

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
HELD AT CHERRY TREE SCHOOL
On Thursday 4th June 2020 at 7pm via Zoom**

Name	Governor Type	Attended
Mrs Jessie Bruce (HT)	Headteacher	Attended
Lizzie Butler (SENCo)	Observer	Attended
Mr Craig Carter	Co-opted governor	Attended
Mrs Renee Chandler	Parent governor	Attended
Emma Lad (clerk)	Clerk	Attended
Emma Hill	Assistant Headteacher	Attended
Mr John Houston	Co-opted governor	Attended
Emma Kearns	Staff (Support) Governor	Attended
Trudi Lincoln	Co-opted governor	Attended
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
Cheska Tyler	HT from September 2020	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 17.3.20

Final CT newsletter

Documents from the Local Governing Committee

1. Supporting document for the agenda 4/6/20

4. Minutes from 6.2.20 for approval

5. Notes 26.3.20 and 21.5.20

6. Appendix 26 Covid-19

6. Curriculum overview master

6. Curriculum journey 2019/20

6. HT's report to governors

6. PP spring data and report 2020

6. Safeguarding termly report

6. Financial update report

7. Annual SEND report to governors

7. Supporting learners with SEND

Signed:

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Documents from the clerk

Meeting started at 7pm

Action

1. Welcome and apologies

The meeting was quorate. The new HT, Cheska Tyler, was welcomed to the meeting. She will be taking over from September 2020.

2. Notification of any other business – Governor resignations

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

4. Minutes of the last meeting 6.2.20 and matters arising

The minutes were approved and will be signed at the earliest opportunity. All matters arising were completed or postponed due to covid-19 except:

Item 3: 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

UPDATE: Usually there would be pupil progress meetings but this has not been able to take place. The class teachers have been spoken to and there has been discussion around the targeted TA interventions. [Update on the impact of individual teaching assistants]

Item 6:12: 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.

UPDATE: Curriculum overview and story of the Curriculum Journey from Emma H posted on Governor Hub

Item 11: 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.

UPDATE: The school has signed up for the North West Herts Partnership again for the family support worker

Impact from Family Support worker:

According to Jennie's records 5 families have benefited from the input of the family support worker.

Recently she wrote and delivered a parenting course at school because a particular mum could not attend if she was required to travel. This in turn enabled several other cherry tree parents to attend also.

She is also able to go into the family home and have a different relationship with the families than is possible with school staff. She is then able to help establish house rules etc and get a better insight to the support that is required by the families.

This support is helpful for our families that are on a waiting list for more targeted support with external agencies. So that they are receiving help in the interim period.

We can use the input of the family support worker to help with referrals to other services and as evidence for EHCP assessments.

Item 11: 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 – carry forward

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HT/ Clerk

Item 12: 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. *UPDATE: The local churches will be investigated to see whether they would be willing to take on this role.*

HT

Item 15: 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 11th March 2020. John Houston/ Chris Rogers will confirm with the HT that they are able to attend.

UPDATE: Chris Rogers attended and explained it was very interesting. It was at around the same time as the recruitment of the HT and so it was interesting to meet the other HT's and also to see the issues facing the schools alongside their strengths and differences. The governor passed on his thanks to the HT and her staff for all the work they have completed and the good momentum which has been started. The curriculum packs were also very good which had been collated by Emma Hill.

G: What are the key differences?

HT: Our challenges are mainly consistency and continuing to challenge the higher achieving children to achieve their best results.

G: The main difference which was obvious was in classrooms need to harmonise their presentations across the school.

HT: Yes, in lots of areas we need to embed the principles we have started to ensure they are running correctly

Item 15: 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.

UPDATE: This has been used during covid-19 to varying degrees by teachers. The teachers are using different platforms which means there is a balanced amount of information across the board at the moment.

G: There are some issues with parents receiving the wrong child's information

EH: I will look into it.

5. Approve the notes of the 26.03.20 including Trustee response to issues raised

Approved by governors and to be signed at the earliest opportunity.

6. Headteacher Report

Distributed prior to the meeting via Governor Hub:

Curriculum overview Master

Curriculum journey 2019-20

HT's report

PP Spring data report

Safeguarding termly reports

a. Coronavirus update

- Governors met via Zoom on the 21st May 2020 to receive an update on the school's response to Covid-19 – the notes are on Governor Hub
- The HT thanked the Senior Leadership Team (SLT) for all their work
- There has been lots of changes as government and local information changes alongside the needs of families and staff. The priority is to keep the school community and in particular staff safe.

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- The CEO explained a handbook will be sent to parents which will hopefully answer their questions. The key worker groups are growing steadily and it is beginning to look like we will not be able to open the school to all year groups although we will be attempting to. In regard Black, Asian and Minority Ethnic group studies have shown that those groups are twice as likely to be at risk from covid-19. The Trust is not going to make staff from those groups return to the classroom and will offer work which has less risk if they want to return. The Senior Leadership Team (SLT) will review every Wednesday and announce the plan for the following week following guidance.

G: Can we share staff across the Trust?

CEO: Staff have contracts for a school in the Trust but we could possibly in the future if staff were willing to volunteer. However, at present there are not enough staff in any of the three schools.

G: If we are bringing in staff from other schools into younger year groups then it could be unsettling for children.

CEO: The support of the three schools has been immeasurable as we have been able to work collectively.

G: Can we allow childminders to collect children?

CEO: It would depend on the individual circumstances.

G: Could it cause issues for 'bubbles'?

CEO: We need to balance safety against practicalities for teaching, families etc. We will continue to review following all advice and prioritising safety.

The governors thanked the Trust for the work they have completed and listening to the feedback from the governing body.

b. Pupil premium update – Emma Hill

There was a verbal update from Emma Hill alongside the report on Governor Hub.

G: The progress from summer 2019 was lower than some other year groups, there were not a lot of SEN children as we can see in the SEN report what was the reason?

EH: Year 1 - There is an issue with attendance for two children which is below 75%. One of the year groups has also had three TA's across the year which has an impact. Year 3 – ten children - There has been a change of teacher which has caused issues and has had an impact on the interventions. Year 4 – there are 13 children and although there are children who are making rapid progress there are also PP children who have SEN. The year group has had slightly less TA support.

G: How are the PP children being supported during this time at home?

EH: The team have all worked together to ensure the teachers have been in contact with families and there have been visits to homes of children where they have not been contactable and they are now coming into school. There have also been food parcels delivered every Monday where needed.

G: There seems to be no consistency between the reading and the writing across the year groups? How will you support the children to move forward when they return to school irrelevant of year group?

EH: We need to make sure that interventions are delivered fully and that there is consistency in the delivery alongside ensuring that the children are receiving targeted support.

G: How will we deliver one to one-time next year?

CEO: We will continue with the one to one where we can but it depends on the guidance from the DFE.

SENCo: Some children are receiving their support via Zoom or Microsoft Teams but at present we cannot break the bubble. We will have to find a way around it in time for the start of the next school year. There is also online and precision teaching taking place at the moment in the home.

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- c. Sports premium update
- d. Safeguarding update – report distributed prior to the meeting via Governor Hub
- e. Summer census (cancelled)
- f. Pupil numbers

G: Do we know what the nursery numbers are at present?

HT: I will check and report back via Governor Hub.

G: If we do not fill all the places through 30-hour funding would you offer paid places?

HT: Yes, we would go up to 32 children in the morning and 16 in the afternoon.

CEO: However, if there was a large number of paid requests, we could employ more staff.

- g. Business Continuity Plans. Review and update.
- h. The DfE have released an update for schools on Managing Premises during the lockdown and site managers are aware. H & S checks are being recorded.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

There is work being completed and the site is being prepared and all statutory H&S requirements are being met.

- i. Update on progress with the budget, particularly curriculum and CPD – the budget update was distributed via Governor Hub prior to the meeting.

The draft budget is in place and it is likely to be balanced for the three years. There are some issues which could change depending on DfE grants etc. CTS has all its staff in place for September 2020.

G: Have we allocated funds to CPD?

CEO: CPD is a high priority for the Trust and we have made sure that there are career pathways in place for staff.

G: Will the old pickles nursery building be used?

CEO: We can't put anything in place yet due to covid-19. If the school is successful in its CIF bid then we will need the space to house classes but the outcome has been put on hold until the end of June. Wrap around care will continue to be offered from those classrooms.

7. Report from SENCo

Distributed prior to the meeting via Governor Hub:

Annual SEND report to governors
Supporting Learners with SEND
Recovery and wellbeing Plan

The SENCo updated that the transfer of information from SIMMs to Arbor has created some issues including the logging of co-morbidity (for example, having ASD and ADHD) and the logging of incidents which have taken place previously. These issues are being rectified but it is a large task.

RC was thanked for her question regarding co-morbidity as it has highlighted information which needs to be added to SIMMs. The results overall are very good with some pockets of support needed. The SENCo explained the areas of development.

G: What are the criteria of success?

SENCo: The PP and SENCo leads have worked as a team and learning walks have been carried out. Scaffolding was identified as an area for development and there was almost an immediate impact as a result of the increase in presentations in class. The year five children have made accelerated progress as their emotional/behavioural needs have been met which has allowed the interventions to have an impact.

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Support for children with EHCP's has been amazing across the schools. There have been deliveries of boxes to their homes which allows them to access learning which they could not complete online. A parent's support pack of information for supporting pupils with SEN has been created. Fiona Prior is to be congratulated for the work she has completed which has been amazing.

Teachers have also sent postcards home to families which has been very good for the children. Parent governors fed back that it was very positive and the children really enjoyed it.

The amount of work the pastoral team has carried out for the children is amazing. The Recovery and wellbeing plan is fantastic and has wellbeing at its heart.

The SENCo explained that the Recovery and wellbeing plan has supported the nurturing nature of the Trust. The children's wellbeing and happiness is a priority and the staff need to ensure when the children return that their emotional needs are met and the children's anxiety is reduced in order for them to be ready to learn.

The HT explained that the plan has supported the training of staff for the school and the webinars have also eased staff anxiety. The staff governors explained it has been helpful for the return to school and the activities in particular have supported planning.

Governors thanked the SENCo for all her hard work on the reports which are very thorough.

The parent governors who are receiving SEN support explained that the support has been amazing and is personalised to the individual child's needs.

8. Review the Policy tracker and any local policies due – Home School agreement – to carry forward for review by the new HT

HT

9. Any other business

Trudi and Jon will be stepping down as governors after this meeting and the HT thanked both members for their support over the years. The governors thanked them for supporting the school to this position and promised to continue the good work. The SENCo also thanked Trudi for her work as SEND governor.

Governors allocated roles for 2020/21:

Name	Governor Type	Term From	Term To	Roles
Mr Craig Carter	Co-opted governor	13 Nov 2019	12 Nov 2023	Safeguarding/ Children Looked After Health & Safety
Mrs Renee Chandler	Parent governor	01 Feb 2018	1 Feb 2022	Nurture Award governor SEND
Mrs Shelly McCall	Parent governor	05 Jun 2019	4 Jun 2023	Pupil Premium
Mr Chris Rogers	Co-opted governor	13 Nov 2019	12 Nov 2023	Sports premium
Mrs Emily Sheppard	Parent governor	17 May 2017	1 Feb 2022	ViceChair Safeguarding/ Children Looked After
Mrs Gemma Williamson	Co-opted governor	01 Jan 2020	31 Dec 2023	Chair

Roles still to be allocated: Inclusion, Modern Foreign languages, School improvement

Clerk (Agenda)

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10. Items to be sent to Trust/ LABs - None

11. Future Dates

LGC: (7pm)

Autumn term:
15th September BFS
16th September LHS
17th September CTS

10th November BFS
11th November LHS
12th November CTS

Spring term:
2nd February BFS
3rd February LHS
4th February CTS

Summer term:

8th June BFS
9th June LHS
10th June CTS

**Governor open day 9th
July 2021**

Trustees: (7pm)

Autumn term:
7th September 2020
**15th December 2020
meeting and AGM**

Spring term:

10th March 2021
Summer term:
15th June 2021

Resources: (11am)

Autumn term:
13th October 2020
8th December 2020

Spring term:
26th January 2021
23rd March 2021

Summer term:
18th May 2021
6th July 2021

The governors thanked the HT for all her work in supporting the school to this fantastic point. The HT thanked the governors for their support and for being a critical friend in the school's development. After twenty years at the school the change and development of the school is amazing but it is time for someone new to continue to move the school forward.

Meeting ended 8.53pm

Signed:

Date: