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CHERRY TREE SCHOOL SCHOOLGOVERNING COMMITTEE MEETING
17th September 2025 at 6pm online

Action Summary Table

Agenda Item	Action	Responsible
6	Sign minutes via Governor Hub	Chair
6	Invite Sanjay to November meeting and explain date change from Thursday to Tuesday	Clerk
6	Speak to Executive team about governors visiting Willow Tree school	HT
6	Work up parental behaviour procedure to report back at November meeting	HT
8	Complete Governor Hub updates including personal details, equalities information, and annual declarations	All governors
9	Complete governor effectiveness section on Governor Hub	All governors
11	Include support for children without SEND in class at next meeting	HT
11	Include national percentage data for comparison where available in future reports	HT
12	Provide pupil survey analysis at next meeting	HT
12	Share trip information on Governor Hub when available	HT
12	Consider attending open evening on 21st October 3:30-6:30pm	All governors
13	Upload Home Learning policy and Behaviour policy to Every	HT
15	Complete cybersecurity training and safeguarding refresher by 1st November 2025	All governors



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Name	Governor Type	17 th September 2025			
Josie Adams	Staff (Support) governor	Attended			
Adem Baysal	Parent governor	Attended			
Sandra Child (chair)	Co-opted governor	Attended			
Emma Lad (Clerk)	Clerk	Attended			
Carmel Old	Co-opted governor	Apologies			
Walaa Mohran	Co-opted governor	Attended			
Emily Sheppard	Parent governor	Attended			
Cheska Tyler (HT)	Headteacher	Attended			
Marie Vankova (SBM)	SBM	Attended			

Governor (G) challenge is highlighted in yellow

Governor actions are highlighted in italics

Please see Appendix A: Discussion from Governor Hub ahead of the meeting

Meeting started 6.04pm

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Item	Matters arising 17.09.25	Action
1.	Welcome, apologies and consent Carmel sent apologies due to illness. The meeting was quorate.	
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.	



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7.	<p>Communication from the Trust</p> <p>Trustees' minutes are available on the resources tab on Governor Hub.</p>	
8.	<p>Governor Hub review and update:</p> <p><i>Governors need to complete the following on Governor Hub as soon as possible:</i></p> <ul style="list-style-type: none"> • <i>Check personal details and update if needed</i> • <i>Complete equalities information (or select 'none of your business' if preferred)</i> • <i>Annual declarations to be read and approved:</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> 	All governors
9.	<p>Chairs update</p> <p>a) Governors' recruitment and induction</p> <p>The HT explained the change in approach across the Trust regarding staff being on each other's school boards. The Trust has agreed it would be more appropriate to have somebody on each other's committee who is aspiring to be a leader or ready and capable to take that on.</p> <p>Emma Hibbard is no longer going to be a governor at Beechfield, but she will come to Cherry Tree governor meetings as part of the leadership team.</p> <p>Emma Penfold (now Emma Malone - congratulations to Emma) is going to become a governor at Beechfield.</p> <p>Walaa Mohran from Beechfield is joining Cherry Tree's committee as a co-opted governor. Governors approved her appointment.</p> <p>The HT advertised the staff position and there are two candidates, which is exciting and apparently unheard of. The school is currently running a 10-day election process which closes next week. The successful candidate will join the committee in November.</p> <p>b) Governor effectiveness - to be completed by all governors</p> <p>The skills audit previously used with NGA is no longer being used. There is now a governor effectiveness section on Governor Hub which takes about 5 minutes to complete and will help identify skill gaps and future training required.</p> <p>c) Governing body roles allocation</p> <p>The Trust has changed how governor roles are being managed. There are two statutory governor roles: safeguarding and SEND. The allocations agreed are:</p>	All governors



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	<ul style="list-style-type: none"> • Emily - Safeguarding • Sandra - SEND (continuing from previous role) • Walaa/Carmel - Quality of Education/Middle leaders • Adem - OPAL and Ofsted readiness 	
10.	<p>Finance report -- sent via Governor Hub</p> <p>Marie will continue to send reports to the governors but will not be attending meetings in future unless there are specific financial implications or difficult questions that need addressing.</p> <p>G: There are 16 pupil premium students who left from year 6, has there been a financial impact?</p> <p>MV: When the report was written there were 78 children as pupil premium, but within a week it became 88. The school has really pushed people to apply. The office and Sandra have been very proactive. The school also reviewed induction processes for children joining mid-year and now have an explicit question about pupil premium, trying to ease the stigma and capture as many families as possible.</p> <p>Marie explained the changes to pupil premium protection - from April 2025, new applicants will need to reapply every year rather than having 6-year protection.</p>	
11.	<p>Headteacher report</p> <p>The report covered a brief snapshot from the first few teaching weeks between the last meeting and this one.</p> <p>a) Support for children without SEND in class (from matters arising) This item will be covered at the next meeting.</p> <p>b) Safeguarding All staff have completed induction and training and safeguarding training.</p> <p>c) Health and safety The health and safety report is on Governor Hub. It's quite sparse as it only covers a week and a half since returning to school. There are no major health and safety concerns to raise currently.</p> <p>d) Premises The HT explained the update to the playground and how excited the children are to use it. OPAL is being launched slowly - it has taken longer than hoped which has taken the wind out of some staff members' sails. The new playground will be finished next week and represents significant investment, primarily from fundraising over the last five years.</p> <p>e) Pupil numbers. Actual v budget G: There are 7 children without school places for secondary school. Are they still without a place? HT: The school is checking in with families. This is common due to parents making poor choices when applying for secondary schools despite the school's efforts to educate</p>	



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	<p>them. All have siblings still at Cherry Tree. The school cares about these children's progress. Some parents have assured the HT they are home schooling or using tutors while waiting for places. Two of the children were always going to be home schooled culturally, so effectively it's 5 children.</p> <p>Governors had a lengthy discussion about secondary school places in Watford and the complications with applying. Emily Sheppard offered to come and speak to parents about different schools and the application process.</p> <p>f) Outcomes 2024/25 G: Was there a reason the writing was so low? HT: The school had a significant issue with writing for that cohort. About 14% of children were at age-related expectations when they came up, which was low. The children made significant progress, but it wasn't something to be proud of. It was cohort-specific and not reflective of usual standards. The school continues to focus on writing.</p> <p>The booster tutor is still in place working three days. She makes a significant difference, particularly to disadvantaged children. She's currently deployed in year 4, working with the cohort that had concerns in year 3 last year. Year 4 have really started well this year.</p> <p>G: The attendance data for year 4 was quite low last year. It's important to ensure children are in school to access booster sessions.</p> <p>G: Could we have national percentages for comparison next time? HT: A lot of national data isn't released until later, but will include what's available.</p> <p>g) Children's attendance - Covered above</p> <p>h) Suspension/ exclusions - No major behaviour issues to report</p> <p>i) Behaviour monitoring - No major behaviour issues to report</p> <p>j) HIP visit feedback and progress against actions Visit taking place in October with focus on either Ofsted or middle leader route looking at subject leadership. Will be fed back at the next meeting.</p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">HT</p>
<p>12.</p>	<p>Stakeholder engagement</p> <p>Surveys A pupil survey was conducted at the end of the school year but hasn't been analysed by SLT yet. A summary will be provided at the next meeting.</p> <p>The parent survey usually takes place in January alongside parents' evening.</p> <p>Events Open evening on Tuesday 21st October 3:30-6:30pm for current parents (not prospective). This is in response to parent survey feedback about the format of parents' evenings. Parents can come to classrooms, look at children's work, and talk to teachers</p>	



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	<p>if they want to.</p> <p><i>Governors were invited to attend the open evening.</i></p> <p>Meet the teacher meetings have taken place. School trips are starting - governors are always welcome to join trips.</p> <p><i>Trip information will be shared on Governor Hub when available.</i></p>	<p>All governors</p> <p>HT</p>														
<p>13.</p>	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved -- refer to Every</p> <p>b) School policies -- refer to Every The Behaviour policy needs to be uploaded to Every</p> <p><i>The Home Learning policy was approved for use by governors until November 2026. The HT will upload to Every.</i></p> <p>Check on every</p> <table border="1" data-bbox="167 1061 1251 1478"> <tr> <td>Behaviour</td> <td>Jul 2025 – to be uploaded to Every</td> </tr> <tr> <td>Business Continuity Plan</td> <td>Nov 2025</td> </tr> <tr> <td>Collective Act of Worship</td> <td>Nov 2025</td> </tr> <tr> <td>Health and Safety (Local) Policy</td> <td>Nov 2025</td> </tr> <tr> <td>Home Learning Policy</td> <td>Nov 2025</td> </tr> <tr> <td>Home School agreement</td> <td>Jun 2025 – Upload to Every</td> </tr> <tr> <td>Marking, Feedback and Presentation Policy</td> <td>Jun 2025 – Upload to Every</td> </tr> </table> <p>The HT explained that some policies weren't uploaded previously due to end of term pressures, but this has been rectified.</p>	Behaviour	Jul 2025 – to be uploaded to Every	Business Continuity Plan	Nov 2025	Collective Act of Worship	Nov 2025	Health and Safety (Local) Policy	Nov 2025	Home Learning Policy	Nov 2025	Home School agreement	Jun 2025 – Upload to Every	Marking, Feedback and Presentation Policy	Jun 2025 – Upload to Every	<p>HT</p>
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<p>14.</p>	<p>Risk register</p> <p>The governors did not feel there were any further risks to notify the Trust about. The trust risk register covers usual safeguarding, SEND, and Holywell/Willow Tree joining the trust.</p>															
<p>15.</p>	<p>Training</p> <p><i>The Clerk reminded governors to complete their training by 1st November 2025:</i></p> <ul style="list-style-type: none"> <i>NCSC cybersecurity for staff training course (certificate must be downloaded and completed with name and date)</i> 	<p>All governors</p>														



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	<ul style="list-style-type: none"> Safeguarding refresher through National College (about 40 minutes, covers changes to KCSIE) <p>Both are required by the Trust for insurance purposes.</p>																
16.	<p>Governor monitoring reports</p> <p>No monitoring visits have taken place as it is so early in the term.</p>																
17.	<p>Clerks update</p> <p>Newsletters</p> <p>Important: The November meeting is on Tuesday 19th November, not Thursday. The Clerk will send reminders.</p>																
18.	<p>Any other business</p> <p>None requested at the beginning of the meeting.</p>																
19.	<p>Future Dates</p> <p>Next meeting: Tuesday 19th November 2025 at 6pm at the school</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Wed 17 Sep 2025</td> <td>18:00</td> <td>online</td> </tr> <tr> <td>Tues 18 Nov 2025</td> <td>18:00</td> <td>School</td> </tr> <tr> <td>Thu 5 Feb 2026</td> <td>18:00</td> <td>online</td> </tr> <tr> <td>Fri 3 Jul 2026</td> <td>09:00</td> <td>school</td> </tr> </tbody> </table>	Date	Start	Location	Wed 17 Sep 2025	18:00	online	Tues 18 Nov 2025	18:00	School	Thu 5 Feb 2026	18:00	online	Fri 3 Jul 2026	09:00	school	
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20.	<p>Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk</p> <p>None identified.</p>																
Meeting ended: 7.08pm																	



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6. Matters arising from 04.07.25		
4	<p>Minutes of the last meeting for approval and matters arising <i>The minutes were approved and will be signed via Governor Hub by the Chair.</i> All matters arising were completed or agenda items.</p>	Chair - completed
7	<p><i>Invite Sanjay to attend the Cherry Tree governors meeting on Thu 20 Nov 2025, which will be in person</i></p> <p><i>The governors asked whether it could be arranged for them to visit the school. The HT will speak to the Executive team.</i></p>	HT/ Clerk (agenda) – carry forward HT – carry forward
9	<p><i>SLT to work up a parental behaviour procedure in the autumn term, to report back to governors on the 20th November 2025 governor meeting.</i></p> <p>G: The changing national picture means that other children must adapt their behaviour in the class. It is a necessary and good skill for the other children, but have we looked at support for those children?</p> <p><i>The SLT explained that there is discussion around needs with the whole school and class. They felt this was something for a wider discussion within the staff team and will be reviewed. There will be an updated at the next meeting.</i></p>	HT/ Clerk (Agenda) – carry forward HT/ Clerk (Agenda) – item 11
17	<p><u>3.45 to 5pm online Thursday 3rd July Religion and beliefs in school training.</u></p>	All governors - completed