



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

### Minutes of the Local Governing Body meeting held on Tuesday 26<sup>th</sup> November 2024 at 5.00pm

#### In attendance

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

#### Action

#### 1. Welcome, Membership & Apologies for Absence

RJ welcomed everyone to the meeting.

Apologies had been received on behalf of CA.

LW was welcomed to her first meeting as Parent Governor and introductions were made.

#### 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.

**No other declarations were made.**

#### 4. Chairperson's Action

The Chair reported that she had been carrying out an investigation into a whistleblowing incident which is ongoing.

#### 5. Minutes of the Previous Meeting

The minutes of the meeting held on 8<sup>th</sup> October 2024 were approved as a correct record of the meeting.

### ***Matters arising***

There were no matters arising.

### ***Actions completed since the last meeting***

RJ reported that she met with both of the two prospective parent governors and explained the role of governor.

There was an election, and Lauren Ward received the most votes.

## **6. Headteacher's Report**

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

DB told governors that he had not had any admin support during the last week and as a consequence there was some key data missing from his report, but it will be added to the next report in March.

He then highlighted the following key points:

**Numbers on Roll Main 396**  
**Nursery 31**

Numbers are low in reception but Y6 is now full.

**Attendance – 94.9%**

There is a slight improvement in attendance.

**Persistently Absent – 15%**

There has been a decrease since Summer 2024

**SEND - 64**

**Pupil Premium – 130**

There has been an increase in pupil premium and SEND.

**CLA – 2**

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

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

**Safeguarding CP or CIN - 7**

Remained the same

**Exclusions – 0**

**Physical interventions – 0**

**Bullying – 0**

**Racist/Religion – 2**

**Staffing**

Once again, the school is fully staffed. There have been a few changes this year. 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. Mrs Lauren Niner and Mrs Mirhiban Demerci remained with us as permanent staff members after covering a year each (maternity) last academic year.

Staff retention remains very good. We recently said goodbye to two very strong LSA's who went on to pursue new avenues. We were lucky enough to recruit one LSA from within the TMAT family and welcomed another impressive applicant.

### **Leadership and Management**

A regular programme 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:

- ❖ *Key priority 1 – Basic skills*
- ❖ *Key priority 2 – Presentation*
- ❖ *Key priority 3 – Attendance*

### **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.

Our PDM termly meetings are working well with specific focuses on targeted areas which include training, phase meetings and inviting professionals in to support our wider staff training. Staff have shared that allowing time after briefings ensures tasks are actioned better with well-being being catered for as well.

### **Staff Wellbeing**

Our committed team continue to go above and beyond. In-class feedback & marking is being closely monitored to ensure we minimise the need for marking after school.

Every member of staff will receive a wellbeing day off again this year. I am happy to report that through careful planning of staff and members of SLT, the Assistant Headteacher can receive weekly release time as well as subject & phase leader release time being back, which is highly valued for our staff.

### **Teachers and Support Staff Performance Management**

All teachers have had new targets set for 24/25 as part of their performance management review (PMR) cycle.

For 24/25 teachers are working on :

- *Basic skills*
- *Developing their subject leadership*
- *Personal target.*
- *Phase Leaders/UPS teachers have a focus on improvement within school/trust/Harlow*

### **Safeguarding / Child Protection**

All staff received full face-to-face Safeguarding training.

The whole staff team were also provided with policies to read at the beginning of the school year, and have all signed to say they have read and understood each policy.

These policies were:

- *Child Protection Policy*
- *Code of Conduct*
- *Keeping Children Safe in Education 2024*
- *Teaching and Learning Policy*
- *Behaviour and Discipline Policy*
- *Anti-Bullying Policy*
- *Equalities Policy*
- *Online Safety Policy*

Every member of staff is fully aware of their own responsibility to keep children safe. Children tell us they feel safe. I remain proud of the amazing work our staff undertake to ensure our pupils are safeguarded to a very high standard.

Most governors have received KCSIE (2024) training updates. The team continue to meet every week and use CPOMS to record all incidents. Meetings include discussions on behaviour and attendance.

### **Premises**

Our amazing site manager has continued to slowly and meticulously bring our school building back to life. Over the October half term, Mick decorated the dining hall. Adding a light colour around the walls with a “pop” of teal on the pillars has made this dinner hall a welcoming site once again.

Many classrooms received new tables and chairs for the children, this is part of a 3-year plan to slowly but surely replace old and outdated classroom furniture. Two interactive whiteboards have been replaced in Year 5.

The staffroom hot water urn has been replaced with a counter-top alternative.

The school has had fibre works installed to double our internet connection speed. Initially met with some obstacles, this has since been rectified.

Rainbow room is being used by the Reception team as an additional break-out area to support their cohort.

We are in the process of resubmitting two CIF bids for Safeguarding and Roofing. Evidence hopefully is stronger this time round.

### **TMAT**

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

- *Retention and Recruitment of Staff*
- *Trust Development and Growth*
- *Outcomes*

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 targets for teachers across all 3 schools*
- *Pay scales*

- *A salary sacrifice vehicle scheme*
- *Survey of teachers' workload*
- *MAT networking with other headteachers*
- *Assessment across the 3 schools*

### **GDPR - Rebecca Reay**

#### **Audits**

Tany's Dell audit is due to take place on 12/12/24. In last years audit we were graded green and given no next steps. We hope to continue last year's successful audit.

#### **Training**

Staff received training on Subject Access Requests. They should now feel more prepared if a SAR is made. Rebecca has created a protocol for all staff to follow, should a SAR be made in the future.

#### **Subject Access Request**

There has been no SAR's this term.

#### **Internal audits**

The internal audit will take place in Spring term 2025.

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

- EYFS Report by Sara Smith (EYFS 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)
- Resource Base for Deaf Children by Elissa Brignal

Other reports included were on:

- Science club
- Y5 interactive music workshop
- Drawing club
- British Sign Language club
- Science WOW day
- Choir
- School Council
- Gardening Club

Governors thanked DB for a very interesting and thorough report.

## **7. Finance Report**

The period 1 (September) Financial Management Report for Tany's Dell had been shared with governors prior to the meeting.

The new style report had been produced by SBM Services and is much more user friendly. Going forward it will enable governors to gain a better understanding of the budget and for them to be able to monitor it.

The document contains a number of reports including:

1. Financial Performance Dashboard
2. Summary of financial results
3. Summary of Income and Expenditure Report
4. Detailed income and expenditure report
5. Breakfast club trading accounts

## **Key Performance indicators**

### Income KPIs

Measure	2024/25 Forecast	2023/24	2022/23
Total income/pupils or place numbers	£6,810		
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	81%	83%	86%
Total teaching staff costs to total staff costs	64%	59%	58%
Other employee expenses /total staff FTE	£556		
Premises costs / Pupil numbers	£266		
Curriculum cost / Pupil numbers	£286		
Business costs / Pupil numbers	£517		
Total expenditure to Total income	97%	98%	105%

### **Summary of financial results**

The latest estimate of operating reserves, which are not ringfenced for expenditure in the following year, is £156k, which is £88k more than budgeted.

The main reasons for this variance are:

- *Schools Core Grant Funding of £75k was not known about when the budget was set.*
- *Staffing vacancies not being replaced more than compensate for pay awards above budget (£9k saving)*
- *Contingency of £19k more than covers forecast overspends on other areas*

### **Summary Income and Expenditure Report**

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

## **8. Pupil Premium Strategy Statement**

The three year Pupil Premium Strategy Statement 2021-2024 has been published on the school website for information.

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

The statement will be updated with information for 2023/24 in December.

FM told governors that the level of tuition funding has reduced this year, and the government has changed the % of matched funding to 50/50. This is a great shame because the tuition did have a big impact.

The school is still funding a small amount of tuition, two hours per week for Y6, but they do have to be specific about which children need it.

**9. Survey Feedback**

Surveys will be carried out and reported at the meeting in March.

**10. Governor Monitoring Development and Training**

A number of governors and trustees took the opportunity to visit the school during the two monitoring weeks on 14<sup>th</sup> and 21<sup>st</sup> October 2024.

KB reported that she had visited Reception and the Nursery last week and yesterday, she met with Elissa Brignal. She said that there have been a lot of changes since her last visit. She will write up her reports and share them with governors.

KB also reported that she took part in the Headteacher's performance review, which she said was very interesting. DB had worked really hard and was doing a great job. RJ will attend the mid-year review.

TD reported that she attended the school production, which was excellent. JW reported that she attended an assembly on Remembrance Day.

The monitoring weeks for the spring term will be:

**Wb 3 February 2025 / Wb 10 February 2025**

**• Governor skills audit**

All governors completed the NGA skills audit in December 2023 and the completed audits were put onto a spreadsheet, to identify any skills gaps across the trust.

The audit was circulated to governors again prior to this meeting and they were asked to report whether they have completed any training which might change their responses to the questions in the audit.

New governors were also asked to complete the audit, and the spreadsheet updated. A copy is attached as appendix 2.

Governors noted that the level of skills across the governing body was very good. One area which governors had identified where they were less confident was the distinct roles across the MAT.

The TMAT Governance structure, which was reviewed by trustees at their meeting in October, is attached as appendix 3 for information.

**11. External Monitoring Visits**

The following report had been shared on GovernorHub for information for governors.

**• 1 October 2024 – SEND Planning meeting Joy Burton**

The focus of the visit was:

- Seeking to further develop provision to support children with sensory needs.
- To support whole staff team to feel more equipped to meet the needs of children with more complex SEND needs.
- Exploring ways to protect the SENCO's time so they can continue to be more strategic in their role.

**12. Updated Policies**

The AI Policy which had been circulated to governors was noted.

DB told governors that the policy is about preparing the children for the world of AI and will need to be reviewed annually.

Governors were asked to look through the policy and feedback any comments.

RJ will sign the policy under the Chair's action.

**Action Governors to feedback any comments and the policy to be approved under Chairs Action.**

Govs  
RJ

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

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

**Spring Term 2025**

**LGB Meeting**                   **5.00pm**                   **Tues 15 Mar 2025**

**Summer Term 2025**

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

**LGB Meeting**                   **5.00pm**                   **Tues 17 Jun 2025**

**14. Any other Business.**

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

***Summary of agreed actions***

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
8 Oct 24	Governors not present at the meeting to sign the Safeguarding Training Register	KB	Actioned
8 Oct 24	Governors not present at the meeting to complete the annual Declaration of Interests form	KB	Actioned
8 Oct 24	Governors not present at the meeting to complete the Data Consent Form	KB	Actioned
8 Oct 24	Governors not present at the meeting to sign the Code of Conduct	KB	Actioned
8 Oct 24	Governors to check their skills audit New governors to complete the Skills audit	All govs	Actioned
8 Oct 24	Meet with prospective new parent governors to discuss the role	RJ	Actioned
8 Oct 24	Governors to complete a Governor Monitoring Form to report their visits	Govs	
26 Nov 24	Read through AI policy and feedback any comments to DB	Govs	
26 Nov 24	Sign AI Policy under Chair's action	RJ	





## TMAT Governance Structure October 2024

In line with all other academies, TMAT operates under three key documents

- The Memorandum & Articles of Association which is the legal basis for the establishment of TMAT as an academy, and as an exempt charity, and lays down the rules of governance.
- The Master Funding Agreement with the Secretary of State, which sets out the basis on which the Government funds TMAT and the roles and responsibilities of the Secretary of State and the Trust.
- The Supplementary Funding Agreements for each Academy repeat what is in the Master Funding Agreement.

It is the Trust Board that has full legal status and are the employer for all the staff within the Trust. In the eyes of the Secretary of State, the Trust Board is the accountable body for the operation and performance of the three academies within the trust.

The members are an extra layer above the Trust Board. They are the guardians of the Trust and hold the Trust Board accountable.

### Members

TMAT has 4 members

- The Members decide the Memorandum and Articles of Association and approve any subsequent changes.
- They appoint and remove trustees
- They hold Trustees to account for the performance of the Trust and consider any matters requiring Member authorization.
- They appoint the Trust Auditors
- They meet once a year to receive a report from the Chair of the Trust Board on the performance of the Trust.

## **Trustees**

TMAT has 8 trustees

- The Trustees determine the detailed governance of the MAT e.g. Scheme of Delegation, composition of the Local Governing Bodies
- They set the Trust Strategic Direction
- They ensure effective MAT performance and outcomes
- They determine MAT policies and procedures
- They oversee effective, efficient and compliant use of public funds
- They hold Local Governing Bodies to account for individual academy performance
- They undertake the Performance Management of the CEO and other SLT as determined

## **Local Governing Bodies.**

The powers and functions delegated by the Board of Trustees to the LGBs are set out in the Scheme of Delegation (SoD) as approved by the Board of Trustees and in summary include the following:

- The setting of an annual budget for approval by the Trust Board.
- The monitoring of the set budget approved by the Trust Board and the provision of regular financial reports and returns to the Trust Board
- The employment and dismissal of all categories of employee, except for the Headteacher
- The safeguarding of all employees, pupils and visitors to each academy
- The health and safety of all employees, pupils and visitors to each academy
- The well-being of employees and pupils
- Compliance with all statutory requests under Policies and Procedures set by the Trust Board or as delegated to individual academy LGBs
- The performance management of all employees including that of the Headteacher
- The monitoring of standards of pupil Attainment & Progress, Teaching and Learning and Behaviour.
- Leadership & Management and Overall Effectiveness at each academy and the provision of information / reports on these to the CEO and the Trust Board

**Signed**  
**Chair of Governors**

**Date**