



Learning together; learning for life

CHERRY TREE SCHOOL SCHOOLGOVERNING COMMITTEE MEETING Thursday 7th November 2024 at 6.30pm at the school

Name	Governor Type	17 Sep 2024	07 Nov 2024	06 Feb 2025	04 Jul 2025
Josie Adams	Staff (Support) governor	Attended	Attended		
Adem Baysal	Parent governor	Attended	Attended		
Sandra Child	Co-opted governor	Attended	Attended		
Simon Englander	Co-opted governor	Attended	Attended		
Emma Lad (Clerk)	Clerk	Attended	Attended		
Dawn Lavalette	Co-opted governor	Apologies	Apologies		
Carmel Old	Co-opted governor	Attended	Attended		
Emma Penfold	Staff (Teaching) Governor	Attended	Attended		
Captain Mark Scoulding (Chair)	Co-opted governor	Apologies	Attended		
Emily Sheppard	Parent governor	Attended	Attended		
Cheska Tyler (HT)	Headteacher	Attended	Attended		
Marie Vankova (SBM)	SBM	Attended	Attended		
In attendance					
Jo Crocket	Pastoral Lead	N/A	Attended		

Governor challenge was highlighted in yellow.

Governor actions are highlighted in italics.

Discussion via Governor Hub is listed below in Appendix E

Meeting started at 6.35pm

KEY:	Approval	Information	For feedback/questions	Action
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		Action
1.	<p>Welcome, apologies and consent</p> <ul style="list-style-type: none"> The meeting was quorate. Apologies were sent by Dawn Lavalette. Jo Crockett introduced herself as the Pastoral Lead and explained what she is working on presently. 	
2.	<p>Notification of any other business (Chair, HT and Clerk to be informed 48 hours before the meeting)</p> <p>There was no notification of any other business.</p>	
3.	<p>Conflict of interest with agenda items to be declared</p> <p>There were no conflicts of interest declared.</p>	
4.	<p>Minutes of the last meeting for approval and matters arising Minutes to be signed via Governor Hub</p> <p><i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i></p>	Chair
5.	<p>Communication from the Trust</p> <ul style="list-style-type: none"> Trustees' minutes Governance Framework School Governing Committee Governance Framework at a glance – all governors were asked to review and ensure they understand. Academies Trust handbook 2024 Academy Trust governance guide 	All governors
6.	<p>Chairs update</p> <p>a) Termly Chairs meeting report</p> <ul style="list-style-type: none"> Pupil numbers are high across the schools in comparison to other schools locally as there are low birth years at present nationally. <p>There are further children who joined after the census date and the nursery numbers are also increasing.</p> <p>Governors were thanked for recommending the school to parents locally.</p> <p>The HT explained that year 4 have been creating persuasive leaflets which have been handed out at parent look rounds and they will be posted to new housing being built around the school.</p>	



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- Breakfast club funding has been released by the DFE and the trust has registered to receive further information.
- Holywell school has been given permission to join the Trust by the Regional Commissioner. Due diligence will now begin, and any risks will be reviewed. The Assistant HT from BFS is now the Acting HT for the school and had been previously supporting several days per week. The HT explained there is a lot of experience within the Trust and the schools will be supporting where possible.

The Chairs were all conscious of ensuring any career opportunities are available to those within the Trust as showing career progression is key for the Trust.

G: Will the Trust ensure there is agreement from the schools and governors before a decision is made?

HT: The CEO has spoken to the HTs to discuss where there is capacity and ensure there is minimal effect on the existing schools in the Trust.

Governors discussed the challenges of the new school and how the Trust is supporting at present.

- The Chair explained that there is now a clear process where all vacancies are advertised to all members of staff so there is a maximum opportunity. The HT explained that this should be part of the performance management process to ensure there is clear progression.
- b) Skills audit** – updated for this academic year and available on Governor Hub.
- c) Completion of confirmations/ declarations via Governor Hub** – All governors were asked to complete.
- d) Appointment of Mark Scoulding**
Mark's term of office was approved and extended to the end of August 2025 as he will be stepping down from the governing body at that point.
- e) Completion of governor training** – reminder to complete via the National College. The clerk has sent out reminders to governors.

Other training available via National College:

EDI training dates: 3.30-4.45pm online



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	<p><u>Thursday 17th October Cultivating a sense of belonging</u></p> <p><i>Thursday 12th December Cultural Intelligence</i></p> <p><i>Thursday 13th February Disrupting unconscious bias</i></p> <p><i>Thursday 27th March Psychological safety</i></p> <p><i>Thursday 15th May Challenging derogatory and non-inclusive language</i></p> <p><i>Thursday 3rd July Religion and beliefs in school</i></p>	All governors
7.	<p>Headteacher report</p> <p>a) Attendance</p> <p>G: What is happening with the persistent absence rates at CTS? HT: We are just below the national average. The numbers are also worse in the Autumn term. The HT forums have discussed the fining process and there is a benchmarking exercise taking place between the local HT's. There will be an agreement made for the schools locally between the HT's and then the schools can respond with harmony.</p> <p>This is a lot of administration for the school and managing the different scenarios to ensure consistency.</p> <p>The HT group has been very positive in its new format and is working well to support the schools locally. The Chair thanked the HT for her work on this forum which benefits the school, Trust and community.</p> <p>G: How has the earlier start impacted? Staff G: There were some issues initially, but the children are used to it now. It is only 5 minutes earlier. G: Does the breakfast club help? HT: The parents must pay for the breakfast club so we cannot say it is making a difference. G: We need to ensure we are making progress on the attendance as this was an issue previously at Ofsted. There is really good work taking place, but it doesn't seem to be impacting.</p> <p>The clerk reminded governors that there should be clear reporting through the monitoring visits.</p> <p><i>Governors asked for a presentation at the next meeting to explain the attendance rates over time and the support which is being offered by the school.</i></p> <p>b) Behaviour</p> <p>G: Staff have spoken about changes in behaviour expectations in the</p>	HT/ Clerk (Agenda)



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	<p>school. Have you found the same? Staff G: There has been a large increase in children with SEND and behaviour issues in the school. There has also been a change in parent approaches to parenting and this has impacted the behaviour in school as there is less parental support or understanding.</p> <p>Governors discussed at length how the school can manage the behaviour of the parents, children etc within the constraints of the current education system and behaviour approach currently.</p> <p>The governors questioned the preparation for secondary school and how they can work with parents and children to understand the expectations around behaviour and homework etc. The HT is also now taking part in a project with secondary school HTs regarding a project on transition.</p> <p><i>Governors asked that the behaviour incidents be separated into SEND incidents and the rest of the cohort, the number of children involved in each behaviour group.</i></p>	<p>HT</p>																		
<p>8.</p>	<p>Stakeholder engagement</p> <p>Covered under the HT report.</p>																			
<p>9.</p>	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved – refer to Every b) School policies – refer to Every</p> <p>The following policies were approved for use in yellow:</p> <table border="1" data-bbox="188 1355 1257 1998"> <thead> <tr> <th><u>Cherry Tree School Policies</u></th> <th><u>Date DUE</u></th> </tr> </thead> <tbody> <tr> <td>Behaviour</td> <td>16 Jul 2025</td> </tr> <tr> <td>Business Continuity Plan</td> <td>13 Nov 2024</td> </tr> <tr> <td>Collective Act of Worship</td> <td>18 Nov 2024</td> </tr> <tr> <td>Equality Statement including accessibility plan</td> <td>08 Mar 2024 – Carry forward</td> </tr> <tr> <td>Health and Safety (Local) Policy</td> <td>13 Nov 2024</td> </tr> <tr> <td>Home Learning Policy</td> <td>18 Nov 2024</td> </tr> <tr> <td>Home School agreement</td> <td>Jun 2025</td> </tr> <tr> <td>Marking, Feedback and Presentation Policy</td> <td>Jun 2025</td> </tr> </tbody> </table>	<u>Cherry Tree School Policies</u>	<u>Date DUE</u>	Behaviour	16 Jul 2025	Business Continuity Plan	13 Nov 2024	Collective Act of Worship	18 Nov 2024	Equality Statement including accessibility plan	08 Mar 2024 – Carry forward	Health and Safety (Local) Policy	13 Nov 2024	Home Learning Policy	18 Nov 2024	Home School agreement	Jun 2025	Marking, Feedback and Presentation Policy	Jun 2025	
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	<i>Governors agreed to move the approval of the Home school agreement and Marking, feedback and presentation policy to the summer term.</i>	Clerk
10.	Risk register Discussed previously	
11.	<p>Training</p> <ul style="list-style-type: none"> Governor training booked /to be booked/ completed with National College <p><i>EDI training is being offered for all governors. The following has taken place and can be viewed through the National College:</i></p> <p>Cultivating a sense of belonging</p> <p><u>Future EDI training dates: 330-445</u></p> <p><i>Thursday 12th December Cultural Intelligence</i></p> <p><i>Thursday 13th February Disrupting unconscious bias</i></p> <p><i>Thursday 27th March Psychological safety</i></p> <p><i>Thursday 15th May Challenging derogatory and non-inclusive language</i></p> <p><i>Thursday 3rd July Religion and beliefs in school</i></p>	All governors
12.	<p>Governor monitoring reports</p> <p>Enrichment – Governors fed back that the visits he has supported on have been very positive. Leavesden Country park, RAF museum and the Houses of Parliament. The governor explained that it was very positive to see how children can recall their learning easier when they have seen their learning in real life.</p> <p>The parent governors discussed the payment plan for the year which is very helpful and praised the number of trips the school can offer.</p> <p>The children may not be able to access these areas if they aren't taken by the school. The enrichment activities have a clear impact on the children's learning.</p> <p>Members of the public commented on how well behaved the children were on the trip and considerate of the public.</p> <p>The children sang at the allotment and the other allotment holders commented on how well behaved the children are.</p> <p>Governors discussed the parking and fast drivers outside the school. There are</p>	



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	limited resources available to resolve.	
13.	Clerks update <ul style="list-style-type: none">• Newsletters	
14.	Any other business None requested at the beginning of the meeting.	
15.	Future Dates – See below	
16.	Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk	
	Meeting ended: 8.27pm	



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4. Matters arising from 19.09.24		
4	<p><u>Keeping Children Safe in Education 2024.</u> <i>See appendix A for changes. All governors will review via Governor Hub.</i></p>	All govs – ongoing
6	<p>Minutes of the last meeting for approval and matters arising (appendix A) <i>The minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising were completed or agenda items.</i></p>	Chair – completed
8	<p>Governor Hub review and update:</p> <ul style="list-style-type: none">● Personal details review● Equalities information update● Annual declarations to be read and approved:<ul style="list-style-type: none">○ Register of business interest○ Keeping Children Safe in Education (KCSIE)○ Online safety policy○ Code of conduct○ Whistleblowing policy○ Child protection policy <p><i>Governors will complete via Governor Hub once the clerk send reminders</i></p>	Clerk/ All govs – on-going
9	Chairs update	



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f) **Termly Chairs meeting report** – now taking place on the 9th of October. The clerk updated the Governor Hub calendars.

g) Trustees meeting

- There is a focus on the growth of the Trust and a marketing company presented to the board. There were concerns around the schools maintaining their individuality expressed. The HT fed back that the schools have strong identities but could be supported further to create a strong brand which would support further schools joining the Trust.
- Trustees increased visibility was reviewed and how we could invite them to more events at the schools in future.
- Holywell school will be joining the Trust.

h) Governors' recruitment and induction

- *Staff governor election to be organised by the HT.*

i) **Governor Hub skills audit to be completed by all governors**

The clerk will send the results from last year and asked all governors to review and update if they feel they have improved their skills.

HT – agenda item 6

All govs – agenda item 6



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	<p>j) Governing body roles allocation Meetings to be booked in for the year for linked areas and all governors were also asked to attend school events where possible.</p> <ul style="list-style-type: none">• Behaviour and attitudes - Dawn• Leadership and management – Mark• Personal development - Adem• Safeguarding - Emily• SEND and vulnerable groups - Sandra• Quality of Education – Carmel & Simon <p><i>The governors will contact the HT to book their visits for the term.</i></p>	<p>All govs – agenda item 12</p>
11	<p><u>Headteacher report</u></p> <p>Questions answered via Governor Hub ahead of the meeting - see appendix E</p> <p>G: Where are their spaces in the school? HT: In year one mainly and there was a family with three children who left recently to move to a school closer to home.</p> <p><i>Health and safety – There is now an external auditor in place who has completed an audit. The HT will present a new H&S report to governors at the next meeting.</i></p>	<p>HT – agenda item 7</p>



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<p>12</p>	<p>Stakeholder engagement</p> <p><i>Pupil survey</i></p> <p>The results were presented via Governor Hub but will be reviewed further at the next meeting.</p> <p>There was a disclosure through the survey which the company flagged, and the school was able to support the child with their concerns.</p> <p>G: Is there an option where the children could put their name down? HT: I am not sure, I can check.</p>	<p>HT - completed</p>
<p>15</p>	<p>Training</p> <ul style="list-style-type: none"> Governor training booked /to be booked/ completed with National College <p><i>Governors were asked to complete the three courses on their Watchlist by half term.</i></p>	<p>All govs – agenda item 6</p>

13. Policy tracker 2024/25

<u>Cherry Tree School Policies</u>	<u>Date DUE</u>
<p>Behaviour</p>	<p>16 Jul 2025</p>
<p>Business Continuity Plan</p>	<p>13 Nov 2024</p>



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Collective Act of Worship	18 Nov 2024
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Home School agreement	18 Nov 2024
Marking, Feedback and Presentation Policy	13 Nov 2024

19. Governor dates 2024/25

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
Thursday	06/02/2025	Cherry Tree LGC	18.30	20.30	At the school
SPRING 2			Start	Finish	Venue



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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
Friday	4/7/2025	Cherry Tree LGC	10.00	3.00	Cherry Tree School