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CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING THURSDAY 16th September 2021 at 7pm via zoom

Name	Governor Type	Attended
Jo Ball	Co-opted governor	Attended
Mr Craig Carter	Co-opted governor	Apologies
Mrs Emma Lad (Clerk)	Clerk	Attended
Emma Kearns	Staff (Support) Governor	Attended
Miss Carmel Old	Co-opted governor	Attended
Miss Emma Penfold	Staff (Teaching) Governor	Attended
Mr Chris Rogers	Parent governor	Attended
Captain Mark Scoulding	Co-opted governor	Attended
Mrs Emily Sheppard	Parent governor	Attended
Ms Cheska Tyler (HT)	Headteacher	Attended
Mrs Marie Vankova (SBO)	School Business Officer	Attended
Mrs Gemma Williamson (chair)	Co-opted governor	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

Action

1. Welcome, apologies and consent

The clerk welcomed governors to the meeting. The meeting was quorate. The clerk chaired until item 5. Craig Carter sent apologies.

2. Notification of any other business – None declared

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

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

- Register of business interest
- Keeping Children Safe in Education (KCSIE)



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- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Child protection agreement

Clerk to email governors once the documents are available on Governor Hub to complete their annual declarations with instructions for update

All governors/clerk

5. Election of Chair and vice chair for one year

Chair – Gemma Williamson was elected chair by the governors for a term of a year.

Vice Chair – Mark Scoulding was elected vice chair by governors for a term of a year.

Trustees will be asked to approve the appointment of the chair and vice chair at their meeting on the 24th November 2021.

Clerk

6. Minutes of the last meeting 8.6.21 and matters arising

The clerk explained Trustees have approved the electronic signing of minutes and asked Chairs to sign via Governor Hub. The minutes were approved and will be signed electronically via Governor Hub. All matters arising were completed or agenda items.

7. Review documentation approved by the Trust (for information)

Documents distributed via Governor Hub prior to the meeting and taken as read: Terms of reference – agreed by the Trust board, Trustee minutes 8/7/21, Governance Framework

The COO has organised Governance framework training for the 4th October 2021 remotely. The meeting details will be distributed via Governor Hub ahead of the meeting and all governors were invited to attend.

All governors

8. Link governor roles to be allocated

Governors agreed to the following allocated roles and completing three visits per year on their allocated area:

Curriculum	Jo Ball/ Carmel Old
Environmental governor	Craig Carter
Health & Safety	Craig Carter
Inclusion/ SEND	Mark Scoulding
Modern Foreign Languages	Chris Rogers



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Nurture Award governor	Mark Scoulding
Pupil Premium	Mark Scoulding
Safeguarding/ Children Looked After	Emily Sheppard/ Craig Carter
School Improvement	Carmel Old/ Jo Ball
Sports premium	Chris Rogers

Governors discussed the best way to ensure their monitoring roles are carried out and decided a governor afternoon would allow for all governors to review the school plan alongside carrying out their monitoring roles. The governors will meet at 1pm on the 5th November 2021 at the school to have lunch and then meetings. Agenda to be distributed by the HT prior to the meeting

All governors/ HT

9. Propose any changes to admissions for the Trust Board

The HT explained that the admissions arrangements are in line with HCC. There is a criterion for the admission of Trust staff's children which HCC admissions criteria does not include. Nursery admissions also allow for children to join the term after they turn three in line with government funding, this ensures the school does not have to charge parents for sessions at the nursery up to the allocated funding amount.

10. Chairs update

There was a Trust Day last term for Trustees and the chairs of LGC's joined for part of the meeting to be part of the discussion. The key area discussed was the vision for the Trust. The key elements which came through for the Trust were the pastoral care and ensuring a shared Trust ethos. The Trust offers essential support for the school and there was also a discussion around how best to ensure all levels of management have awareness of what their responsibilities are. The HT explained that it was a very positive experience and has strengthen communication within the different levels of governance.

11. Headteacher report including

Documents distributed via Governor Hub prior to the meeting and taken as read: HT report, Appendix B – pupil numbers, appendix C Premises plan, Appendix D IT plan, Exit interviews, Covid RA

Governors were asked to come prepared with a question next meeting or alternatively to post questions on Governor hub ahead of the meeting.

All governors

12. Review and update School Plan/ discuss targets – *The school plan is not available for the meeting but a draft will be available at the Governor Afternoon.*

HT – Governor afternoon agenda

The HT explained the key themes in the plan and the input from staff and governors to ensure it encapsulates the key school priorities for the year.



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G: What impact are the changes to the Early Years Framework having on the school?

HT: There are changes in all aspects of the nursery and the assessment framework which is being followed. The Chair has also been helpful in providing training.

Emma Birdsall to come in and present to governors on the Early Years Framework at the next meeting

HT to invite

G: Have you changed your phonics program to one from the validated DFE list?

HT: The other schools in the Trust use Read Write Inc and we need to review what resource would be appropriate for us. Phonics is a priority and the quality teaching already in place needs to be supported by the new program.

Standing items:

13. **Working party reviewing nursery provision for 2 and 3 year olds update** – carry forward and a meeting to be booked by the end of the half term

Chair/ HT

14. Items from Trust board meeting

Trust strategic priorities plan –

- Strengthen governance at each level
- Facilitate growth across the Trust
- Develop a culture where the value of Trust collaboration is clearly recognised
- Support pupils to thrive

The Strategic priorities plan will be distributed via Governor Hub once available for information.

Clerk

15. Risk review

Documents distributed via Governor Hub prior to the meeting and taken as read: Risk Register September 2021

The document was shared via screen share at the meeting

- G2: Provide update on current membership to trustees.
The clerk explained that two new Trustees are completing safeguarding checks at present and a third is being advertised for.
- G2: Succession planning to be considered?
Governors discussed succession planning but no one felt at present that they would be willing to stand as Chair in the future.
- G3: CPD Governor to be appointed
Gemma Williamson was appointed as CPD governor.
- G3: Skills audit to be completed by all. The clerk will distribute the NGA skills audit via Governor Hub for completion and asked that all governors complete before half term.

Clerk/ All governors

- F1: Review current pupil numbers



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Reception numbers are lower than usual but there are children joining during the year. It is an issue for the whole of Watford at present. The numbers are in line with predictions at present.

G: Will there be any of the Afghan Evacuees coming to the school?

G: There are a large number of families in the area temporarily and they will eventually move out of the area in order to get permanent housing. HCC have decided that the children will not be going into mainstream schools but instead be educated in the hotels they are staying in. The Trust offering a solution may help but I am not sure whether that is realistic or possible. The HT from BFS and the Salvation army attended a meeting regarding the support offered and were not clear on how the Trust could offer help.

G: The Trust has an ethos of nurture and would be able to provide children with a holistic education which they will not receive while in the hotel.

G: CTS have already hosted an event for the families through the Salvation Army including activities for the children and a meal together. It was an opportunity for the community to welcome them to the area and show their support.

Mark Scoulding to send a paragraph which can be shared with the other schools regarding the current situation for the evacuees.

Mark Scoulding

- F1: Raise any local issues which may impact pupil numbers to the Trustees – None

- F1: School Marketing plans to be reviewed

G: The profile of the school needs to be increased on social media?

G: We have reviewed and the school comes up second at present but Google does have its own search parameters. Suggestions have been sent to improve the search results which the school have taken on board.

HT: Open evenings are taking place this term and we have families who have come to look round the school on recommendations from other parents which is very positive. The Google reviews are also not showing at present which is very frustrating and being looked into by the marketing manager. I will arrange with the marketing lead and chair to review the plan and ensure everything is on track.

HT/ Chair – by the end of the term

- 02: Staff exit survey to be reviewed.

Two members of staff have completed exit surveys from the nine leavers. Reports are available on Governor Hub under agenda item 11.

- Any other local risk which Trustees need to consider - None

16. Safeguarding

Documents distributed via Governor Hub prior to the meeting and taken as read: Termly report to governors

Staff have received training on Keeping Children Safe in Education and the 2021 updates and the SLT are conducting surveys to ensure all staff have a thorough understanding.

A review of DSL's has been carried out in response to the concerns raised from a complaint. The clerk will write to the complainant to let him know the recommendation has been actioned.

Clerk



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17. Health and Safety

- Set date for Autumn termly review – HT to arrange with the H&S governor before the end of the term. **HT**
- Independent audit from HCC – booked for October and the report will be sent to governors via Governor Hub.
- Any H&S issues to discuss
 - The site manager is retiring and the school will be recruiting. There are processes in place to ensure all H&S requirements are met and being monitored effectively.
 - The fire risk assessment has been sent to the COO to review the effectiveness of the school's fire doors. The school has now ensured the fire breaks are in place in the building but there are some concerns. The HT explained a CIF bid could be submitted but it may need to be funded from the school budget as the Trust have contributed greatly to the other projects in the school.

18. Policy tracker review and policies due

Trust policies approved and available via Governor Hub policies folder – see supporting document

19. Training – See supporting document

- Ideas/requests for future sessions – None
- Governance Framework training – 4th October 2021 remote

All governors

- Training to be booked:
 - Craig** - complaints
 - Chris** - Induction, Safeguarding, Complaints
 - Mark** - Induction, safeguarding, exclusion. complaints
 - Emily** - Complaints
 - Gemma** - Complaints and Exclusions
 - Jo** - Induction, safeguarding, exclusion. complaints
 - Carmel** - Induction, safeguarding, exclusion. complaints

All governors

Induction

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6IjVIOGRmYmNiMGE2Nzg0MDFhMDVhNTI0ZSIsInByb3ZpZGVyIjojNWRkNTMzYjA5ZmZiYWY1ZWUxODA3YTE1In0%3D>

Prevent (Modern Governor)

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6NjgsInByb3ZpZGVyIjojNWRkZTZmZTA4ZmZhYzZjOTFhMjMwMTUzIn0%3D>

Safeguarding and governance (Modern governor) -

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6MTI3LCJwcm92aWRlciI6IjVhZGU2ZmUwOGZmYWM2YzkyYTlzMDE1MyJ9>

Handling academy complaints -

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6MTI3LCJwcm92aWRlciI6IjVhZGU2ZmUwOGZmYWM2YzkyYTlzMDE1MyJ9>



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Exclusion -

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6IjVIOGRmZWYyNGNmZTE2MWIwNGUwOWEyYSIsInByb3ZpZGVyIjojNWRkNTMzYjA5ZmZiYWY1ZWUxODA3YTE1In0%3D>

Safer recruitment -

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6IjVIOGRmYmNjMDVhYmUxMTIhYTA1NmRkOCIsInByb3ZpZGVyIjojNWRkNTMzYjA5ZmZiYWY1ZWUxODA3YTE1In0%3D>

RAMAS -

<https://app.governorhub.com/s/hfl/training?courseId=eyJpZCI6IjVmNDc5NTJkMzVIMDFINDI4YjRhMTQxYiIsInByb3ZpZGVyIjojNWRkNTMzYjA5ZmZiYWY1ZWUxODA3YTE1In0%3D>

20. Clerks update

The Ofsted inspection framework changes were sent prior to the meeting via Governor Hub and governors discussed the impact on the school.

21. Any other business – None

22. Items to be sent to Trust/ LABs

Chair and vice chair nominations:

Gemma Williamson, was elected Chair by governor for a term of a year.

Mark Scoulding, was elected Vice-chair by governor for a term of a year.

Risk register comments/ recommendations:

Health and safety concerns:

None

Policies approved:

None

Training recommendations:

None

23. Future Dates:

Meeting ended at 8.18pm

Risk review and one question from the HT report.

I can see there is an extensive plan for the use of COVID19 catch up. Is there a proposed plan for the PPG expenditure and how are we going to see the impact of this?

We have recently been told that we will be receiving an addition £145 per PPG child. We haven't made our final decision yet however we think we would like to invest this in consultancy to help us set up our early intervention reading. We will also need to invest in new books for this with our aim being every child to be able to read by the time they are 7.



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How will be certain that it achieves the desired outcome of diminishing the attainment gap between children from low-income and other disadvantaged families and their peers?

All staff are aware of our disadvantaged children. These are regularly reviewed by their teachers, the SLT and our pastoral/SEN team (Initial Attainment Meetings, Pupil Progress meetings, Appraisal etc). The impact of the reading intervention will be reviewed regularly and children will be taking part in both formal and informal assessments. Outcomes from these will then inform future groups etc. Where children are not making desired progress, a different approach will be taken. The upskilling of staff here will be seen across the school and impact all PPG children in a similar way using our targeted support staff team (no longer class based).

Also what is the plan for EYPP children and how will this differ from the plan for supporting children in receipt of PPG?

Our EYPP numbers are low. Last year we had 12 pupils eligible however we only received money for 8. We are currently unsure as to why this discrepancy is there and are looking in to this. This year, we are unsure as the submission deadline is not until 23rd Sept. These were being uploaded by our temp admin staff (as we are currently unable to replace Vanessa Cooper) but unfortunately they have been off this week with COVID19. Lower PPG numbers will impact significantly on our budget over time. We lost 15 PP children last academic year. That said, we are still chasing parents to sign up so this might improve. This is always a problem (parents signing up) as children automatically qualify for UFSM so they don't realise they have to. Any ideas on catching them, greatly appreciated!

It is also great to read that you are already starting to explore opportunities to recruit reception parents for next year. Will this extend to Nursery also? Could we see a plan for these? Could we as governors, support any of this? What do you think would be beneficial?

Absolutely. As you are all aware, our Nursery has been refurbished and is looking really good. We have also budgeted for an extensive refurb of the outside area of the nursery to happen this year. We are holding our first Open Evening on October 18th for all prospective parents. It would be lovely to have governor involvement at this. We will hold others throughout the year. We are re-filming our EY video in the Autumn Term as well to update in line with our changes. Laura, (Trust Marketing) has ordered us a new banner to advertise these places which will go up on the A41. We are just waiting for this to arrive. We will continue to have tours of the school which will be advertised on the school website and our Twitter pages. Something I feel we really need to improve is our Facebook presence. This feel under Vanessa Cooper who left us at the end of the Summer Term. We are struggling to reappoint so will make this a priority as soon as we have filled this position.

What is the desired impact of the new IT resources that are being spent across the school and is there enough for all children to get the access?

We have invested heavily over the last two years in improving tech here at Cherry Tree. Already we have seen the impact on this in our ability to switch smoothly and successfully to remote learning when needed. Part of this success has continued in to class where Google Classrooms is now used for independent tasks or for small groups. We have invested in iPads for each class to ensure that all staff are able to access Marvellous Me (our reward system) and other apps. We have, over time, also invested in pupil laptops and chrome books. We are now able to cater for both sides of the building. Each side now has access to



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a cohort set of teach meaning teachers and pupils are able to take part in computing lessons easily. We are now also encouraging our support staff to use this tech more regularly in their interventions. Support staff are no longer class based and are directed to pupil need. Having easy access to tech/apps will only improve this.