



Learning together; learning for life

CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING Thursday 21st September 2023 at 7pm at the school

Name	Governor Type	Attended
Adem Baysal	Parent governor	Attended
Craig Carter	Co-opted governor	Absent
Simon Englander	Co-opted governor	Apologies
Emma Lad (Clerk)	Clerk	Attended
Jade Hoare	Staff (Support) Governor	Attended
Dawn Lavalette	Co-opted Governor	Attended
Carmel Old	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
James Roach	CEO	Attended – on screen
Captain Mark Scoulding (Chair)	Co-opted governor	Attended
Emily Sheppard	Parent governor	Attended
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova	Other	Attended
In attendance		
Debbie Massey	Pastoral Lead	Attended
Sandra Child	Prospective governor	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 7.01pm

		Action		
KEY:	Approval	Information	For feedback/questions	Action
No	ITEM	ACTION		



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Procedural – 10 minutes		
1	Welcome, apologies and consent The chair welcomed everyone to the meeting. Sandra Child is observing the meeting as a prospective co-opted governor. Governors introduced themselves. Apologies were sent by Simon Englander and Dawn Lavalette. Craig Carter was absent.	
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	Keeping Children Safe in Education 2023 The clerk explained the Trust has now registered with the National College for all training needs for staff and governance. <i>Governors were asked to register with the National College using this link</i> <i>There are two training courses for governors to complete for 2023/24:</i> <i>Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</i>	All governors
5	Minutes of the last meeting (06.06.23) and matters arising <i>Minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising have been completed or are agenda items - see supporting document</i>	Chair
6	Communication from the Trust Trustees' minutes Governance framework	
Governance – 50 minutes		
7	Governor Hub review and update <i>All governors were asked to review by the 20th October 2023:</i> <ul style="list-style-type: none">• <i>Personal details review</i>• <i>Equalities information update</i>• <i>Annual declarations to be updated</i>	



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	<ul style="list-style-type: none"> • <i>Annual confirmations to be read and confirmed</i> <ul style="list-style-type: none"> ○ <i>Register of business interest</i> ○ <i>Keeping Children Safe in Education (KCSIE)</i> ○ <i>Online safety policy</i> ○ <i>Code of conduct</i> ○ <i>Whistleblowing policy</i> ○ <i>Child protection policy</i> ○ <i>Academies Trust handbook 2023</i> 	<p>All governors</p>
<p>8</p>	<p>Chairs update</p> <p>a) Termly Chairs meeting report – no meeting yet this term.</p> <p>b) <i>Governors recruitment and induction</i> <i>Adem is joining the governing body as an elected parent governor for a term of four years.</i> <i>Sandra will hopefully take the Co-opted role once Craig has stepped down in November.</i> <i>Emma Penfold was elected staff governor for a term of four years.</i> <i>The clerk will update Governor Hub.</i></p> <p>c) <i>NGA skills audit to be completed by all governors and returned to the clerk – clerk@inclusivemat.co.uk – reminder for all governors to complete.</i></p> <p>d) <i>Governing body roles allocation</i></p> <p><i>There is a Governing body review taking place within the Trust and at present. At present only the safeguarding and SEND governor visits need to be completed. The governors were asked to complete before the next LGC meeting.</i></p> <p><i>SEND – Mark Scoulding</i> <i>Safeguarding – Emily Sheppard – visit completed</i> <i>Curriculum – Carmel Old</i></p> <p><i>New governors will be invited to observe established governors when they book their visits.</i></p> <p><i>Visits will be completed this term for SEND and Curriculum and posted to Governor Hub.</i></p> <p><i>The Chair encouraged everyone to use Governor Hub as it is a good resource for communication. Governors were also asked to attend at least one event in school during the year. This will help to be part of the CTS community.</i></p>	<p>Clerk</p> <p>All governors</p> <p>All governors</p> <p>Mark Scoulding/ Carmel Old</p> <p>All governors</p>
<p>9</p>	<p>Finance report</p>	



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- There are not many changes in from the budget presented at the end of the summer term.
- The teachers pay was budgeted for 5% and then it was agreed by the government and trade unions at 6.5%. The government are covering 3% with a grant for the next three years which means the school is saving around £20,000.
- Support staff pay increases have not been agreed with the unions. Hopefully it will be approved soon.
- There was more income than predicted for children with EHCP's as the team aren't sure when the funding will begin until it is received.
- There is also some funding left for mentoring.

7.38pm Adem Baysal joined the meeting

The governors all introduced themselves.

The chair explained that as the school is part of the Trust the governors do not get to make decisions related to the budget. The focus should be on issues such as attendance which can impact the budget. The curriculum perspective in the school plan is also part of the budget and governors should be able to see that reflected in the budget.

The census is the first week in October and the school is ensuring children are on roll in the school. The school is hoping to be above the projected numbers. Nursery has more children than predicated at the end of last term which is a real positive for the school.

The Mothercare building now has families moving in and there are other new flats being built. It is the reception class which is below on numbers substantially. The year two class which was down when it was a reception class but it is now full. There have been 12 induction meetings this year already.

G: Do you have issues with families not registering for the right Pupil premium funding?

HT: We are looking into an add on to SIMMS which can identify families who are eligible. It is now part of the school induction process.

Governors discussed the stigma attached to being in receipt of pupil premium and ensuring the school community understand it is helps the school. It is a struggle across the country ensuring parents apply.

7.55pm Marie left the meeting

10 [Headteacher report](#)



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	<p>a) SEND – the school is struggling with the large amount of children with SEND requirements in the school. The Trust carried out a review last year to ensure that the staff as they can work more collaboratively. It also supports the children as they have the opportunity to work with different members of staff.</p> <p>The provision has started in the afternoon and is utilised by children who have a mid level need. However, the challenge has been that there are more children in the school who have need and some of the needs are significant. The school is supportive of children with SEND and all staff support all children to achieve. There will be 20 EHCP's in place in the next year and there is a point where the school is going to have to say they cannot meet need for children.</p> <p>This is the biggest pressure for the whole staff team and there are children who are requiring two members of staff while in the school. The school now needs further support but there is not have the funding to support. The Pastoral team are all working together to try and find a suitable staffing solution to support the children in school.</p> <p><i>Governors asked that there be a wider discussion at the next meeting regarding SEND provision in the school and asked that the concerns be raised to the Trustees by the Chair.</i></p> <p>Children have come back positively and staff have been working hard to get children back into school.</p> <p>b) there are appropriate TA's in school who are working as a team to support children. This supports the wellbeing of</p> <p>c) Review of data for 2022/23</p> <p>d) Secondary transfer data</p> <p>e) Safeguarding</p>	<p>Clerk (Agenda Item)/ Chair</p>
<p>11</p>	<p>Stakeholder engagement</p> <p>So far this term:</p> <ul style="list-style-type: none"> • Meet the teacher meetings • Year 4/5 transition meeting • Early years coffee morning • Friends coffee morning • SEND coffee morning next week • School trips are booked with parent volunteers. • Staff safeguarding training – the safeguarding link governors has reviewed the training record. 	
<p>13</p>	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding policy 	



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	<ul style="list-style-type: none"> • Governance Framework • Reserves • Terms of reference – Education Committee, Local Governing Committee, Resources Committee, Trust Board • Whistleblowing <p>b) <i>School policies – Business continuity plans – to be reviewed by the Chair and HT update Every</i></p>	Chair/ HT									
14	<p><u>Risk register</u></p> <p>Governance succession planning for key governance roles. This continues to be a red risk.</p>										
15	<p>Training</p> <p>The clerk explained the Trust has now registered with the National College for all training needs for staff and governance.</p> <p>Governors were asked to register with the National College using this link</p> <p>There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</p> <p>Ideas/requests for future sessions</p> <ul style="list-style-type: none"> • Sustainability – training available on the National College – governors to complete • Protected Characteristics – The Trust are arranging training in the summer term 	<p>All governors</p> <p>All governors</p>									
16	<p><u>Governor monitoring reports</u></p> <p>Emily Sheppard – Safeguarding report</p> <p>Craig will be completing a Health and safety walk round with the site manager.</p>										
17	Clerks update – Distributed via Governor Hub										
18	Any other business										
19	<p>Future Dates</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Thu 21 Sep 2023</td> <td>19:00</td> <td>Cherry Tree LGC meeting</td> </tr> <tr> <td>Tue 10 Oct 2023</td> <td>19:00</td> <td>Meeting with Chater Junior school – Emily,</td> </tr> </tbody> </table>	Date	Start	Meeting	Thu 21 Sep 2023	19:00	Cherry Tree LGC meeting	Tue 10 Oct 2023	19:00	Meeting with Chater Junior school – Emily,	
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			Emma and Carmel sent apologies.	
	Wed 1 Nov 2023	10:00	Chairs meeting	
	Thu 9 Nov 2023	19:00	Cherry Tree LGC meeting - online	
	Tue 12 Dec 2023	18:00	Inclusive MAT AGM	
	Wed 31 Jan 2024	10:00	Chairs meeting	
	Thu 8 Feb 2024	19:00	Cherry Tree LGC meeting	
	Tue 5 Mar 2024	19:00	Governor and Trustee training session	
	Tue 14 May 2024	19:00	Governor and Trustee training session	
	Wed 26 Jun 2024	10:00	Chairs meeting	
	Fri 5 Jul 2024	00:00	Cherry Tree LGC meeting	
	Trust growth – confidential – See part two minutes			
	<i>8.18pm James Roach joined the meeting</i>			
	<i>James Roach left at 8.27pm</i>			
20	Curriculum update			
	Presentation from the Pastoral lead, Debbie Massey.			
	<ul style="list-style-type: none"> • Support offered in school 			
	G: Were the NHS at sports day?			
	PL: Yes, we make referrals to them for parents, children and staff to support wellbeing.			
	<ul style="list-style-type: none"> • National Nurture UK accredited. • Boxhall profile – children are assessed emotionally and socially twice a year. To support teachers understanding of barriers. • Governors discussed the children who have persistent absence and the impact it has on the children’s readiness to learn. • Thrive assessments – profiling tool for emotional and social levels for Pupil premium children. It is used by the teachers and Pastoral team. • Goals for 2023/24 – More community links, Continued good practice with our outside agencies, continue to support colleagues • Lunch hub has worked well for the school and it was used 781 times last year by children. • The Pastoral team works very closely across the schools. 			



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	<p>The chair explained that the Pastoral team is a real benefit of the Trust and it is lovely to visit. Parent governors have fed back that children's attitudes to the Hub have changed and children use it as a safe space to speak.</p> <p>From a staff point of view the pastoral and SEND team are very supportive and help with school function effectively.</p> <p><i>New governors were invited to visit the Hub with the Chair of governors.</i></p> <p><i>8.50pm Debbie Massey left the meeting</i></p>	<p>New governors/ Chair</p>
12	<p><u>Review of School Plan</u></p> <p>The HT explained, in a verbal update, that the school plan this year is more strategic and in line with the Trust and other schools in the Trust.</p> <ul style="list-style-type: none"> • Priority one – Writing attainment in all year groups in line or exceed national data. • Priority two – Our curriculum will be diverse and will strengthen our community and sense of belonging. • Priority three – Every child will have access to quality first teaching. Children with SEND will have access to personalised provision and will make measurable progress using school assessment systems. <p>Children, staff and communities have tasks attached to each priority. Governors need to focus on supporting all areas and in particular community.</p> <p><i>The community page will be reviewed at the next meeting</i></p> <p><i>Governors were asked to all visit the Pastoral hub before the next meeting</i></p>	<p>Clerk (Agenda)</p> <p>All governors</p>
	<p>Meeting ended: 9.05pm</p>	

5. **Matters arising from 30.06.23**

6	<p>HT: We do utilise and moving forward we will be more explicit in that children are learning about protected characteristics. This requires further staff CPD and there is a programme in place to increase staff knowledge.</p> <p>G: I think this was brought up during the People Strategy groups and there should be training from the Trust. Can we see where the Trust is with the training?</p> <p><i>The clerk will bring back to Trustees.</i></p>	<p>Clerk - completed</p>
8	<p>Overview of proposed budget 2023-2025 (info only) - Governors were asked to send questions via Governor Hub</p>	<p>All governors - completed</p>



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9	<i>The HT was asked to send further information relating to attendance interventions via Governor Hub. Governors requested an update on Pastoral care next meeting</i>	Clerk (Agenda) – agenda item 20
11	Review of School Plan - <i>To be discussed as part of the governor afternoon and reviewed at the first meeting next term</i>	Clerk (Agenda) – agenda item 12
13	<i>Governors asked that sustainability training be organised.</i>	Clerk (Trust) - completed

15.

Governor training

For 2023/24:

1. [Annual certificate in safeguarding for governors and trustees for primary schools and academies \(2023-24\)](#)
2. [Cyber security training for school staff - NCSC.GOV.UK](#)

When you join the board:

1. [Certificate in the role of a school governor for primary schools and academies](#)
2. [Certificate in the knowledge, skills and behaviours of effective governance for primary schools and academies](#)
3. [Annual certificate in the prevent duty for primary schools and academies 2023-24](#)
4. [Guidance for Governors: Meeting statutory duties in suspensions and permanent exclusions](#)
5. [Guidance for governors: fulfilling your role on committees and panels](#)

One governor/ trustee per board to have completed:

1. [Annual certificate in safer recruitment for primary schools and academies](#)
2. [Certificate in managing allegations and the role of the LADO for primary schools and academies](#)

Appendix B

Discussion via Governor Hub ahead of the meeting

Dear all,

We have recently joined The National College and I would like to invite you to join the learning hub through the link below:

<https://thenationalcollege.co.uk/enrol/cherry-tree-primary-school-1>

Please watch the how to use video once you log in.

I have created a watch list for you with two mandatory courses for safeguarding.

Please could you complete as soon as possible

Thank you



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Emma

Marie Vankova

Hi,

please see attached the [Financial Report Sept 2023.docx](#) with [Appendix 1 - July 2023 Management Account.pdf](#) and [Appendix 2 - 3-Years Budget.pdf](#)

Cheska Tyler

Have a look at this:

[CTPS School Plan 23-24.docx](#)

We will discuss this in the meeting but please feel free to have a look in advance. Thank you.

Mark Scoulding

Love this! We'll done. When we meet, I would be really interested to hear more about

- Staff career pathways - across Cherry Tree and IMAT
- How Cherry Tree governors can enhance the community offer.

2 days ago

Cheska Tyler

Have a look at this:

[CTS Headteachers Report Sept 23.docx](#)

Please see a very brief HTs report! The reason being there has only been a couple of short weeks since our last meeting.

Any comments, please pop below. Looking forward to seeing you all next week. Thank you.

Mark Scoulding

Cheska! Thank you for sending us a very informative report. These are very valuable.

One quick question re class context meetings. I was wondering what attention was given to special education needs and disabilities (SEND) provision and how are the SEND team supporting? Would be helpful to understand more from an EDI perspective?

Emma Hibberd

Hi Mark, there is a section on the class context form where we discuss any children with SEND and how they are being supported. It is also an opportunity for staff to flag any children they feel may need extra support. We also discuss, Social, Emotional concerns as well as safeguarding and Pupil Premium. Vicky attends the meetings too so she can offer support and advice and staff can flag pupils to her. In the first class context meeting we focus on mainly these things, we have a much stronger focus on the academic data in the meeting at the beginning of the spring term.

Mark Scoulding

Thanks Emma! Really helpful information.

a day ago

Mark Scoulding



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Hello governors!

I hope the first week of the school year was a good one for you. As we get ready for our first Local Governance Committee (LGC) meeting on 21 September, there are a few notices.

We're delighted to welcome Adem Baysal as our newest parent governor. Adem is a former Cherry Tree pupil and is very excited to contribute to the community. He will join us next Thursday.

Please set aside time before our meeting to update declarations, read papers and complete the skills audit. Our excellent Clerk, Emma Lad, can tell you what you have outstanding if you are unsure. Remember that key documents, such as the headteacher's report, will be available one week before LGC meetings. They should be read and acknowledged/commented on as soon as possible via GovernorHub. We do this so that staff have sufficient time to respond and so that our meetings are shorter and more strategic. Please also make a start on any incomplete training.

We will be allocating link governor roles for the year during our first LGC meeting. Please read the role descriptions (I'll provide a link below) and have a think about where your skills, interests and development needs may lie. Through our link governor roles, we have a fantastic opportunity to improve outcomes for students, parents and teachers.

Please make good use of GovernorHub. This is a great space to offer encouragement, ask questions, provide challenge and celebrate what is going on at Cherry Tree. Don't be shy! The app makes this really easy.

All governors have an open invitation to school events. If your personal commitments allow, please do try to attend at least one this year. Perhaps you could pop something in the diary now? Attending events allows us governors to experience what is going on in the Cherry Tree community for ourselves. I think it would be wonderful if all students, parents and teachers could know who the LGC are and feel we are open and approachable.

Finally, a huge thank you from me for all that you achieved last year and all that you will contribute this year. Being a school governor is a sizeable task and I appreciate your commitment and investment very much. Please do reach out to me if there is anything I can do to support you. Looking forward to seeing you soon!

Mark Scoulding

<https://app.governorhub.com/s/imattrustboard/resources/6227477ae473b94d4c45c1d5>