



## Learning together; learning for life

### CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING Friday 5<sup>th</sup> July at 9.30am at the school

Name	Governor Type	Attended
Adem Baysal	Parent governor	Attended
Sandra Child	Co-opted governor	Attended
Simon Englander	Co-opted governor	Attended
Emma Hibberd	Assistant HT	Attended
Emma Lad (Clerk)	Clerk	Attended
Dawn Lavalette	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
Captain Mark Scoulding (Chair)	Co-opted governor	Attended
Emily Sheppard	Parent governor	Attended
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova (SBM)	SBM	Apologies
In attendance		
Vicky Carrack	SENCo	Attended

Governor challenge was highlighted in yellow.

Governor actions are highlighted in italics.

Discussion via Governor Hub is listed below in Appendix B

Meeting started at 9.40am

	Approval	Information	For feedback/questions	Action
KEY:				

No	ITEM	Action
1	<b>Welcome, apologies and reminder of confidentiality.</b> The Chair thanked the governors for attending. The meeting was quorate.	



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	<p><i>Jade Hoare is no longer a staff support governor. An election is taking place for a staff support governor. The governors thanked her for her work for the board. The HT will make governors aware once completed.</i></p>	<b>HT</b>
<b>2</b>	<p><b>Notification of any other business</b> There was no notification of any other business.</p>	
<b>3</b>	<p><b>Conflict of interest with agenda items to be declared.</b> There were no conflicts of interest with agenda items declared.</p>	
<b>4</b>	<p><b><u>Minutes of the last meeting (08.02.24)</u> and matters arising</b>  <i>The minutes were approved as an accurate record of the meeting and will be signed by the chair via Governor hub. All matters arising are completed or agenda items.</i></p>	<b>Chair</b>
<b>5</b>	<p><b>Communication from the Trust</b>  <a href="#">Trustees' minutes</a> <a href="#">Governance framework</a>  <b>The agenda items were taken out of order to allow for staff presentations</b></p>	
<b>9</b>	<p><b>Policy tracker review and policies due</b> a) <a href="#">Trust policies approved</a> and available via Governor Hub policies folder. b) <a href="#">School policies:</a>  <i>Equality statement including accessibility plan – carry forward.</i>  <i><a href="#">Behaviour policy</a> - the appendix with the behaviour ladder have been updated across the Trust and it is now in place for all schools. The HT will update on the website and Every.</i></p>	<b>HT/ Clerk (agenda)</b>  <b>HT</b>
<b>10</b>	<p><b>Stakeholder engagement</b> Covered under other agenda items.</p>	
<b>11</b>	<p><b><a href="#">Risk register</a></b> a) Governance succession planning for key governance roles – Red risk</p>	
<b>12</b>	<p><b>Training – see supporting sheet 8.20pm</b></p> <ul style="list-style-type: none"> <li><a href="#">Exclusions training with the National College</a> if not already completed – Dawn, Sandra, Adem, Mark, Emily</li> </ul>	



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13	<p><a href="#">Governor monitoring reports</a></p> <p>Available via Governor Hub.</p>	
14	<p><b>Clerks update</b> – <i>Distributed via Governor Hub</i></p>	
15	<p><b>Any other business</b></p> <p>None requested at the beginning of the meeting.</p>	
<b>Governance</b>		
6	<p><b>Chairs update</b></p> <p>Termly Chairs meeting report</p> <ul style="list-style-type: none"> <li>• Holywell school is starting the due diligence with the Trust and other schools are showing interest in joining.</li> <li>• The HT has worked very hard to support the HT group for the local area. There continues to be greater involvement of other roles within the Trust.</li> <li>• Cybersecurity – there have been many attacks on schools. The Trust has ensured there is a clear strategy in place, but this is now becoming more of a responsibility for schools. There needs to be a balance between what the strategic and what happens in the school.</li> </ul> <p>The governors had a lengthy discussion around the implications and how it can be supported in the school.</p>	
8	<p><b>Curriculum presentations</b></p> <ul style="list-style-type: none"> <li>• <a href="#">SEND report</a> – Vicky Carrack</li> </ul> <p>The report was distributed prior to the meeting via Governor Hub.</p> <p>The SEND support is 14.81% and the Herts average is 13.3% and the EHCP is 3.92%. The national average for EHCP's is 2.4% and the Hertfordshire average is 2.1%.</p> <p>Governors discussed the impact of the increase of children with need and the support which may be required in the future years.</p> <p><b>G: Do you know what the needs could be in the next few years?</b>  <b>VC: There isn't any reliable data for children joining the schools. The nurseries will help with information where possible however not all children will attend nurseries. There are also children who join in year without identified needs being specified.</b>  <b>G: Are the children in the nursery included in the figures?</b>  <b>VC: Yes, and they continue to increase.</b></p>	



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[DFE data report on EHCP's.](#)

*The governors asked for the pooling of translators to be brought to the Trust to see whether it is possible.*

Governors discussed the implications of diagnosis for a child of SEND on health insurance, parents and community.

Governors reviewed the data and the impact termly on how the school can manage the provision being offered within the school. There is very late notice when children move to special school. There is also an issue where the children may not have the appropriate support in line with their need whilst waiting for an EHCP or they may not have Higher Needs Funding support for more than a term. This will require the school to continue to reapply.

G: Do you see the speech and language needs reduce over the child's time in school?

VC: Yes, if there has been an opportunity for them to meet with the speech and language therapist in time.

G: Can the Trust not put in place a limit on the number of children with need when it starts to create capacity issues?

HT: The school must manage the children who are allocated to them with EHCP's. They can make a case that there is not capacity but legally they can be directed to take certain children.

Chair: The Trust has released funds to support in each school with SEND for the next academic year.

VC: We have met with the lead for SEND for Hertfordshire to discuss the limitations and the Trust SEND lead is also looking into further support nationally and locally to explain the issues school are facing nationally and locally.

G: Do most EHCP applications succeed from the school?

VC: Yes. There was a parental complaint to the SEND team which led to the EHCP being allocated and one was turned down as the child didn't have support for maths and English even though there was evidence of SEND.

*Governors discussed the language for suspensions and exclusions and the school staff asked that the Arbor wording and behaviour policy be updated to use internal suspension, external suspension, or exclusion.*

NOTE ADDED AFTER THE MEETING – Response from the CEO:

We can look at the translation when the HTs next get together. There are several tweaks that need to be made to the behaviour terminology on Arbor and the behaviour ladder. The AHTs have looked at it and Nicola from the PST have also had some input. I will ask them to add this too. Cheska is right, they need to be the same across all 3.

**Chair/ Clerk  
(Agenda)**

**HT/ Clerk  
(notify  
Trust)**



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	<p>James Roach Chief Executive Officer Inclusive Multi Academy Trust</p> <p><b>G: What would be the purpose of the internal or external suspension?</b> <b>HT: It can be used to allow a break or reset or to allow for support to be put in place. There has been a lot of work across the Trust to ensure there is consistency. There are also meetings with parents to review the return and ensure there is clear impact for the child. There are times when it is not helpful and so it would not be utilised.</b></p> <p>There has been an increase in the CPD and training available for staff which has had impact across the school for the SEND children.</p> <p>The Trust has released funds for next year for a teacher for to support in Cherry Blossoms. Schools across Hertfordshire are putting in place a smaller class to meet need.</p> <p>The school has applied for the Herts Communication Shining Star Award because of the good works completed in the school.</p> <p><i>10.49 Vicky Carrick left the meeting.</i></p>	
7	<p><b><u><a href="#">Headteacher report</a></u></b></p> <p><u><a href="#">HT report</a></u> <u><a href="#">Finance report</a></u> <u><a href="#">School Effectiveness Advisor review report</a></u> <u><a href="#">Safeguarding report</a></u> <u><a href="#">Data Reception 2023-24</a></u></p> <p><b><u>Pupil numbers:</u></b> <b>G: Where have the children who have left in year gone to?</b> <b>HT: 8 moved out of area and 2 have gone to special schools. 5 have gone to other schools locally. Some families have moved because they have been waiting for a place nearer to home.</b></p> <p>Governors felt this was a positive improvement for the school as parents aren't moving because they think the school is better that they have accepted the place at.</p> <p><b>G: Were there any concerns raised?</b> <b>HT: No, there was nothing on the exit surveys.</b> <b>G: Do you have a waiting list to refill the spaces?</b> <b>HT: Yes, there is a continued interest list. There is continued communication with the parents and Herts to ensure parents can join as soon as a place is available. Now the school is full in most years there won't be new families joining at the same rate during the year.</b></p>	



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There are families still joining the school for nursery as there are places.

Persistent absentees – Emma

G: Ofsted raised persistent absence as a concern. There has been an increase of 0.8% is there a reason and is there anything further the school can be doing to support?

EB: There were persistent absence issues from September as a family from the traveller community with four children had an issue with housing. The school supported with visits and met with MPs to try and resolve the issue. The family were relocated to Northamptonshire. This has then impacted across the year.

The school continues to work on attendance in a supportive way. There needs to be strong relationships and trust to ensure children have good attendance. We walk to collect children if necessary. Building those relationships takes time. Families who have persistent absenteeism issues continue to be supported.

There is also an issue with children going on holiday in term time which could be up to a month. Letters have been sent to remind the families from last year that the children need to be present for the transition at the beginning of the year. There is new legislation coming into place which will mean the school has to issue fines.

Governors discussed the new legislation and how best to explain it to parents, so they understand the implications.

G: Will you speak to parents who have had issues with attendance previously?

EB: Yes, we have always met with them, and we will continue to support to understand.

G: Will you be explaining it explicitly?

EB: It will be sent to all parents in a letter and then there will be reminders in the newsletters.

G: Across the Trust this continues to be supported but we need to have a Trust approach to the support and fining.

*Governors asked that children who are on reduced timetables and the family who had housing issues at the beginning of the year be removed and the new figure sent via Governor Hub.*

There has been a child who was unwell and so the school provided a robot who is in the classroom so that she could access the class teaching.

G: How many families are involved?

EB: It is a small number, but it takes a great deal of work to build the trust and offer support.

G: You have mentioned punctuality in the newsletter. Has this reduced?

HT: There has been improvement. The main impact has been closing the gate on time which means parents have to walk further to get into school.

HT



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	The governors thanked the HT for her report.	
<b>8</b>	<p><b>Curriculum presentation</b></p> <p><a href="#">Pastoral</a> - HT</p> <p><i>Accredited for National Nurture Award – governors congratulated the school on the report. There is an award ceremony on the 15<sup>th</sup> of July 11am to 2.30pm at the schools. Governors were invited to attend.</i></p> <p>The pastoral TA has resigned, and a new TA has been appointed to take over the role who already works for the school. It was celebrated in the Friday briefing.</p>	<b>All gobs</b>
<b>16</b>	<b>Future Dates</b> (See below)	
	<b>Meeting ended:</b> 11.32am	

AUTUMN 1			Start	Finish	Venue
Thursday	12/09/2024	Chairs	10.00	11.30	Beech House
Tuesday	17/09/2024	Beechfield LGC	19.00	20.30	Beechfield School
Wednesday	18/09/2024	Laurance Haines LGC	19.00	20.30	Laurance Haines School
Thursday	19/09/2024	Cherry Tree LGC	19.00	20.30	Cherry Tree School
Tuesday	8/10/2024	Trustee/Governor development	19.00	20.00	Teams -online
AUTUMN 2			Start	Finish	Venue
Tuesday	5/11/2024	Beechfield LGC	19.00	20.30	Teams -online
Wednesday	6/11/2024	Chairs	10.00	11.30	Beech House
Wednesday	6/11/2024	Laurance Haines LGC	19.00	20.30	Teams -online
Thursday	7/11/2024	Cherry Tree LGC	19.00	20.30	Teams -online
SPRING 1			Start	Finish	Venue
Wednesday	29/01/2025	Chairs	10.00	11.30	Beech House
Wednesday	29/01/2025	AGM	18.00	19.00	Beech House/Teams
Tuesday	04/02/2025	Beechfield LGC	19.00	20.30	Teams -online
Thursday	06/02/2025	Cherry Tree LGC	19.00	20.30	Teams - online
Wednesday	12/02/2025	Laurance Haines LGC	19.00	21.00	Teams -online



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SPRING 2			Start	Finish	Venue
Tuesday	4/03/2025	Trustee/Governor development	19.00	20.00	Teams -online
SUMMER 2			Start	Finish	Venue
Tuesday	03/06/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	18/06/2025	Chairs	10.00	11.30	Beech House
Tuesday	01/07/2025	Beechfield LGC	10.00	3.00	Beechfield School
Wednesday	02/07/2025	Laurance Haines LGC	10.00	3.00	Laurance Haines School
Friday	4/7/2025	Cherry Tree LGC	10.00	3.00	Cherry Tree School

4.	Matters arising from 8.2.24	
7	<p>Health and safety audits have been outsourced to a company. <i>There needs to be a H&amp;S linked governor for any concerns that are raised. Dawn Lavalette volunteered for the role.</i></p> <p><i>Governors were asked to send their photos to the school office so that badges can be created.</i></p> <p><i>The following governors were asked to complete <a href="#">exclusions training with the National College</a> if not already completed – Dawn, Sandra, Adem, Mark, Emily.</i></p>	<p><b>Dawn Lavalette – agenda item 13</b></p> <p><b>All governors – agenda item 7</b></p> <p><b>Named governors – agenda item 12</b></p>



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<p>8</p>	<p><u>Premises:</u> The governors discussed the need to paint the Mulberry building and Dawn offered to speak to her company regarding completing the work as a charity day. The SBM and Dawn will liaise.</p> <p><u>The format of the HT report</u> G: Can we have what was reported last meeting in the report for the term-on-term figures? HT: Yes, I will add in for future meetings.</p> <p><u>Website review</u> G: The website attendance target needs to be updated as it is still 94%. The HT will update.</p> <p>The governors requested the Pastoral Lead present at the next meeting.</p> <p>G: Can we ask for training for staff on difficult conversations? HT: Yes, we can speak to the Trust.</p> <p><u>Parental complaints</u> The Chair explained about the complaints which have been received recently. The policy is being reviewed in the summer term and there will be a clearer escalation process on the school's website. The HT will action and share with governors.</p> <p>An EDI survey will be completed before the end of the academic year.</p>	<p><b>SBM/ Dawn Lavalette – agenda item 8</b></p> <p><b>HT - completed</b></p> <p><b>HT - completed</b></p> <p><b>HT/ Clerk (Agenda) – agenda item 6</b></p> <p><b>HT – on-going</b></p> <p><b>HT - completed</b></p> <p><b>HT – on-going</b></p>
<p>9</p>	<p>The mapping exercise whiteboard is available, and governors were asked to review. The Chair will be working with staff on community engagement. It will be reviewed further at the next governors meeting.</p>	<p><b>All governors – agenda item 7</b></p> <p><b>Clerk (Agenda) – agenda item 7</b></p>
<p>10</p>	<p><u>School policies:</u> Simon Englander has been delegated authority to approve the Equality statement including accessibility plan policy.</p> <p><u>Behaviour policy</u> (matters arising) – The SLT have reviewed, and it will be sent to governors to review via Governor Hub. Governors agreed for the policy to be reviewed via Governor Hub with a week to comment.</p>	<p><b>Simon Englander/ HT – agenda item 10</b></p> <p><b>HT/ All governors – agenda item 10</b></p>
<p>11</p>	<p>The Chair explained that the Trust training session will be around the risk register for the Trust. The governors can then review in the next meeting.</p>	<p><b>Clerk (Agenda) – agenda item 11</b></p>
<p>12</p>	<p>Governors were asked to complete the following courses I not already completed:</p> <ul style="list-style-type: none"> <li>• <a href="#">Annual certificate in safeguarding for governors and trustees for primary schools and academies (2023-24)</a></li> <li>• <a href="#">Cyber security training for school staff - NCSC.GOV.UK</a></li> <li>• <a href="#">Annual certificate in the prevent duty for primary schools and</a></li> </ul>	<p><b>All governors – on-going</b></p>



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	<a href="#"><u>academies 2023-24</u></a>	
13	Governors were reminded to complete visits and submit reports a. Safeguarding b. SEND c. Attendance	<b>All governors – agenda item 13</b>