

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
HELD AT CHERRY TREE SCHOOL
On Thursday 12th July 2018 at 8.30pm**

Attendees	Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Renee Chandler (RC), Emily Sheppard (ES), Trudi Lincoln (TL),
Absentees	Alison Campbell (ACa), Barry Fitch (BF) (Vice-Chair), Jo Charman (JC), Alex Green (AG),
In attendance	Gillian Jackson (GJ) (DHT), Emma Lad (Clerk)

The meeting started at 8.37pm

	Item	Actions
1	Welcome, apologies and consent for absence Apologies from BF, Aca, AG and JC and they were consented. Juliette Uzur has resigned as a governor and will not be replaced as the MAT only requires two parent governors. The meeting was quorate.	
2	Notification of any other business and Conflict of interest with agenda items – Bike-ability, Edible garden	
3	Minutes of the last meeting for approval - Minutes were approved and signed by the Chair	
4	Matters arising <u>Item 6:</u> Work plan next year - There will be a workplan and engagement timetable across the IMAT moving forward which will be created by the three HT's. This will be shown to governors at the next meeting. <u>Item 6:</u> Exclusions – DFE Statutory Guidance below: For an Academy the 'governing board' is the Trust Board The head teacher must, without delay, notify the governing board and the local authority of: <ul style="list-style-type: none"> • any permanent exclusion (including where a fixed-period exclusion is followed by a decision to permanently exclude the pupil); • any exclusion which would result in the pupil being excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and • any exclusion which would result in the pupil missing a public examination or national curriculum test. The head teacher must also notify the local authority and governing board once per term of any other exclusions not already notified. These will still be reported to governors and will form part of the proforma for the HT report for all three schools. Item 10: Reply All on email - Staff have been informed to be careful of reply all on emails in staff meetings.	HT
5	Review of minutes and actions from the Trustees There have been three Trustee meetings and a Trustee day (today) <u>24th May 2018</u> <ul style="list-style-type: none"> • Richard Jones has taken over as Chair of Trustees and Liz Leeman is vice chair. Their backgrounds were explained to governors. <i>8.49pm Renee joined the meeting</i> <ul style="list-style-type: none"> • The school's capital funds are going to be pooled to try and ensure urgent work is completed across the MAT. The projects selected would be outside of the CIF funding bids which can be applied for annually. 	

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	<ul style="list-style-type: none"> The minutes will now have a standard section for reporting to each other at the end of their minutes after recommendation from CT. <p><u>Trust day</u> The governors discussed the budget for the MAT overall and the plans which are in place long term to ensure the schools financial viability moving forward.</p> <ul style="list-style-type: none"> Balanced budget for three years set – but this is based on funding being as outlined by Government. If funding is less then whilst 2018/19 will remain balanced, any shortfall will need to be made up. Trustees will be keeping this under review. The numbers need to be increased at Beechfield which will support the budget greatly. Bringing in additional schools would reduce share of central overhead. The Trust is aware of the need to improve marketing for the schools in future. Changes in SLT positions were explained to governors across the MAT. There are interviews taking place for an <u>Inclusion lead</u> who can support all three schools. <p>G: How much time did the current <u>SENCo allocate</u> to the role? HT: About 2.5 days per week at the moment so it would be an increase in time for the school at 3 days between the two roles.</p> <p>The Trustees have spent a lot of time trying to make sure that there are shared resources in place where possible.</p> <ul style="list-style-type: none"> A <u>Trust vision session</u> has taken place and the aims/ vision have stayed the same. These will be used as the basis for the School Plans. Governors asked that the vision be taken to the children’s parliament so they can make it accessible for the children in school. CT were congratulated on the results of the SATs. The day had started with a site visit. All Trustees were impressed with the Cherry Tree site and buildings. Chair asked that thanks be passed on to Steve Brewer and all of the cleaning staff for the great condition that the site was in. 	HT
6	<p>Headteachers report – distributed prior to the meeting</p> <ul style="list-style-type: none"> Attendance is 95.9% which is fantastic and the governors thanked GJ for her work in this area. Pupil numbers there are 428 pupils in school and there is space for 452 pupils The school has achieved the gold quality mark for Early years. <p><u>Joint Annual Review Visit (JARV)</u> report shown to governors at the meeting The school had requested a second visit to share the progress that had been made since March and to hopefully change the gradings. In the new visit the school is graded two across the board except for Early years which was graded ‘one’. The Herts Improvement Partner (HIP) was very complementary and praised the leadership team and their drive to improve the school.</p> <p>G: What actions will you take forward next year? HT: I will take all of the actions and start work on them immediately as they are key priorities for improving the school. They will also be fed into the School Plan.</p> <p><u>KS2 results</u> <i>Attainment</i> – The combined result was 67% which the school was pleased about in comparison to 55% last year. The national average is 64%. There is a gap between the Pupil premium (PP) and non-PP children which the school will continue to work to narrow. The PP children were above national average for reading. <i>Progress</i> – last year the progress was in negative figures for the children between year 2 and year 6.</p>	

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	<p>The clerk explained that the governors can be given access to an anonymised version of the Analysing Schools Performance (ASP) system which would allow them to review the data. HT to investigate arrangements for making this happen.</p> <p>Year five will receive extra teaching support as they are not making the necessary attainment levels at present.</p> <p>Nuno Alexandre, the new deputy Headteacher, will come in to support with a lead on rapid improvement as he has completed this role in other schools in the MAT. Governors had a discussion around supporting children and ensuring good progress in all classes not just year five/six.</p> <p><u>KS1 results</u> The cohort had a lower baseline entering the school and the attainment as a result is lower. Governors discussed what is influencing the lower level of ability as children join the school and the word gap for economically disadvantaged children. Clerk noted that she attended a presentation that highlighted the word gap (11,000 compared with 500) Governors asked whether the schools could offer parenting courses and the HT explained that courses have been offered already. The lack of vocabulary is having an influence on children's ability to achieve in the reading tests later in their school life. Governors checked whether there were courses available specifically for dads and the HT explained that these are offered via the Children centre. There have been lots of workshops offered at various times. Unfortunately, the school cannot make it mandatory for the parents to attend.</p> <p><u>Phonics results</u> – 88% passed the test which is a vast improvement on the previous year and above national average.</p> <p>The school will be visiting another school who have introduced the Language in literacy across the Curriculum (LILAC) which could support the vocabulary deficit.</p> <p><u>PP report</u> to be sent to governors alongside the HT report.</p> <p><u>Sports premium (SP)</u> The school will be employing a sports coach to deliver lessons and clubs for the school.</p> <p><u>Staffing</u> The governors congratulated GJ on her appointment as Headteacher at Beechfield School. Pupil premium Pastoral lead being recruited from PP grant.</p> <p>The governors asked that their thanks be passed onto the staff for all their hard work this year</p>	HT
7	<p>Finance update The budget has been approved by the Trust. There is not a great deal of money to spare as the budgets are so tight this year. There continues to be uncertainty around the national funding formula.</p>	
8	<p>Health and safety – nothing further to report</p>	
9	<p>Safeguarding</p>	

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	Governors discussed a parent who is presenting aggressively on site and the HT explained that the police have been involved in an incident outside of school. The school assured governors that the policy for managing aggressive parents is being followed. PUT IN A LINK TO THE POLICY	
10	Policies 2019/20 Admission policies – approved by governor’s subject to two weeks to comment	All governors
11	Governor Training - None	
12	Any other business <u>Bikeability</u> – governors asked that this be put in place for the children as funding is available through Transport for London. Renee offered to assist where needed. <u>Laurance Haines LAB</u> are looking for additional governors and governors were asked to consider taking on an additional or new role. The vacancies will be put in the school newsletter to see whether anyone from the CT community would be interested. <u>Edible Garden</u> - There was a grand opening for the Edible Garden opened by the Mayor. The event was very well attended and everyone really enjoyed it. The school was very proud and an article will be put in the local paper. <u>Twitter</u> - The HT will have a twitter account to update parents in the next year. <u>Thanks</u> GJ was thanked by the governors for all her work as a member of staff and governor. The governors presented her with a thank you gift. Clerk was thanked by the governors for her support in this transitioning year. The governors presented her with a thank you gift.	HT/RC HT
13	Actions to be taken to the Trustees Bike-ability – could the MAT look at funding across the schools if there isn’t funding for Cherry Tree individually.	Clerk
14	Next meeting – LAB meetings on Wednesday at 7pm at the school: 19/9/18, 14/11/18, 13/2/19, 3/4/19, 5/6/19, 11/7/19 (Governor day – 10am) Governors would like to add in a mid-point review afternoon. Date to be booked next term	All governors

Meeting ended at 10.03pm

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