



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 10th September 2019 at 6.30pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Katie Pollard	KP	Co-opted	Present
Andrew Rivers	AR	Co-opted	Apologies received
Sue Conway	SC	Co-opted	Present
Simon Lee	SL	Parent	Apologies received
Scott Allen	SA	Parent	Present
Daniel Nutkins	DN	Parent	Apologies received
Robert Rowlandson	RR	Parent	Present
Bernie Miele	BM	Headteacher	Present
Andy McWilliam	AM	Staff	Present
Fern Middleton	FM	Associate	Present
Also in Attendance			
Janet Sherwin		Clerk	Present

Action

1. Safeguarding Training

BM gave a power point presentation to governors on safeguarding following the publication of the Keeping Children Safe in Education (KCSIE) document – September 2019.

The KCSIE document is the statutory guidance from the DFE which tells schools and other educational establishments what they should know and do when carrying out their duties to safeguard and promote the welfare of children.

The guidance says that children includes everyone under the age of 18.

It also confirms that safeguarding and promoting the welfare of children is the responsibility of everyone.

The guidance details the responsibilities of the Governing Board as well as that of the Designated Safeguarding Lead and Deputy Safeguarding Leads.

These are **Bernie Miele, Fern Middleton, Lisa Gadd, Beckie Wright and Julie McAllister.**

Keeping Children Safe in Education Part 1 and must be read by all members of staff and everyone working directly with children.

Governors should read Part 1 and but they should also read Part 2 which is about the management of safeguarding and the responsibilities of the governing body.

Everyone should also read Annex 1. This section includes links to further information about specific issues such as Bullying, Drugs, Domestic Abuse, Sexual Abuse etc.

Some of the changes to KCSIE 2019 include:

- *Upskirting, which is now a criminal offence.*
- *A new section on “serious violence” and indicators that may signal children are at risk from, or are involved in serious violent crime*
- *Contextual safeguarding*
- *Honour based violence*

New safeguarding partner arrangements will come into place by 29 September 2019.

The safeguarding partners for Tany’s Dell will be the Local Authority (ECC), the police and health. Education is named as a “relevant agency” and must follow the arrangements set out by the three safeguarding partners.

Governing bodies must ensure that all staff have read the document and have signed to say they have read and understood it.

Staff should receive appropriate safeguarding and child protection training at least annually, which is also updated regularly via staff meetings, email bulletins etc.

There are also a number of connected policies which staff need to be aware of:

- Child protection Policy
- Behaviour Policy
- Staff Code of Conduct
- E Safety & Online Bullying
- Safer Recruitment
- Safeguarding response to children who go missing from education
- The role of the designated safeguarding lead (including the identity of the DSLs)

There are clear systems in place for reporting concerns via email or in person to the Headteacher.

Weekly meetings are held where concerns are discussed and actions decided. Any serious concerns are dealt with immediately.

Question: Governors asked have all staff received training?

Yes, and safeguarding training is also included in Induction for new staff.

At the end of the presentation, Governors completed the Follow Up Safeguarding Quiz to check their understanding.

Governors asked if they could be sent the slides from the safeguarding training for future reference.

Action Governors to be sent the slides from the safeguarding training.

BM

Governors not able to attend the training will be able to attend it at one of the other schools or will be sent the presentation and will be asked to complete the follow up quiz.

Action Governors not able to attend the safeguarding training to be sent the dates of training at the other two schools or be asked to view the presentation and complete the follow up quiz.

Clerk

2. Welcome, Membership & Apologies for Absence

Apologies were received on behalf of SL, DN and AR.

SC was welcomed as the new Co-opted Governor and introductions were made.

Governors noted the term of office for KP and AR ends on 19 October 2019.

Governors approved co-opting KP and AR for a further term of office ending on 19 October 2023.

3. Election of Chair

RJ was nominated as Chair of Governors for the current academic year.
The nomination was seconded and approved by all governors present.

RJ was elected as Chair of Governors for the current academic year.

4. Election of Vice Chair

KP was nominated for the position of Vice Chair.
The nomination was seconded and approved by all governors present.

KP was elected as Vice Chair of Governors for the current academic year.

5. Any other urgent business

There was no other urgent business reported.

6. Declaration of Business interests / Conflict of Interests

All governors present completed the annual Declaration of Business and Pecuniary Interests.

They 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.

7. Chairperson's Action

RJ reported that she had been continuing to support the Headteacher who was still dealing with difficulties experienced from one of the families.

8. Minutes of the Previous Meeting

The minutes of the meeting held on 9th July 2019 were approved as a correct record of the meeting.

Matters arising

BM reported that a parent complaint had been escalated to the ESFA but this had been dealt with by Andrew Sentance , Chair of the Trust Board.

The SATs results reported in the minutes were corrected.
Tany's Dell combined for KS2 were reported as 71% but were in fact, 75%.

Governors noted the two visit reports attached to the minutes.

BM confirmed that Bev Ingram was aware of the need to spend their allocation of Sports Grant.

SA reported that he will carry out a visit to talk about attendance.

BM told governors that there were 41 penalty notices issued last year and 500 sessions of holiday were taken during term time.

Question: Governors asked whether the school were noticing any impact on these children?

If you look in their folders there are some gaps in their learning. Some children can make this up but not all.

Also, friendships etc made during the first few weeks of term are crucial for children.

There were no other matters arising.

Actions

The Inclusion Policy had been circulated for approval at this meeting.

9. Scheme of Delegation / LGB Terms of Reference

The Scheme of Delegation and Terms of Reference for the TMAT LGBs, had been reviewed by the three Headteachers and Local Governing Bodies and some changes recommended.

These recommendations were considered and approved by the Trust Board at their meeting on 12th July 2019.

The updated Scheme of Delegation has been published on the TMAT website.

Governors agreed that it should also be published on the Tany's Dell website.

Action: The Scheme of Delegation to be published on the website.

BM

10. Governors Code of Conduct

The Code of Conduct has been reviewed by EES Governors Services and some minor changes made, including recommending careful consideration by governors of the possible impact of joining private parent groups associated with the school.

The Code of Conduct was approved and those governors present signed the Code of Conduct declaration.

11. Organisation of Committees /Review of Responsibilities

Governors discussed the membership of Committees for 2019/2020 academic year. The following structure was approved for the current year.

Finance & Premises Committee

Daniel Nutkins
Andrew Rivers
Simon Lee
Andy McWilliam
Renee Joyce
Robert Rowlandson
Bernie Miele

Leadership & Management Committee

Renee Joyce
Katie Pollard
Scott Allen
Fern Middleton
Tina Dobrowloski
Sue Conway
Bernie Miele

Complaints Panel

Governors as available

Headteachers Performance Management

Renee Joyce
Katie Pollard

Pay Review Committee

Scott Allen
Daniel Nutkins
Renee Joyce

Pupil Disciplinary Committee

Governors as
Available

Staff Discipline & Grievance Committee

Governors as
Available

Appeals Committee

Governors as
Available

Governors discussed allocating areas of responsibility to individual governors

Area of Responsibility	Governor	Co-ordinator
Safeguarding	Renee Joyce	Bernie Miele
Behaviour	Andrew Rivers	Fern Middleton
Inclusion	Katie Pollard	Lisa Gadd
Attendance	Scott Allen	Lisa Gadd
Health & Safety/Premises	Scott Allen	Andy McWilliam
ICT / Website	Simon Lee	Beckie Wright
GDPR	Simon Lee	
Finance / budget	Daniel Nutkins	Bev Ingram
Additional Govt funding	Robert Rowlandson	Bernie Miele Elissa Brignal
Foundation Stage	Katie Pollard	Sara Smith
TD Curriculum	Sue Conway	Bernie Miele Fern Middleton
Maths	LaMP Committee	
Literacy	LaMP Committee	
Science	LaMP Committee	
Key priorities, Data & SMSC	LaMP Committee	

Governors also discussed a collaborative agreement with HEC schools allowing governors to sit on panels at partner schools.

This would be beneficial when appointing independent governors to sit on a complaints or exclusion panel.

Chris Fluskey has agreed to produce a list of all schools/academies wanting to participate and a bespoke protocol that can be used.

Governors approved the inclusion of Tany's Dell on the list.

12. **Self-Evaluation Form (SEF)**

The SEF for September 2019 had been circulated to governors prior to the meeting. The first section detailed the context of the school. The previous Ofsted Inspection was in May 2014.

Areas to improve at that inspection were to improve the quality of writing across the school and to make sure boys achieve at least as well as girls by:

- Giving them more practice in writing longer pieces of work
- Consistently promoting pupils speaking and listening skills using Standard English

Progress that has been made includes:

- Topics are chosen specifically to engage the children's interest (especially boys) and activities are carefully selected to prompt their willingness to write.
- Children are given opportunities to complete extended writing pieces. Achievement in writing is good.

- All staff are aware of the expectations for them to model accurate spoken grammar and to speak correctly at all times.

The 2019-2020 School Improvement Priorities are:

INCLUSION and ATTENDANCE	PROVISION	PUPIL PROGRESS
<ul style="list-style-type: none"> • To improve outcomes for pupils who have special and/or additional needs • To ensure a consistency of approach throughout the whole school • To improve attendance so that it is at least in line with national figures 	<ul style="list-style-type: none"> • To ensure the Tany's Dell Curriculum is ambitious, interesting, and relevant for all pupils • To ensure progression of knowledge and skills is clearly planned for • To adopt the mastery approach in all areas • To introduce Relationships Education 	<ul style="list-style-type: none"> • To further improve Reading across the whole school • To improve the quality of pupils' writing across the whole school • To promote the use of vocabulary in pupils' dialogue and writing • To embed the whole school mastery approach to further improve maths

BM reported on the judgements made about where the school is.

School effectiveness is good.

All key areas of the school are good, some with outstanding elements, including the quality of education and the early years education. Safeguarding is paramount because the school will only get good overall if safeguarding is good.

The Quality of Education is good.

To ensure all pupils reach their full potential, our vision is to reach for the stars in everything we do. It is our aim that children leave our school equipped with the skills, attributes and aspirations they need to succeed in the next stage of their learning journey and beyond (into adulthood)

Quality of Teaching: Sept 2019

- Foundation Stage: consistently good overall and current practice is increasingly outstanding throughout.
- Key Stage One: consistently good overall with some outstanding elements.
- Lower Key Stage Two: This could be a vulnerable team as there are two new teachers to the school and two teachers who are only in their second year of teaching. However, the LKS2 Leader is strong and is more than able to guide her inexperienced team well.
- Upper Key Stage Two: the quality of teaching and learning is good overall and there are many outstanding elements.

Pupil Outcomes: July 2019

End of KS2 Results	2017		2018		2019		3 yr Average	
	TD	Nat	TD	Nat	TD	Nat	TD	Nat
Reading	73	71	68	75	84	73	75	73
Writing	80	76	78	78	78	78	79	77
GPS	73	77	72	78	84	78	76	78
Maths	83	75	68	76	91	79	81	77
R, W, M comb.	73	61	50	64	75	65	66	63

End of KS1 Results	2017		2018		2019	
	TD	Nat	TD	Nat	TD	Nat
Reading	73	76	68	75	72	75
Writing	67	68	65	70	57	69
Maths	77	75	70	76	71	76

	Year 1 Phonics Screening		
	2017	2018	2019
Tany's Dell	76	83	83
National	81	83	82

	EYFS Pupils who attained GLD		
	2017	2018	2019
Tany's Dell	73	71	65
National	71	72	72

TD = Tany's Dell EYFS = Early Years Foundation Stage
 Nat = National data GLD = Good level of development

Areas for Improvement:

- To improve outcomes for SEND pupils
- To improve Reading (*decoding & comprehension*) and Writing (*including handwriting, vocabulary & GPS*)
- Continue to embed the mastery approach in Maths and initiate this across the curriculum.
- Ensure each area of the curriculum is robust so it has a positive and meaningful impact on all pupils.

Behaviour and attitudes are good/outstanding

The school has a warm and welcoming ethos that is commented upon by all visitors. The school provides the right environment for pupils to learn and thrive. Tany's Dell pupils are very well behaved. They have positive attitudes to learning and are constantly "reaching for the stars".

Areas for Improvement:

- To improve attendance and punctuality;
- To set up a whole-school behaviour log on SIMS;
- To further embed online safety education

Personal development is good/outstanding.

The curriculum goes beyond the academic. At Tany's Dell they recognize their responsibility to promote the personal development of pupils. This is ongoing and is evident in everything they do.

Areas for Improvement:

- To initiate Relationships Education
- To continue to embed the Zones of Regulation
- To embed P4C
- To secure stronger links with local places of worship e.g. Gurdwara, Mosque etc

Leadership and management is good/outstanding

Leaders and managers at Tany's Dell Primary School have dedicated many years to the school. They are passionate about the school's impact on the lives of its pupils and continue to share high expectations at all times. The Headteacher ensures school improvement is driven by teamwork.

Areas for Improvement:

- Key Stage Leaders and Subject Leaders to be given more time to undertake monitoring and evaluative activities.
- Subject Leader training
- Analyse Staff Wellbeing questionnaire

The effectiveness of the early years provision is good /outstanding.

Ofsted inspectors (2014) commented that children in the Nursery and Reception classes benefit from extensive outdoor areas and good support from suitably trained adults. Consequently, they achieve well. Excellent questioning helped them to develop their writing skills.

Areas for improvement:

- To improve reading and writing skills
- Continue to narrow the gap with boys and Pupil Premium children
- Embed the Maths Mastery approach

BM reported that Craig Duncan will be in on 27 September to do a day on Teaching and Learning using the Mastery Approach, Thinking Skills and Learning for Life.

The training day will be on “What will the Tany’s Dell curriculum look like” and subject leaders will be going on training because Ofsted will “deep dive” into a subject.

12. Governors Training and Development

The new governors will be booked on to Induction Training for Governors this term.

13. Review of Policies

• **Inclusion Policy**

The SENCOs from all three schools worked on the Inclusion Policy which was circulated to governors prior to the meeting.

The Inclusion Policy was approved.

• **Child Protection Policy**

The Child Protection Policy has been updated following the update of the Keeping Children Safe in Education 2019 document.

The Child Protection Policy was approved.

12. Dates of Future Meetings

The following schedule of dates was approved for 2019/2020.

Autumn term 2019

LaMP	7.15pm Tues 8 October 2019
Finance & Premises	6.30pm Tues 22 October 2019
Local Governing Body	7.00pm Tues 26 November 2019

Spring term 2020

LaMP	7.15pm Thurs 30 January 2020
Finance & Premises	6.30pm Tues 11 February 2020
Local Governing Body	7.00pm Tues 17 March 2020

Summer term 2020

Finance & Premises	6.30pm Tues 19 May 2020
LaMP	7.15pm Thurs 11 June 2020
Local Governing Body	7.00pm Tues 7 July 2020

A date will be set for the Headteacher’s Performance Management and the annual pay review.

- **Non Pupil Days**

The proposed non-pupil days for 2020 / 2021 which circulated at the meeting were subsequently changed to:

Wednesday 2 September 2020
Monday 2 November 2020
Monday 4 January 2021
Friday 18 June 2021
Wednesday 21 July 2021

The non-pupil days for 2020/2021 were then approved via email.

13. Any other Business

There being no further business, the meeting closed at 8.30pm

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
LGB 9 July 2019	Inclusion Policy to be circulated for approval in September.	BM	Approved at this meeting.
LGB 10 Sept 2019	Governors to be sent the slides from the safeguarding training.	BM	
LGB 10 Sept 2019	Governors not able to attend the training to be sent the dates of the training at the other two schools or be asked to view the presentation and complete the follow up quiz.	Clerk	
LGB 9 July 2019	Scheme of Delegation to be published on the website.	BM	

Signed **Date**
Chair of Governors