

CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
HELD AT CHERRY TREE SCHOOL
On Thursday 19th September 2019 at 7pm

Name	Governor Type	Attended
Ms Jessie Bruce (HT)	Headteacher	Attended
Mrs Renee Chandler (Chair)	Parent	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Mrs Emma Hill (Ass HT)	Observer	Attended
Mr John Houston	Co-Opted	Attended
Mrs Trudi Lincoln	Co-Opted	Attended
Mrs Shelly McCall	Parent	Attended
Mrs Emily Sheppard (Vice-chair)	Parent	Attended

Governor challenge was highlighted in yellow

Governor actions are highlighted in italics

The meeting started at 7.03pm

Documentation distributed prior to the meeting:

Information to be completed on governor hub – there will be an explanation at the meeting of how to complete

Register of business interest

Keeping Children Safe in Education (KCSIE)

Documents to be completed and brought to the meeting

Acceptable ICT use agreement

NGA Skills Audit

Documents for information only

Summer term staff exit interview data

Academies Financial handbook 2019

Clerks update documents

Governor training record

Vision and value statement

Overview of budget

IMAT annual planner 2019-20

IMAT Trustee minutes

CEO report to Trustees

Documents for comment

Minutes from 5.6.19

Governor details from GIAS – are your details correct?

Code of conduct – Trust to review but comments welcome. To be signed at the next meeting

Child protection policy/agreement – Trust to review but comments welcome. Chair's name etc. to be added. To be signed at the next meeting

Terms of reference – Trust to review but comments welcome.

Admissions policy – Trust to review but comments welcome

Data results – to be discussed under HT report

School Plan – review progress and start looking at next year's priorities

From last meeting

Evacuation plan

Parent/carer code of conduct

Document distributed at the meeting:

Signed:

Date:

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HT update on matters arising from the last meeting

Clerk Chaired until election had taken place. THE MEETING DID NOT TAKE PLACE IN ORDER OF AGENDA ITEMS AND THE MINUTES REFLECT THIS

Action

1. Welcome, apologies and consent – 7pm

Emma Hill was welcomed as Assistant HT and will be attending meetings as an observer. Alison has resigned as a governor. The meeting was quorate.

The clerk confirmed apologies are not consented and if no apologies are sent governors are marked as 'absent'.

A staff election will take place as soon as possible

HT

2. Notification of any other business - None

3. Conflict of interest with agenda items to be declared - None

4. Governor hub explanation from the clerk

The clerk confirmed how to update personal details and declarations, add documents, update the calendar, access training and access documents from HFL and the Trust.

5. Documentation for completion after review by the Trust:

- GIAS to be updated by the HT

HT

- Confirmation of governor details and terms of office – Governor hub - confirmed
- *Register of business interest/KCSIE read and understood declaration – to be completed electronically on Governor hub by all governors*

All governors

- Acceptable ICT use agreement – completed by all governors
- Child protection policy agreement/ Code of conduct - to be agreed by trust board – no comments.
Clerk to add to the agenda for next meeting

Clerk (Agenda)

6. Election of Chair and vice chair for one year

Governors were not happy to take on the role of chair as they felt the explanation from the previous incumbent did not explain the role fully. A governor questioned what the role of the board was and how governors were meant to know what they should be doing.

The clerk presented the following documents via the screen in the classroom and explained their purpose:

- a. Terms of reference for LGC's
- b. Scheme of delegation

The clerk took time to explain the various components of the documents (distributed prior to the meeting via governor hub).

G: What is the connection between the Trust board and LGC's?

The clerk explained Trustees will be attending the LGC meetings over the year and are available should governors require support. The minutes from the two boards and CEO reports are always shared prior to meetings.

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G: What impact can we have? What decisions can we be part of? The school is now an educational business and we were not fully consulted to ensure the best decisions for the school are made financially, for example, during the restructure.

HT: The HT explained the reasoning for the restructure and how and when governors were part of the advisory process prior to the decisions being made.

Governors have asked for further information relating to staffing changes in the future and the clerk to pass this on to the Trust. Some governors felt they have had no opportunity to advise regarding the finances and would like that to improve moving forward.

Clerk (Trust)

Governors discussed how to ensure they meet their statutory requirements and support the school to move forward. Governors were not clear on the changes to the Ofsted Framework so the clerk explained the changes and showed governors on the screen a document explaining governance and how they will be inspected. The clerk also read an update from a middle leader after an inspection. Governors were also asked to review the document 'Inspecting the Curriculum' on governor hub.

All governors

After discussion of the changes to the Ofsted inspection it was decided that there needs to be a clear focus on how the curriculum is working and how it will improve over the year.

As the school plan runs November to November it was agreed governors will visit three times a year on their allocated roles and report back to the LG committee prior to the HT report allowing governors to share their experience of strategic monitoring in the school. Governors moved to item 9 to allocate roles

9.Link governor roles to be allocated

Governors discussed which roles needed to be covered this year taking into account the small number of governors.

Governors allocated the key roles such as, safeguarding, and then allocated the three school plan priorities. Governors agreed to visit three times in a year on each of their allocated areas as a minimum.

Governors committed to complete a visit/discussion before the next meeting (14th November) on the allocated school plan priorities and submit a written report which can be reviewed at the meeting

All governors/ Clerk (Agenda)

Governors committed to complete a visit on their key area before the end of term and send reports which can be discussed at the Spring term meeting.

All governors/ Clerk (Agenda)

The HT asked governors to email her for their link member of staff

All governors

Name	Governor Type	Term From	Term To	Roles
Mrs Renee Chandler	Parent governor	01 Feb 2018	1 Feb 2022	Chair Sports premium Modern Foreign Languages School plan - developing value and theme-based curriculum
Mr John Houston	Co-opted governor	01 Feb 2018	31 Jan 2022	Health & Safety School plan - developing value and theme-based curriculum

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Mrs Trudi Lincoln	Co-opted governor	01 Feb 2018	31 Jan 2022	SEN Nurture Award governor School plan - nurturing ethos
Mrs Shelly McCall	Parent governor	05 Jun 2019	4 Jun 2023	Pupil Premium School plan - outcomes for children
Mrs Emily Sheppard	Parent governor	17 May 2017	1 Feb 2022	Vice-Chair Safeguarding/ Children Looked After School plan - developing value and theme-based curriculum

10. Governor actions to be allocated – covered under agenda item 9

11. Arrange governor monitoring visits – covered under agenda item 9

8. Review documentation approved by the Trust (for information)

- Vision and values statement – no comment
- Terms of reference – to be agreed by Trust board, comments welcome- no comments

12. Propose any changes to admissions for the Trust Board – no comments

Item 6 continued:

Chair – Renee Chandler has taken the chairs role on a trial basis and will see whether it work during the year.

Vice-chair – Emily Sheppard (The role and responsibilities were explained by the clerk)

The clerk will notify the Trust of the appointments and ask for their approval

Clerk (Trust)

7. Minutes of the last meeting 6.6.19 and matters arising

Minutes were approved and signed by the chair of governors. All matters arising were completed in the HT written report to governors (distributed at the meeting) included responses on agenda items relating to:

- The Evacuation plan, part of the Business Continuity Plan
- Letter to the electoral registrar to ask for a change in the polling station.
G: Can we let parents know the school may close if there is another election?
HT: The school does not close we have to close two classrooms.
- Which school's children are moving onto for secondary schools was discussed and governors asked that it be added to the website to advertise the school's success and in the handout to prospective parents. The HT will ensure updated

HT

- Staff exit survey results – The results were collected after staff had gone through a restructure so there was a mixture of results.

- SAT's outcomes – governors discussed the outcomes

G: KS1 why is the data so low?

G: The children tend to come in lower and have to make accelerated progress throughout their time in the school.

G: The 2017 entrance had 65% children making a good level of development and now there are only 55.9% making expected outcomes for the same group at the end of KS1, can you explain?

HT: There were changes in the cohort over those years and the children who have joined were at a lower level.

- Pupil absence – Pupil absence is now being managed by the HT and the data is being reviewed. It appears to be 95.3% but this seems to be incorrect so the HT is investigating.

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- Staff absence – The HT is reviewing SIMs to collect the overall figure. The data will be put onto governor hub and governors can review. Governors were asked to keep in mind staff time off in lieu is also included. Governors asked that the role of the member of staff be added.

HT

Response from Trust regarding LGC items raised:

BFS

- G: There needs to be a careers plan in place which is obvious without the staff member asking where staff can progress within the Trust. This could include training alongside opportunities. The clerk was asked to pass this onto the Trust.

RESPONSE:

The COO explained that this is covered under the staff recruitment handbook, there is funding in place which staff can bid for to attend a course relevant to their development. The CEO and COO explained they have been looking at talent management across the Trust and would like to have in place one document which accompanies the CPD map. The CPD map is under constant review and offers training opportunities across the trust.

T: What is the turnover at the different schools?

CEO: It varies in each school. A flux in staff is expected annually but there are five NQT's starting in LHS in September which is higher than usual.

The Trustees discussed how this can lead to fresh enthusiasm and ideas in the school although it has to be balanced against the extra support needed to train staff who are new in role.

- The governors asked if the CEO report could be distributed to all governing boards.

RESPONSE - yes

The clerk will distribute the CEO report to all LGC's in future alongside the Trust minutes

- A governor raised concerns that secondary transfer demands an 11 plus exam which the school are not preparing children for. They were concerned that the school is depriving the children of social mobility where the families do not have money to fund tuition. An after-school club could be provided which would support the children without any school involvement.

RESPONSE:

The secondary schools do not ask for preparation of children for the test and the overwhelming majority of primary schools agree that the children should not be tutored. There is a local informal agreement in place, which is ignored by one local school, not to tutor the children to test. *The CEO will send a letter to the governors to explain.* Trustees felt it was a parent decision whether to tutor and that the parents can access free resources online for support with the test. The Trustees recommended that the school make parents aware of the websites and then they can review to make a decision moving forward. The CEO explained that they do already make parents aware of the websites.

There is a good number of children from within the Trust passing the 11+ and attending grammar schools. The CEO explained they ensure children have a full education including a strong pastoral package. The children are provided with the skills to deal with the test but children need to attend a school which best meets their needs.

The Trustees asked that there be more information to communicate the improvement in the allocation of children attending a variety of secondary schools appropriate to the both to parents and on the school's websites.

- Off Site policy

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After discussion the governors requested the Trust amend the policy to include: 'The HT will consider a range of options to accommodate pupil needs when travelling off site following a risk assessment which could eventually lead to exclusion from the trip.'

RESPONSE: This is a Trust policy which does not need to be reviewed at present.

CTS

Shelley McCall – appointed to the LGC for CTS by the Trustees

LHS –

- Mike Dobner was elected chair at the meeting and the clerk will seek approval for the appointment from the Trust. Mike Dobner was appointed Chair of LHS LGC

New items:

- Admissions

T: Can we have further information on where children are going when they leave the schools as part of the HT's reports? CEO: I will ask for this to be added

13.Review unvalidated SATS/national tests data – covered under agenda item 7

14.Review data from the summer term staff exit interviews - - covered under agenda item 7

15.Plan HT performance management 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.

Clerk (Trust)

Item 7 continued:

A governor asked to return to the minutes to review a response to one of the other school's questions relating to the 11+.

Governors had a full discussion around the impact lack of preparation has on children's ability to perform in the 11+. Governors felt the CEO had been incorrect in saying the school prepares children pastorally and that there more should be done to support the children to achieve. After a full discussion the clerk explained the item will be minuted and brought to the Trustees again requesting further response. The HT explained the Trustees are responsible for the final decision and have been made aware of the Governors feelings.

Clerk (Trust)

16.Overview of budget agreed by Trust

Governors had not reviewed the document and so the clerk showed the document to them on the screen to ensure they have a full understanding of the document. Governors discussed the bids by curriculum leads and the HT clarified the staff bid for an amount in June for the following year. The bid can be spent at the beginning of the year or each term depending on its use. The process for ensuring staff spend their bid was also explained.

17.Initial marketing discussion – *suggestions to Trust board*

- Websites and welcome booklet to be updated with the secondary school's children have moved onto
- Emma Hill will be contacting Mothercare to see whether there is any further funding which can be given to support the Albert Hall trip as funding needs to be found for the 20 children to attend.

G: Can we speak to companies to see whether they would match fund?

HT: Please let us know if there are any prospective companies.

18.Schools to conduct staff wellbeing survey this term – being completed

19.Review staff and pupil absence data from 2018/19 – covered under agenda item 7

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20.Review skills audit – all governors to complete by the 20th November 2019. Clerk to send the link again

All governors/ Clerk (Agenda)

21.Review and update School Plan/ discuss targets – covered under previous agenda items

22.30-hour nursery provision – Being reviewed at Trust level.

G: Can we ask for a decision by Easter?

Clerk: I will add it to Trust items

Clerk (Trust)

Standing items:

23.Items from Trust board meeting - none

24.Safeguarding – KCSIE updated governors were asked to review read and complete the Governor hub declaration

25.Health and safety –

- Meeting to be booked with John and the HT
- There are no outstanding H&S concerns.
- Legionella – the work has been completed
- Asbestos - The CIF bid was turned down and another survey has been completed. An emergency CIF bid is being submitted. There are no safety issues whilst the area is not touched

John/ HT

26.Policy tracker review and policies due

a. Evacuation plan- covered under agenda item 7

b. Parent/Carer code of conduct – The Friends of Cherry Tree have reviewed and a new version has been drafted by the HT. The draft version will be uploaded to governor hub and governors were asked to review by next Thursday 26th September 2019 so it can be sent in the school newsletter on Friday 27th September 2019

HT/All governors

27.Training

Induction: Alison, Emily, Shelley – via Modern Governor online training

Safeguarding: Renee, Shelley – via Trust online training

Complaints: Renee, Alison, Emily, Shelley – via HFL training in person

Prevent: Emily, Alison, Shelly, Renee - Via Modern governor

Safer recruitment: John – via Trust online courses

All governors

28.Clerks update including:

- Safeguarding – changes to KCSIE
- Governance handbook 2019 changes
- Academies Financial handbook 2019 changes
- Teachers pay and pensions changes
- NGA school governors 2019 report
- Ofsted inspection information including parent leaflet and guide for schools
- Pupil premium funding and accountability
- School Business manager checklist
- Charity Commission welcome pack and what you need to know

29.Any other business - None

30.Items to be sent to Trust/ LABs

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- Governors have asked for further information relating to staffing changes in the future and the clerk to pass this on to the Trust. Some governors felt they have had no opportunity to advise regarding the finances and would like that to improve moving forward.
- Chair – Renee Chandler has taken the chairs role on a trial basis and will see whether it work during the year.
Vice-chair – Emily Sheppard (The role and responsibilities were explained by the clerk)
The clerk will notify the Trust of the appointments and ask for their approval
- 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.
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The Chair will write a letter to the CEO detailing some governor’s concerns.
- 30-hour nursery provision – Being reviewed at Trust level.
G: Can we ask for a decision by Easter?
Clerk: I will add it to Trust items

31.Future 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	18/10/19	17/12/19 - AGM	28/01/20	17/3/20	29/4/20	9/6/20
	27/11/19					
Finance and audit Committee			TBC	TBC	TBC	TBC
Trustee Day						10/07/20

Meeting ended at 9.25pm

Signed:

Date: