



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Body meeting held on Tuesday 8th October 2024 at 5pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Tina Dobrowolski	TD	Co-opted	Present
Vacancy		Co-opted	
Vacancy		Co-opted	
Craig Armstrong	CA	Parent	Present
Katerina Beck	KB	Parent	Attended online
Vacancy		Parent	
Jenny Wakelin	JW	Parent	Present
Julie Collinson	JC	Staff	Present
Dean Beaumont	DB	Headteacher	Present
Fern Middleton	FM	Associate	Present
Also in Attendance			
Jean Paul Humell		Observer	Present
Janet Sherwin		Clerk	Present

Action

1. **Membership & Apologies for Absence.**

The Chair welcomed everyone to the meeting, including Jean Paul Humell, who was attending as an observer, and introductions were made.

Jean Paul had expressed an interest in the vacancy for a Co-opted Governor.

There were no apologies for absence. KB attended online.

DB told governors that there had been two nominations for the Parent Governor vacancy.

After discussing the vacancies on the governing body, it was agreed that, before holding an election, RJ would invite them both to meet with her and she would explain more about the role.

Action Meet with prospective parent governors to discuss the governor role.

RJ

2. **Safeguarding Training**

An updated version of the Keeping Children Safe in Education (KCSIE) document came into effect from 1st September 2024.

The KCSIE guidance had been circulated to governors with the changes from the previous version highlighted, together with a link to a Governors Safeguarding training presentation on YouTube.

Governors noted that the KCSIE document is statutory guidance for all schools and colleges and governors must have regard to it when carrying out their duties.

It consists of the following parts:

- Part 1 - Safeguarding information for all Staff.
- Part 2 - The Management of Safeguarding.

- Part 3 - Safer Recruitment
- Part 4 – Safeguarding Concerns or Allegations made against staff.
- Part 5 – Child on Child sexual violence and sexual harassment
- Annex A – Safeguarding information for school and college staff
- Annex B – Further information
- Annex C – Role of the Designated Safeguarding Lead
- Annex D – Host families
- Annex E – Statutory Guidance – Regulated activity

It is recommended that governors read the whole document, because the governing body as a whole is responsible for safeguarding and making sure that policies, procedures and training are compliant. So, they need to be familiar with KCSIE in order to understand their responsibilities.

The Chair went through the list of follow-up questions used at the staff safeguarding training, to check governors understanding of safeguarding and their responsibilities. The questions and the responses are attached as **Appendix 2**.

All governors present at the meeting then signed the Safeguarding Training register to say that they have received the KCSIE document and understood their safeguarding responsibilities.

Action Governors who were not present at the meeting to sign the Safeguarding Training register.

KB

- **General Data Protection Regulations (GDPR)**

A governor training sheet from Rebeca Reay, the TMAT GDPR Lead had been shared with governors prior to the meeting on GovernorHub.

The sheet contained information on what GDPR is within a school, the roles within GDPR and the role of governors.

Governors confirmed that they had read the training sheet and were aware of their responsibilities.

3. Election of Chair and Vice Chair

Governors **noted** that at the summer term meeting on 18th June 2024 the following appointments for the academic year 2024-2025 were approved:

Chair of Governors: Renee Joyce

Vice Chair of Governors: Tina Dobrowolski

4. Any other urgent business

KB said that she would update governors on her meeting with the council.

DB said that he had an item which he wanted to report.

There was no other urgent business reported.

5. Declaration of Business interests / Conflict of Interests/ Gifts & Hospitality

Under financial regulations, governors are required to complete a new declaration of business interests annually.

All governors present at the meeting completed a business declaration form.

Action Governors not present at the meeting to complete a Declaration of Business Interest form.

KB

Governors were also asked to declare any potential conflicts of interest arising from the agenda and whether they had received any gifts or hospitality since the last meeting.

There were no declarations made.

6. Governance Matters

- **Data Consent Form**

There is a statutory requirement on all schools to hold some personal data such as the name, address and date of birth of all governors and pass this information to the Get Information about Schools (GIAS) service provided by the Government.

In order to be GDPR compliant, schools have to request consent if they want to hold other information such as brief biographies and photographs.

All governors present at the meeting completed the Data Consent form.

Action Governors who were not present at the meeting to complete the form.

KB

- **TMAT LGB Terms of Reference**

The Local Governing Body Terms of reference details the functions, duties and proceedings of the Local Governing Body. It is a requirement to review this annually.

Governors noted LGB Terms of Reference.

- **TMAT Code of Conduct for Trustees and Local Governing Bodies**

The TMAT Code of Conduct is based on a model document.

The document should be read in conjunction with the TMAT Memorandum and Articles of Association and the Trust's Scheme of Delegation.

The Code of Conduct outlines the expectations and commitment that is required from Trustees and Local Governors across all three schools, for them to properly carry out their duties.

The document also details what will happen if the Code is breached.

All Governors agreed to abide by the Code of Conduct and signed the register.

KB

Action Governors who were not present at the meeting to sign the Code of Conduct.

- **Designation of governors with specific responsibilities and monitoring roles**

There is a statutory requirement for governing bodies to have named governors for some specific roles.

The following roles were **agreed**:

- ❖ Safeguarding - Renee Joyce
- ❖ Filtering and Monitoring – Renee Joyce

- ❖ SEND – Katerina Beck
- ❖ Health and Safety – Craig Armstrong
- ❖ Pupil Premium – Jenny Wakelin
- ❖ Finance – Jenny Wakelin
- ❖ Headteachers Performance Management – Renee Joyce
- ❖ TMAT Pay Committee – Tina Dobrowolski or Katerina Beck

For monitoring purposes, governors will also be allocated to the key priority areas in the Tany's Dell School Development Plan.

For 2024-2025 these have been agreed as:

- **Key Priority One – Basic Skills**
- **Key Priority Two – Presentation**
- **Key Priority Three – Attendance**

This year, governors have agreed to fix a two week period each term for governor monitoring visits, which will enable governors to plan ahead whilst still allowing more flexibility. This term, the two weeks have been agreed as week beginning 14 October and week beginning 21 October 2024.

Trustees will also be invited to visit the schools during those two weeks.

DB said that he had produced a list of events, or meetings that are happening which governors may be interested in attending including Safeguarding

The clerk reminded governors to complete a Governors Monitoring Visit form so that the information can then be reported back to the rest of the Governing Body.

Action Governors to complete a Governors Monitoring Form to report their visits.

- **Governors Skills Audit**

All governors had previously completed the NGA skills audit, and the results had been put onto a spreadsheet.

Governors were asked to review the skills audit spreadsheet and highlight if there had been any changes since it was completed.

**Action Governors to check their skills audit and report any changes.
New governors to complete the NGA skills audit.**

7. Chair's Update

RJ reported that she had been investigating a complaint.

8. Minutes of the Previous Meeting

The minutes of the meeting held on 18th June 2024 were approved as a correct record of the meeting.

Matters arising

There were no other matters arising and all actions had been completed.

**All
Govs**

**All
Govs**

9. **Headteacher's Report**

The headteacher gave a verbal report to governors including the following key points:

Start of term

It has been a busy start to the 2024/25 academic year. Year groups spent the first two weeks getting to know their pupils and allowed time to settle in.

"Meet the Teacher" meetings went well in the first full week back.

The new EYFS intake went well. This is the second year getting them all in quicker. They are a very challenging cohort due to some children who have come in with additional needs which no staff have encountered before.

The inclusion partner has already attended, and we have sought advice from our wider education community.

We will be using the current Rainbow classroom as an additional Reception learning space to assist.

Sara Smith, our EYFS lead, has been asked to create a "wish list" to renovate and make safe the reception garden.

DB will discuss finances with the finance team and potentially look at capitalizing on a project as this is needed as soon as possible.

Pupil numbers

Reception currently have 11 spaces, Y1 has 1 space, Y2 has 1 space, Y3 has 6 spaces, Y4 has 2 spaces, Y5 has 1 space, and Y6 is full.

There are potentially two people who are interested in becoming new co-opted governors.

Lisa Gadd is currently looking onto funding for a sensory room which we are very hopeful for, as it will benefit so many of our pupils.

Classroom stock was ordered in bulk and delivered to year groups. Staff have been given their annual stock of stationery. This was done to reduce wastage and cut costs. Items such as glue sticks, whiteboard pens etc will be replenished.

Attendance

- 38 days unauthorised holidays - 9 children with (G) codes
- Attendance 94.05% as of 3 October 2024.
- PA is currently 37 children
- The attendance specialist Clare Morgan started last week and we have increased her hours to continue to help support the school and families with attendance.

Premises

- A deep clean took place across the site over the summer holidays
- The reception corridor is now completely painted and looking much better.
- Year 5 have had smartboards installed
- All classrooms now have PCs with some MLT having laptops
- 2 new Wi-Fi hubs were installed to improve signal and we will be moving to fibre over the half term break
- PPA room has had two new PCs purchased and installed
- Family support workers PC has been replaced/ upgraded

- £12,000 has been spent on upgrading replacing all tables and chairs in the classrooms. We opted to use single form plastic chairs as they last longer and prevent rocking.
- Formula capital will be used on continuing to replace equipment, smart boards class tablets etc
- Water boiler / urn in staffroom has been replaced with a countertop model
- Admin offices have been swapped and painted to create a meeting room for all staff to use which has resulted in the creating of a “hot desk” being used by the attendance officer, office assistant and IT technician.

Breakfast club

This continues to be well attended with, on most days, over 25 pupils in. All parents were informed at the end of the year that this provision will be a “no pay no stay” provision as the school took a £6000 hit due to non payments last year. So far this has worked well with all parents paying on time if not beforehand.

Vulnerable children on EHCPs will have a space provided, with school moving funds to cover their costs from allocated funding.

Stuffing

- Coach Alfie has joined the staff two days per week. We are using him for his skill set in offering children quality PE lessons during PPA time. Children have engaged with him well and we are very happy to have him.
- Sam Ashford has started under new direction as a Drama Therapy provider. Lisa Gadd used the Boxall profile to assess pupils who would be best suited to join Sam. These sessions will be evidence-based and we are hoping they will provide much needed support for pupils who struggle with anxiety, confidence, friendships etc.
- We are fully staffed. We are very happy that we were able to keep Mrs Demerci and Mrs Niner permanently. Becky Jo has returned 5 days per week and is covering PPA. We welcomed Megan Sykes officially to the team in September as a trainee teacher who is working in Reception with Sara Smith s her mentor. We recently had to say goodbye to Glynis Baker a long serving cleaner We have managed to split her hours and employ 2 new cleaners instead.
- Beckie Wright has gone on maternity leave and is due to welcome her baby boy very soon.
- Louise Mills left at the end of the last academic year to become an LSA at her childrens’ school. We have employed an experienced LSA who joins from Little Parndon as well as one from Fawbert and Barnard’s, who replaced Wendy Hannington in our Deaf provision.

Safeguarding

All staff have had KCSIE 2024 updates as well as intense face-to-face safeguarding training delivered during our inset days in September. Sue Preston has been delivering training to support and admin / site staff to ensure all staff are up to .

Well-being

Teachers PPE is being covered regularly (SLT have stepped in to help out).

The Assistant Head receives half a day per week. Senior leaders continue to take the equivalent of a half day at home each week if they wish. This is supporting well-being and enabling tasks to be completed away from the interruptions of the school day. All staff have been offered a well-being day once again this academic year.

The TMAT INSET day is scheduled for 25th of October 2024.

TMAT

The MAT have employed a new bus driver to assist with the swimming school runs and this has so far been a success as it is not taking Tanys Dell teachers out of class. There was one mishap with a new barrier installed at the leisure zone resulting in the skylight breaking. Luckily there were no children on board Mick and Bob came to the rescue and have temporarily secured the area and made it water tight. Insurance will have the glass repaired.

We welcomed Sophie as the new Headteacher at Fawbert & Barnard's. The three heads continued to meet fortnightly. We are currently working on the single plan alongside each individual school's development plan (SDP)

Governors thanked the Headteacher for an interesting report.

10. School Development Plan (SDP)

The 2024-25 SDP, which had been circulated to governors prior to the meeting, was noted and discussed.

DB told governors that the school will be focusing on the following three areas this academic year.

Key Priority One Basic Skills	Key Priority Two Presentation	Key Priority Three Attendance
<p>To further improve all pupils' basic English and Math skills by focussing on...</p> <ul style="list-style-type: none">• Our 'Knowledge Rich English' approach to teaching and learning, promoting a love of reading, enhancing knowledge of vocabulary and enabling opportunities to develop all basic skills of writing, through a text-based approach• Embedding Little Wandle in LKS2• Number fluency and mental strategies• Mastering number bonds and times tables• Reasoning and making connections• Effective choices of representations to deepen understanding of and make connections between concepts• Basic knowledge of concepts relating to shape, space and measures• Reducing anxiety around maths, reading and writing• Improving children's skills in spatial awareness	<p>To raise expectations and improve the quality of presentation throughout the school...</p> <ul style="list-style-type: none">• in books• in displayed work• throughout lessons <p>To ensure that children and staff understand and are aware of when good presentation is necessary and when excellent presentation is required</p> <p>To instill pride in our school uniform, setting high standards by...</p> <ul style="list-style-type: none">• Encouraging children to wear the correct uniform.• Providing uniform items for families who are less fortunate/struggling.• Challenging inappropriate uniform/clothing immediately	<p>To consolidate pupils' positive attitudes to learning by improving attendance, we should...</p> <ul style="list-style-type: none">• Ensure school policy is effective and promotes high attendance• Ensure systems and procedures reflect school policy• Ensure parents are aware of school supportive systems related to attendance• Share high expectations with parents and carers

13. Review of Policies

Governors noted the following policies had been reviewed and updated:

- **TMAT Safeguarding Child Protection Policy September 2024**

The TMAT policy was updated with references to KCSIE 2024 and was **approved** under Chair's Action from 1 September 2024.

- **Tany's Dell Emergency and Business Continuity Plan**

The plan was updated in June with the changes to staffing and their roles from 1 Sept. There has also been a change to the energy providers and their contact numbers.

The Tany's Dell Emergency and Business Continuity Plan was approved.

14. **Dates of Future Meetings**

The dates of meetings for 2024/25 have been agreed as:

Autumn Term 2024

LGB Meeting 5.00pm Tues 26 November 2024

Spring Term 2025

LGB Meeting 5.00pm Tues 18 March 2025

Summer Term 2025

TMAT Pay Committee 4.00pm Tues 30 April 2025 (Support Staff)

LGB Meeting 5.00pm Tues 17 June 2025

15 **Any other Business**

Since the last meeting, Budget vs Actual Finance Reports to Month 12 and the estimated carry forward calculator had been circulated to governors for information.

A report from the TMAT Business Manager for Month 12 is attached as **Appendix 1**.

KB reported that there has been a development with regards the road safety campaign and pushing to get more safety measures in place, including renewal of the existing school triangles and painting of the 20mph speed limit on both sides of the school site.

She is also pushing to get road markings repainted on the zebra crossing etc. but that is highways maintenance so may take longer.

Sarah Tomlin is backing Tany's Dell and pushing forward, so it is all in writing now.

The park verge is also going to have knee high fencing so parents cannot park on the verge.

KB said she has secured £2,000 for security fencing which will be put towards the CIF bid, which may improve their chances of success.

DB reported on problems regarding a neighbour, who has been evicted and now protestors are inconveniencing the school and children are having to be rerouted.

A governor commented that it is a safeguarding concern. Some of the protestors are looking for a fight. It is intimidating for children and parents.

This is more evidence for the CIF bid.

There being no further business the meeting closed at 7.00pm

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
8 Oct 24	Meet with prospective new parent governors to discuss the role	RJ	
8 Oct 24	Governors not present at the meeting to sign the Safeguarding Training Register	KB	

8 Oct 24	Governors not present at the meeting to complete the annual Declaration of Interests form	KB	
8 Oct 24	Governors not present at the meeting to complete the Data Consent Form	KB	
8 Oct 24	Governors not present at the meeting to sign the Code of Conduct	KB	
8 Oct 24	Governors to complete a Governor Monitoring Form to report their visits	KB	
8 Oct 24	Governors to check their skills audit New governors to complete the Skills audit	All govs	

MONTH 12 Finance Report for Tany's Dell August 2024

Tany's Dell Academy Budget Report 2023-2024

The most recent budget vs actual summary, period end and cashflow reports have been uploaded to GovernorHub for information.

The end of month bank reconciliation for August 2024 has been completed with no errors.

Cost Centres General State and Estimated Carry Forward

An excel spread sheet with notes regarding the current variances in cost centers has also been uploaded to GovernorHub..

This sheet also shows you an estimated carry-forward figure **£17,938**.

Any audit adjustments will be picked up in our annual audit from Haslers which is scheduled for the week beginning 7th October.

Premises- Broadband

We are upgrading the broadband to faster speeds. Works have been held up due to the position of some IT equipment. The repositioning of fibre optic cables has been quoted at £820. We hope the work will be done in half term.

Breakfast Club

Julys Reports are the final for this year.

Please email me if you require any further information regarding the Month 12 reports.

Jo Filmer
20/09/2024

Keeping Children Safe in Education – September 2024

Follow up quiz

	Question	Answer
1	Who has responsibility for safeguarding in your school?	Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.
2	Who should staff talk to if they have a concern about a child?	If staff have any concerns about a child's welfare, they should act on them immediately and speak to the designated safeguarding lead.
3	Who should staff go to if they have a concern about the behaviour of another member of staff in relation to child protection? Who should they go to if they have a concern about the Headteacher?	The headteacher Concerns about the headteacher should be referred to the chair of governors.
4	What should staff do if a child tells them s/he is being abused, exploited, or neglected?	All staff should know what to do if a child tells them he/she is being abused, exploited, or neglected. Staff should maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead.
5	Should staff record their concern about a child in writing?	All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Records should include: <ul style="list-style-type: none"> • a clear and comprehensive summary of the concern. • details of how the concern was followed up and resolved. • a note of any action taken, decisions reached and the outcome
6	What are the key policies and systems that support safeguarding in your school?	<ul style="list-style-type: none"> • The child protection policy • The staff code of conduct • The school's behaviour policy • Keeping Children Safe in Education 2024
7	How often should staff receive training on child protection and safeguarding?	All staff members should receive appropriate safeguarding and child protection training at induction In addition all staff members should receive safeguarding and child protection updates as required, but at least annually.
8	How often does the Designated Safeguarding Lead undertake training?	The DSL training should be updated at least every two years.
9	Do governors and trustees have to undertake safeguarding training?	All governors and trustees should receive safeguarding and child protection training which is updated annually
10	Which parts of Keeping Children Safe in Education 2024 must staff read?	All staff who work directly with children must read Part one and Annex B Governors and trustees should read the full version of KCSIE
11	Do staff have a safeguarding responsibility for things that happen outside school?	Staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school. Children are at risk of abuse or exploitation in situations outside their families such as sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.
12	Do you know the following acronyms? HSB CSE CCE HBA CME LGBT PSED	Harmful Sexual Behaviour Child Sexual Exploitation Child Criminal Exploitation Honour Based Abuse Children Missing Education Lesbian, Gay, Bi or Trans Public Sector Equality Duty

13	What are the four main types of abuse?	<ul style="list-style-type: none"> • Physical • Emotional • Sexual • Neglect
14	Are children at risk from technology?	All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face.
15	What is filtering and monitoring?	Filtering and monitoring systems are used to keep pupils safe when using your school's IT system.
16	What is child on child abuse?	<p>All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include</p> <ul style="list-style-type: none"> • bullying (including cyberbullying, prejudice-based and discriminatory bullying). • abuse in intimate personal relationships between peers • physical abuse such as hitting, kicking, shaking, biting, hair pulling etc • sexual violence such as rape, assault by penetration and sexual assault; • sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment; All staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse.
17	What if there are no reports of child on child abuse in your school?	All staff should understand that even if there are not reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported.
18	There is a section on "serious violence" in KCSiE 2024. What are the indicators which may signal that children are at risk from, or are involved with serious violent crime or other types of criminal exploitation?	All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by or are involved with criminal networks or gangs.
19	Since July 2015 all schools have been subject to a duty to have "due regard" to the need to prevent people from being drawn into terrorism. What is this duty called?	The Prevent Duty.
20	What should you do if you think that a concern you have raised has not been followed up?	Appropriate whistleblowing procedures should be in place for such concerns to be raised with the school's senior leadership team.

Signed
Chair of Governors

Date