



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 15th September 2020 at 6.30pm via Zoom

In attendance

| | | | |
|---------------------------|----|-------------|--------------------|
| Renee Joyce | RJ | Co-opted | Present |
| Katie Pollard | KP | Co-opted | Apologies received |
| Andrew Rivers | AR | Co-opted | Apologies received |
| Sue Conway | SC | Co-opted | Present |
| Simon Lee | SL | Parent | Present |
| Scott Allen | SA | Parent | Apologies received |
| Vacancy | | Parent | |
| Robert Rowlandson | RR | Parent | Present |
| Bernie Miele | BM | Headteacher | Present |
| Vacancy | | Staff | |
| Fern Middleton | FM | Associate | Present |
| Also in Attendance | | | |
| Andy McWilliam | AM | | Present |
| 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 Sept 2020.

Governors discussed the definition of safeguarding and what it means at Tany's Dell. It was agreed that safeguarding is looking after children and adults and keeping them safe.

BM said that Child Protection is just one area of safeguarding. Other areas are online safety, anti-bullying, caring for each other/ wellbeing, health and safety (e.g. trip hazards), behaviour.

There are a number of key documents:

Working Together to Safeguard Children – a copy of this is in the staff room.

The three services working together are the police, social care, and education.

Keeping Children Safe in Education -this is the education section of the working together document.

SET Procedures (Southend, Essex and Thurrock) – tells in great detail how these three Local Authorities manage the working together document.

BM told governors that there are two key principles:

- Safeguarding is everyone's responsibility, including volunteers and governors.
- The child comes first – should be a child centered approach and be what the child needs.

The school now use CPOMS to store all their records. During the Covid pandemic they were able to keep children safe because they could act straight away on any concerns reported.

Question: Governors asked what happens to the information?

It depends on the nature of the concern. Sometime it is just recorded, sometimes it is actioned straight away.

Question: Governors asked do staff get feedback?

Yes, staff always get feedback so that they know the Headteacher has read their concerns.

Usually by the end of the day it will have been dealt with.

Staff also know that the NSPCC Whistleblowing number is on the safeguarding notice board or they can phone the Chair of Governors.

Governors discussed the types of abuse, which are physical, emotional, sexual and neglect.

BM reported that the school had made the decision not to teach sexual education in the school. (it is optional in primary schools).

In science the pupils learn about babies being born as part of the life cycle and puberty, but go no further.

In the policy it says that, if they feel that the pupils are ready, they will reconsider it but that they will go with the questions that the pupils ask.

The Safeguarding PowerPoint will be sent to governors who had not been able to attend the meeting.

The KCSIE document Sept 2020 had been sent to all governors prior to the meeting. Governors had confirmed that they had read Parts 1 & 2 and Annex A via email.

BM confirmed that all staff had been asked to read Part 1 of the document at the Inset day at the beginning of term.

2. Welcome, Membership & Apologies for Absence

Apologies were received on behalf of AR, SA and KP.

AM had been nominated as a Co-opted Governor. He had previously been a staff governor until his retirement from his post as Site Manager at Tany's Dell.

AM was approved as a Co-opted Governor.

A new staff governor will be sought ready for the October meeting.

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**

Under financial regulations, governors are required to complete a new declaration of business interests annually. Due to the meeting being held virtually, forms had been completed via email.

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.

7. **Chairperson's Action**

RJ reported that she had attended two Emergency Covid Meetings and had visited the school to talk to the Headteacher about the risk assessment for re-opening the school.

9. **Governance Matters**

- ***Code of Conduct For Trustees and Local Governors***

The TMAT Code of Conduct, which is based on an Essex model, has been updated to include Trustees as well as Local Governors.

No other changes had been recommended this year.

The Code of Conduct was approved.

All governors signed the Code of Conduct declaration via email.

- ***TMAT Scheme of Delegation***

The TMAT Scheme of Delegation had been reviewed by the three Headteachers, Local Governing Bodies and Trustees in the summer term and some minor changes were recommended.

These recommendations were considered and approved by the Trust Board at their meeting on 10 July 2020.

The updated Scheme of Delegation had been circulated to governors prior to this meeting.

No further changes were recommended.

- ***TMAT Local Governing Body Terms of Reference***

The TMAT Terms of Reference for Local Governing Bodies, which is based on an Essex model, has been updated this year to reflect other TMAT policies and procedures.

It has also been updated to include reference to the TMAT Virtual Governance Meetings Policy.

The Terms of Reference had been circulated to governors prior to the meeting.
No further changes were recommended

- ***Establishment of Committees***

Governors discussed the membership of Committees for 2020/2021 academic year.

The following structure was approved for the current year.

Leadership & Management Committee

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

Headteachers Performance Review Committee

Renee Joyce
 Katie Pollard

Pay Committee

Robert Rowlandson
 Scott Allen
 Renee Joyce

All other statutory committees will be formed from a pool of governors available at the time.

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

The following responsibilities were agreed:

| 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 | Andy McWilliams Scott Allen | |
| ICT / Website | Simon Lee | Beckie Wright |
| GDPR | Simon Lee | |
| Finance / budget | Robert Rowlandson | Jo Filmer |
| Additional Govt funding | Robert Rowlandson | Bernie Miele Elissa Brignal |
| Foundation Stage | Katie Pollard | Sara Smith |
| TD Curriculum | Sue Conway Tina Dobrowolski | Fern Middleton Lauren Monrowe |
| Maths | LaMP Committee | Fern Middleton |
| Reading | LaMP Committee | Lauren Munrowe |
| Key priorities | LaMP Committee | SLT |

Monitoring will continue to be done via Zoom for this term.

Action Visits planner to be circulated to governors.

Clerk

9. **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

Question Governors asked whether the school had received the refund for the Y6 residential trip?

The school have received £18,000 refund but not the deposit which will be claimed via the insurance company.

The company have offered the school a £40 per child discount if they rebook for next year.

BM said that at the moment they are undecided about whether to book for next year. The Local Authority have said that trips can be booked but not residential visits.

Parents will be asked to register an interest for next year and say whether they are willing to pay a deposit bearing in mind that it may be cancelled and the insurance company will probably not cover it next year.

FM suggested to governors that there are lots of activities that they could book locally and the children could camp on the field.

Question Governors asked about the CIF bid for the work on the roof. The survey carried out for the bid showed lots of red areas that needed repairing urgently. Governors asked what is the plan with regards to budget?

BM said that the school will be able to put in an appeal for the repairs to the roof structure, so it is ongoing but they will not hear until Christmas. They can also resubmit next year.

She said that all three schools had submitted bids, but they were all unsuccessful. Governors expressed concerns that because water has been coming in, the structure could have been compromised and could now be unsafe. They questioned whether patch up repairs should be carried out to keep water coming any more than it is already.

BM said that the school does not have the budget for that.

Question Governors asked whether capital projects should be taken on by the DFE?

Projects over £10,000 for a maintained school are paid for by the Local Authority. For academies, it is the DFE but schools have to bid for the money through the CIF bids. The same thing happened with the windows. Half of them were double glazed but once the school became an academy, the rest were just left.

Question Governors asked what the cost to re-deck and felt the roof?

The Local Authority were the landlord prior to the school becoming an academy. They ignored the problems with the roof for years and the estimate now for the roof was £60,000 to £70,000.

BM said that the school would not have the money for a project of that magnitude. She said that at the last meeting, she had been asked to write to Robert Halfon, which she got the children to do.

His response was that he was taking the matter very seriously and the school would hear in due course.

Governors said that the roof cannot be ignored and they should not be relying on a successful CIF bid.

They suggested that maybe work should be started on the worst areas in case something goes wrong and it becomes a legal issue.

A governor also suggested that the school contact Price Bailey to ask if they have any alternatives to the CIF bid or any advice they can give.

It was agreed that the survey and the letter to Robert Halfon be circulated to governors and then RR, AM and SA meet to discuss the situation.

Action Roof survey and letter to Robert Halfon be sent out to governors.

BM

Action RR, AM and SA to meet up to discuss the situation.

**RR,AM
& SA**

There were no other matters arising.

Actions

There were no outstanding actions.

10. Update on the Re-opening of the School

BM reported that a lot of hard work, by all staff, had gone into making sure that everything was working okay.

Measures such as staggered start, lunch and end times have been introduced as well as a lot of handwashing and sanitizing. There has also been lots of outdoor learning.

The entrance for Y3 was not working so it has been moved to the playground.

Some parents who have 2 or 3 children were having to wait around for 20 minutes so those children can now come into breakfast club.

They are doing their best to support families for which they are very grateful.

Some parents are concerned about the children going swimming.

All external providers including the drama therapist, have to provide a risk assessment to make sure what they do is in line with what Tany's Dell do.

Some pupils attend the Hearing-Impaired Unit and then are back in class in the afternoon. Their class is their bubble, so in the Hearing-Impaired Unit, they are required to maintain social distance.

There are lots of mini staffrooms and a rota for the staffroom. Chairs have also been put in the hall so that staff can go in there.

Question Governors asked if there were any absences?

There are a number of children, six or seven, who are self-isolating with symptoms. Four or five have had tests which have all been negative.

A couple of children are unwell and their parents are worried about their health. The school are working with those parents.

The majority of pupils are attending (97%)

One class had 100% last week. There have been lots of rewards.

11. Review of Policies

A number of statutory policies had been updated:

- Safeguarding & Child Protection
- TMAT Code of Conduct for Employees
- Anti-Bullying Policy
- Behaviour & Discipline Policy
- Equality Policy
- Online Safety Policy
- Teaching & Learning Policy

Action The policies will be sent to governors for information.

BM

12. Dates of Future Meetings

The dates of meeting for 2020/21 have been agreed as:

Autumn Term 2020

| | | |
|-----------------------------|---------------|-------------------------------|
| Local Governing Body | 7.00pm | Tues 15 September 2020 |
| Local Governing Body | 7.00pm | Tues 20 October 2020 |
| LaMP Committee | 7.00pm | Tues 17 November 2020 |
| Local Governing Body | 7.00pm | Tues 24 November 2020 |

Spring Term 2021

| | | |
|-----------------------------|---------------|---------------------------|
| Local Governing Body | 7.00pm | Tues 9 February 2021 |
| Local Governing Body | 7.00pm | Tues 16 March 2021 |

Summer Term 2021

| | | |
|-----------------------------|---------------|-------------------------|
| Local Governing Body | 7.00pm | Thurs 25 May 2021 |
| Local Governing Body | 7.00pm | Tues 6 July 2021 |

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

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 |
|--|---|--------------------------|------------------------------|
| 15 Sept 20 | Visits planner to be circulated to governors | Clerk | |
| 15 Sept 20 | Roof survey and letter to Robert Halfon to be circulated to governors | BM | |
| 15 Sept 20 | Meeting to be arranged to discuss the roof. | RR AM SA | |
| 15 Sept 20 | Updated TMAT policies to be sent to governors for information | BM | |

Signed Date
Chair of Governors