



Tany's Dell Primary School and Nursery Local Governing Body

Minutes of the Local Governing Body meeting held on Tuesday 21st November 2023 at 5.00pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Tina Dobrowolski	TD	Co-opted	Present
Scott Allen	SA	Co-opted	
Vacancy		Co-opted	
Craig Armstrong	CA	Parent	Apologies received
Katerina Beck	KB	Parent	Apologies received
Hannah Ramnath Sampford	HRS	Parent	Resignation received after the meeting
Jenny Wakelin	JW	Parent	Present
Vacancy		Parent	
Julie Collinson	JC	Staff	Present
Dean Beaumont	DB	Headteacher	Present
Fern Middleton	FM	Associate	Present
Also in Attendance			
Janet Sherwin		Clerk	Present

Action

1. Welcome, Membership & Apologies for Absence

RJ welcomed everyone to the meeting.

Apologies had been received on behalf of KB and CA.

JC was welcomed to her first meeting as Staff Governor and introductions were made.

Governors noted that there is still a vacancy for a parent governor.

DB will advertise the vacancy after Christmas.

The Clerk recommended that governors should also be thinking about recruiting some new co-opted governors before the end of the year.

Several suggestions were made including advertising online through Your Harlow, asking pupils to design posters to be sent to local businesses and including the vacancies when the advert for a parent governor goes out.

2. Any other urgent business

There was no other urgent business reported.

3. Declaration of Business interests / Conflict of Interests

Governors were asked to declare any new business interest or conflict of interest with any item on the agenda and any gifts or hospitality received since the last meeting.

The Headteacher reported that he had been invited as a guest to a boxing evening fund raising event by the company who produced the CIF bids.

No other declarations were made.

4. **Chairperson's Action**

The Chair reported that she had not taken any urgent action since the last meeting.

5. **Minutes of the Previous Meeting**

The minutes of the meeting held on 3rd October 2023 were approved as a correct record of the meeting.

Matters arising

The Headteacher reported that the two CIF bids have been submitted.

The safeguarding bid for fencing and the gate went in last week. He was very optimistic about the bid because safeguarding is a high priority.

The other bid for the roofing went in last Friday.

He also reported that there was a delay in the production of minibuses. But he contacted the Company who offered them another bus, which was in stock. The cost for each school will be £20 extra per week, which the three Headteachers agreed to. The bus is wheelchair accessible, is white with 17 seats and has the TMAT logo on it, as well as the three individual school logos and the TMAT motto on the doors. It is hoped that it will be delivered on 4th January 2024.

Staff who are over 25 do not have to have any additional training. The trust has had a good insurance quote.

There were no other matters arising or outstanding actions.

6. **Headteacher's Report**

The Headteacher's report, which had been circulated prior to the meeting, was noted and discussed.

DB highlighted the following key points:

Numbers on Roll Main 409
 Nursery 33

There have been 5 leavers and 13 new arrivals.

Numbers have risen recently.

Attendance – 95.3% (95.5% exc Rec)

There is a slight improvement in attendance.

The decision to take on Claire Morgan has paid off. She tracks the attendance and sends out letters offering support.

Persistently Absent – 56 pupils

The school has issued 2 penalty notices and applied for 9 so far this term already.

There were 32 applications for leave of absence in Aut 1 and 8 in Aut 2. None were authorised.

SEND/EHCPs – 17

6 EHCPs are pending.

SEND/One Plans – 72

All one plans have been updated for Autumn 2023.

Pupil Premium – 123

Attendance for this group remains a concern.

Young Carers – 9

These numbers also rising.

EAL – 99

Numbers are very high and are rising throughout the school.

Safeguarding – Red List 13H / 14M / 21SM / 4L

Overall numbers have increased since last year, but high concerns have decreased.

Safeguarding CP or CIN - 5

Remained the same

Exclusions – 4.5 days

1 x 2 days pupil in Y5

Physical interventions – 0**Bullying – 1****Racist/Religion – 2****Staffing**

The school is fully staffed.

There have been a few changes this year. A complete staffing structure was included within the report.

Currently, there are 23 teachers and 30 LSAs (9 are part time).

The EYFS team has 12 members of staff (4 per class), which reflects the increasing needs echoed last year within this Key Stage.

Leadership and Management

A regular programme of monitoring, evaluation and review is in place to enable the school to identify strengths that they can disseminate across the school (and the MAT) and also identify areas for development, so that they can improve further.

For 2023-2024, the school priorities are:

- Leadership and Management
- Basic Skills
- Wider Curriculum
- Attendance

Staff Wellbeing

The team are incredibly committed and go above and beyond. In-class assessments have continued along with some further 'tweaks' to ensure the need for marking after school is minimised.

Verbal and instant feedback is far more beneficial when done during lessons. This includes peer & self-assessed work.

Every member of staff will receive a wellbeing day off again this year.

This term a weekly slot for the Assistant Headteacher has proved successful.

The school are looking at bringing back subject & phase leader release time as they know the value this has for staff.

Quality of Teaching

The children of Tany's Dell continue to receive a very good education. All leaders, including subject leaders, share high expectations in both staff and phase meetings.

The PDM meetings are planned termly as this gives a true reflection of reviewing and analysing impacts. A robust monitoring schedule has been shared with staff during a recent phase meeting.

Teachers and Support Staff Performance Management

All teachers have had new targets set for 23/24 as part of their performance management review (PMR) cycle.

For 23/24 teachers are working on

- pupil progress
- developing their subject leadership
- personal target.
- Phase Leaders had an additional target linked to improvement within school/trust/Harlow

Pupil Outcomes

The school were very pleased with the 2023 outcomes. In particular, the Y1 phonics outcome and the KS2 results.

Tany's Dell Data Summary Summer 2023

		Expected	Greater Depth
KS2 (TA)	Reading	79%	30%
	Writing	71%	21%
	GPS	72%	37%
	Maths	81%	33%
	Combined	74%	14%
	Science	84%	21%
KS1 (TA)	Reading	78%	12%
	Writing	71%	8%
	Maths	81%	10%
	Science	90%	
PHONICS	Year One	86%	
	Year Two	25% (4 chn)	
MTC	Score 25	53%	
	Score 20+	92%	
GLD		56%	

A more detailed analysis of the results was also shared with governors. It has helped the school identify predictions for 2024.

It was also the key information used to identify pupils on need of tuition and enabled a detailed overview of the Pupil Premium, Recovery Premium and Tutoring funding spend.

Following advice from Craig Duncan, the school have set a 15% band for 2024 outcomes which will be narrowed to 10% in January.

Subject Leader Reports

The following reports which were included for information for governors were noted.

- EYFS Report by Sara Smith (EYFS Leader)
- KS1 Report by Lauren Munrowe (KS1 Leader)
- Lower KS2 Report by Hayley Wakelin (LKS2 Leader)
- Upper KS2 Report by Debbie Clifton (UKS2 Leader)
- Inclusion by Lisa Gadd (Inclusion Manager and SENCO)
- Rainbow Class by Joanne Leonard (Assistant SENCO)
- Base Camp by Elissa Brignal and Rebecca Reay (Teachers of the Deaf)
- Family Support by Sue Preston

Governors commented that these reports were very interesting and informative.

Safeguarding

All staff received updated Safeguarding training and were also provided with policies to read at the beginning of the school year.

They have all signed to say they have read and understood each policy.

Every member of staff is fully aware of their own responsibility to keep children safe.

Most governors have received KCSIE (2023) training updates, and the DSL has completed Level 3 Safeguarding training online.

The team continues to meet every week and discussions include behaviour and attendance.

RJ reported that, in her role as Lead Trustee for Safeguarding, she attended the safeguarding meetings at all three schools in the MAT in one week. She reported the following:

- Tany's Dell – they are fully safe, they have an exit system CPOMs etc. There were 424 logged incidents. The team meet every week.
- Fawbert & Barnard's – they do have an entry system but cannot afford CPOMS. They had four cases =, none of them red. There are 3 people on the team. They intend to buy CPOMS as soon as they can afford it
- Harlowbury – they have CPOMS. They do have slightly more cases than F & B. There are 3 people on the team who meet every two weeks. Their entry system is very slow.

RJ told governors that it was really interesting. She will produce a report for the Trust Board to be presented at their meeting on 1 December 23.

Premises

The hall sound system and spotlights installation took place over the half term holidays. The school are now in a better position to offer quality performances, assemblies, and presentations.

A water pressurisation unit was replaced and installed over the half term. This came at a considerable cost to the premises budget; however, the old unit was at least 10 years past its life cycle, which would mean putting heating and hot water at risk over the winter months if this work was not carried out.

The faulty CCTV camera was replaced, and the final two cameras installed by PCLC over the half term.

Access remotely is possible meaning the Headteacher and the site manager can log in and check CCTV from anywhere.

Looking ahead, the lounge area and reception corridor have been the next areas identified for painting which will take place in the new year.
'The castle' climbing equipment outside the KS1 classrooms has been condemned for several months now.
A quote has been received for repairs to be carried out. Funds will be taken from last year's Summer Social.

A TV screen has been purchased for the Rocket Room to enable presentations to happen during small-group intervention work.
The school are currently working with PCLC on the viability of purchasing refurbished PCs to begin replacing outdated teacher laptops.
If budgeting goes well this year, they aim to replace a further two screens in classrooms from this year's budget

Partnership working

The three Headteachers continue to meet fortnightly to support each other and discuss improvements across the schools.
Class teachers met with their year group colleagues to plan MAT days for their year group.

The following reports were also included for information:

- ❖ Dellers Vs Plastic by Stephen Tew
- ❖ School Choir by Julie Collinson
- ❖ Dance Club by Kerry Parkin
- ❖ Girls Football by Jemma Smeaton
- ❖ Gardening Club by Lauren Monrowe
- ❖ Year 5 trip to Duxford by Jemma Smeaton
- ❖ Signing Club
- ❖ School Council Report
- ❖ Year 4 Performances
- ❖ Maths WOW Day

Governors thanked DB for a very interesting and thorough report.

7. Finance Report

Budget vs Actual monthly monitoring reports up to month 2 had been circulated to governors since the July meeting.
The TMat Business Manager had also circulated a report to governors.
This is attached as appendix 1.

8. Pupil Premium Strategy Statement

The Pupil Premium Strategy Statement 2021-2024 has been published on the school website for information.
The following is the amount of additional funding for the school will receive this academic year:

Pupil premium funding	£200,790
Recovery premium funding	£ 19,720
Total funding received	£220,519

The pupil premium statement details the challenges faced by pupil premium children, the intended outcomes and the planned expenditure.

9. Survey Feedback

The feedback from the survey had been circulated to governors to read and for information at the last meeting.

It was agreed that most things identified were quick fixes.
They reported back that the main thing identified was communication but this is a two way process.

10. Governor Monitoring Development and Training

TD reported that she had carried out an English monitoring visit.
She will write up a report for governors.

Action Governor report to be written on English visit.

TD

11. External Monitoring Visits

There has not been a written report yet for this term.

12. Updated Policies

There were no policies for approval at this meeting.

13. Dates and Times of Future Meetings

The dates of meetings for 2023/24 have been agreed as:

Spring Term 2024

LGB Meeting 5.00pm Tues 12 Mar 2024

Summer Term 2024

TMAT Pay Committee 4.00pm Tues 23 Apr 2024 (Support Staff)

LGB Meeting 5.00pm Tues 18 Jun 2024

14. Any other Business.

DB reported that he had received a request for flexible working and a reduction to 3 days from Charlotte Shimmen, the receptionist on maternity leave.
He discussed his ideas for how this could be facilitated using Ellese Ismail who has been covering reception. Some LSAs currently do 3 days.

Governors agreed, that if he can make it work, they will give him their full support.

There was no further business and the meeting closed at 7pm.

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
3 Oct 23	Link to Safeguarding training to be sent to governors.	Clerk	Actioned
3 Oct 23	Governors not present at the meeting to sign the Declaration of Business Interests form.	TD SA HRS JC	Actioned
3 Oct 23	Governors not present at the meeting to sign the Data Consent form	TD SA HRS JC	Actioned
3 Oct 23	Governors not present at the meeting to complete the Diversity Data form	TD SA HRS JC	Actioned
3 Oct 23	Governors not present at the meeting to sign the Code of Conduct register.	TD SA HRS JC	Actioned
3 Oct 23	Feedback from surveys to be on the agenda for the next meeting	Agenda	Actioned
3 Oct 23	All governors to check their skills audit and report any changes. New governors to complete skills audit	All governors JW JC	
21 Nov 23	English monitoring report to be written up for governors	TD	

TMAT Business Manager Budget Report

- **Month 12 End Process**

The August end of month bank reconciliation has been processed on the SIMS Finance Management System. No Issues were found.

- **Estimated Carry Forward**

The final carry forward into 2023-24 is yet to be confirmed. However, I can see that calculations at school level indicated that this will be around £13,396. Having been absent for most of the financial year and retuning in August, I have seen and understand that there have been some difficulties in getting a more accurate carry forward after using new and untrusted carry forward calculators given to AB by BI. At this point I feel sure to assume that the actual outcome will be far better than this. I will keep you updated on this figure as soon as Haslers have carried out their full auditing tasks. They are currently in progress.

Dean and Amber worked very closely this year in ensuring that the budget remained at a healthy balance whilst still ensuring that that all essential learning resources were purchased as we had planned. We have been mindful on getting value for money. Fuel bills have cut largely into our budget as we expected. Fuel budget is overspent by £32,788. None of us could have predicted this and we certainly hope for improved rates going forward into next year. The staffing overspends on this report also look concerning. The final audit process will confirm these cost centre spends.

- **Annual Audit Financial year 2022-2023**

We are still working on collating all documentation required to enable auditors to finalise the budget year end audit process. Haslers were due in school from 30th October. This has been put back to Tuesday 7th November.

The most recent budget vs actual report and the end of month bank reconciliation for October have been uploaded to GovernorHub. The cashflow reporting in SIMS Finance is not drawing through any subcategory information currently. SIMS Finance are working on getting this fixed. Any issues arising from this to be reported in Month 3 November report.

- **Carry forward**

The final carry forward figure 2022-23 to 2023-24 is still to be confirmed.

- **Current Working Budget**

The Teachers and Support Staff pay award has now been approved and applied to SIMS Finance which has given us a more accurate figure to add to our current working budget. The original calculations were far off the updated figures, in fact an overspend her of £43,064. The teaching cost centres are the main area of concern here. I am making further investigation into this area. Arrangements have been made for all staff to receive the increase in their November pay backdated to Sept for Teachers and April for Support Staff.

- **Premises**

We are submitting 2 CIF bids in December for the school roof and the fencing around the front of the school. Bids are currently being prepared by Graham Ellis Associates Chartered Surveyors.

I have no real concerns to report regarding the school finances currently and continue to work with Dean to monitor the budget closely. I will keep you updated monthly

Signed
Chair of Governors

Date