



## Tany's Dell Primary School and Nursery Local Governing Body

### Minutes of the Local Governing Body meeting held on Tuesday 18<sup>th</sup> March 2025 at 5.00pm

#### In attendance

Tina Dobrowolski <b>Acting Chair</b>	TD	Co-opted	Present
Craig Armstrong	CA	Parent	Present
Katerina Beck	KB	Parent	Apologies received
Lauren Ward	LW	Parent	Present
Jenny Wakelin	JW	Parent	Present
Vacancy		Parent	
Vacancy		Co-opted	
Vacancy		Co-opted	
Vacancy		Co-opted	
Julie Collinson	JC	Staff	Present
Dean Beaumont	DB	Headteacher	Present
Fern Middleton	FM	Associate	Present
<b>Also in Attendance</b>			
Debbie Clifton		Observer	Present
Janet Sherwin		Clerk	Present

#### Action

#### 1. TMAT Development

DB welcomed JC to the meeting and introduced her as the CEO of NET Academies Trust, which TMAT trustees are working towards joining for September.

He said that governors had already been given information about what the trustees were doing and why they were doing it.

This was an opportunity for governors to meet Jo face to face and ask any further questions that they have.

JC explained that her background was in education and her passion was children. She trained as a teacher. She felt that it was important that governors know that.

In 2015 she moved from London to Harlow and became the Executive Head of three schools which had been in special measures. They were Abbotsweld, Longwood and Latton Green.

Since then, NET has taken on a further three schools, which were also in special measures. But over time, they have all become thriving schools in different ways. Obviously, every school will have different issues and different challenges.

JC told governors that she is excited about the merger with TMAT because they are all good schools. NET can give support but will also get something back. So, in terms of the merger, it will be an equal partnership.

JC said that when she became CEO of NET, which is the Accounting Officer, she did a lot of training and research, because she is responsible for how the trust spends their public money.

From a business perspective, and from a Tany's Dell perspective, the merger is a positive thing because, nine schools are better than six in terms of procurement and shared resources, as well as best practice.

**Question A governor said that they are not averse to change. Change can be healthy, and it is good when schools share best practice. But Tany's Dell School is a unique school. Children are treated as individuals, and they have worked hard to produce their curriculum. Governors would hate for that to go and for it to be cloned as a NET school. What guarantees can NET give that Tany's Dell will continue to blossom and grow? What is in it for Tany's Dell, and what can Tany's Dell do for NET?**

JC told governors that in terms of alignment, what will happen is that statutory policies such as HR and Pay and Conditions will become trust policies. They will not be all that different from what TMAT has now because NET policies are legally written and are union agreed, and when they merge, NET will become the single employer.

She said that they may look at Management information Systems and talk to Headteachers about what IT software Office Managers use, because it would make sense to use the same platform. It would also be useful to have a template, to make it easier for Headteachers in terms of what they have to report, so that everyone gets the same information.

What will not change will be how they respond to the pupils.

NET do have a curriculum because when NET took on the first three schools they were in special measures and because there was nothing, something had to be put in place, and they had to build the curriculum.

But the Curriculum Lead has already been to see the TMAT Headteachers and asked what do you need and what can we share?

In terms of best practice, all schools are different because the pupils are different and the Headteachers are best placed to decide what the schools need in terms of keeping it unique.

JC said that she does not micromanage Headteachers. She wants Headteachers to succeed, so she enables Headteachers to be collaborative, that is how you get results.

**Question A governor asked what will happen with the governing body, will that change and what voice will governors have?**

There will not be much that changes for governors. There will be a Scheme of Delegation, and there will be members, trustees, and local governing bodies. There will also be a Pupil and Wellbeing Committee.

Governors are important because they have an intimate knowledge of their schools. So standards and safeguarding will be delegated to them.

There is a system where a Link Trustee meets with the Chair of the governing body and then reports back to trustees so that the board has a strategic overview of the schools.

Parents in Harlow want to choose the school that suits their children, they do not want all schools to be the same.

**A governor commented that many of the staff at Tanys Dell have been here a long time. Many teachers were ex pupils.**

JC said that at NET there is a commitment to growing their own. They have a People Strategy with career pathways. They want to retain people who know their children and know their communities.

Since covid, when they interview candidates, expectations as regards life / work balance are different now.

They want staff to feel well supported, and surveys are carried out to make sure they feel valued.

The trust pays an apprenticeship levy, so they take on apprentices to work with the site managers and cooks. At the moment they have two young apprentices who are being trained as site managers, but then they can also step in and support when people are off sick.

**A governor commented that pupils make good progress in this school. When merging with NET, how can they ensure this continues?**

JC told governors that, as Accounting Officer, she has to make sure that shared services are fit for purpose so that she can help schools free up enough money for Headteachers to invest in the curriculum and in teaching and learning.

**Question A governor asked is funding distributed evenly, or is there a process for what school gets what?**

The schools are funded according to how many pupils they have. They all pay a top slice, but if they were a Local Authority school, the Local Authority would take a slice before the school got their money.

As an academy, the school gets all their money but then they contribute to shared services such as HR, finance, the CFO, grounds keeping, energy insurance and audits etc. They also keep a close eye on benchmarking salaries.

Every child is a Templefields child, or a NET child and they want to provide the same service to every child.

At Waltham Holy Cross, the school was in such a bad state, with asbestos and buildings in need of repair, they could not provide them with what they needed, and so NET was put off sponsoring them for a year. But then the DFE sponsored them for £3,000,000. That would not happen for an academy.

Another one of the schools has very high premium and also very high safeguarding, which was preventing the pupils from learning compared to others in the trust. So, the trust funded an extra teacher in that year group so that classes were smaller.

As a trust, all the reserves have to be in one pot.

The trust has historic reserves from the top slice which gathers £150,000 in interest every year and they can then invest that into the schools.

They do not just give schools an equal amount from the top slice, but what's fair and where the greatest need is.

Otherwise, there would be no incentive for Headteachers to be prudent.

JC speaks to Headteachers individually and will then go to the Trust Board.

**Question A governor asked about buying books, can they choose which type of books they order?**

Buying in bulk will obviously be cheaper but the schools can decide what suits their needs.

**Question A governor said that some of these changes will impact staff and processes. What about the parents and the children?**

People are very protective of what they know, but it will be business as normal. One question that always comes up is uniforms, but uniforms will not change. What will change is that when they get up to 3,000 pupils, they will not have to submit CIF bids. When Harlowbury expands, they will get to that number. The trust will then get all the capital funding devolved from the government and schools will apply to JC about what is the most urgent. At the moment, Tanys Dell are on their 2<sup>nd</sup> bid for fencing and gates and their 4<sup>th</sup> or 5<sup>th</sup> roof bid.

**Question A governor asked is the Harlowbury new building going ahead?**

There is a date now of Autumn 2026 for them to move in and NET will support them. They have a lot of experience with building, JC told governors that at Katherines, there was a problem with RAAC. But they did not have to close the school and pupils be taught from home, because the trust was able to support by offering classes in other schools, whilst a temporary building was built.

**Question A governor asked can you make staff go and work at other schools?**

JC said no, of course not, because they would probably just leave. It is something that other trusts do.

**Question A governor asked what about food and kitchen menus?**

Four of the six schools use Ashlyns. JC said that she did a cost analysis, and they are not the cheapest, but it is up to the Headteacher to choose. Costs are going up, particularly for small companies with national insurance and the minimum wage but she does not want costs to go up for parents.

Tany's Dell use HCL, but DB said that he was willing to explore other options.

JC told governors that she sits on every governing body at the moment so she can make sure they are happy and kept informed.

**Question A governor asked, if the schools are unhappy after the merger, could they go back?**

No, that could not happen but, looking at the trusts track record, staff retention is good, pupil questionnaires show that pupils are happy and there are mechanisms in place to go to the board if schools are not happy.

It was noted that three of the TMAT trustees are going to join the NET trust board and two TMAT members will also join NET.

**Governors thanked JC for coming to the meeting and she left at 5.30pm.**

**2. Membership & Apologies for Absence**

Apologies had been received on behalf of KB. Debbie Clifton was attending as an observer.

DB reported that TMAT Trustee Matthew Niner had agreed to become a Co-opted Governor on Tany's Dell Local Governing Body.

However, he was unable to attend the summer term meeting on 17 June 2025.

**Action Governors agreed to change the date of the summer term meeting to Monday 16 June 2025 so that Matthew can attend.**

Clerk

TD said that it felt very strange, but this was the first meeting of the Governing Body since the funeral of the Chair, Renee Joyce.

She reported that the funeral was a celebration of the many years of hard work and support that Renee had given to people and organizations across Harlow and that the closing music was "The show must go on".

**3. Any other urgent business**

The Tany's Dell GDPO Audit, which was carried out on the 4 April 2025, had been shared with governors for information.

**There was no other urgent business reported.**

**4. 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.

**No other declarations were made.**

**5. Chairperson's Action**

TD reported that she had carried out a number of actions including investigating a safeguarding issue, the suspension of a pupil and a safeguarding audit.

DB told governors that TD had been very supportive over the last few weeks for which he was very grateful

**6. Minutes of the Previous Meeting**

The minutes of the meeting held on 26<sup>th</sup> November 2024 were approved as a correct record of the meeting.

**Matters arising**

There were no matters arising and no outstanding actions.

**7. Headteacher's Report**

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

DB then highlighted the following key points:

**Numbers on Roll Main      428                      Nursery      26**

Numbers are low in reception but Y6 is now full.

**Attendance (Whole school) - 93.56%      Excluding Rec) - 93.9|%**

There is a slight dip in attendance but there has been a lot of sickness.

**Persistently Absent – 16%**

Slight decrease.

**SEND/ EHCPS 19      SEND / One Plans 42**

Increase in EHCPs due to new diagnosis coming through

**Pupil Premium – 135**

There has been an increase (new starters)

**EAL – 96**

Decrease due to pupils leaving

**Young Carers – 10**

**CLA – 3**

**Safeguarding – Red List** 16H / 10M / 16SM / 12L

There has been an increase in high levels

**Safeguarding CP or CIN** - 4

Decrease from the Autumn term

**Exclusions – 10** (10 days suspension for 1 x Reception child)

**Physical interventions – 2** (based on suspensions)

**Bullying – 2**

**Racist/Religion – 0**

## **STAFFING**

Currently, we have 21 teachers and 31 LSAs (10 of whom are part time). The EYFS team has 14 members of staff which reflects the increasing needs echoed last year within this Key Stage.

We are currently supporting one ECT, who is working alongside her mentor in the same year group. Mrs Wright is on Maternity Leave. Staff retention remains very good. We shall be saying goodbye to Mrs Aimee Higgins who has accepted a job in a specialist school. Interviews are being held tomorrow.

## **LEADERSHIP AND MANAGEMENT**

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

For 2024-2025, the school's key priorities are as follows and are updated regularly including MLT and whole staff phase meetings:

- **Key priority one – Basic skills**

To further improve all pupils' basic English and Math skills

- **Key priority two – Presentation**

To raise expectations and improve the quality of presentation throughout the school

- **Key priority three – Attendance**

To consolidate pupils' positive attitudes to learning by improving attendance

## **STAFF WELLBEING**

Our committed team continues to go above and beyond. In-class feedback & marking is being closely monitored to ensure we minimise the need for marking after school, staff have been tasked with ensuring pupils respond to live marking and show editing using their blue pens.

Every member of staff has booked their well-being day this year. Our Assistant Headteacher still receives weekly release time.

The SLT have been working closely with the headteacher and the SIP to redefine roles within SLT to bring the school in-line with current practices and acknowledge work being done beyond outdated job descriptions.

### **QUALITY OF TEACHING - Performance Management (PMR)**

All teachers are currently reviewing their targets as part of the mid-year process and LSA's are having new targets set.

The school are working closely together regarding Basic Skills, constantly reviewing and refining skills. PMR's will be signed off by the end of this academic year in preparation for the trust merger with NET academies.

### **DATA ANALYSIS**

A table was included in the Headteacher's report, showing the December analysis reports for all year groups which had been RAG rated.

There is a lot of red in the table, but this is because a few teachers had reported where the children are now rather than where they are on track to be, by the end of the year.

There are some gaps where the needs are higher, but a lot of interventions and targeted support is in place.

### **SAFEGUARDING / CHILD PROTECTION**

The safeguarding team continues to meet weekly and uses CPOMS to record all incidents and communications. The team are still in contact with GROW regarding a Year 2 child on-role. Wider services have frustratingly been involved in meetings and discussions regarding securing a permanent place in a school that is best suited to offer the pupil the provision he needs. Wells Park School has been identified, but we are still awaiting further information.

The school have been working alongside the CEO to iron out safeguarding concerns recently raised anonymously. Positives have been identified, pages on the school website that hadn't linked when new policies were uploaded – this has since been rectified. The headteacher is confident with robust safeguarding procedures in place at the school.

The school has a review being led by Essex scheduled for 18<sup>th</sup> March 2025. The report will be shared with governors once received.

**Action Safeguarding audit to be shared with governors once received.**

DB

### **PREMISES**

Our site manager is continuing to work diligently with upgrades to the school. April renovation works include repurposing the old "Post Office" into a shared resource cupboard. The school's MLT have worked hard at clearing out old resources and collating good school ones that will be available for all. The female staff toilet area has had a hot water tank replaced. The site manager and headteacher have been in over a few weekends to install some privacy screening along the Reception fences as well as securing gaps in the hedges/perimeter fence.

The West Wing will be painted over the Easter Break, bringing a much needed "fresh coat" to the long corridor. Our disabled toilet will be completely refurbished as well as an access lift installed in the front foyer. Both projects are being funded by the local authority. Basketball back-boards have been replaced and the playground & PE equipment have been serviced.

Further projects for this academic year include the levelling and paving of "Sleepy Hollow" providing the long-awaited outdoor art area for pupils to use; as well as potentially replacing more screens in 2 more year groups. The heating control panel needs replacing before our next winter as does the caretaker house fencing.

### **TEMPLEFIELDS MULTI ACADEMY TRUST**

The TMAT heads have created a TMAT single plan which focusses on:

- Key priority one - Developing Assessment

- Key priority two - Curriculum Development
- Key priority three - Attendance

The Key Priorities identified in the Tany's Dell Single Plan link closely with these.

TMAT headteachers continue to meet fortnightly and discuss improvements across the schools.

This term we have discussed / agreed...

- Policy updates
- PMR reviews for teachers across all 3 schools
- MAT networking with other headteachers

## **GDPR REPORT Spring 2025 – Rebecca Reay**

### **Audits**

The school have maintained a score of good assurance. This is the highest level we can be awarded. We were awarded good for 11/12 areas which is fantastic and shows all staff at Tany's Dell understand and value the importance of GDPR across the school. Our next step is to organise an annual penetration test. This tests the security of the school's network to prevent cyberattacks.

### **Subject Access Request**

There have been no SAR's this term.

### **Internal audits**

The internal audit will take place in March 2025. The focus of this will be permission for children's photos, communication of this and what this looks like in day-to-day practice. The previous targets from last year will also be reviewed to ensure they have been met.

Other reports included in the Headteacher report were:

- *EYFS Report – Sara Smith*
- *KS1 Report – Lauren Monrowe*
- *LKS2 Report – Hayley Wakelin*
- *Upper KS2 Report – Debbie Clifton*
- *Inclusion – Lisa Gadd*
- *Base Camp – Elissa Brignal*
- *Family Support – Sue Preston*
- *School Council Report – Lauren Monrowe*
- *Gardening Report – Lauren Monrowe*
- *World Book Day - Lauren Monrowe*
- *Country Music WOW Day – Fern Middleton*
- *Choir – Fern Middleton*

Governors thanked DB for a very interesting and thorough report. They especially liked all the photos of the children's activities.

## **8. Finance Report**

The period 5 (January ) Financial Management Report for Tany's Dell had been shared with governors prior to the meeting.

### **Key Performance indicators**

Income KPIs

Measure	2024/25 Forecast	2023/24	2022/23
Total income/pupils or place numbers	£6,834		
Government funding as a % of total income	99%	98%	99%



## Expenditure KPIs

Measure	2024/25 Forecast	2023/24	2022/23
Total staff costs to total Income	83%	83%	83%
Total teaching staff costs to total staff costs	64%	59%	58%
Other employee expenses /total staff FTE	£483		
Premises costs / Pupil numbers	£228		
Curriculum cost / Pupil numbers	£289		
Business costs / Pupil numbers	£577		
Total expenditure to Total income	99%	98%	105%

## Summary of financial results

The current in-year revenue forecast is £40k, a variance of £40k from the budget.  
The main reason for the variance is:

### Income

Income is forecast to be £88k more than budgeted

Core Schools Budget Grant (CSBG)	£76k
Summer term Teachers' Pay Grant	£12k
Reduced Pupil Premium Grant forecast	£11k
ECT & Mentoring grant	£2.5k
ECC TO Grant	£2k
Saffron Academy Trust Grant	£3.5k
Sundries	£3k

### Expenditure

Expenditure is forecast to be £48k more than budgeted

### **Staffing**

Increased pay award and increments	£40k
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### **Non Staff**

Sundry movement, including:	£8k
2023 CIF retention: released in 2023 but paid in 2024	
DFE CIF recovery	
Merger costs	

## Cumulative Forecast

Operating surplus brought forward 2023/2024	£127,987
Forecasted in year movement	]£39,677
<b>Estimated Operating surplus 2024/2025</b>	<b>167,664</b>

## Summary Income and Expenditure Report

The income and expenditure summary for period 5 is attached as appendix 1.

## Detailed Income and Expenditure Report

The report breaks down each of the cost centres and shows the budget position to date, as well as the estimated budget at year end.

It also contains a column to show any variances and the reasons for the variance.

## Breakfast Club Trading Account

The Breakfast Club Trading Accounts for period 5 are attached as appendix 2.

## 9. School Development Plan

The SDP is currently being updated with progress made against the actions for the spring term.

FM reported that they continue to focus on basic skills, more staff development and planning for the future.

They do not intend to change anything because this is only the second year of the new English curriculum.

**10. Governor Monitoring Development and Training**

The following governor monitoring visit reports, which had been shared with governors prior to the meeting, were noted and discussed.

- **EYFS Nursery Visit Katerina Beck – 22 November 2024**

The purpose of the visit was to engage with the children and to observe the teachers, LSAs and Nursery Nurse at work.

KB thanked the team and the wonderful children for welcoming her and sharing their incredible work and Nursery setting. She reported that it was an absolute joy to return and see the care, dedication and effort that goes into creating such a positive and enriching environment for the children.

- **EYFS Reception Visit Katerina Beck – 22 November 2024**

The purpose of the visit was to observe the Reception classes and learn about the current situation of the Early Years setting and the significant changes that have taken place and how the demands of the reception children are much higher now.

KB reported that the staff are doing an incredible job and their hard work and dedication is evident in every aspect of the Yearly Years provision.

- **Deaf Unit/BASE Camp Visit Katerina Beck – 25 November 2024**

The purpose of the visit was to spend a day with the staff in Base Camp to better understand their daily routines and observe the incredible teaching that takes place with the deaf children.

KB reported that the deaf unit was both inspiring and eye opening and was helping the children to thrive academically and socially.

- **Inclusion Visit Katerina Beck – 9 December 2024**

The purpose of the visit was to meet with the Inclusion Manager and SENCO to learn about the management of Inclusion at Tany's Dell.

KB reported that Tany's Dell is a school that truly embodies inclusion with well thought out provisions for SEND pupils and support for parents.

- **Health and Safety Visit Craig Armstrong – 5 December 2024**

The purpose of the visit was to meet with the site manager and carry out a tour of the site to check for health and safety concerns.

CA included details of the concerns that he found within the report.

He also spent time with the site manager in his office looking over the paperwork relating to inspections including fire drills.

He concluded that, in his view, the school is in safe hands.

- **Curriculum Visit Tina Dobrowolski – 4 February 2025**

The purpose of the visit was to meet with Subject Leaders to discuss the progress with the new Tany's Dell curriculum.

TD reported that she met with the Geography Lead to discuss the technological development of AI. She also met with Spanish Lead, PE Lead and English Lead.

Details of the progress in each area of the curriculum is contained in her report.

11. **External Monitoring Visits**

The SIP has carries out a visit this term.

The report will be shared with governors when received.

**Action SIP Visit report to be shared with governors.**

DB

12. **Review of Policies**

The following policies, which had been shared with governors prior to the meeting, were noted and discussed.

- ***Educational Visits Policy***

DB reported that the Educational Visits policy is a new, model policy.

**The Educational Visits Policy was approved.**

- ***Harmful Sexual Behaviour/Peer on Peer Abuse Policy***

The policy has been reviewed and updated with changes to roles and names.

**The Harmful Sexual Behaviour/Peer on Peer Abuse Policy was approved.**

- ***Artificial Intelligence (AI) Policy***

The AI Policy was shared with governors at the last meeting, and they were asked to email any questions. There were no questions raised.

**The AI Policy was approved.**

- ***TMAT Health and Safety Policy***

Governors noted that the TMAT Health and Safety policy has been reviewed and updated with recent changes to staffing and roles.

**The policy will be approved at the Trust Board meeting on 28 March 2025.**

- ***TMAT Safeguarding Child Protection Policy***

Governors noted that the TMAT Safeguarding Child Protection Policy has been reviewed and updated with recent changes to staffing and roles.

**The policy will be approved at the Trust Board meeting on 28 March 2025.**

13. **Residential Visit**

FM reported that the cost of PGL has gone up to £700 per pupil for 4 nights. Parents cannot be expected to pay that.

Cuffley Camp, which is similar, is much closer to home, and is cheaper at closer to £500. The price will drop if enough sign up and ,depending on numbers, they could have an entire village. The children get to sleep, four in a pod.

Governors approved the visit in principle, subject to confirmation of the dates.

**Action Dates of Y6 residential visit to be confirmed to be confirmed.**

DB

14. **Dates and Times of Future Meetings**

The date of the next meeting has been agreed as:

**LGB Meeting**

**5.00pm**

**Mon 16 Jun 2025 (note date change)**

**15. Any other Business.**

The Tany's Dell GDPO Audit, which was carried out on the 4 April 2025, was shared with governors for information. The report is attached as appendix 3.

Governors congratulated the school on an excellent report.

There was no further business, and the meeting closed at 6.45pm.

***Summary of agreed actions***

<b>Minutes where action identified</b>	<b>Summary of action</b>	<b>To be actioned by</b>	<b>Date action confirmed</b>
26 Nov 24	Read through AI policy and feedback any comments to DB	Govs	Actioned
18 Mar 25	Change date of next meeting to 16 Jun 25	Clerk	
18 Mar 25	Safeguarding audit to be shared with governors when received.	DB	
18 Mar 25	Date of Y6 Residential trip to be confirmed	DB	

## Section 6

Tany's Dell School

Income and Expenditure Statement - Summary

January 2025 (Period 5)

	Year to Date			Forecast for first of Year			Full Year Forecast		
	Actual £	Budget £	Variance £	Actual £	Budget £	Variance £	Actual £	Budget £	Variance £
<b>Income</b>									
EFA and LA Funding	1,235,358	1,163,971	71,387	1,640,242	1,629,559	10,683	2,875,600	2,793,530	82,071
Capital Income	-	-	-	-	-	-	-	-	-
Other Income	39,955	15,503	22,964	3,767	21,705	(17,938)	42,634	37,208	5,426
<b>Total Income</b>	<b>1,275,312</b>	<b>1,179,474</b>	<b>94,351</b>	<b>1,644,010</b>	<b>1,651,264</b>	<b>(7,254)</b>	<b>2,918,234</b>	<b>2,830,738</b>	<b>87,497</b>
<b>Expenditure</b>									
Teaching Staff Salaries	631,859	626,593	(5,266)	901,405	877,231	(24,175)	1,533,265	1,503,824	(29,440)
Support Staff Salaries	348,981	351,243	2,262	505,977	491,740	(14,237)	854,958	842,983	(11,974)
Other Employee Related Costs	3,573	11,163	7,590	19,896	15,628	(4,269)	23,469	26,790	3,321
Premises Costs	50,992	43,515	(7,477)	46,301	60,920	14,619	97,293	104,435	7,143
Curriculum Related Costs	77,472	48,246	(29,226)	45,813	67,544	21,731	123,285	115,790	(7,494)
Business Support and Operational Costs	110,722	98,716	(12,006)	135,566	138,202	2,637	246,288	236,918	(9,370)
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>1,223,598</b>	<b>1,179,475</b>	<b>(44,123)</b>	<b>1,654,958</b>	<b>1,651,265</b>	<b>(3,693)</b>	<b>2,878,557</b>	<b>2,830,740</b>	<b>(47,814)</b>
<b>In year Surplus/Deficit</b>	<b>51,714</b>	<b>(1)</b>	<b>51,715</b>	<b>(10,949)</b>	<b>(1)</b>	<b>(10,948)</b>	<b>39,677</b>	<b>(2)</b>	<b>39,679</b>
		£							
Operating surplus brought forward 2023/2024		127,987							
Forecasted in year movement		39,677							
<b>Estimated Operating surplus 2024/2025</b>		<b>167,664</b>							

Note: Adverse variances are showing as negative figures and highlighted in red

## Appendix 2

### Section 8

Tany's Dell School

Breakfast Club Trading Account

Month 11

Period	1	2	3	4	5	6	7	8	9	10	11	12	Pro-rata Forecast		
Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Actual	Forecast to Year End	Full Year Forecast
Operating Days	19	18	21	15									73	171	190
<b>INCOME/SALES</b>															
Parental Donations	514	859	942	525									2,840	6,651	9,491
Pupil Premium contribution for staffing													0	0	0
Other contributions													0	0	0
													0		0
<b>Total Income</b>	<b>514</b>	<b>859</b>	<b>942</b>	<b>525</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,840</b>	<b>6,651</b>	<b>9,491</b>
<b>EXPENDITURE</b>															
Food & Drink	119	69	75	52									315	739	1,054
<b>AS % OF TURNOVER</b>	<b>23%</b>	<b>8%</b>	<b>8%</b>	<b>10%</b>									<b>11%</b>	<b>11%</b>	<b>11%</b>
Labour	630	711	762	735										6,932	6,932
<b>AS % OF TURNOVER</b>	<b>123%</b>	<b>83%</b>	<b>81%</b>	<b>140%</b>										<b>104%</b>	<b>73%</b>
Admin costs (5p per head)	6	0	7	6	0	0	0	0	0	0	0	0	19	44	63
Energy costs (10p per head)	12	0	14	12	0	0	0	0	0	0	0	0	38	88	125
Other costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
													0		0
													0		0
<b>Total Other Costs</b>	<b>17</b>	<b>0</b>	<b>21</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>132</b>	<b>188</b>
<b>Total Expenditure</b>	<b>767</b>	<b>780</b>	<b>858</b>	<b>805</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>372</b>	<b>7,803</b>	<b>8,174</b>
<b>Profit/(Loss)</b>	<b>-253</b>	<b>79</b>	<b>84</b>	<b>-280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-370</b>	<b>-1,151</b>	<b>1,316</b>
<b>Key Performance Indicators</b>															
No of paid sessions	115	132	142	120									509	1,192	1,701
No of Free Staff children sessions	0	0											0	0	0
Total No. of sessions	115	132	142	120	0	0	0	0	0	0	0	0	509	1,192	1,701
Average No. of Children attending per day	6	7	7	8	0	0	0	0	0	0	0	0	7	7	9
Average Cost per Child per day	£6.67	£5.91	£6.04	£6.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.73	£6.54	£4.80
Average Food & Drink cost per child per day	£1.04	£0.52	£0.53	£0.43	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.62	£0.62	£0.62



## Appendix 3

Organisation:	Overall Opinion	Good Assurance	Previous outcome	Good Assurance	Direction of Travel	Static Compliance																		
Tany's Dell Primary School	School Audit Attendees	Rebecca Reay / Dean Beaumont	Previous audit date	11/01/2024	Date of this Audit	04/02/2025																		
Audit Conducted By:			Clare Bailey																					
DP Lead:	Rebecca Reay		SIRO:	Dean Beaumont																				
Summary Findings		Audit Areas Overview:			Colour Key																			
<p>The school have maintained a score of good assurance, well done. All staff and Governors complete data protection training annually and regularly receive reminders about data protection issues. There is a very good awareness of data protection and open communication which means that staff are confident in reporting security incidents. The only actions from the audit are to add the security measures document to the school website and ensure that PEN testing is carried out as soon as possible. DPIA's are in place where required, and a valid contract, information sharing protocol/agreement or non-disclosure agreement is in place for all third parties handling school data, this will help to minimise risk and give a good understanding of who is handling school data. The RoPA and B1 reporting tool are fully utilised and up to date. Information Sharing Protocols are signed up to and logged on the B1. Keep up the good work and please contact IGS for support when needed.</p>		Roles	Policy	Reporting	Critical priority issues identified																			
		Records	Risk & Security	Training	Major priority issues identified																			
		RoPA	Sharing	Suppliers	Moderate priority issues identified																			
		Transparency	Marketing	Surveillance	No / Minor Issues identified																			
		Not assessed as part of this audit by request or not applicable																						
		Email address of Chair of Governors rebecca.reay@tanysdell.essex.sch.uk																						
<b>Statutory Requests for Information Compliance (FOI/EIR)</b> <table border="1"> <thead> <tr> <th>No. of FOI / EIR received</th> <th>No. of FOI / EIR closed</th> <th>No. of FOI / EIR responded to in time</th> <th>No. of Internal Reviews (IRs) received</th> <th>No. of IRs Upheld</th> <th>No. of ICO Complaints</th> <th>No. of ICO Complaints Upheld</th> <th>FOI/EIR % Compliance</th> <th>DPO Comment:</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>N/A</td> <td>You have maintained your Good level of compliance since your last audit and this is to be applauded. Your continued efforts to ensure all those working on behalf of the school understand their responsibilities to protect personal data supports your ability to comply with data protection law, protecting students, parent/carers, staff, volunteers and visitors.</td> </tr> </tbody> </table>							No. of FOI / EIR received	No. of FOI / EIR closed	No. of FOI / EIR responded to in time	No. of Internal Reviews (IRs) received	No. of IRs Upheld	No. of ICO Complaints	No. of ICO Complaints Upheld	FOI/EIR % Compliance	DPO Comment:	0	0	0	0	0	0	0	N/A	You have maintained your Good level of compliance since your last audit and this is to be applauded. Your continued efforts to ensure all those working on behalf of the school understand their responsibilities to protect personal data supports your ability to comply with data protection law, protecting students, parent/carers, staff, volunteers and visitors.
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No. of SAR received	No. of SARs closed	No. of SARs responded to in time	No. of complaints	No. of complaints Upheld	No. of ICO Complaints	No. of ICO Complaints Upheld	SAR % Compliance	Comment:																
1	1	1	0	0	0	0	100%																	
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5	0	0	0	Yes	No																			
<b>Training &amp; Awareness</b> <table border="1"> <thead> <tr> <th>Current no. of staff</th> <th>Current no. of staff trained</th> <th>No. of Governors/Trustees</th> <th>No. of Governors/Trustees trained</th> <th>No. of awareness raising activities</th> <th>No. Of Ancillary DP handouts given</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>69</td> <td>16</td> <td>16</td> <td>24</td> <td>7</td> </tr> </tbody> </table>							Current no. of staff	Current no. of staff trained	No. of Governors/Trustees	No. of Governors/Trustees trained	No. of awareness raising activities	No. Of Ancillary DP handouts given	69	69	16	16	24	7						
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<p><b>DPO Comment:</b></p> <p>You have maintained your Good level of compliance since your last audit and this is to be applauded. Your continued efforts to ensure all those working on behalf of the school understand their responsibilities to protect personal data supports your ability to comply with data protection law, protecting students, parent/carers, staff, volunteers and visitors.</p> <p>Cyber-attacks continue to rise, and this creates risks for all schools. Please take steps to protect the school by ensuring your Business Continuity and Disaster Recovery plans include how you will manage cyber-attacks. Make sure backups are held securely offsite and implement Multifactor authentication (MFA) if not already implemented to improve the level of security applied to your data and systems. Ensure regular penetration tests are carried out to identify and resolve any weaknesses. Regularly remind staff how to avoid cyber-attacks, and what to do if one does occur. Please see the cyber training from Essex Police which is on our SharePoint site for your use. The technology tab of your B1 Reporting tool must be updated and maintained.</p> <p>Please keep up the excellent work and complete any audit recommendations to further improve your compliance. Do contact us at IGS@essex.gov.uk or by calling 0333 032 2970 for support whenever you need it. Remember our monthly IGS newsletters are a useful source of advice, guidance, and best practice. Do check out our site (<a href="https://essexcountycouncil.sharepoint.com/sites/IGSDataProtectionOfficerService">https://essexcountycouncil.sharepoint.com/sites/IGSDataProtectionOfficerService</a>) where you can access all framework documents, DPIAs from the library, training videos and so much more.</p>																								

Signed  
Chair of Governors

Date