

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING  
HELD AT CHERRY TREE SCHOOL  
On Thursday 17<sup>th</sup> May 2018 at 7:00pm**

<b>Attendees</b>	Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Jo Charman (JC), Barry Fitch (BF) (Vice-Chair), Renee Chandler (RC), Emily Sheppard (ES), Alex Green (AG),
<b>Absentees</b>	Juliette Uzur (JU), Trudi Lincoln (TL), Alison Campbell (ACa),
<b>In attendance</b>	Gillian Jackson (GJ) (DHT), Emma Lad (Clerk)
<b>Item</b>	<b>Action</b>
<b>1. Welcome, apologies and consent for absence</b> - The meeting is quorate and apologies were sent for Aca, TL and JU.	
<b>2. Notification of any other business and Conflict of interest with agenda items</b> – None	
<b>3. Minutes of the last meeting for approval</b> – Minutes for the meeting were approved and signed by the Chair.	
<b>4. Matters arising</b> – see separate sheet with resolutions Item 16: Governors further questioned <u>IT safeguarding</u> – these has been dealt with by the IMAT and information will be sent to governors. Answer to be sent to governors Item 9: <u>Safeguarding annual checklist</u> – distributed prior to the meeting. Completed with JC as safeguarding governor. G: 'Induction for staff and an expectation that they read the safeguarding policies' can this be changed to 'mandatory'? HT: I will action G: We need to make sure policies are read by staff? HT: I have changed the system so updates can be highlighted. When a policy is initially released staff will be given more time to read.	HT  HT
<b>5. Review of minutes and actions from the Trustees</b> – circulated prior to the meeting. The chair highlighted certain points: <ul style="list-style-type: none"> <li>• The recruitment of the Head of schools for BF and LH</li> <li>• The CT office staff have supported one of the other IMAT schools.</li> <li>• IMAT promotional handout shown</li> <li>• All CT staff are covered for wellbeing and stress as part of the IMAT insurance</li> </ul>	
<b>6. Headteachers report</b> – distributed prior to the meeting via governor hub <ul style="list-style-type: none"> <li>• There has been a lot of work on <u>attendance</u> by GJ. The governors discussed the abuse which staff may have received.</li> <li>• There was a discussion around making sure a MAT wide policy is in place to oversee the <u>banning of parents</u> if necessary. The clerk will check with the SC.</li> <li>• There have been <u>two children missing from education</u>. The school has notified the necessary authorities and made sure they are being found. The governors discussed the impact on the school attendance numbers as the children were not taken off the school roll immediately.</li> <li>• There are <u>428 children out of 452 spaces</u> at the moment. There is continuing publication of the school.</li> <li>• The <u>nursery numbers</u> are lower but this is common in the area. The governors discussed the impact of the 30 hours child care.</li> <li>• The <u>Pupil premium update</u> – verbal update from AG <ul style="list-style-type: none"> <li>○ Year five data is being reviewed as the work does not reflect the data for PP and non-PP children.</li> <li>○ The school will be looking at best quality assessment tools alongside standard testing.</li> <li>○ There are significant gains in reading and writing for year 2,4 and 6.</li> <li>○ Year 2 and 6 over all are making good progress.</li> <li>○ The interventions used in year 6 are now being used in year 5.</li> <li>○ We are using the Herts Reading project which is assisting with accelerated</li> </ul> </li> </ul>	Clerk/ Trustees

Signed: .....

Date: .....





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<p>G: Should the school switch off the cc function on its email? HT: It will be looked into at Trust level by the IT team</p>	<p><b>Clerk/ Trustees</b></p>
<p><b>11. Skills audit</b> The chair thanked governors for completing. The gaps seem to be in HR knowledge, marketing, media and PR. These are areas the IMAT can buy in. At the local level these are not part of the required skill sets.</p>	
<p><b>12. Governor Training</b> RAMASS training/ DPO – completed by the Chair Induction training completed by RC. DSP – GJ Governors discussed the role of the DSP in the school and the HT is working on upskilling the current DSP's to deal with situations independently.  SEN visit report from TL</p>	
<p><b>13. Any other business</b> CONFIDENTIAL ITEM – 8.55pm staff left the meeting HT PM – JH explained that TL, JC and JH met to complete the interim PM with James. The HT is doing a very good job and changing the way she works to adapt to the new IMAT involvement. The process was new for the panel but was very thorough. The school is doing very well with the support of the IMAT and the governors.  The chair of the Trustees has passed away. The governors were very sorry to hear this news and asked that their condolences be passed on to the IMAT team.</p>	
<p><b>14. Actions to be taken to the Trustees</b> Policy for banning parents from site IMAT exclusions policy for distribution CC function on emails Two children missing Data comparison between schools Feedback on children's parliament</p>	
<p><b>15. Next meeting</b> Wednesday 11/07/2018 at 7pm at the school</p>	

**Meeting ended at 9.03pm**

Signed: .....

Date: .....