

# Cherry Tree Full Governing Body

Minutes of Meeting held on 13<sup>th</sup> December

2017 at 7pm in Yew Class

**Present:** Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Jo Charman (JC), Hilary Lythgoe (HL), Emily Sheppard (ES), Barry Fitch (BF) (Vice-Chair), Alison Campbell (ACa), Trudi Lincoln (TL),

**Apologies:** Alex Green (AG), Juliette Uzur (JU), Renee Chandler (RC),

**In attendance:** Gillian Jackson (GJ) (DHT), Emma Lad (Clerk)

Meeting started at 7.11pm

**Action**

## 1. Welcome, apologies and consent for absence

AG, JU and RC sent apologies and were consented. RC asked to be on speaker phone at the meeting but the governing body has not approved using technology to join a meeting as yet.

## 2. Notification of any other business and Conflict of interest with agenda items

- AOB – HT Performance Management
- Conflict of interest - The chair and HT are trustees at the IMAT. The conversion has been held up due to issues with leases but should go ahead in February 2018
- Governors were reminded that issues relating to specific cases with their children should not be discussed at governor meetings.

## 3. Minutes of the last meeting and matters arising

Minutes were approved and signed by the chair of governors. All matters arising were completed except:

Item 6:4:11: Chair/HT to book RAMASS training – HT booked on the 11<sup>th</sup> January 2018. The chair will be booked onto the course if possible

**Chair/HT**

Item 6:7: Lock down – The school has completed and it has been very successful. The parents have been informed of the outcome in the school newsletter and the statement was read to governors at the meeting.

Item 6:8: Annual report to governors on safeguarding/ CLA – January agenda – Carry forward

**Clerk/HT**

Item 6:9: Trudi visit report – to be sent to the clerk for distribution

**TL/ clerk**

Item 6:10: Governor references/ DBS checks for new governors – HT to check whether they have been completed

**HT/JU, Aca, ES**

Item 7: Academy committee/council chairs: appoint and remove – Chair to discuss with the Trust. UPDATE: The chair of the Local Advisory Board is appointed internally rather than by the Trust.

*7.22pm Gillian Jackson arrived*

Item 9: SCR - UPDATE: A review by the HT has taken place and been sent to HCC awaiting report back to the Chair.

Item 13: New governor to attend governor induction and safeguarding training

**Renee Chandler**

## 4. Headteachers report – distributed prior to the meeting alongside the standards visit report

- Attendance: Gillian Jackson is now responsible for this area. This has been a main area of focus for the school and is starting to have an impact. GJ explained there is an issue with a parent who is not happy about being sent a letter regarding punctuality. The school has taken two families to court regarding attendance and has won both cases. The parents will be monitored for 9 months and if the attendance dips again then they will receive a criminal record.

**GOV: Thank you for all your hard work and the data on this area**

Signed (Chair):

Date:

1

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- Pupil premium:

The schools report on Pupil premium will be updated on the school website. Governors were asked to review the report and send comments to the HT. The clerk will send the link to governors.

[www.cherrytree.herts.sch.uk/statutory-information/](http://www.cherrytree.herts.sch.uk/statutory-information/)

All Governors/Clerk

- Standards visit:

**Data:** The schools progress data needs to improve and the HT explained the work which will be carried out to ensure the progress of children is at the expected level. The strengths, areas for development and actions from the Standard visit were explained to governors.

**GOV:** Are there any new resources required? **HT:** Staff. We are advertising externally to recruit in January 2018 for a learning supervisor. Although there are budgetary implications we may not need to use supply as much in future as a result of the role.

**GOV:** Was the school aware of the issue with progress? **HT:** The school was aware there could be an issue, however, the children when converted, due to the new curriculum, have not made the expected progress from KS1 to KS2. We have reviewed on an individual child basis during the pupil progress meetings and although this is a lengthy process it is supporting the teacher to ensure the child overcomes their barriers to learning. TA's are receiving extra training and alongside the teachers CPD this is having an impact.

**GOV:** Are the new progress measures from Early years to KS2? **HT:** In the future this will be but the DFE does not have the baseline data at present.

The SLT has reviewed the data and is ensuring that there are no assessment issues. We will be carrying out cross moderation within the school and with the other schools in the IMAT. The key stages are also meeting fortnightly to review children's progress and any changes which are needed to the intervention program.

**GOV:** When should we be able to see whether the interventions are having an impact as there are large budget impacts on the school? **HT:** We will be able to report back after the Joint Annual Review Visit (JARV) which is taking place on the 1<sup>st</sup> March 2018.

- School Development Plan:

The school plan has been updated in line with the other schools who will be in the IMAT.

The priorities were explained to governors. The Governor Strategy Plan for 2016/17 was reviewed by the Chair and is in line with the priorities in place. This will be reviewed again at the end of the year.

**GOV:** Can we put on timeframes for the actions? **HT:** Yes, I will add and distribute again.

HT

- EYFS

The team are being assessed for the Gold Quality Mark at present. They have an action plan in place which they need to complete to achieve the award. This will be completed by the end of the academic year.

**GOV:** What is Tapestry? **HT:** This is an online electronic learning journey. Staff update with photos and parents have access from home on an on-going basis to see their children's progress.

**GOV:** What is the security for the site? **HT:** It is a password protected cloud based site and parents have found it very useful.

Governors asked for a report to be brought to the next meeting showing children's progress overall.

HT

- Sports premium

The schools budget is doubling and the HT will use the money to fund a sports apprentice.

**GOV:** When will the money come through? **HT:** I am not sure at present but I would employ at the beginning of the Autumn term.

Signed (Chair):

Date:

2

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- Finances

Once the school joins the IMAT there will be a finance officer from the IMAT who will support the school.

- Green cards

The HT will be speaking to staff to try and harmonise the number of cards given out across the classes.

GOV: There seems to be a behaviour improvement in some classes? HT: It is interesting to see the children's progress over time. Governors discussed whether the behaviour across time is improving and how it would be useful especially if it can be presented graphically. The HT will bring to the next meeting.

HT

## 5. Chairs report

I will be attending the IMAT AGM with the HT and will report back to governors. The IMAT is looking for more trustees with HR and marketing experience should governors have any contacts

## 6. Committee reports –

### 6.1 Business committee

- There are issues with the budget reports which are presented by the HFL Ltd representative. The HT will be speaking to them again to ask for more clarity
- The two-year policy plan shows that the majority of policies covered by this committee will become the responsibility of the IMAT. A review has been carried out to redistribute policies between the committees.
- Electrical works have been approved and will be undertaken in February half term.
- The clerk for the committee should be emailed to say the minutes are accepted by the chair of the committee and HT. The minutes will then be sent to the clerk for distribution.

John Houston

- Quotes for the water tank work will be collected before the next CIF funding window. The site manager will be getting quotes regarding shutting off one of the tanks as a short term solution.

### 6.2 Pupil committee

- The Standards visit report was reviewed
- The HT explained the process of School Parliament and how it is supported by the staff.  
The Children's Parliament survey asking whether the children feel safe in school was discussed and there has been a positive response.

Items which have been changed in response to Children's Parliament:

- Toilet rolls in the class so they can get new ones if there is none in the toilet.
- Hand sanitiser so they can wash hands on their way in from school.

Governors asked that there be an update in the Newsletter so parents know what happens and how it happens.

HT

- OFSTED possible questions – the SLT is looking at a crib sheet for governors on where governors can access information.

HT

- GDPR – The IMAT and school will be responsible for this moving forward. There is an admin working party in place from the three IMAT schools and once their report is in place it will be brought to governors.

GOV: This is a good example of cross school collaboration

Clerk (Agenda item: GDPR)

Signed (Chair):

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3

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## 7. Governor visit report

17<sup>th</sup> January 2018 – Governors will come in for the afternoon to visit. Governors were asked not to go into their child's classroom. Then governors can meet with staff for tea at the end of the session. The IMAT trustees will also be invited.

Governors asked that there be a focus for the day. The HT will discuss with the SLT

HT

## 8. Safeguarding

- Email from Alison Bishop at governance to the clerk 5<sup>th</sup> December 2017:  
*I asked Paula [Hayden] if governors (staff or otherwise) could complete the level 1 Child Protection training instead of doing the Governors Safeguarding training course. She said that the course for staff is designed for people working on a day to day basis with children and focuses on the signs of child abuse and who to report to etc., whereas the governors course focuses more on the strategic responsibilities of governors with regards to safeguarding. She recommended that staff governors also did the governor training, but as governor training is not statutory, it would be up to the governing body to decide if they don't require their staff governors to do this training, or if they do, how urgently they need to do it.*

After discussion governors felt that as Emily Sheppard has completed level 2 safeguarding course this was suitable. Governors will review on a case by case basis. Emily Sheppard will bring her certificate into the school.

Emily Sheppard

- Lock down discussed under other agenda items
- The fire alarm went off as there was a fault in the system but it was rectified.
- There has been a rise in child protection issues in the school.
- Two more members of staff are DSP trained so there are now four trained members of staff in the school.
- GOV: Is the school using the Child Protection Online Management System? HT: Not at present. The current system works within the school but we will continue to review.

## 9. Policy review – Child protection – carry forward

Clerk (Agenda: Child protection policy)

## 10. Governor training – covered under other agenda items

8.42pm Gillian Jackson and Jessie Bruce left the meeting

## 11. Any other business

CONFIDENTIAL ITEM

## 12. Dates for the next year

Wed 13th December Full Governing Body meeting

Wednesday 17th January - Full Governing Body Meeting

Signed (Chair):

Date:

4

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Monday 22nd January - Pupil Committee Meeting

Thurs 8th February - Business Committee Meeting

Thurs 1st March - Pupil Committee Meeting

Thurs 8th March - Business Committee Meeting

Wednesday 21st March - Full Governing Body Meeting

Thurs 17<sup>th</sup> May – Full governing body

Wednesday 4<sup>th</sup> July – Full governing body (Mux clerking)

Policies to be distributed for review under two week rule:\*

Pupil Committee	
Business committee	

These policies have been confirmed by the relevant committee and are presented for ratification by the Full Governing Body. They will be confirmed as accepted unless notified to the Chair/Clerk within two weeks of this meeting.

**If you are unable to attend this meeting, please contact Emma Lad, Clerk to the Governors on [Emma.Lad@clerks.hertsforlearning.co.uk](mailto:Emma.Lad@clerks.hertsforlearning.co.uk) or via the school on 01923 245490.**

Meeting ended at 8.50pm

Signed (Chair):

Date:

5