

CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
HELD AT CHERRY TREE SCHOOL
On Wednesday 13th November 2019 at 7pm

| Name | Governor Type | Attended |
|---|----------------------|-----------------|
| Ms Jessie Bruce (HT) | Headteacher | Attended |
| Mr Craig Carter (Appointed at the end of the meeting) | Co-Opted | Attended |
| Mrs Renee Chandler (Chair) | Parent | Attended |
| Mrs Emma Lad (Clerk) | Clerk | Attended |
| Mrs Emma Hill (Assistant HT) | Observer | Attended |
| Mr John Houston | Co-Opted | Apologies |
| Mrs Trudi Lincoln | Co-Opted | Apologies |
| Mrs Shelly McCall | Parent | Attended |
| Miss Emma Penfold (Staff governor) | Co-Opted | Attended |
| Mr James Roach (CEO) | CEO | Attended |
| Mr Chris Rogers (Appointed at the end of the meeting) | Co-Opted | Attended |
| Mrs Emily Sheppard (Vice Chair) | Parent | Attended |

Governor challenge was highlighted in yellow

Governor actions are highlighted in italics

The meeting started at 7.09pm

Documents from the Trust

Minutes 17/6/19 and 16/7/19

CEO report 17/6/19

BFS letter from Director of Education

IMAT response tutoring

Code of conduct

Child Protection agreement

Trustee/ Governor visit policy

Annual planner

Documents from the Local Governing Committee

Minutes from 19.09.19 for approval

Headteachers report including validated data/ benchmarking information from ASP

School plan review 2018-19

School plan 2019-20

Staff absence spreadsheet

Code of conduct parents – approved via governor hub

SEF – on Governor hub

Absence spreadsheet

Parent code of conduct

Documents from the clerk

Clerks update

Declarations completed on governor hub

Training uploaded to governor hub

1. Welcome, apologies and consent

Governors were welcomed to the meeting by the Chair

- *Staff governor – Emma Penfold was appointed at the meeting for a term of four years as staff governor. Clerk to update governor hub and make the administrator aware*

Clerk

Signed:

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- Observers – Chris Rogers and Craig Carter are prospective governors. There was an advert in the school bulletin for co-opted governors and they have responded to the advert. They also parents at the school. Governors introduced themselves and were welcomed to the meeting.
- Trudi and John sent apologies for the meeting.
- The meeting was quorate with five of the seven governors appointed present.

2. Notification of any other business

Renee Chandler explained that she does not feel able to take on the Chair role at present. She is happy to chair the meeting but will stand down at the end of the meeting.

The CEO updated that the Trust will appoint a Chair, Gemma Williamson, who is a HT in a local nursery school. The HT will facilitate a meeting between the new Chair and governing body before Christmas ideally. The CEO will bring to the Trust to formally approve the appointment

HT/CEO/Clerk (Trust)

3. Conflict of interest with agenda items to be declared – Nursery decision (observers to leave the meeting)

4. Minutes of the last meeting 19.09.19 and matters arising

Item 20: Review skills audit UPDATE: The governors have completed except Trudi Lincoln and John Houston.

Trudi Lincoln/ John Houston

5. Response from Trust regarding LGC items raised:

Beechfield

- G: HO recharge £146,000, what is it? Clerk: I will check with the Trust *REPLY – Central charge/ Head office charge.*
- G: We have concerns that the reduction of TA's is going to impact on the educational standard within the school. We would like the Trust to consider this.
REPLY: There has been discussion around this previously. The CEO will support the HT to ensure the reasoning and justification behind the answer is clear. It was agreed that members of the Central team will attend some local board meetings in order to support good communication. The CEO will attend the next meeting for each of the local boards. The COO and RIP will attend subsequent meetings.
- G: Why has the teachers cost increased £70,000, is it the addition of two members of teaching staff? HT: The Trust will need to explain.
REPLY: The budget/expenditure previously included supply teachers which was a different cost centre. All teachers budgeted this year were permanent. There has also been natural increments and a pay raise for teachers.
- Exclusion training – In-house session – *clerk and COO to review*

Cherry Tree

- HT appraisal - John and Trudi – governors were not invited to the last review and asked that the CEO make sure they are invited with adequate notice for the next meeting.
UPDATE: The CEO apologised. This was an oversight and this will be rectified in future.
- 11+ support
REPLY: A letter has been sent to the Chairs of the committees to review
CEO: There has been a meeting between Renee Chandler and the CEO to review. Jigsaw has been introduced for the PSHE and this is supporting the RSE teaching as well. The Chair updated the observers on the discussion which has taken place previously.
- 30-hour nursery provision
REPLY: The COO has spoken to the HT and the LGC will be responsible for reviewing the nursery provision both in-house and private provision and presenting the business case for their preferred recommendation by December 2019 for presentation to the Trust.

Laurance Haines

- Health and safety – check if the Trust can cover in the short term

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REPLY: The HT and Site Manager should complete a termly review in the Autumn and the Spring. Any issues or concerns can be raised with COO. The Summer term audit requires the attendance of a governor but otherwise there is no further meeting required for this role.

6.Documentation from the Trust: On governor hub

- a. Review annual documents approved by Trust e.g. Scheme of Delegation, TORs
There were no additional comments from governors. The CEO updated the governors on the reason for the documentation and how it supports the understanding of the structure of the Trusts governance.

Governors had a discussion around the future proofing of the governing body and ensuring that there is succession planning in place.

The Vice-Chair has offered to spend time with the new chair to ensure there is suitable information sharing.

- b. Review and sign Trust approved Code of Conduct – completed by all governors present.

Trudi Lincoln/ John Houston

7.Items from Trust meeting

- a. Minutes and CEO report for 17/6/19 and 16/7/19
- b. Chairs/Vice chair/ Headteacher Performance management governors approved
- c. 2.75% pay rise approved for teachers
The CEO updated the governors that there has been a 2.75% recommended pay rise for teachers for the minima and maxima for pay scales. The Trustees have reviewed and given a 2.75% pay rise for all staff. This is an enhancement to thank staff for their hard work and to attract teachers to the Trust.
- d. Safeguarding Trustee, Dan Finill appointed
Safeguarding reports will be sent to Dan Finill to have oversight.
The clerk will send the proforma's to the HT and safeguarding governor again.

Next meeting the termly report for Safeguarding, Annual report for safeguarding and the annual report for children looked after will be presented.

Clerk (Agenda)

- e. The staff survey needs to be returned by the 22nd November 2019
The Chair explained why the survey is completed and that it has been rolled out across the Trust. The CEO explained that the results will be posted on governor hub and can be questioned prior to the meeting via governor hub
- f. BFS letter from the Director of Education
The CEO explained that BFS progress was praised and in the top 15 schools for the County for progress although their attainment is below national levels.

8.Complete Headteacher Performance Appraisal

The CEO apologised that the governors were not invited to the Summer review. The next review will take place in two weeks.

9.Governors skills audit completed:

| Name | Skills audit returned |
|--------------------------|------------------------------|
| Mrs Renee Chandler | Yes |
| <i>Mr John Houston</i> | <i>Clerk to remind</i> |
| <i>Mrs Trudi Lincoln</i> | <i>Clerk to remind</i> |
| Mrs Shelly McCall | Yes |

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| | |
|--------------------|-----|
| Mrs Emily Sheppard | Yes |
|--------------------|-----|

Clerk/ John Houston/ Trudi Lincoln

10. Agree marketing plan

The CEO explained that the schools are underfunded as a result of the schools not being full. The Trustees have now authorised a Marketing officer role to be appointed to try and resolve this issue.

G: Why are we undersubscribed?

HT: We have been full in the past but recently more schools have opened which have resulted in too many places when coupled with the reduction in numbers of children in the area. The next two years are likely to be under roll until further housing is built.

G: Do we know why children are leaving?

CEO: The HT is now calling to see why families are leaving and this is kept on a tracker so that Trustees can monitor termly.

Governors had a discussion around the reason families move and the impact of the geography of the local schools.

G: Will the new role benchmark against other schools?

CEO: There is a lot of discussion on social media and actually we need to ensure that the schools are well thought of locally. We need to make sure we are improving attitudes. LHS are ensuring that one article goes into the Watford Observer per month. BFS has spoken to the Mayor and he is supporting with increasing numbers.

G: Is there a budget attached to this?

CEO: There is £5000 on top of the role being appointed.

G: Could we have the Christmas Fair to a Saturday? This would allow the community to visit?

HT: We moved it to ensure staff work life balance.

CEO: We can't direct staff to attend on a Saturday.

G: I think more parents would help on at the weekend.

The HT will review with the PTA

HT

11. Code of conduct/Child protection agreement to be returned at the meeting signed –
reminder sent by the clerk 8/11/19. All governors present completed

12. Headteacher Report

a. Headteacher report

- Governors asked that the grading descriptors be added for 'Requires improvement' to 'outstanding'.

- G: GDPR breaches, is there a training need as we have had higher incidents than the other schools?

CEO: All schools had training and then there was training after the incident. We continue to be vigilant.

- G: Attendance, comparative data, we have seen an increase in persistent absence in comparison with the other two schools, why are we increasing?

HT: We are being very vigilant and categorising them very well. We use the educational welfare officer and we are working with families. However, the absent rate changes yearly due to cohort.

G: Can we add some context to the figures explaining that it is one family for example and also could we look at the practice in other schools to see if there is anything we can replicate?

CEO: The reduction in one school was due to the introduction of breakfast club.

G: The data is still in line with the other schools but the context would be helpful.

HT: I will report back with the number of children involved and with context via governor hub

- G: Why are there 'X's' next to some areas?

HT

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HT: The recording has only started this year and so we have no comparison. We are changing the way we record behaviour to harmonise the system across the schools.

- G: Is the 'one to one' support for one child and is it an external tutor?
HT: Yes, it is for one child but it is not an external tutor.
- G: The bid for ERASMUS, why was CTS turned down?
CEO: We felt the ERASMUS case was very strong from the school so we are not sure why we weren't successful. There is no right to appeal but the cases were similar across three schools, however, CTS was marked by a different person.
G: Can CTS still be involved with the schools visiting?
CEO: Yes, we would like you to be involved.
- G: Outcomes of children and learning, why do we have 5% greater depth instead of the national average for writing at 20%?
Staff governor: We were moderated last year and we feel nation wide there is a misunderstanding of the level. There were also a large number of children who were mis judged in KS1 which effected the figures. We had 80% at ARE which we are very proud of. Moving forward we know what we are looking for and we know what the children should be aiming for.
- G: Why is the combined figure lower?
Staff governor: The writing figures reduced the combined for greater depth.
- G: There is a 5% drop overall?
Staff governor: We attended the HT conference and they said they reflect the national figures.
CEO: 2% is one child so a change of 2% is one child not achieving. Overall the school has an upward trend for the combined results which are now exceeding national standards for children at expected standards.
- G: What are the progress measures and why are some negative?
Staff governor: Explanation of levels and negative scores and confidence level.
- G: How are we targeting the children for maths support?
HT: We review children in September across the school and see who requires support and this is where the children would be identified. There are further reviews throughout the year where we ensure the correct children are receiving appropriate support. The TA's then provide support where appropriate.
- G: Boys, 2019, is that KS2?
HT: Yes, last year the curriculum was really engaging and this has led to improved engagement through outside learning and supportive strategies. The teachers have good role models in the school and in particular the male teacher is supporting this at present.
- The data overall is really positive and governors celebrated the outcome which has been achieved. Staff were thanked for all their work.

b. HIP Standards review

c. *Final update School Plan for 2018/19 – there is a review on the school plan which ends in November. Governors were asked to review on governor hub and comment by the 20th November 2019 on governor hub*

All governors

In future the Curriculum overview will be distributed alongside the school plan

HT/ Clerk (Agenda)

d. Approve School Plan 2019/20 – approved by governors at the meeting. Governors were reminded to use this as a prompt during their visits.

e. Review Self Evaluation Form (SEF) (termly) – this is a working document for the school.

f. Performance Appraisal update from 18/19

g. Review data from autumn school census

h. Review pupil target setting

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Standing items:

13. Pupil premium/ Sports premium update – the website has had the reports updated. The link governors will review

Pupil premium/ Sports premium governor

14. Governor visit reports submitted:

Key areas – Green (visit by end of term and reports to be discussed in the Spring meeting)

SDP areas – Blue (visit to be completed and report submitted by the 14th November)

| Name | Roles | Autumn | Spring | Summer |
|--------------------|---|--|---------------|---------------|
| Mrs Renee Chandler | Sports premium Modern Foreign Languages School plan - developing value and theme-based curriculum | MFL completed and visiting on the 2nd December to review the implementation. Sports premium website update to be reviewed | | |
| Mr John Houston | Health & Safety School plan - developing value and theme-based curriculum | | | |
| Mrs Trudi Lincoln | SEN Nurture Award governor School plan - nurturing ethos | | | |
| Mrs Shelly McCall | Pupil Premium School plan - outcomes for children | Pupil premium website update to be reviewed. | | |
| Mrs Emily Sheppard | Safeguarding/ Children Looked After School plan - developing value and theme-based curriculum | Safeguarding visit being booked | | |

15. Safeguarding

The HT explained that the practices in the school have been reviewed to ensure they are robust. The CEO is confident safeguarding is effective in the school. The use of CPOMs has had a positive impact and the loop has been closed to ensure the safeguarding is robust.

G: The wrap around care people who collect children from the school, do we monitor them?

HT: We are aware of the incident which took place and we have reviewed the working practice to ensure there is no replication of the incident.

G: Should we be involved in ensuring the safeguarding is robust with them?

CEO: We are responsible for a child as a school until they are handed over to another adult authorised by the parent.

HT: We have made sure that the procedure is clear for the school.

16. Health and safety – Termly report to be distributed

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HT/ Clerk (Agenda)

17.Policy tracker review and policies due

Policies being brought to the next meeting:

| |
|---|
| <i>Health and Safety local arrangements</i> |
| <i>Behaviour</i> |
| <i>Leave of absence – the HT explained that she can only authorise 5 days paid leave and 5 days unpaid leave. Governors discussed and compared to corporate experience. Governors decided they would like Trustees to review and see whether the allowances can be increased.</i> |

Clerk (Agenda)

18.Training

Governors were reminded to complete the training inline with the requirements below and update on governor hub.

Online Via Modern Governor: <https://www.moderngovernor.com/>

For governors/Trustees with educational background:

- Introduction to governance (module one and two)

For all governors/Trustees:

- Prevent
- An introduction to safeguarding and child protection
- Safeguarding and school governance

In person booked via:

<https://cpd.hertsforlearning.co.uk/courses/bookings/default.asp?ds=1&ccid=2>

For governors/ Trustees without an educational background:

- Governor Induction (Whole day course)

For all governors/Trustees:

- Complaints
- Exclusions

19.Clerks update – distributed via governor hub prior to the meeting

- *Finance update – the clerk will add as a standing item*

HT/ Clerk (Agenda)

- *DFE academy update – governors were asked to read. The clerk will send the link to governors again.*

All governors / Clerk

Craig Carter and Chris Rogers were appointed as new co-opted governors for a term of four years.

9.13pm Craig Carter and Chris Rogers left the meeting

20.Any other business - None

21.Items to be sent to Trust/ LABs

- The CEO updated that the Trust will appoint a Chair, Gemma Williamson, who is a HT in a local nursery school. The HT will facilitate a meeting between the new Chair and governing body before Christmas ideally. The CEO will bring to the Trust to formally approve the appointment in their November meeting.

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22.Future Dates:

2019/20 dates:

All meetings will take place at 7pm

| | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
|--------------------------------|---|--|-------------------|-------------------|-------------------|--|
| BFS LGC | 17/09/19 | 12/11/19 | 4/2/20 | 24/3/20 | | 2/6/20 |
| LHS LGC | 18/09/19 | 13/11/19 | 5/2/20 | 25/3/20 | | 3/6/20 |
| CTS LGC | 19/09/19 | 14/11/19 | 6/2/20 | 26/3/20 | | 4/6/20 |
| Governor Day | | | | | | 10/07/20 |
| Trust meeting | 8/10/19 Error on dates emailed | 17/12/19 - AGM Starting at 6pm | 28/01/20 | 17/3/20 | 29/4/20 | 9/6/20 |
| | 27/11/19 | | | | | |
| Resources Committee | 04/11/19 | 4/12/19 at 11am | 4/2/20 at 11am | 3/3/20 at 11am | 14/5/20 at 1pm | 9/6/20 at 5.45pm 2/7/20 at 11am |
| Trustee Day | | | | | | 10/07/20 |

Meeting ended at 9.26pm

Signed:

Date: