



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

### Minutes of the Local Governing Body meeting held virtually via Zoom on Tuesday 16<sup>th</sup> March 2021 at 7.00pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Katie Pollard	KP	Co-opted	
Sue Conway	SC	Co-opted	Present
Andy McWilliam	AM	Co-opted	present
Tina Dobrowolski	TD	Co-opted	Present
Andrew Rivers	AR	Co-opted	Apologies received
Scott Allen	SA	Parent	Present
Robert Rowlandson	RR	Parent	Apologies received
Simon Lee	SL	Parent	Apologies received
Becky Jo Marson	BJM	Staff	Present
Julie McAllister	JM	Co-opted Staff	Present
Bernie Miele	BM	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 were received on behalf of AR, RR and SL.

##### **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 declarations were made.**

##### **4. Chairperson's Action**

The Chair reported that she had approved changing the Inset Day to 25<sup>th</sup> June. BM explained that this meant that it slotted in with the roadmap for easing lockdown and would mean that people would be able to spend some time with their families.

The Chair had also approved a letter which was sent out to the Nursery children. BM explained that at the beginning of lockdown they had decided not to open the nursery because two or three of the nursery staff were vulnerable.

However, the government made it clear that, if they did not open, they would lose the nursery funding.

The school put lots of measures in place to keep the staff safe and the nursery and keyworker children were offered one session in the morning. The nursery then opened as normal when the rest of the school came back.

#### **5. Minutes of the Previous Meeting**

The minutes of the meeting held on 9<sup>th</sup> February 2021 were approved as a correct record of the meeting.

#### ***Matters arising***

##### **Question A governor asked whether RR had met with the School Business Manager?**

Answer BM said that he has not arranged a meeting yet.

##### **Question A governor asked whether the laptops came back from the families?**

Answer All the laptops had been brought back by last Friday but then a bubble closed, so they had to go out again. However, because it was just one bubble, they gave out one laptop per child rather than one per family to share.

There were no other matters arising.

#### ***Actions taken since the last meeting***

*There had been no actions taken since the last meeting.*

#### **6. Report from the Headteacher**

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

BM highlighted to following key points:

**Attendance** – attendance for Spring 1 was 96.3% but national attendance data may not be reported this year.

**Safeguarding – Red List** the Highs & Lows are up but the Mediums and Social & Emotional are down.

**Safeguarding CP** - Social Services have closed 4 more cases.  
Three children were put into care just before lockdown.

**Exclusions** – 2 Y1 pupils = 2 x 0.5 days / 1 x 4.5 Days)

**Physical intervention** – Y1 child and Y4 child

**Bullying** – 1 incident (behaviour support plan – parents involved)

BM told governors that in the report it is says that there have been three leavers but actually, there have been more than that. Two left because there was domestic violence and they fled their home. Another family left because they moved across town and others left because they moved out of the area. So, they have lost 13 pupils in total. But there have also been some new pupils join the school so they are pretty full with 29/30 in each class.

One parent has notified the school that she is going to home school her child, which is causing concern and the LA has been informed.

##### **Question A governor said that it was quite sad when he read about the three children who were taken into care just before lockdown.**

BM told governors that the children are in a better place.

She said that there are 81 children altogether on the red list, 21 are highs, which is not great.

**Question A governor asked, is any of this Covid related because they are at home?**

Answer BM said no it is not.

**Staffing** – the school remains fully staffed.

The NQT, Chloe Seabright and the new Family Support Worker, Sue Preston, had written a short note to governors to introduce themselves.

BM told governors that Chloe Seabright was doing well considering that much of her training year was spent in lockdown and her NQT year has been far from normal provision so she has not had the experience that she would normally have.

Sue Preston has settled in nicely and is getting to know everyone. She has introduced herself to many of the families.

She will need some training on attendance but Fern will support her with the other one or two areas where she needs support.

BM gave a huge thank you to JM for coming in and doing a hand over with Sue. She told governors that JM used to produce a spreadsheet on attendance, with all the different groups, and she hoped that Sue will be able to do the same.

**Question A governor asked whether there were more boys than girls?**

Answer BM said that it tends to go in cycles.

During lockdown, the SLT and MLT meetings continued to be held virtually.

The SLT discussed how the additional funding, such as Pupil Premium and the Covid Catch Up funding should be used. Their focus is to ensure that disadvantaged pupils are given every opportunity to succeed. The catch up will be focused on Y5, Y2 and Y1. Reports on the use of the funding have been published on the school website.

For the MLT, the focus has been on ensuring that the school was providing the best remote learning programme possible. Strategies were agreed so that the excellent provision was consistent from Y6 all the way through to the Nursery.

Governors **noted** that each Key Stage Leader had written a short report on the Remote Learning provision in their phase and these were included in the headteacher's report.

For the most part, they all felt that the children's learning was not interrupted too much and they were able to continue their learning journey. Most of the children engaged, there were just a few who did not.

BM expressed her thanks to all the teachers because it was very hard work, teaching those in school as well as those at home. They managed it very well and it was a success story.

Performance review meetings for support staff will be held after Easter. Performance reviews for teachers will be held in July and new targets agreed for September.

This has been a really challenging year for all staff but everyone has worked hard to ensure the school moves forward and to provide the very best opportunities for the children.

The MDAs really stepped up and the hours that they would normally do as MDAs, they spent hearing children read one to one virtually, which helped build the children's confidence with their reading. They are considering continuing with this.

**Question A governor asked, how are the cleaning staff?**

Answer They are working very hard. It is particularly hard for cleaners because they know if they do not do their job properly, then the school will be in trouble. Everyone is working hard for the good of the school.

**Pupil outcomes** – when the children came back on 8<sup>th</sup> March, the last thing they needed was to be tested. The teachers are monitoring and assessing all the time, but in terms of formal assessments, these will be after Easter. Pupil progress meeting will be held at the beginning of the summer term and the teacher assessments will be used to inform progress towards targets.

A new system for assessment and reporting arrangements was introduced last year. FM told governors that the new assessment system will be all singing and all dancing. It will enable them to set up their own groups and then analyse and track the data. She said that she hopes that it will be a very useful tool. Because it is something that they buy into via HEC, it will not cost anything, so the school will be saving money.

Lauren Monroe continues to provide everyone with useful and uplifting activities to promote wellbeing. She also promotes a Monthly Wellbeing Calendar, Monthly Wellbeing Warriors Newsletters for families and ideas from the NHS "5 ways to Wellbeing". She has also signed herself onto a Place2Be Wellbeing Course.

**Inclusion** – vulnerable children and children with SEND have been prioritized throughout the lockdown to make sure that any needs identified in their EHCP are being met.

**Safeguarding** – the Tany's Dell safeguarding protocols and procedures continue to be robust and ensure the safety of the children. Sue Preston was a qualified Designated Safeguarding Lead in her last school, so has slotted into the Safeguarding Team with ease.

**Partnership working** - the TMAT Headteachers continue their virtual fortnightly meetings.

The SENCOs have not met but continue to share experiences and support each other.

The TMAT Finance team have been working extremely hard, getting to know the new finance system and software as well as changing the bank accounts from Barclays to Lloyds. They have been overwhelmed with the amount of work needed to set everything up. This has meant that the Headteachers have not been as involved with the progression of the budget spend as they would have liked.

The three Headteachers met with the CFO and MBM to establish ways forward. The MBM will now spend half a day in each school, with the Headteacher, to monitor and regulate spending. The CFO will meet with BM once a term to discuss the consolidated budget and the whole team will also meet termly.

A meeting took place with new Essex HR Consultant to discuss ways that the three schools could combine HR practices.

Training was also provided to help the MAT move forward with the idea of a single TMAT Local Governors Pay Committee.

The Committee will meet three times a year with one governor from each school forming the committee.

A date is being arranged for the first meeting to take place at the end of April.

An LSA came up with the idea of having a Captain Sir Tom Moore Medal of Inspiration, which will be awarded to any child in the school who inspires others. The children have been asked to design the medal.

It will be awarded once or twice a year and has to be for something outstanding. They do have some inspirational children in the school.

The children adored Sir Tom and have put a lot of effort into their pictures.

BM asked whether one of the governors would judge the competition.

TD volunteered to be the judge.

BM suggested that maybe the children in each class can come up with 5 or 10 favourites by 12<sup>th</sup> April and then the winner will be announced during the first week back.

Governors thanked the Headteacher and commented that a lot of work had gone into the report. They also sent thanks to all the staff who worked hard to ensure that the children did not miss out.

**Question A governor asked when will reading mentors be allowed back in?**

Answer They will have to wait until they can have visitors in school and when they are able to cross bubbles.

**Question A governor asked whether anything can be done on zoom?**

Answer Staff members were able to do it because they are used to working with children but to do it online for parents may be difficult. There is also the issue of safeguarding, if they were working alone with children online.

**7 Covid Update**

The school re-opened on 8<sup>th</sup> March and everything has gone really well.

The staggered timetables were already in place before lockdown and nothing has been changed other than the new expectations highlighted in the updated risk assessment.

**Question A governor commented that in the mornings, a number of parents stand by the gate chatting, which makes it difficult for others to get past. A number of them are there early before 8.30am.**

Answer BJM will go out and speak to them and work something out. That section is a bottle neck but the other areas are okay.

BM will also put a reminder in the newsletter about arriving at 8.30am.

Staff are now having to wear masks, they were able to wear visors before. Some are wearing masks and visors over the top but only in the corridor or communal areas. On 31<sup>st</sup> March, the guidelines are being reviewed so hopefully it will change.

**Question A governor asked how are vaccinations going?**

Answer Approximately half of the staff have had their jab.

**Question A governor asked if staff testing is still being done every two weeks?**

Answer Yes. It is horrible but everyone is getting used to it.

**Question A governor asked if many of the parents are doing it?**

Answer Testing has been opened up to parents now but they do not have to tell the school, so they do not know. The last few that they found out about were through lateral flow tests.

FM and Lisa Gadd are still taking food down to Templefields, Astra House and other various places for the families.

A Y4 bubble had to be shut when a child who felt unwell, was still sent into school. He mentioned that he was getting a covid test. The school had him tested and he tested positive so they had to shut the bubble.

The Y4 teachers are teaching virtually now for 10 days.

BJM reported that when they first came back, they used the first two weeks for PSHE and personal development and the children really benefited from that. The children lacked socializing skills and they had to teach them to be around each other again. No doubt anxiety will have risen so they need to get friendships running again.

**8 School Development Plan**

BM reported that the Single Plan for Whole School Development which had been circulated to governors for information, had been put on hold over the lockdown and had not been developed any further.

The evaluations had been colour coded so that governors can see who has done what. All middle leaders had updated their section to show how each area is doing. They can then see if any of the actions have not been completed and will then focus on them for the summer term. There will be no new actions until September.

FM said that one thing that they have achieved this term is, that everything that should be on the website with regards to curriculum is totally up to date including planning intent and vision. There is a clear overview of the curriculum for each year group and a subject vision statement.

BM said that she is proud of the subject leaders who came up with the vision for their subject area which they then shared with all staff. The vision contains the big ideas for each subject.

For example, the three big ideas for art are drawing, painting and sculpture. **So assessments will be focused on these three areas, to ensure they are taught and learnt progressively and well.**

**9 Review of Policies**

There were no policies to report at this meeting.

BM told governors that the Assessment Policy will be updated in September. The Fisher Family Trust system will be in place by then.

**10 Governor Monitoring Development and Training**

There have been no external visits this term.

A meeting has yet to be arranged to carry out the governor's monitoring of the budget.

RR and RJ attended the Pay Committee training

RJ and BM did their Safer Recruitment refresher training online.

RJ reported that she attended the Essex online training for the Wellbeing of the Headteacher. She was happy to report that most of the things that were suggested were already in place at Tany's Dell.

BM reported that she and FM are going to work from home for one day every other week.

**11 Any other Business.**

There was no further business and the meeting closed at 8.15pm.

**12 Dates and Times of Future Meetings**

The schedule of meetings for the summer term has been agreed as:

Local Governing Body	7.00pm	Tues 25 May 2021
Local Governing Body	7.00pm	<b>Tues 6 July 2021</b>

***Summary of agreed actions***

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed

**Signed .....** **Date .....**  
**Chair of Governors**