

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
**HELD AT CHERRY TREE SCHOOL**  
**On Thursday 17<sup>th</sup> September 2020 at 7pm via Zoom**

<b>Name</b>	<b>Governor Type</b>	<b>Attended</b>
Mrs Sharon Carlyon	COO	Attended
Mr Craig Carter	Co-opted governor	Attended
Mrs Renee Chandler	Parent governor	Attended
Mrs Trust Clerk	Clerk	Attended
Emma Hill	Assistant Head	Attended
Emma Kearns	Staff (Support) Governor	Attended
Mrs Shelly McCall	Parent governor	Attended
Miss Emma Penfold	Staff (Teaching) Governor	Attended
Mr Chris Rogers	Co-opted governor	Attended
Mrs Emily Sheppard	Parent governor	Attended
Ms Cheska Tyler	Headteacher	Attended
Mrs Gemma Williamson	Co-opted governor	Attended

Governor challenge was highlighted in yellow

*Governor actions are highlighted in italics*

**Documentation sent prior to the meeting via governor hub:**

**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)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Keeping Children Safe in Education (KCSIE)
- Child protection agreement

**Documents for information only**

Clerks update documents

Governor training record

Terms of reference for LGC/ Trust/ Resources committee

IMAT Trustees minutes 02.07.20/ 26.08.20

**Documents for comment**

Agenda 17/9/20

Minutes from 4.6.20

Governor details from GIAS – are your details correct?

Admissions arrangements 2021-22

CTS School Brand Guidelines

Headteachers report

James APEX timetable

Bereavement policy

Script templates

Risk assessment September 2020

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
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September Opening Plan  
BFS Exit interviews  
Environmental sustainability policy  
Finance report

Meeting started at 7pm

**Action**

1. **Welcome, apologies and consent** - The meeting was quorate.
2. **Notification of any other business** - None
3. **Conflict of interest with agenda items to be declared** - None
4. **Documentation to be read and approved via Governor Hub**
  - Register of business interest
  - Keeping Children Safe in Education (KCSIE)
  - Online safety
  - Code of conduct
  - Whistleblowing
  - Privacy notice
  - Child protection agreement

Completed by all non-staff governors ahead of the meeting

5. **Election of Chair and vice chair for one year**

Gemma Williamson was elected as chair for a year's term  
Emily Sheppard was elected as vice-chair for a year's term

*The clerk will present to the Trust board*

**Clerk (Trust board)**

6. **Minutes of the last meeting 2.6.2020 and matters arising**

The minutes were approved and signed electronically by the Chair. All matters arising were completed except:

Item 4:12: Evacuation building – UPDATE: BFS has been allocated for evacuation which takes 20 minutes for the children to walk. The governors agreed to the use of the school and the COO explained this will work better in terms of ensuring that risk assessments and access are up to date.

*Item 8: Home School agreement – to carry forward for review by the new HT*

**HT – carry forward**

7. **Review documentation approved by the Trust (for information)**
  - Terms of reference for LGC/ Trust/ Resources committee
  - IMAT Trustees minutes 02.07.20/ 26.08.20

8. **Link governor roles to be allocated**

*There are two co-opted governor vacancies – The governors discussed recruitment and whether they were aware of anyone who would be suitable from the local community as parents and staff are well represented on the board. The COO will send documents regarding recruitment of Community governors and a job description to support.*

**COO/ All governors**

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING  
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On Thursday 17<sup>th</sup> September 2020 at 7pm via Zoom**

The COO explained the Environmental governor role and what will be involved in the monitoring

Environmental governor	Renee Chandler / Craig Carter
Health & Safety	Craig Carter
Inclusion/ SEND	Renee Chandler
Modern Foreign Languages	Chris Rogers
Nurture Award governor	Renee Chandler
Pupil Premium	Shelly McCall
Safeguarding/ Children Looked After	Emily Sheppard/ Craig Carter
School Improvement	Gemma Williamson
Sports premium	Chris Rogers

**9. Propose any changes to admissions for the Trust Board**

The Governors had no suggestions for trustees to consider when setting the admission arrangements.

**10. Headteacher report including**

- GIAS/ Governor details on website to be confirmed – governor details were confirmed
- The APEX coach has resigned and so there is a temporary member of staff until a coach can be recruited in the next couple of weeks
- Covid-19 – there have been changes to the initial reopening plan to support the system working effectively. Parent letters regarding the changes in the risk assessment will be posted on Governor Hub to ensure Governors are up to date with changes. The HT thanked the staff and parents for their understanding and adaptability during this period.

- G: How is the Curriculum being adapted for SEN children to ensure they engage in understanding their place in the world?

DHT: The new curriculum has been created to be accessible for all children. CTS is very strong at teaching reading using key texts to ensure children have a greater understanding of the world. Understanding of the world around you is supported by teachers use of reading, drama, role play and images.

G: It is difficult for some SEN children to understand their place if they are aware of their disability?

DHT: CTS works hard to celebrate uniqueness and inclusion which supports all children to understand their place in the world. We are continually monitoring throughout.

Chair: The SEN/Inclusion governor could come in to meet with children to see how this area is being taught.

RC

G: What is the timeline for the catch-up funding becoming available?

HT: All children are behind nationally and so the funding will be used to support children's learning; however, we need to make sure it is value for money. There are a variety of options available and so as a Trust we are looking at the best investment. I would welcome governor contributions to how the funding could be used?

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
**HELD AT CHERRY TREE SCHOOL**  
**On Thursday 17<sup>th</sup> September 2020 at 7pm via Zoom**

G: The concern is that money is allocated per child but the grant is allocated to all children so we need to make sure all children are supported to improve rather than just the children who are particularly behind. As such, something that benefits all children would be helpful.

HT: The money is allocated to each child and we are committed to ensuring all children reach their academic and social potential. We need to support children's wellbeing alongside the educational concerns.

COO: The Baseline assessments will be completed over the next few weeks and will give a clear indication of where the gaps are and what needs to be improved.

HT: We are assessing the children on reading, writing, maths and wellbeing. A wellbeing survey is going to be completed. There is allocated time for smaller groups to work with teachers at present.

Chair: The grant is only £2 per week per child. The recovery curriculum has been written with the support of children in mind so a great deal of money has already been spent to support the children's return and catch-up. How will we measure the impact of the catch-up grant spending, particularly around wellbeing?

HT: We will ensure the baselines are completed thoroughly and that staff have time to analyse the data. Once we have decided how the grant should be spent, and start to implement the regular data drops already scheduled will ensure appropriate data is collected. I will report back in my HT reports during the year.

G: How long will the recovery curriculum last for?

HT: The DFE want the school to have returned to their usual curriculum by the summer term at present. We need to keep an open mind though as there could be issues which we are unaware of. The staff are committed to regular feedback at all levels and we are responding daily at present to children's needs.

DHT: The flexibility of the Recovery plan is key and teachers are led by the children and their needs to ensure they are ready and able to learn. The teacher has to gauge as they are teaching the class.

G: In terms of the recovery plans for the staff who may have been shielding etc is there something in place to support them?

HT: All staff who requires a risk assessment has been met with (14 members of staff) by myself and they are being reviewed regularly. Staff have also been encouraged to speak to myself or their line manager if there are any concerns. We are responding to any concerns as swiftly as possible. Staff continue to be reminded not to get too comfortable and morning briefing have been arranged twice a week to ensure the risk assessment is being followed so that staff continue to feel they are safe at work.

G: Teachers are required to be in school with thirty children without PPE and so as governors we want to make sure that staff are supported?

Staff governor (EK): I have had a risk assessment completed and I have been thoroughly supported by the HT. There are lots of meetings to allow staff to catch up with each other and support each other.

The governors thanked the HT for all her work and the support for staff.

*G: As a new HT there are lots of areas that you have worked on already, can you think about what success look like for you in July 2021, it does not have to be progress related?*

*HT: I will review and post on Governor Hub*

HT

#### **11. Review data from the summer term staff exit interviews**

Governors were reminded of the need for confidentiality around this area.

The current staff are all being met with by the HT to look at their hopes for the school for the future. Communication has been brought up as a key area for development from the exit

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
**HELD AT CHERRY TREE SCHOOL**  
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interviews. As such the HT and SLT have prioritised this area and a clear communication structure has been put in place which should allow staff to know where they can go for information. The middle leaders have received training on their management responsibilities within their roles to ensure that the expectations around their communication are clear.

There has also been a lot of work completed to ensure there is consistency around the presentation of the school both physically and in terms of technology through the new branding. The staff team can now own the identity and this should have a positive impact moving forward.

The asbestos project is being started which will also improve the physical appearance of the school.

G: Will the signage for the school be updated as the HT is still on the sign and the font is incorrect?

HT: The smaller signs had already been budgeted for with the HT name included. The other signage will also be changed once the funding is available.

COO: The Trust drove the branding project and so there will be funds in the budget for the rest of the signage. The Trust is keen to make sure there is a professional image for the school as this will attract parents.

G: Will that bring us in line with the other two schools?

HT: We are all making the improvements at the same time across the three schools. I have been through a rebuild at a previous school and the branding can have a massive impact.

G: Will the uniform be changing?

HT: The logo will be changed on the uniform but it will be incremental as the uniform is used up in stock.

G: Will the website be updated?

HT: This is a key process and will be changed over the next few weeks by the website companies. There will be new photos for the website and we are trying to source a photographer at the moment.

Chair: The last HT's exit interview was not all positive can you comment?

COO: The pace of change was difficult for the last HT but the school needed to change and it needed to change quickly to allow the school to achieve. The children deserve a good quality education and so the pace had to be quick to ensure that was in place. The new HT has had regular meetings to ensure they are supported.

G: Can you explain what the concerns were?

COO: The school had been identified as being close to the coasting measure at the time but it was quickly resolved.

Chair: We would like it to be clear that the governing board is here to support wherever needed.

HT: I would like to thank the Trust and school staff for all their support.

## **12. Plan HT performance management Appraisal**

The two governors for the HT appraisal were allocated as Gemma Williamson and Craig Carter.

## **13. Overview of budget agreed by Trust**

The teachers' pay had been budgeted by the Trust at 3% across the board and the government has allocated broadly 3.1%. This will have a £5000 impact on the school budget against what was allocated during budgeting.

The COO explained that the heating system and pipe work will be updated throughout the school and as a result some asbestos will have to be removed.

G: Will the fire breaks be improved as part of the project?

COO: Yes. The cost is around £2 million. The focus has never been around fire safety previously from the DFE but since Grenfell the government are keen to ensure the buildings are all safe. The

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
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nursery refurbishment is also under appeal as this missed out by two points. I will lead on the project for the school and work with the contractor and HT to ensure the project runs smoothly.

G: Do we know what the Mothercare refurbishment is going to be? This could have an impact on the numbers on roll?

HT: The plans are in place for it to be converted to flats.

COO: The overall pupil numbers in Hertfordshire are in a downward trend. However, there is a lot of development in the area which could increase pupil numbers for the school. The Trust want CTS to be the first-choice school for parents.

G: Can the premises plan be posted to Governor Hub?

COO: Yes, it works alongside the asset management plan and the H&S reports which are completed termly so all three can be posted.

**COO**

#### **14. Review and update School Plan/ discuss targets**

The plan will be reviewed at the next meeting as the reopening plan is the key focus at the moment for all the Trust schools. It is likely the targets from the 2019-20 plan will be extended for the next year.

G: Can the HT report incorporate more information relating to the re-opening plan and its progress?

HT: Yes

#### **Standing items:**

#### **15. Items from Trust board meeting:** Environmental Governor to be allocated to monitor the Environmental Sustainability policies impact – allocated under agenda item 8

#### **16. Governor monitoring visits**

*The Inclusion governor will meet with Lizzie Butler and the other Inclusion governors in the Trust via Zoom.*

**RC**

*Craig Carter and Emily Sheppard will arrange a safeguarding visit to review the termly report*

**CC/ES**

*All governors were asked to contact the HT to arrange visits for the term on their allocated areas.*

**All governors**

#### **17. Safeguarding**

G: Are the school signing off the risk assessments for the wrap around care?

HT: We have copies of them but we do not approve them. We work with them to have a clear plan in place which meets the requirements within school.

G: Have you noticed any increase in incidents since the return from lock down?

HT: There has not been an alarming amount of issues. Staff have been trained and the cases have generally been on-going from before lock down.

G: Are you happy with the attendance for the vulnerable children?

DHT: We are delighted with the attendance which has been between 93 and 97% since the start of term. All vulnerable families are back in school and parents who have been anxious about the return have been supported to return.

HT: There has been a change in protocol for the office to phone as soon as children are not in school rather than an email being sent.

**CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING**  
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G: Is there a plan for children home learning if they are self-isolating?

HT: We are putting this in place at the moment as we already have families who are self-isolating. We will be able to share work which is being completed in class following the format of the lock down homework.

**18. Health and safety**

There are no fire breaks in main building which will be dealt with by the project work.

*There are no other concerns to be raised to the Trustees.*

**Clerk (Trust)**

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

*Emma Kearns to send the changes to the medication policy to the COO*

**EK**

**20. Training** – Exclusions training will be booked for the Trust

**Clerk**

**21. Clerks update** – available on Governor Hub

**22. Any other business - None**

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

Gemma Williamson was elected as chair for a year's term

Emily Sheppard was elected as vice-chair for a year's term

*The clerk will present to the Trust board*

**Clerk (Trust board)**

*There are no other concerns to be raised to the Trustees.*

**Clerk (Trust)**

**24. Future Dates:**

LGC: (7pm)

Autumn term:

15<sup>th</sup> September BFS

16<sup>th</sup> September LHS

17<sup>th</sup> September CTS

10<sup>th</sup> November BFS

11<sup>th</sup> November LHS

12<sup>th</sup> November CTS

Spring term:

2nd February BFS

3<sup>rd</sup> February LHS

4<sup>th</sup> February CTS

Summer term:

8th June BFS

9<sup>th</sup> June LHS

10<sup>th</sup> June CTS

Governor open day 9<sup>th</sup> July 2021

15<sup>th</sup> December 2020 meeting and AGM