



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

### Minutes of the Local Governing Board meeting held on Tuesday 20<sup>th</sup> October 2020 at 7.00pm 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
Andy McWilliam	AM	Co-opted	Apologies received
Tina Dobrowolski	TD	Co-opted	Present
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**

Apologies were received on behalf of KP, AR, AM, RR and SL.

**BJM was welcomed as the new Staff Governor.**

JM was also welcomed to the meeting as she had also expressed interest in becoming a governor.

**JM was approved as a Co-opted Staff Governor.**

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 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.**

4. **Chairperson's Action**

RJ reported that she had taken part in a number of phone calls and meetings in support of the Headteacher as well as signing finance documents.

She had also attended a meeting with the Headteacher and the Local Authority to discuss the number of children in the school with ASD.

Unfortunately, there is no specialist provision in Essex for them because all of the Special Schools are full to bursting.

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

The minutes of the meeting held on 15<sup>th</sup> September 2020 were approved as a correct record of the meeting.

### ***Matters arising***

There were no matters arising.

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

- *The policies discussed at the meeting were circulated to governors*
- *The roof survey and letter were circulated to governors. Since then, Robert Halfon has been in touch and asked for them to be sent to him again.*

AM has arranged a meeting with Site Manager, Mick Harris on 26<sup>th</sup> October to discuss the roof survey and to carry out a Governor's Health and Safety visit. The notes from his visit will be circulated to governors (attached to these minutes as appendix 1)

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

### • **Staff Governor update**

Lauren Munrowe organised the voting system for the Staff Governor election. There was just one vote between the two nominations, so BJM was elected staff Governor and JM was invited to become Co-opted Staff Governor. They have different roles within the school, BJM is IT & Computing and JM is the Family Support Worker.

### • **Recovery Curriculum**

FM reported that first half term has been spent identifying where there are any gaps in knowledge. All of the long-term plans for 2020 moving forwards have been finalised. They were put together by year group teachers and have been checked. Now they are in place, the knowledge organisers will be next. In an effort to do less better, subject leaders have to decide what subject knowledge is needed. In secondary schools, the teachers can focus on one subject but in primary schools, they need to be experts in all subjects, which is a huge task. They should be ready for after half term.

### **Question A governor asked how far behind are the pupils, is it all or just some of them?**

There were some. Throughout the lockdown the teachers monitored how the pupils engaged with the learning. In September, the first two weeks focused on emotional wellbeing and assessment. Teachers were able to gather information to inform baseline assessments to inform potential intervention programmes and set end of year predictions. FM said that she is passionate that pupils do not have any gaps in their learning so will not race ahead till the end of the year. The mastery approach is used so that the pupils are secure in their knowledge.

The government have said that schools will get £80 per pupil (approx. £32,000) to help them catch up so that they are back at age-related by the end of the year.

The job of primary schools is to get pupils ready for secondary school, so the focus will be on Y5 and Y6. There is plenty of time to get the other year groups ready for secondary school.

There is an issue in Y1 (they were Reception last year) because a number of pupils in that year group were not on track to reach ARE plus the Covid situation on top. There are five pupils who are highly autistic and two have global learning delay. None of them should be in mainstream school.

The LA have said that they will put a plan in place to help the school.

**Question A governor asked whether Autism is different from ADHD?**

ADHD is not on the spectrum, autism is.

Some are quiet and non-verbal, others have behavioural difficulties, their attention is all over the place and they cannot focus. Each one is different.

For those in Y1, one to one support is needed. The aim is to get the child calm so that the LSA can support the group. They try not to make autistic children dependant on the LSA.

BM said that she is concerned about the wellbeing of the teachers, because they are exhausted and stressed. She is looking at putting more staff into Y1 to provide support.

**Question A governor asked how many of the 7 pupils in Y1 have an EHCP?**

Only one has an EHCP, so there is no other funding. The school is supporting the children from school funds.

Y6 are having a lot of support and are looking good. The current Y6 engaged well during lockdown. Some did not, but those who engaged would have done well anyway. It is a good cohort.

Y5 are slowly getting their levels back up, there are 2LSAs in there and they've got time to help them make progress.

- **Premises**

BM reported that Mick Harris is doing a fantastic job.

He is the Site Manager for all three schools, so pops over to the other schools to carry out monitoring tasks.

There is an issue regarding the caretaker's house.

Mick Harris took the job on the promise of a three bedroomed house, but Harlow Council are still not giving Andy McWilliam somewhere to live. So, it is a tricky situation.

Andy has been given three-months notice so that he can go to the council and tell them he has to vacate by 29<sup>th</sup> November.

He is still paying peppercorn rent until the end of November. He will then be asked to pay the standard rent for a three bedroomed house.

BM said that she will refer the matter to the Board of Trustees and ask if they can put pressure on Harlow Council. Andy has written a letter outlining the difficulties he is experiencing, which will be sent to Trustees on his behalf.

A governor suggested that Andy could use the house at Harlowbury but BM said if he did that, it may jeopardise his position with the council.

- **Personnel**

BM reported that there is a member of staff who is still highly vulnerable. She is working at the school, taking outdoor lessons and doing admin jobs to help as much as she can. She was a cover teacher but this would have involved working across bubbles. A supply teacher is covering PPA for two days and Fern is covering on the other days.

All staff are in school. One member of staff was nervous but is now fine.

A few people have had concerns and have taken a Covid test, all were negative.

There is an impact when staff are off isolating, it does mean that the school is stretched. Cover has been arranged but it is not ideal.

RJ reported that the Pay committee met on 13<sup>th</sup> October to consider the pay recommendations from the Headteacher. All recommendations were approved.

- **Finance**

A finance report had been received from Jo Filmer, the MAT School Business Manager, including the following items:

Annual Audit Financial year 2019-2020

Price Bailey carried out their annual audit throughout week beginning 21<sup>st</sup> September. All went well as was expected. The audit management letter is being prepared for acceptance by TMAT Trustees. The budget for 2020-2021 will be updated with new end of year figures and any other changes in due cause.

Month 1 September COVID-19 Budget Report

The September SIMS budget vs actual report is attached as appendix 2. Jo Filmer reported that the finance team are still in the process of applying the budgeted commitments including staff salaries.

**Question A governor asked what the minus figures mean?**

As Finance Governor RR will be asked to report on the finances.

Carry forward

The final carry forward figure 2019-20 to 2020-21 to still to be confirmed.

Government's COVID catch-up funding grant

The additional income of the Government's COVID catch-up funding grant of £32,880 will be matched by equivalent expenditure.

The fund will be used for:

- provide support for Y5 and Y6 to close the gaps.
- Gap funding into Y3 and Y4 Little Stars
- Rainbow class
- After school tuition

Teachers Pay Rise 2020-21 Statutory Guidance on Pay & Conditions Document

The STPCD recommended and the DfE accepted a national pay increase for Teachers from 01/09/20 with increases ranging from 5.5% at the bottom of the main pay range to 2.75% at the top and for all other ranges and allowances.

The recommendations were put to the trustees for consideration on 2<sup>nd</sup> October 2020. This will mean an increase of £3,878 to the teachers' salary cost if full STPCD is implemented.

Support Staff Budget and 2.75% pay increase from April 2020

In May, the finance team processed a cost of living pay rise of 2% for all support staff from April 2020.

Agreement has now been reached between the National Employers and the Trade Unions on a 2.75% pay increase applicable from 1st April 2020 – March 2021.

The team will now process the additional 0.75%.

In the draft budgets as approved by the Board on 10/07/20, an average of 2.75% was already built in so there will be no impact.

Jo Filmer reported that there are no concerns to report regarding the school finances at this time but she will continue to work with the headteacher to monitor these closely and will keep the governors informed.

## 7. **SEF / School Development Plan**

The updated School Self Evaluation (SEF) was circulated to governors for information. It is a judgement of where the school is and the key priorities.

BM reported that the overall judgement is that the school is a good school. School Effectiveness is good and Quality of Education is also good.

There is no data or progress to report for 2020 so Ofsted will look at the 2019 data and three-year averages.

The pupils who were in Y1 (now in Y2) will take their Phonics test after half term but that is the only testing that will have taken place. Any pupils who do not pass will re-sit at the end of Y2.

Behaviour and Attendance is good to outstanding. Looking at the Ofsted format and their expectations for outstanding, they are on the cusp of outstanding.

It is the same for Personal Development and Leadership and Management – there are lots of ticks, but not all the ticks.

The School Development Plan is in the process of being updated and the school is working from the four Key Priorities.

KEY PRIORITY ONE	KEY PRIORITY TWO	KEY PRIORITY THREE	KEY PRIORITY FOUR
RECOVERY PLAN	WELLBEING	PUPIL PROGRESS	PROVISION
<ul style="list-style-type: none"> <li>Implement period of information gathering, assessment &amp; target-setting</li> <li>Plan for accelerated progress for all – especially Y1, Y5 &amp; Y6</li> <li>Target specific focus pupils</li> <li>Remote Learning Contingency Plan</li> <li>Use of Coronavirus Catch-Up Premium</li> <li>Application for Nat. Tutoring Programme</li> </ul>	<ul style="list-style-type: none"> <li>To further promote and support emotional health and wellbeing of the whole school community</li> <li>To further promote and support positive mental health of the whole school community</li> </ul>	<ul style="list-style-type: none"> <li>To further improve Reading across the whole school</li> <li>To promote the use of vocabulary in pupils' dialogue and writing</li> <li>To improve the quality of pupils' writing across the whole school</li> <li>To embed the whole school mastery approach to further improve maths</li> </ul>	<ul style="list-style-type: none"> <li>To ensure progression of knowledge and skills is clearly planned for</li> <li>To adopt the mastery approach in all areas</li> <li>To ensure the Tany's Dell Curriculum is ambitious, interesting, and relevant for <b>all</b> pupils</li> <li>To introduce Personal Development Education</li> </ul>

BM told governors that, when they first came back, the children were fine. She is just beginning to see a few cracks, but the school are working with those families. Half term is needed badly.

Targets have been set with Craig Duncan. They are not called targets now but are "Banded Predictions" which are the figures they hope to achieve. The visit note from Craig Duncan will be circulated to governors.

**BM**

**Action Visit note from Craig Duncan to be circulated to governors.**

**8. Review of Policies**

Governors noted that a TMAT Remote Learning Policy has been produced and will be approved by Trustees.

It has to be in place by the end of October.

If a bubble is closed the pupils have to be taught as if they were in the classroom.

The lesson will be delivered via Zoom and work will be handed in and marked.

For Y5 and Y6, the TEAMS app has been discussed. Home learning videos and work will be uploaded.

For Y3 and Y4 Seesaw will be used.

BM reported that the teachers are looking at how they can support EYFS. Short videos will be produced and the parents will support.

Everyone is doing their best to maintain social distancing. It is hard for teachers to keep their distance in class and they are missing the groupwork.

Governors asked that their thanks be expressed to all the staff.

**9. Dates of Future Meetings**

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

**Autumn Term 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**

**10. Any other Business**

BM reminded governors about the training on 21st October on School Improvement and the Role of Governors. The training is being delivered by Craig Duncan, School Improvement Partner.

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	Actioned
15 Sept 20	Roof survey and letter to Robert Halfon to be circulated to governors	BM	Actioned
15 Sept 20	Meeting to be arranged to discuss the roof.	RR AM SA	Actioned
15 Sept 20	Updated TMAT policies to be sent to governors for information	BM	Actioned
20 Oct 20	Visit note from Craig Duncan to be circulated to governors.	BM	

## **Appendix 1**

Governor visit with Mick Harris, Site manager and Andy McWilliam, School Governor held on Monday 26<sup>th</sup> October 2020 at 9:30am

All the necessary Covid-19 safety measures which were put in place by the school were adhered to.

Agenda:

1. Roof structure survey and CIF bid
2. H&S visit
3. CCTV issues and training

### **Roof structure survey and CIF bid**

I understand that the CIF bid failed for the second time and an appeal has been logged. The results of the appeal should be known by November 2020.

The survey shows that the whole of the pitched roof section of the building is now, as it has been for some time, a 'D1' category. This means that it is in need of immediate repair/replacement. The previous landlord, ECC, failed to maintain the structure due to funding issues at county level and the school has historically been forced to repair small areas of the external felt surface ad-hoc. This has resulted in the roof structure failing and allowing water to ingress into the building.

The photographic evidence shows that the structure has become saturated in places and needs replacing.

The school has not got access to the funds required to carry out this work, even on a sectioned rolling program and relies heavily on the CIF bid process.

The trustees have advised that the school should not spend their own money on this project and that the school should continue with the appeal and then re-apply if necessary.

Meanwhile, in my opinion, the way forward for the school is as follows:

### **Appeal the decision**

As noted above I understand that an appeal has been logged

### **Set up a termly inspections by the site manager**

The site manager could access the internal loft space at various places in the school and visually inspect the roof structure that is visible from this view point to determine whether there are any leaks and/or damaged areas which need attention.

The site manager should be furnished with either a camera or camera phone to enable him to take photos of the areas.

### **Keep records of the findings of these inspections which should include photographs.**

The site manager should write a short report and include any photos in this report and keep it in a safe place either physically or electronically.

### **Update Governors with these reports.**

These reports should be shared with the head teacher and Governors so that they can be discussed on the agenda at the relevant Governor's meetings.

It might also be advisable to invite roofing contractors to inspect these areas at a frequency to be agreed by the school as this will have a cost implication.

Finally, I was made aware by Mick that a neighbour of the school had, allegedly, had his car vandalised and had requested any CCTV footage which the school might be able to supply to him.

With this in mind I instructed Mick on the use of the CCTV system as far as reviewing the footage at a given date and time on the relevant camera and Mick was able to determine that there was no useful footage of the alleged vandalism.

I then checked the issue with the CCTV monitor in the school office and arranged a site visit the following day by a technician from I-HT (In House Technology) and attended with him and we were able to reset the system and leave it working correctly.

### **H&S VISIT**

I was welcomed by Mick Harris and given complete freedom to walk around the site both internally and externally to complete my H&S visit.

There were contractors on site internally and I noted that as far as was reasonably possible the Health and Safety of the contractors and other occupants of the building was being monitored. The school was closed for half term and there were no pupils or teaching staff in the affected areas.

The building was tidy and all fire escape routes were clear.

During my checks of the play ground areas I noted the new trim trail equipment which had been installed in the place of the very old and unsafe original equipment. This is now a lovely, safe area for the children to play and learn on.



The picnic benches are now also very old and although they have been maintained and repaired over the course of the 20 'odd years that they have been at Tany's Dell they look like they will need to be replaced at some point in the not too distant future.

Some of the slats have been replaced with new wood and some of the benches remind me of the 'Triggers' broom' episode of Fools and horses!





The concrete window sills which are failing due to their age and due to concrete cancer should be checked regularly to ensure that no loose lumps of concrete can fall on any one walking or playing under them. If an area looks like it might be loose then the site manager should access the sill from a safe point inside the building and remove or re-fix with a 'No Nails' type of adhesive as soon as possible.



The rest of the external areas looked fine and any H&S issues that become apparent are actioned by the site team in good time. One example would be raised slabs on the pathway leading from the car park to the main front path which have been moved by tree roots that have been relaid and are no longer a trip hazard.

**Andy McWilliam**  
**Health and Safety Governor.**

**Appendix 2**

10/14/2020

SIMS Cost Centre Summary By Cost Centre

## Templefields MAT

Tany's Dell Primary & Nursey  
SIMS Cost Centre Summary By Cost Centre  
Financial Year 2021

Cost Centre	Description	Original Budget	Current Budget	Commitments	Accruals	Actuals	Total Spend	Budget Left
00001	ESFA Income	-1,878,049.00	-1,878,049.00	0.00	0.00	-155,106.83	-155,106.83	-1,722,942.17
00002	Pupil Premium	-185,520.00	-185,520.00	30.00	0.00	0.00	30.00	-185,550.00
00003	Other DfE grants	0.00	0.00	0.00	0.00	-3,926.00	-3,926.00	3,926.00
00004	LA Grants	-228,434.00	-228,434.00	0.00	0.00	-7,538.00	-7,538.00	-220,896.00
00005	Catering Income	-34,713.00	-34,713.00	0.00	0.00	-433.30	-433.30	-34,279.70
00006	Income - Rent & Lettings	-4,559.00	-4,559.00	0.00	0.00	0.00	0.00	-4,559.00
00007	Insurance re-imbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00008	Donations/Other Income	-94,568.00	-94,568.00	0.00	0.00	-478.25	-478.25	-94,089.75
10001	Staff-Teaching	1,271,666.00	1,271,666.00	0.00	0.00	0.00	0.00	1,271,666.00
10002	Staff - Admin	135,096.00	135,096.00	0.00	0.00	0.00	0.00	135,096.00
10003	Staff - Support	422,471.00	422,471.00	0.00	0.00	0.00	0.00	422,471.00
10004	Staff- Premises	88,862.00	88,862.00	0.00	0.00	0.00	0.00	88,862.00
10005	Staff - Midday	104,352.00	104,352.00	0.00	0.00	0.00	0.00	104,352.00
10006	Staff - Catering	67,321.00	67,321.00	0.00	0.00	0.00	0.00	67,321.00
10007	Staff - Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10008	Staff - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10009	Staff - Training	2,500.00	2,500.00	30.00	0.00	618.75	648.75	1,851.25
10010	Staff - Indirect Expenses	1,158.00	1,158.00	135.30	0.00	0.00	135.30	1,022.70
20001	Premises - Buildings	33,734.00	33,734.00	687.00	0.00	4,510.21	5,197.21	28,536.79
20002	Premises - Cleaning	9,863.00	9,863.00	2,492.88	2,593.51	1,219.03	6,305.42	3,557.58
20003	FUEL	24,000.00	24,000.00	26,189.21	916.67	2,773.05	29,878.93	-5,878.93
20004	Premises - Grounds	7,872.00	7,872.00	0.00	0.00	2,365.00	2,365.00	5,507.00
20005	Premises - Rates	5,274.00	5,274.00	1,206.00	2,813.20	4,019.20	8,038.40	-2,764.40
20006	Premises - Water	3,868.00	3,868.00	2,592.60	518.52	432.10	3,543.22	324.78
20007	Furniture	0.00	0.00	0.00	0.00	325.00	325.00	-325.00
30001	Curriculum (non ICT)	24,219.00	24,219.00	1,404.72	7.88	9,530.64	10,943.24	13,275.76
30002	Curriculum IT	23,614.00	23,614.00	6,160.00	0.00	10,812.39	16,972.39	6,641.61
30003	Sports Premium Grant expenditure	10,246.00	10,246.00	0.00	0.00	23,200.00	23,200.00	-12,954.00

[https://www.sims-finance.co.uk/series/uid775501224/xquery.xq?XSCRIPT=SIMS\\_CC\\_SUM\\_BY\\_CC\\_MAIN\\_P\\_COMP='000001' P\\_YE\\_AR=2021\\* XQ\\_OUTPUT\\_TYPE='HTML' com.leseries.first=true](https://www.sims-finance.co.uk/series/uid775501224/xquery.xq?XSCRIPT=SIMS_CC_SUM_BY_CC_MAIN_P_COMP='000001' P_YE_AR=2021* XQ_OUTPUT_TYPE='HTML' com.leseries.first=true)

1/2

Signed ..... Date .....

Chair of Governors

10/14/2020		SIMS Cost Centre Summary By Cost Centre									
		Class Trips/Visits	-4,686.00	-4,686.00	3,960.00	0.00	3,328.60	7,288.60	-11,974.60		
40001		Swimming	12,567.00	12,567.00	0.00	0.00	174.40	174.40	12,392.60		
40002		Pupil Premium (Excl Staff)	22,021.00	22,021.00	0.00	0.00	2,305.60	2,305.60	19,715.40		
40003		Schools Fund - Non restricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
40004		Breakfast Club	-3,305.00	-3,305.00	0.00	0.00	-21.00	-21.00	-3,284.00		
40005		After school Clubs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
40006		Residential	0.00	0.00	0.00	0.00	-18,651.00	-18,651.00	18,651.00		
40007		Staff - Ins Premiums	13,934.00	13,934.00	0.00	0.00	12,598.05	12,598.05	1,335.95		
50001		Premises Insurance	11,156.00	11,156.00	0.00	0.00	0.00	0.00	11,156.00		
50002		Office Costs	11,629.00	11,629.00	1,603.21	37.48	1,273.84	2,914.53	8,714.47		
50003		Equipment Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
50004		Fees & Prof Services	106,915.00	106,915.00	6,536.20	618.62	14,783.20	21,938.02	84,976.98		
50005		Ad Hoc Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
50006		Catering Costs	46,968.00	46,968.00	2,311.20	186.38	1,986.85	4,484.43	42,483.57		
50007		Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
70001		Suspense	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
70100		Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
70200		Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
80001		Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
80501		Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
80601			0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Grand Total</b>			<b>27,472.00</b>	<b>27,472.00</b>	<b>55,338.32</b>	<b>7,692.26</b>	<b>-89,898.47</b>	<b>-26,867.89</b>	<b>54,339.89</b>		

14 Oct 2020@13:31:18