

# Cherry Tree Full Governing Body

## Minutes of Meeting held on 17<sup>th</sup> January 2018 at 7pm in Yew Class

**Present:** Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Jo Charman (JC), Barry Fitch (BF) (Vice-Chair), Trudi Lincoln (TL), Alex Green (AG), Juliette Uzur (JU), Renee Chandler (RC),

**Apologies:** Emily Sheppard (ES), Alison Campbell (ACa),

**In attendance:** James Roach (CEO IMAT), Gillian Jackson (GJ) (DHT), Emma Lad (Clerk)

Meeting started at 7.06pm

**Action**

### 1. Welcome, apologies and consent for absence

Apologies were sent and consented for ES and AC. Governors thanked Hilary Lythgoe for all her work for the governing body as she has now stepped down.

### 2. Notification of any other business and Conflict of interest with agenda items – HT and AC are members of the IMAT. There is no AOB.

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

Minutes of the last meeting were approved and signed by the Chair. Amendment: Date change to 13<sup>th</sup> December 2017.

All matters arising were completed except:

Item 3:6:8: Annual report to governors on safeguarding/ CLA – January agenda – Carry forward due to early timing of this meeting.

**Clerk/HT**

Item 3:6:10: Governor references/ DBS checks for new governors – HT to check whether they have been completed

**HT/JU**

Item 3:13: New governor to attend governor induction and safeguarding training

**Renee Chandler**

Item 5: Pupil premium - [www.cherrytree.herts.sch.uk/statutory-information/](http://www.cherrytree.herts.sch.uk/statutory-information/). UPDATE: There is an indicative spending report on the website. A new report has been written due to an amendment to the DFE requirements and it will be added to the school website once completed. The review of the first term will also be added in the next couple of months.

**All Governors/Clerk**

Item 5: Green cards: UPDATE – The Chair will be meeting with the member of staff responsible and it will be brought to the next meeting.

**Chair/HT/ Clerk (Agenda: Green cards)**

Item 6: Children's parliament - Governors asked that there be an update in the Newsletter so parents know what happens and how it happens. UPDATE: This will go in to the newsletter at the same time as the next parliament happens.

**HT**

Item 9: Policy review – Child protection – carry forward

**Clerk (Agenda: Child protection policy)**

### 4. Headteachers report

#### OFSTED questions and responses:

The SLT have added signposting to where documentation is kept within the school in answer to each question. Attainment data is held on: the HIP report, data dashboard, ASP information, comparison tables and the SEF. The HT will reformat the report into a table and send to governors. This is an aide-memoire for governors, to support their critical friend role.

**HT**

The IMAT will give the school access to Governor Hub once the school becomes part of the trust.

Signed (Chair):

Date:

1

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### Tapestry:

The HT gave a verbal update as to how the package is being used in the nursery and the opportunity for parents to respond to uploaded assessments. The assessment tool is not used at present but will be used in the future. The system has allowed parents to upload pictures and comments which has greatly increased parental engagement. The teaching staff are able to respond very quickly to any areas which are underdeveloped or needs more focus.

GOV: Can it be checked that the parents have signed for the use of the system and the data being uploaded onto the cloud? Also, the cloud needs to be based in the UK, can you check this is the case? HT: I will get confirmation that these things are happening particularly in the context of GDPR.

HT

### Headteachers report:

Academisation – cleared and the community room is now approved as part of the school. There had been a misunderstanding relating to the terminology of Early years. The school has had to give assurance that they will continue to offer a provision for three and four-year olds. Also, that in future they would offer provision for two-year olds if called for by the DFE. The community room can be used for other purposes if the private nursery leaves. The school has also been assured they do not have to replace the building with a similar building when it reaches the end of its life.

The DFE has confirmed that the school should be able to convert on the 1<sup>st</sup> February 2018. This will be shared with staff and parents as soon as possible through the newsletter and email.

GOV: Are there any concerns regarding becoming part of the Academy? HT: The financial ramifications are always a concern whether we are an Academy or a maintained school. The increased costs of staffing are making the budget tighter every year. The IMAT Is aware of the challenges ahead and we will be working together to face these issues. There is potential to save through economies of scale and these will be explored as soon as the school becomes part of the IMAT.

GOV: How can there be further support for the school finances? HT: We continue to try and make sure parents register for pupil premium but due to universal free school meals this does not always happen in KS1. The school will be working with Laurance Haines to make sure that they register all families as they have a higher registration rate.

GOV: Are the staff happy with the change and the TUPE process? HT: There has been the relevant HR consultations and concerns have been answered for staff where they were raised. It is a big change but it is in the best interest of these children.

The governors discussed how to support the school through the process and felt that being transparent in the changes in future will be essential.

Staffing changes: Update to the changes in staffing and interviews which will be taking place.

School development plan:

- Displayed on the staff room board and in the tech room. Teachers can add to it for monitoring and development.
- Analysing School performance (ASP) replaces RAISEonline and the data may not be out by after July 2018.
- Teachers need to have a firm understanding of assessments by the end of April 2018.

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2

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- **GOV:** How do we hold you to account to make sure that you are meeting your targets? HT: We will report with an updated plan at all the Pupil committee reports. There are also external reports and reports from governor visits.
- Governors had a lengthy discussion around how the governing body will work as a Local Advisory Board and how they will monitor and support the school under the new structure. Will need to be guided by IMAT.
- The structure of the School Plan was discussed in regard to the responsibilities and accountability for the areas within the school. RC recommended the use of a RACI document alongside the SP.  
**RACI** is an acronym that stands for Responsible, Accountable, Consulted and Informed. A **RACI** chart is a matrix of all the activities or decision-making authorities undertaken in an organisation set against all the people or roles.

For clarity, the **accountable** person is the individual who is ultimately answerable for the activity or decision. This includes “yes” or “no” authority and veto power. Only one **accountable** person can be assigned to an action. The **responsible** person is the individual(s) who actually complete the task. Consulted & informed should speak for themselves.

RC will send a copy of a matrix which may support this moving forward and the HT will discuss with the IMAT.

RC/HT

- The changes put in place to accelerate progress, including intervention and staff assigned to support were explained to governors. The initial reports from staff are that children in year six are making good progress in the short time the interventions have been in place. It is also improving the children’s confidence. The school will be carrying out mock SATs in the end of this half term and this will allow the school to assess children’s progress. Literacy interventions have been in place since January 2018 and so they are very early on. There are smaller groups which are being supported.  
**GOV:** When do you think you would be able to offer feedback on the literacy intervention? **AG:** There is collaborative planning and we are attending a course on achieving ‘greater depth’. When we carry out an assessment at the end of this unit then we will review and be able to report back.  
**GOV:** Have you changed the marking and feedback to children? **HT:** We have reviewed the marking policy. We have a new system in place and we have two weekly phase meetings reviewing targets to ensure there is accelerated learning.  
**GOV:** Do you think the change in curriculum is just to blame for the results or is it the teaching? **TL:** The conversion in grading had a huge impact on how children are achieving. **HT:** [Explanation on grading under the new and old curriculum.] However, Laurance Haines have managed to convert to good progress so we have spoken to them about how to move forward.
- Explanation of different levels of support and intervention with Safeguarding
- Edible playgrounds – the school has received £20,000 fund from Mothercare. The school will have an edible playground created by Trees for Cities which will be fantastic for the children. There will also be training for staff which will be cascaded to all staff.
- The accounts for the school will be closed by the 31<sup>st</sup> January 2018 and FSS will be coming in to close everything off.

8.35pm James Roach joined the meeting

Presentation from James Roach CEO of IMAT to explain the IMAT AGM

Slides shown at the meeting which were used at the AGM. The changes since the meeting were explained.

**GOV:** What is a CIF bid? **JR:** This is an interest free loan to make building changes.

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3

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GOV: Why would there need to be marketing of the Trust? JR: The Trust needs to attract other schools, staff and families. Especially as finances are so tight we need to grow to sustain.

GOV: Does the collection of pupil numbers happen in the same way? JR: Yes, but we need to make sure the schools are full as each child is worth £3000.

GOV: Would you increase the numbers of places in a school? JR: If the hospital project goes ahead then one of the schools could possibly increase to give the children places. We cannot be forced to increase our numbers.

GOV: In regard to support staff and external staff, will we be told who we are keeping? JR: We are not restructuring but when we lose individuals we have to review whether we need to replace them.

GOV: Communication and sharing a message with parents across this new group of schools, could there be a Trust level communication to all parents at all schools? JR: There will be a welcome newsletter and then a half termly newsletter with a message from the Trust. The websites will also be updated with links to the updated school websites.

GOV: Is there a plan to share experience and lessons from each of the local boards? JR: We would like to information share and all governors are invited to attend the AGM.

GOV: Will there be a parent system which allows for shared information? JR: The Trust websites and school websites will be linked and share information.

Presentation to be sent to governors

HT/Clerk

**5. Chairs report** - None

**6. Committee reports** - None

**7. Annual report to governors on safeguarding** – next meeting

**8. Governor visit report**

Report from visits today to be sent to the HT. Clerk to distribute governor visit form.

Clerk

**9. Safeguarding** - covered under HT report. Governor to come in and visit this term

JC/HT

**10. GDPR**- the working party has been meeting regularly and a report will be coming to the next governing body meeting.

Clerk (Agenda: GDPR)

**11. Policy review:** Child protection policy – carry forward

Clerk (Agenda: Child protection policy)

**12. Governor training** – covered previously

**13. Any other business** - None

**14. Future Dates:**

Monday 22nd January - Pupil Committee Meeting

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4

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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)

Meeting ended at 9.15pm