarding report completed by the HT and safeguarding governor being completed

Clerk (Agenda)

- Any Safeguarding issues to discuss ii.
- b) Health and safety Governors Annual Inspection Checklist 01Jul22.doc
 - Annual termly H & S audit to be completed by the HT and site manager and reviewed by the LGC.
 - Any H&S issues to discuss

The HT, site manager and governor have completed two reviews and the annual will be completed this November.

c) Premises

The HT explained that the Nursery project is nearly completed. The outdoor area is really lovely and governors are welcome to come and have a look round.

d) Pupil numbers

8.29pm SBO left the meeting

e) Attendance





96% is the target figure at the end of the year. The school is working hard to improve attendance for all children and ensure there is a more efficient system in place for monitoring. Families have had reminders of expectations and also been sent letters to make them aware of the implications of not being in school.

The school was able to show the support in place for severe or persistent absentees when inspected and the Ofsted inspectors were able to see the school had recognised the areas to be improved and was embedding systems.

Changes to non statutory guidance for schools attendance policy from September 2022

Be aware of these key points from the Department for Education's (DfE's) latest working together to improve school attendance guidance:

- This new guidance is non-statutory. It applies from September 2022 and replaces all previous quidance on school attendance (except the existing quidance on parental responsibility measures)
- The Secretary of State is committed to this guidance becoming statutory in the future (this will be no sooner than September 2023)
- It outlines responsibilities in more detail for schools, boards, local authorities (LAs) and parents
- It introduces the new term 'severe absence'. This is where a pupils' attendance is below 50% (see page 17)
- Your school is expected to (note that it's likely to be doing these things already!):
 - Develop and maintain a whole school culture that promotes the benefits of high attendance. This includes having a designated senior leader with overall responsibility for championing and improving attendance in school (for larger trusts, you may have a dedicated attendance lead to drive attendance improvement across the trust) (see pages 9, 10 and 22)
 - Have a clear school attendance policy, understood by all leaders, staff, pupils and parents (find out more on page 11)
 - Accurately complete admissions and attendance registers, and have effective processes to follow-up absence (see page 12)
 - Regularly analyse attendance and absence data to identify pupils/cohorts than need support (see page 14)
 - o Support pupils and parents by working together to understand and address barriers to attendance (see pages 15 to 17)

Clerk to distribute attendance guidance via Governor Hub

Clerk

Suspension/ exclusions

There have been no suspensions, exclusions, off rolling, or children educated off site.

The governors discussed temporary part-time timetables and how they had been utilised previously in schools. However, the Working together to improve school attendance guidance states on page 57 that 'All pupils of compulsory school age are entitled to a fulltime education.'





- g) Behaviour monitoring
- h) Children's progress and attainment
- HIP visit feedback and progress against actions
- j) Equality, Diversity and Inclusion
- k) Stakeholder engagement
 - Feedback from Edurio surveys for parents and pupils 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.

HT

ii. 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

Chair

iii. Staff survey planned for Autumn term

Governors asked for Curriculum action plans to be reported at the next meeting, including:

- Writing
- Reading
- Maths
- **Phonics**

HT/ Clerk (Agenda)

12. Review and update School Plan/ discuss targets - CTPS School Plan 22-23.pdf

The objectives were discussed following the Ofsted visit. Governors would like to review at the next meeting when more governors are present.

Clerk (Agenda)

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.

Chair

13. Policy tracker review and policies due

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





Approved for use for one year, until September 2023 - Business continuity plan - Oct 22 -Emergency Plan September 2022.pdf

Clerk to upload the Business continuity plan to Every

Clerk

To be reviewed at the 10th 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

Clerk (Agenda)

14. Training

a) Trust governance training dates to be added to calendars

Tue 15 Nov 2022	19:00	Trust Governance Training – EDI training at CTS
Tue 28 Feb 2023	19:00	Trust Governance Training – TBA
Tue 13 Jun 2023	19:00	Trust Governance Training - TBA

- b) Ideas/requests for future sessions
- c) Governor training booked /to be booked/ completed 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.

Clerk/ All governors

15. Clerks update - Distributed via Governor Hub

New guidance to be reviewed - Behaviour in schools: advice for Headteachers and school staff, Exclusions guidance, DfE's latest working together to improve school attendance guidance

16. Any other business

None requested at the beginning of the meeting.

17. Items to be sent to Trust/ LABs

None requested

18 Future Dates

1011 ataro Batoo			
	Date	Start	Meeting
	Thu 10 Nov 2022	19:00	Local Governing Committee
	Tue 15 Nov 2022	19:00	Trust Governance Training
	Thu 8 Dec 2022	19:00	Trust AGM





Thu 9 Feb 2023	19:00	Local Governing Committee
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 8.54pm

Appendix A	Matters arising from 16.6.22	
Action		Update/ notes/ agenda item to be covered under
Item 6: Governors recommend Trustees.	ed the LGC terms of reference for approval by	Completed
Item 7: Governors to complete	annual skills audit <u>Link here</u>	Agenda item 9
feedback and whether the exit	arification of the process for exit interviews interviews are meant to be sent to them or ew report. The clerk will pass onto the COO overnor Hub.	
Governor Hub 'Cheska and Mark have made	ADDED AFTER THE MEETING: 27/6/22 via a decision regarding the feedback from exit LGC meeting. It has been decided there will nair under the chairs report.	
As such, if you carry out an exi receives feedback on it?	t interview could you please ensure the chair	See feedback
Thank you Emma'		
Item 7: Mark Scoulding and Ca interviews taking place before t	rmel Old volunteered to help with any exit the end of the term.	Completed
Item 7: Governance social (from	m matters arising) - Carry forward	Not necessary
Item 7: Nursery provision (from	matters arising)	
	nily and Carmel – to meet to review and put increased provision. The HT will send further	To be put on hold a present





Item 8: 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	Completed
Item 9: 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.	Completed
Item 9: 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	
ADDITIONAL INFORMATION ADDED AFTER THE MEETING: 20.6.22 via Governor Hub	
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?	
Item 10: Governors have asked for promotional events to be discussed at the Governor Day	Completed
Governors asked for the Marketing Manager to give an update in the Autumn term	Completed
Item 11: Safeguarding Termly report completed by the HT and safeguarding governor – to be arranged	Completed
Item 11: Health and safety Summer termly H & S audit to be completed by the HT and site manager and reviewed by the LGC – to be scheduled	Agenda item 11
Item 11: HIP visit feedback and progress against actions - The HT will upload the report to Governor Hub	Completed
Item 11: 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	Completed
Item 11: Equality, Diversity and Inclusion - A presentation will take place at the Governor Day to show the feedback from the staff survey.	Completed
Item 11: 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	Completed





Item 13: 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.

Completed

Item 13: CTS – Equality statement including accessibility plan - 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.

Completed

Item 13: CTS – Behaviour, Equality statement including accessibility plan – The HT will upload the approved policies to Governor Hub, the website and Every Compliance tracker

Completed

Discussion from Governor Hub

Allotment Project Open Morning

Hi everyone!

On Tuesday 4 October we are inviting all Cherry Tree Year 3 parents to visit our allotment project. We want to celebrate our harvest and showcase the amazing things the children have been achieving. We would also be delighted if school and trust governors and staff would like to join us. You will be able to tour the site, join in with the children's activities, and enjoy a cup of hot soup made from the vegetables we have grown together. There might also be an apple pie or two! The allotment will be open from 9:30am to 11:30am.We're looking forward to seeing you!

Cheska Tyler

Have a look at this:

10226848 - Cherry Tree Primary - 145353 - Final PDF.pdf

Here is our Ofsted report! We are delighted with the outcomes from our report and are feeling very proud of what has been recognised. Please keep this confidential for now. It will be released on the Ofsted website on the 30th Sept. I will be sending it out to parents in the next 24 hours with a covering letter. Once this has been sent out then please share far and wide!

For those in the feedback meeting during the inspection, you will be aware that this 2 - page report does not capture everything said by the inspectors. I will happily provide a summary in our meeting on Thursday of the additional remarks made to give you the full picture of our experience.

Thank you so much to you all for your support in the run up to and during the inspection. We haven't been working together for too long but this experience did show us how well we knew the school, its journey, its successes and our next steps. Thank you!

Andrew Chappell

Congratulations to all - a deserved result, much hard work by all concerned.

Cheska Tyler

Thanks Andrew. We are really proud. Very kind of you to say so. Thanks also for your support and the support of the trustees!

Chris Rogers

Huge congratulations to you and your staff Cheska. Showed the preparation and alignment across all parts of the school and trust was not phased by 12hrs notice and 35 degrees heat:)





Mark Scoulding

I think the whole school should be extremely proud of this report. Onward and upward!

Proud to have been part of this and proud to be a Governor at Cherry Tree!! Well done to the team Cheska Tyler

Thank you very much, everyone. We are really pleased.

Cheska Tyler

Have a look at this:

CTPS School Plan 22-23.pdf

School plan reviewed from the summer term. Some potential ideas as discussed with Gemma at the end of the summer term however the Ofsted report will guide these further. Please put comments on this thread regarding potential areas to include for next year. Thank you.

Mark Scoulding

I'm looking forward to discussing this in light of the Ofsted report. I would still like to see an evaluation of the marketing strategy, specifically in relation to new

Cheska Tyler

Hi Mark.

Please see our lettings overview for the last year

https://app.governorhub.com/document/632c2c85054f2bf586f873ab/view

£11000 is is decent amount to make for a school of our size and what is important to remember is that these lettings are not always straight forward e.g. we may then need to pay a member of staff to open up, lock up, clean etc. If we give them keys then occasionally we have issues with alarms going off which then triggers a call out fee etc. It can become a bit more complex than it seems on the surface. That said, we have seen an increase in the number of enquiries especially for filming and holiday camps. Holiday camps are great because these are for children outside of our community so they actually see the school site!

Cheska Tyler

Have a look at this:

CTS Headteachers Report Sept 22.docx

Please have a read and upload your comments to this thread in advance of our meeting next week. Thank you!

Chris Rogers

Hi Cheska, looking at the table for number of pupils. Your commentary suggests the school has grown by 15 since May (39 extra and 24 left) but the table shows the total number of pupils is down (including and excluding nursery). Secondly a 55% decline in Nursery is surely a concern?

Chris Rogers

Will the 3 year fixed energy tariff cost be reduced given government intervention from October 1st (appreciate it's unlikely as there's only visibility of 6 months' support for Business at the moment)

Mark Scoulding

Apologies for not getting to this report sooner!

Thank you Cheska for another thorough report. A couple of questions from me:





*Have staff considered how the cost of living crisis may affect pupil wellbeing and what interventions may be necessary to help ensure that they arrive ready to learn? Nicola Furey (Laurance Haines) as been attending the Mayor's Cost of Living Crisis forum and may be able to offer early insights.

*How will the impact of THRIVE be captured so that it can evaluated in terms of costs/benefits? Where was the additional funding released from and what is the long term funding plan?

Cheska Tyler

Hi Chris, regarding pupil numbers, you are correct. The difference being between in year admissions and overall admissions.

We were aware of our nursery admissions in the Summer term and discussed this. I raised it as a concern due to the significant impact on the budget. This is a Watford/Herts-wide issue due to a low birth rate year. That said, our numbers are increasing over the course of the year as we reach each new term (as the children are able to join the term after they are 3). However, we still do not reach full capacity which may have an impact on our Reception numbers the following year.

Cheska Tyler

Hi Mark, thanks for your comments:

*Have staff considered how the cost of living crisis may affect pupil wellbeing and what interventions may be necessary to help ensure that they arrive ready to learn? Nicola Furey (Laurance Haines) as been attending the Mayor's Cost of Living Crisis forum and may be able to offer early insights.

Yes, we have met as staff to identify potential vulnerable families and these have been allocated to our Pastoral support. SLT are also aware. We have set up two parent coffee mornings already this year and have another planned early October. We are trying to encourage more parents to come in and engage with the school so that we can assist more widely. These have been really well attended so far. I know Debbie is in touch with Nicola almost daily so I an confident that learning from this forum will be shared too. Debbie vesterday began the conversation about how to support our families at Christmas time and practical things we can do. Our staff are also constantly noticing and raising when any issues are seen with the children e.g. don't have school shoes, books etc. These are dealt with on a case by case basis. Emma Hibberd is taking over PP and has already taken part in a training day with all three heads where we looked at identification and placement of support based on need.

*How will the impact of THRIVE be captured so that it can evaluated in terms of costs/benefits? Where was the additional funding released from and what is the long term funding plan?

The additional funding came from our PP budget last year. We were fortunate that the money budgeted for Paul Fisher (our brass teacher) was not needed as he offered his services for free last year. Debbie is THRIVE trained and has much evidence of its impact in the past. She is completing baseline with all children taking part in the approach and will monitor and evaluate during its implementation. As it is our first year in using this, we are going to see how this goes and then will need to plan through our pastoral budget, its longevity. That said, as a Trust, we are using Boxall as part of the Nurturing Schools UK award and both systems do a similar thing. This will need to be discussed and agreed across all three schools.

Cheska Tyler

Hi Chris.





*Will the 3 year fixed energy tariff cost be reduced given government intervention from October 1st (appreciate it's unlikely as there's only visibility of 6 months' support for Business at the moment).

Yes, it will be reduced however due to this information only being released yesterday, we haven't calculated this yet. It will be reported in the next governor meeting following our November reforecast.

Last year we spent £20,000 on gas and electric. According to the new 3-year fixed term contract, it is showing £63,999, however with the govt initiative there should be a reduction of approximately 65% in electricity and 58% in gas but only for the 6 months, as you say.

This approximate saving is based on our current price but this is a Trust contract and we are unsure currently of what has been agreed.

Chris Rogers

Hi everyone. Just wanted to recognise the contribution of all staff involved in the Meet the Teachers event. I thought the content, structure and delivery were excellent and well received. Really positive to see the same themes for all classes, modified by year, and an encouragement for parental participation and making learning at home as fun and interactive as possible.

Emma Penfold

Thanks so much for this feedback Chris. As a staff we really felt they clear, consistent and showed the school as a whole this year.

Cheska Tyler

Thanks for acknowledging, Chris. We changed the format this year and it seems to be working!