



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Body meeting held on Tuesday 3rd October 2023 at 5pm

In attendance

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

Action

1. Safeguarding Training

An updated version of the Keeping Children Safe in Education (KCSIE) document came into effect from 1st September 2023.

The KCSIE guidance had been circulated to governors with the changes from the previous version highlighted, together with Safeguarding PowerPoint training presentation from Pam Langmead and a handout to accompany the presentation. The KCSIE document is statutory guidance for all schools and colleges and governors must have regard to it when carrying out their duties.

It consists of the following parts:

- Part 1 - Safeguarding information for all staff.
- Part 2 - The management of Safeguarding.
- Part 3 - Safer Recruitment
- Part 4 – Allegations made against staff.
- Part 5 – Child on Child sexual violence and sexual harassment

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

The most important changes from 2022 included paragraphs on:

- An updated link to behaviour in the guidance.
- New text added to make it clear that staff training should include understanding roles and responsibilities in relation to filtering and monitoring.
- Clarification provided on the difference between children missing education and children absent from education.

- Safer recruitment - good practice to inform shortlisted candidates that online searches will be carried out.
- New heading – organizations or individuals using school premises.
- Peer on peer sexual abuse changed to child on child sexual violence and sexual harassment.
- Changes to reflect change in law on forced marriages in February 2023

The role of the nominated safeguarding governor can be fulfilled by asking questions during meetings or when visiting the school.

Governors should be making sure that the school has a Safeguarding and Child Protection policy in place which is regularly updated, that an annual safeguarding audit is completed and, new this year, checking that filtering and monitoring is carried out regularly.

DB told governors that staff have completed the National College safeguarding training. He said that it was available for governors to complete, or they should watch the PowerPoint safeguarding training presentation.

Action Links to Safeguarding training to be circulated to governors.

Clerk

2. Membership & Apologies for Absence

JW was welcomed as the new parent governor and introductions were made.

Apologies had been received on behalf of SA and JC.

Governors noted that JC will be covering as staff governor whilst RM is on maternity leave.

3. Election of Chair and Vice Chair

Nominations were invited for Chair and Vice Chair of Governors.

RJ was nominated as Chair of Governors and TD was nominated as Vice Chair for the 2023/24 academic year.

Both RJ and TD indicated that they would only be serving as governors until the end of this academic year.

Governors discussed succession planning and it was agreed that there should be a Co-Chair and Co-Vice Chair who would shadow RJ and TD to gain some experience.

RJ was elected as Chair of Governors shadowed by CA as Co-Chair

TD was elected as Vice Chair of Governors shadowed by SA as Co-Chair.

4. Any other urgent business

There was no other urgent business reported.

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

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

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

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

**TD SA
JC
HRS**

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

There were no declarations made.

6. Governance Matters

- Data Consent Form**

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

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

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

TD SA
JC
HRS

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

- Diversity Data Form**

There is a new requirement from the DFE to publish diversity data. It was agreed at the meeting in the summer term that the form would be completed anonymously, and that the information would be published for the trust as a whole.

All governors present completed the Diversity Data form.

TD SA
JC
HRS

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

- TMAT LGB Terms of Reference**

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

Governors noted LGB Terms of Reference.

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

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

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

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

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

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

TD SA
JC
HRS

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

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

A draft monitoring schedule had been produced and circulated to governors.

The schedule follows the same format as last year and outlines the key priorities in the School Development Plan. Governors are then linked to each key priority for monitoring purposes.

The following links were agreed:

Area for Monitoring	Governors
Leadership and Management (SDP priority 1)	Renee Joyce Tina Dobrowloski Scott Allen
Basic Skills (SDP priority 2)	Renee Joyce Craig Armstrong Jenny Wakelin
Curriculum (SDP priority 3)	Tina Dobrowolski Hannah Ramnath Sampford
Attendance (SDP priority 4)	Scott Allen

There is also a statutory requirement to have some named governor roles which were agreed as follows:

- Safeguarding – Renee Joyce
- Inclusion – Katerina Beck
- Early Years – Katerina Beck
- Finance and additional funding – Jenny Wakelin
- Health and safety – Scott Allen
- Pupil Premium / Looked after children – Jenny Wakelin
- Sports Premium – Craig Armstrong
- Headteachers Performance Management – Renee Joyce
- TMAT Pay Committee – Katerina Beck / Tina Dobrowolski

• **Governors Skills Audit**

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

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

Action Governors to check their skills audit and report any changes.

All
govs

Action New governors to complete the NGA skills audit.

JW
JC

7. **Chair's Update**

RJ reported that TD and SA had taken part in DMs performance management review which she also attended virtually. He had met all of his targets and new targets were set for 2023/24.

She said that he had settled in well and lots of good things were happening. He also dealt with some difficult and unexpected events.

She told governors that although she was going to step down as a governor, she was going to remain as a trustee.

She is now the TMAT Safeguarding person and has arranged to visit the other two schools.

She reported that she completed the EPHA Complaints Training with Pam Langmead which she found very informative.

RJ also recommended the Chair of Governors training that Pam Langmead offers. It is usually over 6 sessions.

8. Minutes of the Previous Meeting

The minutes of the meeting held on 5th July 2023 were approved as a correct record of the meeting.

Matters arising

DB told governors that he was very proud of the SATs, results especially when you consider where the children started from.

There were no other matters arising and no outstanding actions.

9. Headteacher's Report

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

Start of Term

- Good start to the 23-24 academic year. Year groups spent the first two weeks getting to know their pupils & allowed time to settle in.
- New EYFS intake went well, quicker at getting pupils in full time, which has been an enormous success. Currently, baseline assessments are taking place.

Question A governor asked what the assessments were looking like?

The school has their work cut out. The children are more needy than last year's cohort. There are a lot of children with ADHD.

Question A governor asked will the school get more funding?

Applications for two children have been denied.

Some of the children are physical. One child is on a reduced timetable. The staff are trying their best. There are also a number of needy parents. They want parents to feel that they can come in, but some things are not in the school's remit.

- Numbers in EYFS currently have 5 spaces, Year 1 have 1 space, Year 2 have 4 spaces, Year 3 are full, Year 4 have 1 space, Years 5 & 6 are full.
- Jenny Wakelin successfully voted-in as the new parent governor. Currently undergoing DBS checks.
- New staff governor vacancy for 1 year covering Becky-Jo.

Attendance

- 30.5 days unauthorised holidays - 7 children with (G) codes
- Attendance 96.1% as of 22/09/23 which is just within national but not good.
- PA is currently 10.5%
- Our attendance specialist, Clare, starts 9th October. It is hoped this will start making an impact. It will free up Sue Preston to do more with the children.

Premises

- The front reception area has been decorated.
- Year 3 have had new smartboards installed. The old ones were over 10 years old. The Formula Capital is being used. The plan is to replace more over time.
- Deep clean took place across the site over the summer holidays.
- EYFS outdoor banisters have been painted.
- Headteacher looking to upgrade/replace hall sound system and add some spotlights (Formula capital funds to be used) All children will be given the opportunity to perform.
- The front path & playground pond areas have been cleaned up/cut back thanks to parent volunteers over the summer holidays Thanks expressed to Katerina and Jenny.

- Next painting phase will be Reception class corridors and communal areas as well as the Lounge area. This will be done in the new year by Mick and Bob.

Breakfast club

- This continues to be well attended with most days over 25 pupils in. We were lucky enough to re-secure bagels through a new initiative thanks to Fern Middleton. (Most are FSM/PP – not for profit club)

Staffing

- Fully staffed. We welcomed Mrs Demerci & Mrs Niner to the staff who are currently covering maternity cover for Becky-Jo Marson & Sophie Purdue.
- Renee Nathan joined the LSA team in EYFS
- Marian Howard had to travel to Norway on urgent family matters but is back now. Staff covered where they could and we had a very good supply nursery nurse join us for 4 days.
- Beckie Wright joins us after the Christmas holidays for 4 days. She will be supporting EYFS, Safeguarding and PPA cover.
- A long-serving LSA has recently handed in her resignation to pursue further career opportunities in finance. We are hoping to employ a candidate from the last round of interviews.
- TMAT finance (Jo & Amber) have relocated to the Harlow Study Centre.
- Jo Filmer (TMAT Finance) is back full-time.

Safeguarding

- All staff have had new KCSIE 2023 training with key updates on Filtering & Monitoring and have been signposted to policies and National College training.

Well-being

Teachers PPA is being covered regularly (SLT have stepped in to help this term). Our Assistant Head receives half a day per week and is doing a phenomenal job. Senior leaders continue to take the equivalent of a half day at home each week, if they wish. This is supporting well-being and enabling tasks to be completed away from the interruptions of the school day. All staff have once again been offered a well-being day again this academic year and this will continue next year.

TMAT

The 3 heads continue to meet fortnightly. We are currently working on the MAT single plan, alongside each individual school's school development plan (SDP). The class teachers across TMAT have met to discuss and arrange a 'special day' where all three schools year groups will meet for particular activities.

The mini bus has been delayed due to supply issues. Now expect to get it by Christmas.

Currently in the process of submitting CIF bids. Reace has been working hard. It is hoped they have a stronger case now because they have included solar panels. An application for fencing and a gate will be submitted under safeguarding.

Governors thanked the Headteacher for an interesting report.

10. School Self Evaluation Form (SEF)

The updated SEF September 2023 had been circulated to governors for information. The headings relate to the Ofsted Framework and reflect the judgements in the Ofsted Report.

- School Effectiveness is good
- Quality of Education is good.
- Behaviour and Attitudes are good/outstanding.

- Personal Development is good/outstanding.
- Leadership and Management is good/outstanding.
- Effectiveness of Early Years Provision is outstanding.

The SEF also identifies the four priority focus areas for 2023/2024.

School Development Plan

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

Key Priority One	Key Priority Two	Key Priority Three	Key Priority Four
Leadership and Management	Basic Skills	Wider Curriculum	Attendance
<p>Develop leadership across the school in implementing and supporting staff to:</p> <ul style="list-style-type: none"> • monitor subjects regularly & effectively • evaluate and review subject action plans • share high expectations across the school • provide feedback as appropriate • raise the accuracy of school assessment procedures to ensure it is purposeful, meaningful & develops teaching & learning (including planning) to develop life-long learners report summaries of strengths and areas for development. 	<p>further improve all pupils' English and Math skills by focussing on...</p> <ul style="list-style-type: none"> • A 'Knowledge Rich English' approach to teaching and learning, which promotes a love of reading, enhances knowledge of vocabulary and enables opportunities to develop all skills of writing through a text based approach • Embedding Little Wandle • Number fluency and mental strategies • Mastering number bonds and times tables 	<p>To ensure the Tany's Dell Curriculum is ambitious, interesting, and relevant for all pupils by focusing on:</p> <ul style="list-style-type: none"> • Art • History • Geography • Refining & improving long-term plans • Refining & improving Knowledge Organisers • Mastery approach to science 	<p>To consolidate pupils' positive attitudes to learning by improving attendance, we should...</p> <ul style="list-style-type: none"> • Ensure school policy is effective and promotes high attendance • Ensure systems and procedures reflect school policy • Share high expectations with parents and carers • Reduce number of PAs

DM told governors that this year there are some things that are being kept as they are ongoing. Other things are being adapted.

There are 4 key priorities this year:

KP 1 - Leadership and Management – there is a big focus on monitoring and evaluating the impact of the changes put in place. Also making sure that Subject Leaders evaluate the action plans for their subjects.

They thought that they were overly assessing for reporting purposes.

More streamlined reporting and cutting down on workload

KP 2 - Basic Skills – this was a priority last year, they are focusing on "knowledge rich English", number skills and mental strategies. Making sure learners are not left behind.

KP3 Wider Curriculum – Geography and Art are ongoing.

History - concentrate on knowledge organisers and progression of skills to make sure that it is sound.

KP4 Attendance – Attendance - the school needs to be doing more. There was one occasion when everyone was in so they gave everyone extra play time as a reward.

Question A governor asked whether end of term attendance certificates are given out?

There are some children who will never get a certificate, and it is not their fault. They also have to take into account that some children are anxious. Governors discussed some ideas for being able to reward attendance or maybe improvement in attendance, but it was agreed that they need to find what works for Tany's Dell.

Governors also discussed that sometimes, attendance is a signal that other things are going wrong in that child's life.

KB told governors that when the Parent Rep group gets going again, they have got a few good ideas about punctuality and attendance.

Question A governor asked whether Clare Morgan will have some ideas?

Her role is more enforcement "bad cop". But she will have a wealth of knowledge and ideas about what could work for Tany's Dell and encourages children to come to school.

Question A governor asked if it would be possible for governors to meet her?

She comes into school on a Monday every two weeks so a time will be scheduled for her to meet governors.

12. Survey Feedback

The following surveys have been carried out:

- Nursery parents
- Reception parents
- Y1 to Y5 parents
- Y6 parents
- Rainbow Class parents
- Teachers
- Support Staff
- Governors

The results of the surveys were shared with governors.

DB said that there is always room for improvement, but he felt that the results were good.

In the survey the staff came out really well for their commitment and dedication. There is a big acknowledgement that they go above and beyond. The area for improvement was communication. A lot has been put in place to fix this, a lot of them are just small fixes.

Action the surveys will be on the agenda of the next meeting to discuss.

Agenda

13. Review of Policies

Governors noted the following policy had been reviewed:

• Nursery Admissions Policy

Governors discussed membership of the Admissions Panel and it was agreed that this would be left as whichever governor is available. It cannot be the Chair, who has to be available for appeals.

The Nursery Admissions policy was approved.

14. Dates of Future Meetings

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

TMAT Pay Committee	4.00pm	Tues 17 Oct 2023 (Teachers & HTs)
LGB Meeting	5.00pm	Tues 21 Nov 2023

Spring Term 2024

LGB Meeting	5.00pm	Tues 12 Mar 2024
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Summer Term 2024

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

15 Any other Business

KB reported that she is still waiting for a reply from Mike Garnett about parking. She said that she has been very patient but wants to have safer roads for the school community. She will keep governors posted.

She has noticed that the lights on the zebra crossing are now working.

KB also reminded governors that she produced a map of safer places to park around the school some time ago. She suggested that it could go in the newsletter.

It is Road Safety Awareness week from 19 to 25 November, which would be an opportunity to do something with the children, such as walk to school.

Stephen Tew is looking to do something as part of geography, Last year there was a poster competition in which the children's posters could be used to produce a banner. KB will look into this.

One of the parent reps has organized a visit to the town park on 30 October at 10.30am to meet the manager of Pets Corner.

DB reported that it has been a lovely start to the year for the Y6 Ambassadors which were voted for by staff. They now have their name badges and are supporting the younger pupils.

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	
3 Oct 23	Governors not present at the meeting to sign the Declaration of Business Interests form.	TD SA HRS JC	
3 Oct 23	Governors not present at the meeting to sign the Data Consent form	TD SA HRS JC	
3 Oct 23	Governors not present at the meeting to complete the Diversity Data form	TD SA HRS JC	
3 Oct 23	Governors not present at the meeting to sign the Code of Conduct register.	TD SA HRS JC	
3 Oct 23	All governors to check their skills audit and report any changes. New governors to complete skills audit	All governors JW JC	
3 Oct 23	Feedback from surveys to be on the agenda for the next meeting	Agenda	

Signed
Chair of Governors

Date