



Tany's Dell Primary School and Nursery Local Governing Body

Minutes of the Local Governing Body meeting held on Tuesday 12th March 2024 at 5.00pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Tina Dobrowolski	TD	Co-opted	Present
Scott Allen	SA	Co-opted	Resignation received
Vacancy		Co-opted	
Craig Armstrong	CA	Parent	Present
Katerina Beck	KB	Parent	Attended remotely
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.

KB attended the meeting remotely.

Governors noted that, sadly, a resignation had been received from SA due to his work pattern and some family difficulties.

It was agreed that a card and voucher would be presented to him for his hard work as a governor and he would be invited to reapply when his situation changes.

RJ and TD had previously reported that they would be stepping down at the end of the summer term. However, because of the need to recruit a number of new governors, they both agreed that they would stay until the end of the autumn term. This will allow for handover and training for the new governors.

2. Any other urgent business

KB reported that she had an item to discuss at the end of the meeting.

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 declarations were made.

4. **Chairperson's Action**

RJ reported that she and TD had carried out the mid-year review of the Headteacher's performance targets supported by Craig Duncan, the School Improvement Partner. She said that positive progress had been made, and new targets will be set in September.

She also reported that she had been involved in the interview process for the new Headteacher at Fawbert & Barnard's.

She told the governors that Sue Spearman has decided to take early retirement but will remain as CEO of TMAT for one year.

There were nine applications for the post, and these were shortlisted to four to invite for an interview.

5. **Minutes of the Previous Meeting**

The minutes of the meeting held on 21st November 2023 were approved as a correct record of the meeting.

Question A governor asked whether there was any news on the CIF bids?

The results will be published in May. The safeguarding bid is the more positive, but it is hoped that agreeing to take on solar panels and putting energy back into the grid has improved the chances for the roof bid which is now for the whole roof.

Matters arising

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 410
Nursery 35

There have been 6 leavers and 7 new arrivals.

DB told governors that numbers are currently looking good. Y5 are now full and Y4 now have 58 pupils.

Attendance – 94.07% (95.3% exc Rec)

There is a slight improvement in attendance.

Persistently Absent – 49 pupils

3 penalty notices have been applied for. 23 attendance letters have been sent to parents and 21 legal action warning letters have been issued.

The decision to invest on Claire Morgan is working. She is holding the absence meetings which means that Sue is not the "bad cop" now.

At the budget meeting, consideration will be given to increasing her hours.

Question A governor asked does she deal with persistent lateness?

She could if her hours were increased.

Question A governor asked if a pupil arrives after the register is closed, is that an absence?

No it is a "late". Very often it is not the child's fault. They do ask the parents why they are late as it does have a massive impact because they will have missed what the class have already been taught.

Question A governor asked could something be put in the newsletter that the school needs to be firmer because the pupils are missing out on learning?

DB said that he will speak to Claire and get some advice.

Parents need to know that the official school day starts at 8.45 am in the class so the gate is closed at 8.30am. If the gate was opened earlier, there was potential that children would be left on their own which is a safeguarding issue if they are not supervised, and the school are not insured at that time.

Question A governor asked do parents come in if they are late?

They are supposed to complete the late book. An email went out last week.

When teachers identify those who are persistently absent, individual letters are sent out.

Question A governor asked whether it would help if the Headteacher was on the gate?

The SLT are on the gate, but some parents try to jump the procedure for talking to SLT.

SEND/EHCPs – 19

6 EHCPs are pending.

SEND/One Plans – 68

All one plans have been updated.

Pupil Premium – 133

Numbers for PP are going up daily.

Attendance for this group remains a concern.

Young Carers – 10

These numbers are rising and are similar to other schools.

EAL – 99

Safeguarding – Red List 13H / 14M / 21SM / 9L

Increase in S & E

Safeguarding CP or CIN - 3

Decrease from the Autumn

Exclusions – 19.5 days

18 days Y2 child suspension, 1.5 days x 2 internal exclusions

The Y2 child is now attending alternative provision and is dual registered.

Physical interventions – 2

Based on exclusions

Bullying – 0

Racist/Religion – 4

Staffing

The school is fully staffed but there have been a few changes this year. A complete staffing structure was included within the report.

Currently, there are 23 teachers and 31 LSAs (8 are part time).

The EYFS team has 12 members of staff, which reflects the increasing needs of children arriving in schools. The restructuring of how LSAs are allocated from KS1 upwards seems to be working well with just one “swap” being implemented.

The ECT is nearing the end of her training and through working alongside her mentor in the same year group, is doing a great job. The school has already begun steering her to join certain subject leader meetings to gain experience.

Mrs. Wright returned from her maternity leave in January and has been covering PPA and continues to be an asset to the Safeguarding team.

The two maternity cover teachers, Mrs Lauren Niner and Mrs Mirhiban Demerci have made good impressions and are each doing a great job.

Staff retention remains very good. The school recently said goodbye to two good LSA's. One went on to pursue new avenues, whilst the other has stopped working for family reasons.

The receptionist, Charlotte Shimmen will be returning in the summer term on a part-time basis. Ellesse Ismail has made a very big impression on staff, parents and pupils alike, and between the school and the TMAT finance department, they are looking at ways to keep her permanently.

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*

These are updated regularly including MLT and whole staff phase meetings.

Staff Wellbeing

The teams continue to go above and beyond their call of duty and the school continues to be committed to ensuring their well-being is considered.

There has been a change to the way Monday staff meetings are run, allowing time during the allotted time for staff to act on requests or implement new changes/procedures.

Each member of staff has received a well-being day which will continue next year. They were able to bring back the subject leader and phase leader release time which has been appreciated.

SLT met recently to discuss the way parent/teacher opportunities are conducted next year with some new ideas warmly received.

TMAT teaching staff had a well-being day upon their return from the Christmas holiday which was a big success.

The aim of this day, which was held at Tany's Dell, was to boost morale and create a positive experience to build a team and show appreciation, as well as having a relaxing beginning to the school term.

Staff were given a hearty breakfast before rotating through 3 activities which included: Cricket training, subject leader development, time with their headteacher to discuss survey results and an aromatherapy inspired session with a well-being specialist.

After a lovely lunch, all staff were told that this was a well-being day for them and promptly sent home for the rest of the day. This was a big success, and many staff gave feedback that they appreciated the gesture.

The MAT would like this to continue annually across the schools.

Quality of Teaching – Performance Management

Teachers will be having their mid-year review before the end of term and will be providing evidence of the impact they have had towards their targets.

Y4 data is an area that they need to put work into. This is as a result of the lockdown. Tutoring three days a week is being targeted at Y4.

As part of the DfE agreement with unions when the pay deal for 2023 was agreed, performance pay will be revised by 1st September 2024 to reduce workload. Currently there is little information as to what this will look like, but it seems increments in salary will be automatic unless capability procedures are taking place and performance management will no longer be used.

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 expressed thanks for these reports, which they said were very interesting and informative.

Safeguarding

All teaching staff will receive updated safeguarding training as well as updated PREVENT training during June INSET.

The trustees will receive a slightly updated MAT behaviour and sanctions policy to ratify.

The safeguarding team continues to meet weekly and uses CPOMS to record all incidents and communications. The team will also be using the allocated weekly slot to meet with GROW virtually to discuss a Year 2 pupil who will be joining their provision soon.

Premises

The hall sound system and lighting are being used effectively and has added a much needed boost in assemblies and year group performances.

There have been multiple repairs including drainage, parking barrier, water heater & kitchen mixer. A healthy site budget was set and will be set again for next year to cover ageing equipment/snags that are happening.

The 'castle' climbing equipment outside KS1 has been repaired, which the children are very happy about.

The lounge area has been painted and looks very fresh and bright. The reception corridor will be painted over the Easter holidays.

IT: 2 additional classroom smartboards have been installed in Year 1 – due to one of their boards coming to the end of its life. This was not budgeted for but luckily there is an IT contingency pot in the budget.

All classrooms and the Hall have now been fitted with desktop computers. This was made possible through PCLC and donations from Princess Alexandra Hospital. The school purchased cabling, keyboards, and mouses.

Laptops have either been condemned or kept by phase leaders if of a good quality. Next year's IT budget will include further replacing smartboards, SLT laptops, replacing old monitors, a bank of new staff laptops and looking into upgrading our network.

Partnership working

The 3 Headteachers continue to work together and with the Deputies and Assistant Head have written actions for the spring term. The priorities remain

- ❖ Developing Assessment
- ❖ Curriculum Development
- ❖ Attendance

The organised inset day was a great success, and one is being planned for next year, taking on board suggestions of themes from staff.

The Headteachers have worked on policy and risk assessment for the minibus which arrived in January and is already in use.

The Heads worked with the Trust finance team to develop a plan to action the auditor's report and improve practice on areas identified as needing further development. This was reviewed at the last Finance and Business meeting in February.

The Heads are now working on guidelines to support them in applying the Trust Leave of Absence policy as well as looking at pupil reports, exploring new initiatives.

HEC/HEX

The Head has attended the HEC/HEX board meetings and AGM and shared information with the other Heads. He has also attended the half termly Heads meetings, where the topic of SEND has risen and is being developed further through work with the Heads and SENCO's and contact with Essex SEND officials.

The following reports were also included the Headteacher's report for information:

- ❖ School Choir report by Fern Middleton and Julie Collinson
- ❖ School Council report by Lauren Monrowe
- ❖ Gardening Club report by Lauren Monrowe
- ❖ Photography Club report by Sara Smith
- ❖ ArtClub report by Chloe Seabright
- ❖ BSL Club report by Elissa Brignal
- ❖ Training Update by Fern Middleton
- ❖ Maths training by Sara Smith
- ❖ History WOW Day by Sophie Pullin
- ❖ Christmas WOW Day by Rebecca Reay

Governors thanked DB for a very interesting and thorough report.

7. **Finance Report**

Budget vs Actual monthly monitoring reports up to month 5 had been circulated to governors since the last meeting.

The TMAT Business Manager had also produced a report for governors, which is attached as appendix 1.

A report outlining the main activities provided by Harlow Education Consortium (HEC) during 2022/2023 was also **noted**.

8. **School Development Plan (SDP)**

The SDP which had been reviewed and RAG rated to show progress towards the actions for the Autumn term was **noted and discussed**.

The key priorities are updated regularly including MLT and whole staff phase meetings.

They have had to go back and tweak a few things.

This year they are focusing on basic skills after reviewing the straight jacket of the National Literacy strategy and are not now focusing on working towards a piece of writing.

For the wider curriculum, they have gone back and looked at the knowledge organisers.

Attendance still needs to improve. It will be on the plan until it is stable and above national.

9. **Review of Policies**

• **Intimate Care Policy**

The policy has been reviewed and slight amendments made.

- ❖ Wording for if a child soils themselves change to at least one member of staff
- ❖ Sentence regarding toilet accident in school redrafted.

Question A governor asked whether parents have to sign it?

It will be in their care plan.

Question A governor asked whether there is a room for them?

Yes, and everything is provided including sanitizing.

KB reminded the Headteacher that if a child needed any clothing the Tany's Dell wardrobe is available.

A letter will go out at the end of the year for Y6 uniforms to be donated.

10. **Equality Objectives**

The TMAT Equality and Objectives Statement sets out how the Trust meets its obligations under the public sector equality duty and what this means for the pupils, parents, and the local community.

The schools aim to provide a safe, caring environment that promotes equality and excellence for all; enabling every child to meet their fullest potential in all aspects of their development.

The TMAT statement was first written in 2020 and trusts are required to review their objectives every four years.

The new objectives discussed by the Headteachers were noted as follows:

❖ **Objective 1**

Eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act 2010.

❖ **Objective 2**

Promote equality throughout our wider curriculum for all pupils.

❖ **Objective 3**

Foster good relations across the wider school community.

The new objectives were recommended for approval by trustees.

11. External Visit Reports

The School Improvement Officer is currently unable to visit, so the Headteachers have visited each other's schools.

Sue Spearman came to visit Tany's Dell on 22nd January and sent a report which is attached as appendix 2.

12. Residential Visit

FM reported that the residential visit is becoming very expensive, so they are looking at alternatives such as Cuffley Camp and maybe going just for two nights.

Last year the school ended up carrying the cost as the only elements they can charge for are board and lodgings.

Question A governor asked if they had considered a sleepover at the school?

No because the children need to go away with their friends and build relationships.

13. Governor Monitoring Development and Training

A number of monitoring visits had been carried out by governors. The full reports were shared on GovernorHub for information.

• ***English “Book Look” staff meeting 13 November 2 – Tina Dobrowolski***

The focus of the visit was a meeting to share English books across the whole school from Reception to Year 6. It was set up in the dining room with English books from each year group showing a cross selection of abilities including SEN.

Tina also reported on her attendance of the Y4 production called “Tatty bogle”.

• ***Christmas WOW Day 8 December 2023 – Tina Dobrowolski***

The focus of the visit was to observe each class during the Christmas “WOW” Day. The theme of the WOW Day was traditions of Christmas throughout the world.

• ***Geography Visit 16 February 2024 – Tina Dobrowolski***

The focus of the visit was to meet with the subject leader for geography and discuss how this has been developed, including asking questions from the Single Plan.

• ***Health and Safety Visit 5 March 2024 – Scott Allen***

The focus of the visit was to meet with the Site Manager and discuss the general upkeep of the site and the regular safety checks carried out as well as a health and safety walk around the site.

RJ and TD reported that they had attended a training session on the Governors role in Suspensions and Inclusions on 11 March 2023.

Governors noted that, because it has not been used, the TMAT subscription for Modern Governor training will not be renewed this year. They will still be able to enroll on to training through the subscription to the National College

14. Templefields Multi Academy Trust

RJ reported that the trustees have been discussing the development of the MAT. This is in response to the government recommending that all small trusts should consider growing their MAT to at least 5 schools. Robert Smith, the Chair of the trust has suggested building the trust slowly to include at least one other school.

This has also been triggered by the increase in energy costs because they could achieve economies of scale whilst retaining the individuality of the schools. There could be a central paper order etc. as well as the centralizing of services such as finance etc.

There are very few stand alone schools now in Harlow but there have been some discussions held.

Governors asked that RJ report back to trustees that their view would be that any more than 5 schools would be too big.

Action Report governors' views back to trustees.

RJ

15. Term Date and INSET Days

The term dates for 2025/2026 had been circulated to governors for information.

Autumn term Mon 1 Sept 2025 - Fri 19 Dec 2025

Half term 27 October – 31 October

Spring term Mon 5 Jan 2026 - Fri 27 March 2026

Half term 16 February - 20 February

Summer term Tues 13 Apr 2026 – Monday 20 July 2026

May Bank Holiday – 4 May

Half term 25 May – 29 May

Governors noted that originally, the proposed last day of the summer term was Monday 20 July 2026. There was concern that pupils may not attend for one day. A suggestion was made that this could be an INSET day, but it was agreed that staff would be too tired on the last day of the term to do training.

After discussion by the Headteachers, it had been agreed that it could be an INSET day but that the training be held as short after school sessions during the summer term.

The non-pupil days were approved as:

- Mon 1 Sep 2025
- Tues 2 Sep 2025
- Mon 3 Nov 2025
- Mon 5 Jan 2026
- Mon 20 Jul 2026

16. Dates and Times of Future Meetings

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

TMAT Pay Committee	4.00pm	Tues 23 Apr 2024 (Support Staff)
LGB Meeting	5.00pm	Tues 18 Jun 2024

17. Any other Business.

KB reported that she is still on the case about parking. She said she has been emailing Mike Garnett every week and finally got a reply. He told her that he had met with highways to discuss safety issues.

He told her that he was meeting with local highways on 18th March at 7pm at the Civic Centre and invited Katerina to attend and argue her case.

She also reported that a couple of parents had been complaining about not getting school emails.

DB said he will remind parents that they must update their details.

Also, the Y4 trips were not as good.

DB said that this is down to cost; the trip was £45 plus travel.

The pantomime cost £20 but had to be cancelled.

DB reported that he has been contacted with an offer to landscape the garden area outside Y1 and garden areas for children which were wheelchair accessible.

However, governors discussed the idea and some issues that had been reported. It was decided to decline the offer on this occasion.

There was no further business and the meeting closed at 7.25pm.

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
21 Nov 23	English monitoring report to be written up for governors	TD	Actioned
12 Mar 24	Report back to trustees, governors views on the development of TMAT	RJ	

MONTH 5 Finance Report for Tany's Dell Governors

Tany's Dell Academy Budget Report 2023-2024

Please find attached the most recent budget vs actual and cashflow report. The end of month bank reconciliation for January 2024 has been completed. No issues found.

I wanted to inform you that the previous budget vs actual reports you received were a little confusing. The staffing commitments had not reduced month by month to show the remaining balances. This was due to the finance system not being set in the current period at the time of producing the report. We were awaiting auditor's figures for adjustments to be made. These adjustments have now been added and the financial period is up to date. Reports are now showing correct commitments.

Internal scrutiny audits for 2024

The Spring term Review is booked for 8th March and the areas for review have been decided. We think it was good to look at the financial procedures area this term, the areas covered will be VAT, Financial Administration and Risk Management. This will be carried out by SBM (School Business Manager) Services as part of our subscription.

Summer Term review is booked for April 17th and will be carried out by Juniper. They will review Payroll and Procedures.

Cost Centres General State

Having looked in detail over the cost centres. There is no real area of concern at this time. We are monitoring closely the way the Catering company invoices and credits us for meals taken/paid. We have met with the company and receive training to help us better understand their process methods and will keep a close eye on the actions here. I have no other concerns to raise.

Mini Bus

We have on 8th January taken delivery of the TMAT Minibus. This will be used across the 3 schools to transport children to and from weekly swimming lessons and sporting events. Leasing charges are being charged from Sports Premium funding.

Breakfast Club

Please see attached the January trading accounts for Breakfast Club.

Interactive Whiteboards

I am working with Dean for the request we find a solution to replace the interactive whiteboards in 2 classrooms. This will amount to approx. £2,400. I am working with him to see if this is possible as this will be an unbudgeted expenditure. Our Formula Capital has already been exhausted.

I have no 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.

Jo Filmer

12/02/2024

Appendix 2

Sue Spearman came to visit Tany's Dell on 22nd January and sent the following report.

Agreed Focus of visit:

- Are LSAs used effectively?
- How is communication with your teacher?
- Do LSAs feel valued?
- How is the role of working with assigned pupils with SEN and others working?

I visited all classes during the morning and found the children engaged with their learning. LSAs were deployed well across the school. In EYFS phonics was being taught in many small groups. In Nursery the children were going outside to play, independence was encouraged whilst support was given in getting ready to play outside. It was clear that LSAs work with focus pupils but also with others who may need support. Many said they felt this was a really good approach and it worked well for the children. Some LSAs were skilfully leading interventions in break out spaces. Discussions with LSAs were very positive. All felt communications with their teachers and teams were good although one felt communication within the school could be better. They all felt valued and a new LSA said she loved the school, having worked in several it was the best with great communication, and she felt very valued. There is great expertise amongst the LSAs which is used effectively. LSAs felt they are listened to and knew they could speak to line managers if teachers could not help them. We spoke about break duty and most do one but others who do two said that was fine and knew it was just their turn to do two this year.

A new teacher loves working at the school and feels valued and supported. A signing LSA explained about the changes with moving staff around to work with other pupils and felt she had been listened to as the trial had moved from 1 day with a child to several to now a week at a time. Following the learning walk, Dean and I discussed the plans to develop EYFS further to try to raise attainment and deal with the exceptionally low beginnings of the pupils who are not moving from TD Nursery into Reception.

Thank you, Dean for your time and please thank all the staff for their warm welcome.

Sue Spearman

Signed
Chair of Governors

Date