

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING  
HELD AT CHERRY TREE SCHOOL  
On Thursday 6<sup>th</sup> February 2020 at 7pm**

<b>Name</b>	<b>Governor Type</b>	<b>Attended</b>
Ms Jessie Bruce (HT)	Headteacher	Attended
Mr Craig Carter	Co-opted governor	Attended
Mrs Renee Chandler	Parent governor	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Mrs Emma Hill	Observer	Attended
Mr John Houston	Co-opted governor	Attended
Mrs Trudi Lincoln	Co-opted governor	No Apologies Sent
Mrs Shelly McCall	Parent governor	Attended
Miss Emma Penfold	Staff (Teaching) Governor	Attended
Mr James Roach (CEO)	CEO	Attended
Mr Chris Rogers	Co-opted governor	Attended
Mrs Emily Sheppard	Parent governor	Attended
Mrs Gemma Williamson (Chair)	Co-opted governor	Attended

**Governor challenge was highlighted in yellow**

*Governor actions are highlighted in italics*

**Documents from the Trust**

Trustee Minutes 17/12/19

AGM Minutes 17/12/19

CEO report 28/1/2020

Finance update from school business officer meeting with Finance manager and HT

**Documents from the Local Governing Committee**

1. Supporting document for the agenda 4/2/20

6. Minutes from 13.11.19 for approval

12. Emergency plan

14. Equality and accessibility policy

15. Headteachers report

15. HIP early years report

17. Termly report on safeguarding

18. Termly H&S update

19. Home school agreement

19. Code of conduct for parents

20, Governor visit reports relating to PP, MFL and SP

**Documents from the clerk**

Clerks update

Training uploaded to governor hub

Meeting started at 7pm

**Action**

**1. Curriculum area walk round** – The HT led a learning walk around the school to review the maths provision in classrooms.

**2. Welcome to Gemma Williamson and apologies**

The meeting was quorate. Gemma Williamson was welcomed to the meeting. Trudi Lincoln was absent. *The HT will contact Trudi to check she is happy to continue as a governor.*

**HT**

Signed: .....

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**3. Comments from governors regarding the maths curriculum walk round**

- There is some inconsistency between the parallel classes which needs to be identified. *Governors challenged the HT regarding ensuring there is consistency across the classes in the presentation of time lines. They also asked that pupil voice be collected and fed back to the governors so that the governors can see how the children find the presentation in their classes.*

**HT**

The governors discussed the new times table tests which are taking place in year four and how the school are ensuring children are prepared.

*G: How do you support children who are struggling to ensure they learn their times tables?*

*HT: There are techniques such as learning rhymes which the TA's can deliver alongside quality first teaching.*

*G: How are you completing this without a TA full time in each class?*

*G: We have a TA full time in year 6. There are two TA's for year 3-6 who deliver focused interventions.*

*CEO: This is showing more impact than a TA per class and impacting on the results for the school which have increased over the last two years. The maths scheme in the schools also ensures a variety of methods are taught.*

*G: Is there a way of showing the impact of the focused TA's?*

*G: We have a TA intervention sheet which is completed at the beginning and end of the intervention to ensure impact. These can be shared with governors in an anonymised format.*

**HT**

*G: Is there any information/ evidence of the impact of a change of TA hours?*

*CEO: As we have focused the support, we have been able to improve results. However, this has reached its limit and staffing cannot be reduced further. The quality first teaching is more effective through better monitoring and support for staff. There is also effective review of interventions which allows the school to adapt to ensure the right support is being offered to children.*

**4. Notification of any other business - None**

**5. Conflict of interest with agenda items to be declared** – Chris Rogers has a conflict of interest with the nursery discussion as he has a child who attends. However, it was decided his knowledge would be helpful in the decision-making process so he remained in the meeting.

**6. Minutes of the last meeting 13.11.19 and matters arising**

Minutes were approved and signed by the Chair. All matters arising were completed except:

*Item 4:20: Review skills audit/ Review and sign Trust approved Code of Conduct UPDATE: The governors have completed except Trudi Lincoln – carry forward*

**Trudi Lincoln**

*Item 10: G: Could we have the Christmas Fair to a Saturday? The HT will review with the PTA.*

*UPDATE: The HT explained this had been reviewed with the PTA and they would like it to remain on a Friday to ensure staff are not having to come into work on a Saturday.*

*Item 12: G: Attendance reporting format UPDATE: The Chair and HT will review and the clerk was asked to add to the agenda for next meeting.*

**HT/Chair/Clerk**

*Item 12: Curriculum overview UPDATE: The Chair asked this be distributed as soon as possible even if it is in draft format so governors can review and understand the delivery of the curriculum in the school.*

Signed: .....

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**HT/ Clerk (Agenda)**

*Item 19: DFE academy Ofsted inspection update. UPDATE: The clerk will resend to governors alongside the possible question's inspectors can ask from the NGA. These will be reviewed at the next meeting and the clerk will add to the agenda*

**All governors / Clerk**

**7. Response from Trust regarding LGC items raised 13.11.19/ Any issues to be brought to LGC from the Trust**

Response from Trustees meeting 27<sup>th</sup> November 2019

- BFS/ LHS – nothing to report
- CTS – The LGC requests Trustees appoint Gemma Williamson Chair of the LAB. The appointment was approved.
- The Trustees approved the lack of consent for apologies. They clarified that the lack of consent does not mean governors/trustees will be removed after 6 months but the option is available.

**Issues to be brought from the meeting on the 28/1/20**

- Item 9: There has been an improvement in the numbers on roll and Trustees thanked the schools for their work – see the table below

School Context (30 hours places)	Beechfield		Cherry Tree		Laurance Haines	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
Number on roll	392	405	424	431	454	457

- Item 12: The emails from the Trustees regarding the visits have been sent through to the schools for distribution by the CEO. The Trustees were very impressed by the schools and their communities.

**8. Nursery provision review – report from School Business officer to be discussed and response to Trustees by the 17<sup>th</sup> March 2020**

The chair explained that the private nursery provision on site has handed in notice to shut the provision in July 2020. There has been confusion within the school community as the parents created the impression that the Trust had increased the rent leading to the closure.

The Trust and governors had begun to review the nursery provision overall within the school but was at the initial stages of this discussion and the owner's decision to close the nursery was not influenced by the school or Trust.

The governors discussed the implications of this news and the impact it could have on the school community.

Governors recommended to the Trustees that a 30-hour nursery provision be provided from September 2020 to ensure consistency for the families involved. They were aware that the practicalities of this decision such as staffing, costing and site management will need to be put in place swiftly but felt it would be unreasonable not to offer the provision for families. There is no requirement to change the PAN or consult on the changes as the school is its own admitting authority. Also, the deadline of the 28<sup>th</sup> February for the local nursery application provision does not influence the decision made by governors and Trustees.

The next steps are for the Trust to discuss the recommendation. Once their decision has been made there needs to be swift communication with parents to make them aware of the options available to them. The governors were reminded that this decision is confidential until the Trustees have reviewed the recommendation.

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8.02pm the CEO left the meeting

**9. Pupil Questionnaire to be organised**

This will be sent out in the second half of the Spring term. The CEO and COO are working with the HT's to put the questions together. Governors were asked to make suggestions if they have anything to add. CTS has recommended a question relating to children's aspirations for future life be included.

**10. Marketing update**

There is now a marketing manager for the Trust. They have visited the schools and will be reporting to the Trust board in March 2020. The focus will be outward facing meeting parents in nursery groups etc. This will hopefully support the improvement in numbers on roll. We have missed the reception application deadlines for this year however we are going to try and make contact from the initial offer letter before they start in September 2020 to ensure families take up their place.

Governors discussed the future implications of the role and possible marketing opportunities they could pursue. There will be feedback to the HT and governors at future meetings.

**11. Review SEF (termly)**

- A HIP meeting has taken place with Joanna Di Bella where a maths deep dive was carried out.
- Generally, it went well and it there are actions moving forward. Consistency is key and staff need to make sure that this is in place across the school. Support will be offered by the SLT to ensure improvements.
- The feedback from pupil voice was very positive and children were articulate about their prior learning and the progression of skills learnt. The year one's in particular were able to answer eloquently about previous learning.
- There was excellent behaviour on the learning walk and the behaviour policy is being applied well in the school to support all levels of behaviour.
- Governors discussed the impact on the school community of children with more extreme behaviour and how the stretched services provided by HCC are offering support. The Chair explained the current system for funding children with additional needs and explained that the system is being reviewed at present to try and ensure more equitable funding. Hertfordshire is struggling with providing the appropriate services for an increasing group of children with additional needs. However, the amount of funds available will not increase overall.

*G: Do you use local services outside of the school and HCC?*

*HT: The family support workers support the application to some external sources but the pastoral can be asked to review further. The HT will ask the pastoral team to review*

**HT**

*The Chair explained it was identified there are 26 rules which the children are expected to follow at CTS. The HT has been tasked with carrying out a piece of work with staff and children to reduce this to a manageable amount and will report back to governors at the next meeting. The clerk will add to the agenda*

**HT/ Clerk**

**12. Review and approve business continuity plan**

The plan has been updated with appropriate details and was approved by governors.

Governors discussed where the school would evacuate to as at present it is listed as BFS which is quite a long walk. The governors asked that staff review and see whether there is somewhere nearer and report back to governors and if there is no alternative that key staff undertake the walk to ensure the route is clear.

**HT**

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**13. Review and update School Plan 2019/20 and Curriculum overview**

Governors previously requested the curriculum overview be uploaded to Governor hub as soon as possible in its draft format.

**14. Review Annual Equality Statement**

Governors approved the policy for use

**15. Headteacher Report**

- G: There are nine bullying incidents which seems high?  
HT: Seven incidents are involving one child. There are some children in school who are exhibiting extreme behaviour which we are managing with external support.  
G: Is this reflective of what is happening locally in other schools?  
HT: Yes, and is as a result of the lack of available support from external services.
- G: Why are there two cyberbullying incidents?  
HT: The use of phones has led to the increase.  
G: How are we addressing this?  
HT: We have the Jigsaw program which supports teaching for this area. There is also work completed in classes and the issues raised outside the school are dealt with by the school although it is sometimes outside their remit
- G: How are you managing recurring issues?  
HT: We follow the behaviour policy and we also seek external support.  
Chair: The pupil feedback from the HIP visit was that children in general feel safe but a small group felt they didn't feel as safe during break times in the playground. The pastoral team is reviewing to see where improvements can be made.
- The HT explained staff have carried out deep dives on many areas and subsequently action plans have been put in place. The main area has been to ensure consistency of delivery.
- *There will be a peer to peer review in the Spring term. This was a very positive experience when completed at the other two schools in the Trust and governors are invited to the feedback session on the 11<sup>th</sup> March 2020. John Houston/ Chris Rogers will confirm with the HT that they are able to attend.*

**HT/John Houston/ Chris Rogers**

- G: *Marvellous me, there have been various levels of response from teachers, some class teachers are sending a lot of information whilst others have not really sent any information?*  
HT: *We have only been running for a week and we have 80% of parents signed up.*  
G: *We will review the consistency of use by staff over time and then we will report back to governors at the next meeting.*
- HT**
- G: Is there any matrix for the Pupil Premium children to show the improvements as a percentage?  
G: There has been a review of spending to show for each child what support is in available and how that is funded. The Autumn term data can be forwarded to governors once completed.
- Emma Hill**
- G: In terms of expenditure we have spent exactly our income whereas the other schools have spent over their budget. Is there a reason for this?  
EP: There is a year lag on the budget and so the budget does not always reflect the need at the time. The other schools may be choosing to spend more to support with specific need.

**Standing items:**

**16. Finance update** – report from finance meeting for information

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The COO had explained previously in BFS meeting that there was feedback from some local governors that they would like more information relating to the budget and finance. The budget is the schools although it is set by the Trust as the management is at the local level. There is a conscious effort being made to ensure the HT's, local governors and school business officers are more involved.

The finance report aims to keep governors updated. The budget process will be starting for setting next year's budget and governors should be clear about what their priorities for spending are in the coming year.

- **G: What are we spending the extra surplus on from this year?**  
**HT: There are plans to spend on curriculum resources and the current cohorts' specific needs**

**17. Safeguarding –**

Distributed prior to the meeting via governor hub

- Annual report for safeguarding

To be distributed for the next meeting

- *Termly report for Safeguarding, Annual report for children looked after*

**HT**

**18. Health and safety –** Termly inspection verbal feedback

The process for monitoring H&S in the school was explained to governors:

- There is a H&S policy in place with local arrangements which the COO is reviewing the practice in schools to ensure it meets the requirements in the policy.
- A termly report is completed by the site manager and HT which is then returned to the COO. Any issues should be raised at the LGC meeting so that the clerk can ensure they are passed onto the Trustees.
- Annually a review takes place in the summer term with a governor present.
- Every three years there is an external audit by HCC.

*There was nothing to report from the health and safety walk round. Clerk to notify the Trust*

**Clerk**

**19. Policy tracker review and policies due**

- Health and safety local arrangements – approved by governors subject to the addition of the following areas:
  - *A governor raised concerns that the Health and Safety policy did not include reference to Podium steps being used or temperature equipment calibration. The clerk was asked to check with the COO*
  - *The lock down procedure is also not part of the policy and governors asked that a section be added*
- Home School Agreement – approved by governors for use

**Clerk (Trust)**

**HT**

**20. Governor visits – see supporting document**

Reports were distributed via governor hub prior to the meeting.

Additional visits

The safeguarding governor has visited to review the Single Central Record and asked that her thanks be passed onto Vanessa the School Business officer for her hard work

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Future visits

6<sup>th</sup> March 2020 at 2pm – Craig (Shadowing) and Emily will visit to carry out a safeguarding quiz with staff.

**21. Training**

The governors approved an in-house training session on exclusions which will include the governors from the rest of the Trust. Nikita Mistry will email governors to check suitable dates.

**Nikita Mistry/ All governors**

**22. Clerks update** – on governor hub

**23. Any other business**

Governors discussed the HT's decision to take early retirement. The Chair thanked Jess for all her work on behalf of the staff, children and governors. The HT explained that she is totally committed to the school until she leaves. There will be an advert, shortlisting and then interviewing potential applicants. Governors discussed possible contingencies should they be unable to recruit and will be kept informed of any developments.

**24. Items to be sent to Trust/ LABs**

There were no health and safety issues to report

**25. Future Dates – see supporting agenda 6.2.20 document**

**Meeting ended 9.32pm**

Signed: .....

Date: .....