

NOTES FROM THE ONLINE DISCUSSION OF CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
THE MEETING WAS DUE TO BE HELD ON:
Thursday 26 March 2020 at 7pm COMPLETED ON 17 April 2020

Governor challenge was highlighted in yellow

Governor actions are highlighted in italics

Notes from email/governor hub exchanges and notes from the clerk

Action

- 1. Review of possible Ofsted questions** – Postponed until the school is re-open
- 2. Welcome and apologies** – Governors were unable to attend the meeting due to the Coronavirus outbreak, a pandemic which has closed schools across the country from the 20th March 2020.
- 3. Comments from governors regarding the curriculum walk round** - Postponed
- 4. Notification of any other business** (Chair, HT and Clerk to be informed 48 hours before the meeting) - Postpones
- 5. Conflict of interest with agenda items to be declared** - Postponed
- 6. Minutes of the last meeting 06.02.20 and matters arising** – carry forward including all actions
- 7. Response from Trust regarding LGC items raised 06.02.20/ Any issues to be brought to LGC from the Trust**

BFS:

- G: Should the school have transgender toilets? RESPONSE: This will be reviewed by the HT's and CEO through the schools Equality plan
- Safeguarding - A document was identified by a governor through training that the schools may find helpful. The CEO and HT's will review. The clerk will notify the CEO. RESPONSE: The CEO is reviewing and will report back.

LHS

- G: Can we change the application form to ensure the contacts are gender neutral?
CEO: Yes, it can be changed to parent/carer one and parent/carer two. Clerk to take to Trust RESPONSE: Approved by Trustees and to be updated by the COO.
- G: Is the parent council taking place? Should it be removed if it is not happening?
G: We need to see what the answers are from the parent questionnaire. Can we ensure it is a question on the parent questionnaire?
CEO: There are different versions in the schools and we need to ensure that the schools are running an appropriate system. The HT can feedback at the next meeting.
RESPONSE: Trustees discussed and all Parent Councils will be in place once schools return.

CTS

- 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. RESPONSE: The ladders are covered under the ladder safety for steps and staff have received training. *The calibration equipment needs to be looked into further as there have been water risk assessments but this has not been mentioned. The COO will review*

Signed:

Date:

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H&S

- There was nothing to report from the three schools. RESPONSE: The update meetings with the site managers have not taken place yet due to current affairs. This will resume once the Corona virus concerns are reduced.
- 8. Provide risk update for the Trust risk register - Postponed**
- 9. Budget 2020/21** – Initial financial summary distributed – Financial considerations to be made to the Trust - *Postponed*
- 10. Consider staffing and any budget impact for 2020/21 - Postponed**
- 11. Review and update school plan** – The school plan was distributed prior to the meeting for comment via governor hub
- 12. Headteacher Report 8.20pm**
 - a. Matters arising from 6.2.20
 - Pupil voice regarding maths curriculum presentation in classes
 - Anonymised TA intervention monitoring sheet
 - Curriculum overview
 - Feedback on consultation on school rules with staff and pupils
 - Peer to peer review feedback
 - Marvellous me – report on uptake by teachers and parents
 - b. Standards monitoring
 - c. Pupil premium update/ Sports premium update
 - d. Marketing update
 - e. Parent questionnaire to take place in the summer term

Documents distributed prior to the meeting:

Headteacher report
Headteacher appointment
IMAT review feedback CTS 2020

CORONAVIRUS UPDATE FROM THE HEADTEACHER SINCE THE START OF THE SCHOOL CLOSURE:

HT update 3/4/2020 **Week 2 school closure update**

Dear Governors,

It has been another strange week here at Cherry Tree. We have had a much smaller team at school taking care of the children, manning the office and looking after the site. We have had 5 or 6 children every day (8.50am – 3.15pm) and for two days we have had one child from a local school join us because their school is closed, and she settled in very well. We have tried to keep to the same routine to give them some stability, and they have been fantastic; polite, kind and cheerful.

We have 6 or 7 children attending the Easter Club which is being held at Beechfield as the Hub. Mr Blake will be working there too, which is fabulous. They will be doing sports activities for most of it. Most of them are key worker children but we also have a vulnerable one for which we are providing a taxi so that they can attend.

Signed:

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Chartwells have continued to do a great job feeding us here at school and providing 26 hampers for PP families on Monday. Thanks to Katy for delivering them. We are providing these for both weeks of the Easter break as well.

Teachers are continuing to tweet daily messages to their classes and use Marvellous Me or Arbor to send group emails or messages to parents. Lots of parents have emailed to say thank you for our support and to share the inventive ways they have been supporting their children at home. Teachers have phoned every family in their class this week to check in and chat with the children. If there are any families that they have concerns about they will pass them on to Jennie. She is also going to check the pastoral phone regularly during the Easter break in case any parent has left a message asking for support. It was great to see some of you on our practise zoom governor meeting on Wednesday (for some of us the learning curve is steep!) Emma H and I have been involved in leadership trust meetings and I have had a zoom SLT and Admin meeting. I have even recorded a video for the website and twitter which I will be uploading later when I get home!

Staff are coping well with the challenge of working in such a different way from normal. I am very proud of our staff team and am amazed and excited by the amazing and imaginative ideas the teachers have been coming up with for home learning. They have been encouraged to have a break for these two Easter weeks.

Keep safe everyone and have a lovely Easter.

HT update 27/3/2020 **Week 1 school closure pdate**

Hi Everyone

Please find attached our Governor update for this week. As you may be aware, I have been self-isolating for two weeks following symptoms and Emma Hill has been acting Head during this time. She has done a fantastic job and I am personally very grateful to her for everything. She has been amazing and has also written this update for you all.

Next week I will be back at school on the front line and Emma will be working from home. Please stay in touch and keep safe.

Jess

Weekly update to Governors from Emma Hill

Dear Governors,

It has been a strange but positive week here at Cherry Tree. We split into two teams so this week Team A have been in school taking care of the children and seeing to administration tasks. Team B have been working from home, keeping the children updated with home learning, completing CPD and planning for the future.

Timetables and job responsibilities have been shared with the staff to ensure a smooth transition from Team A to team B and numerous what's apps, zoom, hang out and Microsoft teams have been set up to keep everyone in touch.

Everyone has been amazing and there has been a great spirit of community and collaboration.

The numbers of children in school has been as follows:

Monday 27

Tuesday 16

Wednesday 14

Thursday 11

Friday 10

We are expecting a similar number to Friday next week as a few parents have said they do not need provision but there are a few additional children that need care next week.

None of our PP children have needed provision at school this week although we are keeping in touch with one family who may dip in and out of this if needed.

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Chartwells have provided hampers for our free school meal families. This week 25 out of a possible 50 were either collected or delivered and next week 31 either hot or cold hampers have been ordered by our families. A huge thank you needs to go to Jennie and Emma Birdsall for organising and delivering the hampers to families who are self-isolating.

Due to our site manager having to self-isolate, members of the SLT have continued with all of the jobs needing to be done to keep the school safe and secure. This has included opening and locking up, checking fire alarms, CCTV, passive vent shut down and the locking down of the buildings we are now not using. Our site manager has been in constant contact to oversee and guide us through these procedures.

Teachers have uploaded work and home learning activities onto our school website and teacher's email addresses have been shared with parents in case of any queries within school hours. Teachers are tweeting daily messages to their classes and using Marvellous Me or Arbor to send group emails or messages to parents. Lots of parents have emailed to say thank you for our support and to share the inventive ways they have been supporting their children at home.

The children we have had in school have been delightful and it has been a pleasure to see how they have interacted across the year groups in such a positive way. They have thoroughly enjoyed the various activities we have provided such as geographical project work on other countries or craft work. We have made the most of the beautiful weather and spent lots of time outdoors keeping fit, gardening and planting lots of trees that have been kindly donated by the Woodland Trust. The children have been well behaved, kind, polite, resilient and coped with change really well.

I have appreciated the support from everyone in the Trust over the last few weeks and it has been incredibly beneficial to collaborate with decision making and document writing to ensure we are able to support our whole community to the best of our ability.
Emma Hill (Assistant Head)

UPDATE FROM CHAIR OF TRUSTEES

School Closure

As I am sure you will be aware the leadership teams throughout the Trust have been working flat out to ensure that all the logistics are covered and that key worker and vulnerable children are kept safe. Our teaching and support staff have also risen to the challenge. I know that as Governors you have been supporting them with this task over the last few weeks. They all really have done an incredible job in such a short time and I think we are so lucky to have such an amazing workforce - our thanks really do go out to them all. Next week will be equally challenging to evaluate how it is all working and tweak where necessary but I am sure our team will rise to the challenge!

I have written on behalf of the Trust Board us to the whole school community - see the link here:

[IMAT Trustees message 03-2020.pdf](#)

I know it will be challenging over the coming weeks (hopefully not months!).

Keep safe!

Standing items:

13. Finance update – report from finance meeting for information - [Postponed](#)

14. Safeguarding - [Postponed](#)

- Autumn Termly report for Safeguarding,

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- Annual report for children looked after [Term 1 and 2 reports distributed via governor hub](#)

15. Health and safety – Annual inspection – COO will undertake a review on the 24th March. Verbal feedback will be provided. More formal feedback at next meeting - [Postponed](#)

16. Training – *review training record and training requirements in supporting document* - [Postponed](#)

17. Governor visits - [Postponed](#)

18. Clerks update – on governor hub

19. Any other business - [Postponed](#)

20. Items to be sent to Trust/ LABs - [Postponed](#)

21. Future Dates – see supporting agenda **26.03.20** document

Signed:

Date: